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Ph: 570-223-5082 | Fax: 570-223-5086  
[www.smithfieldtownship.com](http://www.smithfieldtownship.com)

This meeting, though it was advertised as a meeting including Smithfield Township, was never scheduled to have a quorum of the Smithfield Township Board of Supervisors, nor did a quorum occur at the meeting. Smithfield Township has placed the ad, agenda, and minutes from Middle Smithfield Township on Smithfield Township's website to keep the community informed.

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## **PROOF OF PUBLICATION**

Judith Acosta  
Accounts Payable  
Middle Smithfield Township Supervisors  
147 MUNICIPAL DR IVE  
EAST STROUDSBURG PA 18302

STATE OF PENNSYLVANIA, COUNTY OF MONROE

The Pocono Record, a newspaper printed and published in the city of Stroudsburg, and of general circulation in the County of Monroe, State of Pennsylvania, and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated on:

03/12/2024

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## **MIDDLE SMITHFIELD TOWNSHIP PUBLIC NOTICE**

**NOTICE IS HEREBY GIVEN** that Middle Smithfield, Smithfield, and Price Township Boards of Supervisors and Delaware Water Gap Borough Council has scheduled a joint work session for Wednesday, March 13, 2024, at 11 a.m. for any business that may come before the Boards. The meeting will be held at the Middle Smithfield Township building located at 147 Municipal Drive, East Stroudsburg, PA 18302.

Middle Smithfield Township Board of Supervisors  
Holly Dennis, Assistant Township Secretary

**P - March 12, 2024**



# Middle Smithfield Township

## WORK SESSION AGENDA

### March 13, 2024

A joint work session with Middle Smithfield Township, Smithfield Township, Price Township and Delaware Water Gap Borough Council was held on Wednesday, March 13, 2024, at 11:00 a.m.

**with:**

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*Approval of Agenda, and any Amendments*

- **Open the Meeting**
  
- **New & Recurring Business/Discussion**
  - Resolutions for Fire and EMS
    - i. Fire and EMS Performance Standards
    - ii. Terms/Method of Distribution of Tax Monies
  
- **Public Comment**



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**with:** See list.

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#### MUNICIPALITIES

##### Middle Smithfield Township

Annette Atkinson	Supervisor
Mark Oney	Supervisor
Mike Dwyer	Supervisor
Bonnie Winters	Budget & Finance Mngr
Michele Clewell	Twp. Secretary

##### Smithfield Township

Michael Albert (zoom)	Supervisor
Julia Heilakka	Twp Manager

##### Price Township

Robert Wilson	Supervisor
Rick Mosher	Supervisor

##### Delaware Water Gap Borough

Mike Ike	Council Member and Fire Chief, Delaware Water Gap Fire Department
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#### COUNTY

##### Monroe County Control Center

Gary Hoffman	Dir. Of Communications
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#### FIRE COMPANIES

##### Bushkill Volunteer Fire Company

Anne Marie Rohner	Trustee
John Gandolfo	Trustee
Anthony Amato	Trustee

##### Marshalls Creek Fire Company

Jerry Grafal	Chief
Nick Dennis	Asst Chief
Gary Vanhorn	Relief Ass'n
Jay Huffman	Lifetime Member
Eugene Berry	Asst. Chief
Tom Rode Jr.	Relief Ass'n
Will Vituli	Captain, Wooddale

#### EMERGENCY MEDICAL SERVICES

##### Bushkill Emergency Corps

Debbie Kulick	President, Chair, BOD
Ed Regina	BOD
Juliette Caines	BOD
Ray Felmly	Volunteer

##### Lehman Pike EMS

Theresa Medrano	Lehman Pike EMS
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##### Suburban EMS

Don DeReamus	Government Relations
Bryan Dunlap	Dir. of Finance
Tim Werkheiser	Dir. of Operations
Justin Thomas	Paramedic
Jeff Young (zoom)	Executive Dir.



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### Open the Meeting

Annette Atkinson stated that the purpose of the meeting is to discuss and come up with one consistent document and method for the reporting and payment disbursements for the newly enacted fire and EMS taxes for the municipalities, as well as performance standards and consistency for the resolutions the municipalities must pass.

Mark Oney said this group won't be here in 10 years, another group will be here. Something to benefit now and for future.

Mike Dwyer stated that we would like the road drives to go away. We expect you to seek out donations in other ways to supplement your income. We would like to produce a draft and circulate to all of you. Middle Smithfield is giving 1Q2024 disbursements tomorrow at their BOS meeting and giving the 4<sup>th</sup> qtr. 2023. cable checks tomorrow as well.

### Fire & EMS Performance Standards

Tom Rode said that MCFC already had their monthly meeting and the draft Resolutions provided today will have to go back to the members next month.

Annette Atkinson said that the townships need to decide how the disbursements will be managed, will they be quarterly, monthly. She also said that the municipal codes allow the townships to provide for specific things only.

Michael Albert asked what is the basis that the funds will be distributed? Assessed value, population, geography? Mike Dwyer said each township has to determine their percentage rates for fire and EMS. As example, Mike Dwyer said that MST has BEC as primary EMS with 93% of the coverage area and Lehman EMS with 7% which equates to distribution of funds being BEC 65%, 13.8% each for Lehman EMS and Suburban EMS, and 6% for MCEMS.

Michael Albert said that townships just need to be consistent and may not be ready to decide yet on the percentage for distribution. Nick Dennis said that 3 months ago Smithfield Twp provided their formulation on paper, but Mr. Albert said that is a draft document now. Mr. Albert said it could be a combination of geography and population, and/or assessed value, but it could take weeks to get those numbers. There was some concern that the values would be mixed due to commercial and residential property in the mix.

### Reporting

Bob Wilson stated that they receive reports once a year from fire and EMS. Mike Ike said a treasurer's report is provided to borough council at each of their meetings.



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The consensus was that the reporting requirement that the Fire and EMS do, all be done the same way, each entity re dealing with multiple municipalities.

Examples:

- Anne Marie Rohner stated Bushkill Fire has a separate account and only specific items come out of the account, such as for building and/or equipment expenses. Anne Marie was asked for a sample to distribute.
- Annette stated Stroud Twp has a good starting point with how they break everything down in their annual budget general ledger, copies were passed out.

### **Submitting bills to the Townships as backup**

Michael Albert said he would like to see every single receipt submitted to the townships as backup for the tax disbursement.

### **Audit Requirements for Fire and EMS**

What type of audit will be required? A financial analysis audit or yearly audit performed by a CPA. Each fire and EMS would have an audit and provide to the townships they cover every year. The municipalities are audited every year, by law.

Currently financial reviews are done for BEC and MCFC. Bushkill Fire and Suburban have full audits done. Michael Albert said he is okay with financial reviews and Mike Dwyer said he would recommend a full audit.

Both Mike Dwyer and Annette Atkinson said this is tax payers' money and a full audit should be required. Ann Marie Rohner said that Bushkill Fire pays ½ for an audit and Lehman Twp pays the other half; the cost of the audit is \$10k total.

### **The list of Anonymous fire and EMS performance standards submitted were discussed.**

1. No road drives as the new tax covers that income.
2. 24/7 coverage for fire
3. ALS 100% of the time.
4. All residents of the primary ambulance company's territory should receive the subscription benefits, this will NOT prevent an ambulance company from sending out donation letters. (Suburban does not have the ability and Lehman does not do subscriptions because residents are covered under the tax). Michael Albert said to send out your subscriptions and see what you get back. The providers may want to look at the subscription model and maybe it needs to be tweaked and bring it back to the township to discuss.
5. A contract between ambulance providers in the region is mandatory, but, if an ambulance company does not pay their counterpart that performs services, or provides



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- staffing, then it will be deducted from the tax monies for the company that is in arrears. Suburban offered to provide help with ALS agreements between the agencies.
6. Format and frequency of Fire/EMS reports to municipalities. Quarterly with the exception of the provider who is currently receiving monthly disbursements from Smithfield and Middle Smithfield.
  7. Designated point of contact for each municipality. (Everyone already has this).
  8. EMS:
    - a. Provide BLS and ALS as defined by the State.
    - b. Have at least one BLS and ALS vehicle available 24/7
    - c. Licensing must be up to date at all times.
    - d. Provide monthly statistics reports summarizing response actively, only from primary provider.
    - e. Provide EMS coverage for township sponsored events.
    - f. Ensure radio equipment is up to date.
    - g. Provide backup financial information as needed or requested to receive monthly/quarterly payment from municipalities.

Julia Heilakka said we need to talk about for profit companies versus nonprofit. Mike Dwyer said everyone should go back to their solicitors.

Mike Dwyer asked all the providers to go back to your respective board members to discuss.

Annette Atkinson stated that we discussed with the solicitor about extending the municipal tax credit to include a fire and EMS tax credit to qualified EMS and Fire Co volunteers and the solicitor is working on that now. There was discussion about asking the county and school district to offer tax credits also. Debbie Kulick asked if a letter could be sent to the school district. Michele Clewell will work on a letter for both the County and the ESASD. Julia Heilakka offered to send her Smithfield Township's letter as well.

There was discussion regarding the hotel tax, and separate but not mutually exclusive, discussion on how to have tourists contribute to the fire and EMS.

The next meeting is scheduled for Wednesday, May 1, 2024, at 7pm at Middle Smithfield Township.

#### **Draft Resolutions for Fire and EMS**

The fire and EMS members were asked to please take the draft resolutions back to their boards and provide feedback at the May 1<sup>st</sup> meeting.

- Fire Tax Revenue: Section 2. Suggestion to strike out the sentence "Such requests shall be subject to the formal approval of the Middle Smithfield



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Township Board of Supervisors, which shall be within the Board's discretion and".

- Fire Tax Revenue Resolution Section 2(f): strike out the word "monthly" and "within 30 calendar days after the end of each month".

Capital Reserves were discussed at length and will be added to the fire and EMS resolutions. Mike Dwyer stated that Middle Smithfield Township will distribute 80% of the tax while 20% will be held in an interest-bearing account ("reserves") for capital improvements for the fire and EMS companies. Annette Atkinson gave examples of what could trigger a release of reserve monies (capital purchases such as planned equipment purchase, replacing equipment damaged due to unforeseen circumstances such as an accident, major planned improvements to building) and asked for input. Michael Albert asked if the capital reserves could be used for loan payments and was told no as the capital funds are for emergency use only.

Bonnie Winters read the 80% distribution for fire and EMS for Middle Smithfield Township.

The Monroe County Public Safety Center will be paid out of Middle Smithfield's General Fund 100%.

Middle Smithfield Township will require copies of the bills to be included with the reports, each quarter. Smithfield Township stated that they have not decided if they are doing a capital reserve or what their reports will need.

#### **INITIAL CONCLUSIONS:**

1. Full annual audit required for fire and EMS.
2. No road drives as the new tax covers that income.
3. 24/7 coverage for fire
4. ALS 100% of the time.
5. All residents of the primary ambulance company's territory should receive subscription benefits, unless otherwise indicated within the Resolution\*.
6. ALS contract drafts will be provided by Suburban for review/comments/questions.
7. Quarterly reports along with receipts/invoices backups required for Fire and EMS; with the exception of provider who receives monthly disbursements, who will provide the reports and receipt/invoice backups monthly.
8. EMS: Provide BLS and ALS as defined by the State (e.g., any provider offering ALS must provide it 100% of the time). Have at least one BLS and ALS vehicle available 24/7. Licensing must be up to date at all times. Provide monthly statistics reports summarizing response actively, only from primary provider.
9. The Resolution will be specific as to which provider is paid monthly vs. quarterly.





# Middle Smithfield Township

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*\* see #4 under "Performance Standards"*

*Michle L. Clewell*  
*MST*