



Middle Smithfield Township

WORK SESSION NOTES

MAY 1, 2024

A joint work session with Middle Smithfield Township, Smithfield Township, Price Township and Delaware Water Gap Borough Council was held on Wednesday, May 1, 2024, at 7 p.m. **with the following in attendance.**

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MUNICIPALITIES

Middle Smithfield Township

Annette Atkinson	Supervisor
Mike Dwyer	Supervisor
Bonnie Christman	Budget & Finance
Michele Clewell	Twp. Secretary

Lehman Township

Rob Rohner	Supervisor
Aaron Springs	Supervisor
Sean Logsdon, Esq.	Solicitor

Smithfield Township

Michael Albert	Supervisor
Jacob Pride	Supervisor
Julia Heilakka	Twp Manager
Bonnie Winters	Budget & Finance

COUNTY

Monroe County Control Center

Gary Hoffman	Dir. Of Communications
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EASTERN EMS COUNCIL

John Kloss	Director
John T. Smith	EMS Council

FIRE COMPANIES

Bushkill Volunteer Fire Company

Kyle Rohner	Chief
Tim Rohner	Asst Chief
Anthony Amato	Trustee
Ed Dickison	Board Member
Anthony Amato	Board Member
Anne Marie Rohner	Trustee
John Gandolfo	Trustee

Marshalls Creek Fire Company

Jerry Grafal	Chief
Nick Dennis	Asst Chief
Norman Fish	Board Member
Eugene Berry	Asst. Chief
Tom Rode Jr.	Relief Assn's
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
Daniel Medrano	Lehman Pike EMS
Susan Duffy	Lehman Pike EMS



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PUBLIC

Kylie Medrano
Kristine Karol
Tim Snow

Greg Marasca
Sean Logsdon

Lehman Pike EMS
Lehman Pike EMS

Suburban EMS

Bryan Dunlap
Don DeReamus
Justin Thomas
Jeff Young (zoom)

Dir. of Finance
Dir. of Operations
Paramedic
Executive Dir.

Open the Meeting

Annette Atkinson thanked everyone for attending the joint work session and stated that comments and suggestions have been incorporated into the draft resolutions provided as handouts.

Mike Dwyer wanted to clarify that we there is discussion about the resolutions, they are referring to Middle Smithfield Township, all the other townships are welcome to use them but when speaking about criteria, it is Middle Smithfield Township. Nothing will be finalized tonight as these are an open draft for the municipalities. Middle Smithfield Township is hoping to adopt final resolutions in May, and we believe they are a safeguard for the municipalities and the providers.

Michael Albert also added that if one township requires something and we want to align as much as possible.

JLN Study

Annette Atkinson stated that JLN has amended the Study in order to incorporate the comments received from the fire and ems providers. They are ready to give a presentation of the Study and are available May 8th. Following additional discussion on the best dates to meet, the consensus is June 5th at 7pm. Ms. Atkinson will contact JLN with a new date and get back to everyone.

Fire Tax Draft Resolution

Mike Dwyer stated that Middle Smithfield Township modified the draft resolution to reflect monthly vs. quarterly distributions and removed the requirement of the township holding the money in reserves. Julia Heilakka stated that Smithfield Township may hold 2% for refunds to go toward the volunteer tax credit and for services that are already provided. She stated that Smithfield Township will withhold insurance money from the distribution as it will be taken off the top and then disbursed. Mike Dwyer said that the insurance Middle Smithfield Township pays is already a separate line, so the tax covers the insurance, and the numbers are a net.



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Michael Albert asked what happens if fire companies do not provide the services/criteria listed in the resolutions, or there is a finding in their audit; can the money be withheld but what happens to the funds. Annette Atkinson stated these questions are for each municipality to decide on with the advice of the solicitor.

Audit Requirements for Fire and EMS

There was lengthy discussion as to what will be required and the difference between an audit by a CPA, a review or compilation of the financials.

Bryan Dunlap asked what level of assurance the municipality wants of these agencies? Suburban EMS has an audit every year, as does Lehman Pike EMS, Marshalls Creek Fire only has the fire relief association account audited every year.

Mike Dwyer stated that MST will speak with the auditor, but he would agree to reviews after year (2) or (3), Annette Atkinson said she is not in favor of reviews. It is the tax payer's money, and an audit should be required every year.

Jacob Pride stated that they (Smithfield Township) want to adopt these Resolution on May 8th as this has gone on long enough.

Resolutions

Both drafts of the (Fire and EMS) Resolutions were discussed at length.

EMS draft Resolution recommended changes provided by the EMS providers:

- Section 3(f) - Monthly Reports; within both resolutions there were questions regarding what a good response time is. Guidance from Pike and Monroe County 911 Center and the Eastern EMS Council was sought.
- Section 3(c) – Suburban EMS is not within two miles of MST and should be changed. It should also be clarified to say, “primary provider.”
- Section 3(l) – Subscription benefits. Bryan Dunlap provided a breakdown showing that offering 100% free subscriptions would be a total revenue loss of more than \$160k a year. Julia Heilakka and Rob Rohner both stated that they do not agree with offering free subscription for residents. Mike Dwyer and Annette Atkinson said that can be removed.
- Transports were discussed and due to the requirements listed within the EMS draft resolutions stating that BLS and ALS 24/7 for both, then transports would not be permitted if you cannot meet the 24/7 criteria.
- EMS Conditional licenses were discussed. (Mr. Kloss stated that he would provide the PA EMS Rules and Regulations)

Disbursements

Bonnie Christman provided sample forms for discussion purposes. She stated that the figures on the forms are not actual number. She also stated that she is waiting to hear back from the MST auditor to provide insight and comments on what MST is doing.



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Ms. Christman explained that monthly disbursements would be based on the invoices submitted to MST by the 15th of every month for the prior month's expenses. She stated that she is waiting for feedback from the auditor as her question to him is, if funds are not disbursed, based on the invoices, can the township hold onto the remaining monthly disbursement by leaving it in the township accounts? Numerous providers said that is not what was said at the last meeting, and you may as well throw out the resolutions. Ms. Christman said another option is that you list your monthly expenses and if it does not equal your monthly disbursement, then put that difference in the capital improvements fund, in order to receive your full monthly disbursement.

Mike Dwyer said the forms were created so there is a safe guard that one invoice does not go to multiple entities to be paid. Jacob Pride said that Smithfield Township is not going to review monthly invoices.

Rob Rohner stated that Lehman Township writes (2) checks a year, June 30 and December 31st, as the audit is the paper trail.

Michael Albert said the form would be good to use, if you don't require an audit.

When asked if the providers would prefer monthly or quarterly disbursements, Marshall Creek Fire and EMS said their budget was done thinking the payments would be quarterly, but if it's monthly, that is okay. Bushkill Fire, Shawnee Fire said quarterly and Suburban and Lehman said (2) payments a year is okay with them. Bushkill Emergency Corps said they must have their payments monthly.

ALS and BLS Agreements

The agreements were provided; however, they were not reviewed.

The meeting ended at 9:15 p.m.

Michele L. Clewell
MST