

The regular meeting of the Oak Grove Multi-Municipal Compost Processing Board was held on Monday, July 14, 2013 at 7:00 p.m. at the Schoonover Municipal Building with Mike Dwyer presiding.

Members present: Mike Dwyer, Steve Carey, Lee Bower, Dick Vollmer and Rob Rohner. (Annette Atkinson was absent as she was on vacation). Also present, MST Alternate Cory Lyon and Lehman Township Alternate Stan Whittaker, Recording Secretary Michele L. Clewell, MST Zoning Officer Shawn McGlynn and representing the public interest; Mitchell K. Marcus.

Approval of Minutes

Steve Carey made a motion to approve the June 9, 2014 minutes. Mike Dwyer seconded the motion. Motion passed 4-0.

Bid Opening

Fence – Steve Carey opened and read aloud the (5) bids received (summary attached). Mike Dwyer made a motion to accept the bids and table a decision pending further review until the August 11, 2014. Steve Carey seconded the motion. Motion passed 4-0.

Pre-Cast Walls – Mike Dwyer opened and read aloud the (1) bid received (summary attached). Steve Carey made a motion to accept and award the bid to Keystone Concrete Products in the amount of \$37,076. Mike Dwyer seconded the motion. Motion passed 4-0.

Request for Proposals

Auditor/CPA – Mike Dwyer opened and read aloud the (2) RFP's that were received (summary attached). Steve Carey made a motion to accept the submitted RFP's and table the decision pending further review until the August 11, 2104 meeting. Lee Bower seconded the motion. Motion passed 4-0.

Engineer - Mike Dwyer opened and read aloud the (5) RFP's that were received (summary attached). Steve Carey made a motion to accept the submitted RFP's and table the decision pending further review until the August 11, 2104 meeting. Lee Bower seconded the motion. Motion passed 4-0.

Solicitor - Mike Dwyer opened and read aloud the (1) RFP's that was received (summary attached). Steve Carey made a motion to accept the submitted RFP's and table the decision pending further review until the August 11, 2104 meeting. Lee Bower seconded the motion. Motion passed 4-0.

Correspondence

None

Treasurer's Report

Payables – Steve Carey made a motion to pay the listed payables totaling \$4,125.53. Lee Bower seconded the motion. Motion passed 4-0.

ESSA Account – Mike Dwyer reported that Annette Atkinson did not sign the new signature card at the bank, however upon her return will do so.

Mike Dwyer stated that there was previous discussion to set up a line of credit until the “Board” receives reimbursements from PADEP. ESSA explained to Mr. Dwyer what documents are required and he will forward the email to the “Board” members. Mr. Dwyer stated that he will continue working on the LC. Rob Rohner stated that approval from the Department of Community and Economic Development “DCED” is required before any borrowing can take place.

Facility Improvements

Screening of Dirt – Cory Lyon stated that the work is underway and ready for the bunkers. The chain link fence is a priority once a bid is awarded. There was discussion to move the concrete barriers back off the edge of the street to make room for the fence and the barriers could be moved out a little at the entrance in order to prevent parking.

Old Business

None

New Business

Zoning Permit – Shawn McGlynn explained that the compost site is in the R-2 zoning district. Upon further review of the MST Zoning Ordinance the site falls under the Municipal Services definition and is a use by right.

Mr. McGlynn stated that prior to obtaining the zoning permit for the use, fences, and building action must be taken on the land development process. His recommendation is that both MST and ST issue permits as the site is in both townships. Making sure all the paperwork is done and obtaining the required permits must be done as the “Board” is not exempt from getting permits.

Shawn McGlynn stated that the proposed well location, product processing area and shed are in Smithfield Township.

Land Development – Shawn McGlynn stated that submittal of a land development plan is required under the Municipal Services section of the zoning ordinance and recommends using the plans that were submitted to PA DEP and PennDOT as they show everything, noting that the location of the building will change. He also stated that a Waiver Request can be submitted to the planning commission and board of supervisors, waiving the requirements of providing a full land development plan. This is also needed in order for the zoning permit to be issued.

Mike Dwyer stated that this will be given to the MST Planning Commission for this Thursday.

Lee Bower asked about insurance for the site. Mike Dwyer stated that each township has their own policies, however environmental insurance was discussed at the last meeting and Middle

Smithfield Townships' insurance broker, Dick Lord of Sheeley Insurance is working on quotes for the "Board".

Rob Rohner stated that he would like a copy of the insurance policy for the site.

Steve Carey stated that he will review the Smithfield Township Zoning Ordinance as well.

Resignation of John Sivick – Steve Carey made a motion to accept the resignation of John Sivick. Dick Vollmer seconded the motion. Motion passed 4-0.

Appointment of Robert Rohner – Steve Carey made a motion to appoint Robert Rohner to fill the vacancy of John Sivick. Dick Vollmer seconded the motion. Motion passed 5-0.

Rob Rohner requested that the lease agreement and Treasurer's Bond be emailed to him.

Next Meeting

The next regular meeting will be Monday, August 11, 2014 at 9:00 a.m.

Adjournment

Steve Carey made a motion to adjourn the meeting at 10:00 a.m. Lee Bower seconded the motion. Motion passed 5-0.

Respectfully submitted,

Michele L. Clewell
Recording Secretary
July 14, 2014

100-001 · ESSA Bank & Trust Checking a/c

Type	Date	Num	Name	Memo	Amount
Check	05/21/2014	wt	Intuit	checks for bank account	-121.98
Check	05/28/2014	1001	Commonwealth of PA	rent for Oak Grove composting center	3,000.00
Check	05/28/2014	1002	Sheeley Insurance Agency, Inc	inv 54916 package policy	-799.00
Bill Pmt -Check	06/10/2014	1003	Pocono Record	public notices	-68.55
Bill Pmt -Check	06/10/2014	1004	Sun Litho-Print, Inc	inv 35285 Letterhead	-136.00
					<u>4,125.53</u>