

THE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS AND
SMITHFIELD TOWNSHIP PLANNING COMMISSION JOINT WORK SESSION
SEPTEMBER 16, 2020

A Joint Work Session of the Smithfield Township Board of Supervisors (“Board”) and Planning Commission (“Commission”) was held on September 16, 2020, at the Smithfield Township Municipal Center, at 1155 Red Fox Rd, East Stroudsburg, PA 18301, and via Zoom due to the COVID-19 pandemic.

Present are Supervisors Brian Barrett, Robert Lovenheim, and Jacob Pride, and Planning Commission members Scott Amori (arrives at 4:08), Robert Moses, Michael Albert (arrives at 4:23), Solicitor Ron Karasek (arrives at 4:08), and Officer Manager Julia Heilakka. Planning Commission members David Strunk and Doug Schryver are not present.

Also present are Charlie Vogt, Robert Weseloh, and Kurt Wichman.

1. Chair Brian Barrett calls the meeting to order at 4:02PM. A quorum is present.
2. Plans to Act on
 - a. Minor Subdivision/Lot Consolidation – Re: Rachel F. & Clases R. Wyckoff and Nicholas G. & Barbara A. Fredericks. Charlie Vogt states the changes requested by the township engineer have been made. Brian Barrett motions to approve the plans, Jacob Pride seconds. Vote: all in favor; motion carries.
3. New Business
 - a. Motion to transfer \$15,000.00 from General Fund to the Park Fund for Operating Expenses. Jacob Pride motions to transfer \$15,000.00 from the General Fund to the Park Fund, Brian Barrett seconds. Vote: all in favor; motion carries.
 - b. Motion to Authorize the Chairman to sign the Minimum Municipal Obligation Worksheet for the Smithfield Township Pension Plan. Jacob Pride motions to authorize the chairman to sign the Minimum Municipal Obligation Worksheet, Brian Barrett seconds. Vote: all in favor; motion carries.
 - c. Motion to approve the Initial Deposit in First National Bank of PA Money Market Account in the amount of \$5,000.00. Robert Lovenheim motions to approve the initial deposit of \$5,000, Brian Barrett seconds. Vote: all in favor; motion carries.
 - d. Motion to adopt Ordinance No. 238 – RE: Adding a New Definition “Medical & Health Care Uses” Amending Chapter 27 Smithfield Township Zoning Ordinance. [See 3.f]
 - e. Motion to Adopt Resolution No. 451 – RE: Amending Prior Resolutions No. 432 & 437 Restaurant Liquor License Transfer. Jacob Pride motions to adopt Resolution 451, Robert

Lovenheim seconds. Vote: all in favor; motion carries. [Ron Karasek and Scott Amori arrive at 4:08PM.]

- f. [Item d] Motion to adopt Ordinance No. 238 – RE: Adding a New Definition “Medical & Health Care Uses” Amending Chapter 27 Smithfield Township Zoning Ordinance. Ron Karasek states this is a zoning ordinance, so it must be re-reviewed by the Monroe County and Smithfield Township Planning Commissions. The Board should table this item. The timer for the conditional use application should not start until the ordinance is amended. This viewpoint may be contested by the applicant. Jacob Pride motions to table Ordinance No. 238 pending re-review by the Monroe County and Smithfield Township Planning Commissions, Brian Barrett seconds. Vote: all in favor; motion carries.
- g. [Item f] Interview Planning Commission Candidates. [See 3.i]
- h. [Items g & h discussed congruently] Address Water Gap Partners Conditional Use Application & authorize Attorney Karasek to contact Attorney Wolf explaining that the Conditional Use Application will need to be reviewed the Smithfield Township Planning Commission. Ron Karasek states the conditional use application timeline does not begin until the ordinance is in place. The Monroe County and Smithfield Township Planning Commissions need to re-review the proposed Ordinance No. 238. Scott Amori states the Planning Commission will discuss the proposed ordinance at their October 8th meeting. The Board discusses the four open conditional use applications.
- i. [Item f] Interview Planning Commission Candidates. Brian Barrett states they had two applicants – Kurt Wichman and Guy Miller. Guy Miller withdrew his application. [Michael Albert arrives at 4:23PM.] Kurt Wichman introduces himself and demonstrates his background in affordable housing and property law. The Board and Commission discuss the Commission’s meeting schedule.

Michael Albert motions to recommend the Board appoint Kurt Wichman to the Planning Commission, Robert Moses seconds. Michael Albert amends his motions to recommend a background check. Ron Karasek recommends that if the Board wants to start background checks, they should adopt a policy and enforce it for everyone. Michael Albert rescinds the amendment to his motion.

Brian Barrett motions to appoint Scott Amori, Robert Moses, Doug Schryver, David Strunk, Michael Albert, and Kurt Wichman to the Planning Commission for terms expiring on January 4, 2021, at which time the Board will review and stagger terms, Jacob Pride seconds. Vote: all in favor; motion carries.

Michael Albert asks how a Planning Commission member can be removed. Julia Heilakka reads Article III, Section IV of the Planning Commission Bylaws. The Board and Commission discuss how the member who may be removed can respond.

- j. Motion to authorize the Chairman to sign the Coronavirus Relief Fund Recipient Agreement. Julia Heilakka states the Township was awarded \$23,735.84. Brian Barrett motions to authorize the Chairman to sign the Coronavirus Relief Fund Recipient Agreement, Jacob Pride seconds. Vote: all in favor; motion carries.

4. Bills to be Paid

- a. Jacob Pride states the bill pack includes payroll and in-house paving. Ron Karasek states his firm changed bookkeeping software, so his bill is delayed. Jacob Pride motions to approve the bills in the amount of \$106,863.00, Robert Lovenheim seconds. Vote: all in favor; motion carries.

5. Minutes

- a. Brian Barrett motions to approve the minutes of the September 9, 2020 Work Session, Robert Lovenheim seconds. Vote: all in favor; minutes accepted.

6. New Business

- a. [Item I] Sign Ordinance Discussion. Scott Amori discusses the Williamsburg, VA sign ordinance, and how the township's new ordinance should have a mechanism to remove blight. The Board and Commission discuss feather flags, enforcement concerns, relief for businesses who struggle to comply with sign regulations due to property or road placement restrictions, incentivized sign building guidelines, and vehicle signs.

Jacob Pride leaves at 5:00PM. The Board and Commission discuss taking pictures of signs, real estate signs, and processes for businesses facing hardship regarding signs. Michael Albert states the current sign ordinance is not enforced, adhered to, effective, and is too stringent in some cases. [Scott Amori leaves at 5:07PM.] Robert Weseloh states businesses depend on signs for drive-by business. The Board and Commission discuss the process and timeframe for amending the sign ordinance, and ways to move the sign ordinance forward in a timely fashion.

7. Public Comment – none.

- 8. Brian Barrett motions to adjourn, Robert Lovenheim seconds: meeting adjourned at 5:19PM.

Minutes recorded by Julia Heilakka

Respectfully submitted:

Brian Barrett, Secretary