

THE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS  
WORK SESSION  
MARCH 9, 2021

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A Work Session of the Smithfield Township Board of Supervisors was held on March 9, 2021, at the Smithfield Township Municipal Center, at 1155 Red Fox Rd, East Stroudsburg, PA 18301, and via Zoom.

Present are Supervisors Jacob Pride, Robert Lovenheim, and Brian Barrett (via Zoom), Solicitor Ron Karasek (arrives at 4:30PM via Zoom) SEO Scott Brown (via Zoom), and Office Manager Julia Heilakka.

1. Chair Jacob Pride calls the meeting to order at 4:00PM. A quorum is present.
2. Public Comments on the Agenda – none.
3. New Business
  - a. Discuss: Fee Schedule Update. Julia Heilakka states the OOR has updated the Right-to-Know fee schedule and discusses the sewage packet in front of the Board. Scott Brown states that the township’s current fee schedule is insufficient to cover the cost of a sewer permit and discusses the escrow vs. itemized fee schedule option. The Board decides to proceed with an escrow fee for sewer permits.
  - b. Discuss: Waterfront Park Playground Improvements. Jacob Pride reviews improvements to the Waterfront Park playground. The two options currently available are Up and Away (\$18,873.81) and the Play Parade (\$14,867.81). He is still waiting for more quotes, but wanted to introduce these today, and will present this again to the Board for voting on the 23<sup>rd</sup>. The roadcrew will remove the old playground and install the new one.
  - c. Discuss: 2021 Ground Fertilization Service Bids. Jacob Pride states the township received two bids: one from Strauser Nature’s Helpers (\$6,361.74) and one from DCS (\$5,595.00). Brian Barrett states the township has used DCS before, and the Board should talk to Lois about the results. The Board will award the ground fertilization bid at the March 23<sup>rd</sup> meeting.
  - d. Discuss: Ratifying the Authorization to Advertise Road Crew Hiring in the Newspaper. Robert Lovenheim motions to ratify the authorization, Brian Barrett seconds. Vote: all in favor; motion carries.
4. Public Comment
  - a. Bob Shebelsky discusses two planned residential developments (PRDs), Shawnee Village and Shawnee Valley, that were never placed on the township’s zoning map. The Board discusses the history of the situation. Bob Shebelsky recommends working with Charlie

Vogt from the Monroe County Planning Commission, and discusses the implications of the ED district as it relates to the PRDs.

## 5. Unfinished Business

- a. Approve the Finding of Fact, Discussion, Conclusions of Law and Decision in the Natosi (1836 Saloon, Inc) Conditional Use Flood Plan Application. Ron Karasek states he has not yet received the transcript of the hearing. He wrote the decision, which is due March 12<sup>th</sup>. Robert Lovenheim motions to sign the written decision for the 1836 Saloon, Brian Barrett seconds. Vote: all in favor; motion carries.

## 6. Return to New Business

- a. Discuss: Policy for Rejection of Incomplete Applications in Writing. Ron Karasek states the township needs a policy. There has been much confusion during the last few plans; the township needs a process to designate someone to look over everything and confirm acceptance. The township also needs to designate someone to accept or reject plans in writing. The Board discusses who may fill this role. The Board directs Julia Heilakka to begin drafting a policy.
- b. Attorney Wolfe Correspondence. Ron Karasek discusses accepting performance security on a grant. Brian Barrett states if the grants are not transferrable, if something happens, the money will not be available. If the work is not completed, the onus is on the township to complete the work, and the township will not be eligible to receive the grant money.

Jon Tresslar states the township has no cost estimate from DEPG's engineer to review, so we don't know if these numbers are correct. Jacob Pride states the developer does not expect an agreement today; the Board needs to determine what we'll ask for when they arrive on the 23<sup>rd</sup>. Jon Tresslar states without security, the township is not protected. The Board asks Jon Tresslar to reach out to the developer.

## 7. Public Comment

- a. Julia Heilakka states the township received clearance to proceed for the River's Edge Master Site Plan application, but the Marshalls Falls Land Acquisition was not approved. The Board discusses the backup plan of pursuing a grant for play pod #2 in Waterfront Wellness Park and park updates to be used as a match.
- b. Julia Heilakka asks the Board if they want to pursue a DCED grant for Marshalls Falls Phase II or the Vision Loss Trail. The Board decides on Marshalls Falls, and discusses the overflow parking lot, loop trail, and shifting the bridge to a more ADA accessible location. Jacob Pride leaves at 5:22PM and returns at 5:24PM. Brian Barrett leaves at 5:24PM.

c. Julia Heilakka provides a timeline overview for the Pocono Forests & Waters grant, due on April 30<sup>th</sup>.

8. Robert Lovenheim motions to adjourn, Jacob Pride seconds: meeting adjourned at 5:29PM.

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Minutes recorded by Julia Heilakka

Respectfully submitted:

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Brian Barrett, Secretary