

THE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION
JUNE 8, 2021

A Work Session of the Smithfield Township Board of Supervisors was held on June 8, 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, Engineer Jon Tresslar, and Office Manager Julia Heilakka.

1. Chair Jacob Pride calls the meeting to order at 4:01PM. A quorum is present.
2. Minutes – none.
3. Public Comments on the Agenda
 - a. Julia Heilakka states the Board needs to discuss the American Rescue Plan Act.
4. Announcements
 - a. The Board held an Executive Session on Tuesday, May 25, 2021, from 9:04PM – 9:16PM to discuss the potential purchase of property.
5. New Business
 - a. Consider: Special Event Permit Refund. Frank Riccobono does not plan to continue the farmer’s market, and has asked for a refund of the unused portion of his permit. Robert Lovenheim motions to refund the unused portion of the permit, Brian Barrett seconds. Vote: all in favor; motion carries.
6. Public Hearings
 - a. Draft Ordinance No. 241 – Reducing Membership of Zoning Hearing Board (ZHB). The hearing is opened at 4:04PM. [This hearing was transcribed by Donna Kenderdine Recording LLC]. Brian Barrett motions to approve Ordinance No. 241, Jacob Pride seconds. [Motion is made within hearing, no vote]. Jacob Pride moves to close the public hearing, Robert Lovenheim seconds. Vote: all in favor; hearing is closed. Brian Barrett motions to approve Ordinance No. 241, reducing the membership of the Zoning Hearing Board from five to three members, Jacob Pride seconds. No public comment. Vote: all in favor; motion carries.
7. Return to New Business
 - a. [Placeholder to maintain agenda consistency]

- b. Consider: Fall Community Festival – Special Event Permit. This special event permit is for a Fall Community Festival on October 2nd at 109 Clubhouse Ct. Brian Barrett motions to approve the special event permit with the stipulation that it doesn't contain any unallowed activities, Robert Lovenheim seconds. Vote: all in favor; motion carries.

Jacob Pride motions to change the form to provide a brief description of the event. Robert Lovenheim seconds. Vote: all in favor; motion carries.

- c. Consider: Olde Truck Show – Special Event Permit. This event is a fundraiser for Maddie's Angels and the Shawnee Fire Company at the Minisink Hotel on June 20th with a rain date of June 27th. Brian Barrett motions to approve the permit and waive the associated fee, Robert Lovenheim seconds. Vote: all in favor; motion carries.

- d. Discuss: Road Paving Bid – River Road. The Board discusses paving River Rd. from Hollow Rd. to the Park Service. The Board discusses the roadcrew scratch coating part of River Rd. and speed bumps.

Jacob Pride motions to authorize the roadmaster to draft the road paving bid with consideration given to traffic calming devices, Robert Lovenheim seconds. Vote: all in favor; motion carries.

- e. Resolution No. 479 – DCED GTRP Grant. The original resolution contained the amount for only the grant request; it is supposed to be the full project request (including match) of \$250,000. Brian Barrett motions to approve Resolution No. 479, Robert Lovenheim seconds. Vote: all in favor; motion carries.

- f. Consider: \$125,000 Loan Payoff. The Board discusses paying off the LGUDA loan of \$125,000 and the money saved from interest. Brian Barrett motions to pay off the loan and states the reason the Board took out the loan was due to the uncertain financial impact of the coronavirus, Jacob Pride seconds. Vote: all in favor; motion carries.

- g. Discuss: Healing the Planet Grant. The draft application was not received in time for the Office Manager to present a draft to the Board. Rough estimates assume a grant ask of \$15,000 with a match of about \$2,500. Jacob Pride motions to table until June 22nd, Robert Lovenheim seconds. Vote: all in favor; motion carries.

- h. Consider: Schedule Joint Session with Planning Commission re: Economic Development Zone Amendment. The Board discusses scheduling concerns. Robert Lovenheim motions to postpone this until June 22nd, Jacob Pride seconds. Vote; all in favor; motion carries.

- i. Discuss: Professional Escrow Agreements. Ron Karasek has reviewed both agreements and is comfortable with either. The Board discusses assessing a flat or percentage administrative fee on escrow accounts. Ron Karasek and Jon Tresslar will review the documents and prepare an opinion for the 22nd. Robert Lovenheim and Brian Barrett motion to table until June 22nd, Jacob Pride seconds. Vote: all in favor; motion carries.

- j. Discuss: Park Security. The Township engaged Corporate Security over the Memorial Day weekend for Minisink Park. The Board discusses how the Park Service handles security for dumping and illicit activities, securing Marshalls Falls, and engaging park security for Minisink Park the last weekend in June and the 4th of July weekend. Jacob Pride motions to have Brian Barrett liaise with Corporate Security for the last weekend in June and first weekend in July for Minisink Park, with Jacob Pride as a backup liaison. Robert Lovenheim seconds. Vote: all in favor; motion carries.
- k. Discuss: Nuisance Alarm Ordinance. The Marshalls Creek Volunteer Fire Company has asked the Township to consider a nuisance alarm ordinance. The Board discusses the financial and personnel strain nuisance alarms cause and agrees to research an ordinance.
- l. ARPA Funds. The Township is applying for the ARPA Funds. Brian Barrett motions to pursue the ARPA funds and authorize the chair to sign any documents associated with applying for the funds, Robert Lovenheim seconds. Vote: all in favor; motion carries.

8. Board of Supervisors Comments

- a. The Board discusses an incident that occurred at Minisink Park where a uniformed guard told visitors they were trespassing. The identity of the guard is unknown to date.
- b. Robert Lovenheim states he is waiting for the final appraisal from Howard Mantle before meeting with DLP.
- c. Robert Lovenheim discusses resident noise concerns. The Board discusses developers' agreements and moving up the timeline for adopting a noise ordinance.

9. Bills to be Paid

- a. Ratify Contributions to: Shawnee Fire Co. - \$28,495.00, Marshalls Creek Fire Co. - \$28,495.00, Delaware Water Gap Fire Co. - \$6,510.00. Approve \$62,944.76 (\$59,268.28 General Fund, \$3,676.48 Highway Fund). Robert Lovenheim motions to approve the bills and contributions, Brian Barrett seconds. Vote: all in favor; motion carries.

10. Public Comment – none.

11. Robert Lovenheim and Brian Barrett motions to adjourn, Jacob Pride seconds: meeting adjourned at 5:18PM.

Minutes recorded by Julia Heilakka

Respectfully submitted:

Brian Barrett, Secretary