

THE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS
REGULAR BUSINESS MEETING
JUNE 22, 2021

A Regular Business Meeting of the Smithfield Township Board of Supervisors was held on June 22, 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, Brian Barrett (via Zoom), Solicitor Ronold Karasek, Engineer Jon Tresslar, and Office Manager Julia Heilakka.

Also present is Doug Olmstead.

1. Chair Jacob Pride calls the meeting to order at 7:00PM. A quorum is present.
2. The Pledge of Allegiance is recited.
3. Minutes
 - a. Brian Barrett motions to approve the minutes from the May 25, 2021 and June 8, 2021 meetings, Robert Lovenheim seconds. Vote: all in favor; minutes accepted.
4. Old Business – none.
5. Public Hearing
 - a. Wireless Communications Facilities Ordinance. This ordinance was prepared by Cohen Law Group of Pittsburgh and addresses different types of wireless communications facilities and related regulations. The WCF Fee Schedule sets application fees and annual administrative fees. The Cohen Law Group will assist the township in reviewing and acting upon WCF applications. Robert Lovenheim motions to close the hearing, Brian Barrett seconds. Vote: all in favor; motion carries.

Robert Lovenheim motions to adopted Ordinance No. 231, Jacob Pride seconds. Vote: all in favor; motion carries. Robert Lovenheim motions to adopt Resolution No. 480 setting the fee schedule, Brian Barrett seconds. Vote: all in favor; motion carries.
6. Plans to Act On
 - a. Manovski Subdivision Planning Module. This plan has been reviewed by the SEO and Planning Commission, who recommend approval. Robert Lovenheim motions to accept the sewer planning module, Jacob Pride seconds. Vote: all in favor; motion carries.
 - b. Consider: Shukaitis Minor Subdivision. There are two waiver requests for the plan. The first waiver concerns submitting a title report. Jon Tresslar states that he and the Planning Commission support the waiver. The second waiver concerns a requirement that a private street be paved and have a cartway of 18ft. Hidden Valley Drive is a dirt road and has a

cartway of 14ft. The Planning Commission voted to grant the waiver, Jon Tresslar has no opinion on this matter.

Robert Lovenheim motions to grant the waiver request for Section 803.R, Jacob Pride seconds. Vote: all in favor; motion carries. Brian Barrett motions to grant a waiver from Section 1008.3 and Appendix B for width and paving, Robert Lovenheim seconds. Vote: all in favor; motion carries. Jacob Pride motions to grant the subdivision according to the waivers and the engineer's letter dated June 16, 2021, Robert Lovenheim seconds. Vote: all in favor; motion carries.

7. New Business

- a. Consider: Award 2021 – 2022 Material Bid. The Roadmaster recommends awarding the cold patch to Eureka Inc. and the stone bid to Marshall Creek Quarry (formerly 209 Enterprises). Brian Barrett motions to award the Superpave and cold patch bid to Eureka Inc. and the stone bid to Marshalls Creek Quarry, Robert Lovenheim seconds. Vote; all in favor; motion carries.
- b. Discuss: Smithfield Gateway Project. Doug Olmstead disperses exhibits to show HOP improvements and drainage easements in the right-of-way, which will be transferred to the township. The township solicitor and engineer will review the documents.

St. Luke's requested an interim HOP so they can access their building if the traffic light is not operational in time for Labor Day of 2022. Jon Tresslar states one of the conditions of approval for the LDP was that all outside agency permits are acquired. Doug Olmstead states if the interim HOP takes effect, only the St. Luke's facility can open. The interim HOP will allow for left turns into the site, but not the combined driveway for Dairy Queen and Odd-Lot. Construction on road improvements should begin April 1, 2022 and be completed by September 1, 2022. Phase 1a-2 should be submitted to the Township by the end of the year.

Doug Olmstead discusses the phasing for water requirements, that he is aware of the operating agreement with BCRA, and that a revised sewer service agreement must be handled before the plan is recorded.

Doug Olmstead asks if Smithfield Gateway's escrow account can be split into three: one for review of plans, one for pad contract, and one for infrastructure contract. Jon Tresslar states the escrow should not dip below \$3,000, and will recommend escrow amounts to the Township for the new accounts.

- c. Discuss: Professional Escrow Agreements. Upon review by the township solicitor and engineer, the Township will use the agreement drafted by the township solicitor with the cover page from the other document. The Board adds a 3% administrative fee for escrow management, understanding that staff will track their time and charge actual costs.

Jacob Pride motions to adopt Ron Karasek's escrow agreement with a 3% administrative fee and include the cover letter from the sewer escrow, Robert Lovenheim seconds. Vote: all in favor; motion carries.

- d. Discuss: July Meeting Schedule. The Monroe County Planning Commission is meeting on July 13th regarding the ARPA funds, and two supervisors will be away for the July 27th meeting. The Board decides to hold meetings on Wednesday, July 14th at 4PM and Tuesday, July 20th at 7PM. Brian Barrett motions to readvertise the July meetings, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- e. Consider: Schedule Joint Session with Planning Commission re: Economic Development Zone Amendment. The Board would like to have an open meeting to discuss the ED Zone on Thursday, August 19th at 5PM. Robert Lovenheim motions to advertise for the meeting pending availability of Planning Commission members, Brian Barrett seconds. Vote: all in favor; motion carries.
- f. Consider: Ratify Loan Payoff - \$111,602.04. The official payoff for the LGUDA loan, which was authorized at the last meeting, is \$111,602.04. Brian Barrett motions to ratify the payoff amount, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- g. Consider: Renew Supervisor Lovenheim's National Recreation and Parks Association Membership. This membership is \$80 per person. Jacob Pride motions to renew Robert Lovenheim's membership, Brian Barrett seconds. Robert Lovenheim asks Jacob Pride to consider membership. Vote: all in favor; motion carries.
- h. Discuss: Healing the Planet Grant. The Board discusses the Healing the Planet grant, decides to not add benches or a swing set to the BWA application, and will provide the landowner letter of support. Robert Lovenheim motions to support the BWA application and provide the landowner letter of support, Jacob Pride seconds. Vote: all in favor; motion carries.
- i. Discuss: Multimodal Grant Application - Green Mountain Drive Bridge. Jon Tresslar is gathering documents for submission. Robert Lovenheim received the formal appraisal from Howard Mantle yesterday and will meet with DLP and Ron when he returns.
- j. Discuss: ARPA Funds. The Board discusses current interest rates: First National Bank - .19%, ESSA - .05%, Peoples Security - .3%. ARPA Funds will be deposited into the Township's general fund first, and then be transferred to the separate bank account. Brian Barrett suggests pursuing Zelenkofske Axelrod. Robert Lovenheim motions to deposit the ARPA funds in a new account at People's Security, Brian Barrett seconds. Vote: all in favor; motion carries. The Board will leave the account for paying off the LGUDA loan open at First National.
- k. Consider: Curative Zoning Ordinance Amendment – Ordinance No. 238. Ron Karasek prepared a resolution to fix the codification that was missed for this ordinance; changes

were made and reviewed by the planning commissions, and the resolution states the ordinance is prepared *nunc pro tunc* and is effective September 14, 2020. Robert Lovenheim motions to adopt Resolution No. 481, clarifying the adoption of Ordinance 238, Jacob Pride seconds. Vote: all in favor; motion carries.

1. Consider: Insurance Proposal. Brown & Brown recommends switching to Selective Insurance. EMC will continue to act as counsel for the township on open claims. Brian Barrett motions to elect coverage from Selective Insurance, Jacob Pride seconds. Vote: all in favor; motion carries.

8. Board of Supervisors Report

- a. Robert Lovenheim received a solicitation letter from Burnley Workshop, and the Board considers donating \$100. Brian Barrett motions to donate \$100, Robert Lovenheim seconds. Vote: all in favor; motion carries.

9. Bills to be Paid

- a. Ratify Payment: \$64,672.56 (General Fund - \$61,487.28, Highway Fund - \$3,185.28). Ratify Payment: \$2,181.51 (General Fund - \$1,571.75, Highway Fund - \$609.76). Robert Lovenheim motions to pay the bills at \$66,854.07, Brian Barrett seconds. Vote: all in favor; motion carries.

10. Public Comment – none.

11. Brian Barrett and Robert Lovenheim motion to adjourn, Jacob Pride seconds; meeting adjourned at 8:43PM.

Minutes recorded by Julia Heilakka

Respectfully submitted:

Brian Barrett, Secretary