

THE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS  
WORK SESSION  
AUGUST 10, 2021

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A Work Session of the Smithfield Township Board of Supervisors was held on August 10, 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, Solicitor Ron Karasek, Engineer Jon Tresslar, and Office Manager Julia Heilakka.

Also present is Doug Olmstead.

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 – none.
4. Plans to Act On – none.
5. New Business
  - a. Smithfield Gateway Update. Subdivision Plan. Doug Olmstead explains the changes to the subdivision plan: two lots abutting SR 447 have been removed to sidestep the ownership of the cul-de-sac, there are signature lines for Shawnee 2, and the parcel numbers are updated. Jon Tresslar is satisfied with the de minimis changes, the concept, and suggests the Board approve the plan contingent upon a final review. Robert Lovenheim motions to approve the plan contingent on final review by the Township engineer, Jacob Pride seconds. Vote: all in favor; motion carries.  
  
Land Development Plan. The proposed changes to the land development plan include reflecting new parcel numbers and removing the proposed development and road that aren't associated with Phase 1A-1. Jon Tresslar states the revisions are appropriate. Jacob Pride motions to reapprove the Phase 1A-1 LDP subject to a final review by the Township engineer, Robert Lovenheim seconds. Vote: all in favor; motion carries.  
  
Developer's Agreement. Doug Olmstead discusses comments on the developer's agreement. The Township must still determine escrow amounts. The grants/loans and the associated amounts will be listed in the developer's agreement.
  - b. Discuss: Radios for Roadcrew. The Township uses a 45-year-old conventional system that is nearly obsolete. The quote for \$16,630 upgrades the Township to a digital system. Due to the chip shortage cause by COVID-19, these radios will not be delivered or billed until 2022. The Board will determine if these radios are compatible with the Monroe County Control Center and if they are GPS trackable.

- c. Discuss: New Truck Purchase. The roadcrew needs a new truck, and shortages due to COVID-19 mean the equipment will not be available or billed until 2022. Robert Lovenheim motions to approve the purchase for \$101,488.00, Brian Barrett seconds. Vote: all in favor; motion carries.
- d. Consider: Hire Chris Kimble to Full-Time Position on Roadcrew. Jacob Pride motions to hire Chris Kimble pending the passing of a background check. Brian Barrett seconds. Vote: Brian Barrett and Jacob Pride in favor, Robert Lovenheim abstains because he did not meet Mr. Kimble, but he trusts everyone's judgement.
- e. Discuss: LSA Grant – Marshalls Falls Phase 2. Phase 2 has no funding secured. The total project cost is \$544,450, and though LSA does not require a match, the Township needs to contribute at least \$16,855 to cover engineering overages in the project. The Board discusses what to pursue for an ask and match.
- f. Consider: Resolution No. 483 – Application for DCED LSA Grant. Jacob Pride motions to adopt Resolution No. 483 for a \$544,450 project, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- g. Consider: Match Commitment Letter. Brian Barrett motions to commit a \$16,855 match to the project, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- h. Consider: Draft Lot Joinder Application. Ron Karasek states the application looks good. Jacob Pride motions to adopt the lot joinder application, Brian Barrett seconds. Vote: all in favor; motion carries. Julia Heilakka is in the process of determining if the fee for lot joiners is reasonable.
- i. Consider: SEO Training – Continuing Education. The total cost of \$425 will satisfy the credits Ken Wolfe needs for his SEO certification for the next two years. The Board discusses SEO activities. Robert Lovenheim motions to approve the continuing education credits, Brian Barrett seconds. Vote: all in favor; motion carries.
- j. Consider: Tree Cutting at Waterfront Park. There are dead trees at Waterfront Park and it will cost \$2,500 to get rid of them. Robert Lovenheim suggests also cutting trees at Mt. Nebo Park. Brian Barrett motions to adopt the proposal, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- k. Consider Resolution No. 484 – Terminate Disaster Declaration. Jacob Pride states this declaration is separate from the governor's declaration and would like to leave it in place for now, considering recent activity. He would like to see more action from Monroe County. Jacob Pride motions to table this item, Brian Barrett seconds. Vote: all in favor; motion carries.
- l. Discuss: Status of Jones & Zaplishny – Lot Line Adjustment Plan. Mr. Fetch resubmitted plans on June 1, but there are comments that need to be addressed. Ron Karasek states the

new deadline to act is August 30<sup>th</sup>. Ron Karasek and Jon Tresslar review conditional approval for the lot line adjustment, which will require compliance with township engineer's letter of April 14, 2021, a unification and merger deed, and monuments, pins, and markers set in the field. Ron Karasek will prepare the forms and send them to Mr. Fetch. Robert Lovenheim motions to table this item to the 24<sup>th</sup> meeting, Brian Barrett seconds. Vote: all in favor; motion carries.

6. Bills to be Paid

- a. Ratify Payments: \$20,932.59 (General Fund - \$20,839.00, Highway Fund - \$93.59).  
Ratify Payments: \$50,906.43 (General Fund - \$38,102.99, Highway Fund - \$12,803.44).  
Brian Barrett motions to approve the bills at \$71, 839.02, Robert Lovenheim seconds.  
Vote: all in favor; motion carries.

7. Public Comment

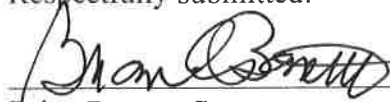
- a. Roth Property Discussion. Ron Karasek apologizes for the Roth zoning amendment request; this will not be ready for discussion at the next meeting. This will be expensive for the Township because of the ordinance amendment and other requirements. The Board would like to see the tax implications of changing the property's zoning.
- b. PennDOT Green Light Go Grant. Robert Lovenheim would like to discuss using John Donahue as a liaison with the Park Service regarding the traffic light at Bushkill Falls and its inclusion in the grant. This will be on the agenda of the August 24<sup>th</sup> meeting.
- c. River's Edge. Dave King reached out to Robert Lovenheim asking if the Board wanted to pave River's Edge; rain is eroding the surface. The Township may need to add more stormwater management. Jon Tresslar with research this.
- d. Possible Noise Ordinance. Board members have received several complaints from residents regarding noise, and they discuss resident concerns, enforcement issues, and how they may find a solution. The Board will consider this at a later meeting.

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

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Minutes recorded by Julia Heilakka

Respectfully submitted:

  
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Brian Barrett, Secretary