

THE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS  
REGULAR BUSINESS MEETING  
AUGUST 24, 2021

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A Regular Business Meeting of the Smithfield Township Board of Supervisors was held on August 24, 2021, at the Smithfield Township Municipal Center at 1155 Red Fox Rd, East Stroudsburg, PA 18301, and via Zoom.

Present are Supervisors Jacob Pride and Robert Lovenheim, Engineer Missy Prugar, and Office Manager Julia Heilakka. Supervisor Brian Barrett and Solicitor Ronold Karasek are not present.

Also present are Doug Olmstead, Martha Carbone, Vince Della Ferra, Lee (via Zoom), and David Bower (via Zoom).

1. Chair Jacob Pride calls the meeting to order at 7:00PM. A quorum is present.
2. Minutes
  - a. Robert Lovenheim motions to approve the minutes of July 14, 2021, July 20, 2021, and August 10, 2021, Jacob Pride. Vote: all in favor; minutes accepted.
3. Public Comments on the Agenda – none.
4. Plans to Act On
  - a. Jones-Zaplishny Lot Joinder. The Township has not heard from Mr. Fetch, and Boucher & James has tried unsuccessfully to contact them. Jacob Pride motions to deny the plan on August 30<sup>th</sup> unless the Township receives an extension from George Fetch, Robert Lovenheim seconds. Vote: all in favor; motion carries. [Note: this motion is amended at item 5.d]
5. New Business
  - a. Consider: Transfer American Rescue Plan Act Funds from ESSA to People’s Security. The ARP funds amount to \$395,558.29; this transfer will keep ARP funds separate from other Township funds. Robert Lovenheim motions to transfer ARP funds from ESSA to People’s Security, Jacob Pride seconds. Vote: all in favor; motion carries.
  - b. Consider: Renew Memorandum of Understanding with Retired Seniors Volunteer Program (RSVP). Robert Lovenheim motions to renew the memorandum of understanding with RSVP, Jacob Pride seconds. Vote: all in favor; motion carries.
  - c. Smithfield Gateway Updates. Doug Olmstead discusses the proposed escrow balances for the project. Robert Lovenheim motions to accept the escrow amounts of \$10,000, \$10,000, and \$5,000 in accordance with emails from Jon Tresslar dated August 24<sup>th</sup>, Jacob Pride seconds. Vote: all in favor; motion carries. Doug Olmstead reviews

comments on three review letters from Boucher & James, and discusses the will-serve letter from BCRA, fire company approval for hydrant placement, and that HOP permits should be approved by next week. Closings are expected in the first half of September and escrowed documents will be released thereafter. Vertical construction should begin by the end of the year.

- d. [Return to Section 4.a] Jones-Zaplishny Lot Joinder. Ron Karasek emailed the Board during the Smithfield Gateway Update and stated the Board should reference the township engineer's review letter of April 14, 2021 if they choose to deny the plan. Jacob Pride motions to amend the Jones-Zaplishny Lot Joinder motion to add that the denial is based on the township engineer's review letter of April 14, 2021, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- e. [Item d] Consider: Radios for Roadcrew. The proposed radios are compatible with the Monroe County Control Center and are capable of GPS tracking, though hardware and software upgrades will be required. Radios are on backorder and will not be available until 2022. Robert Lovenheim motions to authorize the purchase of the radios at \$16,630, Jacob Pride seconds. Vote: all in favor; motion carries.
- f. [Item e] Consider: Hire Consultant John Donahue. The Green Light Go Project has been reactivated. One light was not included, and it is controlled by the Park Service. Robert Lovenheim suggests and then motions to hire Jon Donahue for \$2,500 to apply for a FLAP grant and use him to consult with the Park Service, Jacob Pride seconds. Jacob Pride asks how this affects the overall project. Robert Lovenheim replies that this will include the light at Bushkill and does not include the administration of the grant changes. Public Comment: David Bower states that changes to the amendment should be discussed. Jacob Pride believes this references the proposed changes to the ED district discussed at the 4PM meeting. The township will present a red-lined version of the amendment. Vote: all in favor; motion carries.
- g. [Item f] Discuss: Zelenkofske Axelrod (ZA) Contract & COG Update. ZA has offered the Township a discounted rate of \$17,400 because of COG negotiations, which is less than the current contract at \$19,000. Neither contract covers the Township creating its own grant program. The new contract will provide the same services with the same representatives. Jacob Pride motions to change this agenda item from "discuss" to "consider," Robert Lovenheim seconds. Vote: all in favor; motion carries. Jacob Pride motions to revise the contract to \$17,400. Robert Lovenheim seconds. Vote: all in favor; motion carries.

## 6. Bills to be Paid

- a. Ratify: \$4,019.14 (General Fund - \$4,019.14), Ratify: \$113,129.66 (General Fund - \$65,920.72, Highway Fund - \$47,208.94), Approve: \$24,759.18 (General Fund -

\$24,668.55, Highway Fund - \$90.63). The total of \$141,907.98 includes payroll, health insurance, solicitor bills, and other routine purchases. Jacob Pride motions to pay the bills at \$141,907.98, Robert Lovenheim seconds. Vote: all in favor; motion carries.

7. Public Comment

- a. Martha Carbone asks for an update on zoning changes. Jacob Pride explains the ED zone meeting was at 4PM and summarizes the changes.
  - b. Vince Della Ferra states Shawnee Development has not moved forward recently.
  - c. David Bower asks for more information on the changes to the ED Zone. The Board discusses the proposed addition of seven properties to the district.
  - d. Lee asks the supervisors to speak up; it is difficult to hear. Jacob Pride replies the Board could use ARP money to fund a new audio system for the meeting room.
8. Jacob Pride thanks everyone who attended both meetings today and motions to adjourn, Robert Lovenheim seconds; meeting adjourned at 7:54PM.

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Minutes recorded by Julia Heilakka

Respectfully submitted:

  
Brian Barrett, Secretary