

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

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A Work Session of the Smithfield Township Board of Supervisors was held on November 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, Engineer Jon Tresslar, and Office Manager Julia Heilakka. Solicitor Ron Karasek is not present.

1. Chair Jacob Pride calls the meeting to order at 4:03PM. A quorum is present.
2. Minutes
  - a. Brian Barrett motions to approve the minutes from the meetings on September 28<sup>th</sup>, October 12<sup>th</sup>, October 20<sup>th</sup>, October 26<sup>th</sup>, and October 27<sup>th</sup>, Robert Lovenheim seconds. Vote: Jacob Pride and Robert Lovenheim in favor, Brian Barrett recuses himself if he was not present during the meeting: minutes accepted.
3. Public Comments on the Agenda – none.
4. New Business
  - a. Escrow Agreements & Professional Services Agreements. Julia Heilakka asks the Board table this item because the solicitor needs to be present. Brian Barrett motions to table this item, Robert Lovenheim seconds. Vote: all in favor; motion carries.
  - b. Consider: Township Intent to Appoint Independent Auditor to Conduct 2021 Audit. Brian Barrett motions to appoint an independent auditor to conduct the 2021 audit, Robert Lovenheim seconds. Vote: all in favor; motion carries.
  - c. Consider: Advertise Public Notice – CPA Services – 2021 Financial Audit. Jacob Pride motions to advertise for CPA services per regulation, Robert Lovenheim seconds. Vote: all in favor; motion carries.
  - d. Consider: Advertise Public Notice – 2022 Budget when available for Inspection & Adoption. Robert Lovenheim motions to allow advertisement, Brian Barrett seconds. Vote: all in favor; motion carries.
  - e. Oak Grove Newsletter. Robert Lovenheim discusses financially supporting Oak Grove for \$2,189.66 to fund a newsletter that will help raise awareness. Robert Lovenheim motions to pay the amount, Brian Barrett seconds. Vote: all in favor; motion carries.
  - f. 1% for Nature. Julia Heilakka introduces the grant and asks the Board to consider what to project to pursue.

- g. Robert Lovenheim motions to add “Vision Loss Trail Engineering Fees” to the agenda, Brian Barrett seconds. Vote: all in favor; motion carries. Robert Lovenheim walked the trail with Missy and wants to extend it an additional 75 feet. Adding the additional surveying and engineering to the current project will cost an additional \$3,500. Robert Lovenheim motions to approve an increase of \$3,500 to the invoice for the Vision Loss Trail, Brian Barrett seconds. Vote: all in favor; motion carries.
- h. Jacob Pride announces the Board held an Executive Session from 10:59AM – 11:57AM regarding personnel.
- i. Jacob Pride motions to add consideration of a personnel decision because of a necessity to act, Robert Lovenheim seconds. Vote: all in favor; motion carries. The Board discusses suspending the employee for one week without pay and removing sensitive documents from their office. Robert Lovenheim asks the documents be placed under Julia’s supervision.

Jacob Pride motions to suspend the employee for one week without pay. The Board discusses the situation, Robert Lovenheim seconds. Vote: Jacob Pride and Robert Lovenheim in favor, Brian Barrett opposed: motion carries.

5. Bills to be Paid

- a. Total: \$41,798.99 (General Fund - \$40,820.66, Highway Fund - \$978.33). Robert Lovenheim motions to pay the bills, Jacob Pride seconds. Vote: all in favor; motion carries.

6. Public Comment

- a. Robert Lovenheim states contrary to the Pocono Record, he did win the election. The Board congratulates Robert on his reelection.

- 7. Robert Lovenheim motions to adjourn, Jacob Pride seconds: meeting adjourned at 4:26PM.

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Minutes recorded by Julia Heilakka

Respectfully submitted:



Brian Barrett, Secretary