

SMITHFIELD TOWNSHIP PLANNING COMMISSION
COUNTY OF MONROE, COMMONWEALTH OF PENNSYLVANIA
REGULAR MEETING ON JANUARY 13, 2022 AT 7 P.M.
MEETING MINUTES

1./2. Call to Order and Members Present

The meeting was called to order at 7:00 p.m. by Chair Scott Amori. Along with Commission Chair S. Amori, Commissioners M. Albert, M. Bowyer, D. Schryver, B. Moses, and D. Strunk were physically present in the meeting room at the Township Municipal Building. Commissioner C. Bowers was absent. The meeting was also streamed via Zoom.

In addition to the above Commissioners, the other Township officials who attended the meeting were Township Supervisor Chair Jacob Pride and Township Engineer Melissa Prugar, PE both of whom were physically present in the meeting room. Township Solicitor, Ronold J. Karasek, Esquire, of the Karasek Law Offices, LLC, was excused due to a conflict.

No members of the public attended via Zoom or in person.

3. The Pledge of Allegiance to the Flag: was recited.

4. [5] Reorganization: Commissioners were presented with a list of the existing organization of the Planning Commission. Nominations were made as follows:

- Chairman: Scott Amori was nominated by Commissioner D. Strunk. The nomination was seconded by Commissioner D. Schrvver.
- Vice Chairman: Robert Moses was nominated by Commission Chair S. Amori. The nomination was duly seconded by Commissioner D. Schryver.
- Secretary: Robert Moses was nominated by Commission Chair S. Amori. The nomination was duly seconded by Commissioner B. Moses.
- Recording Secretary: No nomination.

A discussion on the viability of the Solicitor recording minutes during meetings was held, with no prejudice toward Mr. Karasek's legal skills. The Planning Commission discussed alternatives and ultimately decided that the Board of Supervisors should consider appointing another individual or service to complete the minutes.

Upon a motion of Commissioner M. Albert and seconded by Commissioner D. Strunk, and on a unanimous vote of 6-0, the Commission agreed to keep the slate of officers the same as it was in 2021. In doing so, Lois J. Turr remains the Recording Secretary for the Commission.

5. [4] Minutes: Commissioners were presented with and read through two sets of draft minutes, November 18, 2021 & December 9, 2021, prepared by Township Solicitor Ronold J. Karasek, Esquire.

November 18, 2021: Commissioners noted that the revised draft reflects changes to ensure accuracy of the minutes per a reconsideration of handwritten notes. A discussion was held on the proper process to reflect the updated minute books in the Township records. Upon motion by Commissioner M. Albert and seconded by Commissioner D. Strunk and on a unanimous vote of 6-0, the Revised Meeting Minutes were approved.

December 9, 2021: Commissioner D. Strunk proposed amending the draft minutes to delete a paragraph (on page 5) about handwritten notes for clarity. After discussion, Commissioner D. Schryver agreed that the referenced paragraph should be struck. Upon a motion of Commissioner D. Strunk and seconded by Commission Chair S. Amori, and on a unanimous vote of 6-0, the Regular Meeting Minutes were approved.

After the minutes were approved, Commissioner M. Albert raised that Commission minutes should reflect more clearly actions recommended by the Commission. As such, he stated his belief that minutes should reflect, in boldface font, actions requested of or recommended to the Board of Supervisors. The discussion was broadened to generally reflect the desire of the Commission that better communication between them and the Board of Supervisors occurs. Township Supervisor Chair J. Pride detailed the process by which the Board of Supervisors considers Planning Commission recommendations and requests. Commissioner M. Bowyer reflected upon his previously discussed questions of how Planning Commission members are trained or educated and what role they play in the Township. Commissioners reached the consensus that work on the part of both the Commission and the Supervisors would be required to improve communication. Ultimately, Commissioners also discussed incorporating a future procedure for receiving and understanding Supervisor feedback or actions.

Commission Chair S. Amori stated that before the Commission would move on with its agenda, it must consider meeting times. On a motion of Commission Chair S. Amori and seconded by Commissioner D. Schryver, and on a unanimous vote of 6-0, the Commission meetings remained as in 2021 -- the Regular Meeting on the 2nd Thursday at 7:00 p.m. and the Work Sessions as-needed on the last Thursday of each month at 7:00 p.m.

6. Public Comments: None.

7. Plans to Act On:

a) Eagle Valley Self Storage Units Preliminary/Final Land Development Plan

Prior to the meeting, the Applicant sent correspondence requesting that this item be tabled for the evening. Township Supervisor Chair J. Pride noted that as per Solicitor Ronold J. Karasek's email from earlier that day, the Applicant is submitting a revised plan and therefore the window to act now extends to April 7, 2022.

Given the Applicant's request and the increased window to act, Commissioner M. Albert moved to table the application. Upon a second by Commissioner B. Moses, and unanimous vote of 6-0, the matter was tabled.

b) Major Subdivision Lands of Franklin Hill Manor.

The Applicant was not in attendance, either physically or via Zoom. Township Engineer was present and reviewed the review letter dated January 13, 2022. The Commissioners outlined several concerns with the application, specifically regarding potential waiver requests and roadway regulations. A discussion on the impact of the meaning of "local road" was held. On a motion of Commissioner D. Strunk and seconded by Commissioner S. Amori, and upon a unanimous vote of 6-0, the Commission requested a response from the Applicant at the next meeting.

Subsequently, Commission Chair S. Amori moved to ask the Applicant to take careful consideration of comments 32 & 64 in the Boucher & James review letter. Upon a second by Commissioner M. Albert, and unanimous vote of 6-0, the motion was adopted.

For clarification, Commissioner D. Strunk moved to amend his earlier motion to include a request from the Township Engineer to respond to the review letter by the next meeting. Upon a second by Commissioner D. Schryver, and unanimous vote of 6-0, the motion was adopted.

REQUESTS:

1. The Applicant, asked by the Township Engineer, should respond to the Boucher & James letter of January 13, 2022 by the next meeting (February 10, 2022).

RECOMMENDATIONS:

1. The Applicant should take careful consideration of paragraphs 32 and 64 per the Boucher & James letter of January 13, 2022.

8. New Business:

- a) None.

9. Unfinished Business/Old Business

- a) **Consider: That the Township Supervisors develop, recommend and then implement a specific training/on-board plan for new Planning Commission Volunteers. Motion to keep on the agenda as stated in the minutes of 12/09/2021.**

There was no further discussion of this matter, given the time spent on the issue during Item 5 on the Agenda. No action was taken.

10. Public Comments:

- a) Commissioner D. Strunk proposed including Past Recommendations on future agendas to enable the Commission to follow-up on said recommendations after Supervisor action on items. Commissioners M. Albert and D. Schryver joined in that sentiment and suggested quarterly joint sessions with the Board of Supervisors.
- b) Township Supervisor Chair J. Pride offered a brief comment on the previous Planning Commission request that the Board of Supervisors allocate funds for a Comprehensive Plan update. Supervisor Pride commented that funding was not placed in the 2022 Budget and that due to the timing of the request, it was already too late, though the Board of Supervisors acknowledge a discussion on the plan is warranted and can perhaps be considered for the 2023 Budget.

11. Adjournment:

DRAFT

There being no other business coming before the Commission and on motion by Commissioner D. Schryver, seconded by Commissioner M. Albert, and on a unanimous vote of 6-0, the meeting was adjourned at 8:14 p.m.

Respectfully submitted,

Jacob A. Pride