

THE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS
REGULAR BUSINESS MEETING
APRIL 27, 2022

A Regular Business Meeting of the Smithfield Township Board of Supervisors was held on April 27, 2022, 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 (via Zoom), Solicitor Ronold Karasek, Engineer Melissa Prugar, and Office Manager Julia Heilakka.

Also present is Vicky Ozgun.

1. Chair Jacob Pride calls the meeting to order at 7:00PM. A quorum is present.
2. The Pledge of Allegiance is recited.
3. Announcements
 - a. The Board held an executive session on April 26th from 2:30-3:30PM and April 27th from 6:30-6:40PM to discuss personnel.
 - b. The Township was awarded the following grants: \$350,000 from the multimodal transportation fund, \$190,000 from Act 101 Section 902, and \$2,500 from Monroe County Open Space.
4. Minutes
 - a. Robert Lovenheim motions to approve the minutes from the April 13, 2022 regular meeting, Jacob Pride seconds. Vote: Jacob Pride and Robert Lovenheim in favor, Brian Barrett abstains; minutes accepted.
5. Reports
 - a. Solicitor's Report
 - i. Ron Karasek notes that the conditional use hearings tentatively scheduled for May 11th will not occur. The Township has received an extension from Mr. Stratz through the end of June, and Ostap Sharak is being withdrawn.
 - ii. Ron Karasek has advertised the ED amendment ordinance for May 11th at 4PM.
 - iii. Ron Karasek has reviewed a request from Shawnee and replied accordingly.
 - b. Engineer's Report – none.
6. New Business
 - a. Discuss: Marshalls Falls Phase 2: DCED GTRP Application. The Board has the opportunity to apply for a DCED GTRP grant with a reduced scope, which would place

the match at \$48,000. The \$100,000 grant the township already received for this project would cover the match, so applying for this grant would not occur additional expenses to the township. The Board decides to apply for the grant.

- b. Discuss: Ash Trees – Minisink and Mt. Nebo Parks. Robert Lovenheim states the emerald ash borer has damaged ash trees and wishes to survey the township parks. Brian Barrett motions to hire someone to survey the parks' trees. Brian Barrett amends his motion to get an estimate. Jacob Pride seconds. Vote: all in favor; motion carries.
- c. Discuss: Alarm Ordinance Fines. Marshalls Creek Fire Company asked how and fines from alarm violations would be allocated at their last meeting. Jacob Pride motions to allocate split fees proportionally based on the calls each department receives, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- d. Discuss: Fence Ordinance. The Board discusses possible changes to the fence ordinance. The Board will discuss this again at the second meeting in May.
- e. Discuss: Shawnee Inn Bridge Conditional Use. Ron Karasek states Brian Winot approached the township regarding a conditional use decision and a change from a wooden to metal bridge. He requests opinions from the township engineer and floodplain manager. The Board discusses a situation in Upper Mount Bethel Township.
- f. Discuss: Alternate Agency Open Record Officer. Jacob Pride asks the Board to consider having a third individual trained in responding to Right-to-Know requests. This will be discussed at the next meeting.
- g. Discuss: Board of Supervisors Meeting Schedule. The Board discusses shifting both regular meetings to the same time on Wednesdays. Robert Lovenheim motions to change both meetings to 6PM, Brian Barrett seconds. Jacob Pride confirms the ED ordinance for May will still occur at 4PM. The motion and second are amended to become effective June 1st. Vote: all in favor; motion carries. Effective June 1st, township meetings will occur on the second and fourth Wednesdays at 6PM.
- h. Consider: Sewer Authority Request for Funds. The Sewer Authority began an expansion on SR209 towards Buttermilk Falls Road and requested \$200,000 in funding. The Board discusses providing \$100,000. Brian Barrett motions to provide \$100,000, Jacob Pride seconds. Robert Lovenheim confirms with the solicitor that he does not have a conflict of interest. Vote: all in favor; motion carries.
- i. Consider: Special Event Permit for Minisink Hotel Truck Show, June 19th (Rain date: 26th), 10AM-4PM. Brian Barrett motions to approve the permit and waive the fee, Robert Lovenheim seconds. No public comment. Vote: all in favor; motion carries.
- j. Consider: Resolution No. 501 – Amending the Fee Schedule. This amends the fee schedule to shift conditional use fees to a \$3,000 escrow with replenishment at \$500. Robert Lovenheim motions to approve Resolution No. 501, Brian Barrett seconds. Vote: all in favor; motion carries.

- k. Township Staff Organization. Jacob Pride states the supervisors want to professionalize the office, so they will eliminate the position of Administrative Assistant and hire a Budget & Finance Manager. Attorney Heimbach drafted a severance package. Brian Barrett motions to eliminate the position of Administrative Assistant, Robert Lovenheim seconds. Vote: all in favor; motion carries. Robert Lovenheim motions to approve the severance of 26 weeks and that the township won't fight an unemployment compensation claim. Brian Barrett will recuse himself. Jacob Pride seconds. Vote: Jacob Pride and Robert Lovenheim in favor, Brian Barrett abstains; motion carries. Robert Lovenheim motions to approve the draft severance agreement as written, Jacob Pride seconds. Brian Barrett feels the severance should be 20 weeks. Vote: all in favor; motion carries.

Jacob Pride asks that a draft ordinance for Township Manager and a Budget & Finance Manager job description be prepared for the second May meeting.

7. Board of Supervisors' Report

- a. Jacob Pride welcomes Brian Barrett back.

8. Bills

- a. Approve: \$31,452.67. Brian Barrett motions to pay the bills, Robert Lovenheim seconds. No public comment. Vote: all in favor; motion carries.

9. Public Comment

- a. Melissa Carucci of 635 Fawn Rd. is frustrated that her pool permit has been pending for seven weeks. Yesterday, she called Base Engineering to discover that the permit was approved for building on April 4th and she was never notified.
- b. Vicky Ozgun states the tax collector applied tax money to the incorrect parcel. Jacob Pride states the Board does not have authority over the tax collector, but the Board can talk to the tax collector.
- c. Ron Karasek forewarns Vicky Ozgun that the sheriff's office will be serving her paperwork. Ms. Ozgun must be served, but the Board reminds her she is not at fault.

10. Robert Lovenheim motions to adjourn, Brian Barrett seconds; meeting adjourned at 8:11PM.

Minutes recorded by Julia Heilakka

Respectfully submitted:



Julia Heilakka, Assistant Secretary