

THE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS
REGULAR BUSINESS MEETING
MAY 11, 2022

A Regular Business Meeting of the Smithfield Township Board of Supervisors was held on May 11, 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 phone), Solicitor Ronold Karasek, Engineer Jon Tresslar, and Office Manager Julia Heilakka.

Also present are Doug Olmstead and Vicky Ozgun.

1. Chair Jacob Pride calls the meeting to order at 4:00PM. A quorum is present.
2. The Pledge of Allegiance is recited.
3. Announcements
 - a. The Board reminds everyone that the ED map change hearing is June 8th at 4PM, and starting in June, both regular meetings will commence at 6PM.
4. Minutes
 - a. Robert Lovenheim motions to approve the minutes from the April 27, 2022 regular meeting, Jacob Pride seconds. Vote: all in favor; minutes accepted.
5. Public Hearing
 - a. Consider Ordinance No, 243, ED Amendment. Ron Karasek states this public hearing is for a zoning amendment related to the ED zone. The zoning amendment was properly advertised and the draft ordinance was sent to relevant agencies. This adds language for an indoor shooting range, changes definitions, and makes technical amendments to the ordinance. There is no public comment. Robert Lovenheim motions to close the hearing, Brian Barrett seconds. No public comment Vote: all in favor; hearing is closed.
6. Reports
 - a. Solicitor's Report
 - i. The Stratz conditional use is slated to go before the Planning Commission on May 26th. If this occurs, the Board will need to schedule a hearing.
 - ii. Ron Karasek has received an application for Move In Self Storage, Shawnee Valley PRD, and is working with Vigon on their development agreement.

iii. Ron Karasek will advertise for the ED map change. He has received notice that letters were sent to the property owners.

iv. Ron Karasek has received correspondence regarding the auditors.

b. Engineer's Report

i. Jon Tresslar states Eagle Valley Storage also submitted a revised plan.

ii. Ron Karasek states the Zoning Officer recommended a conditional use hearing for the Shawnee golf bridge. Jon Tresslar states the configuration of the proposed bridge has changed so the township should require a review.

7. New Business

a. Consider: Ordinance No. 243: Technical Amendments to Economic Development Zone. Robert Lovenheim motions to adopt Ordinance No. 243, Technical Amendments to the ED Zone, Brian Barrett seconds. Jacob Pride thanks everyone. No public comment. Vote: all in favor; motion carries.

b. Discuss: Smithfield Gateway Updates. Doug Olmstead states the Green Light Go update is moot. Site work is about 75% complete and pad work is about 50% complete. They hope to start construction on the retail building by the end of the year.

Dirt work for widening SR 209 will begin the week after Memorial Day. The project has been slightly delayed due to telephone poles. Utility lines are being installed now. The next step of the project is development of Phase 1b, but SR 209 and Gateway Dr. must be completed first. The medical office building should be turned over to St. Luke's by the end of the year. SR 209 updates should be complete by the end of this year.

c. Consider: Approve Special Event Permit for PACT: Movie Night. This event is at River's Edge Bike Park for July 30th and August 20th. Robert Lovenheim motions to approve the application and waive fees pending receipt of the certificate of insurance naming the township as an additional insured, Jacob Pride seconds. No public comment. Vote: all in favor; motion carries.

d. Consider: Approve Special Event Permit for Stroudsburg Pride After Gathering. This event is at 446 Mt. Nebo Rd, on June 5th from 10AM to midnight. The Board discusses reducing sound levels and alerting neighbors. Jacob Pride motions to grant permit with the conditions that the applicant reduces music by at least 20% after 10PM and informs adjacent landowners at least one week in advance of the event, Robert Lovenheim seconds. No public comment. Vote: all in favor; motion carries.

e. Consider: Approve Hire of David Reese for Road Crew. Robert Lovenheim motions to hire David Reese. Robert Lovenheim amends his motion to hire David Reese per the

collective bargaining agreement, Jacob Pride seconds. Brian Barrett asks about David Reese. No public comment. Vote: all in favor; motion carries.

- f. Consider: Accept Resignation of Township Secretary, Consider: Appoint Township Secretary & Assistant Secretary, and Consider: Appoint Second Alternate Agency Open Records Officer. Jacob Pride motions to table these items until the May 25th meeting, Brian Barrett seconds. Vote: all in favor; motion carries. Brian Barrett expects a call from his doctors soon.
- g. Discuss: Budget & Finance Manager Job Description. The Board considers a draft job description for the proposed Budget & Finance Manager position. Ron Karasek suggests noting the position is at-will in the job description. Brian Barrett suggests advertising in additional newspapers. Vicki Ozgun asks for qualifications of the Budget & Finance Manager. Robert Lovenheim discusses teleworking. Jacob Pride motions to advertise the position with the caveat that the position is at-will in the Pocono Record, Citizen's Voice, and Morning Call. No public comment. Vote: all in favor; motion carries.
- h. Discuss: Township Manager Ordinance. The Board is presented with a draft township manager ordinance. The Board will review it and consider advertisement at the May 25th meeting. Ron Karasek states the Board must consider how much authority they want to give a township manager. Brian Barrett motions to authorize to advertise the ordinance to consideration adoption on June 8th, Robert Lovenheim seconds. Vote: all in favor; motion carries. [see 10.a]
- i. Consider: Ratify Traffic Signal Maintenance Agreement. This is the township's routine maintenance agreement; the roadmaster recommends approval. Robert Lovenheim motions to approve, Brian Barrett seconds. No public comment. Vote: all in favor; motion carries.
- j. Consider: Authorize Advertisement for Joint Work Session for Signage Discussion. The Board discusses advertising a joint session. Robert Lovenheim motions to authorize the advertisement for a joint work session with the Board and Planning Commission at 5PM on May 26th, Jacob Pride seconds. Vote: all in favor; motion carries.
- k. Consider: Marshalls Falls DCED GTRP Resolution 502 & Funding Commitment Letter. Mary Himmelberger provided an update, and a \$13,655 match will be required for this project. Brian Barrett states he will recuse himself. Robert Lovenheim motions to approve the resolution and funding commitment letter, Jacob Pride seconds. No public comment. Vote: all in favor; motion carries.
- l. Consider: Resolution No. 503 – Authorizing Berkheimer Liaison. This resolution grants liaison authorization to the Township Secretary and Assistant Secretary instead of an individual, as Berkheimer requested. Jacob Pride motions to approve Resolution No. 503, Robert Lovenheim seconds. No public comment. Vote: all in favor; motion carries.

- m. Discuss: Waterfront Park House. The Board discusses the longstanding problems related to the Waterfront Park House. Robert Lovenheim states the Building Inspector won't grant any occupancy and discusses possible options moving forward. Brian Barrett is concerned about the expense. Robert Lovenheim clarifies this should be paid for by grants, but the township should learn the structural state of the building. LVL Engineering will review the building.
- n. [Not on Agenda] Linda Sauvigne is seeking authorization to close one lane of Minisink Avenue. The township has never required a special event permit in the past, and the township has provided barriers. Jacob Pride motions to add the item to the agenda, Brian Barrett seconds. No public comment. Vote: all in favor; motion carries. Jacob Pride motions to grant the request, Robert Lovenheim seconds. No public comment. Vote: all in favor; motion carries.

8. Board of Supervisor's Report – none.

9. Bills

- a. Ratify: \$26,725.33 (General Fund). Approve: \$158,115.43 (General Fund). Total: \$184,840.76. This includes two payrolls and the \$100,000 for the Sewer Authority. Robert Lovenheim motions to pay the bills, Brian Barrett seconds. No public comment. Vote: all in favor; motion carries.

10. Public Comment

- a. Ron Karasek confirms that the township manager ordinance will be workshopped at the May 25th meeting with consideration for adoption on June 8th at 6PM.

11. Robert Lovenheim motions to adjourn, Brian Barrett seconds; meeting adjourned at 5:13PM.

Minutes recorded by Julia Heilakka

Respectfully submitted:



Julia Heilakka, Assistant Secretary