

THE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS
REGULAR BUSINESS MEETING
MAY 25, 2022

A Regular Business Meeting of the Smithfield Township Board of Supervisors was held on May 25, 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 Devon Witty and Chris Witty.

1. Chair Jacob Pride calls the meeting to order at 7:01PM. A quorum is present.
2. The Pledge of Allegiance is recited. A moment of silence is held for the victims of the shooting in Uvalde, Texas, and to acknowledge the two-year anniversary of the murder of George Floyd and the resulting social change.
3. New Business
 - a. Item n – Eagle Scout Project. Chris and Devon Witty present an Eagle Scout project that proposes updates to the baseball field at Waterfront Park which has already been approved by the East Stroudsburg Little League. The Board will consider the project and discusses sponsoring up to \$250 for the project.
4. Announcements
 - a. The Economic Development Zoning map change hearing will occur at 4PM on June 8th, and the regular meeting will commence at 6PM on the same day
 - b. The Board held an executive session from 9:04 – 9:10AM on May 16th regarding personnel.
5. Minutes
 - a. Robert Lovenheim motions to approve the minutes from the May 11, 2022 regular meeting, Brian Barrett seconds. Vote: all in favor; minutes accepted.
6. Reports
 - a. Solicitor's Report
 - i. Auditor's Matter. The Auditor's Matter is still pending because Ms. Ozgun has not yet been served. She asked for a copy of the complaint and was also sent an acceptance of service form. The Township has not yet received the signed form. Ron Karasek requests an executive session to discuss matters regarding litigation of this

case. The Board confirms the Board has not been involved in the selection process or approved any fees for the auditor's attorney.

- ii. DEP Correspondence. Ron Karasek spoke with Judge Germano and was told he has not heard anything regarding Judge Germano's complaint from April 28, 2021. Ron Karasek will respond to Attorney Conserette's email stating she should defer to the Germano complaint.
- iii. Ron Karasek advertised the map change amendment and the Zoning Officer has posted the properties.

b. Engineer's Report

- i. LVL Engineering is completing the survey for the Wellness Park Trails and is reviewing the plans before them.

7. New Business

- a. Discuss: Ordinance Updates. Once the fence ordinance is complete, the Board will pursue ordinance updates for chickens, signage, and nuisances concurrently. Robert Lovenheim discusses minor overall zoning changes that may occur as well.
- b. Consider: Corcoran & Associates Engagement Letter. Corcoran & Associates are restating their obligations to the township. The hourly rate will not change, but the frequency of visits to the township will increase while the township transitions. Robert Lovenheim motions to sign the engagement letter, Jacob Pride seconds. Vote: Robert Lovenheim and Jacob Pride in favor, Brian Barrett opposed; motion carries.
- c. Consider: Resolution No. 504 – Disposition of Records. This resolution permits the township to destroy old township files in accordance with the Pennsylvania Municipal Record Retention Manual. Robert Lovenheim motions to adopt Resolution No. 504, Brian Barrett seconds. Vote: all in favor; motion carries.
- d. Consider: Accept Resignation of Township Secretary. Brian Barrett states he would like to remain as secretary. Jacob Pride motion to strike items d, e, and f from the agenda, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- e. Consider: Appoint Township Secretary & Assistant Secretary. [struck per above]
- f. Consider: Appoint Second Alternate Agency Open Records Officer. [struck per above]
- g. Discuss: Fence Ordinance. Julia Heilakka summarizes the draft ordinance. Robert Lovenheim disagrees with charging for a fence permit; Brian Barrett agrees. Brian Barrett motions to send the property agreement and draft ordinance to the planning

commissions for review, Jacob Pride seconds. Vote: Jacob Pride and Brian Barrett in favor, Robert Lovenheim opposed.

- h. Discuss: Township Manager Ordinance & Contract. Brian Barrett wants the Board to retain hiring and firing power; Robert Lovenheim agrees. The Board decides to retain hiring, suspension, and firing power.
 - i. Discuss: Draft Personnel Manual. Julia Heilakka presents the draft personnel manual and suggests that if the Board is content with the draft version, it should be sent to an attorney. Ron Karasek will review the draft.
 - j. Consider: Release of Performance Bond (PAWC). The performance bond release meets with Ron Karasek's approval. Robert Lovenheim motions to release the performance bond, Jacob Pride seconds. Vote: all in favor; motion carries.
 - k. Discuss: Spotted Lantern Fly (SLF) Research. The Board discusses proposed SLF research at Minisink Park. Jacob Pride motions to approve the SLF research project for the Smithfield Township portion of the park, inform Delaware Water Gap Borough of the township's decision, and recommend that the Borough do the same, Brian Barrett seconds. Vote: all in favor; motion carries.
 - l. Consider: 2022 Material Bid Notice. Brian Barrett motions to advertise the bid, Robert Lovenheim seconds. No public comment. Vote: all in favor; motion carries.
 - m. Consider: Award Bid for River Road Paving Project. The Township received one bid from H&K Group at \$249,295.64. Robert Lovenheim motions to accept the bid, Brian Barrett seconds. Vote: all in favor; motion carries.
 - n. Consider: Approve Eagle Scout Project at Waterfront Brian Barrett motions to approve the project and sponsor the project for up to \$250 with receipts, Robert Lovenheim seconds. Vote: all in favor; motion carries.
 - o. New Item – Benches at Mt. Nebo Park. A resident wants to purchase an *in memoriam* bench at Mt. Nebo park. The resident will purchase the bench and the township will install it. The Board confirms there are two residents interested in purchasing benches. Robert Lovenheim motions to amend the agenda to add item o, Brian Barrett seconds. Vote: all in favor; motion carries. Vote: all in favor; motion carries. Jacob Pride motions to approve purchasing the 6' green rock island benches from Belson Outdoors conditionally upon receipt of written confirmation from the patron that the cost will be reimbursed, Robert Lovenheim seconds. Vote: all in favor; motion carries.
8. Board of Supervisors Report – none.
9. Bills


- a. Approve: \$48,658.86. Robert Lovenheim motions to pay the bills, Brian Barrett seconds.
Vote: all in favor; motion carries.

10. Public Comment – none.

11. Robert Lovenheim motions to adjourn, Jacob Pride seconds; meeting adjourned at 8:18PM.
The Board enters in executive session at 8:18PM.

Minutes recorded by Julia Heilakka

Respectfully submitted:



Julia Heilakka, Assistant Secretary