

THE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS  
REGULAR BUSINESS MEETING  
JUNE 22, 2022

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A Regular Business Meeting of the Smithfield Township Board of Supervisors was held on June 22, 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 (via Zoom), and Brian Barrett (via Zoom), Solicitor Ronold Karasek, Engineer Melissa Hutchison, and Office Manager Julia Heilakka.

1. Chair Jacob Pride calls the meeting to order at 6:06PM. A quorum is present.
2. The Pledge of Allegiance is recited.
3. Announcements
  - a. The Board held an executive session from 4:10PM – 5:14PM on June 22, 2022 for personnel, to interview for the Budget & Finance Manager position. Jacob Pride motions to add “Offer of Employment for Budget & Finance Manager” to the agenda, Robert Lovenheim seconds. Vote: Jacob Pride and Robert Lovenheim in favor; Brian Barrett opposed: motion carries.
4. Minutes
  - a. Brian Barrett motions to approve the minutes from the May 26, 2022 joint meeting, Robert Lovenheim seconds. No public comment. Vote: all in favor; minutes accepted.
5. Reports
  - a. Solicitor’s Report. Ron Karasek states the two used car conditional uses are withdrawn. The Eagle Valley plan will be discussed at the July 13<sup>th</sup> meeting.

Ron Karasek is waiting for Attorney Wolfe to send a draft document regarding the Airstrip Road easement and agreement, and he received a signed agreement and bond for the Vigon project. The bond is in order.

Ron Karasek completed the briefing on the Delaware Water Gap case for the appeal of the denial of the conditional use. The township is now waiting on the court to set an arguing date or to pass a decision.

Ron Karasek states Auditor Ozgun has been served. Jacob Pride confirms the Board of Supervisors has not selected any attorney because the Board of Auditors has not met. Vicky Ozgun confirms that she has not received any information from her fellow auditors. Ron Karasek will write a letter to the Board of Auditors so they are aware of the

next steps they are supposed to take. Robert Lovenheim states the Auditors' attorney should not make more than what the Board pays the township solicitor.

- b. Engineer's Report. Missy Hutchison states the Moove In Self Storage LDP should be submitted soon.

MS4 Public Presentation. Missy Hutchison presents on MS4, which is a requirement for public participation and involvement. MS4 is a DEP program that supports water quality. The township's fourth year ends on June 30<sup>th</sup> and the report is due to DEP by September 30<sup>th</sup>. Missy Hutchison discusses the minimum control measures: public education and outreach, public participation and involvement, illicit discharge and elimination, construction site stormwater runoff control, post-construction stormwater management, and pollution prevention and good housekeeping. Missy Hutchison discusses the pollutant reduction plan, pathogen reduction, and the township's stormwater management ordinance.

Jacob Pride states the new rules mandate sediment removal. Missy Hutchison replies DEP requirements for water quality are stricter than the township's, and the Eagle Valley plan has BMPs that can reduce the township's pollutant load.

## 6. New Business

- a. Consider: Authorize Advertisement of Township Manager Ordinance. The draft ordinance was adjusted per the last meeting and recirculated. Robert Lovenheim motions to authorize advertisement of the ordinance, Jacob Pride seconds. Vote: all in favor; motion carries.
- b. Consider: Approve Advertisement for Marshalls Falls Park Phase 1 Bid. Marshalls Falls Phase I is ready to bid. Jacob Pride motions to approve advertisement for the bid, Robert Lovenheim seconds. No public comment. Vote: all in favor; motion carries.
- c. Consider: Fishing Pier Change Order No. 4. Missy Hutchison states this change order is a time extension; substantial completion is September 30, 2022. Pioneer has been delayed because of water levels. Robert Lovenheim motions to approve Change Order No. 4, Brian Barrett seconds. No public comment. Vote: all in favor; motion carries.
- d. Consider: Readvertising the 2022-2023 Material Bid. The Township did not receive any bids. Brian Barrett motions to readvertise the 2022-2023 Material Bid, Jacob Pride seconds. No public comment. Vote: all in favor; motion carries.
- e. Discuss: Draft Fence Ordinance. Julia Heilakka summaries the changes recommended by MCPC. Brian Barrett motions to send the draft ordinance to the Planning Commissions, Jacob Pride seconds. No public comment. Vote: all in favor; motion carries.

- f. Discuss: Trail Markers for Mt. Nebo Park Update. Trail markers have gone missing and it is more efficient for the township to purchase in bulk. The Board considers purchasing additional directional signs. It will cost approximately \$2,500 in signs, and Middle Smithfield has agreed to cover half the cost. Robert Lovenheim motions to approve purchasing trail signs, not to exceed \$1,500 for the township, Brian Barrett seconds. No public comment. Vote: all in favor; motion carries.
- g. Discuss: Feral Cat Policy Update. Brian Barrett asks to discuss this at the next meeting.
- h. Consider: Offer of Employment for Budget & Finance Manager. The Board considers offering employment to Lucas DeBartolo at \$62,000 a year, paid hourly, with 19 days of paid time off. Jacob Pride motions to extend the offer, Robert Lovenheim seconds. Ron Karasek confirms this is not a motion to hire, only to provide the offer. Vote: Robert Lovenheim and Jacob Pride in favor; Brian Barrett opposed: motion carries.

7. Board of Supervisors Report

- a. Robert Lovenheim was contacted by Phil Natosi of 1836 Saloon, who is in favor of a noise ordinance. Phil and a resident met and came to an agreement over noise concerns. Any noise ordinance that the township passes should be general.
- b. Robert Lovenheim discusses the township's liability related to volunteers performing maintenance on township property. Julia Heilakka will contact the insurance carrier.

8. Bills

- a. Approve: \$72,714.93 (General Fund: \$63,118.06, Highway Fund: \$9,596.87). Robert Lovenheim motions to pay the bills, Brian Barrett seconds. No public comment. Vote: all in favor; motion carries.

9. Public Comment

- a. Ron Karasek discusses salt price increases. The Township is aware of the pending price increase and is stocking its shed before the current contract expires.

- 10. Brian Barrett and Robert Lovenheim motion to adjourn, Jacob Pride seconds; meeting adjourned at 6:52PM.

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Minutes recorded by Julia Heilakka

Respectfully submitted:



Julia Heilakka, Assistant Secretary