

THE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS
REGULAR BUSINESS MEETING
JULY 13, 2022

A Regular Business Meeting of the Smithfield Township Board of Supervisors was held on July 13, 2022, at the Smithfield Township Municipal Center at 1155 Red Fox Rd, East Stroudsburg, PA 18301, and via Zoom.

Present are Supervisors Jacob Pride and Robert Lovenheim (via Zoom), Solicitor Ronold Karasek, Engineer Melissa Hutchison, and Office Manager Julia Heilakka. Supervisor Brian Barrett is not present.

Also present are Mitch Bowyer and Melanie Diaz.

1. Chair Jacob Pride calls the meeting to order at 6:15PM. A quorum is present.
2. The Pledge of Allegiance is recited.
3. Announcements – none.
4. Minutes
 - a. Robert Lovenheim motions to approve the minutes from the June 8, 2022 and June 22, 2022 regular meetings, Jacob Pride seconds. Vote: all in favor; minutes accepted.
5. Public Hearing – Ordinance No. 245, Creation of Township Manager. The hearing begins at 6:17PM. This hearing considers the creation of a township manager position. The ordinance was advertised in the Pocono Record, available for public inspection, and has a residency proximity and bond requirement. The appointment is at-will, duties are outlined in the ordinance, and the manager may hold other non-elected positions. Mitch Bowyer asks about the new position. Jacob Pride replies this allows for more authority in day-to-day operations and will cost the township an additional \$12,000; current staff will transition into the role. Jacob Pride motions to close the public hearing, Robert Lovenheim seconds. Vote: all in favor; motion carries; hearing closes at 6:25PM.
6. Reports
 - a. Solicitor's Report
 - i. Ron Karasek discusses a deemed approval. Devon Myers of CGA Law Firm states in a letter to the township that her client (NSA Property Holding LLC/Moove In Self Storage) filed a special exception on April 28th. The law required that the Zoning Hearing Board (ZHB) convene a hearing within 60 days. No extension was filed, no extension was agreed to, therefore the special exception is deemed approved. Ron Karasek states this will not affect the land development plan. If the application wasn't deemed complete and there was no letter from the township stating as such, the ZHB

may not have a leg to stand on. Julia Heilakka asks for a day to confirm what occurred with the responsible parties. Jeff Durney, solicitor of the ZHB, confirmed he has not received anything. Mitch Bowyer asks what property this relates to, and is told it is the self-storage building that straddles Smithfield Township and Delaware Water Gap Borough. Melissa Hutchison states the majority is in the Borough. Jacob Pride moves to acknowledge the deemed approval, conditioned on approval of the Office Manager, Robert Lovenheim seconds. No public comment. Vote: all in favor; motion carries.

- b. Engineer's Report – no report.

7. New Business

- a. Consider: Eagle Valley Self Storage Preliminary & Final Land Development Plan. The Planning Commission (PC) recommended approval and Trapasso signed a conditional plan approval form. The township engineer has no comments. Jacob Pride motions to grant approval to Eagle Valley Self Storage conditioned on the engineer's letter dated May 26, 2022, Robert Lovenheim seconds. No public comment. Vote: all in favor; motion carries.
- b. Discuss: FC Pocono Shed Request at Minisink Park. Melanie Diaz, on behalf of FC Pocono, requests permission to install an 8' x 8' shed at Waterfront Park. Eventually, they would like a shed at Minisink too. Julia Heilakka confirms FC Pocono has preliminarily discussed the issue with Ken, but for Minisink Park. Robert Lovenheim motions to approve the placement of a shed at Waterfront Park, and to provide the labor to paint the shed the appropriate team colors. Robert Lovenheim amends his motion to waive the zoning fees, Jacob Pride seconds. Vote: all in favor; motion carries.
- c. Consider: Ordinance No. 245 – Establishment of Office of Township Manager. Mitch Bowyer believes this is a good move. Jacob Pride motions to adopt Ordinance No. 245, Robert Lovenheim seconds. No public comment. Vote: all in favor; motion carries.
- d. Consider: Resolution No. 506 – Appointment of Township Manager & Related Matters. This resolution appoints Julia Heilakka to serve as Township Manager, sets compensation and benefits, and sets the bond at \$3 million dollars. Jacob Pride motions to adopt Resolution No. 506, Robert Lovenheim seconds. No public comment. Vote: all in favor; motion carries. Julia Heilakka thanks the Board.
- e. Consider: Hire Lucas DeBartolo as Budget & Finance Manager. This position replaces one that was eliminated, and is per an employment offer letter of June 23, 2022, with a start date of July 25, 2022. Jacob Pride motions to hire Lucas DeBartolo for the position of Budget & Finance Manager per the offer letter of June 23, 2022, Robert Lovenheim seconds. Ron Karasek confirms the letter includes salary and benefit information. Vote: all in favor; motion carries.

- f. Consider: Hire Steve Manhart to Roadcrew. Jacob Pride motions to hire Steve Manhart to the roadcrew to start July 18, 2022 per the CBA, Robert Lovenheim seconds. This position fulfills the Township's pledge to contribute more resources to road maintenance. Vote: all in favor; motion carries.
 - g. Consider: Leaf Truck Quotes. The township received an Act 101, Section 902 grant for a leaf truck, but the cost has increased by \$32,000. The township will not pay until the truck is delivered. Jacob Pride motions to approve the increased cost, Robert Lovenheim seconds. No public comment. Vote: all in favor; motion carries.
 - h. Consider: Approve Leaf Collection for Delaware Water Gap Borough. The Borough is small, and Smithfield Township will start leaf pickup for the Borough in the fall. This is the start of a municipal relationship. Jacob Pride motions to commence leaf pickup, Robert Lovenheim seconds. No public comment. Vote: all in favor; motion carries.
 - i. Discuss: JLN Fire & EMS Study Proposal from Middle Smithfield. This outlines a comprehensive study of emergency services in Delaware Water Gap Borough, Middle Smithfield Township, Price Township, and Smithfield Township. The study costs \$27,000. The Board will not commit to a fee structure at this time. Jacob Pride motions to approve Smithfield Township's interest in the project, Robert Lovenheim seconds. No public comment. Vote: all in favor; motion carries.
 - j. Discuss: DCED LSA – Monroe Grant Application. The window for application is July 1st – September 30th. The Board discusses pursuing a grant to repair or renovate the Waterfront Park house. Melissa Hutchison will prepare a proposal for consideration at a later meeting.
 - k. Consider: Letter of Credit (LOC) Release for Wyndham Maintenance Building. The project currently has an outstanding invoice of \$280.02 but is otherwise complete. Jacob Pride motions to release the LOC conditionally upon receiving payment, Robert Lovenheim seconds. No public comment. Vote: all in favor; motion carries.
 - l. Consider: Approval for September 11th National Memorial Trail Signage. The Board discusses the proposed project. Jacob Pride motions to approve the trail within in the township and to install the trail signs upon PennDOT approval, Robert Lovenheim seconds. No public comment. Vote: all in favor; motion carries.
 - m. Consider: Award of 2022-2023 Material Contract to Eureka Stone Quarry, Inc. Jacob Pride motions to award the bid in accordance with the COSTARS contract, Robert Lovenheim seconds. Vote: all in favor; motion carries.
8. Board of Supervisors Report
- a. Jacob Pride is proud of the township's progress and looks forward to the future.

9. Bills

- a. Ratify: \$9,312.50 (General Fund), Approve \$78,195.62 (General Fund - \$57,020.09, Highway Fund - \$21,175.53). Jacob Pride motions to pay the bills, Robert Lovenheim seconds. No public comment. Vote: all in favor; motion carries.

10. Public Comment – none.

11. Jacob Pride motions to adjourn, Robert Lovenheim seconds; meeting adjourned at 7:09PM.

Minutes recorded by Julia Heilakka

Respectfully submitted:



Julia Heilakka, Assistant Secretary