

THE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS  
REORGANIZATION MEETING  
JANUARY 3, 2023

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A Reorganization Meeting of the Smithfield Township Board of Supervisors was held on January 3, 2023, 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), and Jon Tresslar of LVL Engineers. Township Manager Julia Heilakka and Solicitor Ronold Karasek are excused.

1. Chair Jacob Pride calls the meeting to order at 6:00PM. A quorum is present.
2. The Pledge of Allegiance is recited.
3. Board of Supervisors Organization.
  - a. Nominate Chair of the Board of Supervisors: Robert Lovenheim nominates Jacob Pride as Chair, Brian Barrett seconds. Vote: all in favor; motion carries.
  - b. Nominate Vice Chair of the Board of Supervisors: Jacob Pride nominates Robert Lovenheim as Vice Chair, Brian Barrett seconds. Vote: all in favor; motion carries.
  - c. Nominate Secretary of the Board of Supervisors: Jacob Pride nominates Brian Barrett as Secretary, Robert Lovenheim seconds. Vote: all in favor; motion carries.
4. Consider: Professional Appointments and Procedures.

Jacob Pride discusses a change to Item 4.m. Special Solicitor Heimbach informed the Township that he has retired to of counsel status at his firm and recommends his partner, Attorney David Steckel to take his place. Robert Lovenheim motions to approve the actions listed in Item 4 with the proposed change to Item 4.m., Brian Barrett seconds. Vote: all in favor; motion carries.

  - a. Appoint Julia Heilakka to serve as Assistant Secretary; to assist and perform duties of Township Secretary in absence or disability of Township Secretary.
  - b. Appoint Julia Heilakka to serve as Township Manager.
  - c. Appoint Lucas DeBartolo to serve as Budget & Finance Manager.
  - d. Appoint Frank Cefali to serve as Township Treasurer.
  - e. Set Bond for Township Manager, Budget & Finance Manager, and Treasurer at \$3,000,000.00 and increase or decrease as needed through proper process.
  - f. Appoint Ed McCormack to serve as Roadmaster.

- g. Appoint Kenneth Wolfe to serve as Zoning/Codes Enforcement Officer.
  - h. Appoint LVL Engineering Group to serve as Alternate Zoning/Codes Enforcement Officer.
  - i. Appoint BASE Engineering to serve as Township Building Code Official.
  - j. Appoint Scott Brown, #01716 to serve as Sewage Enforcement Officer.
  - k. Appoint Kenneth Wolfe, #04076; Jacob Schray, #03134; Luke Eggert, #04090; Christopher Taylor, #03138; and Justin Robbins, #04079 to serve as Alternate Sewage Enforcement Officers.
  - l. Appoint Ronold J. Karasek & Karasek Law Offices, LLC to serve as Township Solicitor at \$200.00 per hour.
  - m. Appoint Thomas Heimbach & Flamm Walton Heimbach to serve as Township Special Solicitor for Labor at \$255 per hour. Note: this item was amended to reflect the appointment of David Steckel & Flamm Walton Heimbach.
  - n. Appoint LVL Engineering Group to serve as Township & Planning Commission Engineer.
  - o. Appoint Hanover Engineering to serve as Alternate Township & Planning Commission Engineer.
  - p. Nominate Julia Heilakka to serve as Emergency Management Coordinator.
  - q. Appoint Jacob A. Pride to serve as Township Safety Committee Chair.
  - r. Appoint Robert M. Moses to serve as Chair of the Vacancy Board.
  - s. Appoint Julia Heilakka to serve as Open Records Officer in accordance with the Pennsylvania Right-to-Know Law.
  - t. Appoint Lucas DeBartolo to serve as Assistant Open Records Officer in accordance with the Pennsylvania Right-to-Know Law.
5. Consider: Township Liaisons, Representatives, and Delegates.  
 Robert Lovenheim motions to approve the actions listed in Item 5, Jacob Pride seconds.  
 Vote: all in favor; motion carries.
- a. Appoint Jacob A. Pride, member of the Board of Supervisors, to serve as the Township representative to the Pocono Mountain Council of Governments.
  - b. Appoint Robert J. Lovenheim, member of the Board of Supervisors, to serve as the Township's alternate representative to the Pocono Mountain Council of Governments.

- c. Appoint Jacob A. Pride & Robert Lovenheim, two (2) members of the Board of Supervisors, to serve as the delegates to the Oak Grove Multi-Municipal Compost Board.
  - d. Appoint Brian E. Barrett, member of the Board of Supervisors, to serve as the alternate delegate to the Oak Grove Multi-Municipal Compost Board.
  - e. Appoint Lucas DeBartolo, Budget & Finance Manager, to serve as representative to the Monroe County Tax Collection Committee.
  - f. Appoint Brian E. Barrett, member of the Board of Supervisors, to serve as alternate representative to the Monroe County Tax Collection Committee.
  - g. Certify Three (3) Supervisors and Township Manager as delegates to the Pennsylvania State Association of Township Supervisors 2023 Annual Convention.
  - h. Certify Julia Heilakka, to serve as the voting delegate to the Pennsylvania State Association of Township Supervisors 2023 Annual Convention.
  - i. Appoint Robert J. Lovenheim, member of the Board of Supervisors, to serve as Supervisor Liaison to the Smithfield Sewer Authority.
  - j. Appoint Jacob A. Pride, member of the Board of Supervisors, to serve as Supervisor Liaison to Smithfield Township Parks Commission.
  - k. Appoint Brian E. Barrett, member of the Board of Supervisors, to serve as Supervisor Liaison to Brodhead Watershed Association.
  - l. Appoint Brian E. Barrett, member of the Board of Supervisors, to serve as Supervisor Liaison to Cherry Creek Watershed.
  - m. Appoint Brian E. Barrett, member of the Board of Supervisors, to serve as Supervisor Liaison to the Smithfield Township Open Space Advisory Committee.
  - n. Appoint Robert J. Lovenheim, member of the Board of Supervisors, to serve as Supervisor Liaison to Smithfield Township Planning Commission.
  - o. Appoint Jacob A. Pride, member of the Board of Supervisors, to serve as Supervisor Liaison to Emergency Services.
6. Consider: Employee Appointments and Procedures.  
 Jacob Pride discusses the altered holiday schedule for part-time employees and the Board's request for the Board of Auditors to meet the obligations of the settlement agreement. Robert Lovenheim motions to approve the actions listed in Item 6, Brian Barrett seconds. Vote: all in favor; motion carries.
- a. Appoint Township Employees:
    - i. Regular Full-time

1. Lucas DeBartolo
2. Julia Heilakka
3. Kenneth A. Wolfe
4. Ed McCormack

ii. Regular Full-time per Collective Bargaining Agreement

1. Norbert Erichsen
2. William Graffin
3. Christopher Kimble
4. Stephen Manhart
5. Paul McFeeley
6. William Steele

iii. Regular Part-time

1. Lois J. Turr (part-time 30 hours/week)
2. Joseph Luisi (part-time 13 hours/week)

b. Appoint Supervisors to Employee Positions (770 hours)

- i. Digital Specialist & Parks Coordinator: Jacob A. Pride
- ii. Economic & Parks Development Officer: Robert J. Lovenheim
- iii. Secretary: Brian E. Barrett

c. Request Township Auditors Set Employed Supervisors Rate of Pay at \$25.32 per hour.

7. Consider: Operational Procedures.

Jacob Pride discusses the proposed change to the Board of Supervisors meeting schedule in and the recommendation of the Budget & Finance Manager to choose a new Independent Auditor. Robert Lovenheim discusses the merits of the recommendation and commends the service of previous Auditor Kirk Summa & Co. Robert Lovenheim discusses the cost differences between the applicants and recommends Riley & Co. be appointed. Brian Barrett believes it makes sense to change auditors on a regular basis and advises that the Board should choose between Kirk Summa & Co. or Riley & Co. Robert Lovenheim motions to appoint Riley & Co., there is no second. Jacob Pride asks Robert Lovenheim if he would make a motion to approve the actions listed in Item 7, including Riley & Co. in Resolution No. 520. Robert Lovenheim motions to approve the actions listed in Item 7, including Riley & Co. in Resolution No. 520, Brian Barrett seconds. Vote: all in favor; motion carries.

- a. Designate Pennsylvania Municipal Retirement System as Township Pension Fund.
- b. Designate Collector of Earned Income & LST Taxes – Berkheimer & Associates.
- c. Approve Resolution No. 518 – Designating Certain Financial Institutions as Depositories for Township Funds.

- d. Approve Resolution No. 519 – Setting a Fee Schedule for Subdivision and Land Development, Planned Residential Development, Zoning Hearing Board, Board of Supervisors, and other miscellaneous fees.
- e. Approve Resolution No. 520 – Appointing an Independent CPA Firm for Fiscal Year 2022.
- f. Consider: Set Dates, Times, and Places of Public Meetings.
  - i. 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 6:00 p.m. at the Municipal Center.
    - 1. 2<sup>nd</sup> December meeting will take place on the 3<sup>rd</sup> Wednesday.

g. Consider: Set Holiday Schedule for Non-Supervisor Employees.

- i. Full Time & Regular Part-time  
 New Year’s Day; Martin Luther King, Jr. Day; Presidents Day; Good Friday; Memorial Day; Juneteenth, July 4<sup>th</sup>; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day and the day after Thanksgiving; Christmas Eve; Christmas Day; and three (3) hours on New Year’s Eve.
- ii. Regular Full Time per Collective Bargaining Agreement  
 New Year’s Day; Martin Luther King, Jr. Day; Presidents Day; Good Friday; Memorial Day; Juneteenth, July 4<sup>th</sup>; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day and the day after Thanksgiving; Christmas Eve; Christmas Day; and three (3) hours on New Year’s Eve.

8. Consider: Appointments to Township Boards and Commissions.

Jacob Pride states that three letters of interest for seats on the Planning Commission were received: Doug Schryver, David Strunk, and Marianne Cannell; Jacob Pride expresses interest in tabling Planning Commission and Zoning Hearing Board appointments until the Regular Business Meeting on January 11<sup>th</sup>. Jacob Pride states that Russ Albert is seeking reappointment to the Sewer Authority. Robert Lovenheim states that all appointments should be tabled. Jacob Pride explains that there are multiple vacancies on the Sewer Authority and believes it does not make sense to table all appointments. Brian Barrett discusses making a motion to reappoint Doug Schryver and David Strunk to the Planning Commission. Jacob Pride discusses the need to hear from the third applicant before making a decision. Jacob Pride asks for a motion to table items 8.a. and 8.b. while approving item 8.c. Robert Lovenheim motions to table items 8.a. and 8.b. and approve item 8.c., Jacob Pride seconds. Vote: all in favor; motion carries.

- a. Planning Commission: Appoint \_\_\_\_\_ & \_\_\_\_\_ to terms to expire January 4, 2027.
- b. Zoning Hearing Board: Appoint \_\_\_\_\_ to a term to expire January 6, 2025.
- c. Sewer Authority: Appoint \_\_\_\_\_ to a term to expire January 3, 2028.

9. Public Comment.

- a. Jon Tresslar thanks the Board for reappointing LVL Engineers.


10. Adjournment.

- a. Robert Lovenheim motions to adjourn the Reorganization Meeting and enter the Regular Business Meeting, Brian Barrett seconds; meeting is adjourned at 6:17 p.m.

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Minutes recorded by Jacob Pride.

Respectfully submitted:



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Julia Heilakka, Assistant Secretary