

THE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING – JUNE 12, 2024, AT 6:00PM

A Regular Business Meeting of the Smithfield Township Board of Supervisors was held on June 12, 2024, 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 Michael Albert, Solicitor Ronold Karasek, Engineer Jon Tresslar, Administrative Coordinator Dyana Salvi, and Township Manager Julia Heilakka.

Also present are Kristine Karol, Brett Cartwright, Pat Owens, Martha Carbone, Tara Freeman, Debbie Kulick, Desiree Siena, and Attorney Anne Farrell.

1. Chair Jacob Pride calls the meeting to order at 6:02PM.

2. The Pledge of Allegiance is recited.

3. Minutes:

a. Regular Meeting of May 22, 2024.

b. Joint Session Meeting of May 15, 2024.

Robert Lovenheim motions to approve the minutes from the May 22, 2024, regular meeting, and the May 15, 2024, joint session meeting, Michael Albert seconds. Vote: all in favor; minutes accepted.

4. Announcements

a. There was a standing executive session held 6/12/2024 from 5:40PM to 5:59PM regarding attorney-client privilege matters.

b. There was an executive session held 5/24/2024 from 12:10PM to 1:43PM regarding personnel matters.

c. There was an executive session held 5/31/2024 from 11:06AM to 11:32AM regarding Ellis's enforcement and litigation.

d. There was an executive session held 6/4/2024 from 3:47PM to 4:51PM regarding attorney-client privilege matters.

e. There is a Hazardous Waste Collection Event on Saturday, June 15th, 8:00AM – 2:00PM at the Military Road Recycling Site – preregistration is required.

5. Bills & Obligations:

- a. Consider: \$73,103.99 - (General Fund: \$70,304.45), (Liquid Fuels Fund: \$0), (Escrow Fund: \$2,799.54), (Park & Rec Fund: \$0), (Capital Improvement Grant Fund: \$0) (Fire Tax Fund: \$0), (EMS Tax Fund: \$0).

Michael Albert motions to approve the bills, Robert Lovenheim seconds. Michael Albert clarifies adding the billpack to the agenda. Vote: all in favor; motion carries.

6. Reports:

- a. **Solicitor's Report:** Ronold Karasek states he worked on the Ellis matter, attended a Magisterial District Judge Hearing, and has prepared the Healthy Minds Conditional Use decision.
- b. **Engineer's Report:** Jon Tresslar states research for Prices Landing Road was forwarded to the Township for review. An NPDES permit was submitted for Rivers Edge Bike Park, the Wellness Park design is being finalized, and MS4 requirements were discussed with the Township. A new subdivision sketch plan of the Shukaitis property was reviewed and will provide a review letter for the Planning Commission. There is a projection meeting scheduled for June 13, 2024, with Ted Hunter to discuss the SVPRD.
- c. **Board of Supervisors Report:** Julia Heilakka states the Township has digitally uploaded and posted all resolutions passed.

7. Consent Agenda:

- a. Consider: Approve Green Light GO Change Order No. 2.
- b. Consider: Authorize Execution of Kaufman Trailers, LLC Quote for \$8.720.
- c. Consider: Adopt Resolution No. 555 – Fee Schedule Update regarding Special Event Permits.
- d. Consider: Approve Special Event Permit for Minisink Ave Block Party & Waive Fee.
- e. Consider: Adopt Resolution No. 556 – Standards for Non-Governmental Contributions.
- f. Consider: Adopt Resolution No. 557 – Declaring June to be LGBTQIA + Pride Month.
- g. Consider: Adopt Resolution No. 558 – Amending Resolution No. 551 regarding Fire Tax Disbursements & Standards.
- h. Consider: Adopt Resolution No. 559 – Amending No. 552 regarding EMS Tax Disbursements & Standards.
- i. Ratify: Chairman Signature of Verification for Township's Answer and New Matter to the Karol Petition.

Robert Lovenheim motions to approve the consent agenda, Michael Albert seconds. Michael Albert clarifies changes made to the fee schedule; the Board discusses permit fees. Vote: all in favor; motion carries.

8. Old Business:

a. Consider: Adopt Resolution No. 560 – Monroe County Redevelopment Authority Demolition Grant Application & Approve Match Commitment Letter.

Julia Heilakka states the Township is pursuing a \$40,000 grant to demolish the house at Marshalls Falls. Through the next phase, there are plans to create an overflow parking lot. The estimated amount for removing the house is \$190,000.

Robert Lovenheim motions to approve adopting Resolution No. 560, Michael Albert seconds. Pat Owens asks about recovering artifacts left in the home. Julia Heilakka clarifies the home is in critical condition, there may not be anything of value. Vote: all in favor; motion carries.

b. Discuss: Sign Committee Progress.

Michael Albert states there is a need to update the current signage ordinance; there has been lengthy discussion within the Planning Commission. There is a committee formed who meets weekly to create updated drafts and edits. Brett Cartwright asks for a timeframe. Michael Albert states there are plans for completion by the end of summer.

c. Consider: Approve Green Mountain Dr. Right of Way.

Jon Tresslar states plans were submitted to an appraiser, who later had a conflict of interest. Another appraiser was contacted, with reviews needed by the Township.

Robert Lovenheim motions to table item c, Michael Albert seconds. Vote: all in favor; motion carries.

9. New Business:

a. Consider: Smithfield Gateway Request – Escrow Subaccount A.

Julia Heilakka states there are currently six escrow accounts open with the Township; one is ready for closure. There is a request to shift the money into another escrow account.

The Board discusses roadwork with PennDOT; Debbie Kulick asks if a dangerous pothole will be patched. Jon Tresslar will provide updates at the next meeting.

Robert Lovenheim motions to table item a, Michael Albert seconds. Vote: all in favor; motion carries.

b. Consider: Healthy Minds Conditional Use Decision.

Michael Albert motions to approve the Healthy Minds Conditional Use with several conditions. Michael Albert reads off 30 proposed conditions. Robert Lovenheim seconds the motion. Applicants are provided approximately ten minutes to renew the proposed conditions.

Attorney Farrell recommends changes to fencing requirements, the Board states this can be discussed. Attorney Farrell discusses No. 17 regarding the term “visitors”. Martha Carbone asks if delivery personnel fall under the category of being searched upon entering. Attorney Farrell discusses No. 23 regarding licensures. The Board is discussing changing licensure terms and removing No. 23 and No.24.

Kristine Karol asks the Board to postpone the vote. She discusses No. 13 and No. 15, regarding golf course use. The Board states the written decision is required by June 24, 2024. Vote: all in favor; motion carries.

c. Consider: Request Planning Commission Reviews for Draft Ordinance Re: B1/B2 Deletion & Revising B&Bs.

Robert Lovenheim motions to consider item c, Michael Albert seconds. Michael Albert clarifies the changes process. Vote: all in favor; motion carries.

d. Consider: Amend Board of Supervisors Meeting Schedule & Authorize Advertisement.

Jacob Pride states there is a request to change the BOS regular meetings to the second and fourth Tuesday of each month at 6:00PM. This is scheduled to take place beginning August 13, 2024.

Michael Albert motions to amend the current meeting schedule to include advertisement for the current changes, Robert Lovenheim seconds. Vote: all in favor; motion carries.

10. Public Comment:

a. Tara Freeman asks when information regarding Prices Landing Road will be shared with residents. Jon Tresslar states the information will be shared when they have further answers, scheduled to be shared at the June 26, 2024, regular meeting.

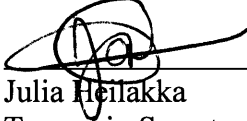
b. Martha Carbone asks for clarification of the Shawnee PRD plan. The Board states this will be shared at the next Planning Commission meeting.

- c. Desiree Siena asks for clarification of constable use within the bill pack. Jacob Pride states this was used for peacekeeping at the parks.
- d. Brett Cartwright asks for a central database for the Township. Julia Heilakka states the Township is required to post all agendas on the website. Brett Cartwright asks about advertising for the EAC.

11. Adjournment: Robert Lovenheim motions to adjourn, Michael Albert seconds. Vote: all in favor; meeting adjourned at 7:29PM.

Minutes Recorded by Dyana Salvi

Respectfully submitted,



Julia Heilakka
Township Secretary
Smithfield Township