

SMITHFIELD TOWNSHIP BOARD of SUPERVISORS
REGULAR MEETING – AUGUST 27, 2024, AT 6:00PM

A Regular Meeting of the Smithfield Township Board of Supervisors was held on August 27, 2024, at the Smithfield Township Municipal Center at 1155 Red Fox Rd, East Stroudsburg, PA 18301, and via Zoom.

Present are Supervisors Jacob Pride, Michael Albert, and Robert Lovenheim, Engineer Jon Tresslar, Administrative Coordinator Dyana Salvi, Conservation and Recreation Director Alex Jackson, and Township Manager Julia Heilakka. Solicitor Ronold Karasek is absent.

Also present are JoAnn Norris, Brett Cartwright, Kristine Karol, Tara Freeman, Tammy Booth, Lynn Schwartz, and Marguerite Vecchio.

1. **Chair Jacob Pride calls the meeting to order at 6:05PM.** A quorum is present.
2. **The Pledge of Allegiance is recited.**
3. **Announcements:**
 - a. A Standing Executive Session was held from 5:30PM to 5:55PM regarding litigation for Back 9 MX.
 - b. There is a River's Edge Bike Park Committee Meeting to be held on August 28, 2024, at 6:00PM.
 - c. Save the Date: Smithfield Township's Trunk or Treat & Fall Fest to be held October 26, 2024, from 1:00PM to 4:00PM.
 - d. The Board of Supervisors schedule is now the 2nd and 4th Tuesday of each month.
4. **Minutes:**
 - a. **Emergency Meeting of July 16, 2024.**
 - b. **Regular Meeting of August 13, 2024.**

Michael Albert motions to approve the minutes with the noted changes, Robert Lovenheim seconds. Vote: all in favor; minutes accepted.

5. Bills & Obligations

- a. Ratify: 8/22/2024 – \$35,108.01 - (General Fund: \$35,108.01).
- b. Consider: 8/27/2024 – \$329,805.71 - (General Fund: \$45,302.22, Liquid Fuels Fund: \$28,521.03, Escrow Fund: \$6,079.46, Capital Improvement Grant Fund: \$214,794.99).

Michael Albert motions to ratify and approve the bills, Robert Lovenheim seconds. Vote: all in favor; motion carries.

6. Reports:

- a. **Solicitors Report-** Not Present.
- b. **Engineers Report-** Jon Tresslar states he attended a Green Mountain Drive Bridge meeting earlier today; there was coordination of the review process. Ted Hunter is moving forward with the developer's agreement; it is currently under review. JoAnn Norris clarifies the developer's agreement and approval process.
- c. **Township Managers Report-** Julia Heilakka states the Township received a Green Light GO reimbursement, along with a 240,000-grant reimbursement for Marshalls Falls. Phase one of the project is officially complete. The Board of Supervisors minutes from 1972- forward, all Resolutions, and most Ordinances are now online. The Planning Commission and Auditor's minutes are scheduled to be uploaded. Michael Albert discusses progress towards Marshalls Falls.
- d. **Supervisors Comments-** Robert Lovenheim discusses traffic along Milford Road and Craigs Meadow Road, with suggestion of a light or traffic circle.

7. Old Business

- a. Discuss: Road Safety Easements & Liquid Fuels Funding.

Robert Lovenheim states there have been complications with road safety standards within HOA's. He references an HOA with unsafe speed bumps, posing concerns with emergency vehicles. He discusses a method of regulating safety standards for private and Township owned roads. There is a possibility to construct an easement for road safety. Negotiations would occur between HOA's to grant and advise on any road improvements. Robert Lovenheim discusses the procedure for moving forward, with suggestion to speak with state senators.

- b. Consider: Request Planning Commission Reviews of Draft Lighting Ordinance.

Alex Jackson states there are two new proposed chapters, Outdoor Lighting Standards and Enforcement. The ordinance creates a standalone chapter, that is referenced in zoning to promote enforcement. Michael Albert suggests having the Township Solicitor review, along with the Monroe County Planning Commission.

Michael Albert motions to request an informal review of the working draft "Outdoor Lighting Standards", Robert Lovenheim seconds. Vote: all in favor; motion carries.

8. New Business:

- a. Consider: Approve Consent Agenda.

- i. Consider: Adopt Official Zoning Map Per Ordinance No. 251.
- ii. Consider: Approve Waiver Request by Bushkill Emergency Corps. for 2023-2024 Audit.
- iii. Consider: Adopt Resolution No. 567 – Designation Procedure for Noise Control Officers.
- iv. Approve: Solicitor Correspondence to Blue Ridge Cable.
- v. Approve: Resolution No. 568 – Fee Schedule Update.

Robert Lovenheim motions to approve the consent agenda, Michael Albert seconds. Kristine Karol clarifies Noise Control Officer requirements. Brett Cartwright discusses the noise ordinance in relation to businesses. Michael Albert advises completing a noise complaint. Brett Cartwright discusses enforcement of the lighting ordinance for existing properties. Vote: all in favor; motion carries.

- b. Consider: Adopt Resolution No. 569 – Lot Joinder for Saruhan Properties, LLC.

Michael Albert motions to Adopt Resolution No. 569, Jacob Pride seconds. Vote: all in favor; motion carries.

- c. Consider: Execute Contract for Laserfiche.

Julia Heilakka states the current data processing system is expiring; the new contract would allow for easier access and digitization of files and support the growing Township. Michael Albert clarifies the expenses.

Michael Albert motions to approve the Laserfiche contract, Robert Lovenheim seconds. Kristine Karol clarifies the different companies. Vote: all in favor; motion carries.

9. Public Comment

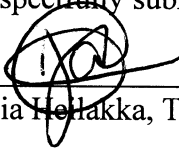
- a. Brett Cartwright discusses the Environmental Advisory Committee outreach and suggests a volunteer portal on the website.
- b. Lynn Schwartz clarifies enforcement for the sound ordinance. The Board discusses the current fine structure.
- c. Tammy Booth discusses the safety of Back 9 MX. The next hearing is scheduled for September 6, 2024 at the Monroe County Courthouse.
- d. Tara Freeman confirms the Rivers Edge Meeting and clarifies the formality of the meeting. Julia Heilakka states the meeting is informal; there is no agenda.

- e. Marguerite Vecchio questions what will be discussed at the River's Edge Meeting. Jon Tresslar states it is a kickoff meeting to discuss what the meetings will contain. Tara Freeman discusses safety concerns on her private road. The Board discusses possible solutions. Kristine Karol suggests a fence.
- f. Kristine Karol clarifies the grant the Township received in 2003 to own River's Edge Park with Middle Smithfield Township.

10. Adjournment: Robert Lovenheim motions to adjourn, Michael Albert seconds. Vote: all in favor; meeting adjourned at 7:43PM.

Minutes Recorded by Dyana Salvi

Respectfully submitted,



Julia Hehakka, Township Secretary