

SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING – DECEMBER 17, 2024, AT 6:00PM

A Regular Meeting of the Smithfield Township Board of Supervisors was held on December 17, 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 & Recreation Director Alex Jackson, and Township Manager Julia Heilakka. Solicitor Ronold Karasek is present via zoom.

Also present are Pat Owens, Kristine Karol, Ted Hunter, JoAnn Norris, Tara Vecchio, Brett Cartwright, Richard Norris, and Martha Carbone.

- 1. Chair Jacob Pride calls the meeting to order at 6:01PM.** A quorum is present.
- 2. The Pledge of Allegiance is recited.**
- 3. Announcements:**
 - a. The Board held a Standing Executive Session on December 17, 2024, from 5:38PM to 5:53PM.
 - b. The River's Edge Bike Park Master Site Plan Survey is available online.
 - c. Letters of Interest for Eastern Monroe Public Library Board and Smithfield Township Planning Commission are due by December 29.
- 4. Minutes:**
 - a. None.
- 5. Bills & Obligations: \$78,098.20**
 - a. Ratify: 11/27/2024 – 12/05/2024 – \$36,449.19 - (General Fund: \$36,449.19).
 - b. 12/17/2024 – \$41,649.01 - (General Fund: \$34,136.80, Fire Fund: \$163.83, EMS Fund: \$88.22, Capital Improvement Grant Fund: \$39.83, Professional Escrow Fund: \$7,220.33).

Robert Lovenheim motions to approve the minutes, Michael Albert seconds. Vote: all in favor; motion carries.
- 6. Reports:**
 - a. Solicitors Report- Ronold Karasek states he attended four Township meetings in November. Land Development work continues for 3 Point Garden, Widmer, Healthy Minds, Water Gap Wellness, and JPSPA Realty. A hold harmless agreement template

was created 1108 Hillside Drive well isolation concern. There was preparation for the Resolution for Wawa liquor license transfer. There are five different items of litigation that are pending: including the Ellis, Karol, and Mountain Manor cases.

- b. Engineers Report- Jon Tresslar states he attended a Township Planning Commission meeting. There was a monthly meeting with PennDOT regarding the Green Mountain Drive Bridge.
- c. Township Managers Report- None
- d. EAC- None
- e. I-80- None
- f. Supervisors Comments- Jacob Pride thanks the department of public works for their snow response, and the fire response for the Glenwood Inn.

7. Old Business

- a. Consider: Approve Township Audit FY 2023.

Michael Albert motions to approve/accept the township audit, noting the difference in accounting methods of the Smithfield Sewer Authority, Robert Lovenheim seconds. Kristine Karol asks for the 2023 audit review, Julia Heilakka states it will be available online once approved. Vote: all in favor; motion carries.

- b. Discuss: Special Exception Use Criteria.

Julia Heilakka states there are no special exception use criteria; feedback was provided from the Monroe County Planning Commission.

Robert Lovenheim motions to discuss special exception use criteria at the regular meeting of 2/11/25, Michael Albert seconds. Kristine Karol asks for clarification of special exception use criteria. Ronold Karasek states the applicant must prove they meet the criteria in the ordinance standards. Vote: all in favor; motion carries.

Ronold Karasek leaves the Zoom at 6:43PM.

- c. Discuss: Transient Business Ordinance Revisions.

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

8. New Business:

- a. Consider: Approve Consent Agenda- None.

- b. Consider: Adopt Resolution No. 576- 2024 Budget Adjustments.

Robert Lovenheim motions to approve, Michael Albert seconds. Julia Heilakka clarifies the budget adjustments. Vote: all in favor; motion carries.

- c. Consider: Adopt Resolution No. 577- 2025 Budget.

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

- d. Consider: Adopt Resolution No. 578- 2025 Tax Rates.

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

- e. Consider: Shawnee Valley Planned Residential Development Annual Update.

Michael Albert motions to acknowledge the update, Robert Lovenheim seconds. JoAnn Norris asks why the update is not given each year and discusses various typos. Ted Hunter states it is a procedural issue that informs the Township of the status. Pat Owens states there are residents opposed to the development. Jacob Pride reads the regulations from the Municipalities Planning Code. Vote: all in favor; motion carries. Kristine Karol asks for the procedure if there was no plan update in 2022.

Consider: Schedule Meeting Date for Lodging Discussion. Michael Albert motions to schedule, Robert Lovenheim seconds. Vote: all in favor; motion carries.

The Board will hold a special meeting on Tuesday, February 13, 2025, at 6:00PM.

- f. Consider: Conditional Approval of Act 537 Update Re: Manwalamink Acquisition.

Julia Heilakka states the Planning Commission recommended conditional approval based on the satisfaction of comments from the Sewer Authority's engineer.

Robert Lovenheim motions to grant conditional approval subject to the Sewer Authority, Jacob Pride seconds. Michael Albert recuses himself from the vote due to a conflict of interest. JoAnn Norris confirms PA American Water will issue information for Shawnee. Brett Cartwright asks if the Board is comfortable with the choice. Tara Vecchio confirms that operations will continue.

Vote: Jacob Pride and Robert Lovenheim in favor; Michael Albert abstains from the vote; motion carries.

- g. Consider: Authorize Advertisement of Draft Ordinance No. 253 – Pension Procedures.

Robert Lovenheim motions to approve, Michael Albert seconds. Kristine Karol asks for clarification of changes. Vote: all in favor; motion carries.


9. Public Comment

- a. JoAnn Norris shares deeds, and feels the Township lost out on transfer taxes. She expresses concern for Shawnee Valley PRD, and the number of people that will be using Hollow Road.
- b. Richard Norris states the Shawnee Valley PRD area is filled with water.
- c. Pat Owens asks if there are sunset requirements for environmental concerns over a period of time.
- d. Martha Carbone states the developer must identify an organization or entity to manage the bog turtle habitat. JoAnn Norris discusses someone from the USDA checking on bog turtles in Cherry Valley, Richard Norris confirms. Kristine Karol states this has been brought up and no one is looking into this. Martha Carbone asks if wetlands can change over time; Jon Tresslar states they can. JoAnn Norris asks how the Township solicitor is paid.
- e. Brett Cartwright states he has a petition regarding safety concerns at the Gap View Drive intersection.
- f. Tara Vecchio asks why the Township is lacking transparency regarding the 2025 budget. Michael Albert states the information is available through right-to-know request. Tara Vecchio asks about the conservation & recreation portion of the budget. Michael Albert states park peacekeeping was not in the 2024 budget.

10. Adjournment: Robert Lovenheim motions to adjourn, Michael Albert seconds. Vote: all in favor; meeting adjourned at 8:47PM.

Minutes Recorded by Dyana Salvi and Julia Heilakka

Respectfully submitted,


Julia Heilakka, Township Secretary