

SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING – JANUARY 28, 2025, AT 6:00PM

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A Regular Meeting of the Smithfield Township Board of Supervisors was held on January 28, 2025 at the Smithfield Township Municipal Center at 1155 Red Fox Rd, East Stroudsburg, PA, 18301, and via Zoom.

Present are Supervisors Jacob Pride and Michael Albert, Administrative Coordinator Dyana Salvi, and Township Manager Julia Heilakka. Supervisor Robert Lovenheim is present via phone, Solicitor Ronold Karasek is present via Zoom.

Also present are Tara Mezzanotte, Kristine Karol, Tammy Booth, Tim Snow, Marguerite Vecchio, Brett Cartwright, Michael Byrne, and Debbie Kulick.

**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. There was a Standing Executive Session from 5:38PM to 5:53PM regarding real property at Minisink Park.
- b. River's Edge Bike Park Survey has reopened. The next meeting is scheduled for March 26th at 6:00PM, where the survey results will be discussed.

**4. Minutes:**

- a. November 12, 2024, Regular Meeting.
- b. November 14, 2024, Joint Session.

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

**5. Bills & Obligations: \$243,168.54.**

- a. Ratify: 1/6/2025 – \$168,433.23 (General Fund: \$99,485.62, Capital Improvement Grant Fund: \$4,600.00, EMS Tax Fund: \$22,234.04, Fire Tax Fund: 42,113.57).
- b. Consider: 1/28/2025 – \$74,735.31 (General Fund: \$62,606.01, Escrow Fund: \$7,978.83, Capital Improvement Grant Fund: \$4,150.47)

Robert Lovenheim motions to approve the bills, Michael Albert seconds. Michael Albert clarifies bill amounts. Kristine Karol confirms the Zoom password. Marguerite Vecchio confirms light costs. Vote: all in favor; motion carries.

**6. Reports:**

- a. **Solicitor's Report-** Ronold Karasek states he attended five Township meetings in December. There was progress on Water Gap Wellness, Healthy Minds, and the Shukaitis Estate. A hold harmless agreement was prepared for 1108 Hillside Drive sewage isolation distance. There are four pending lawsuits for Mountain Manor; there is an upcoming hearing on a motion of contempt. The Karol land use appeal is now through the process of the commonwealth court. Kristine Karol asks for more information regarding Mountain Manor non-conforming use and clarifies special exception use and criteria.
- b. **Engineer's Report-** Jon Tresslar states there were two meetings with PennDOT regarding the Gap View Drive Bridge and Green Mountain Drive Bridge repairs. There are continued inspections for Wawa and reviewing and approving various subdivision reviews. There was an inspection on Totts Gap Road regarding reported driveways for Healthy Minds; they need to be reported in their current land development plan. Kristine Karol confirms the location.
- c. **Township Manager's Report-** Julia Heilakka states the meeting with PennDOT regarding Gap View Drive Bridge is proposing a full replacement beginning May of 2028. The financial statements from 2023 are finalized and will be posted accordingly. There has been progress on scanning zoning files and the transition to Bureau Veritas. The Township is working to submit backlogged zoning permits to the county reassessment office. Jacob Pride states the Zoning Officer will be in the office on Thursdays from 8:30-4:30PM. Tammy Booth clarifies that the County has not received zoning permits since 2021. Marguerite Vecchio asks for details regarding the Right-to-Know requests meeting. Kristine Karol confirms the location of Bureau Veritas. Brett Cartwright asks for the dispersal procedure of zoning work. Tim Snow asks for an estimate of backlogged zoning permits.
- d. **Environmental Advisory Council-** None.
- e. **I-80/SR 611 Report-** Tara Mezzanotte states NJDOT will be releasing the visual impact assessment that was originally released in 2017, regarding the I-80 rockfall mitigation project. Surrounding municipalities will be contacted to become consulting party status. The retaining wall project will be releasing the visual impact assessment update. The EXPLORE Act was signed in December; there is discussion of EMS workers being stretched thin due to national parks' increased visitors. There are 10 national parks being chosen as pilots; there is discussion about the National Recreation Area being a pilot. Kristine Karol asks for clarification of the EXPLORE Act. Michael Byrne provides further information. Brett Cartwright asks for information regarding the Lenape Nation. Tara Mezzanotte explains the Lenape Tribal Nations are required to have input on Federal land projects. Brett Cartwright asks for information regarding a tunnel in the Delaware Water Gap.
- f. **Supervisors' Comments-** Michael Albert states that the Board is interested in waiting to adopt draft ordinances relating to zoning, to get more input from the new Zoning Officer. Kristine Karol asks for more information.

**7. Old Business**

- a. Consider: Table Transient Business Ordinance Revisions.

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

**8. New Business:**

- a. Consider: Approve Consent Agenda

i. Consider: Adopt Resolution No. 586 – Fire Tax Disbursements.

ii. Consider: Adopt Resolution No. 587 – EMS Tax Disbursements.

iii. Consider: Adopt Resolution No. 588 – Appointing an Independent CPA Firm for FY2024.

iv. Consider: Adopt Resolution No. 589 – Waiving Appropriations Limitation for EMS Tax per Act 140 of 2024.

v. Consider: Purchase EM Kutz Plow Truck Body – \$99,834.00 per 2025 Capital Budget.

Robert Lovenheim motions to approve the consent agenda, Michael Albert seconds. Michael Albert clarifies percentage breakdowns; Julia Heilakka states there is approval for the second half of a new truck. Kristine Karol asks for clarification of disbursement funds. Debbie Kulick clarifies percentage amounts. Vote: all in favor; motion carries.

- b. Consider: Match Commitment Letter for One for Nature Grant Application.

Michael Albert motions to approve the Match Commitment Letter, Robert Lovenheim seconds. Michael Albert asks for the total budget number, Julia Heilakka states it is about \$5,000. Vote: all in favor; motion carries.

**9. Public Comment**

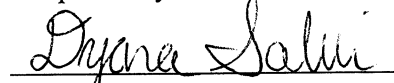
- a. Marguerite Vecchio states there is a geocache area at River's Edge Park that was not disclosed in meetings. Michael Albert clarifies that the meetings are for future park improvements. Margurite Vecchio states there have been hunters that slept at the park. Julia Heilakka states the police were informed, and clarifies they were on federal land; the Township does not have the authority to enforce against hunting on federal land.

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

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Minutes Recorded by Dyana Salvi

Respectfully submitted,



Dyana Salvi

Assistant Township Secretary