

SMITHFIELD TOWNSHIP BOARD of SUPERVISORS  
REGULAR MEETING – MARCH 11, 2025, AT 6:00PM

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A Regular Meeting of the Smithfield Township Board of Supervisors was held on March 11, 2025 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, Solicitor Ronold Karasek, Administrative Coordinator Dyana Salvi, and Township Manager Julia Heilakka.

Also present are Charlene Spezza, Kristine Karol, Tammy Booth, Brett Cartwright, Joann Norris, Charles Kelshaw, Marguerite Vecchio, Vicki Ozgun, and Eric Karp.

1. **Chair Jacob Pride calls the meeting to order at 6:02PM.** A quorum is present.
2. **The Pledge of Allegiance is recited.**
3. **Announcements:**
  - a. The Board held an Executive Session on March 11, 2025, from 5:30PM to 6:00PM regarding personnel and litigation for Back 9 MX.
  - b. Smithfield Township's Hop & Hunt on April 19, 2025, from 1:00PM to 3:00PM at Waterfront Park.
  - c. Community Garden & Apiary Locations are available.
4. **Minutes:**
  - a. None.
5. **Bills & Obligations: \$144,933.87**
  - a. Ratify: \$46,832.65 (General Fund: \$46,568.65, Capital Improvement Grant Fund: \$264.00).
  - b. Consider: 3/11/2025 – \$98,101.22 (General Fund: \$91,069.57, Escrow Fund: \$7,031.65).

Robert Lovenheim motions to approve the bills, Michael Albert seconds. Michael Albert asks for more information regarding the RAMP credit card. Kristine Karol confirms the Silvi Group expense. Vicki Ozgun confirms the Blue Ridge Lumber expense. Vote: all in favor; motion carries.

6. **Reports:**

- a. Solicitor's Report - Ronold Karasek states he attended a Board of Supervisors Meeting, and a Planning Commission Meeting in February. There was research and communication with Julia Heilakka regarding the Vecchio-Freeman Right-to-Know request. There was preparation for a Hold Harmless agreement for 1108 Hillside Dr. There was action for the Back 9 MX litigation case; one motion was withdrawn, to continue with a motion regarding 253 allegations.
- b. Engineer's Report - Jon Tresslar states he attended several Township meetings, completed work on the River's Edge Bike Park Master Plan, cleaned up the Green Light GO process, and had inspections for Wawa.
- c. Township Managers Report - Julia Heilakka states that phase 1 of the LSA grant for Marshalls Creek Fire Company is complete. Michael Albert for clarification regarding grants; Julia Heilakka states there may be an opportunity to apply for fire company grants. Brett Cartwright asks about impacts regarding the national budget movement; Jacob Pride states there have been no impacts to date.
- d. Environmental Advisory Council - None.
- e. I-80/SR 611 Report - None.
- f. Supervisors' Comments - Michael Albert states he is working with Alex Jackson to update contracts with youth associations that use the park fields.

**7. Old Business - None.**

**8. New Business:**

- a. Consider: Approve Consent Agenda
  - i. Consider: Adopt Resolution No. 590 – Fee Schedule Update.
  - ii. Consider: Adopt Resolution No. 591 – Snipe Sign Removal.
  - iii. Consider: Request Planning Commissions Review: Section 27-705 Procedural Clarification Draft Ordinance.
  - iv. Consider: Authorization to Advertise: Spring Cleanup Bid.

Robert Lovenheim motions to approve the consent agenda, Michael Albert seconds. Tammy Booth asks for the definition of a snipe sign. Michael Albert states they are signs illegally posted; this Resolution would allow the Township staff to remove them and hold at the Township for 10 days, then discard. Tammy Booth confirms the signs are not permitted. Kristine Karol asks for information regarding the Planning Commission review, Jacob Pride states that the Board will not hear special exception cases. Vote: all in favor; motion carries.

- b. Consider: Adopt Resolution No. 592 – Update to Act 537 Plan re: Manwalamink.

Joann Norris confirms the plan and owner change. Michael Albert states he plans to abstain due to a conflict of interest.

Jacob Pride motions to adopt Resolution No. 592, Robert Lovenheim seconds. Vote: Jacob Pride and Robert Lovenheim in favor, Michael Albert abstains; motion carries.

- c. Consider: Grant Special Event Permit - River of the Year Festival.

Charles Kelshaw states he is requesting a special use permit for a River of the Year Festival at Minisink Park. The event is scheduled for June 18<sup>th</sup>, with plans to include vendors and kayak access. Robert Lovenheim raises concerns about parking. The event is funded jointly by Power, and PA Conservation and Natural Resources Partner grant. There are 9 people selected for the event planning committee; Alex Jackson is a member. Michael Albert emphasizes no alcohol on the premises.

Michael Albert motions to grant the consideration, Robert Lovenheim seconds. Marguerite Vecchio asks if the township is liable, the Board confirms a COI is required. Marguerite Vecchio asks for security measures. Charles Kelshaw states there will be constables as needed. Kristine Karol confirms the Sojourn River Festival is an 8-day event, the event is taking place on day 4. Charles Kelshaw states there will be mandatory safety courses.

Michael Albert rescinds his motion.

Michael Albert motions to grant the special event permit on condition of receipt of a COI and the event will not advertise kayaking to anyone but Sojourn members, Robert Lovenheim seconds. Vote: all in favor; motion carries.

## 9. Public Comment

- a. Brett Cartwright states that Minisink Hills has a baseball diamond.
- b. Tammy Booth asks how much the Township collected for yard sale permits; and if the Township is planning to eliminate them. Michael Albert states the reason behind yard sale permits is to limit them to twice a year. Tammy Booth asks if food trucks need permits; Jacob Pride states they are required. Tammy Booth states that Robert Lovenheim stated that they are not required. Kristine Karol asks for the procedure when the Board gives the wrong information.
- c. Vicki Ozgun asks for information regarding a Right-to-Know submission.
- d. Joann Norris asks where Shawnee Valley PRD is proposing sewage, and if they are allowed to use Shawnee Valley Road.

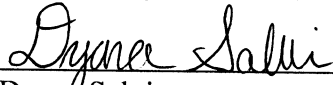
- e. Charlene Spezza states concern that her neighbor is undergoing renovation without displaying permits and asks who to reach for enforcement. Michael Albert states the matter is fixed; there is no need for enforcement. Charlene Spezza states this is an ongoing occurrence within the Township. Robert Lovenheim highlights the growth and new procedures at the Township and reiterates that there is a new Zoning Officer. Vicki Ozgun states that permits are valid for 180 days. Jacob Pride states the Zoning Officer is supervised by Bureau Veritas and the Township Manager.
- f. Marguerite Vecchio states there was someone parked at River's Edge Bike Park at 6:45PM and asks why the park is not locked at night. Jacob Pride states they will be locking the gates during peak season. Tammy Booth suggests calling the police; Jacob Pride states the police do not enforce the Township's ordinances.
- g. Vicki Ozgun asks if the Board would consider locking the parks during the off season; the Board advises against it due to costs.
- h. Eric Karp introduces himself as the manager at the new Wawa on Parcel 16.8.2.1.

**10. Adjournment:** Michael Albert motions to adjourn, Robert Lovenheim seconds. Vote: all in favor; meeting adjourned at 7:18PM.

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Minutes Recorded by Dyana Salvi

Respectfully submitted,

  
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Dyana Salvi  
Assistant Township Secretary