

SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING – MARCH 25, 2025 AT 6:00PM

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A Regular Meeting of the Smithfield Township Board of Supervisors was held on March 25, 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 Melissa Hutchison, Solicitor Ronold Karasek, Administrative Coordinator Dyana Salvi, and Township Manager Julia Heilakka.

Also present is Kristine Karol, Tara Vecchio-Freeman, Tara Mezzanotte, Jean Turn, Tighe Meckes, Martha Carbone, Pat Owens, Brett Cartwright, Vicky Ozgun, and Marguerite Vecchio.

- 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 a standing executive session from 4:36PM to 5:53PM regarding life safety, and attorney client privilege matters.
  - b. Smithfield Township's Hop & Hunt on April 19th, 2025, from 1PM to 3PM.
  - c. River's Edge Bike Park Committee meeting is tomorrow, 3/26/25 at 6PM.
  - d. Community Garden & Apiary locations available.
- 4. Minutes:**
  - a. January 9, 2025 Joint Meeting.
  - b. February 11, 2025 Regular Meeting.
  - c. February 25, 2025 Regular Meeting.
  - d. February 27, 2025 Joint Meeting.
  - e. March 11, 2025 Regular Meeting.

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

- 5. Bills & Obligations: \$422,604.59**
  - a. Consider: 3/25/2025 Bill Pack.

Robert Lovenheim motions to approve the bills, Michael Albert seconds. Michael Albert confirms the Superheat bill. Tara Vecchio-Freeman asks for billing cycle and rate for the new Zoning Officer. Julia Heilakka confirms the rate as \$65 an hour. Kristine Karol confirms the bid. Vote: all in favor; motion carries.

**6. Reports:**

- a. Solicitors' Report- Ronold Karasek states there was work completed on the Mountain Manor case.
- b. Engineer's Report- Melissa Hutchison states there is a River's Edge Bike Park meeting scheduled for tomorrow, where they will discuss the results of the survey. The Green Light GO project held training with public works and surrounding municipalities.
- c. Township Managers Report- Julia Heilakka states Spring Clean-Up is scheduled for April 30 through May 3. Spring Leaf Pickup is scheduled for April 14 - 25. The ground maintenance bid is up for landscaping in parks. Kristine Karol asks for clarification; Julia Heilakka explains the bid process.
- d. Environmental Advisory Council- Pat Owens states the EAC met and worked on priorities list and discussed meeting twice a month. The top priorities include education and preserving the rural nature of the Township.
- e. I-80/SR 611 Report- Tara Mezzanotte states PennDOT is reaching out to people interested in I-80/ SR 611 projects. Resolution No. 593 would include the Delaware Water Gap to potentially become part of the federal EXPLORE Act pilot program. This program would include surveying the area, and address park concerns and emergency services. Michael Albert clarifies the next step would be reaching out to local representatives. Kristine Karol asks to discuss this further when more information is available.
- f. Supervisors' Comments- Michael Albert states he reached out to Tara Probst regarding the Delaware Water Gap Welcome Center; they plan to open on Memorial Day. Jacob Pride thanks first responders for attending to recent brush fires.

**7. Old Business: None.**

**8. New Business:**

- a. Consider: Approve Consent Agenda
  - i. Consider: Approve Special Event Permit – Rotary Club of the Smithfield's July 4th Block Party.
  - ii. Consider: Approve 2025 HVAC Maintenance Contract.

iii. Consider: Adopt Resolution No. 593 – Support for EXPLORE Act Pilot Program.

Robert Lovenheim motions to approve the consent agenda, Michael Albert seconds. Jean Turn confirms the special event permit is for Shawnee Village. Michael Albert confirms Superheat costs. Vote: all in favor; motion carries.

b. Consider: Adopt Resolution No. 594 – Appointments to the UCC Board of Appeals.

Michael Albert motions to adopt Resolution No. 594, Robert Lovenheim seconds. Vote: all in favor; motion carries.

c. Consider: Match Commitment Letter re: PMVB Grant.

Jacob Pride states the grant match is \$10,000 and is for various park improvements.

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

d. Consider: Conditional Approval – Franklin Hill Manor Minor Subdivision.

Tighe Meckes states they are waiting for final approvals from DEP.

22-601 - Michael Albert motions to approve waiver request 22-601, Robert Lovenheim seconds. Vote: all in favor; motion carries.

22-603 D15 - Jacob Pride motions to approve waiver request 22-603 D15, Robert Lovenheim seconds. Kristine Karol confirms there is no lighting plan. Vote: all in favor; motion carries.

22-1015.1 - Michael Albert motions to approve waiver request 22-1015.1, Robert Lovenheim seconds. Vote: all in favor; motion carries.

22-1023.5, 22-1301.5.B, 26-233.2.B19 - Michael Albert motions to approve the waivers, Robert Lovenheim seconds. Vote: all in favor; motion carries.

22.1101.1.F.2E1- Jacob Pride motions to approve waiver 22.1101.1.F.2E1, Robert Lovenheim seconds. Vote: all in favor; motion carries.

26-225-A.4 – Michael Albert motions to approve waiver 26-225-A.4, Jacob Pride seconds. Vote: all in favor; motion carries.

Melissa Hutchison mentions 22-603.1.G.14 regarding landscaping. Robert Lovenheim motions to approve waiver 22-603.1.G.14, Michael Albert seconds. Vote: all in favor; motion carries.

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

**9. Public Comment**

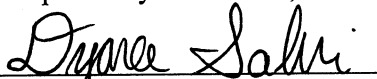
- a. Brett Cartwright asks when building sidewalks will become a priority. Michael Albert states they will be implemented for big projects where sidewalks can connect. Martha Carbone states that the cost of building sidewalks falls to the Township if easements are granted for developing projects. Jacob Pride mentions maintenance costs. Brett Cartwright states that Franklin Hill Road is not pedestrian friendly and asks for the Supervisors to organize their thoughts for the future of the Township.
- b. Kristine Karol references a comprehensive plan, the state recommends completing one every 10 years. The Board discusses the cost of a comprehensive plan and getting information from the county plan. Jean Turn states the county plan is broad and falls to the Township.
- c. Tara Vecchio-Freeman asks for information regarding the pay increase of the new Zoning Officer. Jacob Pride states the pay reflects the quality of the work, and by contracting the position there are multiple staff who can work.
- d. Marguerite Vecchio states that there has been trespassing at River's Edge Bike Park, which may be due to online maps. Vicky Ozgun clarifies it was on the Monroe County GIS. Marguerite Vecchio clarifies there will be no alcohol permitted at the River of the Year Event.
- e. Martha Carbone mentions a \$2 million bond and asks for status. Michael Albert clarifies it gives permission for the Township to implement a tax, which has not gone through. Martha Carbone states that Ted Hunter has for rent/sale signs; Robert Lovenheim states it is to rent a bunkhouse.

**10. Adjournment:** Michael Albert motions to adjourn, Robert Lovenheim seconds. Vote: all in favor; meeting adjourned at 7:24PM.

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Minutes Recorded by Dyana Salvi

Respectfully submitted,



Dyana Salvi

Assistant Township Secretary