

SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING – APRIL 8, 2025, AT 6:00PM

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A Regular Meeting of the Smithfield Township Board of Supervisors was held on April 8, 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 Tammy Booth, Tom Campbell, Kristine Karol, Dr. Yasin Khan, JoAnn Norris, Nate Oiler, Pat Owens (via Zoom), Desiree Siena, Tim Snow, Marguerite Vecchio, and Tara Vecchio-Freeman.

- 1. Chair Jacob Pride calls the meeting to order at 6:03PM.** A quorum is present.
- 2. The Pledge of Allegiance is recited.**
- 3. Announcements:**
  - a. The Board of Supervisors held an Executive Session from 5:35PM to 5:57PM regarding litigation for Mountain Manor and personnel.
  - b. The following events are scheduled: Hop & Hunt on April 19<sup>th</sup> from 1PM to 3PM, Spring Leaf Pickup from April 14<sup>th</sup> through April 25<sup>th</sup>, and Spring Clean-Up is April 30<sup>th</sup> through May 3<sup>rd</sup> from 8AM to 5PM.
  - c. Community Garden and Apiary Locations are available.
- 4. Minutes:**
  - a. February 13, 2025 Special Meeting.
  - b. March 25, 2025 Regular Meeting.
  - c. March 26, 2025 Special Meeting.

Robert Lovenheim motions to approve the minutes, Michael Albert seconds. Vote: all in favor; motion carries.
- 5. Bills & Obligations: \$75,377.44**
  - a. Ratify: \$44,349.45 (General Fund: \$44,349.45).
  - b. Consider: 4/8/2025 – \$31,027.99 (General Fund: \$30,427.99, Capital Improvement Grant Fund: \$600.00).

Robert Lovenheim motions to approve the bills, Michael Albert seconds. Michael Albert clarifies a sweeper repair bill for the skid steer. Vote: all in favor; motion carries.

**6. Reports:**

- a. Solicitors' Report. Ronold Karasek focused most on the M. Manor case, and there is an upcoming case management conference. There is a Special Exception before the Zoning Hearing Board on May 6<sup>th</sup>, and a liquor license transfer hearing on May 13<sup>th</sup>.
- b. Engineer's Report. Jon Tresslar worked on the River's Edge Bike Park Master Site Plan and is preparing an emergency permit for Post Office Bridge.
- c. Township Managers Report. Julia Heilakka states Township staff removed all snipe signs in the Township.
- d. Environmental Advisory Council. Pat Owens states the EAC is preparing an Open Space presentation to the Board. They attended a tour of a BCRA facility, and are working on public outreach and education.
- e. I-80/SR 611 Report. None.
- f. Supervisors' Comments. Michael Albert states that Bonnie Winters put together numbers for costs related to the new Zoning Officer. While the company's rate is \$11/hour more, the Township is saving money by not paying for benefits or full-time staff.

**7. Old Business:**

- a. None.

**8. New Business:**

**a. Consider: Approve Consent Agenda**

- i. Consider: Fire Alarm Repair Project.
- ii. Consider: Authorize Advertisement of Bid for Marshalls Falls House Demolition.
- iii. Consider: Authorize Advertisement of Bid for Post Office Bridge Repair.
- iv. Consider: Execute Audit Engagement Letter with Riley & Company.
- v. Consider: Grant Special Event Permit – Shawnee Mt. Food Truck Festival.
- vi. Consider: Grant Special Event Permit – Shawnee Mt. Independence Day Fireworks.
- vii. Consider: Fee Waiver for Twin Falls Zoning Hearing Board Application.

Robert Lovenheim motions to approve the consent agenda, Jacob Pride seconds. Michael Albert requests to consider the special events separately. Robert Lovenheim and Jacob Pride amend the motion and second to not include the approval of items 8.a.v and 8.a.vi. Vote: all in favor; motion carries.

Jacob Pride motions to approve the two special event permits for Shawnee Mountain, Robert Lovenheim seconds. Vote: Jacob Pride and Robert Lovenheim in favor, Michael Albert abstains because of a conflict of interest: motion carries.

**b. Discuss: Westfield Commons Project.**

Nate Oiler discusses the progress of realigning the southern portion of Franklin Hill Rd to the traffic light at East Stroudsburg Elementary. Dr. Khan owns a parcel affected by shifting the road (Parcel 16.92932) and discusses the option of removing the commercial requirement in favor of adding low-income or ADA housing. Tom Campbell states there is a lack of affordable housing in the area, and discusses the possibility of altering current zoning regulations to help solve the housing crisis. The Board discusses possible zoning changes. Nate Oiler confirms that the Township is considering the concept.

**c. Consider: Approve Paving Cost to East Stroudsburg Borough for Smithfield Township Portion of East Broad Street.**

Nate Oiler states Broad Street extends approximately 480 ft. into Smithfield Township. The Borough plans to pave Broad Street and asks if Smithfield Township would like their portion of the road paved at an estimated cost of \$13,000. Robert Lovenheim motions to approve the paving, Michael Albert seconds. Robert Lovenheim discusses drainage in the area. Robert Lovenheim and Michael Albert amend the motion and second to ensure that Smithfield Township only pays actual costs for paving their portion of the road. Vote: all in favor; motion carries.

**d. Consider: Approve Purchase of Armadillo Traffic Counter with Middle Smithfield Township.**

Purchasing the traffic counter in tandem with Middle Smithfield Township will permit the Township to collect data for Dirt & Gravel grants, as well as help identify high-traffic areas that may need additional upgrades. The proposed cost is \$1,842.50. JoAnn Norris, Tammy Booth, and Kristine Karol ask about the device and how it will be shared between townships.

Robert Lovenheim motions to approve the purchase for \$1,842.50, Michael Albert seconds. Desiree Siena and Tim Snow discuss renting or buying the equipment. Vote: all in favor; motion carries.

**e. Discuss: Self-Storage Facility Regulations.**

Julia Heilakka states the Township does not have regulations for self-storage facilities; existing approved facilities have pursued approval through various means. The new Zoning Officer highlighted the update as essential. All current facilities are located in the ED zone. The Board discusses removing the use from residential and ensuring these regulations don't apply to apartment complexes with additional storage space for tenants.

Michael Albert motions to send the draft ordinance to both planning commissions, Robert Lovenheim seconds. JoAnn Norris asks if there are any pending facilities in the Township. Jacob Pride states one received approval in 2020 on Parcel 16.10.1.15-1 but has not yet been constructed. Vote: all in favor; motion carries.

**f. Discuss: Transient Business Regulations.**

Julia Heilakka states this ordinance draft was last discussed in December, but tabled in favor of other projects. The new Zoning Officer reviewed the draft, and it is before the Board again because a property owner is interested in having food trucks on their property. The Board discusses changing the square footage in Section 204.1.G.

Jacob Pride motions to send the draft to the Planning Commission for review, with the discussed revisions, Robert Lovenheim seconds. Michael Albert confirms the permit is shifting from 30 days to one year. Vote: all in favor; motion carries.

**9. Public Comment**

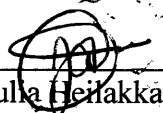
- a. JoAnn Norris asks about the status of the Goldsmith House. Julia Heilakka states the BCO is working with the property owner. JoAnn Norris is aware of another rundown property. Julia Heilakka states she should report it to the Township.
- b. Marguerite Vecchio states the Zoom meeting of March 26, 2025 was taken down. Julia Heilakka states the Township needs to redact protected information and will repost the video once redactions are complete.
- c. Tara Vecchio Freeman states the Zoning Officer doesn't work five days a week. Michael Albert states the Zoning Officer is in the office one day a week, and available by email and phone on other days. Marguerite Vecchio states he could be in the office more.

**10. Adjournment:** Jacob Pride motions to adjourn, Robert Lovenheim seconds. Vote: all in favor; meeting adjourned at 7:25PM.

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Minutes Recorded by Dyana Salvi and Julia Heilakka

Respectfully submitted,

  
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Julia Heilakka  
Township Secretary