

SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING – APRIL 22, 2025 AT 6:00PM

A Regular Meeting of the Smithfield Township Board of Supervisors was held on April 22, 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, Conservation & Recreation Director Dr. Alex Jackson, and Township Manager Julia Heilakka.

Also present are Tammy Booth (via Zoom), Mitch Bowyer, Scott Fabian (via Zoom), Kristine Karol, Cathy Kulesza, Debbie Kulick, Janice Medwick, Tim Snow, Lisa Steinmetz, Marguerite Vecchio, and Tara Vacchio Freeman.

- 1. Chair Jacob Pride calls the meeting to order at 6:09PM.** A quorum is present.
- 2. The Pledge of Allegiance is recited.**
- 3. Announcements:**
 - a. The Board held an Executive Session on April 22, 2025, from 5:38PM to 6:08PM regarding contract negotiations, property acquisition, and personnel.
 - b. Spring Leaf Pickup is April 14th through April 25th, and Spring Clean-Up is April 30th through May 3rd from 8AM to 5PM.
 - c. Community Garden & Apiary Locations are available.
- 4. Minutes:**
 - a. None.
- 5. Bills & Obligations: \$82,059.52**
 - a. Ratify: \$37,120.28 (General Fund: \$37,120.28).
 - b. Consider: 4/22/2025 – \$44,939.24 (General Fund: \$39,203.48, Escrow Fund: \$5,662.55, Capital Improvement Grant Fund: \$73.21).

Michael Albert motions to approve the bills, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- 6. Reports:**
 - a. Solicitor's Report. Ronold Karasek states the M. Manor caseload is increasing significantly and has become multiple cases. He meets next week for a case management

session. Kristine Karol asks if the case management session is open to the public. Ron Karasek will look at the order.

- b. Engineer's Report. Jon Tresslar attended two site visits for the Vision Loss Trail, and worked on Wawa, Vigon, and Airstrip Road matters. His primary focus is Post Office Bridge. Missy Hutchison met with the disc golf club at River's Edge and is updating the draft master site plan. He received LDPs from the Smithfield Sewer Authority and Water Gap Wellness.
- c. Township Manager's Report. Julia Heilakka states the Hop & Hunt was a success. The DPW broke ground on the Vision Loss Trail, and Wawa held a grand opening. Regarding grants, for every \$1.00 the Township uses as match toward grants, the Township receives \$8.61 in grant funds.

d. Environmental Advisory Council.

- i. Special Presentation: Open Space in Smithfield Township.

Alex Jackson states a Places of the Heart event in 2019 invited residents to show where they wanted open space. The Open Space Committee then worked on the map, and the current EAC has identified six areas of interest for the Township acquiring open space property. The Board discusses ways of paying for land acquisition.

Alex Jackson states the EAC recommends the creation of a dirty fill ordinance. Jon Tresslar suggests Pocono Township's grading ordinance. The EAC also recommends updates to park regulations. Tara Vecchio Freeman asks about field usage. Michael Albert clarifies park fees are waived for organizations like FC Pocono, who are under contract with the Township for field use.

- e. I-80/SR 611 Report. None.

f. Supervisors' Comments.

- i. Jacob Pride thanks staff and emergency personnel for making the Hop & Hunt successful. About 200 people attended.

7. Old Business

- a. None.

8. New Business:

a. Consider: Approve Consent Agenda

- i. Consider: Authorize Sale of Equipment via MunicBid.
- ii. Consider: Authorize Bid for DPW Materials.

Robert Lovenheim motions to approve the consent agenda, Michael Albert seconds. Julia Heilakka confirms Chris Clause is prepared to sell a 2006 GMC Truck, an Eager Beaver trailer, a leaf collector trailer, a rear-mount boom mower, and two rear-mount three-point sweepers. The bids include tar and chip for Franklin Hill Rd and materials (stone, asphalt, etc.) for the DPW. Michael Albert discusses COG bids. Vote: all in favor; motion carries.

b. Consider: Approve Special Event Permit – SPS Yard Sale.

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

c. Consider: Approve Special Event Permit – Habitat for Humanity 5K Event.

Scott Fabian proposes a 5k run from the Castle Inn to the Shawnee Inn on October 26, 2025 from 8AM – 11AM. The event will benefit Habitat for Humanity.

Robert Lovenheim motions to approve the special event permit, Jacob Pride seconds. Michael Albert states he has a conflict of interest for this matter. Robert Lovenheim and Jacob Pride amend the motion and second so the approval is conditioned upon receipt of a certificate of insurance. Vote: Jacob Pride and Robert Lovenheim in favor, Michael Albert abstains; motion carries.

d. Consider: PSATS Resolutions.

There are 25 resolutions for consideration at the PSATS Annual Conference. Robert Lovenheim motions to vote with PSATS' recommendations, Jacob Pride seconds. Michael Albert and Jacob Pride discuss how PSATS drafts the list of resolutions. Vote: all in favor, motion carries.

e. Consider: Letter of Support for Smithfield Sewer Authority.

Smithfield Township provided \$200,000 to the Sewer Authority for sewer expansion projects, and the expansion is under review by DEP. Jacob Pride motions to send a letter of support to DEP for the SSA's project, Robert Lovenheim seconds. Tim Snow confirms the SSA has capacity for expansion. Vote: all in favor; motion carries.

f. Consider: Award Ground Maintenance Contract.

Alex Jackson and Chris Clause hosted the mandatory pre-bid meeting to walk bidders through the parks. The Township received three bids for the project.

Jacob Pride motions to award the contract to the low bidder, Strauser's Natures Helpers, Robert Lovenheim seconds. Alex Jackson states the raking and mulch could be clarified. Jacob Pride and Robert Lovenheim amend the motion so approval is conditioned upon raking and mulch cost clarification. Alex Jackson will also clarify costs related to Marshalls Falls. Vote: all in favor; motion carries.

g. Consider: Award Spring Clean-Up Contract.

The Township received two bids: That's Gotta Go: \$31.00 per cubic yard, Marki Rolloff Containers: \$27.23 per cubic yard. Robert Lovenheim motions to award the contract to Mark Rolloff Containers, Jacob Pride seconds. Vote: all in favor; motion carries.


9. Public Comment

- a. Janice Medwick asks if she could meet with staff to discuss open space acquisitions in Lake Valhalla, and asks about the new Zoning Officer. Alex Jackson replies there is no consideration for acquiring land in Lake Valhalla.
- b. Marguerite Vecchio states someone parked at River's Edge Bike Park and entered private property, claiming it was still the park.

10. Adjournment: Robert Lovenheim motions to adjourn, Michael Albert seconds. Vote: all in favor; meeting adjourned at 7:23PM.

Minutes Recorded by Dyana Salvi and Julia Heilakka

Respectfully submitted,



Julia Heilakka
Township Secretary