

# MINUTES

January 6, 2020

Milford Township Building  
560 Route 6 & 209, Milford PA  
7:00 p.m.

A scheduled meeting of Milford Township Supervisors was called to order at 7 P.M. by Vice Chair Penney Luhrs. Also present were Supervisor Gary M. Williams, Supervisor Rachel Hendricks, Zoning Officer Shawn Bolles, Solicitor Anthony Magnotta, and Secretary/Treasurer Shahana Shamim.

## **Reorganization:**

Gary M. Williams made a motion to appoint Penney Luhrs as Chair to the Board of Milford Township Supervisors, Rachel Hendricks seconded, and it was passed unanimously. Penney Luhrs made a motion to appoint Gary M. Williams as the Vice Chairman, Ms. Hendricks seconded, and it was passed. financial interest of 2018. Supervisors voted for following positions:

**Rachel Hendricks:** Supervisor;

**Secretary/Treasurer:** Shahana Shamim

**SOLICITOR for Supervisors and Planning Commission:** Anthony Magnotta;

**Alternate Solicitors:** Anthony Waldron and John Klemeyer;

**Building Code Official:** (commercial & residential) Code Inspection, Inc.;

**Sewage Officer & Emergency Management Director:** Robert DiLorenzo;

**Zoning Officer:** Shawn Bolles;

**Township Engineer:** Kiley Associates;

**Alternate Engineer:** MHE, John Fuller and James Farr;

**COG Representative:** Shahana Shamim;

**Planning Commission:**Members: Kevin Stroyan, Ray Willis, Robert DiLorenzo, and Patrick McCarthy;

**Zoning Hearing Board Members:** Lyle Mitschele & Phyllis Simpson;

**Vacancy Board Member:** Emil Moglia;

**Open Records Officer:** Shahana Shamim;

**AUDITING FIRM:** Kirk, Summa, & Company;

**HOLIDAY CALENDER:** Follow Pike County's schedule of holiday closings;

**OFFICIAL NEWSPAPERS:** Pike County Dispatch, News Eagle, Pocono Record, and Pike County Courier;  
**TOWNSHIP OFFICE HOURS:** 9am to 1pm, Monday – Friday;

**Building Code Enforcement officers:** 9:30am to 11am on Mondays;

**Zoning Officer:** 9:30 A.M. to 1:00 P.M. on Mondays;

**SUPERVISORS' MEETING SCHEDULE:** 1st Monday and 3rd Monday of the month at 7 P.M. (if a legal holiday, the Supervisors will meet at 7pm Tuesday of the same week)

**PLANNING COMMISSION MEETINGS:** 4th Tuesday 7 P.M. as needed

**PLANNING COMMISSION WORKSHOPS:** 1st Wednesday 7 P.M. as needed

Rachel Hendricks opposed to appointing Mr. Magnotta as the Solicitor, and said that she did not receive Mr. Magnotta's financial interest of 2018. Mr. Magnotta said that he had handed this report to the office last year. Rachel asked him to hand another copy, as it was not there. She asked what the compensation for Code Inspections was. Mr. Williams replied that building inspection did not cost the Township anything, as it was a third-party contractor. He added that the Township received 10% of the income from Code Inspections. Rachel inquired if Mr. DiLorenzo was trained to be the Emergency Management Director. Mr. Williams replied 'yes'. She asked what his compensation was. Shahana replied that she would provide the information later. Rachel asked what the Zoning Officer's salary was. Shawn replied that it was \$15.50 for his hourly work, and a 50% commission on issued permits. Rachel Hendricks made a disclosure that her son was an independent contractor of Pike County Dispatch, and she declared that she would abstain in order to avoid any appearance of impropriety. She also declared that she had a contract with Primerica Financial Services, and it would prohibit her from recommending or endorsing other financial institutions. She handed these two documents to the Secretary/Treasurer.

Rachel inquired what the strategy for making the meeting agenda was. Penney replied that the Secretary followed standard items. Solicitor said that he had asked the Secretary to add one of the items of "New business". Rachel discussed some housekeeping items. She made a motion to make draft minutes of previous meetings, reports of year-to-date profit & loss report through the end of the previous month, a full transaction report from the previous month, the list of the bills being proposed for approval, current financial institution account balances, available for public review. She also made a motion for sending draft minutes and agenda to the Supervisors in advance of the meeting, and to make payroll bi-weekly. Penney Luhrs seconded to these motions, and it was passed unanimously.

A motion was made by Rachel Hendricks to adopt minutes of December 16, 2019 and December 23, 2019 budget workshop meeting with minor corrections, seconded by Penney Luhrs, and passed unanimously. A motion was made by Penney Luhrs to approve minutes of the Special Meeting of December 30, 2019, Gary Williams seconded, and it was passed unanimously.

**Treasurer's Report:**

Receipts since last meeting: Planet Aid \$500.00, UGI \$50.00, interim tax \$150.63, Real Estate tax \$570.02, code inspection \$296.73, and December budget update.

**Roadmaster:**

Mr. Gary M. Williams reported that a couple of storms had happened after the last meeting. He informed that Township had to use up the salt it had and it was already replenished. He further informed that the Komatsu Loader had a transmission problem, and it was repaired.

**Zoning:**

Mr. Shawn Bolles reported that a violation notice was sent out for the illegal finish of a basement. He also informed that some people were interested in buying the seven-family and five family house in Evergreen.

**Public Comments:**

Erika Burnett inquired if the bottom portion of Foster Hill Road was repaired after the Gas company dug. Gary Williams replied that that portion of Foster Hill Road was owned by PennDOT, and Township owned only half a mile of that road. He added that the Township was in charge of plowing the whole road but not in charge for maintaining the whole road.

Mr. Don Quick inquired what the court decision about the litigation of Mr. Kevin Stroyan and Mr. Ray Willis was. The Solicitor replied that Judge Chelak had ordered to reinstate these two former Planning Board Members. Ms. Hendricks made a motion to post this court decision in the Township website, Ms. Luhrs seconded, and it was passed unanimously. Ms. Hendricks made a motion to accept Mr. Larry Kotar's resignation from the Planning Board, Gary Williams seconded, and it was passed unanimously. Rachel Hendricks declared that the Planning Board Workshop could not be held until the reorganization of the Planning Board was done.

**Correspondence:**

Shahana presented correspondences from Borough of Milford, legal, Pike County Conservation District, PSATS, Pike County Area Agency on Aging, Pike County Developmental Center, Pocono 5k FoxTrot for Parkinson's Research, and an insurance certificate.

**Old Business:**

None

**New Business:**

- A. Pocono FoxTrot 5K Run:** Mr. Jay Tucker, a Board Member of Tristate Parkinson's Project, asked for a permission to have 5K walk/Run on June 20, 2020 from 10am to 1pm, and presented the map for Supervisors' review. He said that this walk/run would go into Milford Township from Milford Borough. He informed that they had raised \$50,000 in 2019 and a total of \$200,000 in the past five years for Michael J. Fox Foundation for Parkinson's Research. Penney Luhrs made a motion to support this 5K walk/run, Gary M. Williams seconded, and it was passed unanimously.
- B. Borough of Milford for Comprehensive Plan, multi-municipal effort:** The Solicitor explained that Milford Borough was interested in preparing its own Comprehensive Plan, and intended to participate in Pike County Scenic Rural Character Preservation Program to qualify for a \$25,000 grant. He added that the Borough had to notify Dingman Township and Milford Township to get this grant, and the Board should write a letter of acknowledgement/support for this notification. Penney made a motion to make this acknowledgement/support letter to Milford Borough, Gary M. Williams seconded, and it was passed unanimously. Fred Weber inquired if the there were any

plans to combine the Comprehensive Plans of the Township and the Borough at the end. Patricia Lutfy supported Mr. Weber's idea. Rachel Hendricks suggested working with Dingman Township and Milford Borough in regards to Comprehensive Plan, as these Municipalities lied on opposite sides of some roads. Kevin Stroyan said that these municipalities had many common grounds. He added that some grant money might be available from working jointly. Rachel added that these Municipalities had common challenges, EMS, for example. Erika Burnett said that she supported Kevin, Fred, and Patricia. The Solicitor asked to consider sending a letter to the Borough to have a meeting to discuss common grounds for developing a Comprehensive Plan. Penney Luhrs made a motion to send this letter to Dingman Township, Milford Borough, Westfall Township, and Shohola Township, Gary M. Williams seconded, and it was passed unanimously.

- C. Constable Service:** Supervisors decided that constable would be called whenever needed.
- D. Tax:** Penney informed that she had looked into getting Tax Anticipation Note to secure \$50,000. Solicitor commented that banks have different interest rates. Penney added that additional banks would be contacted.
- E. Signers:** Gary M. Williams made a motion to remove Gary Clark and Viola Canouse from the list of bank signers of the Township, and add Rachel Hendricks to the list, Penney Luhrs seconded, and it was passed unanimously.
- F. Planning Board:** Rachel asked the Solicitor if the Township had to pay legal expenses to Mr. Stroyan and Mr. Willis for the litigation. The Solicitor replied that it was not ordered by the court. Rachel inquired if they had to reinstate these two former Members. The Solicitor replied that filing an appeal and reinstating these former Members were the two options. Penney Luhrs made a motion to reinstate Mr. Stroyan and Mr. Willis into the Planning Board as Members, Gary M. Williams seconded, and it was passed unanimously. The Solicitor said that they would be reinstated for their unexpired term. Mr. Stroyan asked to review the minutes to put all Members' terms, resignations, and appointments in sequence.

Supervisors decided to let Municipalities know that this Township would like to have meetings where Board of Supervisors and Planning would be able to discuss common areas, and this would help to get the State assistance for making Comprehensive Plans. Rachel said that she would attend the Milford Borough meeting to further the conversation with the Borough. She made a motion to ask Shahana to write a letter to Dingman Township, Milford Borough, Westfall Township, and Shohola Township to find opportunities for collaboration about common grounds with respect to Comprehensive Planning with the presence of Supervisors and Planning Board Members of all these communities. Supervisors asked Shahana to sign the letter on behalf of the Board, Gary M. Williams seconded, and it was passed unanimously.

## **Public Participation #2**

Mr. Don Quick asked if the Township could pay for videotaping Township meetings and postings on Youtube. He said that it would cost \$100 for each meeting. The Solicitor replied that Jefferson Township and Lackawanna Township provided live streaming for their Township meetings. Mr. Quick commented that the former Chairman had made some money last year, and asked who had authorized this income. Penney replied that the Board had authorized the former Chairman to paint the building and to replace ceiling tiles, and Auditors had set the salary for the Supervisors. Mr. Quick said that \$24/hour for painting was too high. Mr. Quick also questioned about using phones to clock-in and out for the payroll

software. Mr. DiLorenzo, the Sewage Officer, said that the software was able to record the place, where the user clocks in and out. Mr. Quick asked who had approved Mr. Clark's weekly times. Shahana replied that she had to approve employees' hours from payroll software for transferring the hours into the Quickbook. Penney said that a lot of work was done inside the building and in roads. She added that she had looked at the line items, and she trusted the hours. The Solicitor and Mr. Williams said that Auditors had set Mr. Clark's salary for all jobs. Mr. Quick asked everybody to be careful about it in future. He added that he had set a different salary for driving snow truck when he was the Chairman of this Board. He suggested discussing different salaries for different jobs of Supervisors in the Auditors' meeting. Rachel said that she had placed a Right-to-Know request for fraud detection, and all she was able to get was the bond. She added that she had asked PSATS about fraud detection, and they said that the requirement of two signatures on each check was a way to stop fraudulences. She added that PSATS had informed her that more policy measures for fraudulence protection would be added in the upcoming conferences.

Rachel said that she would buy PowerPass, which has webinars, from PSATS, and make it available to all officials. Penney made a motion to buy PowerPass, and it was approved. Kevin Stroyan asked to include contacts for officials of the Township into the website. Phyllis Simpson inquired if the Township would be interested in raising taxes to get more benefits, as the donation, which was given to Fire Departments, was not a lot. Rachel replied that the Township might be able to raise tax only by half a mill, but if it is higher (for EMS services), then it would have to go through the referendum. Gary Williams said that the cost of EMS is hundreds of thousands of dollars. Ms. Hendricks said that according to PSATS, Township Supervisors are supposed to have annual meetings with Fire Departments to understand their needs.

There were no other businesses or executive sessions needed, so Mr. Williams made a motion to adjourn, Ms. Luhrs seconded, and it was passed unanimously. Adjournment was at 8:49 P.M.

Respectfully submitted,

Shahana Shamim  
Secretary/Treasurer  
Milford Township  
Pike County