

MINUTES
January 28, 2020
Milford Township Building
560 Route 6 & 209, Milford PA
7:00 p.m.

The meeting was called to order at 7:00 P.M. Members Robert DiLorenzo, Patrick McCarthy, Kevin Stroyan, Ray Willis, and Peggy Emanuel, Alternate Solicitor Anthony Waldron, and Secretary Shahana Shamim were present at the meeting. Patrick McCarthy asked Robert DiLorenzo to preside the meeting, and Mr. DiLorenzo accepted this request. Mr. DiLorenzo welcomed Peggy Emanuel as the new Member and Kevin Stroyan and Ray Willis as the returning Member to the Planning Board.

Reorganization:

Mr. Stroyan made a motion to make Mr. DiLorenzo the Chair of the Board, Mr. McCarthy seconded, and it was passed unanimously. Mr. McCarthy made a motion to make Mr. Stroyan the Vice-Chair, Peggy Emanuel seconded, and it was passed unanimously. Mr. DiLorenzo made a motion to appoint Shahana Shamim as the Secretary of the Board, Patrick McCarthy seconded, and it was passed unanimously. Mr. DiLorenzo made a motion to maintain the 4th Tuesday of every month for Planning Board Meetings. He also made a motion for Shahana to write a letter to the Board of Supervisors about requesting for workshops, where Members would be able to vote. Mr. McCarthy seconded to this motion, and it was passed, but Mr. Stroyan voted a ‘nay’ to this motion, as workshops were advertised to meet as a group. He added that according to MPC, Members could vote in advertised public workshops, and Members had agreed to not vote in these workshops. Members agreed that meetings would not go past 9:00 P.M.

Mr. Patrick McCarthy made a motion to approve the minutes of the previous Planning Board meeting, Mr. DiLorenzo seconded, and it was passed.

Ted Ritsick – Department of Community and Economic Development (DCED):

Mr. DiLorenzo handed out a sewage survey draft form, which had 16 questions. He asked Members to take it home and make comments. He added that this survey would be sent to the residents, and it would be posted in the website also. Mr. Stroyan supported this approach by saying that it would help to realize what residents want, which is a precursor of the Comprehensive Plan. He reminded that Supervisors agreed on meeting with other Municipalities to discuss common grounds of their own Municipalities. Ted Ritsick informed that grants would be very unlikely if the Township decided to make its own Comprehensive Plan, and hence the Board needed a direction for making Comprehensive Plan. He continued that \$500,000 is allocated for Pennsylvania for making Comprehensive Plans, and the chance of getting grants would increase if more than one Municipality joined to make joint plans. Surveys, handing survey results to consultants, and incorporating into the Comprehensive Plan would be steps for building the new Comprehensive Plan. Making separate Comprehensive Plans might cost more, as Municipalities might hire different Consultants. He said he would facilitate the process if the Board decided to make a joint one with other Municipalities.

Mr. Stroyan said that while the Borough and Township had some common grounds, these two Municipalities did have some different needs. He continued that there were no bad

experiences when a joint Comprehensive Plan was developed in the past. Dingmans Township might be willing to be added in developing Comprehensive Plan, as Route 6 was an area for commercial development. Professional assistance would be needed to write the Comprehensive Plan and Act 537.

Mr. Waldron supported Mr. Stroyan by saying that grant monies are allocated, as writing the whole Comprehensive Plan is a challenging job. He added that Members could add their flavors and thoughts into the Plan. Mr. DiLorenzo added that Ms. Hendricks had attended the Borough meeting to discuss common grounds. Mr. Ritsick said that a Consultant would need to be hired, and he himself would work along with the Consultant to ensure a smooth process. He continued that a committee would need to be established to build this Plan. The survey should include where residents lived to build a joint Municipal Plan. The Comprehensive Plan directs building infrastructure projects and land use control for the next ten years, and hence this Plan needs to be built before making any changes to the Zoning Ordinance. Consultants can help to get surveys from people of all ranges of income.

Mr. Stroyan asked Mr. Ritsick if he would be able to come and train in a workshop. Mr. Ritsick said 'yes', and he added that budget and information about what people expected would need to be gathered in case Milford Borough partnered with this Township. He continued that both Municipalities would need to be brought in for trainings to make a baseline, and the following two or three steps would be outlined for the new Comprehensive Plan in these training sessions. The Comprehensive Plan would dictate what could be done with the Zoning. Mr. McCarthy commented that a checklist for what needed to be done for the update of the Comprehensive Plan could be advertised in newspapers to keep everybody in the same page.

UGI Application for Conditional Use Hearing

Mr. DiLorenzo informed that this application was approved by this board to be forwarded to the Board of Supervisors for their approval in the previous meeting. Shawn Bolles, the Zoning Officer, clarified that UGI had applied for the minor impact previously, and it was approved by the Planning Board with no conditions. He added that the lot coverage for the applicant is exceeding from 25% to 45%, and that is why UGI had come with a new application for its Conditional Use Hearing. Mr. Waldron said that that new application could not be voted that night, as only two Members had reviewed the application, and the rest of the three Members were new. The Secretary informed that the Conditional Use Hearing had been already advertised for February 18, 2020. Mr. Waldron informed that Supervisors could vote within 45 days after this advertised date, and Supervisors could postpone this Hearing for March 2, 2020, so that Planning Board could make their recommendations in its next meeting, which was scheduled for the fourth Tuesday of February, 2020. Mr. Stroyan made a motion to table this application in the next Planning Board Meeting, Mr. DiLorenzo seconded, and it was passed unanimously.

DEPG – Informal Presentation

Mr. Doug Olmstead informed that there would be two residential buildings with 25 units in each one, a medical office building, a gas convenience store, and the 80' X 180' size building would be a retail store, and a restaurant. He continued that the front building would be single storied and the residential one would be three storied. Bill Kiger inquired if the number of apartments would be doubled in case the Zoning Ordinance changed to allow density. Mr. Olmstead replied that in that case, the developer would have to come back to the Township for building more apartments all over again.

Mr. Olmstead said that the square footage for one-bedroom apartments would be 850-900 square feet. He added that the two-bedroom apartment would be bigger by 200 square feet, and this square footage is often dictated by the Zoning Ordinance. Peggy Emanuel inquired if the Developer ever had thought about building townhomes instead of apartments. Mr. Olmstead replied that if the market study shows that apartments are scarce in this area, then the Developer will focus on building apartments. Peggy said that condominiums would add to the esthetics to the area, and units would be occupied by the owners, who would take care of their possessions.

Mr. Stroyan said that it was important to start discussing the entrance, traffic light, turning lanes, sewage design, and deceleration lanes, as there was another piece of property, which is owned by Santos, on the other side of Route 6 & 209. He added that a formula to eliminate steep slopes needed to be discussed as well. Mr. Olmstead said that the developer was willing to work everything out with the Township. He added that they would make a draft of the ordinance, which would deal with these issues. Mr. Stroyan added that Mixed Use Ordinance needed to be a conditional use so that it could be applied through the Township and the Township could add conditions, such as, putting the ownership of traffic light to the developer. Mr. Olmstead added that developers often assume the responsibility for traffic light maintenance, and the Municipality gets the ownership. Phyllis Simpson commented that it is unfair to assume that renters are lower caliber people compared to property owners, and hopefully the Developer would build a viable product.

Mr. Stroyan wanted to look at copies of proposed Amendment to the Zoning Ordinance. Mr. DiLorenzo said that the original proposal was rescinded by Supervisors, and hence the Board had to start fresh for coming up with a new proposal. He continued that this Board would have to come up with square footages for septic, run-off, recreational area, parking spaces etc. 300 square foot for a single parking space was good enough, a single dwelling unit needed more than two parking spaces, and the national average could be used to determine this number. Mr. Stroyan added that a baseline was needed to start the proposal for a Mixed-Use Ordinance, and it would have to apply to all properties of the Township. Mr. Olmstead proposed bringing a sample Mixed-Use Ordinance. Mr. Stroyan welcomed this idea, and added that that correspondence would be discussed in public meetings.

Comprehensive Plan, Act 537 Plan, and Emergency Management Plan

Mr. DiLorenzo said that he would hand these plans to Members. Mr. Stroyan commented that the Act 537 is most relevant to the Route 6 & 209 Sewage Project, and the Comprehensive Plan, which dictated what could be built in the Municipality in the next ten years, is used in many ways. He continued that the Act 537 Plan would dictate the importance (or unimportance) of the Central Public Sewage. It was important to know if Supervisors were going to give the Planning Board Professionals for updating the Comprehensive Plan. He added that the Board needed monthly Sewage Meeting minutes and Engineers' reports to work on these Plans.

Mr. DiLorenzo explained that while the Fire Department handled emergencies, what could be needed to make the Township a shelter, hazards, agreements with adjacent Municipalities, utilizing the national and local management system, first-aid kits, public awareness, phone numbers, list of equipment, intermunicipal coordination etc. needed to be discussed for the Emergency Management Plan. He added that he would contact Mr. David Ruby to discuss the latter's volunteering in Emergency Management Plan. Mr. Stroyan added that contacting FEMA and PEMA, and following procedures to handle emergencies and catastrophes would save cost for the Township. He further added that making a joint Comprehensive Plan

with neighboring Municipalities might cost the Township none, whereas making a lone Comprehensive Plan for the Township itself might be as expensive as \$40,000. Mr. DiLorenzo and Mr. Stroyan said that involving Mr. Ted Ritsick in public training sessions would save cost in making the Joint Comprehensive Plan.

There were no other businesses or executive sessions needed, so Mr. DiLorenzo made a motion to adjourn, Mr. McCarthy seconded, and it was passed unanimously. Adjournment was at 9:06 P.M.

Respectfully,

Shahana Shamim

Secretary