

**MINUTES (Draft)**  
**April 6, 2020**  
**Teleconference Meeting**  
**7:00 p.m.**

A scheduled meeting of Milford Township Supervisors was called to order at 7 P.M. by Chairwoman Penney Luhrs through a teleconference, the call-in number for which had been advertised in advance in the Pike County Dispatch. Also present were Vice-Chairman Gary M. Williams, Supervisor Rachel Hendricks, Solicitor Anthony Magnotta, and Secretary/Treasurer Shahana Shamim.

Gary M. Williams made a motion to approve the minutes of the previous meeting and the special meeting, which were held on March 16, 2020 and March 23, 2020 respectively, Penney seconded, and it was passed unanimously.

**Treasurer's Report:**

Shahana reported that she had received \$2,840.00 and \$59,525.37 from PennDOT, \$3,792.37 from Real Estate Transfer Taxes, \$25.00 from Hickory Hills Estates POA, \$64,752.63 from Tax Collector, \$100.00 from Zoning, and \$100.00 from Liquor Control Board. Interests in PLGIT, NBT, and Wayne Investment accounts were \$38.61, \$0.19, and \$0.89 respectively.

**Roadmaster:**

Gary M. Williams, the Roadmaster, reported that Harvey, who was one of the road-crew employees, was laid off. He continued that he had asked this employee to claim unemployment, but he had declined. This road-crew was willing to be available for emergencies. He added that the Township was not able to get materials for road work because of the coronavirus emergency.

**Zoning:**

None

**Public Participation #1**

None

**Correspondence:**

Shahana presented correspondences including Pike County Tax Administration, House of Representatives, Code Inspections, Pike County Commissioners Office, PSATS, Solicitor, Milford Fire Department, Sewage, Samaritan Emergency Medical Services, Pocono Mountains Visitors Bureau, Milford Water Authority, Pike County Conservation District, DEP, Greenwood Hills POA, HRG, Pike County Department of Public Safety, UGI, legal, Delaware Water Gap NRA, Highmark, Ehrlich, Pike County Human Services, Gabrielli Truck Sales, Pike County Area Agency on Aging, and Pike County Conservation District.

**Old Business:**

**a. Westfall-Milford Sewage**

The Solicitor informed that he had attended an information session with HRG, and a link to the cost information was available at that meeting. He continued that Mr. Spatz had done this information session with some other Municipalities, and he had asked Mr. Spatz to share that link to Supervisors of this Township. The Solicitor suggested that the Secretary should set up a teleconference meeting with Mr. Spatz to discuss this information with all corresponding documents. Shahana informed that she had received a link regarding costs from Mr. Mrozinski right before the current meeting had started. She said that she would forward that link to the Solicitor and Supervisors the next morning.

Mr. DiLorenzo, the Sewage Officer, commented that by “Alternatives” they meant different types of Central Sewage. Rachel inquired if the DRBC was engaged in this process at all. The Solicitor replied that the DEP has to approve this before the DRBC approaches it. Mr. DiLorenzo informed that using a pressurized system and/or gravity flow was discussed in the last Sewage meeting. He continued that maintenances for these systems would cost at least \$5,000-\$6,000/year for each station, and a total of eight or nine pump stations might be required. Putting grinder pumps and pipes to the sewage for properties was also part of the discussion in that sewage meeting. He added that this would require homeowners to update their homes.

The Solicitor commented that the on-lot system management template ordinance, which was sent to the Township office, was acquired from the DEP website. Mr. Stroyan commented that this Ordinance talked about limiting property-owners’ uses of their own septic. He added that alternatively the Township could put reminders in its website and send newsletters to keep its residents informed about how to keep their septic healthy. Rachel indicated that the template provided could be customized and was a starting point only and added that property owners might be mandated to replace their septic systems from the enactment of this Ordinance as provided. She continued that a lot of property owners would be pushed to hook up with the Central Sewage from the enactment of this Ordinance. Delaware Township had gone through this process, and they had thought that the On Lot Distribution (OLDS) Maintenance Ordinance was a great idea. That Township later realized how costly and cumbersome this process was. She added that the Ordinance also added mandatory accesses to properties without any notifications to the owners. Penney commented that Central Sewages could be convenient, as anything could be thrown into it. Mr. Stroyan commented that the On-lot Sewage Management Ordinance did not outline convenient conditions.

Mr. Stroyan commented that the Sewage Officer had presented to the County the peat moss system as an alternative to Central Sewage. He continued that DEP was not allowing it then, but this alternative might be allowed in the near future. Mr. Chris Wood had authored and designed a drip irrigation system, which could take care of the commercial district. Mr. DiLorenzo commented that the system, which he himself had designed ten years ago, was brought up in the Sewage meeting. That system was turned over to McGoey, Hauser, and Edsall, LLC, and it was going to be the first green system in Pennsylvania. He added that this system was not looked at in the Sewage meeting. Penney Luhrs and the Solicitor asked the Secretary to set up and advertise a meeting with HRG, the Board of Supervisors, and the Planning Commission. The Solicitor said that Mr. Spatz of HRG would arrange the meeting, and he would be able to answer questions before this matter is brought in front of the public.

## **New Business:**

### **a. Emergency Declaration for COVID-19:**

Rachel Hendricks commented that this Board was possibly going to seek reimbursement from PEMA for fund expected as part of the emergency, and hence there should not be any gap period on the Emergency Declaration which was set to expire on this date unless extended and therefore should be extended until the date of the next meetin. She made a motion to extend the emergency declaration for another two weeks

until the next meeting of April 20, 2020, Gary M. Williams seconded, and it was passed unanimously.

**b. EMS Services & Additional Donation:**

Fire Chief Jeff Christiansen gave an update on the Department's current situation. The ambulance is out of service and had been for 6-7 days as there are no EMTs available to volunteer. The Department made a decision to hire EMTs through a staffing agency so the ambulance can resume operations and this is set to begin tomorrow. The Chief explained that the Borough had agreed to donate \$20,000 to assist with covering the cost for this. The Chief asked that Milford Township consider what it can do to help and indicated he would be further inquiring with Dingman Township as well. Rachel commented that the Board needed to act immediately, as the Township was in the middle of a serious emergency that requires EMS services to be in operation. She continued that the Township might not get reimbursed for this donation. She further added that she had contacted State Representative Mike Peifer's office to learn about PEMA reimbursements, but they were unable to offer any assistance. Penney suggested donating \$5,000 to move forward. Gary M. Williams commented that it was a good amount to start with. Chief Christensen said that this amount would be enough for a couple of weeks of services. He reminded that a long-term solution needed to be figured out collectively with some other Townships. Rachel commented that only 17.4% of the calls came from Milford Township. Chief Christensen added that the percentage of completed calls from Milford Township was only 14%. Mr. Williams asked if the Milford Fire Department (MFD) could bill insurance companies for these calls. Chief Christiansen replied that MFD gets billed for these calls. Rachel inquired if the Corporate Entity, which MFD was paying, was in a good standing with the State. She added that this information might help this Township to be reimbursed from PEMA. Penney suggested that Chief Christiansen ask the staffing agency for a certificate of good standing. The Solicitor told Supervisors to perceive this donation as a straight donation, as the Township might never be reimbursed. He added that the entity, which is receiving this donation, should show documents of how this money was spent to this Board of Supervisors. Mr. Stroyan inquired if the Township would incur any liability from this donation. Gary replied that under Pennsylvania law, the Fire Department is obligated to show how the donation, which is tax-payers' money, is spent.

Rachel commented that a big part of revenue for Milford Fire Department came from Bingo, which was canceled because of the Coronavirus emergency situation. Chief Christensen said that the Fire Department was losing about \$10,000/month from this cancellation. Penney made a motion for Shahana to write a \$5,000 check payable to Milford Fire Department for paying EMTs, Gary M. Williams seconded, and it was passed unanimously. Rachel asked Chief Christiansen if he had any advice for residents for this emergency situation. The Chief replied that residents should stay home and not call the ambulance unless it is absolutely necessary, that it would be good to place a sign on the door if a person is quarantining and that it is imperative that those that call 911 give the Dispatcher accurate information and disclose if they have COVID 19 exposure or symptoms and that folks need to understand when the ambulance arrives it takes a few minutes for the crew to get their protective gear on before they come inside.

**c. Continuation of Conference Call Meetings until further Notice:**

Penney Luhrs made a motion to continue the conference call meeting until the next meeting, which was scheduled for April 20, 2020, Gary M. Williams seconded, and it was passed unanimously.

**d. National Incident Management System (NIMS) Resolution**

The Solicitor had provided a NIMS adoption resolution and advised that Supervisors could adopt the resolution and subsequently take the course online. Mr. Williams and Mrs. Hendricks indicated that they had already completed the free FEMA 100 level course. Penney made a motion to pass this resolution #4-6-20, Gary M. Williams seconded, and it was passed unanimously.

- e. **Reaffirmation of using waiver forms in applications:** Shahana informed that she had added a waiver form to each application of the Township. She continued that applicants would allow extra time to the Township for its response to their applications. This extra time was needed during the declared emergency period of COVID-19. The Solicitor added that the Planning Commission would not be able to meet during this emergency period, and applicants might demand that their application was deemed approved, as the Township may not be able to act within the allowed time limit, necessitating the waivers. Penney made a motion to continue using the COVID-19 emergency waiver form in Township applications for allowing delays, Rachel seconded, and it was passed unanimously.
- f. **Greenwood Hills POA for building use on May 16, 2020:** Rachel commented that Tim Knapp had sent disinfecting guidelines. Mr. DiLorenzo added that according to these guidelines, everything had to be disinfected before using any facility. He continued that any daily operations were advised to be disinfected every hour. The facility would have to be disinfected before and after it is used by any group. He added that there might be a liability if people came to the building and got infected later. The Solicitor replied that the Municipality should be covered for the liability, and the Township could disinfect the building before and after the meeting. He added that if somebody still got infected, the case could be dismissed by the Court. Penney said that Greenwood Hills POA needed to be informed about the emergency of COVID-19 and the cleaning requirements. She made a motion for the Secretary to send a letter to this association informing that the public entrance into the building was restricted due to COVID-19 emergency situation. She added that it should be suggested to this association to postpone their meeting or use other means, such as a teleconference, or Zoom for conducting their meeting depending on the emergency situation for their requested date. Gary M. Williams seconded this motion, and it was passed unanimously.

Rachel commented that in-person tax collection usually happens in the Township building in the last two days of the discount period. Rachel made a motion to send a letter to the Tax Collector informing that the public access to the Township building was restricted due to the COVID-19 emergency situation. She added that the Tax Collector needed to be asked if she wanted to use any other means of tax collection for avoiding the in-person tax collection, such as whether the outside drop box would be sufficient. The tax collector's option could be posted on the website if she wishes to make any other alternatives so that in-person contact could be avoided. Penney seconded to this motion, and it was passed unanimously.

- g. Training:** Shahana informed that she had looked at some online Quickbook tutorials, but those would cost money. Penney suggested doing YouTube tutorials for this software.
- h. ADP Use for Payroll:** Penney informed that it would cost \$1,200 to do payroll by ADP, and this agency did direct deposits and handled retirement contributions. She continued that the Secretary had been doing the payroll and taxes, and Myer and Myer, the Accountant's office, had been doing the Quarterly *tax returns*, and hence using ADP might save the Township some money. Updating the Quickbooks would cost another \$500. Gary commented that the Secretary was coming to the office five days a week and the Township had six or seven employees only. Rachel added that this Accountant's office could be used as the backup if anything happened to the Secretary and that the Quickbooks would still be used without payroll. Penney asked the Secretary to update the Quickbooks. Rachel inquired if anything had been done to update the computers yet. Penney replied that she was unable to update computers because of the COVID-19 emergency situation.
- i. Pension Update:** The Secretary said that she would forward the Pension Update Plan to the Solicitor and put it in the next meeting's agenda.

There were no other businesses or executive sessions needed, so a motion was made by Penney Luhrs to pay the bills and adjourn. Gary M. Williams seconded to it, and it was passed unanimously. Adjournment was at 8:21 P.M.

Respectfully submitted,

Shahana Shamim

Secretary/Treasurer