

**MINUTES**  
**June 1, 2020**  
**Teleconference Meeting of the Board of Supervisors**  
**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, Zoning Officer Shawn Bolles, and Secretary/Treasurer Shahana Shamim.

Rachel Hendricks made a motion to approve the minutes of the previous meeting, Penney seconded, and it was passed unanimously.

**Treasurer's Report:**

Shahana reported that since the last meeting she had received \$275 from Zoning, \$37.50 from Code Inspections, and 11,189.05 from the Tax Collector. She added that she had provided a list of proposed bills, financial account balances, and the budget update showing the YTD P & L through the end of May of 2020.

One of the participants of the meeting inquired where a reimbursement of \$5,294.75 came from. Shahana replied that the payroll account was reimbursed from the PLGIT Liquid Fuels Account for snow removal paychecks. This participant commented that the E & O Insurance budget update showed 103%. Ms. Hendricks replied that that insurance is paid once a year, it was \$2,917 last year, and it had gone up in the current year by \$98. This participant further commented that there was an expense for the building insurance line item, but no budget was posted for this line item. Ms. Hendricks replied that Shahana would have to check whether the budget for that line item was inadvertently left off the Quickbooks budget or it needs to be posted to another insurance line item.

**Roadmaster:**

Mr. Gary M. Williams, the Roadmaster, said that he had called Joe Hudak for videotaping of Fire Tower Road and Schocopee Road and to make a road maintenance agreement with the Columbia Engineer, as Columbia Gas had applied for doing construction on Fire Tower Road. He added that Mr. Hudak would take care of this. Penney commented that the road towards the Raptor Center by Lily Pond was starting to become rough. Mr. Williams replied that he had started prepping for the repair of that road, but only one of the road crews is working at this time. He also said that they were getting the broom and the mower ready to start mowing the sides of roads that week.

Gary informed the Board that he received only one salt bid, from American Rock Salt Company. Gary said that the price, which had been \$103 last year, was still the same. He continued that he was making the contract for only 200 Tons, as the Township had 200 Tons left from the past winter. He made a motion to accept this bid from the American Rock Salt Company, Penney seconded, and it was passed unanimously.

**Zoning:**

Shawn reported that since March he had issued permits for CDD, which did not start the work because of the lock down, the flea market, which was canceled earlier, for a well on Fire Tower Road, a minor impact for Econopak, a roof over an existing deck on Schocopee Court,

and one for temporary food sales. He added that this food sale would start after the Governor opened up dining establishments for outdoor seating. He further added that an above ground pool permit was still pending.

### **Public Participation #1**

Fred Weber commented that the Westfall Water Authority had publicized their Board's meeting, he had tried to join that meeting, and he was told that that meeting was closed to the public. Rachel commented that in the advertisement, the Westfall Municipal Authority had declared that it was going to be their regular meeting, which was supposed to be held in the Westfall Township building. She added that they did advertise that the meeting would be closed to the public, but they had provided a number in the ad to call. Fred Weber informed the Board that he had called for participation in this Sewer Authority meeting, and he was told that they were not allowing any public participation. Rachel Hendricks expressed concern about this organization holding a closed meeting while we are considering partnering with them for a huge project, such as the Extension of the Central Sewage. Penney and the Solicitor suggested that the Secretary could write a letter to this Organization asking why their meeting was closed to the public. The Solicitor inquired if they had advertised their meeting to be an executive session meeting, and Rachel said 'no', and read the advertisement aloud. She added that minutes of that meeting needed to be acquired. Mr. Kevin Stroyan added that the Westfall Municipal Authority should provide an explanation about why their meeting was closed to the public. Penney made a motion for Shahana to write a letter to the Westfall Municipal Authority asking for minutes of their May 26, 2020 meeting and an explanation about why their meeting was closed to the public. Rachel seconded to this motion, and it was passed unanimously.

Rachel commented that she had seen people from HRG doing some work near Pine Acres Drive. Shawn said that the Water Authority had approached him a month ago about putting up a utility building, and that HRG might be its Engineer. Mr. Weber commented that he had also seen HRG with their measuring device on the Seventh Street, which was not a part of the Sewage Extension Feasibility Study. Shawn said that HRG was probably trying to figure out how to make the Sewage Extension more feasible for the far side of West Harford Street as the Borough had expressed interest in using alleys but there are no viable alleys on that side of West Harford Street. Rachel asked Penney if she would attend the upcoming Sewage meeting, and Penney replied that she was waiting for an invite for this meeting.

### **Correspondence:**

Shahana presented correspondences including PSATS, Pike County Elections Office, Delaware Water Gap NRA, freeconferencecall, Storm Water Solutions, Borough of Milford, and Walmart.

Rachel commented that according to the CDC guidelines for cleaning polling places, cleaning had to be done 24-48 hours after removing the voting machines from the building, and this implied that the Township building would not be cleaned on the day after the election, which was scheduled to happen the next day. Penney suggested that Shahana could take that Wednesday off along with Tuesday also, and then come back to the office on that Thursday. Rachel asked Shahana to inform Pike County Election Office that this building would be closed on that Tuesday and Wednesday, and that they would have to let the Cleaning Service enter the Township building. Penney made a motion for Shahana to keep the office closed on Wednesday and work on Thursday and Friday full day to make up for her missed days, Gary M. Williams seconded, and it was passed unanimously.

**Old Business:**

**a. Extension of Emergency Declaration for COVID-19:**

Penney informed the Board that she would have to conduct the next Supervisors' meeting, which was scheduled for June 15, 2020, remotely anyway, as she would need to travel on that day. She added that a lot of meeting participants may have health conditions, and they still might not want to attend meetings in person. Gary M. Williams made a motion to extend the Disaster Declaration through the next meeting of June 15, 2020, Penney seconded, and it was passed unanimously.

**New Business:**

**b. Girl Scout Cookie Drive Through:** Penney explained that the Board of Supervisors had approved the Girl Scouts to sell cookies in the Township Building driveway before the COVID-19 emergency had started. The Girl Scout Leader had called the office, and informed that May 30 was the last allowed day to sell cookies, and the Scouts had a lot of cookies left, as they could not sell cookies because of the emergency situation. Penney continued that she had allowed the Leader to sell cookies, as the emergency situation had entered its yellow phase. This cookie sale was added to the agenda for ratifying this permission, which allowed the Scouts to sell cookies on May 30 in the Township parking lot. She made a motion for this ratification, Gary M. Williams seconded, and it was passed unanimously.

**c. Emergency Management:** Rachel Hendricks explained that during the workshop Members had discussed how the reopening phase of Township operations would be handled, such as conducting meetings in the Township garage, or the Delaware Valley School Auditorium. Mr. DiLorenzo, the Chairman of the Planning Commission said that in their last meeting, they had discussed that public attendance was needed when the Sewage Extension was happening. He continued that some people had told him that they were not good at using technology for meetings, and some preferred seeing presentations in person. He added that Members spoke about using the Delaware Valley School Auditorium, as social distancing, which is supposed to be 6' from person to person, could be maintained in this spacious facility. Mr. Williams added that the School was not open for anything as of then. Mr. DiLorenzo added that using the Library for Planning Board meetings could be another option. He also said that the Township might face a liability if the Township garage is used for meetings, as it had a lot of equipment, and meeting participants could possibly get hurt. Penney added that using the Matamoras Airport Park could be another option. Mr. Bolles informed the Board that that Park's building was still closed. Ms. Hendricks suggested writing a letter to Delaware Valley asking about whether they would be willing to allow Municipalities to have their meetings there, as their large auditorium would allow social distancing between meeting attendants. She added that some items need-to be paused, as an emergency situation exists. She made a motion to send a letter to Delaware Valley asking about the possibility of using its auditorium for Township meetings, and under what conditions this auditorium could be used for these meetings, as the current situation necessitated social distancing. Penney seconded to this motion, and it was passed unanimously.

- d. **Columbia Gas:** Shawn informed the Board that he received an application, which showed that Columbia Gas needed to do some improvements by the end of July, and they needed a variance for performing this improvement, as the work is too close to a creek. The Solicitor said that the hearing needs to be held within 30 days after receiving the application, and Columbia Gas was in a hurry, as they had a contract. Ms. Hendricks asked about the emergency declaration guidance that said such applications would be tolled during the period of the emergency. The Solicitor said the legislation is unclear in this regard. He added that it would be hard to present this hearing with Zoom, and hence it may not be fair for the Zoning Hearing Board, which would receive this application. Ms. Hendricks added that it is difficult to read maps of this scale using the computer screen. Mr. Stroyan commented that applicants' hurries should not be a Township's problem. Rachel commented that in the near future the Township might get more guidance about whether the tolling included these types of applications or not.
- e. **Zoning Permit Fees:** Rachel commented that Supervisors received a letter complaining that the zoning permit fees are excessive and had discussed this during the workshop. She made a motion to table this item to a future meeting and would do more research on this. Gary M. Williams seconded this motion, and it was passed unanimously.
- f. **Borough of Milford for EMT Services:** Ms. Hendricks made a motion to send a correspondence back to the Borough of Milford stating that Milford Township is interested in participating in this meeting about ambulance service, which should be scheduled at some appropriate time. Penney Luhrs seconded to this motion, and it was passed unanimously.

**Other Public Participation:**

Mr. Stroyan commented that before the Township would become a financial partner for the Fire Department, the Supervisors should have a meeting with the Fire Department to have a financial discussion, before going to the meeting with other Municipalities. Rachel and Penney said that the gist of the invitation letter from the Borough of Milford was that the Fire Department wanted to provide their financial situation to all Municipalities in that one meeting.

Chris Jones inquired what the next step would be for handling the Zoning Amendment and the plan proposal, which were prepared by the DEPG. Penney replied that the Planning Board would review this proposal and plan, and then decide what to do with it. Rachel added that the DEPG wishes to construct this plan in the Santos' property, but the Township's current Zoning Ordinance must be changed in order to construct this plan, and that's why DEPG had submitted their proposal for updating the Township's current Zoning Ordinance. She added that Supervisors did not decide anything on this proposal, and the Planning Commission was the first layer toward the approval of any proposal.

Fred Weber commented that during the presentation, DEPG had said that buildings, each of which would contain 24 condominiums and looked like blocks, eventually would not look like blocks. Rachel commented that the Planning Commission should consider which condominium styles would be compatible for this Township.

There was no other business or executive session needed, so a motion was made by Penney Luhrs to pay the bills and adjourn. Gary M. Williams seconded it, and it passed unanimously. Adjournment was at 7:57 P.M.

Respectfully submitted,

Shahana Shamim

Secretary/Treasurer

Milford Township

Pike County