

**MINUTES**  
**August 17, 2020**  
**Zoom 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 Chairperson Penney Luhrs through a Zoom call, the meeting ID 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.

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

**Treasurer's Report:**

Shahana reported that she had received \$300 from Zoning, \$0.25 from a Right-to-Know request, \$17.32 from reimbursement, \$238.00 from Municipal Authority of the Borough of Milford, and \$140.00 Supervisor's Donation. She also reported the account balances as \$38,978.32, \$133,311.02, \$10,194.62, \$7,044.39, and \$77,763.28 in NBT Bank, Wayne Bank (Investment), Wayne Bank (Payroll), PLGIT (General), and PLGIT (Liquid Fuels) respectively.

**Roadmaster:**

Gary M. Williams, the Roadmaster, reported that road crews had been mowing roads. Ms. Hendricks inquired how ready the Township was for the wintertime plowing. Mr. Williams replied that he would know by November 1<sup>st</sup> whether Mr. Jerry Williams would retire by the end of the year or not. He added that Mr. DiLorenzo would be available, and he also knew a couple of other guys who would be available for wintertime plowing.

**Zoning:**

Mr. Shawn Bolles, the Zoning Officer, informed the Supervisors that there was a Zoning Hearing Board meeting last Wednesday for Columbia Gas, it was approved, and they would start working at the end of that week.

**Public Participation #1:**

Shahana informed the Supervisors that Mr. Farley, the Solicitor of the Planning Board, would not be available for the next Planning Board meeting. Penney asked her to contact Mr. Anthony Waldron, the Alternate Solicitor of the Planning Board.

**Correspondence:**

Shahana presented correspondences including Certificate of Liability Insurance, Pike County Tax Administration, COG, Mears Group, Inc., PA Department of Community and Economic Development, PA Route 6 Alliance, Vacant Property Registration Program Administration, Pennsylvania Chapter of the American Planning Association, Pike County Planning, Commissioners Office, NYC Environmental Protection, TRUGREEN, and Pike County Conservation District.

**Old Business:**

**a. Extension of emergency declaration for COVID-19 – Extend to September 8, 2020:** Mr. DiLorenzo said that new orders come from the Pennsylvania Governor almost everyday, and hence this emergency declaration cannot be extended past this date. Supervisors decided to table this item *to* the next meeting since the Township’s declaration had already been extended until September 7th.

**b. Emergency Management Plan:**

Gary M. Williams reported that Peggy Emanuel had the Emergency Management Plan, which was written by Dave Ruby of Milford Borough. He added that he had made some changes to it for Milford Township, and a list of equipment that the Township has. He further added that Mr. DiLorenzo, Peggy Emanuel, and he would sit together to fine tune this document when it is nearly complete.

**New Business:**

**a. Presentation of Certificates of Appreciation to EMS Volunteers:** Penney Luhrs read out names of EMS volunteers along with their years of service, and the Supervisors thanked these volunteers. Penney declared that Terri Christensen, Joe Darazasdi, Charlie Drummond, Selwyn Jones, Jill Mann, Kevin Mann, Lyle Mitschelle, Michael Newmark, Eric Passaro, Joseph Ropke, Diane Quiones, and Joe Saski had 6, 18, 43, 10, 16, 13, 32, 35, 10, 25, 14, and 2 years of service respectively. Rachel Hendricks *stated* that Jeff Christiansen would let the Township know about how the Fire Department would like to receive these Certificates of Appreciation. Gary Williams handed a donation of \$100 to the Secretary for buying gift certificates for these volunteers. Supervisors asked the Secretary to take all Supervisors’ donations to Prime Time and buy gift certificates for these 12 volunteers.

**b. Ambulance tax Referendum – Proposed Resolution for Ambulance and Rescue Services:** Rachel Hendricks read out the resolution for increasing the tax by half a mill. She made a motion to adopt this resolution #2020-08-17(1), Gary M. Williams seconded, and it was passed unanimously. Penney said that this increase in tax of half a mill would generate \$14,000.

**c. Ambulance Tax Referendum:** The Solicitor explained that this Resolution# 2020-08-17(2), which would authorize the Board of Supervisors to request the Pike County Election Bureau to place a question on the November General Ballot for the increase from one half (1/2) mill for the provision of Ambulance and Rescue services in the Township to a maximum of two (2) mills, would have to be signed by the Supervisors, and then it would have to be provided to Pike County Elections Bureau by September 2, 2020 to give them 60 days for placing this resolution as a question into the November Election ballot. He added that this increase in tax of one and a half mill would generate another \$42,000 for the Ambulance, and that would total \$56,000 for the ambulance. Bill Pittman inquired by how much his tax would be increased for these two resolutions. Rachel replied that the current millage is 10, dividing the township portion of his January tax bill by 10, and multiplying by two would provide

the increase in tax. Mr. Stroyan commented that the Township wouldn't be obligated to collect this money until the Fire Department is ready. Rachel said that the Fire Department would have to spend \$300,000 - \$400,000/year for paying their personnel all year long, and the Borough would be able to raise only \$32,000 if their referendum also passes, therefore, the likelihood that the Fire Department would not be ready to use this allotment of money sometime in 2021 is unlikely. If this Referendum is not taken care of this fall, then it would have to be placed on next year's primary election ballot, and then the Township would have to bear that cost. Mr. Williams added that this money won't be collected until next March. The Solicitor said that the Referendum would question whether the tax could be increased by two mills, but Supervisors could decide to raise less. Penney commented that it is prudent to have money, which most probably would be needed. Penney Luhrs made a motion to adopt the resolution for increasing the tax by two mills, Gary M. Williams seconded, and it was passed unanimously.

- d. **Bond Reduction for Shohola Dollar General:** The Solicitor said that he had reviewed this request from Shohola Dollar General. The Zoning Officer said that he would inspect to check if everything was in good shape. Mr. Stroyan and Mr. Williams informed that this Dollar General had rebuilt their Stormwater construction in the past fall. Shawn said that he would check with the Conservation District if they got their clearance. Supervisors decided to table this item to the next meeting.
  
- e. **Zoning Permit Fees:** The Zoning Officer informed that he had updated the original fee schedule by placing a cap on permit fees. Penney asked to table this item to the next meeting so that all of the Supervisors could review it.
  
- f. **Orange Stone Group:** The Solicitor informed that this property was granted a Certificate of Occupancy for two families in December of 2019. Rachel asked if the records from the Assessment Office confirmed that this property was being taxed as a single-family house. The Solicitor added that although this family had applied for a two-family permit, that property was still non-conforming. Shawn informed those present that the owner of this property had never applied to convert this property into a three-family dwelling, but the owner told him that that property was being marketed as a three-family dwelling by the real estate agency that sold it to them. Rachel commented that the owner probably wanted to apply to officially convert his property into a three-family dwelling, but he didn't understand the process for this conversion. Shawn said that he believed that the owner was well-aware of this process, as he had explained to the owner (even before they bought that property) that the property belonged to a two-family dwelling Zoning District. He continued that he and the Building Officer had visited this property for inspection, and had found that there was a kitchen in the basement. The previous owner had converted their garage into an office, and did not have permits for these changes. The Solicitor said that the owner could apply to the Zoning Officer for a non-conformance certificate, and can go to the Zoning Hearing Board if the Zoning Officer denies their non-conformance application. He said that he would reply to the letter from the property owner.
- g. **Pension Remittance:** Rachel explained that the Township receives a Pension relief funds every year, and an estimate of year-round compensation of the eligible

employee is submitted in October every year. Pennsylvania Municipal Retirement System (PMRS) sends a document labeled “invoice” every year based on this estimate. The Pension relief dollars, which the Township receives from the State, are supposed to be transferred in full to PMRS. The “invoice,” which is based on the income estimate, does not exactly match with the State’s relief dollars, which are based on the employee’s year end final compensation number. An audit revealed that the Township had not sent all of the pension relief dollars to PMRS, but only the amount marked on the estimated invoice. This discrepancy, which started in 2013 and ended in 2018, had accumulated to \$2,557.68 including accumulated interest, and this money needs to be remitted to PMRS, which will correct the audit finding. She made a motion to remit this money to PMRS to remediate this audit finding, and to inform the Auditor General as soon as the check is cut, Gary M. Williams seconded the motion, and it passed unanimously.

### **Public Participation:**

Rachel said that Westfall Township had wanted to meet with Milford Township to discuss the formal start of the joint Comprehensive Plan. Mr. Stroyan commented that Westfall Township had intended to have an informal meeting with this Township, and the term “informal” needed to be clarified. The Solicitor suggested arranging a meeting outside formal Board meetings. Rachel made a motion for Mr. Stroyan and Mr. DiLorenzo to follow up with Westfall Township for discussing the Joint Comprehensive Plan, Mr. Williams seconded, and it passed unanimously.

Rachel made a motion to send a thank you letter to Jem Screen Printing for donating “Milford Strong” t-shirts for the EMS volunteers, Gary M. Williams seconded, and it passed unanimously.

Rachel stated that the County had sent a link for the Housing Survey, and this link should be posted in the Township website. Penney made a motion to post this link into the Township Website, Rachel seconded, and it passed unanimously. Rachel asked the Secretary to check with the Pike County Courier on the Comprehensive Plan Survey advertisement.

Mr. Stroyan asked the Secretary to organize the home page of the Township website. He asked Supervisors when the Planning Board would be able to comment on the draft of the Act 537 Plan. The Solicitor said that HRG was waiting to hear comments on this draft, and the Borough might make comments on this draft Plan in their next meeting, which was scheduled for the next day. Rachel commented that her understanding was that a revised draft of Act 537 would be made when Municipalities submit their preliminary comments. She continued that before final adoption, a draft #3 would be made after this revised Plan goes through Planning Commission Hearings. The DEP would have to approve the draft of the Act 537 Plan before any OLDS (On-Lot Disposal System) Ordinance, which a lot of communities had adopted and decided not to enforce because of the associated cost, can be adopted. The Solicitor added that the draft of the Act 537 Plan did not look like it was mandating the adoption of OLDS Ordinance, but DEP usually prefers the adoption of this Ordinance. He added that applications for funding OLDS Ordinance can be made. Mr. DiLorenzo commented that DEP had been trying to implement something like this for more than a decade, but they needed money to revise their regulations.

Penney commented that inspecting cesspools every 2-3 years is good practice. Mr. DiLorenzo said that everybody's septics are different. Mr. Stroyan commented that he did not see any correspondences regarding Task Activity Reports (TAR) to DEP. He added that he did not see any DRBC correspondences regarding this draft Plan either. Rachel made a motion for Shahana to send an email to Mark Spatz of HRG requesting any correspondence with DRBC regarding this draft of the Act 537 Plan and/or the proposed sewer extension project, and any TAR submission to DEP since January, 2020. Penney seconded this motion, and it passed unanimously. Rachel made another motion for the Planning Board to review the draft of Act 537 Plan, devise their comments, and send them to the Board of Supervisors. Penney seconded this motion, and it passed unanimously. Erika Burnett thanked Supervisors for working on appreciating Milford Fire Department volunteers. She added that the EMS course class was filled, and there was even a waiting list.

There was no other business or executive session needed. Penney Luhrs made a motion to pay the bills and adjourn, Gary M. Williams seconded, and it was passed unanimously. Adjournment was at 8:10 P.M.

Respectfully submitted,

Shahana Shamim

Secretary/Treasurer