

MINUTES
October 19, 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 \$325.00 from Zoning, \$6,470.32 of delinquent taxes, \$55.00 from UGI, and \$7,908.60 from Real Estate Transfer Taxes. She also reported the account balances as \$134,833.73, \$9,019.27, \$24,286.61, \$23,920.02, and \$77,765.43 in Wayne Bank (Investment), Wayne Bank (Payroll), NBT Bank, PLGIT (General), and PLGIT (Liquid Fuels) accounts respectively.

Roadmaster:

Gary M. Williams, the Roadmaster, reported that roadcrews did some shoulder work in the past two weeks. He continued that the Liquid Fuels account was audited for 2019, about \$12,000 was spent from this account for buying salt, and PennDOT has deemed this item not eligible because of the specific type of salt we are using. This fund would have to be reimbursed from the general fund, and the auditor would send this notification. Gary added that he would call Pine Bush Equipment, as the bucket of the loader was not working well. Rachel made a motion to reimburse Liquid Fuels Account in the exact amount of money that was spent on the salt, Gary seconded, and it passed unanimously.

Zoning:

The Zoning Officer informed the Supervisors that the applicant for the conditional use hearing of Light Up the Spectrum was already present. He also reported that he had issued permits for the temporary sign for the Christmas Tree sales at the Key Foods, a pole barn replacement, and alteration to a cell tower. He added that he had just received a request for a flea market from CDD, which would send their paperwork soon.

Public Participation #1:

None

Correspondence:

Shahana presented correspondences including Certificates of liability insurance, Pennsylvania Department of Environmental Protection, CivicPlus, Milford Borough Council, Pike County Area Agency on Aging, Storm Water Solutions, PSATS, Pennsylvania Municipal Retirement System, Fire Department, Pike County Road Task force, and Light Up the Spectrum

The Solicitor said that the UGI project was approved before the COVID-19 pandemic had started, and hence they were unable to record it within 90 days. He asked the Zoning Officer to send a letter back to them. Rachel inquired if the COVID-19 emergency declaration would help them for recording this approval. The Solicitor replied that that declaration would not help them, as this approval had happened before the declaration was done. Penney commented that according to the correspondence from CivicPlus, Charlie Drummond was the one of the 100 winners of the service awards, and a free website could be created for honoring him. Rachel suggested getting a frame for Mr. Drummond's certificate.

Old Business:

- a. Light Up the Spectrum Conditional Use Hearing:** The Solicitor informed that Tara Wilson from Panko Reporting was present as the stenographer. He added that this hearing was advertised in the Pocono Record and the Pike County Dispatch. The Zoning Officer informed the Supervisors that the property under discussion was posted on this past Tuesday, and 12 letters of notification were sent out to adjacent properties that are within 245 feet of this property, 14 days before this hearing. The Solicitor said that Natasha Eveiannia Ferousis, who had applied to start a private recreational facility at 510 Rt. 6 & 209, was present for the hearing.

In reply to the Supervisors' and the Solicitors' inquiries, Ms. Ferousis said that Matrix behavioral Solutions was a business that existed on the other side of the building. Light Up the Spectrum, which will occupy Suite 101 at this address, will provide private and group sessions to individuals with developmental disabilities and autism. No modifications would be needed to provide care to individuals and their families, suite 101 was already zoned as a medical facility, and the medical use in this facility will be continued. There will be an exercise room, a computer room, and skill building rooms. She has worked with patients with special needs and developmental disabilities, and she is on her way to becoming a qualified provider. She will perform energy healing and hold family nights. There was a need for this type of facility in the community, and that location was suitable for that use. A local company would handle the solid waste *disposal*, and activities in this facility would not produce any vibrations. The Solicitor inquired if her business would adversely affect the traffic or parking, and she replied 'no'. The Solicitor asked if there were any issues with storm water solutions. She replied 'no'.

Kevin Stroyan, the Vice-Chairman of the Planning Board, was also present at the hearing. He inquired how many employees this business will employ, what kind of professional licenses was involved, and if the Zoning Officer had confirmed if there would be enough parking for this business. Mr. Bolles confirmed that there is a lot of additional parking behind the building, and there would be 1-20 occupants in this part of the building at a time. Ms. Ferousis said that she was attending a program called Office of Development Program (ODP), and she would obtain a certification as a qualified provider.

Erika Burnett commented that there is a need for this type of a business. Mr. Stroyan supported Ms. Burnett, and he said that this conditional use should be done with appropriate conditions. He added that Supervisors should seriously look at the qualifications, which the applicant would be using to run the proposed business. Penney Luhrs made a motion to close the hearing at that point, and Rachel Hendricks seconded.

The Solicitor declared the following conditions for the proposed business:

1. The hours of operation would be 10:00 A.M. – 8:00 P.M each day.
2. The applicant has to obtain and maintain the applicable state license(s) for carrying out the activities.
3. The building code official will have to confirm the maximum occupancy limit. The suite has 2,800 square feet.
4. The Zoning ordinance states 100 square feet is needed for each individual employee. The number of employees is not to exceed 10 on site at any one time.
5. Adequate parking will have to be maintained; there are 17 parking spaces now, and if it is not adequate, then it will have to be expanded.
6. All performance standards of Section 407 and 408 of the Zoning Ordinance will have to be abided.

Penney Luhrs made a motion to allow Light Up the Spectrum to operate by abiding the conditions set forth by the Solicitor, Gary M. Williams seconded, and it passed unanimously.

b. Joint Comprehensive Plan:

Ms. Hendricks reported that she, Kevin Stroyan, and Mr. Bob DiLorenzo had attended a meeting with two of the Supervisors of Westfall Township, and their Zoning Officer, in their building to discuss the pros and cons of a joint comprehensive plan with them. She continued that the existing comprehensive plan of Westfall Township is a joint one with Matamoras, and their plan has not exceeded the ten-year limit yet. They are still interested in keeping Matamoras as their partner for the new Comprehensive Plan, and they are not in a hurry. They are also interested in hearing Mr. Ted Ritsick, the DCED Planner, give his presentation about joint comprehensive planning.

New Business:

- a. Election Day:** Rachel Hendricks said that employees, pollworkers and voters would have to use building restrooms on Election day, if our employees are at work. The county would sanitize the building sometime before Thursday night of that week. Employees should not be working in the building before it is sanitized, and hence a contractor needs to be hired for sanitizing the building so that employees could come back to the building sooner to a clean and safe environment. Mr. Stroyan said that the Matamoras Fire Department has a misting machine, and they are willing to do this job. Mr. Williams said that Milford Fire Department has that misting machine also. Shawn Bolles said that he sanitizes the Matamoras Borough building and Airport Park, and he would be able to sanitize this building also by spraying and wiping. Rachel asked him to bill his compensation for sanitizing and the cost of materials under COVID-19 cleaning so that the County grant could be used. She made a motion to make the election day a day-off for employees. She added that part-time employees could work extra time on other days of the week to make up for hours, as they don't get holiday pay. Penney Luhrs seconded this motion, and it passed unanimously.
- b. Consideration of Holding In-person Meetings:** Penney said that it was time to think about making arrangements so that employees can work from home. Rachel said that the rent money that the Township received for in-person meetings could be readjusted for

buying laptops for employees, adjusting office telephones so that calls could be retrieved by employees' from home. This call forwarding and voicemail access features might be added to the telephone system by contacting BRC. The Township will have to apply to the county for this adjustment, as this grant must be spent by the end of this year, and the County does not want the money back. Penney asked the Secretary to put all bills that were spent due to COVID-19 situation together. Mr. Stroyan said that his advice would be to not start in-person meetings as of then. He added that the past few Planning Board meetings, which were held through Zoom, were very productive.

- c. **CARES Act Expenditure Approval:** Rachel made a motion to apply to the County for adjusting Township's CARES Act grant to reallocate \$1,800 rent fund for technology equipment, such as laptops, webcam, and any telephone related equipment to enable remote working. Gary M. Williams seconded this motion, and it passed unanimously. Penney Luhrs commented that the Act 537 Plan Hearing may have to be held through Zoom, and a lot of people may not like it.

Rachel asked Mr. Stroyan to discuss the December schedule for the Planning Board meeting, as that date appeared to be too close to Holidays. Mr. Stroyan asked the secretary to put this item into next Planning Board meeting's agenda. He continued that the borough council had changed the wording for the OLDS ordinance, it would be a study, and not an ordinance. Rachel commented that Milford Township would be able to change wordings also. Penney suggested looking at the changes that Milford Borough had made, and to consider if those changes would be applicable for Milford Township. Mr. Stroyan said that according to the draft of Act 537, an EDU is 200 gallons per day, whereas 265 is the national figure. He continued that that is a 35% difference, and these points need to be explained. The roles of two authorities need to be explained in the inter-municipal agreement. Members are working hard, and the board would get only four more hours to discuss. Penney said that the Supervisors would be acting on this matter in December. Rachel commented that the second meeting of December would be too close to Holidays, and people will be distracted at that time and feel the Supervisors were scheduling the matter at a difficult time for them to give input. The Solicitor commented that the Milford Borough Planning Commission had already submitted their comments to the Borough Council. He continued that Milford Borough was planning to adopt the Act 537 Plan draft by only taking public comments at the end of this year or in the beginning of the next year. They won't hold any public hearings for adopting this plan. Milford Borough does not want to implement the OLDS ordinance, and they want it to be a study before making it an ordinance. Mr. Stroyan said that then the word "SHALL" is not applicable. Rachel commented that the ordinance says that there will not be any community on-lot sewage systems, which DEPG is currently proposing. She reiterated that the Township Supervisors had already taken the position that we would hold a public hearing and notified HRG of the same in writing.

Public Participation:

Erika Burnett suggested not holding the public hearing for adopting the Act 537 Plan in December, as it would too close to the holidays, and people would be busy.

Rachel Hendricks made a motion to pay the bills and recess into executive session to discuss personnel matters, Penney seconded, and it passed unanimously. The executive session started at 8:24 P.M., and thereafter the meeting was adjourned.

Respectfully submitted,

Shahana Shamim

Secretary/Treasurer