

**MINUTES**  
**November 2, 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 \$17.50 from Code Inspections, \$300 from Jacobs Telecommunications, \$5,187.28 from DCNR, \$17,950.00 from COVID-19 Relief fund, and \$3,023.80 from the Tax Collector. She also reported the account balances as \$117,868.41, \$26,598.54, \$35,440.71, \$19,168.06, and \$90,227.19 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 they were getting trucks ready for winter. He continued that he was checking for costs in Kost and Jack Williams, as eight tires of the truck 5500 needed to be replaced. Couple of trees were cut and removed, as those went down from the wind. No properties were damaged.

**Zoning:**

The Zoning Officer informed the Supervisors that the zoning and building permits for replacing the telecommunication tower were issued.

**Public Participation #1:**

None

**Correspondence:**

Shahana presented correspondences including PA Department of Community & Economic Development, DEP, Belle Reve Senior Living, CDD, Pike County Light & Power, Pike County Area Agency on Aging, SERVPRO of Southern Monroe County, PestPractice, and PSATS.

**Old Business:**

None

**New Business:**

- a. **Ordinances for the Planning Board:** Mr. Stroyan, the Vice-Chairman of the Planning Board, said that wordings of section 409.6 needed to be elaborated in order to include the mixed-use into the zoning ordinance. He continued that DEPG had brought some

definitions for convenient stores, truck stops, drive-through facilities, brew pubs, and extra parking for visitors for better accommodations. Mr. Stroyan inquired if requiring an association for under 12 condos could be added into the ordinance. The Solicitor replied that this requirement could be added into the SALDO, which needed to be updated also. Ms. Hendricks commented that the language in section 409.6 was conflicting, as its first portion stated that residential and commercial developments could not be developed in the same development, whereas the last portion of this section stated how it could be done if a developer proposed it. She made a motion for the Planning Commission to suggest language amendments regarding the conflicting language of this section of the zoning ordinance to the Board of Supervisors. She added constructing definitions of convenient stores, truck stops, drive-through facilities, mixed-use, condominiums, brew pubs, and extra parking to accommodate visitors to her motion. Penney Luhrs seconded her motions, and those motions passed unanimously.

The Zoning Officer said that he would hand a list of issues that existed in the existing zoning ordinance, such as, expiration dates of permits. Rachel added that the environmental impact, traffic studies, and impact fees needed to be worked on also. Rachel made another motion for the Planning Board to make languages for these items and the items that the zoning officer would provide. Gary M. Williams seconded, and it passed unanimously. The Zoning Officer added that the Township needed an official Zoning map, as it was still unofficial. Rachel Hendricks made a motion for the Planning Board to start the process of making an official zoning map and forwarding it to the Board of Supervisors for official action, Gary M. Williams seconded, and it passed unanimously.

- b. Budget 2021:** Rachel Hendricks explained the proposed budget with a power-point. She said that this proposal was posted in Township's website, and it would be advertised for public comment for 20 days after adoption. She explained that the anticipated income, the expense, and the operating reserve would be \$553,336.03, \$548,953.42, and \$4,382.61 respectively. The main source of income is from taxes, cable franchise fees, and a tiny bit from fines. The State aid for pension gets remitted to Pennsylvania Municipal Retirement System, the \$11,771.97 of foreign fire insurance gets remitted to Volunteer fire Fighter Association, and these are matching items. The ambulance tax of \$56,000 would be remitted to the expense line of "Tax revenue towards ambulance". Liquid fuels dollars of this year and some transfer from previous year are shown in the inter-fund operating transfer line, and \$100,000 of this total allocation would be spent in the expense item of highway construction. Gary Williams said that he was planning on fixing only one road in 2021.

Rachel said that other expenses included tax collection, road maintenance, township building expenses, fire, EMS, general government, administration, and an outstanding debt, which was being paid. A new expense item, accountant, was added into the budget, as all accountant's expenses were being entered into the computer item. Budgets for line items, "electric" and "municipal street lights" were dramatically increased for 2021, as a big rate increase was anticipated from the notice of Pike County Light & Power. The line item "hospitalization" was budgeted to zero, as the Township won't need to pay for the hospitalization in 2021. She made a motion to advertise the proposed budget for public comments, Penney seconded, and passed unanimously.

- c. **Employee Manual:** Penney Luhrs said that they were reviewing this manual, and it would be discussed in the next meeting.
- d. **PCLP Rate Increase:** Ms. Hendricks said that she had contacted Pennsylvania Office of Consumer Advocate (OCA) to discuss this increase. She continued that that office had responded back to her telling that it would file a formal complaint against this rate proposal at the PUC. Expert witnesses would be hired for reviewing testimony regarding the appropriateness of the proposed rate increase. She suggested collaborating with other municipalities regarding changing street lights to LED lighting. Mr. Stroyan suggested sending this correspondence to Matamoras Borough and Westfall Township. Rachel added that this letter could be sent to the County and Chamber of Commerce also. Solicitor suggested seeking for comments in this letter. Rachel made a motion to forward the correspondence that she had received from OCA to the neighboring municipalities, the County, Chamber of Commerce, and Econopac indicating that this outrageous rate increase needed to be stopped. Penney seconded this motion, and it passed unanimously.  
 Rachel made a motion for sending a letter to PCLP to get a price for changing the street light bulbs to LED bulbs. Gary seconded this motion, and it passed unanimously. Rachel made another motion to send a letter to PCLP indicating that this rate increase is impediment to the economy, Gary seconded, and it passed unanimously. Peggy Emanuel inquired how much the purchase and installation of LEDs would cost. Gary said that the Township would figure it out, and Rachel said that she would contact for grant dollars for this purchase and installation.
- e. **CDD Vendor/Craft fair – waiving zoning application fee:** The Zoning officer said that it was actually a flea market at their building/parking area. Penney Luhrs commented that the Habitat vendor fair fee was waived in the past. Rachel added that this organization had given out food boxes to the community. She made a motion to waive their zoning application fee, Gary M. Williams seconded, and it passed unanimously.
- f. **Quotes for Building Sanitization:** Supervisors discussed that the quotes did not need to be utilized right away, as one of the employees would sanitize the building right after the election. Penney suggested taking quotes for deep cleaning carpets. Rachel added that cleaning the building with CDC guidelines by professionals with insurances would ensure employees' safety.

#### **Public Participation:**

None

#### **Executive Session:**

All three Supervisors discussed personnel matters in the breakout room. Penney Luhrs declared that Harvey McKean would be hired as a fulltime salaried roadcrew from January 1, 2021. She added that his salary would be \$52,000/year, and he won't receive any health benefits or overtime pays. Gary M. Williams made a motion for this hire, Rachel Hendricks seconded, and it passed unanimously.

Penney Luhrs made a motion to pay the bills and adjourn, Gary M. Williams seconded, and it passed unanimously. Adjournment was at 8:06 P.M.

Respectfully submitted,

Shahana Shamim

Secretary/Treasurer