

**MINUTES**  
**December 7, 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 passed unanimously.

**Treasurer's Report:**

Shahana reported that since the last meeting she had received \$400.00 from sewage, \$10,400 from zoning, \$240.05 from Right-to-Know request, \$17.50 from Code Inspections, \$438.51 from State Police fines and Penalties, \$125 from Pike County Commissioners, and \$4,013.70 from tax collector. She also reported the account balances as \$119,904.07, \$14,859.85, \$43,289.98, \$7,834.67 and \$90,227.94 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 truck 750 was having some plough problems. He continued that the exhaust system of the truck needed to be repaired also. Some trees, which were down from the previous week's heavy rain, were cleared. Some ditches were fixed also.

**Zoning:**

The Zoning Officer informed the Supervisors that he had received applications for additions from Econopak and Ray's Auto. He added that he had also received an application for a shed permit.

**Public Participation #1:**

None

**Correspondence:**

Shahana presented correspondences including Pike County Assessment Office, NPS, Thomas J. Shepstone, Solicitor, Pike County Area Agency on Aging, Pike County Assessment Office, Pike County Planning, COG, PCLP, PestPractice, Pike County Conservation District, Kirk, Summa & Co. LLP, Pike, DEPG, EconoPak, County Tax Administration, and PSATS.

**Old Business:**

**Budget 2021:** Gary M. Williams made a motion to adopt the 2021 budget with the expense of \$548,953.42 and the tax millage of 12 mills, 10 mills being general fund and 2 being ambulance tax per the results of the referendum, Rachel Hendricks seconded, and it passed unanimously.

**Act 537 Plan Draft – Comments from the Planning Board:** Mr. Stroyan, the Vice-Chair of the Planning Board, informed the Supervisors that the Planning Board had been using their entire two hours of October and November workshops to discuss this draft, and the Secretary and Peggy Emanuel had written down Members' comments and questions on this draft. He continued that these comments and questions would be updated, presented at the December 22, 2020 Planning Board meeting, and then would be submitted to the Board of Supervisors at their January meeting. The draft includes 1,200 pages, which according to Mr. Spatz of HRG do not need to be reviewed. Zoning Ordinances, which are often changed, and Comprehensive Plans, which will be updated in the near future, of four Municipalities are in these 1,200 pages, and these are living documents. These 1,200 pages should be stricken from the document if reviewing these pages is not important. Matamoras had not done their review portion, and hence it probably is not too late. One problem with the revised one is that Milford Borough had changed their OLDS ordinance to a study, whereas the engineers did not change the second recommendation, which states "SHALL adopt the OLDS ordinance", while they let Milford Borough make it a study. The word "SHALL" in this page needed to be changed to "MAY". The draft makes a lot of assumptions about the grant money, and a far future predictions are made about the due amounts. Mr. Stroyan added that Mr. Spatz should respond to these comments and questions in writing. The Solicitor inquired if HRG had submitted any applications for a 30-day public comment period. Rachel said that Milford Borough was doing that, and Matamoras Borough was doing that at the planning commission level. She made a motion to send a letter to HRG advising them that Supervisors had given permission to the Planning Commission to submit their final comments to the Board of Supervisors at our first meeting in January, and then the Board of Supervisors will begin their discussion at that time, Mr. Williams seconded, and it passed unanimously.

**Fire Alarm Penalty Ordinance:** Mr. Stroyan said that Members of the Planning Board had agreed that this ordinance needed to be done. Mr. Williams said that the state of Pennsylvania has a false alarm ordinance, which covers all emergency calls, and hence the township does not need a separate ordinance. He added that the state law supersedes township ordinances. The Solicitor said that the Fire Company is trying to levy a fine, which could be used to recoup the cost. He added that he would take a look and report back at the next meeting.

**Advertisement for the Comprehensive Plan Survey:** Mr. Stroyan said that Mr. Shepstone had sent a news release for advertising the survey, which would be used to update the Comprehensive Plan. He continued that this ad is different than the one that was already advertised earlier. The Planning Board's recommendation was to readvertise this survey according to Mr. Shepstone's advice, and the Planning Board did not have the authority to spend money. Only 50 responses were received to date, and according to Mr. Shepstone, 100 responses would be needed to update the Comprehensive Plan. Ms. Hendricks made a motion to distribute Mr. Shepstone's press release for comprehensive plan survey to newspapers, bloggers, and radio, Mr. Williams seconded, and it passed unanimously. Mr. Williams said that a copy of this news release should be sent to Channel 13 also. Mr. Stroyan said that Mr. Shepstone had spoken with Carson Helfrich, and according to them the Comprehensive Plan needs to be reviewed, and not a lot of changes need to be incorporated into it. He added that including Mr. Helfrich for this update would save the Township a lot of money, and that he himself agreed with these planners.

**PCLP Rate Increase:** Rachel said that the Office of the Consumer Advocate is asking for individuals and entities to participate in the public input hearing. She made a motion to

communicate with the Office of the Consumer Advocate requesting a public input hearing on this rate increase, Mr. Williams seconded, and it passed unanimously.

**New Business:**

a. **Audit of Financial Statements for the year 2020 – Kirk, Summa & Co. LLP:**

Solicitor said that Kirk, Summa & Co. LLC had sent their audit proposal for auditing financial statements of the year 2020. Mr. Williams said that appointing this firm for the audit would need to be advertised. He made a motion to appoint this firm for auditing 2020 financial statements and to accept their proposal, Ms. Hendricks seconded, and it passed unanimously.

b. **Extension of Emergency Declaration:** Ms. Hendricks said that the emergency declaration by the Board of Supervisors had expired on that day, and the Governor had extended the emergency declaration to March 1, 2021. She made a motion to extend the COVID-19 emergency declaration for the township to March 1, 2021, Mr. Williams seconded, and it passed unanimously. Mr. DiLorenzo reported that the number of COVID-19 cases had gone up from statewide from 100-1000/day to 8,000/day (average of the past 16 days).

c. **Hiring a Snow-Plow Driver:** Mr. Williams said that a seasonal snow-plow driver with a CDL license needed to be hired. Ms. Luhrs made a motion to advertise for hiring a seasonal snow-plow driver, Ms. Hendricks seconded, and it passed unanimously. Ms. Luhrs and Ms. Hendricks suggested posting it in the face-book page.

**Public Participation:**

Fred Weber informed the Supervisors that 71 surveys were completed for the comprehensive plan from Milford Borough. He inquired if it would be possible to post a sign, such as, “no right turn for eighteen-wheelers” in front of the cookie factory so that big trucks don’t pass through Milford Borough. Mr. Stroyan suggested adding this as a condition. Mr. Williams said that a lot of companies come to this factory, Rt 6 & 209 is a state road, and the township does not have the authority to dictate who can use this road and who can’t. The Solicitor added that the Township’s conditions have to be reasonable, and it does not have the authority to dictate who can or can’t use a state road. Mr. Stroyan suggested having a conversation with them. Fred supported Mr. Stroyan by saying that it won’t hurt to have a conversation. Mr. Williams commented that large garbage trucks pass through Milford Borough every week. Ms. Hendricks suggested proposing the cookie factory to be a better neighbor by voluntarily limiting the passage of eighteen wheelers, as sometimes people don’t realize how their own actions can affect the community.

Kevin Stroyan said that some applications had come to the Planning Commission on the meeting day, and there should be a time limit for submitting applications. Mr. Stroyan continued that adding items into the agenda at the last minute makes it difficult for Members to review documents in that short period of time. Econopak was making a large addition in its property, and it would require a new conditional use hearing. Trucks enter this property, that raises a safety issue which needs to be addressed in the beginning, and that application had come a day before the Planning Board meeting. DEPG sent their updated sketch plan a few hours before the meeting, and according to that sketch, they were keeping the commercial portion, adding a medical facility, and were keeping the back portion of Santos’ property empty. The Solicitor said that a time limit of 10 days could be added into the Subdivision and Land Development Ordinance (SALDO) so that the Office Administrator could reject applications which are not

submitted within this time limit. He added that the SALDO ordinance of this township was very old, it needed to be updated, and Planners could look into it while they were working on updating the Comprehensive Plan. Rachel Hendricks suggested placing some rules *on* the website about the time schedule for submitting applications. Mr. DiLorenzo said that a checklist for accepting applications had existed in the township. The Zoning Officer said that the SALDO application mentions that the sketch plan has to be submitted 15 days before the Planning Board meeting. He added that the application also mentions that major and minor subdivisions have to be submitted five days before the planning board meeting. The Secretary added that this application is posted in the township's website, and it can be found under the "applications" tab. Supervisors agreed that these time schedule needed to be enforced. Ms. Hendricks suggested putting frequently asked questions about acquiring zoning permits in the township's website, as the zoning ordinance itself is very long. Mr. Stroyan asked the Secretary to take the Chairman's permission before posting the agenda into the website.

### **Executive Session**

Supervisors went to executive session to discuss personnel matters. After the executive session, Rachel Hendricks declared that Mr. Robert DiLorenzo had worked for 53.5 hours since March of 2020 for posting COVID-19 information as the Emergency Management Coordinator. She made a motion to pay him for these hours at the rate of \$15.95/hour, and that he would be paid at this rate for working as the Emergency Management Coordinator for the rest of this year. She added that this money is funded through the CARES Act Grant. Gary M. Williams seconded these motions, and those passed unanimously. Penney Luhrs inquired if personnel could be prepaid from this grant for 2021 for working on COVID-19. Rachel replied that the answer to this question probably is a 'no'.

There was no other business or executive session needed. Gary M. Williams made a motion to pay the bills and adjourn, Rachel Hendricks seconded, and it passed unanimously. Adjournment was at 8:08 P.M.

Respectfully submitted,

Shahana Shamim

Secretary/Treasurer