

MINUTES
December 21, 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 \$15,131.07 from Realty Transfer Tax, \$725.00 from Zoning, and \$21.58 from PSATS Unemployment Compensation Group. She also reported the account balances as \$97,916.08, \$22,684.40, \$45,556.70, \$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 there was a big storm the previous week, and the Ford f750 truck, which is ten years old, needed to be sent to a truck repair shop in New Jersey, as this machine wasn't working properly through that storm. He continued that the loan for the backhoe was scheduled to be paid in 3-4 years, and payments for the third year had already started. Penney suggested looking for another truck. Gary replied that some other townships had bought Peterbilt trucks. He added that ordering a truck will take 6-8 months, and it will cost somewhere around \$140,000. The Roadmaster recommended purchasing a new truck instead of a used truck and Mrs. Luhrs concurred. Mrs. Hendricks inquired about existing debt service for equipment and was told that the Township's current loan was due to be paid off in one or two years. Mrs. Hendricks asked for the specific payoff date to be provided at the subsequent meeting and noted that no money was budgeted for new debt service payments for a new truck in 2021.

Zoning:

The Zoning Officer informed the Supervisors that he had received two applications. He continued that one was for replacing an existing fence and the other one was for a conditional use for Mr. Ray Willis of Ray's Auto Repair, who was adding to his auto garage and an office into his existing business. This is a conditional use, as it is being added on top of an existing conditional use. The application came on the seventh of this month, but it wasn't digitized as of then. He had contacted Mr. DiLorenzo, who had told him to add it into Planning Board's agenda as an informal review. Applications or any submissions do not need to be reviewed at the Planning Board meetings even if they do come within time limits, which are specified in applications, and Members can always forward it to the next meeting.

Mr. Stroyan suggested informing Members as soon as any applications arrived at the township office. The Zoning Officer said that a procedure needed to be set, as Supervisors do not

recommend holding two hearings for a single applicant, who need to be told what to do. He continued that according to the ordinance, any applicant can walk into the meeting, and can submit his/her application, which Members need to look at for completeness. If the application is complete, then Members can let the applicant know that the submitted application would be discussed at the next scheduled meeting. Rachel added that Members would still need more time to check for the completeness of applications. The Zoning Officer inquired if he could require pdf files as a part of applications, and the Solicitor replied that it cannot be required unless it is specified in the zoning ordinance. He added that according to the ordinance, the hearing has to be held within 90 days of the submission of the application. Mr. Stroyan said that the ordinance states that the Planning Commission may hold a public hearing. He added that if the conditional use is large, then the Planning Commission should hold a public hearing. Econopak was doing a large addition, and the Planning Commission might need to hold a public hearing for it. Asking the Planning Board to attend Supervisors' public hearing can be a way to handle it. It is difficult to review plans electronically, and hence paper plans should still be provided to Members.

The Zoning Officer said that a procedure should be set about how these paper plans would be distributed to the Members. Penney suggested that the Secretary could mail paper plans to each Member. Mr. Stroyan said that those plans would need to be collected, and Members would have to sign those plans, as the applicant would need six copies for their recording. The Solicitor added that only two signed plans would be needed for the Court House. The Zoning Officer said that the zoning ordinance does not have any information about how many signed plans would need to be returned to the applicant. The Solicitor said that he would review this matter. Mr. Stroyan added that the old conditional uses for Ray's Auto and Econopak should be presented to the Members for their conditional uses, as existing conditional uses were being revisited in both of these applications.

Public Participation #1:

Shahana inquired if she should make the township's donation check of \$2,500 for Milford Fire Department Ambulance, as the yearly budget for this item was \$7,500, and \$5,000 was already donated to them. Supervisors said 'yes'.

Correspondence:

Shahana presented correspondences including Pike County Planning, Greater Pike Community Foundation, United States Department of the Interior, Pike County Office of Community Planning, Center for Rural Pennsylvania, Solicitor, PestPractice, COG, Pike County Conservation District, Certificate of Liability Insurance, Dingman Township, Shepstone Management Company, Inc., Delaware River Joint Toll Bridge Commission, and PSATS.

Old Business:

Fire Alarm Penalty Ordinance – Solicitor's review: The Solicitor said that Municipalities are doing their own False Alarm Penalty Ordinances so that they can collect the fee. Mr. Williams said that the fee is paid to the magistrate's office, and it is a non-traffic citation. He inquired who would be empowered to do that without as this township does not have a police department. The Solicitor replied that according to all ordinances, the chief of the fire department is empowered to do that. Mr. Williams added that Delaware Township has their own fire chief, whereas Milford Township does not. He continued that court attendances would be needed every time a non-traffic citation is created, as there are always excuses, and the fine is

\$300 after three false alarms. It is hard to get to the court for daytime workers, as court hearings are held during daytimes. Ms. Hendricks added that Jeff Christensen, the fire chief, had asked this Township to consider this ordinance, and hence he could be asked to join the next workshop to discuss this matter. The Solicitor said that alternate people could be empowered for enforcing this ordinance, but the person who documents the violation has to be present at the court. He added that his ordinance does not often get adopted by a lot of municipalities, as nobody steps up to be in charge of enforcing this ordinance.

PCLP Rate Increase: Rachel said that Shahana had made a draft letter about this rate increase for the Office of Consumer Advocate. Supervisors asked her to forward that letter to the Office of Consumer Advocate.

Comprehensive Plan – Mr. Shepstone urges residents to do the survey: Rachel said that this survey ad was supposed to be under press release, but it was advertised as a display ad in the Pike County Courier and the Pike County Dispatch. Mr. Stroyan commented that the Secretary did not realize the difference between a press release and a display ad. He added that the display ad stands out, and it is fine. He suggested contacting Mr. Shepstone for learning how to contact local bloggers so that this survey could be advertised through them. Shahana added that she was working on advertising this news release in Channel 13 also.

New Business:

Pike County Planning Commission – Member Nominee Request: Penney said that people who know about what is performed in Planning Commissions should be chosen for these positions. Mrs. Hendricks noted that the meetings are at 3 pm, which negates the participation of most daytime workers. Penney added that she herself could try to fill this position, it could be advertised, or this township's Planning Commission could be asked for nominees. Supervisors asked Mr. Stroyan to discuss this matter in the next Planning Board meeting.

Public Participation:

Ms. Hendricks made a motion to send letters to Members of Planning Commission and Zoning Hearing Board thanking them for their service, Mr. Williams seconded, and it passed unanimously.

Ms. Luhrs said that Sean Strub had written an article about the Sewer Extension. She added that she thought it was quite well-written. Ms. Hendricks commented that it was largely in response to the request not to hold any public hearings during the shut-down phase of COVID-19.

Mr. Stroyan said that a thank you letter should be sent to Sharon Franks for her many years of service to COG (Council of Governments). Ms. Luhrs made a motion for Shahana to send a letter of appreciation to Ms. Franks on behalf of the Supervisors, Mr. Williams seconded, and it passed.

Executive Session

The meeting was then recessed into executive session to discuss personnel matters. Following the reconvening of the regular meeting, Mr. Williams made a motion to hire Dana Presto for \$18/hour as an on-call snowplow driver. He added that he would arrange a drug test for this new employee, who would have to pass this test to be hired. Rachel seconded this motion, and it passed unanimously.

Rachel made a motion to give Jerry Williams a gift of a clock inscribed with thanks for his service, not to exceed a cost of \$100, and a proclamation, as he was retiring at the end of that month, Penney seconded, and it passed. Rachel made a motion to pay Jerry Williams in advance, for the rest of the year so that his income remains in the calendar year for the purpose of his pension paperwork, Penney seconded, and it passed.

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 8:00 P.M.

Respectfully submitted,

Shahana Shamim

Secretary/Treasurer