

**MINUTES**  
**May 3, 2021**  
**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 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-Chair Rachel Hendricks, Zoning Officer Shawn Bolles, Solicitor Anthony Magnotta, and Secretary/Treasurer Shahana Shamim.

Rachel Hendricks made a motion to approve the minutes of the previous meeting, Penney Luhrs seconded, and it passed unanimously.

**Conditional Use Hearing – Ray’s Truck and Auto Repair:** Penney Luhrs made a motion to open up the hearing, Rachel Hendricks seconded, and it passed. The Solicitor stated that a public notice was advertised and a copy provided by the Secretary, and the stenographer, Tara Wilson, was present. Mr. Ray Willis explained that he had purchased the property from Mr. Don Quick, who was the owner of Architecture and Iron Company (AIC) at 104 Ironwood Court. It was turned into a truck and auto collision repair shop, and that was the original conditional use. Don Quick became a tenant for about five years. This conditional use is about making a couple of additions, 1100 square feet on the western side for additional shop space, and 700 square feet on the eastern side for the office space, waiting area, and a restroom. A little bit of housekeeping on the original conditional use was done because of this proposed addition. The second item of the original conditional use was updated by specifying that the 2,000 sf. building was a collision shop, and the 2,400 sf. building was tAIC. Condition #6 was updated, as the number of employees was being increased from 12 to 15-18 for RAKL. Bathrooms would be added to accommodate the increase of employees, and according to the SEO of this Township, the septic is adequate for adding the bathroom. Parking spaces would be increased from 34 to 47.

For condition #11, Mr. Willis said that he would like to seek permission to sell used cars, and according to the Planning Commission, the maximum number of used cars that could be sold is five, which is adequate for his needs. The Solicitor inquired if Mr. Willis had a separate office for selling used cars, Mr. Willis replied that he has an accommodated space for this purpose. He continued that the condition #18 is updated by putting in additional lighting for the proposed building. Condition #22 would be updated by a joint continuation of Ray’s Auto and AIC instead of just Ray’s Auto. In reply to Ms. Hendricks’ inquiry he said that it is a collision repair shop, and from time to time, he gets used cars to sell, but that is not the basic purpose of his business. According to the state, a license is required to sell more than five cars in a year, he never gets that many to get rid of, and the Planning Board had recommended not selling more than five cars in a year. Rachel inquired if he would need to make a separate entity for selling used cars. Mr. Willis replied that everything of his business is run under R.A.K.L. Enterprise, and there are separate entities under that entity for running the business, for protection. The Solicitor added that the condition of used car sales not to exceed five per year at the site needed to be included

into the list of conditions, and the space for the used cars needed to be specified as the used car lot. Ray added that his business is considered a hub, rental cars come in, and they don't stay there for more than a couple of hours.

Mr. Stroyan, the Vice-Chairman of the Planning Commission, added that the Planning Commission had overlooked the fact that Commercial towing facilities needed to be available 24-7. The Solicitor added that the list of conditions did not include Sundays for towing, and hence it should be included in that list. Mr. Willis added that none of his employees stay in the site for 24-7, the tow drivers are on call, they are dispatched to scenes for providing services, and then they go back home 90% of the time. These crews do not make a lot of noise if they need to go to the business premise, and they do not stay there for more than an hour. The Solicitor added that the phrase, "commercial towing is conducted on a 24-7 basis", will have to be added to the condition# 5. Ms. Hendricks made a motion to close this hearing, Penney seconded, and it passed. Penney made a motion to open the meeting back up, Rachel seconded, and it passed. Penney made a motion to approve this conditional use application contingent upon adding "towing will be conducted on a 24-7 basis", the verbiage to a minimum of five spaces for the used car lot, and a separate space in the office for selling used cars. The Solicitor added that a letter from the Sewage Officer would be another condition for the proposed additions, as there would be more employees. Mrs. Luhrs amended the motion to include this condition. Rachel seconded the motion, and it passed.

**Hearing – Amendment to SALDO (definition of land development):** Penney made a motion to open this hearing, Rachel seconded, and it passed. The Solicitor said that this hearing was for amending the Definition section of the Land Development, and this amendment would bring this definition to conformity with the Municipal Planning Code. He added that the County Planning Office sent a letter stating that they had reviewed this amendment, and they had no comments. He further added that the Planning Commission had also recommended this amendment. Penney made a motion to close the hearing and to go back to the meeting, as there were no public comments. Rachel seconded to this motion, and it passed. Penney made a motion to accept this amendment, Rachel seconded, and it passed.

#### **Treasurer's Report:**

Shahana reported that since the last meeting she had received \$101,641.79 (Ambulance \$16,940.26 & Real Estate \$84,701.53) from the Tax Collector, \$116.50 from Code Inspections, \$200.00 from Zoning, and \$0.25 from a Right-to-Know request. She also reported the financial institution account balances as \$233,808.74, \$25,904.23, \$29,725.69, \$7,835.06 and \$153,338.61 in Wayne Bank (Investment), Wayne Bank (Payroll), NBT Bank, PLGIT (General), and PLGIT (Liquid Fuels) accounts respectively.

#### **Roadmaster:**

Penney said that the Roadmaster was unable to attend the meeting, and he had asked for a vote to advertise the bid for paving T428 Schocopee Road. Penney added that the bids will be accepted until June 7, 2021, 1:00 P.M., will be opened on June 7, 2021 at 7:15 P.M, and will be awarded at around 7:30 P.M. on that day. She made a motion to advertise this bid twice, Rachel

seconded, and it passed. The Solicitor added that placing these bids in PennBid is another option for future paving bids, more bidders could be acquired this way, and thus, better prices could be available. He added that Township Engineers usually perform these placements.

**Public Participation #1:**

None

**Correspondence:**

Shahana presented various correspondences received, including from Planning Commission, UGI, Nicholas Miller, Pike County Area Agency on Aging, A+ Onsite Computer Repair, Greenwood Hills Property Owners Association, Kiley Associates, LLC., ECONO-PAK, Pike County Planning Office, Rachel Hendricks, Matt Cartwright, and PSATS

**Old Business:**

**a. Greenwood Hills Property Owners Association – Application to use the parking lot or the meeting room for its annual meeting:** Ms. Luhrs made a motion to allow them to use the Township Building parking lot on May 15, 2021 for their HOA meeting, Rachel seconded, and it passed.

**New Business:**

- a. Tom Miller - Request for repair of culvert pipe and drainage system on School House Drive due to flooding:** Penney said that Mr. Williams had checked on this culvert, and there was nothing wrong with it. The Solicitor suggested that the Township Engineer needed to take a look at it, as according to Mr. Miller's letter, it was an ongoing issue. He added that it might be the storm water runoff from a neighboring property, and this Township wouldn't have anything to do with the flooding the property owner is experiencing if that is the case. Penney made a motion for the Township Engineer to take a look at the culvert pipes that this Township owns and maintains, Rachel seconded, and it passed.
- b. L.C. Station – Conditional use application – recommendation from the Planning Commission:** Penney said that the Planning Commission had sent their recommendation for this application, and the Solicitor suggested advertising for a hearing for the June 7<sup>th</sup> meeting. Penney made a motion to advertise for this hearing for June 7, 2021, at 7:00 P.M., Rachel seconded, and it passed.
- c. May 25th Blooming Grove Ambulance Services meeting:** Rachel made a motion to approve the Supervisors' participation at this meeting, Penney seconded, and it passed. Rachel continued that at the past meeting, it was discussed that the need is really great, and the County is considering a plan to match the two mills of tax for the EMS service from the American Rescue Funding that they are expected to get. According to the correspondence from the Fire Department, to date, calls were responded to in the first 109 days of this year from Milford Township, Milford Borough, Dingman Township, Shohola Township, and Westfall Township at 54, 54, 102, 22, and 11 calls respectively. Some calls included transportation, some didn't,

and some were QRS calls. QRS requires less resources, one qualified responder goes out with the fire truck, an ambulance is often not needed, and an evaluation of whether an ambulance would be needed is done. There were audio issues in the meeting, it was easy to hear the zoom participants, but it was hard to hear the rest of the participants in the room. She added that she had communicated to Nick Mazza about it, and they are looking into getting additional microphones.

- d. **Applying for a DUNS number - required for American Rescue Federal Funding:** The Solicitor said that the U.S. Treasury has provided guidance that all Municipalities that receive federal funds through the American Rescue Plan (ARP) will need to have a valid DUNS number to meet reporting requirements under the program. He added that DUN & Breakfast provides DUNS numbers. Rachel made to motion to apply for this number for obtaining American Rescue Plan Funding, Penney seconded, and it passed.
- e. **Vaccine Clinic:** Rachel said that the next vaccine clinic is scheduled for May 12<sup>th</sup> at St. Patrick's Parish Hall. She added that the last clinic was very successful,. She further added that the upcoming County clinics would accept the walk-ins, three County Clinics were coming up, and vaccines would be available on weekends soon.

Rachel commented that the application from LC Station indicated that there would be hazardous materials, the paperwork for which indicated the building should be designed with special lighting, etc. limitingsparks on that property, whereas the comments of Kiley Associates indicated that there is no risk of explosion, and no extra steps would be needed. The Solicitor said that he would take a look at it, and he would contact Lou Cozza, the Engineer from Kiley Associates. Mr. Bolles, the Zoning Officer, said that Mr. Fuller, the Alternate Engineer, had received a copy of this application for reviewing. He continued that according to the Ordinance, 11 copies of plans are required to be submitted, but this number probably should be increased to 15 so that each Supervisor and the Fire Department could have their own copy. He further added that he would provide the final version of the LC Station application to the Fire Department. Electronic copies could be very helpful, as people often prefer electronic copies, and it would reduce the number of papers in the office. The Solicitor added that the Planning Commission could communicate this update with Mr. Shepstone.

Rachel made a motion to move forward with Mr. Shepstone for updating the SALDO. She also made a motion to apply for Scenic Rural Character Preservation (SRCP) funding for making the individual Comprehensive Plan of this Township. Penney Luhrs seconded these motions, and those passed. Penney asked the Zoning Officer to point out the existing discrepancies in SALDO so that those could be updated.

### **Public Participation #2:**

Bill Pittman commented that he was using County Waste for his waste disposal, and his monthly payment was \$45.50. He continued that after learning about Eastern Waste and

Recycling of New York, he called County Waste, which agreed to give a new customer rate of \$35 to him. He inquired if Delaware River Joint Toll Bridge Commission was a private or a Governmental Entity. The Solicitor replied that it was originally a Governmental entity, and States might have controls over it. He added that EZ pass helps to save money for the drivers, and it also reduces physical handling of money. Ms. Luhrs added that her father-in-law used to say that back in 1955, when they were building this bridge, they had said that there would be no tolls when the bridge is paid off. Rachel added that they have learned that it is never totally paid, as when it is paid it is time for repairs.

The Zoning Officer informed the Supervisors that one of the taxpayers became frustrated when the Secretary told him that the Tax Collector had retired from the Secretary position, and hence the tax could not be collected at the office. He continued that he himself had tried to explain that to the taxpayer, who became very confrontational to him. That taxpayer had called the Secretary afterwards to apologize. Mr. Pittman commented that the mailing system is not very trustworthy these days, he himself had left his own tax in the mailbox, which is right outside the building, and he had called to inform the Secretary that he had left his tax there. Rachel added that Lorelei Davis, the Deputy Tax Collector, was in the office from 10am – 5pm on last Thursday and Friday for the in-person collection of taxes, and this information was included in the tax bills. She asked if employees gave the man the Deputy Tax Collector's phone number, to which they indicated they had attempted to call Ms. Davis directly but did not immediately reach her. She added that employees of this Township must be treated respectfully, if anybody fails to treat the employees respectfully, then they should be asked to leave and return when they can conduct themselves appropriately, and if they refuse to leave, they should be told police will be called which employees should do if necessary.

There was no other business or executive session needed. Penney Luhrs made a motion to pay the bills and adjourn, Rachel Hendricks seconded, and it passed unanimously. Adjournment was at 8:21 P.M.

Respectfully submitted,

Shahana Shamim

Secretary/Treasurer