

MINUTES
July 19, 2021
Hybrid Workshop of the Board of Supervisors (Zoom ID was advertised in advance in the
Pike County Dispatch)
560 Route 6 & 209
7:00 p.m.

Mr. Williams said that the Water Authority employee, Jake Peters, could be hired to work part time at the rate of \$16.50/hour.

Rachel suggested taking minutes of the workshop. The Solicitor said that the Sunshine Law does not require taking minutes for executive sessions and workshops, but Jefferson Township does take minutes of everything and they post those in the website. Rachel suggested writing down at least what was discussed in the workshop without a lot of details.

The Solicitor said that according to the report received from them, the Milford Fire Department had made a \$54K ambulance loan payment, bought some supplies, and spent 42K for the paid EMS, which Penney inquired if that gets reimbursed. Rachel suggested doing the EMT appreciation month the following month.

The Solicitor said that the law that came from the Office of Open Records will be effective from August 29, 2021, and according to that law, adding anything, which involves spending money, to the agenda will need to be voted on and explained as to why it was not on the original agenda. He also indicated that guidance will be coming down with further detail as to whether items can be acted on if they require any money to be spent, including the involvement of staff time, an attorney's time etc.

With regard to the Schoolhouse Road house flooding, Gary said that the evidence showed that water comes down Mr. Miller's driveway and goes to his sub pump, and not to his basement. He continued that the engineering review cost was \$1,200 for this problem. There is a pond on Schocopee Road, and a drain was dug a couple of years ago. Some rings were put in, and the depth of water in that hole is always eight feet. Mr. Williams added that Mr. Miller was putting berms around his driveway. Rachel said that Mr. Miller had said that surface water was coming down his driveway, and his original letter had stated that his basement was being flooded from this water. She continued that when they visited that house, it had rained a lot, and there was no surface water at all. The previous owner of that house did not have this problem, but he suddenly started having this problem. He cut a some trees, and when he was asked about it his reply was that he had left the roots to soak up the water. Penney added that Mr. Miller had said that he had a crack in the house, and that would not solve any water problem.

Shahana said that she had completed the DCED application for receiving the American Rescue Plan (ARP) funds and the SAM registration was active also. She added that this money would be deposited after 4-6 weeks. Rachel suggested having a separate account to receive this money, as it would be helpful in tracking the expenses for future audit.

MINUTES

July 19, 2021

Hybrid Meeting of the Board of Supervisors (Zoom meeting ID was advertised in advance in the Pike County Dispatch)

560 Route 6 & 209

7:00 p.m.

A scheduled meeting of Milford Township Supervisors was called to order at 7 P.M. by Chairperson Penney Luhrs. Also present in person were Vice Chairperson Rachel Hendricks, Supervisor Gary M. Williams, Solicitor Anthony Magnotta, and Secretary/Treasurer Shahana Shamim.

Rachel Hendricks made a motion to approve the minutes of the previous meeting, Gary M. Williams seconded, and it passed.

Treasurer's Report:

Shahana reported that since the last meeting she had received \$17,101.00 from R.E. Transfer Tax, \$4,994.28 from Pike County Tax Claim Bureau, and \$196.69 from Magisterial District Court. She also reported the financial institution account balances as \$270,917.69, \$9,246.22, \$34,031.61, \$8,190.68 and \$153,341.20 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 after the previous meeting a tree in Foster Hill Road and another one in Pine Acres had fallen, and it needed to be taken care of immediately. Shoulders of Schocopee Road were cleaned up, in preparation for the paving. He added that he was still waiting to hear the start date for the paving.

Mr. Williams said that Jake Peters had helped when the tree in Foster Hill came down. He can run the loader and the backhoe, and he has the snow plowing experience also. He works for the Water Authority, but he is off on Fridays. He made a motion to hire him as a parttime Township employee at an hourly rate of \$16.50/hour, Ms. Hendricks seconded, and it passed unanimously.

Public Participation #1:

None

Correspondence:

Shahana presented various correspondences received including from ARP, CDM Smith, Hazard Mitigation Planner, Joe Hudak, Matt Cartwright, Pike County Conservation District, Pike County Office of Community Planning, Pike county Commissioners, Pike County Conservation District, Planning Board, PSATS, Solicitor, and Vito Dibiasi.

Mr. Stroyan inquired what the correspondence about the agenda was. Mr. Magnotta explained that it was the Senate Bill 544, which required that all Municipalities' agenda must be posted on the website 24 hours in advance of the meeting, and it cannot be changed except by majority of the votes. The agenda could be changed after posting and before the meeting, but it must not involve the expenditure of funds. The majority of the governing body will have to vote

to change the agenda, but the revised agenda would have to be posted on the website within 24 hours after the meeting, and the minutes would have to specifically explain the reason for changing the agenda. He added that it will go into effect on August 29th. Mr. Stroyan asked if the minutes would have to explain the reason for the change only if it pertains to expenditures. The Solicitor indicated any change to the agenda would require an explanation and added that it would be an extra administrative headache for some cases, such as, a resident showing up to make a complaint.

Rachel said that Ms. Emanuel had attended the Hazard Mitigation meeting at the County, she had received some worksheets to fill out, and those were due by August 6th. Ms. Emanuel said that Mr. Bob DiLorenzo and she were working on the Emergency Management Plan, and she had forwarded these worksheets to him. Rachel said that Supervisors had asked her work on these worksheets also. Mr. Stroyan said that Mr. DiLorenzo would be on vacation; he would be happy to help, and he asked the Secretary to forward those worksheets to him. Rachel made a motion to form a committee of three members, herself, Bob DiLorenzo, and Ms. Emanuel for working on the Hazard Mitigation Plan, and she added that input from the public would be welcome. Mr. Williams seconded to this motion, and it passed unanimously.

Old Business:

- a. Expenditure Report from the Fire Department - Disbursement of Ambulance Tax Money:** The Secretary said that to date she had received \$55,532.38 from the ambulance tax, and \$24,000 of that tax money had been already transferred to Milford Fire Department. Penney commented that the financial report that Milford Fire Department Ambulance had provided, stated that this Township had given \$26,500 to them. Rachel added that Milford Borough had sent \$15,000 to Milford Fire Ambulance. She continued that the ambulance should report about all the calls that they had handled, the coverage, and whether volunteers were still going out during the hours that this Township was not paying for, but all the funding should not be held for that purpose. She made a motion to remit \$10,000 of ambulance tax money to Milford Fire Ambulance, and to send a letter requesting all of the year-to-date call information, as opposed to just Milford Township calls, so that whether this Township was covering its fair share could be identified. She added that the information about whether the volunteers were still going out during the hours when paid staff is not available needed to be requested. She further added that they should also clarify the discrepancy of their report of \$26,500 receipt from this Township, which had only remitted \$24,000 to date, and the date through which the DVEMS expenditure represented. Mr. Williams seconded this motion, and it passed unanimously.
- b. CDM Smith – Milford Water Main Replacement and WTP System Upgrade:** Penney said that in the last meeting Mr. Nick May had explained that a new pump station would be constructed, and the existing pump station would be knocked down after confirming that the new tower works well. Mr. Williams added that a small part of it will be on Water Street, which is in this Township, and it is a State road. Rachel added that they had asked to answer some questions, such as if this project would be consistent with the zoning and stormwater management ordinance of this Township, and to send the acknowledgement back to them. Rachel inquired if a full-size map was sent. The Secretary said that she had received only one map, which she had provided to the Supervisors. The Solicitor said that their correspondence did not include any calculations, and it needed to be reviewed by the Engineer. Mr. Stroyan commented that their

correspondence stated that there are two brook crossings, and if the tower goes down then the brook will handle the additional water flow. Rachel added that the correspondence stated that they will apply to the Township for permits, and they were looking for an acknowledgement from this Township. She asked the Secretary to forward this correspondence to the Zoning Officer and Kiley Associates.

New Business:

a. Lot Improvement Application – Donald Quick – Recommendation from the

Planning Board: Mr. Quick said that his application was about moving two lot lines in Milford Heights Subdivision, and these lots were commercial and over two acres. He added that a report from Kiley Associates had asked for some requirements to be met. Mr. Stroyan said the Solicitor of the Planning Board had said that meeting these requirements would not be necessary, as it was about a simple moving of lot lines. He added that Members had decided to approve these lot line changes with the Supervisors' approval, and Members would sign after the affirmation of the Board of Supervisors. He continued that if the Supervisors cannot affirm it then it would go back to the Planning Board.

Mr. Quick said that he had submitted 11 copies of his plans to the Zoning Officer, some changes were required, and then he had to submit another set of 11 copies with corrections. The Solicitor said that it is a subdivision, and hence the section of the subdivision and land development ordinance needed to be complied with. Ms. Hendricks added that the biggest issue was that Kiley Associates had asked to submit a contour map. Ms. Hendricks said that Mr. Petersheim from Greenwood Hills had a similar application, and contour maps were not required from him. The Solicitor said that Mr. Petersheim's application was not a subdivision, and he had taken some portion of a property to add to the other property. Access to lot 1 in this case, is off the highway. The section of the ordinance that protects the township from responsibility for the highway occupancy permit must be noted on the map as required in the ordinance. The Solicitor said that the two sentences, "the improvement and maintenance of the private access street shall be the sole responsibility of the person benefitting from the use thereof" and "highway occupancy permits are required for access to roads that are under the jurisdiction of Pennsylvania Department of Transportation pursuant to the State Regulation (PL 1242, #428, Section 420)" will have to be added under the general notes of the plan. Ms. Hendricks made a motion to approve Mr. Quick's lot improvement with the conditions added to the general notes of the map, Mr. Williams seconded, and it passed unanimously.

Public Participation #2:

Mr. Stroyan said that a representative from the Fire Department should report what incidences are being responded to. He continued that there were too many speculations on both sides about what's going on. A lot of money will be given to them on a regular basis, and hence this Township is entitled to knowing where they are responding to. Mr. Williams said that in the first half of the year they had handled 98 calls in the Township, and 46 of those were transported. Mr. Stroyan said that that information was for this Township only, and they hadn't given the information about all the calls that they had received. Rachel said that there would be a meeting

at the County to roll out their match. She added that Shohola Township had approved \$9,000 for the EMT service to the Milford Department for the 2nd quarter of this year.

Executive Session:

Rachel Hendricks made a motion to recess into this executive session to discuss a personnel matter, and then to pay the bills.

There was no other business or executive session needed. Rachel Hendricks made a motion reconvene the meeting and adjourn. Adjournment was at 8:30 P.M.

Respectfully submitted,

Shahana Shamim

Secretary/Treasurer