

MINUTES
January 18, 2022
Hybrid Workshop of the Board of Supervisors (Zoom ID was advertised in advance in the
Pike County Dispatch)
560 Route 6 & 209
6:30 p.m.

Mr. Williams said that the township received some Real Estate Transfer Tax, as Waterwheel Restaurant was sold for \$1,40,000, but the statement that was forwarded to the Township stated that this restaurant was situated in Milford Borough. Supervisors asked the Secretary to call the Tax Assessment Office to inquire about this.

Rachel said that this Township was supposed to get a match for the ambulance money up front before 2022 had started. She continued that the Secretary had contacted Krista Gromalski, the Deputy Chief Clerk, regarding this matter, and according to Ms. Gromalski, the Township will have to spend the money first, then provide quarterly reports about the Township's money and the County money for the quarter. The Township doesn't receive any tax money until the end of the first quarter, the County's tax money that is due at the end of the last quarter of the year may not be matched in the calendar year, and why the County changed their program needed to be questioned so that the Township can fully understand the expectations and requirements. The Solicitor said that funds would have to be expended, and then those funds would be matched. Rachel added that they were initially doing the match based on the report, which was submitted by October 1st, of what the Township was going to collect and spend on the ambulance, and the Township was not supposed to spend anything up front to get the match. She added that she had reached out to Jane Neufield, who told her that the County had changed it to the quarterly, and any money not spent in a quarter won't rollover to be available later.

The Solicitor said that the money was budgeted through the tax, that money is designated for Emergency Medical Services, and Gary added that the Township is mandated to forward this tax money. Rachel added that the budget was set to receive the County's match of \$60,000, to spend that match, and that money was going to enable a 12-hour paid service seven days a week for the entire year. She continued that she had contacted Jane Neufield, who told her that the County originally was going to use their ARP money to make this match, and now they have decided not to. The Solicitor added that that's probably why they had changed their reimbursement policy. Rachel added that the Township may not get the money back if the County doesn't explain the rules. She added that communication with the County is needed. The Solicitor added that the County should have a written policy about this match.

Shahana said that Ms. Gromalski had told her that the Township would have to forward the ambulance tax money to the ambulance, fill out the quarterly information in the form that the County would provide, and then the County would forward that amount. Rachel added that the Township does not receive any tax money in the first quarter, and that meant the Township won't receive the County match for that quarter without fronting the money. Shahana added that at some point she had asked the County to match the money directly to the ambulance. Rachel said that the County indicated they would match the money directly to the Township. The Solicitor added that the County had changed the whole procedure without notifying the Township. He added that the written policy should include the information about the timeframe of the County match. Rachel added that the County might be looking for a receipt from DVEMS

expending the money on the services hours, and that way, the reimbursement would be extended even longer.

Gary said that he had contacted Pike County Light & Power regarding the LED lights, and they had informed him that they had all the locations of the streetlights. Rachel asked how long the rate that PCLP had provided would be good, and she also inquired if any contracts would be required. Gary said that the rate would be good until June, but the rate is half of what the Township is currently getting. Rachel asked how the wattage changes would be determined as the lights were being changed to LEDs. Gary replied that there are three different bulbs, and the LED bulbs would be brighter even with the less wattages. Gary added that they had said that they would be able to provide less bright LED lights if there are complaints of those LED lights being too bright.

Gary said that the Township truck had slid into the ditch in the past weekend, and he spent hours on the phone to locate the replacement parts. He continued that he was able to find a tailgate sander, which he didn't want to buy unless he had to. He finally found the parts that day, and the manufacturer told him that those parts should arrive within 30 days. The older sander would continue to be used temporarily until these parts come, and an authorization would be required for buying the tailgate sander in case the ordered parts don't arrive on time.

MINUTES

January 18, 2022

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 Vice-Chairperson Rachel Hendricks. Also present were Supervisor Gary M. Williams, Solicitor Anthony Magnotta, and Secretary/Treasurer Shahana Shamim.

Ms. Hendricks said that Penney Luhrs, the Chairman, was attending another meeting, and she herself would be filling the Chair for her. Mr. Williams made a motion to amend the agenda to add one item, consideration of spending up to \$5,000 on a new sander, as one of the trucks were damaged in an accident the previous night. Rachel added that this emergency had happened over the weekend, some additional storms were pending, and this issue needed to be addressed immediately. She seconded the motion to amend the agenda, and it passed.

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

Treasurer's Report:

Shahana reported that since the last meeting she had received \$400 from Sewage, \$428.72 from Pike County Tax Claim Bureau, \$87.63 from County of Pike Probation Office, \$125 and a \$100 bond from Pike County Humane Society, and \$17.50 from Code Inspections. She also reported the financial institution account balances as \$151,819.15, \$77,854.88, \$6,837.05, \$16,726.72, \$8,387.03, and \$70,270.44 in Wayne Bank (Investment), Wayne Bank (General), Wayne Bank (Payroll), NBT Bank, PLGIT (General), and PLGIT (Liquid Fuels) accounts respectively. Rachel asked her to move all the expenditures for the technology associated with the hybrid meetings, such as the microphones, the television, and the Zoom subscription into the General account

from the account holding the ARP funds. Rachel also asked her to have the detail of those expenditures ready for the next meeting.

Roadmaster:

Mr. Gary M. Williams, the Roadmaster, said that on the past Sunday morning, the Township truck slid into a ditch at the upper end of Owego Turnpike, and the sander was damaged. He continued that he had contacted E.M. Kutz, and they had located the parts, which would take about 30 days to get shipped. he had also found a tailgate sander, which cost \$5,000, in Honesdale. He asked for authorization to purchase it in case the ordered parts from E.M. Kutz don't arrive in 30 days, and the roadcrew will continue working with the existing sanders. Parts are very difficult to find, and shipping costs are very high. Rachel said that the consideration of this purchase would be put under new business.

Gary also reported that six loads of salt had been purchased since Christmas, and the roads are kept clear. The roadcrew had worked for 24 hours on the roads, and there were no complaints. There might be another storm on Thursday morning, the temperature would be below freezing for the following few days, and a there might be a nor'easter the following Saturday.

Gary added that Bernie Sheeran, President of the Milford Fire Department had recently passed away, and the attendees held a moment of silence. Gary further added that Bernie was always there to help anybody that needed help. Mr. Christensen said that he has information about the funeral services for Bernie, and he would be happy to provide it.

Public Participation #1:

None

Secretary's Report:

Shahana presented various correspondences received, including from Wheatfield Village Homeowners' Association, Pike County Humane Society, HRG, Solicitor, Mike Mrozinski, Pike County Commissioners Office, Brian Snyder, PSATS, Pennsylvania Municipal League, Powells Rental, Proclamations Department, Faith Stead, Tax Collector, and certificates of liability insurances. Rachel asked her to post the RFP for the Comprehensive Plan on the Township website, and to add it to the agenda for the next meeting so that it could be advertised. She continued that she had communicated with Matt Roberts about the Wheatfield Village well test, and he had said that he had missed the little part that stated that the total coliform was tested, and no traces were found. It was underneath the chart, but Matt was asking for the actual lab report, and not the one that was sent by that Association. Rachel added that she would contact the president of that Association for the actual lab results.

Old Business:

- a. **LED Street lights – termination from Direct Energy:** Mr. Williams said that at the present time we are getting the power from Direct Energy and the cost was over 13 cents per Kilowatt, whereas Pike County Light & Power (PCLP) would provide this service for 7.3 cents per Kilowatt. He continued that this rate might change in June , and the contract with Direct Energy needed to be canceled. PCLP would change all the streetlights of the Municipality to LED, and there would be no up front cost to the Township. The contract with Direct Energy is due to expire soon, and cancellation notices from them would be

required to transfer to PCLP. Rachel made a motion to obtain the copy of the existing contract from PCLP or Direct Energy, terminate the contract with Direct Energy if there is no termination fees or charges, switch over to PCLP, and to switch all of the streetlights to LED as soon as possible according to the plan that PCLP had provided. Mr. Williams seconded the motion, and it passed.

- b. Scheduling conditional use hearing for Econo-Pak before the Board of Supervisors:** Mr. John Fuller was present to represent Econo-Pak. Rachel said that upon considering the availabilities of Mr. Fuller, the Stenographer, and the attorney, this Hearing could be scheduled for March 7th, but a letter of extension from the applicant for an additional period of time would be required. Mr. Fuller said that this letter of requesting an extension would be issued from his office to the Secretary the following morning. The Solicitor added that the extension needed to be extended to the following meeting, which was scheduled for March 21st, as the Supervisors may not be in a position to vote at the March 7th Hearing. Rachel made a motion to extend the period of time for the review and action of this land development and conditional use application to March 21st contingent upon the receipt of this extension letter and to schedule this hearing for March 7th at 7:00 P.M., Mr. Williams seconded, and it passed unanimously.
- c. 1/13 sewer meeting:** Rachel said that the Sewer group did have a meeting via Zoom on the 13th at 11 A.M., and she had attended that meeting, as Penney was unable to attend. Dave Clark had represented Matamoras, Frank Tarquinio Milford Municipal Authority, Joe Dooley Milford Borough, Mike Mrozinski had represented the County, and it was written in the report that these meetings would be weekly. She made a motion to approve the Supervisors' participation in the HRG held Sewer group meetings for the one that was held on the 13th, and the future scheduled meetings for each Thursday at 11 A.M. Mr. Williams seconded her motion, and it passed. Rachel added that she would inquire if these meetings could be made public.

New Business:

- a. Meeting room request – Pike County Humane Society (PCHS):** Rachel said that PCHS had handed in a modified schedule for their meetings, liability certificate, meeting room rent, and a \$100 bond for using the meeting room. She added that according to this change of the request, the new date for their May meeting would be the 19th instead of the 17th, which is the date of the primary election. She made a motion to approve this change of their request, Mr. Williams seconded, and it passed.
- b. Purchase of a \$5,000 Tailgate Sander:** Mr. Williams made a motion for the approval of this purchase if necessary, Ms. Hendricks seconded, and it passed. The Solicitor asked the Secretary to post the addition of this item on the website along with the reason for this addition.
- c. February Planning Board meeting – Supervisors' meeting is on fourth Tuesday of that month:** Rachel said that the month of February of this year would start with a Tuesday, and the Supervisors' meeting fell on the fourth Tuesday because of the Presidents Day holiday, and hence there would be a conflict with the Planning Board's meeting. The Solicitor said that he won't be available for this meeting, as on that day, he would have to be present for a hearing in Dingman Township. The Secretary added that she did not advertise any dates for the Planning Board for February, as it fell on the same day as the Supervisors' meeting. Rachel suggested doing the Supervisors' workshop and then allowing the Planning Board to do their regular meeting. Mr. Stroyan added that Econo-Pak had moved up from the Planning Board, and hence

they don't have a lot in their agenda. He suggested having a joint meeting with the supervisors to discuss provisions in the zoning ordinance, and it might be a good opportunity for both Boards. The Solicitor said that a single advertisement for this joint meeting would be enough, and he would be able to join at or a little after 7:00 P.M.

d. County Match of \$60,000 for EMS: Rachel said that the County had told them that they would provide the Township a full match for everything that was spent for the year on ambulances services. She continued that the County had said that they would send the quarter allotment in the beginning of the year, the Township was required to inform the County about what was intended to be done with that match money by October 1st, and the Township did it. The year rolled around, and the Township didn't receive a check from the County. The County was contacted, and discovered that the County had changed their plan, they were not going to use the ARP money, and they are no longer going to provide funds up front. It's unclear if the County intends for the Township to spend the Township's money and the County's money to get the reimbursement at the end of the quarter, or do they just intend for the Township to spend the Township's money, and then receive the match. Other areas of the County are saying that there won't be any rollovers for the money which is not spent in a specific quarter, that won't be available at the end of the year, and hence the cash flow is a concern. What the time frame is for reimbursement is also a question at this point. If the Township submits the year's tax money, then the Township will have to wait for the new calendar year to receive the last quarter's money back, and that is different than what the Township had been expecting. She added that there is a Hazard Mitigation meeting the next evening, she would see if she could find out anything at that meeting, and Penney would also try to find out from the County Commissioners.

Rachel continued that the County needed to be asked if they have any terms and conditions, and what the new plan is so that this Township can proceed accordingly. The Board is concerned for Milford EMS, as it is already spending money and providing services based on the anticipation that they would receive it back. She suggested that the Fire Department should have an official communication with the Borough, as Members of the Borough might be comfortable with moving forward with the new plan. This item would be discussed at the next meeting, as more information might be available by then. She made a motion to send a letter to the County as discussed, Mr. Williams seconded, and it passed unanimously.

e. Request for Cookie Drive thru – Faith Stead: Mr. Williams said that Ms. Faith Stead, the leader of three different Girl Scout troops, had requested to use the parking lot of the Township building for March 5th, 12th, 19th, 26th, April 2nd, and 9th, for their cookie drive thru, and he made a motion to approve her request. Ms. Hendricks seconded the motion, and it passed.

f. Firewall for computers: Rachel said that Penney had been working with Mr. Bernathy for the computer setup, and the highest priority that he had identified was to purchase a firewall to secure the Township network. She added that Mr. Bernathy had forwarded a quote for a firewall of Fortinet Fortigate 60F security appliance from CDW.G, and the Solicitor added that a firewall is required to secure the Township's network. Gary added that it would be for three years, he made a motion to purchase this appliance for \$1,573.08 as per the quote. Rachel seconded the motion, and it passed.

Public Participation #2:

Mr. Fred Weber inquired how the well testing got added into the task activity report. Rachel replied that the well testing was not in the scope of the contract of HRG, and their understanding was that there were no wells to test in the potential service area. She continued that DEP had circled back and told them that five and 33 well tests were needed for Milford Township and Westfall Township respectively. HRG is working on a cost estimate, which they are expected to provide at the next meeting, for testing these wells, and it would show how much it would cost them to get these tests and lab works done. Rachel continued that she was able to obtain a copy of Wheatfield Village report of their well test, initially HRG didn't see any coliform test results in that report, but eventually they saw that there was a notation at the bottom of the report that the coliform was tested, and no traces were found. Mr. Matt Roberts had told her that the official lab result for this report would be required to use that report, and thus the number of wells to be tested for this Township would be down to four. Mr. Weber said that HRG should have included these tests as a part of the Act 537, it's their mistake, and he inquired why this Township would have to pay for their mistake. Rachel added that HRG had thought that public water supply was available through the service area.

Mr. Stroyan said that those meetings of HRG should be limited to one hour, as people have to attend those meeting during their work schedule, and those meetings are now happening every week. He suggested sending a letter directly to the group asking why this Township would have to pay for something that was already expected to be done. Rachel added that HRG had been sending the minutes of these meetings, and those minutes were posted on the website. She further added that she had asked to send all future correspondences to the office.

Shahana said that one of the meeting participants had sent a text stating that he had seen a mask mandate notice at the bottom of the agenda, and this person was inquiring who the authority was for this mandate. The Solicitor replied that that was from the Supervisors' vote at the previous meeting. Rachel added that that temporary policy was done for the protection of the employees and volunteers of the building, and it would protect the taxpayers as well. She further added that a Hearing was scheduled, where a large gathering was expected. She welcomed the Zoom attendee to unmute and discuss the matter, as it was the public comment time.

Mr. Stroyan said that Mr. Fuller had been very cooperative with the Planning Board, and he had provided all the documents that the Planning Board had asked for. He continued that Mr. Fuller had said that it was very difficult to contact the gas company. Mr. Williams was concerned about the parking lights, and that issue would be addressed. There is a possibility that the parking lot is low enough, and there shouldn't be any effect. Mr. Stroyan continued that he had brought up the point that the applicant should ask for a waiver in the ordinance when the structure of the application is of this length. According to the ordinance, the façade is supposed to be broken up, but in this case, that's at the rear of the building. It would be a fair swap if they do some things in the front of the building, this waiver in the ordinance would be fair to both parties, and he had told Mr. Weibel at one of the meetings. Mr. Shepstone had brought up the traffic flow and the supporting documents for this application, the Solicitor had agreed with it, and the Developers Agreement should include those types of chosen enforceable things. The conditions are mostly construction type of things, and Mr. Farley would soon send that list of conditions. The Planning Board had done a lot, and PennDOT would look at some other things, such as entrances.

There was no other business or executive session needed. Mr. Williams made a motion pay the bills and adjourn, Ms. Hendricks seconded, and it passed unanimously. Adjournment was at 8:00 P.M.

Respectfully submitted,

Shahana Shamim

Secretary/Treasurer