

**MINUTES**  
**November 24, 2020**  
**Milford Township Planning Commission Zoom Meeting**  
**7:00 p.m.**

A meeting of Milford Township Planning Board was called to order at 7:00 P.M. by Vice-Chairman Kevin Stroyan through a Zoom call, the contact information for which had been advertised in advance in the Pike County Dispatch. Also present in this Zoom meeting were Members Robert DiLorenzo (Chairman), Peggy Emanuel (Member), Ray Willis (Member), Patrick McCarthy (Member), Solicitor Thomas Farley, and Secretary Shahana Shamim.

**Review of Meeting Minutes:** Mr. Stroyan and Ms. Emanuel added some minor corrections to the suggested minutes of the previous meeting. Peggy Emanuel made a motion to accept the minutes with those corrections, Mr. Willis seconded, and it passed unanimously.

Mr. Stroyan said that item number 4 (DEPG – Santos’ property informal presentation), would be combined with item numbers 6 (definitions of convenient stores, brew pubs, mixed-use, truck-stops, drive-through facilities, condominiums, extra parking for visitor accommodation), 7 (section 409.6 of the zoning ordinance), 8 (Zoning map - process for making it official), and 10 (comprehensive plan and survey questions), as Mr. Shepstone was present at the meeting.

Mr. Shepstone said that Milford Borough and Westfall Township were doing their own Comprehensive Plan. He continued that the Comprehensive Plan of Milford Township was done quite a few years ago, and it was time to update it again. This plan is quite comprehensive, and just tweaking it should be good enough. It could be done in a few steps, such as reviewing it, figuring out where changes need to be made, and then applying those changes. Mr. Stroyan said that Milford Township had approached Westfall Township to make a joint comprehensive plan, as block grant money was available for joint comprehensive plans. He added that Westfall Township did not join Milford Township, as their current Comprehensive plan was with Matamoras Borough. Mr. Shepstone added that he would send a memo for the steps of updating this plan, which could be updated at any speed and budget. Mr. Stroyan said that the first sentence in Section 409.6 stated that the mixed use could not be done, the next sentence stated how do a mixed use, and these two sentences contradicted each other. Mr. Shepstone said that he would contact Mr. DiLorenzo to discuss these contradictions. He added that as of then he had received 50 survey responses, and 100 responses would be needed to update the Comprehensive Plan. He further added that he had prepared a news release, which could be advertised in newspapers and radio stations.

Mr. Shepstone said that one of the questions in the survey was what people liked most about Milford Township. He continued that the most prevalent answers were the location (close to the city and yet in the country) and the small-town atmosphere. The second question was what the most important thing about this township was to people. Preserving low density character and emergency services were the most frequent answers to this question, as this township has a lot of retirees, who think about who they would be rescued by in case of emergencies. Sign and land use regulations got high ratings from the survey, whereas employment opportunities, traffic conditions, road conditions, and retail choices got low ratings, and that means these criteria need to be balanced. Another question asked how this township had changed over the years. 40% of the respondents said that this township didn’t change much, 23% said it was better than it was

before, and the remaining 31% said that it was less desirable. 36% of the respondents said that they liked the idea of the sewer being extended, and the rest of the people said that they didn't like it. All this information could be used to update the comprehensive plan.

Mr. Shepstone said that the County would be able to help the township to produce a good GIS version of the zoning map, which could be posted in the township's website. He added that Supervisors would have to vote and sign it in a hearing to make this map official. The Solicitor added that this map would need to be approved by the County Planning also. Mr. Stroyan added that all properties which lie within 1000' from the Route 6 & 209 (and Route 6) were commercial properties, but some property owners in this area decided to keep their properties residential. Peggy commented that the zoning officer had the unofficial zoning map, and according to this officer, only two properties needed the clarification. Mr. Stroyan replied that the whole map should be reviewed to make it official. Mr. Shepstone added that the lines could be refined, as GIS is available these days. He further added that he would check with the County if they have any copies. The Solicitor commented that he did not think the Section 409.6 contained contradicting sentences. He added that the second sentence in this section stated how to add a multifamily dwelling on a property, which has existing non-residential uses, whereas the first sentence states that non-residential uses cannot be added to the property, which has an existing multi-family development.

**DEPG – Santos' Property informal presentation (continued):** Mr. Doug Olmstead said that in the new proposed plan, the two condominium buildings were being removed, and a medical office building was replacing those two buildings. He continued that there is a need for a medical facility in this township, and a lot of people in the township did not like their mixed-use development proposal, which they had represented earlier. This time they were working on the sketch plan of this fully commercial development, and it would be sent to the township before the next Planning Board meeting. Mr. Stroyan asked him to provide enough time for Members to review this sketch plan before the meeting.

**Water Shed Protection Plan:** Mr. Stroyan said that no work was done on this item.

**Addition to Econopak (Cookie factory):** Mr. DiLorenzo said that the proposed addition would occupy a big portion of its parking lot. Mr. Stroyan said that it is a preexisting conditional use, they are adding on top of it, and hence according to the ordinance, it should be another conditional use. He continued that there is a little corridor between the existing two buildings, and there is a 30" gas pipe, which is covered by fabric, between those buildings. The sketch, which was sent to the township, did not show the whole property. The Secretary needed to research all the requirements and stipulations that were placed on this property from the beginning. Mr. Willis added that they had put a retention fountain for the fire suppression, and their requirement from the fire department needed to be known. Mr. Stroyan and Mr. Willis inquired how this proposed addition would affect the sewer. Mr. DiLorenzo said that that would depend on how many people they have at present. Mr. Willis said that they have 350 people per day. Mr. DiLorenzo said that their septic was upgraded 2-3 years ago to accommodate all these people, as Altec, which employed only a small number of people, owned this property before Econopak did. Mr. Stroyan commented that the fee, which was \$1,300, was calculated based on the square footage, but in the last approved fee schedule, the fee was supposed to be based on the

construction cost. Shahana said that she had received \$10,000 of the zoning permit, and this amount was based on the cost of construction.

Mr. Stroyan said that the parking lot is unlevelled and unkept, and they certainly have a safety issue. Mr. DiLorenzo added that their rear side entrance for the fire department was closed and the positions of their trailers were questionable too. The Solicitor commented that it is neither a sketch plan nor a preliminary plan, which requires 11 copies, and hence the clock should not start running at this point. He added that after 90 days it would be deemed as approved if this application is formally received today. Mr. Stroyan made a motion not to accept this additional proposal, as there were no applications (just some plan drawings) in the correspondence, and as the engineer was not present either to give a presentation. Ms. Emanuel seconded this motion, and it passed unanimously. Mr. DiLorenzo said that a whole sketch plan of what is in the property is required. Mr. Stroyan said that an issue had already existed in their parking lot, and Supervisors did not deal with it. In the meantime, they moved a lot more trailers into the property, and they leased other properties. They keep their trailers at the front of the property, and that was not supposed to be done. A number of properties are being used by this entity, and what portion was being used for their parking needed to be known. Mr. McCarthy said that the Google view gives a good shot of what they have in those properties. Mr. Stroyan added that the zoning officer did not tell the Engineer that it was going to be a conditional use.

**False Alarm Penalty Ordinance:** Peggy Emanuel commented that according to the previous meeting's minutes, a representative of Milford Township should coordinate with Milford Fire Department to administer this ordinance. Mr. DiLorenzo added that Supervisors will have to decide who this representative would be. The Solicitor added that the Fire Department sends complaints of false alarms to the municipality, which takes the complaint to the magistrate. He further added that the proposed ordinance could be forwarded to the Supervisors if Members were satisfied with it, and the Supervisors will advertise with Mr. Magnotta's approval before adopting it. Mr. DiLorenzo added that the representative would respond to these complaints. Mr. Stroyan suggested putting this responsibility to the Emergency Management Coordinator. The Solicitor added that the witness for the false alarm would have to be someone from the Fire Department. Mr. Stroyan added that at least a detailed report of violations would need to be presented to the Supervisors. He added that a record of chronic offenders would be helpful too, but the proposed ordinance does not address it. The Solicitor added that in Delaware Township the Fire Department gives reports to the Township, so that an additional violation can be forwarded to the court. Mr. Stroyan made a motion to forward the false alarm penalty ordinance to the Board of Supervisors, and to recommend making a form or a formal way of the Fire Department to report each violation to the Supervisors. He added that Supervisors should ask the Fire Department to give records of violations to the Township. Mr. Willis seconded these motions, and those passed unanimously.

**Emergency Management Plan:** Mr. DiLorenzo said that he would tweak this document in the near future.

**Sewage Project – Act 537 Plan Draft:** Mr. Stroyan said that comments and questions regarding this draft needed to be formulated before the next sewage workshop. He commented that this plan has 1,600 pages, and Mr. Spatz, the Engineer, had recommended that reviewing 1,200 pages, which contain comprehensive plans and zoning ordinances of all four municipalities, of those 1,600 pages won't be necessary. He asked the Solicitor why those 1,200 pages were included in this document if that is the case. He added that all these comprehensive

plans and zoning ordinances are becoming a part of the Act 537 plan, zoning ordinances often change, and the development and density were used to justify this Act 537 Plan. The Solicitor replied that this draft plan is based on this information, and also, any outside viewer of this plan would be able to view how these municipalities act. This information would show that this is what had existed in the municipalities when this proposed draft was approved. He added that this plan shows that these four municipalities are different, and they are interrelated. He suggested making the OLDS ordinance a five-year long study just like Milford Borough was doing.

Mr. Stroyan said that Milford Borough Council was saying that there won't be any tapping fees, and that is confusing. Mr. DiLorenzo added that he had attended sewage meetings, where it was discussed that tapping fees would be used to benefit the sewage system. He continued that in those meetings, it was also discussed that residential properties would pay only one EDU, and tapping fees would be based on EDUs. Westfall Authority and the Municipal Authority did not comment about tapping fees. People had been doing laundry, and there are no failures, whereas when the OLDS ordinance is enforced, there could be restrictions on laundry. Density might increase with the expansion of the sewer, as residents would start putting more dwelling units in lots, and that means more people will move in. The draft addresses the system would only handle the current density, and what happens to the system with this growth needs to be addressed in this draft. One EDU is defined as 200 gallons/dwelling unit in this draft, but the national average is 265 gallons/EDU. Does that imply that a family would be charged for two EDUs if it uses more than 200 gallons? These issues should be included in the list of comments. He had asked this question in sewage meetings, and the answer was that the system would be expanded if density goes out of control. Ten years ago, this sewer extension was proposed, and DEP and DRBC had said 'no' to it, as there were no ground failures. Mr. Stroyan said that power outages often happen here, and the power company probably should be notified about this imminent density change. Mr. DiLorenzo added that the 50-gallon tanks in properties will be run by 2 Horse-power machines, the pump will keep turning on and off repeatedly, and that will draw a lot of amperage. Mr. Stroyan added that he didn't think that comprehensive plans and zoning ordinances of all four municipalities were just fluff. He further added that those 1,200 pages are added for a future purpose.

### **Public Participation/Discussions**

Shahana informed Members that Mr. Shepstone had sent a news release for advertising the comprehensive plan survey. She added that she had already advertised for this survey as the display ad. Mr. Stroyan told her to present Mr. Shepstone's ad and the previous ad in the next workshop.

There was no other business or executive session needed, so at 8:40 P.M., Bob DiLorenzo made a motion to adjourn the meeting, Patrick McCarthy seconded, and it passed unanimously.

Respectfully,

Shahana Shamim

Secretary

