

**MINUTES**  
**January 6, 2021**  
**Milford Township Planning Commission Zoom Workshop**  
**7:00 p.m.**

A workshop 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 Pocono Record. Also present in this Zoom workshop were Members Patrick McCarthy, Peggy Emanuel, and Secretary Shahana Shamim. Robert Di Lorenzo (Chairman) joined the meeting at 7:30 P.M.

Members reviewed the suggested minutes of November 24, 2020 and December 22, 2020 meetings. Kevin Stroyan suggested some minor corrections in the December 22, 2020 meeting minutes, and Members agreed to these corrections. Patrick McCarthy made a motion to adopt these minutes with Mr. Stroyan's corrections, Peggy Emanuel seconded, and it passed unanimously.

**Memorandum from Mr. Shepstone – Comprehensive Plan Update Needs:** Mr. Stroyan said that this topic would have to be discussed in the Solicitor's presence. He continued that the data for demographics, housing units, and financials were included in this memorandum. These items need to be updated in the existing Comprehensive Plan.

**County Planning:** Mr. Stroyan said that this Township had received a request from County Planning to nominate three Members for their Planning Commission. Members said that they couldn't find anybody for these positions. Mr. Stroyan said that this item would be placed in the Planning Board meeting agenda, which is scheduled for January 26, 2021.

**Charles Petersheim's Application:**

Mr. Stroyan said that this application was for a lot improvement. He continued that the owner of one of those properties had paved portions of his property, encroached on the other, and the setback of his house was not in order. The map did not show clearly if it belonged to Greenwood Hills subdivision, the lot numbers were confusing, and the applicant needed to specify why this application was made. Details on the deed restriction of the community is required also. The Secretary said that she would communicate with the applicant.

**Zoning map – process for making it official:**

Mr. Stroyan said that the Solicitor had sent three-page long codes, which describe the initial procedure for making an official zoning map, to the Township. He continued that the Zoning Officer wants the Planning board to make the unofficial zoning map official, but these codes do not specify anything about zoning maps. He said that he would clarify it with the Solicitor in the next meeting. He asked the Secretary to ask the Mapping Office and County Planning if they had the official zoning map of this Township. He also suggested calling HRG, as they had included a zoning map of this township in the Draft of Act 537 Plan.

**Zoning Ordinance Section 409.6:**

Mr. Stroyan read out the second line of this section, and he commented that this line implied that mixed-use is permitted. Some developers suggest that residences and commercial

uses can be considered segregated if they are constructed on different floors. Entrances and parking need to be clearly defined, and businesses often prefer to have loading docks at the rear of the building. Peggy suggested placing the entrance for residents at the side of the building. Mr. Stroyan added that the residence parking, which should not interfere with the storefront operation, has to be convenient for dwellers at the same time. He added that he would keep working on it, and he would send it to the secretary when it is done. Mr. DiLorenzo added that he would contact Mr. Joe Cutri, who does the building inspection. He continued that there has to be a fire exit, which can even be a big window with roll-out stairs. There will have to be two entrances for mixed use properties. Ingresses and egresses for both entities would have to be safe, and the size of the property would have to be discussed also.

### **Upcoming Applications:**

Mr. Stroyan asked the Secretary if she had received applications from Econopak and Ray's Auto Repair, and the secretary said 'no'. Mr. Stroyan said that he had reviewed conditional uses for these two businesses. He continued that the conditional use of Econopak mentioned using the highway to enter this property, and that implies that the applicant was ready to discuss this topic. Ms. Emanuel said that she was willing to make a visit to that property, as the applicant was claiming that two and a half acres would remain clear of any parking or trailers. Mr. Stroyan said that Mr. Fuller might be able to give a tour of that facility, and this tour would provide information about how much space of that facility is occupied by trailers. He asked the secretary to go through the file of Econopak to find any vegetation plans or enforcements. He added that this facility had done some vegetation at the front of the property, those plants died from salt, and that is not a good excuse. Mr. DiLorenzo said that they had planted pine trees, and those died after the first year. He continued that the owner decided not to plant anything after that, as PennDOT keeps putting salt down. They need to find other vegetation which would survive the salt. PennDOT may not allow them to have four entrances on Route 6 & 209.

Mr. Stroyan said that they need to clarify their number of employees so that the parking and septic could be considered. Mr. DiLorenzo added that PennDOT might allow them to have a separate entrance for employees to park and a separate entrance for the truck. He continued that the state regulation of 1945 for entrances allows only one single entrance for a property. Mr. DiLorenzo added that their parking area is quite crammed up, and they would need a separate area for their transportation buses. Mr. Stroyan added that they partially should own Pocono Drive, as they own two lots on their side. Mr. Di Lorenzo added that that road will be used by their trucks, and some agreements for using that road with other owners of that road probably existed. The entrance to the rear gate off of Old Milford Road was blocked, and the Fire Department cannot not enter. Mr. Stroyan added that too many trailers are jampacked on that side of the property, and the environment is not safe. He suggested that Mr. Fuller could be contacted so that he could arrange a tour for Ms. Emanuel in that property. Mr. DiLorenzo added that this tour would answer a lot of questions, and it would make the process simpler. Mr. Stroyan added that two Members, which would not form a quorum, can make a visit to that property.

### **Water Shed Protection Plan:**

Mr. Stroyan said that this Plan is included in the Comprehensive Plan and the Act 537 Plan. He inquired if other Members of the Planning Board wanted him to attend meetings of

Milford Municipal Authority, and other Members agreed. Mr. Stroyan continued that the Water Shed Protection Plan can certainly include technical details that only professionals understand, but this Plan should also include plain language that the average person could understand. The Sawkill Water Shed needs to be worked on.

**Emergency Management Plan:**

Mr. Stroyan asked Peggy Emanuel to keep collaborating with Mr. DiLorenzo and Mr. Williams about this Plan. Peggy said that Mr. Williams has the list of the equipment that the Township has, and he also knows the roads well. Mr. Stroyan added that there has to be a protocol for asking for reimbursements from PEMA and FEMA in case mass fatalities and/or true emergencies happen. Peggy added that a lot of roads in this Municipality do not have egresses, and that is why an evacuation would not be possible. Mr. Stroyan added that less robberies happen in houses in roads that do not have egresses. He continued that Elected Officials can attend courses for Emergency Management, and that needs to be considered. These courses show how the hierarchy of commands happen in case of emergencies, and how funding is used. Mr. Williams was the police chief, and he already has a lot of knowledge about it. He suggested that Mr. Di Lorenzo, Ms. Emanuel, and Rachel Hendricks could attend this course. He added that online courses are available. Peggy said that Supervisors are usually the ones, whom outside sources contact when emergencies occur, and the Planning Board has to provide a name of one of the Supervisors.

**Act 537 Plan Draft:**

Mr. Stroyan commented that the Planning Board had finalized the comments, concerns, and question of this draft in their last meeting. He asked the Secretary if she had sent those documents to where she was instructed to send. The Secretary replied that she had sent those comments, concerns, and questions to Matamoras Borough, Westfall Township, Milford Borough, and the County. She added that she would send these comments to DEP, DRBC, Milford Municipal Authority, and Westfall Municipal Authority the next day. Mr. Stroyan said that the Delaware Riverkeeper Network had reviewed these comments, and they made their own comments about this draft also. He continued that Milford Borough Planning Commission's comment about the Draft of Act 537 was that it was a well-written document, and their public comment period had ended on December 31<sup>st</sup>. It is a living document of comments, Milford Township's Members made those comments within the time constraint, and it is not ready for public comments yet.

**Public Participation:**

Shahana asked Members if she should send correspondence to Mr. Shepstone for the zoning definitions that Members started discussing. Mr. Stroyan said that she certainly could, as the budget of 2021 for Planning is \$5,000, and it is not used yet. He added that he could confirm with the Supervisors. He asked Shahana to wait before sending Section 409.6 to Mr. Shepstone, as he himself intended to construct a language for Section 409.6.

There was no other business or executive session needed, so at 9:06 P.M., Kevin Stroyan made a motion to adjourn the meeting, Peggy Emanuel seconded, and it passed unanimously.

Respectfully,

Shahana Shamim  
Secretary