

**MINUTES**

**February 22, 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.**

Rachel said that the Hazard Mitigation application was submitted with 11 action items, and the majority of hazards were covered through the Comprehensive Plan update. She continued that the funding for the tree program is available. The County is doing their own, they had provided the worksheet that they used, and it was used as a model.

The 911 calls automatically give a proximity from Computer Aided Dispatch boxes, each of which have specific response protocols and a specific geographic area, and two new boxes were created for specific responses. Gary added that Mr. Bello's recommendation provides the order by which the fire departments would be called, and the County is looking for it. Rachel said that she had added action items for the Vandermark project, an ambulance purchase, and the UTV that the fire department is looking for.

Penney said that she had attended the past Sewer meeting, where Mike Mrozinski said that the Commissioners would have the money for the well testing. She added that the Wheatfield testing is already done, four wells are left, and they wanted Shahana to call people for the testing of those four wells.

Gary said that Wayne Bank would finance up to 90% for the purchase of the dump truck for seven years, the interest rate would be 5.75% but is not locked in, and up to \$57,000 of Liquid Fuels money could be used for making the down payment. He continued that if \$45,000 is put down, then the monthly payment would be \$2,200. The payment for the Backhoe would be done in August, and this one would be about the same amount. Rachel added that that could be paid off when the bulk of the tax dollars is received. The old truck is 26 years old, and it doesn't shift correctly. The interest rate for the Mack financing is 2.99%, and its payment term would be \$40,000 for five years. Rachel added that the 5.75% interest rate could adjust before the closing is done in December. Penney added that the Liquid Fuels money could be used for the down payment, and that might bring the yearly payments down by a lot. Rachel expressed concern that the current year's budget has only \$16,000 for debt service for the backhoe and bringing that number higher for next year without a tax increase will be difficult because of how tight the budget is.

**MINUTES**

**February 22, 2022**

**Hybrid Joint Meeting of the Board of Supervisors and the Planning Board**

**560 Route 6 & 209**

**7:00 p.m.**

A scheduled joint meeting of Milford Township Supervisors and Planning Commission was called to order at 7 P.M. by Chairperson Penney Luhrs through a Hybrid call, the meeting ID for which had been advertised in advance in the Pike County Dispatch. Also present were Supervisors Rachel Hendricks (Vice Chairperson), Gary M. Williams, Solicitor Anthony Magnotta, Zoning Officer Shawn Bolles, Member Bob DiLorenzo (Planning Board Chairman),

Member Kevin Stroyan (Planning Board Vice-Chairman), Member Ray Willis, Member Patrick McCarthy, Member Peggy Emanuel, and Secretary/Treasurer Shahana Shamim.

**Minutes of previous workshop and meeting reviewed for possible additions or corrections before approval by the Board of Supervisors:** Gary M. Williams made a motion to approve these minutes, Ms. Hendricks seconded, and it passed unanimously.

**Minutes of January 13, 2022 and January 25, 2022 meetings and February 10, 2022 workshop of the Planning Commission reviewed for possible additions or corrections before approval by the Board:** Mr. McCarthy made a motion to approve the minutes of both January meetings, Mr. Stroyan seconded, and it passed. Mr. Willis abstained from voting, as he did not attend any of those meetings. Mr. Stroyan said that in the minutes of February 10<sup>th</sup> workshop, it was stated that “Mr. DiLorenzo said that contractor’s yards are supposed of have cottages”, and it needed to be changed to “Mr. DiLorenzo said that contractor’s yard is supposed to have containers.” Mr. DiLorenzo said that these minutes stated that “Mr. DiLorenzo said that only an inspected, registered, and insured vehicle has a value,” and that sentence needed to be corrected to “Mr. DiLorenzo said that uninspected, unregistered, and uninsured vehicles can have some value.” Mr. Stroyan made a motion to accept the minutes with these two correctios, Mr. Willis seconded, and it passed unanimously.

**Treasurer’s Report:**

Shahana reported that since the last meeting she had received \$702.67 from Zoning, \$17.50 from Code Inspections, and a reimburse of \$195 from KRS Computer Services. She also reported the financial institution account balances as \$109,842.79, \$76,704.20, \$10,822.32, \$35,422.64, \$8,387.11, and \$70,271.14 in Wayne Bank (Investment), Wayne Bank (General), Wayne Bank (Payroll), NBT Bank, PLGIT (General), and PLGIT (Liquid Fuels) accounts respectively.

**Roadmaster:**

Gary M. Williams, the Roadmaster, reported that past Saturday, the road crews were busy from 10:30 A.M. till the late afternoon clearing the roads because of the weather. He continued that all the potholes in the Township roads were fixed on Friday, anti-skid was used on the dirt portion on Schocopee Road, and that area up to Lily Pond is in good shape. The 750 truck , which is 11 years old, has an oil leak, and it would be taken to Ray’s, as there was a storm forecast for Thursday. Gary added that he has enough anti-skid stored for that storm.

**Zoning:**

Mr. Bolles said that he would write a report on the proposed amendments to the Ordinance #407.2.

**Public Participation #1:**

None

**Correspondence:**

Shahana presented various correspondences received, including from Rachel Hendricks, Thomas Shepstone, Brian Snyder, New Business, UGI, Certificates of Insurances, Milford Fire Department Ambulance, Bonnei Jaludi, Michael Mrozinski, Charlotte Zacharian, and Vito DiBiasi.

## Old Business:

- a. **Act 537 Plan:** Penney said that she had attended the last meeting, where it was discussed that the commissioners would be willing to pay for the well testing and lawyers' fees, and HRG had committed not to charge this Township until this is finished. Mr. DiLorenzo asked if the Planning Board needed to hold off the discussion of Act 537 Plan. Penney said 'yes', and she continued that the Central Sewage would give the businesses an opportunity, they would pay for themselves, and these businesses did want to reserve some EDUs. At that meeting, she had said that she would want somebody to make the draft the forms, which would have to be forwarded to the Commissioners, the township lawyer could review the draft, and then the Township can make changes to it. At the meeting, Mr. Mrozinski had said that the Commissioners were willing to commit about \$10,000 - \$12,000 to finish up the plan. Penney added that the Secretary could send letters if the Commissioners are committed to providing this funding. Penney made a motion to move forward with the well testing, and to contact the four people that would need to have their well testing done. Rachel added that the motion needed to be contingent upon the confirmation of the Commissioners' commitment to the funding for the well testing. Mr. Williams seconded the motion with this contingency, and it passed unanimously.
- b. **Zoning Ordinance 407.2 – Review:** Mr. Shepstone said that he had provided an update of this section, which Mr. DiLorenzo and the Planning Board thought to be impractical, as it did not allow any storage, machinery, or equipment in the yards of commercial properties. He added that the section is for commercial properties only, and it needs to be more user-friendly and more to the point. He further added that the Planning Board would review it, and then send their recommendations to the Board of Supervisors. The Zoning Officer said that he would send his comments to the Planning Commission.
- c. **SALDO Redraft:** Mr. Shepstone said that Stormwater Management was not up to date in the existing ordinance, and DEP standards were referenced in this new draft. He continued that this draft incorporated a provision that would require Stormwater Management facilities to guarantee the maintenance, as detention ponds fill up at some point, and they no longer perform. A Table of Contents is added to make it easy to use. Section 508.5 of the MPC states that the Governing Body or the Planning Commission may hold public hearings, and that was added from the MPC. Flood plains may be usable for certain things, but not for buildings, and a more flexible formula needed to be developed. Flood plains can be deducted in the calculation of the density and lot size, but somebody might be able to use it for the backyard. He asked the Members to review the draft so that it could be discussed at the next meeting.

Mr. DiLorenzo asked if the old SALDO could be compared to this draft, or if it was totally different. Mr. Shepstone replied that all SALDOs are basically the same, there are no dramatic changes, and it was made more straightforward. Mr. Stroyan added that in this draft, Supervisors are given the ability to give waivers for certain land developments, and it isn't there in the existing ordinance. Mr. Shepstone added that Supervisors would have the ability to waive and modify, as every piece of land is somewhat different. He added that the old SALDO did not have specific provisions for Hearings for the Planning Commission also. Rachel added that the Planning Board sometimes perceives that some projects have sufficient complications to have Planning

Board Hearings. Mr. Shepstone added that he could make the language as “Planning Commission will have the discretion to have a hearing.”

- c. **Making the Zoning map official & Lot Improvement Subdivision Plan Application – Stephen Metzger:** Mr. Bob Ewald from Conrad, Close, and Ewald, P.C. said that they had done the survey for Metzger’s property lot line change, which is just a lot improvement. He continued that Metzger’s residential lot was originally less than half acre, and he wants to adjust the size of the residential land. The upper pond is currently on the restaurant parcel, and he wants to have control over that pond. The restaurant parcel is originally 8.15 acres, 1.27 acres is being taken off of it, and is being added to the house lot. Another 0.12 acres of easements is being added to the house lot, and hence the commercial lot is exactly seven acres. The house lot is originally 0.47 acres, and it would become 1.62 acres after the addition. According to the Zoning Ordinance, the minimum lot size for residential properties is an acre. Currently the lot coverage of the restaurant lot is only 15%, which is way below the permitted lot coverage, as the Zoning allows the lot coverage to be 50%. A couple of easements were added so that Mr. Metzger can go to the pond, and one of those easements would allow him to go to the pond right off the road. Those are just easements, and not a transfer of land. Literally two lots were being changed, no improvements or constructions are being proposed, there were two lots, and now there are two lots.

The Solicitor inquired if the Planning Board had updated the Zoning map in accordance with SALDO, and Mr. Stroyan replied that Mr. Shepstone was present at the meeting for that reason. The Solicitor added that the adjoining property owners were not shown in the map, and Mr. Shepstone replied that the entire parcel is surrounded by roads, and the parcel has access everywhere. Mr. DiLorenzo added that it’s all in the DD Zone except the house, and Rachel added that adding the pond to the residential portion would be the only change. Mr. Stroyan suggested including the extent and the clear use of the easement. Mr. Williams added that the septic system is important for this case, and Mr. Stroyan added that this lot is served by the central water. Mr. DiLorenzo added that the pipes, which are the main parts of the mound of the septic system, were on Metzger’s property, and those were three feet away from the property line. Mr. Stroyan made a motion to recommend this lot improvement application to the Board of Supervisors with the understanding that the easements would be more clearly defined.

The Secretary said that this application was not sent to the County yet. Mr. DiLorenzo added that the County has this map already, as it is a part of the discussion for the Zoning map. Mr. Stroyan amended his motion to be contingent upon the comments of the Engineer and the County. He added that this is a preexisting nonconforming use, and the Planner had advised that there were no issues with this application. Mr. Willis seconded the motion, and it passed unanimously. Mr. Ewald said that he would write the legal description in the meantime. The Solicitor said that the Engineer’s and County’s comments would have to be addressed before the map could be recorded. He added that the Board of Supervisors would be able to approve this application contingent upon the comments. The Secretary asked the Planning Board to formally accept the application, so that she could send the application to the Engineer, County, and the Zoning Officer. Mr. DiLorenzo made a motion to formally accept the application, Mr. Stroyan seconded, and it passed unanimously. Rachel said that the applicant would have to incorporate the comments to make the final map, and then they could come back at the next meeting,

which was scheduled for March 7<sup>th</sup>, if all the comments are received and addressed by that time She asked the Secretary to send the application to the appropriate parties as soon as possible, and to put this item on the agenda for the next meeting. She added that the Board would act on it if all the comments are received and addressed as may be appropriate by then, otherwise this item would be moved to the following meeting, which is scheduled for March 21<sup>st</sup>.

## **New Business:**

**a. Purchase of 2023 Mack Dump Truck for Highway Department for \$195,790.06:** Mr. Williams made a motion for this purchase from M & K Truck Sales contingent upon the financing information, and Ms. Luhrs seconded.

1. New Equipment - Specifications and Financing options: Gary said that the financing information won't be available until October or November, and the interest rates may change. He continued that \$57,000 of Liquid Fuels money could be spent if needed, and he would try not to spend that money. He would rather sell the Kodiak and put \$20,000 in there, and then borrow \$150,000. Rachel said that the 2.99% financing is better in the long run, but the payment rate would be \$42,000/year, and there would be some down payment of \$50,000 also. She added that the backhoe payment was \$24,000/year, it was cut down to \$16,000 for the current year, and the 2023 budget would have to incorporate the change. Penney added that \$150,000 is \$30,000/year, the Liquid fuels money could be used to bring it down to what is being paid currently for the Backhoe, and that way it would be easier to fit the financing into the 2023 budget. Mr. Williams added that taxes were not raised for years, and residents need safer roads. Rachel added that the ARP money would be used on the Vandermark Drive project, and Mr. Stroyan added that most likely, the interest rate won't be at 3% by the end of the year. Rachel added that an order needed to be done, as the two trucks of the Township were not meeting the necessity of the Township, and the Township won't have to start paying for another year. Penney seconded Gary's motion, and it passed unanimously. Penney added that this motion is for putting the order in the queue, and the financing would have to be done afterwards. Rachel thanked Gary for all his hard work and the follow up.

**b. Computer Aided Dispatch Program – Recommendation from Michael Bello:** Rachel said that the County had sent a correspondence on January 26<sup>th</sup> to give an order for the callouts of various departments for the two new boxes that they had created. She continued that she had asked the fire department for feedback, and Michael Bello had replied with his recommendations. He had recommended putting Milford EMS first, Dingman EMS second, Westfall EMS third, Port Jervis to be fourth, and that would be equivalent to Matamoras. She made a motion to adopt this recommendation and to send it to the County, Penney seconded, and it passed unanimously.

**d. EMS – Release of Funds for the Ambulance:** Penney said that this release of funds was not done at the previous meeting, as it was not in the agenda. She asked the Solicitor if this item needed to be on the agenda while this money was already budgeted, but there was a new law about agenda items when spending money. The Solicitor replied that this release of funds didn't need to be on the agenda, as it was already budgeted. Ms. Hendricks said that Shahana had already filed the application with the County; the County's match would be on the quarterly basis, and we hadn't heard anything back. She made a motion to release \$15,000 as the first quarter proportionate share to the Milford Fire EMS, Gary seconded, and it passed unanimously.

e. **Vacation request and temporary administrative support:** Penney said that Shahana had requested a two-week long vacation, and there would be two meetings in this time period. She added that the Township would need somebody to create the agenda and to do the minutes, and she suggested postponing one of those meetings. She further added that Myer and Myer would be able to do the payroll. Ms. Hendricks added that somebody would have to post the agenda on the website and run the Zoom meeting. She continued that Mr. Metzger's application would likely fall on this meeting of the Supervisors, PSATS has a temp program, and that could be checked into for a couple of weeks. The necessity of the temp office assistant could also be advertised on the social media. The Solicitor added that the incoming emails needed to be monitored. Peggy Emanuel suggested asking Lorelei Davis to work in the office for those two weeks. Mr. Stroyan added that there's a lack of time to train somebody, and an alternate secretary needed to be kept at the fingertip. The Solicitor added that the Township would need somebody who would have a general knowledge about what happens in Townships, and he suggested asking the neighboring Municipalities' Secretaries if any would be interested in running the meeting and doing the minutes. Mr. Stroyan added that Dingman Township might have an alternate Secretary because of the size of their business. The Solicitor added that other Township Secretaries are bonded, and hence covered against unlikely losses. He further added that a physical body would be required to keep the office open. He added that all the above avenues needed to be attempted.

**Public Participation #2:**

Mr. DiLorenzo said that somebody on Facebook had commented that he (Mr. DiLorenzo) had said at the last meeting, regarding the gas outage, that Mr. Joe Dooley's rental house, where he doesn't live, got turned on right away as did his construction site, and that was misunderstood. He (Mr. DiLorenzo) didn't know when Mr. Dooley's house got turned on, he didn't know anything about it, and it was taken the wrong way. He apologized, and he added that he never disrespected Mr. Dooley in public meetings or social media.

Mr. Stroyan made a motion to keep the Act 537 Plan in the Planning Board's agenda of future meetings, and he requested the Supervisors instruct the Secretary to forward correspondences relating to the Act 537 Plan to the Members of the Planning Commission. Mr. DiLorenzo seconded the motion, and it passed unanimously.

There was no other business or executive session needed. Gary made a motion to pay the bills and adjourn, Rachel seconded, and it passed unanimously. Adjournment was at 8:24 P.M.

Respectfully submitted,

Shahana Shamim

Secretary/Treasurer