

**Milford Township Board of Supervisors’
Minutes of January 4, 2021 Reorganizational Meeting**

Call to Order: Chairman Charles Strunk called the meeting to order at 7:07 p.m.

Attendance: Supervisors present: Charles Strunk, Chair; Thomas Courduff, Vice Chair; and John Mininger, Member. Staff present: Jeffrey Vey, Township Manager; Devan Ambron, Secretary; Peter Andersen, Township Engineer; Kate Harper; Township Solicitor; David Winkler, Public Works Director; Nathan Cordero, Zoning Officer; and Christopher Kletzing, IT Manager;

Appointment of Temporary Chair and Temporary Secretary:

Mr. Strunk appointed Mr. Vey to Temporary Chair and Temporary Secretary.

Nomination of Permanent Chair and Vice Chair

Upon nomination by Mr. Mininger, seconded by Mr. Courduff, Mr. Strunk was nominated as permanent Chair, no other nominations were presented, the Board unanimously appointed Mr. Strunk as Chair.

Upon nomination by Mr. Mininger, seconded by Mr. Strunk, Mr. Courduff was nominated as Vice Chair, no other nominations were presented, the Board unanimously appointed Mr. Courduff as Vice Chair.

Resolution No. 2020-01, Appointments, Reappointments and Modifications of Appointments”

Mr. Strunk presented the Board with the list of Appointments, Reappointments and Modifications of Appointments for 2021.

		<u>Term Expires</u>
Township Manager	Jeffrey Vey	
Bond Requirement	\$2,000,000.00	
Township Solicitor	Timoney Knox, LLP (Fees outlined in Fee Schedule)	
Township Engineer	Andersen Engineering (Fees outlined in Fee Schedule)	
Township Secretary	Devan Ambron	
Township Treasurer	Devan Ambron	
Bond Requirement	\$2,000,000.00	
Designation of Official Depository	PLGIT, QNB, TD Bank and Uninvest	
Code Enforcement	Nathan Cordero	
Zoning Officer	Nathan Cordero	
Building Code Official	Nathan Cordero	
	Barry Isett & Associates (Third Party)	
Assistant Zoning Officer	Jeffrey Vey	
Public Works Director	David Winkler	
Elected Real Estate Tax Collector	Betsy Moyer (4-Year Term)	12/31/2021
Earned Income Tax Collector	Keystone Collections Group	
Local Tax Collector	Betsy Moyer (4-year Term)	12/31/2021
Independent Auditor	Styer Associates	
Zoning Hearing Board (3-Year Term)	Cameron Waite, Vice	12/31/2023
	William J. Buchanan (Alternate)	12/31/2022
Zoning Hearing Board Solicitor	High Swartz LLP, Thomas E. Panzer, Esquire	
Vacancy Board (1-Year Term)	Stephen Shelly	12/31/2021
Planning Commission (4-Year Term)	Fran Murray	12/31/2024
Park and Recreation (5-Year Term)	Carol Monahan	12/31/2025
Building Code of Appeals (3-Year Term)	Estelle Eberhardt	12/31/2023
Milford Township Water Authority (5-Year Term)	Arnold Mancini	12/31/2025
Milford Trumbauersville Area Sewer Authority (5-Year Term)	Robert Smith	12/31/2025

Mr. Strunk made a **MOTION** to approve **Resolution No. 2021-01**, Appointments, Reappointments and Modifications of Appointments. The motion was seconded by Mr. Courduff and passed unanimously.

Resolution No. 2021-02

Mr. Strunk stated the earned income tax rate for 2021 remains 1.75% which is divided between the following entities: 1% to the Quakertown Community School District, 0.50% to Milford Township General Fund, and 0.25% to Milford Township

Open Space Acquisition Fund. The universal nonresident withholding rate is 1%. Keystone Collections Group was appointed tax collector to collect the Earned Income Tax effective January 1, 2011 for the Bucks County Tax Collection District.

Mr. Strunk made a **MOTION** to approve **Resolution No. 2021-02**, Establishing the Earned Income Tax Rates for 2021. The motion was seconded by Mr. Courduff and passed unanimously.

Resolution No. 2021-03

Mr. Strunk stated the Real Property Tax for road, bridge, and general purposes is 000.75 mills and 1.25 mills for support of Fire Companies who serve Milford Township. Mr. Courduff made mention that this tax has not been increased in over forty years.

Mr. Strunk made a **MOTION** to approve **Resolution No. 2021-03**, Levying a Tax Upon Real Property. The motion was seconded by Mr. Courduff, and passed unanimously.

Resolution No. 2021-04

Mr. Strunk stated the fee schedule, as discussed at the last meeting, includes an amendment to the Building/General Permit Fee Schedule. The Fee Schedule has been revised to allow for one Schedule for Building Permit Fees, Electrical Permit Fees, Plumbing Permit Fees, and Mechanical Permit Fees. Mr. Courduff questioned Mr. Cordero on how new construction of a single-family home will be computed. Mr. Cordero stated the same rate is used in computing the fees in square footage. Mr. Courduff further questioned Mr. Cordero on the fees assessed for sprinkler heads inspections. Mr. Cordero stated fees are assessed on the time it takes to perform the inspection, not necessarily on the number of sprinkler heads being inspected.

Mr. Strunk made a **MOTION** to approve **Resolution No. 2021-04**, Fee Schedule for Service. The motion was seconded by Mr. Courduff and passed unanimously.

Resolution No. 2021-05

Mr. Strunk stated the Street Light Assessment consists of 20 Street Lighting Districts. The assessment ranges from \$18.00 to \$83.00 per property located in the district. The assessment is based off the cost to operate the streetlights.

Mr. Strunk made a **MOTION** to approve **Resolution No. 2021-05**, Street Light Assessment. The motion was seconded by Mr. Mininger and passed unanimously.

Mr. Courduff was nominated by Mr. Strunk as the Voting Delegate for Milford Township at the 2021 PSATS Convention being held at Hershey Lodge on April 18 through April 21, 2021. Mr. Courduff stated it is unknown at this time if the meeting will be a virtual meeting or an in person meeting at this time. If the meeting is held as an in person meeting Mr. Courduff stated he would assess his attendance at that time.

Mr. Strunk made a MOTION to nominate Mr. Courduff as the Voting Delegate of Milford Township at the 2021 PSATS Convention being held on April 18th through April 21, 2021. Mr. Mininger seconded the motion.

With their being no further business, Mr. Strunk adjourned the reorganizational meeting at 7:16 p.m.

Milford Township Board of Supervisors'
Minutes of January 4, 2021 Meeting

Attendance:

Supervisors present: Charles Strunk, Chair; Thomas Courduff, Vice Chair; and John Mininger, Member. Staff present: Jeffrey Vey, Township Manager; Devan Ambron, Secretary; Peter Andersen, Andersen Engineering; Catherine Harper, Township Solicitor; David Winkler, Public Works Department; Nathan Cordero, Zoning Officer; and Christopher Kletzing, IT Manager.

Chairman Strunk called the Regular Meeting of the Milford Township Board of Supervisors to order at 7:17 p.m.

Approval of Minutes:

Mr. Courduff made a **MOTION** to approve the Board of Supervisors Meeting Minutes of December 1, 2020 & December 15, 2020 as written. Mr. Mininger seconded the motion. The motion passed unanimously.

Financial Report:

Having reviewed the current bills list, Mr. Strunk made a **MOTION** to approve the invoices for payment, along with the Treasure's Report of November 30, 2020. Mr. Mininger seconded the motion. The motion passed unanimously.

Land Development:

Swartley 3-Lot Subdivision, Sketch Plan, 1450 Allentown Road, TMP#23-021-050, Ms. Cynthia Smith of Horizon Engineering was in attendance to present the proposed plan of subdivision on behalf of the owners James and Evelyn Swartley and Dennis Swartley. The Applicant(s) proposes to subdivide a 12.93-acre parcel located along the western side of Allentown Road, north of Elm Avenue, into three single-family detached lots. Lot 1 would consist of 2.77-acres and will contain an existing nonconforming dwelling and two detached garages. Lot 2 would consist of 3.01 acres with a proposed single-family dwelling with required improvements. Lot 3 would consist of 6.59-acres with a proposed single family detached dwelling and required improvements. The site is to be served by individual on-lot wells and public sewer. Ms. Smith stated wetland and woodland areas are present. Any waivers requested will be addressed at the preliminary phase.

Mr. Courduff stated there are concerns with stormwater in the general area of the site. The site also contains a substantial area of wetlands and watercourses. There have been problems downhill in the area of Yankee and Allentown Roads that has been mitigated by many measures over the years. This site contributes to the potential flooding of that area. With installation of impervious surface, greater problems could be created. This area must be addressed. Mr. Strunk stated the designation of Waters of the US should be verified and labeled appropriately on the plan. Ms. Smith stated she would look at the stormwater calculations closely.

Mr. Vey stated the site capacity calculations should indicate that 3.78 acres of open space are required and a determination of how this requirement will be met. Discussed at this time was the possible donation of the rear most portion of proposed Lot 3, which is an odd shaped area. It was asked if the owner(s) have had a discussion regarding the donation of this piece of property. The Township is in ownership of open space land that is adjacent to this piece of property. Ms. Smith stated a conversation regarding the donation for open space purposes would be discussed.

Mr. Strunk asked Mr. Winkler if clearing of the right-of-way would be required. Mr. Winkler stated most of the trees present are located under the existing wires. A discussion was had regarding the proposed driveways. Mr. Strunk stated Lots 2 and 3 should combine their driveways into a single access at Allentown Road. If necessary a waiver of the SALDO requirements for a 5ft driveway setback may be requested. Mr. Vey stated the Board of Supervisors might be favorably disposed to grant a SALDO waiver of the 5ft driveway setback to allow the combination of driveways to happen. Mr. Vey noted that the Milford Township Planning Commission pointed out that Lot 3 has a long drive that should anticipate vehicles coming from each direction that will need to pass. The drive appears to be too close to one corner and should make provisions for vehicles to pass.

With there being no further discussion at this time it was noted that the proposal was found to generally conform with the density provisions of the Zoning Ordinance, but was found to lack conformance with the required open space provisions found in section 501 of the Zoning Ordinance. Additionally, the design needs to demonstrate

compliance with subdivision and land development regulations and to satisfactorily address the issues raised in the review letters of Andersen Engineering and the Bucks County Planning Commission. Any waiver requests will be considered with future Plan submissions.

Quaker Pointe Hotel, 1915 John Fries Highway, TMP#23-010-021-001-Tabled

Correspondence:

Mr. Mininger presented the Bucks County Airport Authority November 2020 Meeting Minutes. Mr. Mininger stated the multimodal grant application has been submitted. Mr. Mininger reported the PennDOT comments have been addressed for the obstruction clearing agreement with Milford Township. A preliminary bid meeting will be scheduled. Mr. Mininger stated he would like to see the obstructions removed before the spring when the leaves start coming out, which is also a good time of year to replant.

Mr. Vey presented the Bucks County Planning Commission Annual Household Hazardous Waste Program commitment renewal. A three-year contract to was put into place running from 2017-2020 to contribute to the County run, regional Household Hazardous Waste Program. Due to the unprecedented times, as a result of the COVID-19 pandemic, the Bucks County Planning Commission has requested communities to extend the commitment through 2021. A contribution in the amount of \$1,327.32 has been requested.

Mr. Strunk made a **MOTION** to approve a contribution in the amount of \$1,327.32 to the Bucks County Planning Commission Household Hazardous Waste program for 2021. Mr. Courduff seconded the motion, the motion passed unanimously.

Mr. Vey presented an Eagle Scout Project proposal for Molasses Creek Park. Mr. Juszynski proposes to rehab the five workout stations located in the lower area of the park. The proposed project encompasses all five stations and would consist of building platforms, to prevent patches of mud and dirt, for the stations to stand on similar to the foundation of the other workout section of the park. The project would also include sanding a repainting the actual stations as well as repairing the sign located at each workout station. Mr. Strunk stated Mr. Juszynski should coordinate with Mr. Winkler to discuss the details such as paint color and materials to be used. Mr. Winkler stated he feels this is a good project to complete.

Other Business:

Mr. Vey presented the Board with the RACP Grant for St Luke's Redevelopment Assistance Capital Grant. Mr. Vey stated the township would act as a pass-through for the 2.5 million dollar funding for the building of the future addition. Mr. Courduff asked Mr. Vey what the Township's involvement would be. Mr. Vey stated the involvement would be strictly administrative. Mrs. Harper stated she has reviewed the agreement and the agreement has been revised to hold the township harmless. The grants in this situation are more reimbursements. Mr. Courduff asked Mrs. Harper if the township would definitely be held harmless. Mrs. Harper said yes, the Township would be held harmless.

Mr. Strunk made a **MOTION** to approve **Resolution No. 2021-07** Redevelopment Assistance Capital Grant in the amount of Two Million Five Hundred Thousand Dollars (2,500,000.00) on behalf of St. Luke's Health Network. Mr. Mininger seconded the motion. The motion passed unanimously.

Mr. Vey presented the Board with the Milford Village Alpas Wellness Campus Sewage Facilities Planning Module. Mr. Courduff asked Mr. Andersen if it was found to be in compliance. Mr. Andersen stated it was and it is found to be acceptable for approval.

Mr. Strunk made a **MOTION** to approve **Resolution No. 2021-08** Resolution for Sewage Facilities Planning Module for Alpas Wellness Campus. Mr. Courduff Seconded the motion. The motion passed unanimously.

Mr. Vey presented the Georgiadis Deed of Dedication of right-of-way for the property located at 2080 Esten Road. Mr. Winkler stated the Esten Road and Wright Road right-of-way have been cleared as required by the approval of subdivision.

Mr. Courduff made a **MOTION** to accept the Georgiadis Deed of Dedication of right-of-way for the property located at 2080 Esten Road, TMP Nos. 23-020-060-001, 23-020-159, and 23-020-159-001. Mr. Strunk seconded the motion. The motion passed unanimously.

Reports:

Code Enforcement: Mr. Cordero presented the Code Enforcement Report for December 2020. A total of 15 permits were issued in December: 4 zoning permits, 6 residential renovation permits, 4 residential accessory permits, and 1 commercial permit. A total of 14 Use & Occupancy permits were issued and no fire inspections were performed. Mr. Cordero stated fire inspections will resume this month.

Public Works Department Reports: Mr. Winkler presented the Public Works Departmental report for December 2020. Mr. Winkler stated the Public Work crew spent a lot of time this month cleaning up from storm damage. Seven Douglas Fir trees were planted in the open space at Valley View Two and finished putting up snowplow stakes throughout the township. The crew replaced 36" cross pipe on Mill Pond Road. The crew had to patch close to 14 water boxes and 6 manholes on the new section of Mill Hill Road. Salting and plowing occurred one time this month. Mr. Winkler stated he was out to the Beechwood Acres development prior to the recent heavy rainfall to ensure the drainage areas were open. Repairs were made to the drainage on Mill Hill East. Mr. Vey stated an invoice for the repairs will be send to LifeQuest. Mr. Winkler stated the bridge replacement on Upper Ridge Road in the area of Finland Road has been completed and is open at this time. Mr. Winkler stated PennDOT has seen the project through. Mr. Winkler stated the crew completed two rounds of salting and 2 rounds of plowing with the winter storm. Mr. Courduff asked Mr. Winkler if brine is used on township roads. Mr. Winkler stated it is not and he does not see any benefits in the use of brine as it is mainly used for high volume roads. Mr. Mininger stated depending on the temperature the use of brine could potentially create black ice.

Milford Fire Company Reports for December 2020: Chief Butler presented the Milford Fire Company report for December. A total of 18 calls were received: 2 structure, 1 rescue, 8 fire alarms, 1 hazmat, 2 mutual aid, and 4 miscellaneous calls. The MTVFC continues to meet with Trumbauersville Fire Company on a regular basis and the dual response for the daytime has been working great. Richland Township would like to meet. Mr. Butler stated they are hoping to meet sometime in March. Mr. Butler stated they have been talking with Tylersport Fire Company for the Turnpike calls. The Fire Company continues to peruse the purchase of new computers tablets and/or iPads for the frontline apparatus. The Fire Company is also looking to replace the Deputies vehicle and looking into purchasing a vehicle for the Assistant. The AFG grant was not received this round even after using a professional grant writer. Mr. Butler stated he will be reaching out to Toomey and Casey about not receiving anything for the SFG for the last 7 years. The Fire Company will be completing the Bi-Annual Fire Response review this year. The Fire Company will be meeting with the County Radio Room to go over the new dispatch system. The Fire Company has been keeping an eye on some of the business in the township as they have been blocking the fire hydrants. Mr. Butler stated the year-end report for 2020 will be given at the February Board of Supervisors meeting.

Mr. Strunk stated the Trumbauersville Fire Company Report for December 2020 is available for review.

Manager Reports: Mr. Vey stated the Township Hough Associates has submitted for the annual Recycling Performance Grant and the Township will be awarded \$20,617.

Mr. Vey reported the Department of Conservation and Natural Resources notified the township that the requested Splash Pad and Splash Pad Parking Expansion Grants were not awarded. This was the second year in a row the township was not selected to be awarded the grant.

Mr. Vey stated the PA Turnpike Doerr Road Vacation continues to be discussed at this time. Mr. Courduff has requested a more accurate description of the access road. Mr. Vey stated a description will be obtained. Mrs. Harper stated the proposed agreement involves the vacation of a portion of Doerr Road. This should be pure mechanics. Mr. Courduff asked Mrs. Harper if additional information for the neighboring properties is required. Information was given previously, and good discussions were had. Mr. Courduff stated it may be good to put detailed information on the township website. Mrs. Harper inquired if there were any serious objections given previously. Mr. Vey stated there were few concerns not objections. Mr. Strunk noted on page 4, Chapter 11 of the Agreement it is stated that the township agrees to hold the Commission harmless once the improvements are completed. Mr. Strunk asked if the Commission would enter into an 18-month maintenance period. If the township is to maintain Mr. Courduff stated he would like to have Andersen Engineering inspect prior to the possession of the township.

Escrow Release:

Mr. Strunk made a **MOTION** to approve the escrow release request for the Georgiadis, Minor Subdivision for the property located at 2080 Esten Road, TMP Nos. 23-020-159, 23-020-159-001, and 23-020-160-001. Mr. Courduff seconded the motion. The motion passed unanimously.

Public Comments:

Mrs. Ambron stated there was not public comment received.

Adjournment:

With there being no further business Mr. Strunk made a MOTION to adjourn the January 4, 2021 regular meeting of the Milford Township Board of Supervisors at 8:17 p.m. Mr. Strunk announced the Board will meet in executive session to discuss personnel issues.