# Westfall Township, Matamoras, PA

**July 7, 2025**

The Regular meeting of the Westfall Township Board of Supervisors was held on Monday, July 7, 2025, at 7:00 pm. The meeting was held at the Township Building on Delaware Drive and LaBarr Lane, Westfall Township.

Those present were Chairman Robert Llewellyn, Vice Chairman Paul Schaldonat; Supervisor Paul Fischer, David Twiss, and J. Bernard Swartwood, III; and Secretary, Kaitlin Hildebrandt. Also, present were Treasurer Scott Myer, Chief Chad Stewart of the Eastern Pike Regional Police Department, Chief Bill Koferl, Westfall Township Volunteer Fire Department, Road Master Keith Rodriguez, Mr. Edgar Gutierrez, Building Appeals Board, Mr. Thomas Mignone, Zoning Hearing Board, Mr. John Dalton, and approximately five (5) members of the public. Absent from the meeting were Solicitor, Robert Bernathy, Mike Fischetta, Emergency Management Coordinator, and Mrs. Judy Acosta Zoning and Building Code Officer.

The pledge of allegiance occurred.

The last Regular Meeting occurred on Monday, June 2, 2025, at 7:00 p.m.

**EXECUTIVE SESSION:**

* Monday, July 7, 2025, at 6:00 p.m. for matters of possible litigation

**APPROVAL OF AGENDA:**

A motion was made by Vice Chairman Schaldonat to approve the agenda. The motion was seconded by Supervisor Twiss, there was no further discussion heard, and the motion carried with all in favor.

**PUBLIC COMMENT:** Mr. Edgar Gutierrez inquired as to why the Berkheimer Update appeared on the agenda every month, as number one under new business. Supervisor Twiss explained that this matter remains on the agenda, following discussions a few years ago about large construction projects in the Township and whether those businesses and their workers were paying the earned income tax. Following this discussion the Township has been reporting any large or applicable permits that are issued to Berkheimer to ensure the appropriate taxes are being paid. It was noted that there is not always an update given, as sometimes permits have not been issued, but there will be information discussed tonight. No further comment was heard

Ms. Tonkin noted that there were two donation requests on the agenda this evening from the Millrift Civic Association and the DV Hometown Heroes Banner Program. She stated that she is a taxpayer and does not believe that taxpayer funds should be used by the Township to make donations. It was further noted that the Township was not always in good financial standing, and should not be making donations with taxpayer dollars. Additionally, where does the Township draw the line with donation requests and decide what causes are most worthy. No further comment was heard.

**MINUTES:**

* **June 2, 2025 – Regular Supervisor Meeting Minutes:** A motion was made by Supervisor Twiss to approve the June 2, 2025, Regular Supervisors Meeting Minutes. The motion was seconded by Supervisor Swartwood, there was no further discussion heard, and the motion carried with all in favor.

**POLICE REPORT**: Chief Stewart provided the Eastern Pike Regional Police Department Report for the month of June 2025 which reflects the following:

Miles patrolled-3,018

Year to date-23,987

Motor Vehicle Accidents-18

Year to date-119

Calls for the month-231

Year to date- 1,095

Calls to Westfall Township-168

Calls to Matamoras Borough-60

OOJ: 3

**Overall Calls for Service:**

Westfall Township: 71%

Matamoras Borough: 29%

**Significant Happenings:**

* Law & Leadership Academy – July 7-11, 8th -12th grade
* 3-D Archery Shoot – June 15th 7 a.m. to 12 p.m. at Airport Park

A motion was made by Supervisor Twiss to approve the Police Report for June 2025. The motion was seconded by Supervisor Fischer, there was no further discussion heard, and the motion carried with all in favor.

**WESTFALL FIRE DEPARTMENT & AMBULANCE:** Chief, Bill Koferl provided the report for the month of June 2025, prior to the meeting due to his anticipated absence, which reflected the following:

**FD Calls for June 2025**

* MVA
* Automatic Fire Alarm – 7
* Wires Down – 2
* Mutual Aid -11
* Structure Fire-1
* MVA- 6
* Water Rescue -2
* Car Fire – 1
* AFA- 1
* 8 Milford
* 1 Hugenot
* 1 Sparrowbush

Total 24 Calls for the Month

* 149 Calls Year to Date
* 73.5 Call Man Hours
* 323.25 Other Man Hours
* For the month we held four (4) in-house drills.
* We held a neighborhood meet and greet at Mill Rift.
* We took possession of our new Rescue Boat and have held multiple hours of training. The boat was 85% funded by grant monies.
* The new sign has been installed and is operational, again partially funded by grant monies from LSA.
* Preparations for PJ Fireman’s Parade are ongoing.
* Riverside Apartments Knox Box issues (keys either not working or not there), no contact.
* Lowes Knox Box issues (no key and the box was opened).

**EMS Call for June 2025**

* 66Calls for service
* Milford Borough 3
* Orange County 2
* 490 Year to date
* 102 Man hours were covered by the volunteers
* There were five (5) calls to 111 Rivers Edge Drive.

There was discussion about how many calls the volunteers covered as opposed to hours. It was noted that calls are not tracked, as it does not give an accurate portrayal of the amount of time donated by the volunteers. Chief Koferl noted again the issue with 111 Rivers Edge Drive, who are not abiding by their conditions of approval and using their contracted ambulance provider, but are continuing to call 911 for service. Supervisor Fischer mentioned that the new sign in front of the Fire House looks good.

A motion was made by Supervisor Twiss to approve the Westfall Fire Department report for the month of June 2025. The motion was seconded by Supervisor Fischer, no further discussion was heard, and the motion carried with all in favor.

**HIGHWAY DEPARTMENT: Mr**. Keith Rodriguez, Road Master, provided the June 2025 report which reflects the following:

* Checked and cleaned catch basins
* Ditching and shoulder work was done on Cummins Hill, Bluestone Blvd, and Independence Dr.
* Roadside trimming was done on Independence Dr., William Penn Dr., and Bell Manor.
* Trees were cleared from Pine Terrace, Pond Dr., Phillips Ln., and William Penn Dr.
* Mowing was done on Township properties.
* Shop maintenance was done.
* A fuel tank leak on the Peterbilt was repaired.

**(Mountain Ave./ 6 & 209 turning arrow update)**

Daniel Yelito from NEPA (Northeastern Pennsylvania Alliance has reached out after hearing about our situation with the turning arrow, and is trying to get assistance for the Township through TIP, their Transportation

Improvement Program and LTAP their Local Technical Assistance Program. Their goal is to provide a safer and more efficient travel environment. Transportation Engineers will be visiting the intersection to evaluate. Daniel

will contact me when a date has been set for engineers

There was discussion among the Board, Road Master Rodriguez, and Chief Koferl regarding downed trees that have occurred lately in the Township, and the issues with having Verizon remove the trees from their lines. Supervisor Twiss stated that the tree on Mountain Avenue was a safety hazard for three days and suggested amending the Townships contract with Verizon and Optimum to include the removal of trees from any lines in the Township. Supervisor Swartwood stated that Verizon is a statewide problem and has always been a problem in his experience from his previous employment. Supervisor Swartwood further stated that the Township has filed a formal complaint against Verizon with the utilities commission. It appears that Verizon is only concerned about trees on wires if it will impact their service. Chief Stewart stated that there is a pole down on Cummins Hill that is just leaning against the embankment, and he has reported it several times, but nothing has been done. Supervisor Swartwood requested that Chief Stewart obtain the pole number and photographs of the area, and this would be included in the Township complaint against Verizon.

A motion was made by Supervisor Fischer to approve the Highway Department Report for June 2025. The motion was seconded by Vice Chairman Schaldonat, there was no further discussion heard, and the motion carried with all in favor.

**BUILDING/ZONING REPORT:** Vice Chairman Schaldonat read the report for June 2025, which reflected the following:

4 Building Permits, 1 Sewage Permits, and 9 Zoning Permits were issued with the total amount of fees being collected in the amount of $21,194.56.

A motion was made by Supervisor Twiss to approve the Building and Zoning Report for June 2025. The motion was seconded by Supervisor Fischer, there was no further discussion heard, and the motion carried with all in favor.

**EMERGENCY MANAGEMENT:** Chairman Llewellyn explained that Mr. Mike Fischetta, Emergency Management Coordinator, was absent from this evening’s meeting and had not yet provided his report. There was no further discussion or action taken on this agenda item.

**TREASURER’S REPORT:** Mr. Scott Myer, Treasurer, provided the report for June 2025 for inspection and review and stated the following:

1. The report reflects profit/loss from January through June 2025, and there is no major variance in the budget.
2. Income is currently over fifty (50%) percent and expenses are under fifty (50%) percent.
3. The Dime Bank Loan interest rate has been reduced from 6.75% to 5.85%.

A motion was made by Supervisor Twiss to approve the Treasurer Report on file for June 2025. The motion was seconded by Supervisor Fischer, there was no further discussion heard, and the motion was carried with all in favor.

**CORRESPONDENCE:** On the desk available for review.

**OLD BUSINESS:**

1. **Kiley Proposal March 20, 2023, Township Building Addition:** Chairman Llewellyn stated that the Township is still awaiting an updated proposal. This matter was tabled to the August 4th Supervisor Meeting. There was no further action taken on this agenda item.
2. **Yard Waste Facility Operating Procedure and Hours:** Chairman Llewellyn stated that Attorney Bernathy was not present at this evenings meeting to assist with contract negotiations and given this the matter would be tabled until the August 4th Supervisor Meeting. There was no further discussion or action taken on this agenda item.
3. **Paving Bids – Ruben Bell (T-452):** Chairman Llewellyn stated that the Township had received two bids for this paving project that were opened at the June 2nd Supervisor Meeting, and that the project would be awarded today. Secretary Hildebrandt stated that a bid had been received from Pocono Spray Patching in the amount of forty-thousand two hundred and twenty-six dollars and twenty-five cents ($40,226.25) and a bid had been received from Wayco, Inc. in the amount of fifty-six thousand seven hundred and ninety dollars ($56,790.00). It was further discussed that the bid packets were complete and had been reviewed by the Townships Engineer and Solicitor. Secretary Hildebrandt stated that the Townships Solicitor noted prior to this evenings meeting that the bid received from Pocono Spray Patching was significantly under the projected cost of the project as estimated by PennDOT, that this bid was an outlier, the Township is unfamiliar with this contractor, and has worked with Wayco, Inc. on numerous project over the last several years and is familiar with their work. Supervisor Twiss stated that he has read good reviews on Pocono Spray Patching. Road Master Keith Rodriguez stated that he was unfamiliar with the company as the Township has previously worked with Wayco, Inc.

A motion was made by Vice Chairman Schaldonat to accept the Pocono Spray Patching bid in the amount of forty-thousand two hundred and twenty-six dollars and twenty-five cents ($40,226.25), for the Ruben Bell Drive double bituminous seal coat project. The motion was seconded by Vice Chairman Schaldonat, there was no further discussion heard, and the motion carried with all in favor.

1. **Definition of a Shipping Container & Permitted Zone:** Chairman Llewellyn stated that Attorney Bernathy had been working on this matter, and as he is not present at this evening’s meeting, this matter would also need to be tabled until the August 4th Supervisor Meeting. There was no further discussion or action taken on this agenda item.
2. **DV Hometown Heroes Banner Program:** The Board discussed the use of taxpayer funds to make donations. Chairman Llewellyn stated that the Board would urge those in attendance and the residents of Westfall Township to support this cause, but the Supervisors cannot use taxpayer funds to support the program. There was no further discussion or action taken on this agenda item.
3. **DOT Traffic Study for Turning Arrow for the Intersection of Route 6 & 209 and Mountain Ave.:** Chairman Llewellyn stated that this agenda item was awaiting information from LTAP regarding their assistance with conducting a traffic study. There was no further discussion or action taken on this agenda item.

**NEW BUSINESS:**

1. **Berkheimer Update:** Supervisor Twiss stated there was almost a million dollar permit for HVAC work at the Delaware Valley High School that was reported, along with two other sizeable permits for other work to occur at the school. The tenant fit out for the new Jersey Mikes location was also reported. There was no further discussion or action taken on this agenda item.
2. **Mill Rift Civic Association Donation Request:** Chairman Llewellyn stated like the earlier request the Board would encourage those in attendance and Township residents donate to this cause, but the Board could not use taxpayer funds to support this cause. There was no further discussion or action taken on this agenda item.
3. **Letter of Engagement from Rainey & Rainey to perform the 2024 Audit of the Westfall Township Volunteer Fire Department:** Chairman Llewellyn stated that pursuant to the Fire Protection contract between the Fire Department and the Township an audit of the fire departments books needs to occur. Chief Koferl inquired what year the audit would be for. Chairman Llewelyn stated they would be 2024. The Board and Treasurer Scott Myer discussed the letter of engagement and proposed service fee of nine thousand and five hundred ($9,500.00) dollars. The Board requested that other accountant firms, including the Township’s firm, Kirk Summa be contacted to provide a proposal and a letter of engagement. This matter was tabled until the August 4, 2025, Regular Supervisor Meeting. There was no further discussion or action taken on this agenda item.
4. **Pension Plan Contributions Refund Request:** Chairman Llewellyn stated that one of the Township employees who transitioned from full-time to part-time had recently requested to be reimbursed his pension plan contributions.

A motion was made by Supervisor Twiss to approve the reimbursement of the Pension Plan Contributions made by EMT Matthew Moore. The motion was seconded by Vice Chairman Schaldonat, there was no further discussion heard, and the motion was carried with all in favor.

1. **Resolution 2025-6 Opposing Federal Legislation to Increase Truck Size and Weight Limits:** Chairman Llewellyn stated that the Township had received this Resolution from the Coalition Against Bigger Trucks. There are Federal proposals that would allow for an increase in truck weights to ninety-one thousand (91,000) pounds and length to ninety-one (91) feet. Secretary Hildebrandt stated that she did not believe Attorney Bernathy reviewed this Resolution.

A motion was made by Supervisor Twiss to pass Resolution 2025-6 Opposing Federal Legislation to Increase Truck Size and Weight, pending Solicitor review. The motion was seconded by Vice Chairman Schaldonat, there was no further discussion heard, and the motion was carried with all in favor.

1. **Flood Insurance Renewal – Old Maintenance Building:** Chairman Llewellyn stated that the Township had received a Selective Insurance flood insurance renewal bill that allows the Township to increase the coverage. The old maintenance garage is currently insured in the amount of seventy thousand ($70,000.00) dollars and the insurance can be increased to seventy-seven thousand ($77,000.00) dollars. The Board discussed what if anything the Township has stored in the garage as a portion of the garage is rented to PCLP. How much would it cost to replace the building and would this cover the contents of the garage. This matter was tabled until the August 4, 2025, Regular Meeting in order to obtain additional information on the insurance and the replacement cost of the building. There was no further discussion heard, and no further action was taken.
2. **Creation of an Emergency Off Ramp on I-84 at Cummins Hill Road:** Supervisor Fischer stated that the Township experienced two one-hundred-year floods back-to-back several years ago that flooded the three lane, blocking off a portion of the Township from receiving emergency services. If an emergency exit was placed at Cummins Hill Road and Interstate 84 it would have made emergency services response times quicker. Supervisors Fischer further stated that the Township at the time approached a State Senator about this request and the Township was informed that this would be about a two (2) million-dollar project. Supervisor Swartwood stated that the turning signal at Mountain Avenue and Route 6 & 209 was currently a more pressing issue. He further stated that a Senator pushed for the installation of a similar ramp in Schuylkill County, and it was never built. Supervisor Fischer stated that the Townhip should at least make an attempt. There was no further discussion or action taken on this agenda item.
3. **Pike County Autism Support Services of NEPA Permit Request:** Chairman Llewellyn stated that the Township has received a permit application from the Pike County Autism Support Services of NEPA requesting to hold a 5K run/walk on Sunday, October 5, 2025, starting at the Back Road Brewery and going down Old Milford Road. Further, their request indicated that they would like to have Old Milford Road be closed to traffic. The Board discussed the possibility of road closure, the route of the proposed event, the times that the closure would be requested, and would a permit be required from Milford Township, as it appears that a portion of the event will occur in their municipality. Chief Stewart and Road Master Rodriguez noted that this event occurred last year as well, a permit for the event had been issued, but it was unclear if the road was closed during last year’s event or not. Supervisor Twiss raised concerns about how many home and property owners this road closure would affect. Also, it was noted that the road would need to remain open to emergency services. The Board requested that Secretary Hildebrandt reach out to the applicant to obtain additional information about the route, home and property owners that would be affected by the road closure, the time the event would take place, and the road would be closed, and any approvals from Milford Township for the event. This matter was tabled until the August 4, 2025 Regular Supervisor Meeting. There was no further action or discussion on this agenda item.

**SUBDIVISION/LAND DEVELOPMENT/CONDITIONAL USE- REVIEW AND ACTION:** **NONE**

**EXECUTIVE SESSION:** None held.

**ADJOURNMENT:** Meeting was adjourned at 7:40 p.m. on a motion by Supervisor Twiss. The motion was seconded by Vice Chairman Schaldonat, there was no further discussion heard, and the motion carries with all in favor.

Respectfully Submitted,

Kaitlin Hildebrandt

Secretary