# Westfall Township, Matamoras, PA

**May 5, 2025**

The Regular meeting of the Westfall Township Board of Supervisors was held on Monday, May 5, 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; Solicitor, Robert Bernathy, and Secretary, Kaitlin Hildebrandt. Also, present were Treasurer Scott Myer, Sargent Chelsea Adams 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, Christopher Rinaldi, PLS, and Mr. John Dalton, and approximately five (5) members of the public. Absent from the meeting were Mike Fischetta, Emergency Management Coordinator, and Mrs. Judy Acosta Zoning and Building Code Officer.

The pledge of allegiance occurred.

**EXECUTIVE SESSION:**

* Monday, May 5, 2025, at 5:30 p.m. for matters of possible litigation and personnel (EMT Department)

**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:** None Heard.

**MINUTES:**

* **April 7, 2025 – Regular Supervisor Meeting Minutes:** A motion was made by Supervisor Fischer to approve the April 7, 2025, Regular Supervisors Meeting Minutes. The motion was seconded by Vice Chairman Schaldonat, there was no further discussion heard, and the motion carried with all in favor. Supervisor Twiss abstained from the vote, as he was not in attendance at the April 7th Supervisor Meeting.

**POLICE REPORT**: Sargent Adams provided the Eastern Pike Regional Police Department Report for the month of April 2025 which reflects the following:

Miles patrolled-3,642

Year to date-17,469

Motor Vehicle Accidents-18

Year to date-70

Calls for the month-164

Year to date- 669

Calls to Westfall Township-106

Calls to Matamoras Borough-53

OOJ: 5

**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 – May 4th 7 a.m. to 12 p.m. at Airport Park
* Annual Law Updates

A motion was made by Supervisor Fischer to approve the Police Report for April 2025. The motion was seconded by Vice Chairman Schaldonat, 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 April 2025, which reflected the following:

**FD Calls for April 2025**

* Assist EMS-31
* MVA-4
* Automatic Fire Alarm – 12
* Structure Fire -1
* Wires Down – 1
* Mutual Aid -4
* Structure Fire-2
* Brush Fire -1
* Automatic Fire Alarm-1
* Smoke in Building -2
* Brush Fire -1
* Automatic Fire Alarm - 1
* Total Calls for the Month -27
* Year to Date Calls- 100
* For the month we had four (4) in house drills, tow (2) Junio members attend Junior weekend at the County Training Center

**EMS Call for April 2025**

* 65 Calls for service
* Milford Borough 2
* Milford Township 2
* Matamoras 1
* Orange County 1
* Also, there were four (4) calls to 111 Rivers Edge Drive.

Supervisor Twiss inquired if the report for the fire department could be further broken down to provide additional information on mutual aid, similar to the EMS Report. Chief Koferl stated that he could and would provide this information in the next report. He stated that the mutual aid was Port Jervis and Milford. Chief Koferl additionally stated that there were two hundred and forty-eight (248) volunteer hours operating the ambulance. Further, the Township had received some inquiries about the imposition of a burn ban, and Chief Koferl stated that he would not recommend one given the amount of rain the Township has received within the last week and is anticipated to continue to receive.

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

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

* Shoulder work was done on Heaters Hill.
* Roads were swept clear of anti-skid.
* Potholes were filled, and repair work was done on Pine Hill Farms Rd.
* Trees were cleared from Pine Hill Farms Rd., Heater Hill, and Pond Dr.
* Plowing was done for the last storm on April 12th
* Reinstalled one Bus Stop sign, and one No Outlet sign.
* Our annual workday clearing the ice diversion channel on Mashipacong Island was done on April 22nd, along with the Borough of Matamoras, and the City of Port Jervis.
* Catch basins were cleared.
* Trash was picked up along Reuben Bell Dr. and mowed.
* Repaired one traffic signal junction box.
* Shop and equipment maintenance was done

Supervisor Twiss inquired if there was an update on the installation of a turning arrow at the intersection of Mountain Avenue and Route 6 and 209. Mr. Rodriguez stated that he has sent numerous emails, and left messages with PennDOT, and that as of this meeting he has not received a response. Further, he discussed this matter with Supervisor Swartwood last week, who has suggested compiling additional information such as photographs of the intersection, police and emergency services reports about accidents in the area, and again informing the State that this intersection is not only dangerous but delays the response of emergency services. Chairman Llewellyn requested that Mr. Rodriguez forward the Supervisors this information, emails, etc. that have been provided to PennDOT in order to forward this information to higher-up State Offices, as a response should at least be provided.

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

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

5 Building Permits, 1 Sewage Permit, 3 Short Term Rental Licenses, and 5 Zoning Permits were issued with the total amount of fees being collected in the amount of $4,118.50.

A motion was made by Supervisor Swartwood to approve the Building and Zoning Report for April 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 that he has not yet provided the report for April. No further discussion or action was taken on this agenda item.

**TREASURER’S REPORT:** Mr. Scott Myer, Treasurer, provided the report for April 2025 for inspection and review prior to this evenings meeting which reflected the following:

* Real estate taxes are beginning to come in, with April and May being the busiest months for collection.
* Income and expenses are in line with the budget.
* That no response has been provided by the Dime Bank as of this meeting with regard to the Townships’ request to reduce the interest rate on a loan. The interest rate on this loan recently saw a sizeable increase.

A motion was made by Vice Chairman Schaldonat to approve the Treasurer Report on file for April 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 June 2nd Supervisor Meeting. There was no further action taken on this agenda item.
2. **Yard Waste Facility Operating Procedure and Hours:** Chairman Llewellyn stated that the Township and Boroughs Solicitors have been discussing this matter and have requested that this matter be tabled to the June 2nd Regular Supervisor Meeting, to allow additional time for discussion. This matter was tabled to the June 2nd Regular Supervisor Meeting.
3. **Letter to PCCC Regarding AEMT Protocols:** Chairman Llewellyn stated that this matter had been discussed with Chief Koferl, and the Township will be moving forward with the recommended AEMT Protocol.

A motion was made by Supervisor Twiss to send correspondence to the Pike County Communication Center detailing Westfall Townships AEMT Protocol. The motion was seconded by Supervisor Twiss, there was no further discussion heard, and the motion was carried with all in favor.

**NEW BUSINESS:**

1. **Berkheimer Update:** Supervisor Twiss stated that no qualifying permits had been issued during the month of April. There was no further action taken on this agenda item.
2. **Advertise for Paving Bids – Ruben Bell (T-452):** A motion was made by Vice Chairman Schaldonat to advertising for paving bids for Ruben Bell Drive (T-452). The motion was seconded by Supervisor Fischer, there was no further discussion heard, and the motion was carried with all in favor.
3. **Definition of a Shipping Container & Permitted Zone:** Attorney Bernathy requested that this matter be tabled until the June 2nd Supervisor Meeting to allow additional time for legal research. There was no further discussion heard, and the matter was tabled to the June 2nd Supervisor Meeting.
4. **DV Hometown Heroes Banner Program:** Meredith and Cindy appeared on behalf of the Hometown Heroes Banner program, who are seeking the Townships assistance with the cost of hanging the banners as well as banner maintenance. The cost of such services has increased this year. Hometown Heroes is continuing to partner with Sign Here, who will be charging a hundred ($100.00) dollars per banner to be hung and will bundle any banner maintenance. The program will be extending banner sales this year in order to provide additional time for residents to purchase one. At this time, Cindy and Meredith are unsure how many banners will be hung but estimate between fifty (50) and sixty (60). The Board requested that a more definitive number be provided at the June 2nd meeting. There was no further discussion, and this matter was tabled to the June 2nd Supervisor Meeting.
5. **Planning Commission Vacancy:** Chairman Llewellyn stated that there was a vacancy on the planning commission due to the passing of a member. Given this, the Township would like to open the position to any Township Resident who would like to submit a letter of interest prior to the June 2nd Regular Supervisor Meeting.

A motion was made by Supervisor Twiss to advertise the vacant position on the Westfall Township Planning Commission. The motion was seconded by Supervisor Fischer, there was no further discussion heard, and the motion was carried with all in favor.

1. **Schedule and Advertise a Hearing for an Ordinance Increasing Supervisor Compensation:** Supervisor Fischer explained that the Commonwealth has passed a new Act allowing for the increase of the yearly compensation of all newly elected Supervisors, after passing an Ordinance. The current yearly compensation is one thousand eight hundred and seventy-five ($1,875.00) dollars and would be increased to three thousand one hundred and forty-five ($3,145.00) dollars.

A motion was made by Supervisor Twiss to schedule and advertise an Ordinance Hearing on increasing the Township Supervisor compensation on Monday, June 2, 2025, at 6:45 p.m. at the Westfall Township Building. The motion was seconded by Supervisor Fischer, there was no further discussion heard, and the motion was carried with all in favor.

1. **Milford Star – Request for Letter of Support:** The Board of Supervisors discussed correspondence received by the Township regarding returning the Milford Star its previous location. The Board discussed that the Star had been removed by the Park Service.

A motion was made by Supervisor Twiss to send a letter of support to Representative Rob Bresnahan regarding returning the Milford Star to its previous location. The motion was seconded by Supervisor Fischer, there was no further discussion heard, and the motion was carried with all in favor.

1. **Recommendation to Hire Chad Mateyka as a Part-Time EMT:** Attorney Bernathy confirmed that all pre-employment checks had been completed on Mr. Mateyka, and that he would be sent for drug and alcohol testing, as well as a physical following hiring. Chief Koferl stated that Mr. Mateyka had been interviewed, that he has more than twenty (20) years of experience as an EMT and is a local business owner. Given, this the recommendation has been made to hire Mr. Chad Mateyka as a part-time EMT at an hourly rate of nineteen ($19.00) dollars.

A motion was made by Supervisor Twiss to hire Mr. Chad Mateyka as a part-time EMT at an hourly rate of nineteen ($19.00) dollars per hour, pending a physical, and drug and alcohol testing. The motion was seconded by Vice Chairman Schaldonat there was no further discussion heard, and the motion was carried with all in favor.

**SUBDIVISION/LAND DEVELOPMENT/CONDITIONAL USE- REVIEW AND ACTION:**

1. **Philippe & Esther Katz Minor Subdivision (097.00-02-09.001 & 097.00-02-09):** Mr. Christopher Rinaldi, PLS from Rinaldi Land Surveying appeared on behalf of the project. He stated that the property is approximately seven point four (7.4) acres and that the property owners had purchased a small portion of the common area to combine with their lot to allow for additional area for the installation of a private sports court. This has led them to seek planning approval due to the lot line changes. The property is located within the Trees Community which is located off Old Milford Road behind Tractor Supply. The sports court will be a private multi-use court for basketball, tennis, pickle ball, etc. Attorney Beranthy confirmed that the Township has received a completed application and fee. Additionally, the Supervisors have received correspondence dated April 24, 2025, from the Planning Commission recommending approval of this application, pending deed review by the Township Solicitor. Attorney Bernathy stated that he had met with Counsel for the applicant to review the deeds and finds them to be in recordable fashion. Further the Township Engineer, Kiley Associates, has conducted a review of the project with reference made to review and comment letters dated April 7, 2025, and April 14, 2025, and noting that all comments have been addressed. Additionally, Pike County Planning has conducted a review of this project, and per their review letter dated April 1, 2025, have found the plans to be consistent with the Pike County Comprehensive Plan, municipal ordinances, and that they had no further comments. Attorney Bernathy inquired if any member of the public had any comments on these plans. One question was heard regarding the location of the property, which was explained that the property lies within the Trees Community off Old Milford Road. There was no further public comment heard. Attorney Bernathy stated that the application was ripe for disposition.

A motion was made by Supervisor Twiss to approve the Philippe & Esther Katz Minor Subdivision (097.00-02-09.001 & 097.00-02-09). The motion was seconded by Supervisor Swartwood, there was no further discussion heard, and the motion was carried with all in favor.

**EXECUTIVE SESSION:** None held.

**ADJOURNMENT:** Meeting was adjourned at 7:27 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