# Westfall Township, Matamoras, PA

**September 9, 2025**

The Regular meeting of the Westfall Township Board of Supervisors was held on Tuesday, September 9, 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; Supervisors Paul Fischer, David Twiss, and J. Bernard Swartwood, III; Solicitor, Christian E. Weed, and Secretary, Kaitlin Hildebrandt. Also, present were Mr. Isia Puie, Auditor, Mr. Thomas Mignone, Zoning Hearing Board, Mr. Edgar Gutierez Building Appeals Board, Mr. John Dalton, Ms. Carolyn Brazier, Project Engineer from Dewberry, Ms. Mary Moreno Vice President of the Mill Rift Civic Association, Mr. Douglas Militzer Treasurer for the Mill Rift Civic Association, and approximately five (5) members of the public.

Absent from the meeting were Chief Stewart of the Eastern Pike Regional Police Department, Treasurer Scott Myer, Road Master Keith Rodriguez, Chief Bill Koferl, Westfall Township Volunteer Fire Department, 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, August 4, 2025, at 7:00 p.m.

**EXECUTIVE SESSION:**

Tuesday, September 9, 2025, at 6:00 p.m. for matters of personnel (Solicitor) and possible litigation

**APPROVAL OF AGENDA:** Chairman Llewellyn stated that the agenda for this evening’s agenda would need to be amended to include under old business, number four (4) Yard Waste Facility, and under new business, number eight (8) Appointment of an Alternate Solicitor.

A motion was made by Vice Chairman Schaldonat to approve the agenda with the addition of under old business, number four (4) Yard Waste Facility, and under new business, number eight (8) Appointment of an Alternate Solicitor. The motion was seconded by Supervisor Swartwood, there was no further discussion heard, and the motion carried with all in favor.

**PUBLIC COMMENT:** There was no public comment heard.

**MINUTES:**

* **August 4, 2025 – Regular Supervisor Meeting Minutes:** A motion was made by Supervisor Twiss to approve the August 4, 2025, Regular Supervisors Meeting Minutes. The motion was seconded by Supervisor Fischer, 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 August 2025 prior to the meeting due to his anticipated absence. Chairman Llewellyn read the August report that reflects the following:

Miles patrolled-2,793

Year to date-29,674

Motor Vehicle Accidents-19

Year to date-157

Calls for the month-224

Year to date- 1,569

Calls to Westfall Township-163

Calls to Matamoras Borough-60

OOJ: 1

**Overall Calls for Service:**

Westfall Township: 72%

Matamoras Borough: 28%

**Significant Happenings:**

* 3-D Archery Shoot – June 15th 7 a.m. to 12 p.m. at Airport Park
* Participated in National Night Out in Port Jervis
* Attended CAC Advisory Board Meeting
* Attended CJAB Meeting
* Met with NPS
* Pathfinder Meeting
* Qualified DV School Police on Rifles

A motion was made by Supervisor Twiss to approve the Police Report for August 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 August 2025 prior to the meeting in anticipation of his absence. Chairman Llewellyn read the report for August 2025 which reflects the following:

**FD Calls for August 2025**

* Assist EMS -2
* MVA – 10
* Automatic Fire Alram – 9
* Search – 1
* CO Alarm – 2
* Water Rescues – 7
* Elevator Rescue – 1
* Smoke Investigation -2
* Standbys – 2
* Gas leak – 1
* Structure – 1
* Brush Fire – 1
* Water Problem – 1
* Mutual Aid -10
  + 4 MVA
  + 1 Gas Leak
  + 1 LZ
  + 1 Car Fire
  + 3 AFA
* MA to Milford – 7
* MA to Matamoras – 3
* 50 Call for the month
* 252 calls year to date
* 185.25 call man hours
* 385 other man hours
* For the month we held 4 in-house drills
* 1 Member took HAZMAT Ops
* 1 Member took HAZMAT Tech.
* 1 Member completed Mod 3 of Essentials
* 5 Members completed Automatic Detection and Suppression Systems
* The Annual Pulled Pork Fundraiser was held.

**EMS Calls for August 2025**

* 89 Calls for Service
  + Milford Borough – 1
  + Milford Township – 1
  + Matamoras – 1
  + Orange County 2
* Volunteers covered 175 hours
* There were two (2) call to 11 Rivers Edge Drive.

A motion was made by Vice Chairman Schaldonat to approve the Westfall Fire Department report for the month of August 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 August 2025 report prior to the meeting in anticipation of his absence. Chairman Llewellyn read the Highway Department aloud, which reflects the following:

* Shoulders were mowed on Old Milford Rd., Pine Hill Farms Rd., Cummins Hill Rd., Bluestone Blvd., Sandpit Rd., Doug Miller Rd., and Reuben Bell Dr.
* Township properties were mowed.
* One call-out for a tree down on Rose Ln.
* Installed a “No Outlet” sign on Rose Ln.
* Trimming back and shoulder work was done on Phillips Ln.
* Cleared a large tree dam from Heaters Hill runoff.
* Removed a tree from Cummins Hill Rd.
* Shoulder work was done on Heaters Hill.
* New rear brakes and drums were done on the Peterbilt.
* Removed nine shopping carts from the Rosetown runoff wash next to Milford Landing.
* Equipment, maintenance and repairs were done.

Supervisor Twiss inquired as to who was responsible for mowing along Mountain Avenue and Avenue C, as the weeds, vines, brush, etc. are growing into the road. Chairman Llewellyn stated that this is a State-owned Road and are responsible for the trimming. He further requested Secretary Hildebrandt have Road master Keith Rodriguez contact PennDOT regarding the need for mowing.

A motion was made by Supervisor Twiss to approve the Highway Department Report for August 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 August 2025, which reflected the following:

19 Building Permits, and 10 Zoning Permits were issued with the total amount of fees being collected in the amount of $26,494.83

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

**EMERGENCY MANAGEMENT:** Mr. Mike Fischetta, Emergency Management Coordinator, provided the Emergency Management Report for August 2025, prior to the meeting in anticipation of his absence. Chairman Llewellyn read allowed the August Report which reflected the following:

Please excuse me from tonight’s meeting I am at work until 8pm and unable to get coverage. I am available by phone

if needed. There were no calls for service for the month of August. I am in contact with one of the siren vendors and in the process of arranging a date for one of their reps to come out to the Township to explore some options.

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

**TREASURER’S REPORT:** Mr. Scott Myer, Treasurer, provided the report for August 2025 for inspection and review prior to the meeting in anticipation of his absence.

Supervisor Twiss inquired about the budget line item for donations, and where the money the Township had budgeted for 2025 would go if the Supervisors were not intending to make any donations. Chairman Llewellyn stated that he believed the money would return to the general fund. Supervisor Twiss inquired if there was an appeal process for requesting donations. Chairman Llewellyn stated that he believed this item was being addressed under new business number four (4).

A motion was made by Supervisor Twiss to approve the Treasurer Report on file for August 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 August 22, 2025, Township Building Addition:** Chairman Llewellyn explained that the Township had received a proposal from Kiley Associates dated August 22, 2025, for engineering services in relation to the Township Building Addition. The proposed cost of the services is forty-seven thousand and three hundred ($47,300.00) dollars. It was noted that the Township has received an LSA Grant in the amount of one hundred thousand ($100,000.00) for the addition.

A motion was made by Supervisor Twiss to accept the Kiley Proposal dated August 22, 2025, for engineering services in relation to the Township Building Addition in the amount of forty-seven thousand and three hundred ($47,300.00) dollars. 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 this matter would be tabled to the October 6th supervisor Meeting to allow the Solicitor to review and discuss this matter.
2. **DOT Traffic Study for Turning Arrow for the Intersection of Route 6 & 209 and Mountain Ave.:** Chairman Llewellyn stated that the Township is continuing to pursue elected officials to assist the Township in persuading PennDOT to preform the traffic study and alter the traffic light. The Township has spoken with Congressman Rob Bresnahan, Senator Lisa Baker, and Representative Jeff Olsommer. Additionally, the Township has sent correspondence to PennDOT seeking a meeting to discuss the intersection, the traffic light design, and the original traffic study for the intersection. There was no further action or discussion heard on this agenda item. This matter was tabled to the October 6, 2025, Regular Meeting.
3. **Yard Waste Facility:** Chairman Llewellyn stated that the Township had received two quotes for cleaning up the yard waste facility. The first quote received was from AM Logging who will grind materials through a six (6) inch screen and would include all wood smaller than eighteen (18) inches in diameter, with grindings to be left onsite. The proposed cost is nine thousand and seven hundred and five ($9,705.00) dollars. The second quote received was from Vito Tree Care and Land Management Inc. who will grind all materials which will remain on site. The quote further indicated that there would be a four (4) day minimum, eight (8) hour days at a cost of four thousand and eight hundred ($4,800.00) dollars per day or nineteen thousand and two hundred ($19,200.00) dollars total. It was further discussed by the Board that Matamoras Borough should be responsible for a portion of the clean-up cost as they use the facility as well. The Board also discussed that they would like to complete the cleanup this year and did not want to see an increase in proposals for service next year. The Board further confirmed that they would pursue Matamoras Borough for their portion of the bill.

A motion was made by Supervisor Twiss to accept the AM Logging proposal for the cleanup of the yard waste facility in the amount of nine thousand seven hundred and five ($9,705.00), and to pursue Matamoras Borough for half of the clean-up cost. The motion was seconded by Vice Chairman Schaldonat, there was no further discussion heard, and the motion carried with all in favor.

**NEW BUSINESS:**

1. **Berkheimer Update:** Supervisor Twiss stated that there were three (3) permits issued during August that qualified to be reported to Berkheimer, a roofing project at Wal Mart, and the construction of two (2) new homes valued at approximately a million dollars ($1,000,000.00) and two hundred and fifty thousand dollars ($250,000.00). There was no further discussion or action taken regarding this agenda item.
2. **Reschedule and Advertise a Joint Meeting with Matamoras Borough and the EPRPD to Thursday, September 18, 2025, at 7:00 p.m. at the Matamoras Borough Hall:**

A motion was made by Vice Chairman Schaldonat to reschedule and advertise the Joint Meeting with Matamoras Borough and the EPRPD to Thursday, September 18, 2025, at 7:00 p.m. at the Matamoras Borough Hall. The motion was seconded by Supervisor Twiss, there was no further discussion heard, and the motion carried with all in favor.

1. **Resolution Number 2025-7: Authorizing the Submission of a Statewide Local Share Grant to the Pennsylvania Department of Community and Economic Development (DCED) for Calendar Year 2025:**

A motion was made by Supervisor Twiss to pass Resolution Number 2025-7 Authorizing the Submission of a Statewide Local Share Grant to the Pennsylvania Department of Community and Economic Development (DCED) for the Calendar Year of 2025. The motion was seconded by Supervisor Fischer, there was no further discussion heard, and the motion carried with all in favor.

1. **Mill Rift Civic Association Donation Request – Number 2:** Ms. Mary Moreno Vice President of the Mill Rift Civic Association, Mr. Douglas Militzer Treasurer for the Mill Rift Civic Association appeared on behalf of this agenda item to request a donation from the Township, as their first request had been denied in July of 2025. They requested the Supervisors reconsider their previous denial, as Section 1541 of the Pennsylvania Second Class Township Code allows the Board of Supervisors to “acquire by purchase or by gift, repair, supervise, operate and maintain ancient landmarks and other property of historical or antiquarian interest and make appropriations to nonprofit association or corporations organized to acquire and maintain historical properties.” Ms. Moreno further stated that the Mill Rift Civic Association is a registered Historic Landmark. The Townships’ yearly donation makes up a significant portion of their year budget, being used for the maintenance and upkeep of not only the building but the artifacts housed in the museum. The museum contains over two hundred (200) years of artifacts from the community. In years past the Townships donation has been used to repair windows, the stone stairs, the electricity, to paint the building, and for museum upkeep. Mr. Militzer also noted that the Civic Association sponsors community support and outreach programs, such as a Thanksgiving Drive, Holiday Party, and river access. They noted that the Civic Association is grateful for the support received over the years and would request a donation be made again in the amount of two thousand and four hundred ($2,400.00) dollars as in years previously, but they would be grateful for any support the Township could provide.

A motion was made by Supervisor Twiss to approve a donation of two thousand and four hundred ($2,400.00) dollars to the Mill Rift Civic Association. The motion was seconded by Supervisor Fischer, there was no further discussion heard, and the motion was carried with four Supervisors in approval, Robert Llewelly, Paul Schaldonat, Paul Fischer, and David Twiss, and one Supervisor J. Bernard Swartwood, III in opposition.

1. **Flood Insurance Rate Map and Flood Insurance Study Report:** Chairman Llewellyn stated that the Flood Insurance Rate Map and Flood Insurance Study Report have been completed, and the drafts are available to view at the Township during normal business hours, and that Secretary Hildebrandt will be posting this information to the Townships website for review. This information is currently in the review and comment period and has not yet been adopted. There was no further discussion or action taken on this agenda item.
2. **Letter of Resignation Robert F. Bernathy, Esq.:** Chairman Llewellyn read aloud the resignation letter from Attorney Bernathy, that reflected the following:

Memorandum

FROM: Robert F. Bernathy, Esquire – Westfall Township Solicitor

TO: The Westfall Township Board of Supervisors

DATE: August 28, 2025

RE: Resignation

After testing the water at the Townships last Planning Commission meeting which represented my first attempt at the practice of law since the passing of my son, I have concluded that it is not in my best interest or the best interest of the Township for me to continue as the Townships Solicitor. As a result, please allow this to serve as formal notice of my resignation from the position of Solicitor effective immediately. It has certainly been my privilege to represent the Township, and I am grateful for the opportunity the Township has provided to me. I will certainly be available to your new Solicitor to effectuate a smooth transition of any legal matters noting that there is currently no pending litigation against the Township.

Respectfully,

Robert F. Bernathy, Esquire

A motion was made with regret by Chairman Llewellyn to accept Robert F. Bernathy, Esq’s resignation as the Townships Solicitor effective, August 28, 2205. The motion was seconded by Supervisor Twiss, there was no further discussion heard, and the motion was carried with all in favor.

1. **Appointment of Solicitor:** A motion was made by Chairman Llewellyn to appoint Christian E. Weed, Esq. as the Townships Solicitor at a rate of one hundred and seventy-five ($175.00) dollars per hour to be billed to the Township. The motion was seconded by Supervisor Twiss, there was no further discussion heard, and the motion was carried with all in favor.
2. **Appointment of Alternate Solicitor:** A motion was made by Chairman Llewellyn to appoint Thomas F. Farley, Esq. as the Townships Alternate Solicitor at a rate of one hundred and seventy-five ($175.00) dollars per hour to be billed to the Township. The motion was seconded by Supervisor Twiss, there was no further discussion heard, and the motion was carried with all in favor.

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

1. **Wal-Mart Land Development Plan (098.07-01-01.001):** Ms. Carolyn Brazier, Project Engineer from Dewberry appeared on behalf of the project and explained that Wal Mart was seeking to add an approximately four thousand (4,000) square foot addition for the online order pickups and have forty-five (45) parking space reserved for the pick-up area. It was noted that all the conditions of July 23, 2025, Planning recommendation correspondence had been met, except for comment number three (3) no earth disturbance shall occur until a letter of adequacy is received from the Pike County Conservation Office. Ms. Brazier noted that an updated Erosion and Sediment Control Plan had been submitted, and they were still awaiting the letter of adequacy.

A motion was made by Supervisor Twiss to approve the Wal-Mart Land Development Plan with the condition that no earth disturbance shall occur until a Letter of Adequacy is received from the Pike County Conservation Office. The motion was seconded by Supervisor Fischer, there was no further discussion heard, and the motion was carried with all in favor

**EXECUTIVE SESSION: NONE HELD**

**ADJOURNMENT:** Meeting was adjourned at 7:25 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