

**MINUTES**  
**September 5, 2023**  
**6:30 P.M.**

**Hybrid Workshop of the Board of Supervisors (Zoom meeting ID was advertised in advance in the Pike County Dispatch) 560 Route 6 & 209**

The Planning Board members recommended denying Milford Animal Hospital's application because the applicant was unresponsive. However, the Supervisors must hold a hearing within 60 days of the applicant's request, if no extension is requested by the applicant, and it is 60 days from August 1st. The hearing needs to be scheduled for the September 18th meeting, and the advertisement must run for two consecutive weeks, between seven and 30 days prior to the hearing. Therefore, it could be advertised on the 7th (Thursday) and 10th (Sunday) in the Pocono Record. It's too late to advertise in the Dispatch, as it's already Tuesday. A certified letter informing the applicant of this schedule will need to be sent. The responsibility for notifying neighboring property owners will fall on the applicant. If there's no participation, it will likely be denied; without holding the Hearing in time, it will be deemed approved. The Secretary was tasked with sending this schedule plan to the Solicitor, following up with the notice to the applicant and placing the advertisements. Joe Corcoran never specified a residence when he issued the certificate of nonconformance; he simply wrote 'professional offices' on it, leaving room for interpretation. With the proposed addition, there will be medicated baths, animal feces, and noise during overnight hours. A tank, which will need to be pumped out when full, will be necessary. The Secretary will have to notify the applicant of the Hearing schedule the next morning. The Planning Commission denial letter has already been sent to them. Additionally, she was instructed to advise the applicant that the Supervisors would prefer them to request an extension for their application. This would allow them to avoid paying for the Hearing if they are not ready to attend on September 18th, giving them the option to return to the Planning Commission. Due to the legal nature of the matter, this must happen within a specific timeframe. Since the applicant did not attend the Planning Commission meeting, there are unanswered questions, and we must avoid the situation of deemed approval. The applicant will also need to be informed that they will be charged for advertising.

**MINUTES**  
**September 5, 2023**  
**7:00 P.M.**

**Hybrid Meeting of the Board of Supervisors (Zoom meeting ID was advertised in advance in the Pike County Dispatch) 560 Route 6 & 209**

A scheduled meeting of Milford Township Supervisors was called to order at 7:00 P.M. by Chairperson Rachel Hendricks. Also present were Supervisors Gary M. Williams (Vice Chairman) and Robert Di Lorenzo, and Secretary/Treasurer Shahana Shamim.

Gary made a motion to approve the minutes of the August 30<sup>th</sup> Meeting. Mr. Di Lorenzo seconded the motion, and it passed unanimously.

**Treasurer's Report:**

Shahana reported that since the last meeting she had received 33.93 from Magisterial District Court, \$950.00 from sewage, \$25.00 rent and \$100 bond from Moon Valley Falls

Homeowners Association, \$150 from UGI, \$1,562.50 from Scenic Rural Character Preservation Program and Pike County Commissioners for the Comprehensive Plan update project, \$100 from zoning, 5,187.28 from DCNR, and \$500 from Pike County Conservation District. She also reported that there were \$7,625.55, \$10,337.03, 109,181.89, \$25,098.05, \$231,324.40, \$16,208.82, and \$55,312.29 in the account of Wayne Bank Payroll, Wayne Bank Investment, Wayne Bank General, NBT Bank Checking, NBT Bank Money Market, PLGIT General, and PLGIT Liquid Fuels respectively.

### **Roadmaster:**

Mr. Williams, the Roadmaster, stated that Mark Gates had left for a full-time job, he had been working for the Township 32 hours per week at \$16 per hour, and now the road department is short-staffed. Hiring Logan McKean for the same schedule and salary to replace Mr. Gates is an option. Logan has been working in this department for the last two years through the county's summer youth program. He is 18 years old, a high school graduate, and consistently delivers high-quality work. He is very mechanically inclined and has an excellent understanding of the roads. However, it's worth noting that his father would be his direct supervisor. Nobody was found from the last advertisement. All the private companies are offering higher salaries, and \$16 per hour may not be competitive. In a month, there won't be much landscaping work, but they will have to handle leaf removal, and snow plowing will be necessary. Mr. Williams added that he cannot be Logan's supervisor because he doesn't work full-time in this department. Nevertheless, he does come in every morning to check on projects and the team, even though he doesn't work directly on the roads with them. Rachel suggested that hiring him on a temporary basis next month and advertising in the interim to see what can be found might be a better option to avoid nepotism. Logan can apply in the meantime so that his application can be reviewed. His father had been supervising for the past two years, but the Township wasn't paying him; the County was. The County didn't have any problem with that, but in this case, it will be the taxpayers' dollars. Gary made a motion to amend the agenda to add this hiring, as hiring is desperately needed, and he had forgotten to request that this be added to the agenda. Rachel seconded the motion, and it passed unanimously. She made a motion to hire Logan McKean as a temporary employee for 30 days, starting from the day he is no longer employed by the County; in the meantime, advertising this position through the career link, with a maximum of 32 hours per week at a rate of \$16 per hour. Mr. Williams seconded the motion, and it passed unanimously.

**Advertising for the Sale of the Kodiak:** Gary made a motion to advertise the sale bid of the 1996 Chevy Kodiak dump truck once in the Dispatch on the 21st and three times in the Pocono Record on the 14th, 21st, and the 28th for the October 2nd meeting. The truck will be described in the bid, and the Board of Supervisors (BOS) will have the right to reject all the bids, which will be opened at the meeting. Mr. Di Lorenzo seconded the motion, and it passed unanimously.

### **Public Participation #1:**

Mr. DiBiasi asked the Supervisors not to use the Best Western venue, which lacks projection and Zoom capabilities, during the explanation of complex ideas at the last Hearing. Rachel replied that the BOS has an alternative plan available for the October 19th Hearing which is further down on the agenda.

Mr. DiBiasi commented that the proposed Wellhead/Watershed Ordinance is not in compliance with Wellhead Protection Code #25 of Pennsylvania. He inquired whether the County's comments on this Ordinance had been posted on the website. Rachel replied that no other municipalities post the County's comments, and the Planning Department requested this Municipality cease posting County's comments as well. However, these comments can still be obtained through Right-to-Know requests. The County's comments are much like recommendations from the Planning Board, and it's at the discretion of the Supervisors whether they wish to make changes based on these comments. Rachel also said that this ordinance was submitted to the County four times, and each time, the County returned virtually the same set of comments. During the last Hearing, many comments from the County were discussed. The most recent revision sent to the County pertained to the map, specifically regarding the circle designating zone B around Milford Springs. The County expressed their inability to create an upgradient-only circle using their GIS system; they could only generate a complete circle. Their recommendation was to include the upgradient-only requirement in the ordinance language, which was subsequently implemented. Comments from the DEP and Conservation District can be addressed through the public hearing process.

### **Secretary's Report:**

Shahana presented various correspondences received, including those from Pike County Assessment, Department of Environmental Protection, Pike County Conservation District (PCCD), Pike County Developmental Center, Pike County Road Task Force, COG, Pike County Tax Administration, Construction Engineering, and Mike Mrozinski. She mentioned that the inspection reports from PCCD would be forwarded to the inspection officers.

### **Old Business:**

**a. Subdivision and Land Development Ordinance (SALDO)- solicitor's comments- County Comments:** This Ordinance was adopted in the mid-eighties, and the Planning Board has been working on updating it for the past two years. The Solicitor and the County have sent their comments for this draft, and almost all of those comments have been incorporated. Hence, the next step is to hold a hearing to adopt this Ordinance. Rachel made a motion to schedule this Hearing for the first meeting in November and to advertise it. Gary seconded the motion, and it passed unanimously. This year, the first meeting of November is moved from the first Monday of that month to the 8th because Election day is the following day.

**b. Carpet Cleaning:** Supervisors directed the staff to schedule the cleaning the week before Election Day with the carpet cleaning company that was used last year.

**c. Business Continuity Plan – details for the new desktop:** The desktop will be replaced with a new Acer, and it's not going to be a refurb. Rachel made a motion to move forward with this purchase from One Stop Computer Services. Gary seconded the motion, and it passed unanimously.

**d. National Land Developers – Venue for October 19 Hearing:** The Milford branch of Pike County Public Library (PCPL) is capable of providing the Zoom connection, and its space is larger than the township building meeting room. The rent is \$20 per hour, and the insurer will provide the insurance certificate which is required. Rachel made a motion for this venue to be the PCPL Milford Branch community room contingent upon the approval of the application from the office. Gary seconded the motion, and it passed unanimously.

**e. Watershed & Wellhead ordinance – Schedule Hearing:** Mr. DiBiasi asked if this Hearing could be postponed for two more weeks so that a government liaison, who will serve as the mediator, could be brought in. The parties involved in the mediation would include the Township, the Borough, Dingman Township, and the County Commissioners, all gathered around the table with the government liaison. The aquifer spans both Milford Township and Dingman Township, separated only by a road. Consequently, the two ordinances should align, rather than being significantly different as they currently are. Mr. Di Lorenzo mentioned that he contacted the DEP, and no one had any input on this ordinance. He further stated that the Hearing for this ordinance must be scheduled and, if necessary, can be continued if it cannot be concluded.

Rachel thanked Mr. DiBiasi for his diligent efforts to protect the water. She continued, stating that the ordinance has greatly improved through his participation, yielding better results. Currently, it is still a work in progress, with none of the protections outlined in the ordinance in place. Without forward motion, the effectiveness of these protections may come into question. Therefore, it is essential to move forward with advertising and scheduling a Hearing. Unfortunately, previous requests for cooperative zoning with the neighboring municipalities were declined by them, making such a meeting potentially unproductive. Mr. Di Lorenzo had kindly arranged a meeting with DCED's local government representatives, and an educational forum was held. This Board had explicitly requested Dingman Township and Milford Borough to collaborate on Comprehensive Planning before beginning the Comprehensive Plan update, but both entities expressed disinterest in such joint planning with our Township. Rachel then motioned to schedule a hearing for the wellhead and watershed protection ordinance on October 2nd at 7:15 P.M. Mr. Di Lorenzo seconded the motion, and it passed unanimously.

**f. K&N Holdings – Correspondence from the Planning Board:** The Planning Board had sent comments for this fill site, and the Solicitor had also sent his comments on it, stating that the BOS has the authority to send the Zoning Officer to follow up on this site. Rachel made a motion to direct the Zoning Officer to follow up on this issue. Gary seconded the motion, and it passed unanimously. Mr. Di Lorenzo said that before the materials are dug, for example, from the Bronx, analytical tests are supposed to be done on a foot-by-foot basis, and it's the responsibility of the developer. Some layers might have construction debris, some might have high levels of metals, and some might have clean soil. The company that conducts the analysis sends it to the DEP, and the DEP has to approve it before it can be brought in and dumped.

#### **New Business:**

**a. Milford EMS recognition - Appreciation month:** Supervisors had been providing gift certificates to the volunteers out of their own funds for a few years. Then, it was switched to plaques. Some options for recognition this year can be another plaque, t-shirts, or more gift certificates, one for each person. They hold monthly meetings and they have approximately 45 members. Providing pizza for these meetings is an option, but all the pizza options are located in the Borough. Another alternative is sandwiches from Primetime, which helps keep the money within the Township. There's no need for a vote, as every year the Supervisors cover the expense for it out of their own pockets. The Supervisors requested the Secretary to include the EMS Proclamation on the agenda for the October 2nd meeting.

**b. Pike County Convention – October 6, 2023 at the Best Western Inn- Authorize Purchase of the door prize:** Supervisors asked the Secretary to remind Mr. Magnotta and the

Planning Board Members about the deadline for the headcount. A \$50 gift certificate from Balch's was used as the door prize for this convention last year, and the same could be done for this year. Gary made a motion for this same gift certificate to be the door prize for this convention; Rachel seconded it, and it passed unanimously.

**c. Pay increase for Secretary – Hiring Assistant Secretary:** Rachel made a motion to raise the Secretary's hourly rate to \$16.50 and to advertise for hiring an assistant secretary. Gary seconded the motion, and it passed unanimously.

**d. Conditional Use Application from Milford Animal Hospital - Planning Board Recommendation:** The Planning Board had issued a recommendation for denial due to a lack of information. In light of the time constraints, the Board of Supervisors (BOS) is required to schedule a hearing within a specific timeframe. Rachel made a motion to hold the hearing during the September 18th meeting at 7:15 P.M. and to advertise it in the Pocono Record on both September 7th (Thursday) and September 10th (Sunday). She added that either the Secretary or the Attorney should promptly contact the applicant in writing to inquire if they would prefer to provide a written extension to the BOS. Gary seconded the motion, and it passed unanimously.

**e. Belcher Lot Combination – forwarded from the Planning Board:** The Solicitor was not present at the meeting, and no comments were received from him. Rachel made a motion to table this item to the next meeting, which Mr. Di Lorenzo seconded, and it passed unanimously.

**f. Spongy moth infestation mitigation:** Numerous residents are deeply concerned about the activities of the spongy moth in the trees. We need to send a letter to the County Conservation District to inquire about the availability of a municipal spraying program for the next season and to encourage them to consider implementing one. The letter should request prompt information on this matter so that we can include the associated expenses in next year's budget. Additionally, copies of the letter must be sent to the commissioners. While this proposal may involve significant costs, we will await the County Commissioners' response. Rachel made a motion to send this letter, Gary seconded the motion, and it passed unanimously.

**h. Request to use the meeting room on October 5, 2023 - Hickory Hills Estates:** Rachel made a motion to approve this request contingent upon the certificate of insurance being provided and the fee being paid. Gary seconded the motion, and it passed unanimously.

## **Public Participation #2**

None

Respectfully,

Shahana Shamim  
Secretary/Treasurer