

**Board of Supervisor Workshop (Hybrid) Minutes**  
**March 18, 2024 6:30pm**  
**(Zoom meeting ID was advertised in advance in the Pike County Dispatch)**  
**560 Route 6 & 209**

Rachel handed out some policy template documents regarding fraud prevention & detection, the proper recording of staff time, waste and abuse, and ethics. will be discussed at the next workshop after everyone has the opportunity to review them thoroughly. The employee manual also contains a paragraph or two of anti-fraud policy. PSATS has webinars for fraud awareness training, which the whole staff can watch on TV. Mr. Magnotta also provided some policy guidance which the Supervisors indicated was a great foundation.

Supervisors discussed communicating with the road department regarding budget lines and spending throughout the year because, at present, the road crew has not been receiving reports showing how the-spending stands compared to the budget. This communication will help connect the dots. If it's an emergency, then it should be brought to Gary's attention so that he can address it at the next meeting. Last week, a \$1,000 chainsaw was purchased due to a major storm causing six simultaneous power outages in the township, with massive trees down in multiple locations. Staff exercises caution with spending and always consults Gary first. The cost of cold patch is \$215 per ton, which is exorbitant compared to last year's price of \$100 per ton. The prices of various items are soaring, which is concerning.

Supervisors discussed suggesting the COG have a conversation about jointly applying for a grant to purchase crack sealing machinery and then having each municipality rent it when needed. A portable air compressor is also needed to blow the cracks out. If the COG applied for both items as a grant, the purchase would not be attributed to any particular municipality, and all we would collectively need to do is maintain it. This conversation can also take place at the road task force meeting. An alternate member of the road task force is needed because Gary is not available on Thursday afternoons when the meetings are held. Therefore, next month, Bob could possibly be sent as an alternate representative since it's not on the agenda today. Keith Raser is the Chairman of that Board, and a letter can be sent to him asking to bring it up and see if any other townships would be interested. Gary will talk to him.

Supervisors discussed minor tweaks for the new website.

**Minutes**  
**March 18, 2024 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 the Milford Township Board of Supervisors was called to order at 7:05 P.M. by Chairperson Gary Williams. Also present were Supervisors Rachel Hendricks

(Vice Chairperson) and Robert Di Lorenzo, Solicitor Anthony Magnotta was present ~~via Zoom~~, and Secretary/Treasurer Shahana Shamim.

A motion was made and seconded to accept the minutes from the February 20th and March 4th meetings. The motion passed unanimously.

**Treasurer's report:**

After the last meeting, \$336.18 was received from the Magisterial District Court, \$36,966.13 from the tax collector, and \$900 from a conditional use application.

**Roadmaster:**

Gary Williams, the Roadmaster, reported that they've been pretty busy the last couple of weeks. Last Monday, there was a major windstorm, and three roads were completely blocked all at once. During that time, it became necessary to purchase a new chainsaw on an emergency basis. They did some cold patching up on Schocopee Road going back toward Lily Pond. There are still a couple more trees that need to get cleaned up.

The Board of Supervisors voted unanimously to move Pike Autism Support Service permit up on the agenda.

**Pike County Autism Support:** Ms. Jean-Marie Passaro, the Executive Director of Pike Autism Support Services of Northeast PA, said that this is our first attempt at doing a 5k fundraiser. They are planning it during April's Autism Awareness Month. Road Brewery in Westfall is allowing them to use all their parking and to have a start and finish of the race there. She understands that half of Old Milford Road is in Milford Township and half in Westfall Township, which is why they are seeking the Township's permission. They're scheduling the 5k for Sunday, April 28th. The estimate of the race is from 10 a.m. to 11:30 a.m. The equipment will be in the parking lot. Gary said he would shut the road down ~~at the~~ shy of Skyline Drive so the residents can get in and out. Supervisors voted unanimously to approve the use of Old Milford Road on April 28th from 10 a.m. to 11:30 a.m. for Pike Autism Support Services Race Fundraiser under the condition that the certificate of insurance will be provided and that they control the traffic.

**Secretary's Report:**

Shahana reported that Eric Hamill sent correspondence indicating he would be happy to provide services as the Zoning Hearing Board Alternate Solicitor if hired. The Department of Environmental Protection sent a notice of technical deficiencies for the Act 537 Plan. The Pike County Conservation District sent a completeness notification letter for an NPDES permit and a Chapter 102 inspection report. The Honorable Gregory Chelak sent an Order for the appointment of Inspector of Elections for Milford Township. Shahana reported she received a certificate of insurance for TC Hogan. Bryan Snyder sent the agenda and minutes for the next Road Task Force meeting, which will be on Thursday, March 21st at 2 pm. Joseph Dooley sent correspondence informing us that the plan is to hold another meeting to review the comments on the Act 537 plan, and he had suggested some dates for that meeting. The Pike County Commissioners sent correspondence informing us that Milford Township has been approved for

a 2024 emergency medical services matching grant of up to \$60,000. William Rosado, the President of Milford Chrysler, sent correspondence that he is ready to cooperate with the necessary steps and requirements involved in the implementation of the sewer line project.

## **Old Business**

- a. **Resolution for the Zoning Map:** Supervisors voted unanimously to table the digital GIS-based Zoning Map.
- b. **Zoning Hearing Board Alternate Solicitor:** Two attorneys expressed interest in it. Eric L. Hamill is a local attorney, and the other one is Sean W. Logsdon, who is from Drums, PA. Supervisors voted unanimously to hire Eric L. Hamill at the rate of \$200 per hour.
- c. **Zoning Hearing Board Alternate Member:** No letters of interest were received, so supervisors voted unanimously to table it at the next meeting.
- d. **Ambulance Service:** A letter has been drafted to Westfall Township and will be sent.
- e. **Spongy Moth Spraying:** Supervisor Hendricks shared further information regarding the Spongy Moth Spraying. The suggestion for homeowners interested in pursuing this option is that they might want to contract a forester to conduct a quick review of the areas of their property most endangered by the Spongy Moth, where the egg masses are most prevalent and the trees most vulnerable. Some types of trees are not favored by the Spongy Moth and are not particularly targeted. For example, oak trees are highly preferred by them. However, to obtain a decent price, you really need to cover 600 acres within a three-mile radius. They require 300-foot buffers for any waterways and insist that you notify all contiguous landowners of your intention to proceed. If a neighbor objects, they will likely not spray your property, within 500 feet of the border, due to liability concerns. The price for covering 600 acres is \$30,000. The majority of the egg masses are located in the upper parts of the trees. The company is interested if we can gather enough interested people for them to come up here. Therefore, we will need to disseminate this information throughout the community and gauge interest in forming groups. It can be posted on the website, and people can inform us if they're interested, but they should understand that we need to reach a certain threshold before taking any action. However, time is running out. They would begin actively spraying by the beginning of May.
- f. **Hearing - Amendment to the Subdivision and Land Development Ordinance (SALDO):** At 7:30 P.M., the supervisors voted unanimously to recess the meeting for a hearing to accept public comment on the revised proposed SALDO. The amendments to the SALDO dated December 14, 2023 are the subject of this Hearing. The public notice was placed in the Pike County Dispatch on February 29th and March 7th to solicit public comment. There were no public comments, so the supervisors voted unanimously to adjourn the hearing and return to the regular meeting. The supervisors then voted unanimously to adopt this amendment. (Stenographer: Leah White, Phone Number: 424-312-8757.)
- g. **Milford Water Authority (MWA) Fire Hydrant fees:** Supervisors voted unanimously to include this item on the agenda for the next joint meeting with MWA. The next joint

meeting will be the workshop in May, and the Solicitor will be able to attend it. MWA didn't respond substantially to most of our inquiries. Their letter states they'll allow deferral of payment with no added interest until 2025 so we can include it in the budget. However, this will result in a two-year obligation for payment in 2025.

The Supervisors discussed whether the Township should impose this tax burden, by special taxing district since not all taxpayers receive the same benefits from the hydrants. However, we don't even have the information on which properties are being served to create such a district, and it would be an expensive endeavor to do so. Alternatively, the water authority could add this fee to their users' bills, and the question arises as to why they decline.

- h. Fiscal Control Policy: Supervisors voted unanimously to discuss ~~it~~ implementing new policies further at the next meeting.

### **New Business**

- a. **PSATS Voting Delegate:** Supervisors voted unanimously to appoint Rachel for this position.
- b. **Ratification of the application for the county EMS matching funds:** Supervisors voted unanimously to ratify the submission of the amended EMS matching funds application to Pike County.
- c. **Resignation of the Assistant Secretary/Treasurer – Advertising for this Position:** Supervisors voted unanimously to accept the resignation of the Assistant Secretary/Treasurer, to remove her from all the bank accounts, and to advertise for this vacancy.
- d. **Hiring of an engineering firm for second opinion on a 537 plan:** The supervisors unanimously voted to obtain pricing to send the Act 537 Plan to two engineering firms recommended by our community planning agency for a second opinion on the viability of the Plan.
- e. **Request to Use the Meeting Room on April 25 - Hickory Hills Estates:** Supervisors voted unanimously to approve this request as long as they provide their required certificate of insurance.
- f. **Sign Message for Special Primary Election:** Supervisors voted unanimously to put “All voters April 23 7 am to 8 pm” on the municipal building’s sign.
- g. **Milford Township Logo:** Supervisors voted unanimously to add this item to the agenda as the matter won’t cost the municipality any money. They reviewed the proposed logo, which comprised three sections. The top part was done by the web designer, the map portion was done by the County Planning Office and the bottom piece is artwork. It would go on the website, and it can also be put on the wall. Rachel stated that her family commissioned the artwork and is paying for it. She presented an assignment agreement for the artwork. Supervisors voted to accept the assignment of the artwork and adopt this logo, unanimously.

Supervisors voted to approve paying the bills and go to executive session to discuss personnel matters and a matter of potential litigation unanimously.

After reconvening, as there were no other matters to address, at 9:00 P.M., the supervisors voted to adjourn the meeting unanimously.