

MILFORD TOWNSHIP

Board of Supervisor Workshop (Hybrid) Minutes

April 15, 2024 6:30pm

(Zoom meeting ID was advertised in advance in the Pike County Dispatch)

560 Route 6 & 209

Fiscal Control Policy: Supervisors discussed the draft resolution on the credit card policy, staff time recording, fiscal control, and anti-fraud policies. Mr. Magnotta had incorporated modifications based on Rachel's comments. More modifications will be made by Mr. Magnotta based on the discussion. Supervisors will conduct a further review, and it will be tabled to the next meeting.

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

Review of April 1, 2024 Minutes: Supervisors voted unanimously to approve these Minutes with a minor correction.

Treasurer's Report:

Shahana reported that after the last meeting, she had received \$25 from UGI, \$930.93 from zoning, \$32.72 from the Magisterial District Court, \$954.04 from the Pike County Tax Claim Bureau, and \$21,345.72 from the Tax Collector. She also said that there are \$13,351.06, \$27,865.46, \$11,465.62, \$15,625.92, \$218,315.19, and \$116,274.12 in the accounts of Wayne Bank Payroll, Wayne Bank Investment, NBT Bank Checking, NBT Bank Money Market, PLGIT General Checking, and PLGIT Liquid Fuels, respectively.

Milford Township Supervisors

Gary Williams, Rachel Hendricks & Bob Di Lorenzo

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Roadmaster:

Salt Bid: Supervisors voted unanimously to advertise for 250 tons of salt for the next winter and to open the bids at the May 20 meeting at 7 p.m.

Road Bid: Gary said that he will meet with Jeffrey from PennDOT to work on a bid package to pave 2,000 feet of Schocopee Road. The Supervisors voted unanimously to advertise for the bid, which will be opened on May 20th at 7 p.m.

Gary reported that all the trucks are being inspected. The road crew had cold-patched the holes in the parking lot, and it will be swept again to prevent pebbles from flying when helicopters land on it.

Public participation:

Jeff Olsommer introduced himself and said that he was running for the State House seat in the 139th district.

Secretary's report:

Shahana stated correspondence was received from Joseph Dooley from Milford Borough Council, Brian Snyder, Michael Bello (the chief of the Milford Fire Department), Jean-Marie Passaro (the executive director of Pike Autism Support Services), Mary Coney (the secretary of Greenwood Hills Property Owners Association), the National Park Service, STAG tree specialists, Pike County Conservation District, and Honorable Gregory H. Chelak. In reply to the Supervisors' inquiry, Shahana said that she was working with Greenwood Hills POA on the Certificate of Insurance, as they requested to use the meeting room.

Old Business:

- a. **Zoning Hearing Board Alternate Member:** Supervisors unanimously voted to table this item at the next meeting, because no applications were received.
- b. **Ambulance Service and Usage:** Mr. Di Lorenzo and Ms. Hendricks reported that they met with several representatives from Westfall Township on April 2nd. They learned at that meeting that Westfall Township had staffing problems the previous year, and so, they were relying more heavily on mutual aid. However, they have stabilized their staffing situation and have hired Township employees full-time with benefits. ~~It was~~ They are agreeable to looking into whether the County has any additional funding left over and whether there are any municipalities that are perhaps not receiving the full two mil match. If there might be money left over, then that potential opportunity can be explored. They also discussed getting together with municipalities to see if there's any federal funding that could be brought in. There's a strong possibility, and Westfall Township will definitely be on board with that.

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c. **Fiscal Control Policies – adoption of resolutions:** Supervisors unanimously voted to continue this to the next meeting.

d. **Sewage Act 537 Plan:** Mr. Di Lorenzo stated that there was a meeting at the Commissioners' office. A quick study on the conditions of the properties' septic systems is needed to determine if this Township can be a pass through. There might be room for replacement or repair, which could last another 20 years. This is what the DEP wants from Milford Township in order to be just a pass through. They mentioned that their SEO (which is Mr. Di Lorenzo) could handle it, but he doesn't feel comfortable doing it alone. Mr. Di Lorenzo suggested having a Soil Scientist accompany him, and he will need to find out how much the charge would be. Mr. Dooley has sent a list of about 30 properties that need to be evaluated; these are all business properties on Route 6 & 209, from the Milford Water Authority. Even the report from HRG stated that there are no malfunctions, only some cesspools that might fail. Most of the properties are big enough to accommodate a septic system and to upgrade. So now, it's just a matter of going out and verifying all of that.

HRG will review things again and follow up because they weren't clear on some of their components. For instance, initially, they stated it was a high-pressure system, but then they realized it was low pressure. Supervisors unanimously voted for Mr. Di Lorenzo to inquire about prices for examining these properties. Mr. Di Lorenzo stated that he would do it voluntarily and wouldn't charge anything. Other costs were divided, with Milford Township paying one quarter, after the costs were incurred. Therefore, this expense could also be divided. Other municipalities may not wish to pay for investigating whether this Township can opt out of the Act 537 Plan but this has been the Township's position throughout the entire process and this work perhaps should have been done with the larger grant that paid for the majority of the planning efforts to date.

The Sewage Facilities Program is open for applications right now. An approved TAR (Task Activity Report) is needed to submit an application, which is due at the beginning of May. The response to the grant application might take a year. Municipalities can start a conversation about potentially applying, which might open access to additional funding. An initial approval of the TAR might already exist. Supervisors unanimously voted to communicate with other municipalities regarding this program to determine whether they wish to apply for this process to move forward in a collaborative or independent manner, and to communicate with HRG for the status of the TAR, as the DEP's approval will qualify us to move forward.

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New business

e. **Pocono Mountains Visitors Bureau (PMVB) – Community Impact Grant:** There's an email from Rep. Tarah Probst stating the PMVB has issued a second round of funding, and the application is due in early May. It's not a lot of money; there's not a lot of time left, and it does need a match, which may not be available. There are a couple of small projects in the building, such as fixing the front sign, replacing the front door with one accessible for folks using wheelchairs, fixing the drainage issue in front of the door, and those could be put together. Prices for these need to be developed for such funding opportunities, and this can be utilized over the next few years. We haven't heard back about the LSA grant yet. Supervisors unanimously voted to obtain some cost estimates for the aforementioned small projects.

f. **Alternate COG Member:** Supervisors unanimously voted to table this item to the next meeting.

g. **Zoning Ordinance Violation - Approval for the Civil Complaint check:** Supervisors unanimously voted to issue a check for \$216.75 to the Magistrate for the civil complaint against a local business regarding their storage of containers.

h. **Hiring of Assistant Secretary Treasurer:** Supervisors unanimously voted to hire Michele Long for this position. The wage rate and the number of hours will be set by the Supervisors.

i. **Request to Use the meeting room May 18th at 10 am - Greenwood Hills HOA:** Supervisors voted unanimously to approve this request as long as the necessary insurance is provided.

There was no other business to discuss. At 7:30 p.m., Supervisors voted unanimously to pay the bills and adjourn.

Paid Bills:

American Rock Salt: \$15,217.63; Bellwoar Kelly, LLP: \$1,029.00; Eastern Waste & Recycling: \$39.75; Elan Financial Services: \$577.56; Magistrate Cristin J. Cavallaro: \$216.75; Milford Water Authority: \$76.39; Myer & Myer: \$42.50; North East Parts Group: \$255.39; Panko Reporting: \$240.00; Pike County Light & Power: \$1,653.34; Shepstone Management Company, Inc.: \$1,662.50; Spring Hill Laser Services Corp.: \$65.00; TRUGREEN: \$83.77; UGI: \$393.17; Woodland Design Associates, Inc.: \$250.00; Harvey I. McKean: \$2,060.00; Logan G. McKean: \$1,024.00; Lorelei K. Davis: \$1,067.29; Shahana Shamim: \$783.75; Shawn T. Bolles: \$599.24;

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