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**Board of Supervisor Workshop (Hybrid) Minutes**  
**June 17, 2024 6:30 pm**  
**(Zoom meeting ID was advertised in advance in the Pike County Dispatch)**  
**560 Route 6 & 209**

During the workshop Township Engineer John D. Fuller reviewed the Milford Schocopee Bridge #3 Bid package that was prepared with Supervisors and Attorney Magnotta. Dates for the public notice and bid opening were discussed as well. There was also discussion with Mr. Fuller on plans for improving the building entrance to address stormwater issues, handicap accessibility, an additional emergency exit for the meeting room, and addressing security for the building.

**Board of Supervisors (Hybrid) Minutes**  
**June 17, 2024 6:30 pm**  
**(Zoom meeting ID was advertised in advance in the Pike County Dispatch)**  
**560 Route 6 & 209**

A scheduled meeting of Milford Township Board of Supervisors was called to order at 7:03 P.M. by Vice Chair Rachel Hendricks. Also present were Supervisor Robert Di Lorenzo, Solicitor Anthony Magnotta, Secretary/Treasurer Shahana Shamim, and Asst. Secretary/Treasurer Michele Long.

**Review of June 3, Minutes:** Mr. Di Lorenzo made a motion to accept the minutes as presented; Ms. Hendricks seconded; Motion passed.

**Treasurer's Report:** Ms. Shamim reported the following bank balances; Wayne Bank Payroll: \$9,988.25; Wayne Bank Investment: \$52,696.83, Interest rate: 0.10%; Wayne Bank Ambulance: \$38,766.27; NBT Bank Checking Account: \$9541.77, Interest rate 0.02%; NBT Bank Money Market: \$15,704.36; interest rate 3%; PLGIT General: \$313,043.07; monthly distribution yield: 5.12%; PLGIT Liquid Fuels: \$117,267.31; monthly distribution yield: 5.12%. She also reported that after the last meeting we received: \$370 form Zoning; Scott Keener reimbursed \$96.03 for his conditional use mailing; escrow of \$500 from Milford Realty; \$300 from Magisterial District Court; \$3,988.60 from real estate transfer taxes.

Ms. Hendricks made a motion to transfer \$20,000 from the PLGIT general account to the Wayne Bank Payroll account to be made immediately and an additional transfer of \$20,000 from PLGIT general account to the Wayne Bank Payroll account on July 1<sup>st</sup>; Mr. Di Lorenzo seconded; Motion passed.

**Roadmaster:** No report was filed as Mr. Williams was absent.

**Zoning Report:** A sewage permit was issued for 112 Summit Ct. An addition permit was issued for 133 Fire tower Road. A deck permit issued for Rt. 6 & 209. A shed permit approved for 133 Fire Tower Road

**Public participation:** No public participation

**Secretary's report:** Ms. Long reported on the following correspondence: A letter from the Pike County Commissioners stating they would issue the remaining 2023 Q4 match of \$1,205.80 to Milford township to be forwarded to Milford Fire Department; Email from Pike County Workforce Development Agency regarding Summer Youth Orientation scheduled for June 27, 2024 with a start date for the office assistance of July 1<sup>st</sup>; PA's Worker's Compensation and Workplace Safety Annual Report; Chapter 102 inspection report from PCCD of SR0084 Section 494 Reconstruction- no violations; Email from Grey Towers National Historic site providing 3 photos for the Township to submit for the 2025 PSATS calendar; Chapter 102 inspection report from PCCD for Econo-Pak- no violations; Letter from Governor Shapiro's office to Eric Passaro appointing him to serve as the Emergency Management Coordinator for Milford Township; Email from Pike County Office of Community Planning stating Nearing Road is not a public road but a private Right Of Way- referenced in the deeds of adjoining properties. Ms. Hendricks added thanks to the Pike County Commissioners for their match for the 2023 Q4 remaining funds for the Milford Fire Department.

#### **Old Business:**

- a. **Zoning Hearing Board Alternate Member:** Ms. Hendricks made a motion to table this item until the next meeting; Mr. Di Lorenzo seconded; Motion passed.
- b. **Sewage Act 537 Plan** – Mr. Di Lorenzo reported that a special meeting was held with two days' notice regarding the Act 537 Plan and that no one from the Township was available to participate due to the lack of notice. There was also no notice sent to the Township office regarding the meeting. Based on the agenda that was distributed for the special meeting, DEP did not accept the soil testing results that Mr. Di Lorenzo had submitted and they were requesting additional information to be reported back to them on a door-to-door survey form they were to provide, only for the properties located in Milford Township. When the testing was originally requested, Mr. Di Lorenzo had inquired as to whether or not a specific form would need to be completed and was told, no. There was much discussion regarding potential changes in scope from the original service areas, the unanswered questions Milford Township posed to the engineering firm on the Plan that was last rejected by DEP, and the growing engineering costs to the Plan. It was also stated that the scheduling of a special meeting with two days' notice was not acceptable and communications regarding how the Plan is moving forward should be addressed. Ms. Hendricks made a motion to submit a letter to the Engineering firm HRG as well as the 537 Plan partners, the Westfall Municipal Authority, Milford Water Authority and the Pike County Commissioners addressing the concerns regarding Plan engineering costs, a definition of "fair and equitable costs" based on the Intermunicipal agreement, and how communications between the groups can be improved; Mr. Di Lorenzo seconded; Motion passed.
- c. **Milford Township Comprehensive Plan-** A new draft has been submitted to the Planning Commission to be reviewed at the June 25<sup>th</sup> meeting with the Planner. Ms. Hendricks made a motion to table this item until the next meeting; Mr. Di Lorenzo seconded; Motion passed.
- d. **County Comprehensive Plan** – Ms. Hendricks asked if the comment regarding the Pike County Spongy Moth program reimplementation was submitted to the County for consideration and staff confirmed it had been. There was some discussion on the spongy moth defoliation in the Township and a recent meeting that was held at DVA with representatives from DCNR in attendance to answer questions regarding spongy moth infestation.

#### **New business**

- a. **Computer upgrades/email upgrades-** Ms. Long discussed the proposals that were submitted by One Stop Computers and First Choice Computer Solutions. Other requests for proposals from COSTARS went unanswered. Current computer systems were discussed including laptops and stand-alone systems as well as the email options that were provided. Mr. Di Lorenzo made a motion to approve the proposal provided by One Stop Computers to include the purchase of a computer for \$699, two subscriptions of Microsoft 365 Premium and six subscriptions of Microsoft 365 Basic with the setup of which to be included in the current

contract we have with One Stop Computers; Ms. Hendricks seconded; Motion passed.

- b. **July 1<sup>st</sup> Supervisors Meeting** - Ms. Hendricks made a motion to cancel the July 1<sup>st</sup> Supervisors meeting; Mr. Di Lorenzo seconded; Motion passed.
- c. **Schocopee Bridge Project** – Ms. Hendricks made a motion to approve the advertisement of the Bid package presented by Mr. John D. Fuller for the Milford Township Schocopee Bridge #3 Repair Project with the public notice to be advertised in the Pike County Dispatch and through Penn Bid, opening the bids at 7:15 pm at the regularly scheduled Supervisors meeting of July 15, 2024; Mr. Di Lorenzo seconded; Motion passed.
- d. **Moved from New Business: American Rescue Plan Funding** – Ms. Hendricks made a motion to approve Resolution #06172024 to appropriate ARPA funds to the following projects- \$2,000 for brushes for Sweeper for Road Maintenance; \$3,000 for Backhoe Tires for Road Maintenance; \$699 for a Dell computer; \$50,000 for the Schocopee Bridge Project, which may be adjusted later based on the awarding of bids; \$5,000 for IT Support and Software line item; Mr. Di Lorenzo seconded; Motion passed.
- e. **Replacement of SR 0006 over Sawkill Creek** – The Township received a certified letter requesting input from the Township regarding this bridge with a form provided. Staff will provide it to the Roadmaster for completion.

**Other Public Participation:** No public participation.

**Executive Session:** No Executive Session was held.

Ms. Hendricks made a motion to adjourn the meeting at 8:32pm and pay bills; Mr. DiLorenzo seconded; Motion carried.

**Paid Bills:** Deluxe -\$379.34; Eastern Waste & Recycling- \$39.75; Elan Financial Services- \$1,348.64; Pike County Light and Power Co - \$1508.99; Ray’s Truck and Auto Repair - \$49.17; Topp Business Solutions- \$164.66;

Respectfully submitted

Michele Long  
Asst. Secretary