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Board of Supervisor Workshop (Hybrid) Minutes
August 5, 2024 6:30 pm
(Zoom meeting ID was advertised in advance in the Pike County Dispatch)
560 Route 6 & 209

Township Supervisors held an Executive Session to discuss personnel matters. Supervisors also asked Staff to start working on the 2025 budget.

Board of Supervisors (Hybrid) Meeting Minutes
August 5, 2024 7:00 pm
(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 7:00 P.M. by Chairman Gary Williams. Also present were Vice Chair Rachel Hendricks, Supervisor Robert Di Lorenzo, Solicitor Anthony Magnotta, Secretary/Treasurer Shahana Shamim, and Asst. Secretary/Treasurer Michele Long.

Minutes of June 17, 2024 and July 15, 2024: Ms. Hendricks made a motion to approve the June 17, 2024 and July 15, 2024 minutes as presented; Mr. Di Lorenzo seconded; Motion passed.

Treasurer's Report: Ms. Shamim reported the following bank balances; Wayne Bank Payroll: \$7,706.75; Wayne Bank Investment: \$23,973.92, Interest rate: 0.10%; Wayne Bank Ambulance: \$41,664.64; NBT Bank Checking Account: \$29,902.80, Interest rate 0.02%; NBT Bank Money Market: \$15,783.19; interest rate 3%; PLGIT General: \$315,624.48; monthly distribution yield: 5.10%; PLGIT Liquid Fuels: \$118,267.24; monthly distribution yield: 5.10%. Also, since the last meeting the Township received: \$1,364 from Zoning, \$400 from sewage, \$177.16 Code Inspections, \$7,940.08 of real estate tax and \$1,323.34 of ambulance tax from the Tax Collector.

Ms. Hendricks made a motion to transfer \$10,000 from the PLGIT General account to the Wayne Bank Payroll account; Mr. Williams seconded; Motion passed.

Roadmaster: The Road Crew continues to patch potholes in preparation for the Schocopee Road paving project which has not started yet. Mr. Williams stated he hopes to work with landowners to expedite the paving process by working on it all at once. The Road Crew is also working on clearing brush and trees along roadways and has continued to keep drainage ditches open with the expectation of the heavy precipitation forecast due to Hurricane Debby.

Bridge #3 repairs on Schocopee Road- Open Bids – Five Bids were submitted for the project. Two were hand delivered, one from Minichi, Inc for \$47,000 and the other from Morgan Site Contractors for \$55,681.80. Three bids were submitted via PennBid including; B.T. Adams LLC for \$98,000; Fabcor, Inc. for \$87,947; and Mar-Allen Concrete for \$92,640. Mr. Williams made a motion to forward the bid documents to the Township Engineer for

review and recommended adding the bid award to the August 19, 2024 Supervisors' Agenda; Mr. Di Lorenzo seconded; Motion passed.

Zoning Report: A Sewage permit was issued for Frederick and Jiaying property. A Zoning Permit was issued for an addition for 117 Moon Valley Road. A Conditional use permit was issued for 139 Route 6 west.

Public participation: Mr. Fred Weber stated he had submitted a Right to Know request for information on the Conditional Use approvals for 247 Route 6 West. He noted that based on those records, Conditional Use was approved for Lattimore Construction to have temporary storage of containers for one year which has lapsed. He asked if they had to come back to the Township for additional approvals? Supervisors instructed Attorney Magnotta to contact the Township Zoning Officer to review the matter.

Secretary's Report: Ms. Long reported on the following correspondence: Announcement regarding the Annual Convention of Township Officials of Pike County to be held on October 4th from 8-2 at the Best Western at Hunts Landing in Matamoras; *The Role of a Planning Commission* training to be held in Dingman Township on September 9th; Chapter 102 Inspection report from PCCD for 84/494 Reconstruction – 1 violation; Notice from Pike County that the Plan review fees for Planning and Mapping Office have changed; Pocono Economic Impact Report 2024 from the Pocono Mountains Visitors Bureau; Chapter 102 Inspection Report for SR 209 over Sawkill Creek Bridge – no violations; Announcement from Pike County for the open round of mini grant applications for the Marcellus Mini Grant Program; Water Obstruction & Encroachment Inspection report & E&S inspection report from PCCD on Sandyston Construction on 7/23/24 -2 violations; Compliance/Enforcement Conference notice from PCCD for Sandyston Construction to be held on August 9th at 1:00pm at the PCCD office.

Old Business:

Zoning Hearing Board Alternate Member: Ms. Hendricks made a motion to table this item until the next meeting; Mr. Williams seconded; Motion passed.

Milford Township Comprehensive Plan: Jayson Wood from Woodland Design Associates submitted the latest draft on July 29th which was distributed to the Supervisors and Planning Commission members. Supervisors noted that one of the changes was removing the references to the Eastern Pike Act 537 Plan from the document. Ms. Hendricks made a motion to approve the Planning Commission submitting this final draft to the Pike County Office of Community Planning as well as neighboring Townships for their review once the members were comfortable with the current draft; Mr. Williams seconded; Motion passed.

Payroll Schedule Adjustment: Ms. Long explained that based on the recommendation from the Accountant Myer and Myer, it would benefit the Township to change the pay schedule for payroll to biweekly. The current process of biweekly and once a week when there is a five-week month creates opportunities for the payroll taxes to be submitted incorrectly, based on recent review of the bookkeeping records. These errors were adjusted by the accountant. Ms. Long stated she would create a payroll schedule and provide it to staff and the Supervisors for clarity on pay periods. Ms. Hendricks made a motion to approve changing the payroll schedule to biweekly pay periods; Mr. DiLorenzo seconded; Motion passed.

American Rescue Plan Funding: Supervisors discussed the ongoing plans to update the building improvements including handicap access to the building and the second exit for the meeting room. Ms. Long stated the Township Engineer indicated he would have pricing and plans available for these upgrades at the August 19th Supervisors meeting.

Mr. Williams secured three bids to replace the air conditioning units for the Mapping and Zoning/ Building offices. The three bids included Brads Plumbing and Heating for \$6,200; Another from Brads Plumbing and

Heating that includes a heat pump which is not needed for \$8,500; and from Josh Wylie Mechanical that includes a heat pump which is not needed for \$9,900.

Ms. Hendricks suggested allocating \$3000 for training for staff, Supervisors and Planning Board members as well. Ms. Hendricks suggested this might better be part of an LSA application for a compilation of building improvement projects. Additional building improvements were tabled for discussion until the next Supervisors' meeting.

Ms. Hendricks made a motion to approve allocating ARPA funding for the A/C replacements approving Brads Plumbing and Heating bid for \$6,500 and \$3,000 for training; Mr. Williams seconded; Motion passed.

New business

Amendment for Section 602.2 of Zoning Ordinance: 602.2 references Applications for Permits. The draft presented was recommended for approval by the Milford Township Planning Commission at their July 23rd meeting. These changes provide a distinction between larger projects and small business owners when submitting documentation based on their uses. Ms. Hendricks made a motion to approve sending the proposed amendment with a minor formatting change to the Pike County Office of Community Planning and the Milford Water Authority for review; Mr. Williams seconded; Motion passed.

Zoning Ordinance Update- Motor Vehicle Sales Definition: The draft presented was recommended by the Milford Township Planning Commission at their July 23rd meeting for Supervisors consideration. It adds equipment sales and rentals to the description. Ms. Hendricks made a motion to approve sending the proposed update to the Motor Vehicle Sales definition to Pike County Office of Community Planning for review; Mr. Williams seconded; Motion passed.

Zoning Ordinance Section 306 Uses Not Provided For: Ms. Hendricks discussed how, during the review of the draft of the Milford Township Comprehensive Plan, goal 2.4 was identified to amend Zoning Ordinance Section 306 Uses Not Provided For. Ms. Hendricks made a motion to have the Milford Township Planning Commission review the ordinance and provide recommendations; Mr. DiLorenzo seconded; Motion passed.

Don Quick Memorial: Ms. Hendricks made a motion to table this discussion until September; Mr. DiLorenzo seconded; Motion passed.

Ambulance Report & Letter: Ms. Hendricks requested staff contact leadership at Milford Ambulance Company to see if they can attend one of the Supervisors' next two meetings and provide a report on services and funding from the last year as we develop the budget for 2025.

Resignation of Planning Board Solicitor and Appointment of a new Planning Commission Solicitor: Ms. Hendricks made a motion to accept the resignation of Planning Commission Solicitor Thomas F. Farley and table the appointment of a replacement until the Planning Commission has had an opportunity to discuss the action; Mr. Williams seconded; Motion passed. Alternative Solicitor Anthony Magnotta offered to assist until such time as a new Solicitor for the Planning Commission may be appointed.

Milford Water Authority Fire Hydrants: Mr. Williams made a motion to table this discussion until the first Supervisors meeting in September; Mr. DiLorenzo seconded; Motion passed.

Right to Know Policy: Ms. Hendricks made a motion to approve the Right to Know Policy as presented; Mr. Williams seconded; Motion passed.

Resolution – Records Retention and Disposition of Files: Ms. Hendricks made a motion to approve the Resolution for the Township to follow the schedules and procedures as outlined in the PA Historical and Museum Commissions' Municipal Records Manual; Mr. DiLorenzo seconded; Motion passed.

Withdrawal from the Regional Act 537 initiative: The Township received a letter from the Eastern Pike 537 Inter Governmental Sewer Committee on July 26, 2024 acknowledging Milford Township's letter formally withdrawing from participation in the 537 Plan. Ms. Hendricks made a motion to direct counsel to respond to the letter as clarifications were needed based on the correspondence; Mr. Williams seconded; Motion passed.

Trunk or Treat – Temporary Use Permit: Mr. Williams made a motion approving a Temporary Use Permit for 510 Route 6 & 209 to host a Trunk or Treat Event at their facility on October 26, 2024; Mr. DiLorenzo seconded; Motion passed.

Milford Cub Pack 1071- Car Wash – Use of Township Building: Ms. Hendricks made a motion to approve the use of the Township building for a Cub Pack 1071 Car Wash on August 24th from 10-2pm; Mr. Williams seconded; Motion passed.

Other Public Participation: Dylan Skiroff of the Pike County Courier asked why Milford Township withdrew from the Act 537 Plan. Ms. Hendricks explained that the plan was no longer feasible for the Township, the recent proposal submitted by the Plan consultants will not be approved or implementable based on correspondence from DEP, and the original intent to have the option of voluntary hookups from Milford Township residents will no longer be an option, based on correspondence from DEP.

Mr. Fred Weber asked if there is another joint meeting scheduled with the Milford Water Authority and Milford Township Planning Board. Ms. Hendricks replied that the Township is currently working on an amendment to Section 602.2 of the Zoning Ordinance, an amendment to Section 407 of the Zoning Ordinance, and Zoning Warehouse Standards that are in various stages of development which will then be distributed to the Milford Water Authority prior to that meeting being set up.

Mr. Williams made a motion to pay bills and adjourn the meeting at 8:20 pm; Mr. DiLorenzo seconded; Motion carried.

Paid Bills:

AMTrust North America, Inc.: \$382; Anthony Magnotta: \$1,766.25 BRC: 186.33; C.S. Davidson, Inc.: \$1,850.00; Farley & Weed, LLC.: 1,986.25; Myer & Myer: \$206.25; North East Parts Group: \$96.95; One Stop Computers: \$750.00; Pike County Dispatch: \$875.00; Ray's Truck and Auto Repair: \$ 2,812.43; SockEm Web Solutions, Inc.: \$100.00; TRUGREEN: \$83.77; UGI: \$48.07; WEX Bank: \$338.45

Respectfully submitted

Michele Long
Asst. Secretary