



P.O. Box 366
Milford, PA 18337
Tel. (570) 296-5540
FAX (570) 409-8348
Email: Milfrdtp@ptd.net
Website: www.milfordtownshippike.com

Board of Supervisor Workshop (Hybrid) Minutes
August 19, 2024 6:30 pm
(Zoom meeting ID was advertised in advance in the Pike County Dispatch)
560 Route 6 & 209

Township Supervisors discussed the bids that were submitted for the Milford Bridge #3 repairs on Schocopee Road with Township Engineer John D. Fuller and Attorney Magnotta. Both of their recommendations were to award the bid to Minichi, Inc. for \$47,000.

Supervisors also discussed developing a scope of work for building improvements to be submitted for an LSA grant in September with Mr. Fuller. Supervisors asked Mr. Fuller to develop a cost opinion for all work to be completed with the components broken down for exterior and interior work that could potentially be used for other grant submissions.

An Executive Session was held to discuss personnel matters.

Board of Supervisor (Hybrid) Minutes
August 19, 2024 7:00 pm
(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 Chairman Gary Williams. Also present were Vice Chair Hendricks, Supervisor Robert Di Lorenzo, Solicitor Anthony Magnotta, Secretary/Treasurer Shahana Shamim, and Asst. Secretary/Treasurer Michele Long.

Minutes of August 5, 2024: Ms. Hendricks made a motion to approve the August 5, 2024 minutes as presented; Mr. Di Lorenzo seconded; Motion passed.

Treasurer's Report: Ms. Shamim reported the following bank balances; Wayne Bank Payroll: \$8,132.90; Wayne Bank Investment: \$31914.00, Interest rate: 0.10%; Wayne Bank Ambulance: \$57,987.98; NBT Bank Checking Account: \$25,144.61, Interest rate 0.02%; NBT Bank Money Market: \$15,783.19; interest rate 3%; PLGIT General: \$305,624.48; monthly distribution yield: 5.10%; PLGIT Liquid Fuels: \$118,267.24; monthly distribution yield: 5.10%. Also, since the last meeting we received: \$1,250 from Zoning, \$15,000 from Pike County Commissioners of EMS match for the second quarter, \$68.56 from Magisterial District Court.

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

After an explanation from the staff regarding the details, Ms. Hendricks made a motion to transfer \$15,000 from the Wayne Ambulance account to the NBT Checking account reimbursing an EMS payment that was issued from that account in March of 2024; Mr. Williams seconded; Motion passed.

Ms. Shamim also reported the Liquid Fuels Audit was completed for 2023 with no findings.

Roadmaster: Mr. Williams reported the road crew worked on a number of road washouts due to recent heavy rains. There were also trees down on Old Milford Road recently which were addressed. Wayco has not started the Schocopee Road paving project yet.

Bridge #3 repairs on Schocopee Road- Open Bids – Five Bids were submitted for the project and reviewed by both the Township Engineer and Township Solicitor. Mr. Williams made a motion to award the bid to Minichi, Inc. for \$47,000 for the Milford Bridge 3# repairs on Schocopee Road; Mr. Di Lorenzo seconded; Motion passed.

Zoning Report: The following permits were issued since the last report; a shed detached garage, pool cabana, and pool mechanical building permits for 126 Greenwood Circle; a pole building permit for 109 School House Drive.

Public participation: Mr. Fred Weber asked for follow up on his request regarding the conditional uses that are in place on 247 Route 6 West. Solicitor Magnotta stated he was working with the Township office staff to verify the information.

Secretary's Report: Ms. Long reported on the following correspondence: Email from Mr. Tom Shepstone of Shepstone Management Company, Inc. notifying the Township that he will be giving up municipal consulting work at the end of this year except special projects; Response letter from Solicitor Magnotta on behalf of the Milford Township Supervisors regarding Milford Township's withdrawal from the Act 537 Plan; Letter from the Pike County Planning and Mapping Office recommending that Lot Combination Deeds be forwarded to their office for review; Letter from PA Municipal Retirement System (PMRS) and accompanying form which was completed and submitted for the Minimum Municipal Obligation Worksheet for Plan year 2025; Email correspondence from PMRS explaining the change in the amortization of unfunded liability change notification; Administrative Meeting/Corrective Action Plan notice from the Pike County Conservation District (PCCD) for Sandstone Construction; Letter of financial request from Pike County Development Center for fiscal year 2024/2025; Chapter 102 Inspection Report from the PCCD for Milford Highlands Lot 56- one violation; and an email reminder to complete a State and Local Cybersecurity Grant Program Baseline Survey.

Old Business:

Zoning Hearing Board Alternate Member: Mr. DiLorenzo made a motion to appoint Mr. Scott Keener as an Alternate Zoning Hearing Board member for a three-year term beginning August 19, 2024; Ms. Hendricks seconded; Motion passed.

Milford Township Comprehensive Plan: Ms. Hendricks stated there were a number of additional changes that were submitted to the Planner following the Milford Township Planning Commission meeting. After these changes are updated and reviewed by the Planning Commission Board Members, they could forward it along to the Pike County Planning Commission and neighboring Townships for final review as was directed by the Supervisors at the last meeting on August 5, 2024.

American Rescue Plan Funding- YTD Summary: Supervisors discussed the current year to date spending utilizing the ARPA funding with a current balance of \$27,802.89 not yet allocated. Ms. Hendricks made a motion to approve resolution 08192024 to allocate the balance of the ARPA funding to the men's bathroom renovations recently completed on an emergency basis, engineering costs for the submission of an LSA grant, salaries for staff, and attorney's costs until those funds are depleted; Mr. DiLorenzo seconded; Motion passed.

FEMA Flood Hazard Information for Pike County: Supervisors discussed the notification from the Pike County Planning and Mapping office that the review period for the new flood maps was just extended until August 30th.

The discussion focused on the properties that were added to the new mapping. There may be funding opportunities available for some of these properties. Mr. DiLorenzo stated he would reach out to these landowners to see if there was an interest in the Township seeking out these opportunities, in cooperation with the landowners to remedy the flooding/stormwater issues.

New business

Discuss advertisement of Public Hearing on Amendment for Section 602.2 of Zoning Ordinance: Supervisors discussed the comments submitted by the Pike County Office of Planning and Mapping in regard to adding *the quantity of materials to be stored* at the project location on the application. Ms. Hendricks made a motion to add this note to the proposed amendment of Section 602.2 of the Zoning Ordinance and resubmit the amendment to the Pike County Office of Planning and Mapping and the Milford Water Authority for review; Mr. Williams seconded; Motion passed.

Discuss advertisement of Public Hearing on Zoning Ordinance Update- Motor Vehicle Sales Definition: Mr. DiLorenzo made a motion to advertise and schedule a public hearing for September 16, 2024 for the Zoning Ordinance update – Motor Vehicle Sales Definition; Ms. Hendricks seconded; Motion passed.

Authorization to apply for LSA Grant: As was discussed at the workshop, the following work would be included in an LSA grant application: the parking lot repairs which were estimated in March of 2024; a new walkway that would alleviate the stormwater issue, along with outside lighting along the walkway; wheelchair accessibility at the front entrance; another exit for the meeting room and a new door installed in the hallway outside the office for security purposes; and an update of the facade of the Township building. Ms. Hendricks made a motion to apply for LSA Grant funding for the Township Parking Lot Improvements and Building Improvements; Mr. Williams seconded; Motion passed.

Approval of participation in and payment for attendance and selection of door prize for the Pike County Township Supervisors County PSATS Convention: Mr. Williams made a motion to approve payment for \$325 for attendance, and participation of up to nine individuals in the Pike County Association of Township Supervisors convention and purchase a gift certificate of \$50 from Balch's Restaurant as a door prize; Ms. Hendricks seconded; Motion passed.

Approval of participation in and payment for *The Role of the Planning Commission* -PSATS training: Mr. Williams made a motion to approve the participation of Planning Commission members and staff interested in attending the *Role of the Planning Commission* training to be held September 9th at 6:00pm; Ms. Hendricks seconded; Motion passed.

Consideration of post 90-day wage increase for Michele Long: Ms. Hendricks made a motion to approve a pay increase for Asst. Secretary Michele Long for an additional \$1 per hour effective 8/19/24; Mr. Williams seconded; Motion passed.

Other Public Participation: Mr. Kevin Stroyan requested the Supervisors send a letter of thanks to Mr. Tom Shepstone for his years of service to Milford Township. Supervisors agreed and directed staff to draft a letter of thanks.

Mr. Williams made a motion to pay the outstanding bills and adjourn the meeting at 7:59 pm; Ms. Hendricks seconded; Motion carried.

Paid Bills:

**Milford Township Supervisors
Gary Williams, Rachel Hendricks & Bob Di Lorenzo**

D&S Hauling; \$1,063.97; Eastern Waste & Recycling: \$39.75; Elan Financial Services: \$2,257.26; Milford Fire Department Ambulance: \$15,000; PA One Call system, Inc.: \$125.00; Pike County Light & Power Co: 1,513.64; Rich Service, LLC: \$500.00; Shepstone Management Company, Inc.: 350.00; TruGreen: \$83.77; Woodland Design Associates, Inc. \$3,550.00

Respectfully submitted

Michele Long
Asst. Secretary