

Board of Supervisor Workshop (Hybrid) Minutes
November 7, 2024 6:30 pm
(Zoom meeting ID was advertised in advance in the Pike County Dispatch)
560 Route 6 & 209

Workshop (At 6:30 P.M.):

Supervisors held an executive session to discuss personnel matters.

2025 Budget: The inclusion of the \$100,000 LSA grant in the proposed budget and corresponding expenditure were discussed, as the grant was recently approved. A higher amount had been applied for, so the proposed projects may need to be downscaled or additional funds can be sought and the project can be delayed until the additional approval.

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

The minutes of the October 21, 2024 meeting were reviewed for possible additions or corrections before approval by the Board. The Supervisors voted unanimously to approve the minutes.

Treasurer's Report: Shahana reported that, following the last meeting, she had received \$53.92 from Code Inspections, Inc. She also reported the following bank balances:

- Wayne Bank Payroll: \$6,974.63
- Wayne Bank Investment: \$13,923.25
- Wayne Bank Ambulance: \$13,323.08

- NBT Bank Checking Account: \$47,140.45
- NBT Bank Money Market: \$15,895.01

- PLGIT General: \$215,884.63
- PLGIT Liquid Fuels: \$29,643.10

Roadmaster:

Mr. Gary Williams, the Roadmaster, reported that the road crew had been working to get the equipment ready for winter, and they were ready already.

Zoning: No new permits have been issued since the last meeting.

Public Participation: None.

Secretary's Report:

Shahana reported that at the October 22 Planning Commission meeting, members voted to recommend approval of Karin Willis' lot improvement application, with a correction. Comments from the Milford Water Authority regarding ordinance section 602.2 were received. The County also sent a summary of County and Local Tax revenue. Mike Mrozinski informed the office that the Pike County Comprehensive Plan was adopted on October 18 and is available on the County's website. The Pike County Commissioners sent the 2025 EMS Matching Grants Program checklist.

The roast pork dinner at the Blooming Grove Volunteer Fire Department will be held on Saturday, November 30, from 4:00 to 7:00 p.m. The Pike County Area Agency on Aging has requested consideration for a donation. An inspection report for a lot in Milford Highlands from the Pike County Conservation District was received, with no violations observed.

The Pennsylvania State Capitol Police are offering active shooter virtual training on November 13. The Commonwealth Financing Authority sent a list of approved projects for the LSA statewide program. Milford Township has been approved for \$100,000 for municipal facility improvements. Summit Exteriors sent an estimate for a full re-roof of the municipal building.

Donald from One Stop Computer Services informed her that the cost of ink would be \$40 if we purchase the all-in-one wireless color inkjet printer he recommended. The 2024 Acts of the Legislature from PSATS and a newsletter from the Pike County Humane Society were also received.

Old Business:

a. 2025 Budget:

The Board of Supervisors (BOS) voted unanimously to present the proposed budget for public comment, with the addition of the \$100,000 LSA grant, which the Township was recently awarded, and the corresponding expenditure of those funds. The Secretary will advertise the public notice for the second meeting in December, scheduled for December 16, when the budget will be adopted.

b. Statewide LSA Application:

The recent approval for the \$100,000 LSA grant is designated for the parking lot re-paving and carpeting, but not enough funding to cover those costs entirely.

A cost estimate for the re-roofing was received. The application fee for this grant program is \$100. The deadline for submitting the statewide LSA application is November 30. The BOS voted unanimously to approve applying for the grant for all of the items in the Monroe County

LSA application for facility improvements, plus the roof and acknowledging that the first \$100,000 has been approved for toward the re-paving.

c. Solicitor Updates:

i) Act 537 Plan:

The Solicitor reviewed the updated Act 537 Plan and sent a letter to the County Commissioners outlining his concerns. Some of these concerns include future connections to the system, the financial responsibility of ratepayers, the Intermunicipal Agreement (which was initially signed by the Township but later the Township withdrew), and the fact that the system is to be owned, operated, and maintained by the Milford Water Authority. The BOS voted to have the Secretary forward his letter to Mr. Scott Sheldon and Mr. John Klemeyer of the Milford Water Authority. The Secretary was also asked to confirm the end of the Planning Commission's comment period with its members.

ii) Milford Township Comprehensive Plan:

The Solicitor reported that Mr. Jayson Wood, the Planner, had discussed the County's comments regarding the draft of the Comprehensive Plan. The County informed Mr. Wood that, according to Planning Codes, a land-use plan (which includes a map showing current land use) will need to be added to the Plan, along with the zoning map.

iii) Proposed Affidavit from the Pike County Tax Claim Bureau:

The BOS reviewed an affidavit from the Pike County Tax Claim Bureau requesting to waive the Supervisors' consent for the sale of property in the repository sale. The Solicitor recommended not signing the waiver, and the Supervisors instructed him to respond accordingly to the Tax Claim Bureau.

iv) Section 306 of the Zoning Ordinance:

The Solicitor reported that this ordinance was discussed at the last Planning Commission meeting, and he had prepared a draft based on that discussion. The BOS asked the Secretary to forward this draft to the County for review.

New Business:

a. Fire Department's Request to Enact a Burning Ban:

Mr. Michael Bello and Mr. Eric Passaro, the Chief and Assistant Chief of the Fire Department, respectively, were present at the meeting. They stated that the current conditions were very dry, which increases the fire hazard. They requested that the BOS enact an ordinance allowing them to ban fires during dry conditions. The BOS reviewed a sample burning ban ordinance that the Solicitor had forwarded for their review. They also discussed the liabilities of having or not having such an ordinance. The BOS voted unanimously to direct the Planning Commission to begin working on developing such an ordinance. Additionally, they voted unanimously to post a sign on the signboard the next morning advising against burning in the current dry conditions. The BOS asked Mr. Bello to share this information on the Fire Department's website and social media.

b. Planning Commission Recommendation - Karin Willis' Lot Improvement Application:

The BOS reviewed the revised plan for the lot improvement, along with recommendations from the Planning Commission and comments from Pike County Planning. The Solicitor confirmed that he had reviewed the deeds, and they were in order. The BOS voted unanimously to approve this application.

c. Purchase of a New Printer for Paychecks and Bill Payment:

The BOS voted unanimously to purchase the new printer.

Other public participation: The BOS responded to all questions from Wayne Witkowski, a reporter for Pike County Dispatch, regarding the process and timeline for the burning ban ordinance and the millage rates in the 2025 proposed budget, which do not include any change from the current rates.

Assistant Secretary/Treasurer Vacancy

The BOS voted to offer the position to the top-choice applicant for the Assistant Secretary/Treasurer position .

It was 8:10 p.m., and there was no other business to discuss. The Supervisors voted to pay the bills and adjourn.

Paid bills:

Anthony Magnotta: \$2,340.00; H.A.Thompson Company: \$830.00; Magic Carpet Cleaners: \$300.00; North East Parts Group: \$235.00; Rachel Hendricks: \$538.21; SockEm Web Solutions LLC: \$100.00; Spring Hill Laser Services Corp.: \$70.00; UGI: \$136.38; WEX Bank: \$96.57;