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Board of Supervisor Workshop (Hybrid) Minutes
October 21, 2024 6:30 pm
(Zoom meeting ID was advertised in advance in the Pike County Dispatch)
560 Route 6 & 209

Workshop:

2025 Budget: The following items were discussed: updating the line item for PURTA income, Liquor Control income, correcting some mistakes in the Social Security line item, adjusting the road crew salary increases, and adding a new line item in the chart of accounts for bridge repair as a subcategory of highway construction. Gary stated that the Schocopee Road paving cost almost \$90,000, so he was not planning to do any paving in 2025 unless there are any major washouts; the budget will be spent as needed. The cable income, LSA Grant, snow materials, and machinery repair line items were also discussed.

Board of Supervisor (Hybrid) Minutes
October 21, 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 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.

Minutes of the October 7, 2024, meeting were reviewed for possible additions or corrections before approval by the Board. The Supervisors voted unanimously to adopt these minutes, and the motion passed.

The Supervisors voted unanimously to amend the agenda to add the payment of the \$47,000 bill for the Milford Bridge #3 repair, as that bill had arrived that morning. The motion passed.

Treasurer's Report:

Ms. Shamim reported the following bank balances:

- Wayne Bank Payroll: \$15,249.19
- Wayne Bank Investment: \$13,922.10

- Wayne Bank Ambulance: \$13,323.08
- NBT Bank Checking Account: \$59,934.28
- NBT Bank Money Market: \$15,861.33
- PLGIT General: \$274,839.95
- PLGIT Liquid Fuels: \$29,524.57

Additionally, since the last meeting, the following amounts were received: \$200 from zoning permits, \$160 from two of the Supervisors to reimburse the treat for the Fire Department, and \$25 from Rachel Hendricks for the County Convention raffle win.

Shahana stated that the gross payroll amount for October 14 was \$6,017.14. For the ARPA expenditure resolution, the Payroll account needs to be reimbursed from the PLGIT General Fund, as the ARPA fund is available. The IT bill from One Stop Computer Services is \$750, the IT bill from 1st Choice Computer Solutions is \$95.40, and the engineering bill from Mr. Fuller is \$7,910.00. These three bills total \$8,755.40, and the NBT Checking account needs to be reimbursed for the ARPA expenditure resolution. The supervisors voted unanimously to approve both of these transfers.

Zoning Report: A couple of Planning Commission members were present at the meeting. They stated that too many items were on the agenda for their meetings and asked the supervisors to prioritize some items. The Board of Supervisors indicated that the Milford Township Comprehensive Plan, the amendment to Section 407 of the Zoning Ordinance, and providing comments for the Act 537 Plan needed to be the top priorities.

Shahana reported that since the last meeting, two permits have been issued: one for a rear deck and the other for a fence.

Public participation:

Mr. Fred Weber inquired about his right-to-know request regarding truck parking on the property at 247 Rt. 6. The Board replied that those trucks had been parked for many years and that the permit for this was still being searched for.

Secretary's Report: Ms. Shamim reported the following correspondence: Brian Snyder sent the agenda and minutes for the Road Task Force meeting and I handed it to Harvey McKean. I received the website management agreement renewal from SockEm Web Solutions. Mr. Mrozinski informed me that there will be a Zoom session on November 13 regarding miscellaneous funding opportunities for municipalities. The Pike County Public Library Board of Directors has requested financial support from this municipality. I received a change of assessment report from the Pike County Assessment Office.

Regarding the PSATS Unemployment Group Trust: for the 2025 calendar year, the trustees voted to keep the contribution rate, which is 0.90%, the same for all categories. The Pike County Assessment Office sent a memo stating that veteran exemption status was granted for a parcel as a result of the Real Estate Assessment Hearing held on Wednesday, October 9, 2024. I received an insurance certificate for the Girl Scouts in the Heart of Pennsylvania. The Pike County Conservation District sent an inspection report for the site SR 0084 Section 494, noting that no violations were observed. Mr. Fuller certified that the contractor, Minichi, Inc., has fulfilled all contractual obligations for Bridge #3 in Milford.

Donald from One Stop Computer Services provided information about an all-in-one wireless color inkjet printer, which is available on Amazon for \$65.

Old Business:

a. 2025 Budget: The budget proposal is almost ready. Some minor tweaks will be made, and it will be ready for voting at the next meeting.

b. Letters of Support for Milford Fire Department LSA Grants: Mr. Michael Bello has sent the two applications that were submitted. It's not too late to send letters of support to the legislators from the Board of Supervisors.

New Business:

a. Website Maintenance Agreement Renewal: The supervisors voted unanimously to renew this agreement.

b. Dot Red, LLC, EconoPak - Amendment to Section 6 of the Developer's Agreement: This amendment reflects the new anticipated date of completion as on or about April 9, 2026. The supervisors voted unanimously to adopt this agreement. The salary line item in the 2025 budget proposal will be updated accordingly.

c. Pay Increase for CDL Employees and Logan McKean: The supervisors voted unanimously to increase the hourly salary of CDL drivers to \$25.00. They also voted unanimously to increase Logan McKean's hourly salary to \$18.00.

d. Purchase of a New Printer for Paychecks and Bill Payment: Donald from One Stop Computer Services provided information about an all-in-one printer for this purpose. The supervisors asked the Secretary to inquire about the cost of ink for the printer.

e. Spongy Moth Communication: Trees are dying from spongy moth infestations, which can be a primary cause of wildfires. The supervisors voted unanimously to make a survey available at the Township building on election day. The survey questions will ask whether voters are interested in having their properties sprayed for the spongy moth infestation. The survey will indicate that participation is not binding.

f. PSATS Webinars for Secretary: i) Custom Reports with QuickBooks on 10/22/24 and QuickBooks Enterprise Learning Series on 10/29/24. The supervisors voted unanimously for the Secretary to attend both webinars.

g. Payment of \$47,000 for Bridge #3 Repair: (This item was added to the agenda because the bill arrived this morning.) The supervisors voted unanimously to pay this bill to Minichi, Inc.

Other Public Participation:

Mr. Stroyan said that he was ready to place the wood square for Don Quick’s memorial. The supervisors asked him to choose a spot that wouldn’t block the view from the office window. Mr. Williams said he would call One Call for digging.

Supervisors voted unanimously to pay the bills and adjourn the meeting at 8 pm; Mr. Di Lorenzo seconded; Motion carried.

Paid Bills:

1st Choice Computer Solutions, LLC	95.40
BRC	186.97
Elan Financial Services	1,912.40
John Fuller	7,910.00
Milford Water Authority	64.93
Myer & Myer	42.50
One Stop Computers	750.00
P.A.B. Reporting Services	200.00
Pike County Light & Power Co	1,447.53
Rachel Hendricks	233.81