

Board of Supervisor Workshop (Hybrid) Minutes
December 16, 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.):

The Supervisors went into executive session to discuss potential litigation and a personnel matter.

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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 Bob DiLorenzo, Solicitor Anthony Magnotta, and Secretary/Treasurer Shahana Shamim.

The minutes of the December 2, 2024 meeting were reviewed. The Supervisors voted to approve the minutes, and the motion passed. Mr. Di Lorenzo abstained from voting because he hadn't attended the December 2 meeting.

Treasurer's Report: Shahana reported that, following the last meeting, she had received \$333.16 in State Police fines, \$1,868.00 in Real Estate Taxes, \$311.48 in Ambulance Tax, and \$1,975.00 in Real Estate Transfer Tax.

The Supervisors voted unanimously to transfer \$5,000 from the PLGIT General Account to the Wayne Payroll Account for the next payroll.

Roadmaster:

Mr. Williams reported that several trucks had broken down, and the Mack truck was still at the repair shop. There was a brush fire on the bridge, which was directly on top of Schocopee Road, and the road crew went there before PennDOT's arrival. Rachel thanked him for taking care of the light at the Water Authority, which had been a safety hazard for drivers.

Zoning: The Secretary stated that no zoning permits had been issued since the last meeting.

Public Participation: Mr. Stroyan handed a happy retirement card for Mr. Thomas Shepstone to the Supervisors for them to sign. Mr. Stroyan stated that Mr. Shepstone had been a real asset to Milford Township for many years, and it would be hard to replace him. He was very professional, always did what was asked of him for the Township, and the Township will miss his wise counsel.

Secretary's Report:

Shahana reported that Brian Snyder from the Pike County Commissioners' office sent the agenda and minutes for the Road Task Force meeting. According to a National Park Service (NPS) news release, the NPS is proposing fee changes at the Delaware Water Gap NRA. A 30-day public comment period will open on December 16, 2024. CNA Associates submitted a Transportation Impact Study and a scoping meeting application for the Milford-DEPG project to PennDOT. Liana Vantyle from the Pike County Assessment Office informed the office that a property in this Township is tax-exempt due to the disabled veteran exemption, as stated in a letter from the Office of Veterans Affairs. Jayson Wood from Woodland Design Associates updated the Comprehensive Plan with a new land-use map and sent the link to the updated plan for distribution. The examination report of the Liquid Fuels Tax Fund for Milford Township, Pike County, covering the period from January 1, 2023, to December 31, 2023, was received from the Department of the Auditor General. A draft of the Programmatic Agreement for the operation and maintenance of Grey Towers National Historic Site (PA) was sent by the U.S. Forest Service. Rob Bielunas, Regional Director of the Coalition Against Bigger Trucks, requested to be added to the agenda for the next meeting to discuss proposals in Congress allowing heavier tractor-trailer trucks on the roads.

The notification of CNA Associates' Transportation Impact Study and scoping meeting application for the Milford-DEPG project was received from PennDOT on Friday. It needs to be reviewed by the Township. The Solicitor mentioned that he would need to review the application, and it will need to be sent to the Engineer, who will have to attend the scoping meeting. Supervisor Hendricks stated that she will be abstaining from voting or discussions regarding any DEPG project. She explained that DEPG has projects with her employer and though there is no direct conflict, in order to avoid any appearance of such, she will be abstaining and not participating in discussions on the project. Supervisors Williams and DiLorenzo instructed the Secretary to send everything to the Township Engineer so that he can review and weigh in on the plan.

Old Business:

a. 2025 Budget Adoption: The budget proposal was advertised, and no comments were received. The Supervisors voted unanimously to adopt the budget.

b. ARPA Funding - Final Allocation of Funds:

Jayson Wood from Woodland Design Associates responded to Shahana's inquiry about whether the extra expenditure for the Comprehensive Plan Change Order, which was \$11,180.00, would be fully incurred and billed. The total bill from them will be less than the allocated amount. Shahana mentioned that she attended a webinar on December 13 regarding the ARPA funds expenditure. It was stated during the webinar that employee payroll is an approved way to spend ARPA funds, but the allocation of eligible employees must be completed before 12/31/2024.

The Supervisors voted unanimously to include all positions for the payroll ARPA expenditure. This will allow payroll to spend down the remaining balance of the ARPA fund, including considering the reduction in the Comprehensive Plan expense change order.

New Business:

a. Recognition of Township Volunteers:

The Supervisors voted unanimously to send certificates of recognition to the volunteers serving the Township, including the members of the Planning Commission, Zoning Hearing Board and the Vacancy Chairman.

b. Secretary Training for Donna Tegan:

The Supervisors voted unanimously to register Ms. Tegan for this training, which will be held in Luzerne County on February 4th. The Secretary was instructed to pay for this training before the end of the year so that it could be paid out of the ARPA funds.

c. PA One Call:

The Solicitor explained the reauthorization of the Pennsylvania One Call Law. Senate Bill 1237 requires facility owners to make reasonable efforts during excavation to locate or notify excavators of any known or abandoned lines.

d. Section #306 of the Zoning Ordinance – County Comments:

Brian Snyder had sent the County's comments on this proposed amendment, and the Supervisors reviewed them. The Secretary was not asked to advertise for any hearings to adopt it yet, as they hope to advertise once for multiple changes which are not finished at this point.

e. Support Letter from Legislators for the Statewide LSA Application:

The Supervisors voted unanimously to send a request for letters of support from the legislators.

f. Advertise for Planning Commission Reorganization at Its First Workshop – January 9, 2025:

The Supervisors voted unanimously to advertise this reorganization.

g. Grey Towers NHS Draft Programmatic Agreement – Interested Parties:

There is a 30-day comment period for this agreement, and the Supervisors voted unanimously to table this item until the next meeting.

h. Fidelity and Crime Coverage – HA Thompson Proposal:

Gary explained that the HA Thompson insurance representative came to the building to discuss the insurance policy for the following year and that the representative had suggested getting insurance to cover losses from theft by employees (excluding those who are bonded). The insurance representative provided an application to fill out to receive a quote for this coverage. The Supervisors voted unanimously to get a quote for this insurance.

Public Participation #2:

Supervisors responded to the reporters' inquiries about all the agenda items.

At 7:58 p.m., and there being no other business or executive session to discuss, the Supervisors voted to pay the bills and adjourn the meeting.

Paid bills: Eastern Waste & Recycling \$119.25, Pike County Dispatch \$247.00, Pike County Light & Power Co. \$1643.91, SockEm Web Solutions LLC \$100.00, Topp Business Solutions \$242.33, Milford Fire Dept. \$17,000.00, Elan Financial Services \$365.76.
Milford Fire Dept. Ambulance 2024-Yearly Donation \$7,500.00
Milford Fire Dept. Ambulance-4th quarter tax revenue for Ambulance \$13,405.82
Milford Fire Dept. Ambulance-4th quarter tax revenue for Ambulance-remainder \$311.48