



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

## **Minutes**

### **Milford Township Board of Supervisors'(BOS) Hybrid Workshop & Meeting September 15, 2025, 7:00 P.M.**

**Location:** 560 Route 6 & 209, Milford, PA 18337

#### **Workshop – 6:30 PM**

The Constitution Avenue Bridge needs to be repaired in a cost-effective manner. John Fuller, the engineer, will follow up on this matter. There is visible deterioration to the bridge, and addressing it is a priority. Funding sources such as the Multimodal Transportation Program and Motor License Fund dollars received by the County may be used to cover the cost of repairs. Road Task Force member Harvey McKean will raise this issue at the next Road Task Force meeting. Rachel received information through her Right-to-Know request to the County, and it is surprising that no grant applications have been submitted for the repair of the bridge.

There is an application from Vac Trax, LLC, a waste transfer station, as the ownership of the property has changed. They are currently approved for the storage of dumpsters. Now, they are seeking a permit for a residual oil transfer station, and this is their formal application. They were issued a permit approximately 20 years ago, but the Department of Environmental Protection (DEP) is unable to locate it. An incompleteness letter for the application has been received from the DEP.

A violation letter regarding an appliance issue at 535 Route 6 & 209 was issued by UGI. It is likely related to the caretaker's house on that property. According to the Building Officer, the Township does not have to take any action on this matter.

The acceptance notification from PennDOT indicates that Econo-Pak has applied for a Highway Occupancy Permit (HOP). Since Econo-Pak has more than one driveway, it will be permitted to retain only one. The Secretary was instructed to forward the PennDOT notification to Mr. Fuller, the engineer, as he has the necessary login credentials.

The Water Authority continues to send bills for the fire hydrants, and this issue needs to be disputed. Paying this bill would require the formation of a special taxing district. These bills should not be sent to a collection agency as if they were valid. The Water Authority has been repeatedly informed that they need to bill their actual customers. The residents of the Township cannot all be held responsible for a service that is not being provided to them.



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

The estimates for the security door, parking lot, roof replacement, and carpet replacement are from last year, and updated estimates are needed in order to file the LSA application this year.

### **Call to Order:.**

A regularly scheduled meeting of the Milford Township Board of Supervisors was called to order at 7:00 p.m. by Chair Gary M. Williams. Also present were Vice Chair Rachel Hendricks, Supervisor Robert DiLorenzo, Solicitor Anthony Magnotta, and Secretary/Treasurer Shahana Shamim.

### **Approval of Meeting Minutes – September 2, 2025:**

The minutes of the September 2, 2025 meeting were unanimously approved by the BOS.

### **Treasurer's Report:**

Since the last meeting, the following revenues were received:

- \$200 from Zoning
- \$1,070 from Sewage
- \$497.80 from Code Inspections
- \$215.56 from the Magisterial District Court
- \$5,598.52 in Real Estate Tax
- \$933 in Ambulance Taxes

Additionally, a notification was received from the Auditor General stating that the 2025 Commonwealth State Aid allocation, supporting the Volunteer Fire Relief Association(s) (VFRA) of the fire company(ies), is scheduled to be directly deposited on September 17, 2025, in the amount of \$13,914.70.

### **Roadmaster's Report:**

#### **a. Estimate for F-350 Repair:**

The 2004 F-350 pickup truck requires repairs to prepare it for winter. Ray provided an estimate of \$4,700. The BOS voted unanimously to approve this expenditure, noting that replacing the truck would cost approximately \$70,000.

#### **b. Hiring of Part-Time On-Call Employee for the Street Department:**

The BOS unanimously approved the hiring of Brian Witkowski as a part-time, on-call employee for the Street Department at a rate of \$16 per hour.



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

**Zoning:**

Since the last meeting, a permit for a detached garage was issued, and a Waste General Permit application was received from Vac Trax, LLC.

**Public Participation:**

A reporter from the *Pike County Dispatch* inquired about the total amount of the road salt contract and the quantity of the most recent order. The Roadmaster responded to his questions.

**Old Business:****Planning for the 250th Anniversary Celebration – September 27 – Community Engagement Committee:**

An open house will be held on September 27 from 10:00 AM to 12:00 PM. The purpose of the open house is to gather interests and ideas from community members for the 250th anniversary parade. Coffee and refreshments will be from the Waterwheel.

**Suggestion of a Specific Defective Ordinance Declaration – Andrew Bellwoar:**

The proposed curative amendment submitted by DEPG is still under review by the Planning Commission; therefore, no action is required by the Board of Supervisors (BOS) at this time. The BOS voted unanimously to table this item until the next meeting.

**Constitution Avenue Bridge Updates:**

The Engineer, Mr. John Fuller, will provide a cost estimate for the repair of the bridge.

**Computer Upgrade to Windows 11 and New Printer for the Permit Office:**

Mr. Di Lorenzo is awaiting a response from Donald Smith of One Stop Computers. The BOS voted unanimously to table this item until the next meeting.

**New Business:****Curative Amendment Proposal – James DePetrus:**

The applicant submitted a revised proposal to the Planning Commission, which will be addressed at their next meeting.



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

**Room Use Request – September 25 at 5:30 PM – Hickory Hills Estates:**

The Board of Supervisors (BOS) unanimously approved the request, subject to the usual conditions.

**Ratification – Virtual Class: Developing Township Budget (September 10, 2025):**

The BOS unanimously approved the Secretary's participation in this course.

**Approval – Budgeting with QuickBooks Virtual Class (September 25, 2025):**

The BOS unanimously approved the Secretary's participation in this course.

**Vac Trax, LLC Application:**

No action is required by the Township at this time.

**Approval for LSA Application:**

The Monroe County LSA grant application is open until September 30. The BOS unanimously voted to apply for this grant to fund security doors for the building, the walkway, roof replacement, and parking lot paving.

**Planning Commission Request – Appointment of Alternate Member:**

The BOS unanimously voted to table this item until the next meeting, as the Planning Commission has not yet reviewed the application received.

The BOS voted unanimously to pay the bills.

**Conditional Use Hearing – AutoZone at 550 Route 6 & 209:**

The Board of Supervisors (BOS) voted unanimously to recess the regular meeting and convene the public hearing at 7:15 PM. Engineer Bill Smith and Carmen DiDiano were present on behalf of AutoZone to provide an overview of the conditional use application. Several residents from Town Green Lane also attended the hearing. The Township Solicitor noted that the Planning Commission had reviewed the application and recommended approval to the BOS with seven conditions. The public hearing was held. Upon its conclusion, the BOS voted unanimously to reconvene the regular meeting at 8:40 PM. Subsequently, the BOS unanimously approved the conditional use application, subject to the conditions discussed. For a full transcript of the public hearing, contact Leah White at 1 Oban Lane, Port Jervis, New York 12771. Phone: 424-312-8757.

**There was no other business to discuss, and so, the BOS unanimously voted to adjourn at 8:50 PM.**