



P.O. Box 366  
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## **Minutes**

### **Milford Township Board of Supervisors'(BOS) Hybrid Workshop & Meeting January 5, 2026, 7:00 P.M.**

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

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

The reorganization meeting of the Milford Township Board of Supervisors was called to order at 7:00 p.m. by Supervisor Gary M. Williams. Supervisors Rachel Hendricks and Robert Di Lorenzo were present, along with Solicitor Anthony Magnotta and Secretary/Treasurer Shahana Shamim.

#### **Reorganization**

The following appointments and designations were unanimously approved unless otherwise noted:

#### **Board of Supervisors**

- **Chairperson:** Gary M. Williams
- **Vice Chairperson:** Rachel Hendricks
- **Supervisor:** Robert DiLorenzo
- **Roadmaster:** Gary M. Williams

**Tax Collector:** Lorelei Davis (separately elected position)

**Secretary/Treasurer:** Shahana Shamim

#### **Professional Appointments**

- **Solicitor:** Anthony Magnotta
- **Township Engineer:** John Fuller
- **Alternate Engineer:** MHE, Kiley Associates, and James Farr
- **Auditing Firm:** Kirk, Summa, & Company

#### **Codes, Zoning, and Enforcement**

- **Building Code Official (Commercial & Residential):** Code Inspection, Inc.
- **Zoning Officer:** Michael McCaffery
  - Office Hours: Wednesdays, 9:00 A.M. – 1:00 P.M.
- **Sewage Enforcement Officer:** Robert DiLorenzo
- **Alternate Sewage Enforcement Officer:** Michael Kaub

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**Milford Township Supervisors**

**Gary Williams, Rachel Hendricks & Bob Di Lorenzo**



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## Boards and Committees

### Planning Commission

- **Members:** Kevin Stroyan (Chairman), Ray Willis (Vice Chairman), Robert DiLorenzo, Roman Buonanno, and Robert Brown
  - *Kevin Stroyan and Robert Brown were reappointed, as their terms expired December 31, 2025.*
- **Secretary:** Shahana Shamim
- **Solicitor:** Anthony Magnotta

### Zoning Hearing Board

- **Members:** Bill Pitman, Elizabeth Kuemerle, and Eric Vogelsberg
- **Alternate Member:** Scott Keener
- **Solicitor:** Sean Logsdon
- **Alternate Solicitor:** Eric Hamill

### Additional Appointments

- **Emergency Management Director:** Eric Passaro
- **COG Representative:** Shahana Shamim
- **Vacancy Board Member:** David Helms
- **Open Records Officer:** Shahana Shamim
- **PSATS Voting Delegate:** Rachel Hendricks

### Administrative Designations

- **Holiday Calendar:** Follows Pike County's schedule of holiday closings
- **Official Newspapers:** Pike County Dispatch, Pocono Record, Pike County Courier, and Tri-County Independent
- **Township Office Hours:** Monday–Friday, 9:00 A.M. – 1:00 P.M.

### Meeting Schedules

- **Supervisors' Meetings:** 1st and 3rd Mondays of each month at 7:00 P.M., with a workshop at 6:30 P.M.
  - *If Monday is a legal holiday or there is an election that week, meetings will be held on Wednesday of the same week at 7:00 P.M., with a workshop at 6:30 P.M.*
- **Planning Commission Meetings:** 4th Tuesday of each month at 7:00 P.M.



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- **Planning Commission Workshops:** 2nd Thursday of each month at 7:00 P.M.; canceled if no business is to be conducted

### Financial Matters

- **Fee Schedule:** Resolution No. 0921-2020; a revised resolution may be adopted at a later date
- **Depositories:** Wayne Bank, NBT Bank, and PLGIT
  - *Supervisor Rachel Hendricks abstained from voting due to a contractual relationship with one of the institutions.*
- **Treasurer's Bond:** \$500,000

### Approval of Meeting Minutes – December 15, 2025:

The minutes of the December 15, 2025 meeting were unanimously approved by the BOS.

### Treasurer's Report:

Since the last meeting, the Township received \$150 in sewage fees; a \$316.07 dividend from the PSATS Unemployment Compensation Group Trust; \$269.58 from Code Inspections for the month of November; \$900 from AutoZone for a Conditional Use application; and \$250 for the associated hearing.

The BOS unanimously voted to transfer \$10,000 from the PLGIT General Account to the NBT Checking account.

Rachel stated that \$125,000 from the Statewide Local Share Account (LSA) Grant was approved for municipal facility improvements from the 2024 application. The Monroe County LSA application will be decided in March. The AARP application will be opening soon and can be used to apply for funding for handicapped accessibility.

**Roadmaster's Report:** Since the last meeting, approximately three weeks ago, there have been several small storms. There were some equipment breakdowns; however, all equipment will be operational again soon. There have been complaints regarding mailboxes, but many of the mailboxes are rusted out. Most mailboxes in the township are located along township roads within the township's rights-of-way, and snowplow operators must plow at a minimum required speed. Mailbox placement may need to be addressed in the Zoning Ordinance. The township roads, most of which are hilly, are well maintained, and there have been no accidents.

### Zoning:

The NPDES pre-application meeting for AutoZone is scheduled for January 6 at 2:00 p.m. The

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Supervisors asked the Secretary to request that Mr. John Fuller, Engineer, attend the meeting.

### **Public Participation:**

In response to Mr. Fred Weber's inquiries, the Supervisors stated that the Township will serve only as a pass-through for the regional Act 537 Plan and will not be a direct participant. The Township's existing Act 537 Plan is currently being updated. The Solicitor and the Engineer are working on Section 407 of the Zoning Ordinance and the warehouse standards. Copies will be provided to the Milford Water Authority once they are completed.

### **Secretary's Report:**

Brian Snyder provided the Pike County COG meeting agenda and minutes, as well as the 2026 COG meeting schedule and the 2026 Road Task Force meeting schedule. Also received were a holiday greeting and gift request from GAIT; a rate schedule from Kiley Associates Surveyors & Engineers; and a summary of county and local municipal tax revenue from Liana Vantuyl, County Tax Administrator.

The Supervisors voted unanimously to send a thank-you letter to the state legislators for providing letters of support for the \$125,000 LSA Grant approval.

### **Old Business:**

#### **a. Constitution Avenue Bridge Updates:**

According to the County Commissioners, other bridges in the County are in greater need of repair than the Constitution Avenue Bridge. The 2024 PennDOT Multimodal Transportation Fund awards were recently announced; however, Pike County did not receive any funding, despite owning approximately 16 bridges. Some of these bridges may be co-owned with other entities. Additional funding options need to be explored, as the PennDOT Multimodal Program has recently reopened. School buses currently use the Constitution Avenue Bridge. If the bridge were to be closed, students would need to be picked up along Route 209. A closure would also create significant challenges for emergency services, garbage collection, and septic pump trucks. Mr. Di Lorenzo raised these concerns at the previous Road Task Force meeting. Mr. Keith Raser was also in attendance at that meeting and expressed similar concerns.

### **New Business:**

- a. Appointment of Andrew Bellwoar as Special Counsel to the Planning Commission for limited matters (*Amended during the meeting due to omission from the reorganization list*): The Supervisors unanimously approved the appointment.

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**Public Participation:**

None.

There being no further business to discuss, the Board of Supervisors voted unanimously at 7:52 p.m. to pay the bills and adjourn the meeting.