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## Minutes

### **Milford Township Board of Supervisors'(BOS) Hybrid Workshop & Meeting May 4, 2026, 7:00 P.M.**

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

#### **Workshop**

**Community Garden:** Volunteers are needed for the garden, and coordination efforts are required. Raised beds at standing height would be beneficial, as many of the current gardeners are aging. Penn State is interested in holding a meeting in the garden, and the Delaware Valley Environmental Science Group may also be interested. The office is open from 9:00 a.m. to 1:00 p.m. every weekday, so restroom facilities will be available during those hours.

**Scheduling Annual Fraud Prevention Training for Staff:** This policy was adopted last year. PSATS offers webinars that can be set up in the conference room so all employees can attend and sign to confirm completion of the training. Supervisors may attend remotely from home, as they work during the daytime while staff members are working.

Oil prices have gone up and are not expected to decrease easily. The Local Share Grant has awarded \$100,000 for the parking lot and \$125,000 for the parking lot, accessible entryway, walkway, carpeting, and interior building improvements. Prioritization should be identified and utilized to select the portions of the project to be awarded once the bids are received. John Fuller's estimate is not based on prevailing wage requirements, so the updated estimate will be higher. Mr. Fuller distributed a memo outlining the scope of improvements, the existing floor plan, and the proposed floor plan. The width of the walkway and a push-button system for ADA compliance were also discussed. Mr. Fuller will provide updated estimates by the deadline as requested by the DCED analyst reviewing the Statewide LSA application, which is currently under review and expected to receive final consideration in September.

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

The regularly scheduled meeting of the Milford Township Board of Supervisors was called to order at 7:00 p.m. by Supervisor Gary M. Williams. Also present were Supervisors Rachel Hendricks and Robert Di Lorenzo, Engineer John Fuller, Zoning Officer Michael McCaffery, Solicitor Anthony Magnotta, and Secretary/Treasurer Shahana Shamim.

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**Milford Township Supervisors  
Gary Williams, Rachel Hendricks & Bob Di Lorenzo**



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### **Approval of Meeting Minutes – April 6, 2026:**

The minutes of the April 6, 2026 meeting were unanimously approved by the BOS.

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

Since the last meeting, the following revenues have been received: \$534.70 from zoning, \$1,650.00 from sewage, \$175,933.00 from real estate taxes, \$31,551.40 from ambulance taxes, and \$2,816.29 in first-quarter delinquent taxes from the Pike County Tax Claim Bureau.

The bank account balances are as follows:

#### Wayne Bank

- Payroll Account: \$10,712.80
- Investment Account: \$151,860.13
- o Interest Rate: 0.10%
- Ambulance Account: \$35,210.52

#### NBT Bank

- Checking Account: \$27,107.89
- o Interest Rate: 0.0210%
- Money Market Account: \$16,491.81
- o Interest Rate: 2.40%

#### PLGIT (Pennsylvania Local Government Investment Trust)

- General Account: \$239,461.94
- o Monthly Distribution Yield: 3.49%
- Liquid Fuels Account: \$73,656.61
- o Monthly Distribution Yield: 3.49%

The Board of Supervisors unanimously voted to transfer \$10,000.00 from the PLGIT account to the NBT Checking account.

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

**Salt Bid:** The PennBID website was reviewed for submissions, and no bids were received.

American Rock Salt Company submitted its bid by regular mail. The quote is \$108.50 per ton for 300 tons of regular salt and \$141.50 per ton for 200 tons of fire rock salt. The Supervisors unanimously voted to award the bid.

### **Zoning:**

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Mr. McCaffery reported that he issued the zoning permit for AutoZone. Mr. Fuller added that they held their pre-meeting with the Conservation District and have applied for their NPDES permit, which may take approximately six months to obtain.

The HOP letter states that AutoZone will use the same entrance as Dollar General. They plan to remove the gravel and replace it with soil for landscaping and plantings. The Township will need to acknowledge the letter on Township letterhead.

In response to Rachel's inquiry regarding complaints in the Pine Acres development, Mr. McCaffery stated that the Zoning Ordinance allows minor impact businesses and that the more impactful business activity has been relocated to another facility. It was noted that more work needs to be done on the zoning ordinance with regard to minor impact uses however that is among a long list of ordinance updates needed, and not among the higher priority items at this time.

**Public Participation:**

None.

**Secretary's Report:**

Mr. James Nathan expressed interest in being considered for a position on the Milford Township Planning Board.

A Chapter 102 inspection report for a property was received from the Pike County Conservation District. Mr. Mrozinski forwarded the COG and Road Task Force meeting agendas and minutes. He also provided information regarding grant funding opportunities for streetscape improvements and beautification projects.

Michele Lauer from the Department of Environmental Protection sent NPDES permit information for a property. Penn State Extension announced that Basic Gardening Training classes will begin in October 2026.

The Pike County Commissioners sent a letter reminding all 13 municipalities that America's 250th anniversary is approaching and encouraged each municipality to participate in a way that reflects its community. The parade will begin at 12:00 p.m.

A code violation letter for a property was received from UGI. A constituent inquired about adopting Fire Tower Road.

The Pike County Tax Claim Bureau informed the Township that a Judicial Sale is scheduled for Wednesday, May 13, 2026, in accordance with Act 33.

The Department of Labor and Industry sent information regarding the Pennsylvania Prevailing Wage Act.

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## Old Business:

a. **Planning Commission Recommendation: Engagement of Fuller Engineering for the Act 537 Plan, Section 407, Warehouse Ordinance, and Data Center Ordinance:** The average cost for an Act 537 Plan exceeds \$100,000. Mr. Di Lorenzo has done extensive field work for the Act 537 Plan, which will save the Township significant costs. The plan now needs to be finalized in a standard narrative format by the engineer and forwarded to the Department of Environmental Protection.

The moratorium ordinance for the data center ordinance will expire and is therefore a priority. The Planning Commission is still working on the draft data center ordinance and continues to gain insight as the process progresses.

The Supervisors unanimously voted for the Solicitor and Engineer to work on Thursday with Nanci Sarcinello, the Planner, to finalize the document.

b. **Hydrant Fee Implementation – Milford Water Authority:** The response from Attorney John Klemeyer indicates that the Authority is not willing to attend a Milford Township workshop; however, they are willing to hold a one-on-one meeting with the Supervisors at a neutral location with a pre-approved agenda.

The Supervisors stated that they remain disappointed that the Authority is not willing to publicly discuss the matter while resident ratepayers are being charged extra for fire hydrant maintenance, and that the issue should be addressed in an open forum.

The Supervisors unanimously directed the Solicitor to send an email to Mr. Klemeyer stating that the Supervisors are willing to meet with the Authority only at an advertised public meeting.

## New Business:

a. **Ratification of payments to Elan Financial Services, Pike County Light & Power, Pocono Record, TruGreen, Casella Mid-Atlantic, and MWA:**

These bills were submitted prior to the Secretary's vacation, as they would have become delinquent before this meeting. The bills were approved unanimously by the Supervisors.

b. **Pocono Mountains Visitors Bureau Grant Application:** The program no longer includes façade grants.

c. **Discussion and ratification of direction for engineer to proceed with facade option renderings:** John Fuller submitted the rendering for the township facility improvements. The results of the AARP grant application are expected by mid-May, and the results of the T-Mobile grant application are expected by the end of May. The updated cost estimate and prioritization for these grants are due by May 12.



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**d. Request to Use Parking Lot for Car Wash Fundraiser – GAIT Equine Assisted Services, August 15:** The Supervisors unanimously approved this request under the usual conditions.

**e. Robert Brown’s Resignation from the Planning Commission:** The Supervisors unanimously voted to accept the resignation with regret. James Nathan applied for the vacancy, and his application was forwarded to Kevin Stroyan, Chair of the Planning Commission.

**f. Car Wash Schedule Change from May 16 to May 23 – Delaware Valley Youth Lacrosse:** The Supervisors unanimously voted to approve this request.

**g. Park Discussion:** Mr. DiLorenzo indicated that some municipalities are generating revenue from their parks to cover the expenses of park maintenance and requested support for investigating opportunities to fund development and maintenance of a park without Township tax dollars. The Supervisors voted for Mr. Di Lorenzo to investigate potential park locations within the Township and explore available options that could potentially fund a park and its maintenance.

**h. Zoning Fees:** The revised draft of the fee schedule will be forwarded to the Supervisors. This matter was tabled until the next meeting.

**Public Participation:**

In reply to the inquiry from a reporter from the *Pike County Dispatch*, the Supervisors said that two grants of \$100,000 and \$125,000 have been awarded so far through the Local Share Account program, which is funded by gaming tax revenue. There are additional applications pending. Oil prices have increased, and therefore the parking lot repair will be even more costly than the original estimates. In response to the reporter’s inquiry regarding the data center ordinance, the Supervisors stated that the draft ordinance being developed by the Planning Commission must be forwarded to the Board of Supervisors and to the County.

**The Supervisors went into Executive Session to discuss security.**

There being no further business to discuss, the Supervisors unanimously voted to pay the bills and adjourn the meeting at 8:30 p.m. .