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Minutes

Milford Township Board of Supervisors'(BOS) Hybrid Workshop & Meeting August 3, 2026, 7:00 P.M.

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

Workshop

The Local Share Account Grant - is expected to be received after an invoice for the parking lot paving is submitted. The Secretary will need to submit all required materials—including the bid advertisement and bid tabulations, executed contract, certificate of liability, performance bond, and payment bond, which are included in the bid package—to the DCED analyst so that the award can be processed as quickly as possible once the invoice is received. The review may take six weeks. There are three analysts responsible for the three grants, and they process numerous grants. A payment form will also need to be completed to obtain the grant funds. Mr. Fuller, the Engineer, is reviewing Wayco's bid for the paving portion of the improvements.

The fraud training is currently not available on the PSATS website, as it may have timed out, and they are working to restore it. The adopted policy requires all employees, including the Supervisors, to complete the antifraud training. The Massachusetts Inspector General's Office has provided an easy-to-understand, 16-minute training video that discusses examples of fraud, what constitutes fraud, and how it applies to municipal governments. The Secretary was instructed to gather all employees on a Thursday morning in September to watch the video together. Employees will then sign to confirm their participation.

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, and Secretary/Treasurer Shahana Shamim.

Approval of Meeting Minutes – July 20, 2026:

The Board voted to adopt the July 20, 2026, meeting minutes. Mr. DiLorenzo abstained as he was not present for a portion of that meeting.

Treasurer's Report

Since the last meeting, \$588.36 was received from Code Inspections.

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The current bank account balances are as follows:

Wayne Bank

- Payroll Account: \$7,614.44
-

Investment Account: \$9,965.67

- Interest Rate: 0.10%
- Ambulance Account: \$18,271.47

NBT Bank

- Checking Account: \$26,218.64
 - Interest Rate: 0.0200%
- Money Market Account: \$16,591.78
 - Interest Rate: 2.40%

PLGIT (Pennsylvania Local Government Investment Trust)

- General Account: \$367,208.33
 - Interest Rate: 3.47%
- Liquid Fuels Account: \$74,301.37
 - Interest Rate: 3.47%

Roadmaster's Report:

The road crew has been patching roads with cold patch material. This year, many trees have fallen, and the road crew has also been working to clear them. Fortunately, there has not been significant damage.

a. Bid Award – 2026–2027 Winter Season Bulk Road Salt and Ice Control

Morton Salt was voted to be awarded the contract for the 2026–2027 winter season bulk road salt and ice control, with a total bid of \$50,669.50, being the lowest bidder.

The Supervisors discussed concerns regarding bidders who do not wish to participate through PennBID, as the advertisement states that bids will not be accepted at the Township building and must be submitted electronically through the PennBID website. American Rock Salt has historically been the Township's salt provider. However, the implementation of the new bidding system resulted in more bids being received and no bid from American Salt, who had run out of salt during the previous season. It was confirmed that Morton's regular salt product is PENNDOT approved. The Roadmaster reported



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that this year we are purchasing two kinds of salt and will use the regular, less expensive salt when temperatures allow.

b. Bid Opening – Parking Lot Paving: A total of five bids were received. Wayco's bid of \$178,664.27 was approved unanimously pending approval of the Engineer. The other bids were as follows:

1. Gaver Industries Inc. dba Barker & Barker Paving – \$227,193.00
2. H&K Group, Inc. – \$224,666.53
3. Northeast Site Contractors – \$310,409.25
4. Precision Paving Group – \$274,705.64

c. **Snow Plow for 5500 RAM Truck:** The previous estimate of \$6,450.00 was approved several months ago; however, the harness kit was inadvertently omitted from the estimate. The revised estimate of \$8,500.00 was unanimously approved.

Zoning:

Since the last meeting, no new permits have been issued.

Public Participation

Ms. Allison of Milford Town Green Lane expressed concerns regarding trees along the AutoZone construction site. She understood that the trees bordering their property, extending from the road to the rear of the property, were going to be removed. While trees at the rear of the property have been removed, several trees at the front remain and may present a safety concern.

The Supervisors stated that only the trees identified and flagged by the arborist were supposed to be removed. Ms. Allison also expressed concerns that nearby drainage work could affect the root systems of the remaining trees.

Mr. Macko of 5C Milford Town Green Lane also raised concerns regarding trees leaning toward neighboring residences and construction activities beginning as early as 6:00 a.m., which has disturbed nearby residents. He requested that the municipality review whether the construction activities are complying with applicable regulations.

The Supervisors stated that AutoZone was given permission to begin work at 7:00 a.m., not 6:00 a.m., and that the Zoning Officer will investigate these issues. The Supervisors asked Mr. Macko to document the disturbances and be prepared to provide testimony should the matter proceed to court.

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Mr. Stroyan stated that a written statement from the arborist will be needed.

Margaret Harris of 5D Townsgreen Lane stated that none of the hazardous trees near her property had been removed. She indicated that many of the trees are likely dead and that she does not feel safe because the limbs extend over her roof.

The Supervisors explained that the arborist from Sequoia was hired by Mr. Bill Rosado and had recommended that most of the trees be removed. The Supervisors also stated that it is important to confirm whether all of the hazardous trees are located on the development site property. The Zoning Officer will investigate the matter.

Secretary's Report:

The Pike County Commissioners informed the municipality that they are inviting municipalities, schools, churches, nonprofit organizations, civic groups, businesses, first responders, veterans' organizations, and other community institutions throughout Pike County to participate in the 300th Anniversary Time Capsule.

Information was also provided regarding the Route 6 Façade Grant Program for Wayne and Pike Counties.

FirstEnergy informed Tim Knapp that Camp SCHI Hospital in Milford (Dingman Township), PA, experienced a three-hour power outage that affected more than 200 medically fragile children. Due to the critical nature of the facility, the outage was prioritized, and power was safely restored.

PennDOT requested confirmation of the municipality's interest in continuing with the current Municipal Winter Agreement Contract. PennDOT also asked whether the municipality has any concerns regarding the continuation of the agreement.

Old Business:

a. Zoning Fees:

A motion was made and seconded to adopt the Zoning Fee Schedule. Ms. Hendricks asked for clarification as to the contents of the fee schedule being proposed for adoption, since there was no documentation with the meeting packet for the Board, and whether it included all of the changes that were agreed to during the previous discussion. Mr. DiLorenzo clarified that it did not include making the "zoning - other" category \$600 as that would hurt small businesses, nor did it include separately adopting a fee for the newly approved Planning Unit Commercial Developments and that it was

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sufficient that the schedule includes additional hourly charges for additional time required for review by the officers and professionals as may be required. The Zoning Fee Schedule was unanimously approved by the Board of Supervisors.

New Business:

a. Anti-Fraud Training:

A 16-minute anti-fraud training video from the Massachusetts Office of the Inspector General is available. The final screen of the video is not applicable, as it provides information on how to contact their office; however, all employees are required to watch the remainder of the video.

The Township's adopted policy requires all employees to complete anti-fraud training annually. A training session will be scheduled in the conference room for all employees on a Thursday in September.

b. Multi-Modal Transportation fund application – Adoption of the Resolution and request for State Legislator support

The resolution includes the exact dollar amount and will need to be submitted to the grant analyst. The Supervisors unanimously voted to approve the resolution. The Supervisors instructed the Secretary to forward a request letter to the state legislators in support of the grant application.

Public Participation

In response to an inquiry from a reporter from the Pike County Dispatch, the Supervisors stated that the remaining improvements to the building, excluding the parking lot, will be advertised through PennBID, with bids scheduled to be opened on September 9. The \$279,980 Multimodal Transportation Fund grant, if approved, will be used to pave the entire Milford Township length of Old Milford Road behind Econo-Pak. The parking lot improvements are being funded through two Local Share Account (LSA) grants. The first contract is for \$100,000, with the remaining costs to be covered by the second grant. The third grant, along with a portion of the second grant, will be used for the building improvements. The Supervisors also responded to the reporter's inquiries regarding the anti-fraud training and the hearing concerning the Data Center Ordinance.

The Secretary was instructed to forward the bid tabulation, contract, bonds, and insurance certificates of the winning bidder to Liz Henry, Grant Analyst with the Department of Community and Economic Development (DCED), so that the grant funds for the parking lot paving can be obtained as soon as the invoice for the paving work is available, and the other analyst if Ms. Henry is not the analyst for the second grant.

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The Board discussed with Mr. Fuller the advantages and disadvantages of using PennBID for the bidding process. Questions can be submitted and answered through the website, and all bidders receive notifications when questions are answered, ensuring that all bidders receive the same information at the same time. If a pre-bid meeting is held and questions arise, the answers can also be posted on the PennBID website.

The Secretary was instructed to post the award of the Morton's Salt bid on the PennBID website so that all bidders can view the results. September 9 was selected as the bid opening date. Mr. Fuller will ensure the contractors are aware the improvements to be completed before election week or work to be halted and the facilities to be put in good order for use during the election if they cannot be completed beforehand, with no work being done during that timeframe.

The Engineer will review the bid submitted by Wayco, Inc., the apparent low bidder for the parking lot paving project. If no deficiencies are found, the contract will be awarded through the PennBID website.

The bid tabulation can be made available on the PennBID website so that all bidders can view the results and see their respective rankings. This will prevent the need for various Right to Know or other inquiries to the office by the other bidders.

There being no further business to discuss, the Supervisors unanimously voted to pay the bills and adjourn the meeting at 8:05 p.m.