

MILFORD BOROUGH – MEETING MINUTES 5/22/23

The Milford Borough Council met May 22, 2023, at 7PM in the Borough Hall located at 109 W. Catharine Street for a regular council meeting. This meeting was advertised and open to the public. Present were Council President Joseph Dooley, Vice President Maria Farrell, Council Members Peter Cooney, Andrew Jorgenson, George Lutfy and Dale Thatcher. Also present were Solicitor Jason Ohliger, Mayor Sean Strub and Secretary/Treasurer Francesca Lombardo. The meeting was called to order followed by roll call and the Pledge of Allegiance. The Council also called for a moment of silence in memory of all the police officers' line-of-duty deaths in 2022

Motion to adopt Minutes from Meetings, 4/17/23 & 5/8/23, by Farrell/Lutfy. AIF.

Motion to adopt Agenda – An addition to the agenda under New Business – bids will be opened for Ann Street Park Phase I by **Farrell/Thatcher, AIF**

Public Comment: John Pickle came up to the podium to talk about the pothole on Fourth Street by the Milford Diner and if our DPW crew could fill the pothole. A resident approached the podium requesting bike lanes on the three lane by Walmart and Shop Rite

Zoning/Building Report: Building report for the month of April was review. There were no Zoning permits issued in April.

SEO Report: SEO Report is presented Quarterly

Milford Enhancement Committee Report:

- a. The West Harford project is scheduled to start around June 14, 2023. This project is to put in sidewalks making the verge a uniform four and a half feet between 6th street and 9th street, and then putting in a five-foot sidewalk. It'll be a concrete sidewalk all the way. They're going to do one block at a time and as they do each block, they're going to close only the shoulder. There'll be no parking on the shoulder of West Hartford for the month that they do each block. Each block will take about a month, but West Hartford will be open in both directions. While they're working on each block, they will close down the alleys access from West Hartford. You can still use the alley, but you have to go around and come in from the back way.
- b. The other project update is that the shutters for the Milford Borough Office are ready to be hung. We will also be scraping and painting the window sills before we hang the shutters. Maria Farrell then also commented that the painted flower boxes created by DV Career Tech Building Program will be hung at the same time.

Shade Tree Report: We've got about a dozen trees that are going to be coming down in the next couple of months. Residents have been calling the office regarding fallen large branches. Most of these trees were planted in 1935, so we are trying to stay ahead of these old and decaying trees.

Treasurer's Report: The April reports and income vs expense graphs were reviewed. The General Fund has collected \$2,282 in interest to date, \$1,200 is from NBT Bank. \$1,145 of that 1,200 is just from switching to the MMA account. The General Fund is collecting 4.25% interest. We have also enrolled all the other fund accounts into the MMA program and they are now collecting 3% interest. Real Estate taxes collected through April is \$345,500 and the Real Estate Transfer tax through April is \$11,200. The Earned Income Tax through April is \$134,728 and LST Tax is \$12,156. **Motion to accept the Treasurer's Report, Thatcher/Farrell, AIF.**

Special Events Applications:

- a. Change of date and location for Unity in the Community awards ceremony – **Motion to approve, Farrell/Lutfy, AIF.**

HARB/Certificates of Appropriateness:

- a. 310 W. Harford St – Berkshire Hathaway – replace old sign with a new wood sign with carved and painting lettering. **Motion to approve new sign, Thatcher/Lutfy, AIF.**
- b. 311 Broad St – Iron Valley Real Estate – Wood sign with raised PVC lettering, painted and mounted on roof with metal brackets hidden behind sign. **Motion to approve new sign, Thatcher/Lutfy, AIF**
- c. 319 Broad St – Broad Street Trading Post – Wood sign with metal brackets with painted lettering. **Motion to approve the new sign, Thatcher/Lutfy, AIF**
- d. 319 Broad St – Jive Bar – Aluminum sign with wood, vinyl, air brushed and dyed elements on existing bracket. **Motion to approve new sign, Thatcher/Lutfy, AIF.**

- e. 120 East Harford Street – John Messer – Remove existing front door and custom make new front door that is close to the original door. **Motion to approve the new door, Thatcher/Lutfy, AIF.**

New Business:

- a. **Verizon Wireless cellphone coverage** – The Borough Council denied the request to installing a cellphone tower in the Borough. Verizon will be contacted to refer to Milford Township.
- b. **Discuss and vote to advertise Forest Hall request for Inter-Municipal Transfer of PCLB License** – The Council agreed to advertise a hearing for Inter-Municipal transfer if the Liquor License. The hearing was scheduled for the May 31, 2023 meeting.
- c. **Discuss and vote on the agreement regarding website photos usage** – This discussion was tabled to the June 20th meeting.
- d. **Discussion and vote to advertise 2023 paving bids. Motion to approve advertising, Farrell/Thatcher, AIF.**
- e. **Discussion of PIRMA exit.** The Council decided to revisit this topic again after further research is done.
- f. **Discussion of Zoning Book/Code Re-Write Grant.** The planning commission asked if they could hire a planner to help them with our subdivision and land development ordinance (SALDO). There are a couple of properties in town that could fall under a SALDO, and they want some help in doing research on that and also a zoning code book update. Council President Dooley has been in touch with Mike Mrozinski from Pike County on getting a grant from DCED for updating out code book.
- g. **Discussion and vote on sale of oldest DPW truck. Motion to advertise to sell truck, Farrell/Thatcher, AIF**
- h. **Purchase of trailer for DPW. Motion to approve the purchase of the trailer, Farrell/Jorgenson, AIF.**
- i. **Discussion and vote on new copiers lease (Office & MPD).** The Council decided to get a quote of how much it would cost to keep the copier and just renew the lease.
- j. **Discussion and vote on setting MPD Full Time Officer salary. Motion to approve the MPD Full Time Officer would get \$23 an hour, Thatcher/Farrell, AIF.**
- k. **Discussion and vote on Resolution for DCED \$250k grant application.** Barry Isett was the only proposal received for the RFP, which contains several things like topographic survey design and construction documents, preparation of those, the bidding process and construction administration. The bid was only opened for review and not voted on at this time. Motion to approve signing just the Resolution for the DCED Grant application to move forward with the Grant, Farrell/Lutfy, Pete Cooney was opposed, all others in favor.
- l. **Pension Plan updates/discussion**
 - 1. **Discussion and vote to change Pension administrators to current Borough Secretary/Treasurer and Council President. Motion approved the change of administrators, Thatcher/Lutfy, AIF.**
 - 2. **Discussion on Pension Plan investments – International Stocks? Motion was made to remove all international stocks and distribute the funds within the other stocks in the same percentage amounts as originally funded, Thatcher/Farrell, AIF.**
- m. **Discussion and vote on proposed movie filming in Milford Borough. Motion to approve the used of the Borough for the proposed filming, Thatcher/Lutfy, AIF.**
- n. **Discussion and vote to distribute 1st quarter match funds to Milford Fire Department – Discussion on approvals for future distributions. Motion to approve the payment of the matching funds to the MFD and approve all other future payments, Thatcher/Cooney, AIF.**

Old Business:

- a. **Special Events Policy Update-Discussion and Vote to advertise ordinance change. Motion was made to approve the advertisement, Farrell/Lutfy, AIF.**
- b. **Employee Handbook update status** – This update was tabled to the June 20th meeting
- c. **LVL Warehouse CU update.** LVL Warehouse Conditional Use meeting is tonight at 6:00pm. Matt Galasso represents the borough on the traffic issues. Matt has the request for Milford Borough to become an interested party as it relates to traffic and the water issues for the borough.

- d. **Street Sweeper update.** We did some research and we were trying to work with Matamoras to rent the street sweeper. The cost would be \$4,250 to rent a street sweeper for one week, 40 machine hours total. Matamoras has no interest in participating and this amount is not cost effective for the Borough. The cost for a brand-new street sweeper is \$279,000.
- e. **Reminder Penn Futures presentation 5/23/23 at 7pm.**
- f. **Use of surplus discussion/ Discussion and vote to deposit money into Police MMO unfunded balance.**
 - i. The Council agreed to fund the Police Pension with \$45,000 in 2023 and \$45,000 in 2024 to bring the funding from 64% to at least 80% funded by the Borough. **Motion for approve funding, Thatcher/Lutfy, AIF**
 - ii. Councilmember Dale Thatcher walked around the Borough and looked at the current condition of all street's alleys, sidewalks and storm drains. He also did some research that indicated that black top on roadways need to be replaced every eight years or so. Councilmember Thatcher used eight years as a benchmark to set up a list of streets, alleys and sidewalks from year 1 to year 8, an annual calendar and total cost for each year to be re-paved. The cost amount was based off of how much we have spent recently on paving with some inflation for the later years to reflect costs that will probably go up. The Borough will need approximately 300,000 a year every year for the next eight years to keep our streets paved on a regular basis.

Mayor's Report:

The Pennsylvania State Patrol was back in the Borough for truck weight training with our officers.

- a. **Discussion and vote to hire a paid police intern.** This discussion was tabled for the May 31st Special Meeting.

Committee Reports:

Law/Zoning-Property

- a. Large and accessory vehicle street parking discussion – the Borough Council will update the Vehicles and Traffic Ordinance to address this issue and prohibit this practice on the Borough streets.
- b. Adverse Possession discussion – The Borough Council talked about how several residents have put in driveways and parking pads in the Borough right of way.

Finance/Insurance: None

Communications Technology: None

Borough Property: None

Streets and Lights: None

Parks and Recreation Appointments Committee: None

Grants Committee: None

Citizen's Advisory-HARB Council/Business Roundtable: None

Correspondence: The Borough Council thanks to all the people who came and participated in the free Shred Event as well as the individuals that helped with this event, Joe Dooley, Pete Cooney, Paul Curran and MPD William Carvounis.

Appointments/Resignations:

Public Comment on matters under Borough Control:

Adjourned at 5:06pm – Motion to adjourn Farrell/Thatcher, AIF.