

MILFORD BOROUGH – MEETING MINUTES 11/17/25

The Milford Borough Council met November 17, 2025, 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 President Joseph Dooley, Vice President Maria Farrell, Council Members George Lutfy, Doug Manion, Peter Cooney, Sharmie Ford and Richard Provenzano. Also present were Solicitor Jason Ohliger, Mayor Douglas Jacobs, Chief McCormack and Secretary/Treasurer Francesca Lombardo. The meeting was called to order followed by a roll call and the Pledge of Allegiance.

Adopt Minutes: 10/20/25. Motion to approve by Manion/Provenzano, President Dooley abstained, All Others in Favor.

Adopt Agenda: Motion to adopt agenda with the removal of public hearing for Ordinance # 502 by Manion/Farrell, AIF.

Public Comment: Isabel Smith stated that she hoped the public could practice their first amendment rights by continuing to gather on the corner of Broad St. and Harford St.

Public Hearings:

- a. Luhrs Land Development Extension. **Motion to open hearing by Manion/Provenzano, AIF. Motion to accept withdrawal of application by Manion/Ford, AIF. Motion to close hearing by Farrell/Manion, AIF.**
- b. Ordinance # 503 – Special Events Ordinance changes. **Motion to open by Manion/Farrell, AIF.** Isabel Smith from Shohola asked what constitutes a special event. Solicitor Ohliger responded by reading the Ordinance. **Motion to adopt by Manion/Ford, AIF. Motion to close by Manion/Ford, AIF.**

Treasurer's Report: For October the General Fund collected \$34,146 in interest to date. Real Estate taxes collected through October were \$598,721, Real Estate Transfer Tax was \$67,185, Earned Income Tax was \$552,002, and LST Tax was \$54,540. The October General Fund P&L statement is showing a negative net income of \$116,193 because the Borough is awaiting reimbursement from the LSA Grant in the amount of \$287,849 for the new MFD Ambulance. As of 11/14/25, the General Funds net income is \$41,000 in the black. **Motion to approve by Manion/Provenzano, AIF.**

HARB/Certificates of Appropriateness:

- a. 214 Broad St. – Forest Hall Realty – parking lot reconfiguration, façade repairs and rehab, roof repairs, new entry on parking lot side, new elevator, elevator lobby and restrooms. Preston Ehrler asked if the elevator is going to be inside or outside the building. The pictures in the application were not clear, but the Council will get an answer. Candace Mahala asked what was the timeframe for this work to be done. President Dooley stated that the Council does not know the timeframe, but this renovation is being funded by a grant. **Motion to approve by Manion/Ford, AIF.**
- b. 301 W Harford St. – Buckley – new vinyl windows on rear side of building to match the other windows. **Motion to approve by Manion/Provenzano, AIF.**
- c. 211 E. Harford St. – Wise Guys – new sign on existing wood poles. **Motion to approve by Lutfy/Manion, AIF.**
- d. 315 W. Harford St. – Alex Marinescu – replace windows and doors with wood/wood clad replacement. **Motion to approve by Manion/Farrell, AIF.**

Special Events/Applications: None

New Business:

- a. Presentation and vote on creation of Milford Heritage Trail. Jeff McQuade, the President of the Great Towers Heritage Association presented a plan for The Milford Heritage Trail. The Milford Heritage Trail is envisioned as a walkable cultural corridor linking Grey Towers National Historic Site to The Columns Museum, connecting key landmarks. The trail will have a clearly marked walking route linking Grey Towers to Downtown Milford and The Columns Museum. **Motion to support the Milford Heritage Trail by Manion/Provenzano, AIF.**
- b. Discussion and vote to adopt 2026 Budget. Candace Mahala asked about the expenditures from the \$20,000 that was set aside in 2025 Budget for Pedestrian Safety. President Dooley stated that \$18,000 was spent on 2 sets of crosswalk signs. Motion to adopt the 2026 Budget by Manion/Farrell, AIF.
- c. Discussion and vote to approve 2026 Budget Resolution. **Motion to approve by Manion/Provenzano, AIF.**

- d. Discussion and vote to accept bid for Solar RFP on PennBid.
- e. Update on Uniform and Non-Uniform Pension Plans. President Dooley stated that the Borough Police Pension Plan covers three of our police officers, and our Non-Uniform Pension Plan covers three civilian employees. A Yearly report shows the Borough is overfunded by 115% in the non-uniform pension and underfunded at 75% for the Police Pension. The prevailing wisdom is to have pensions funded at around 90%.
- f. Discussion on MWA Fire Protection Service Fee. Council Member Manion stated there will be a rate increase of \$10 per user per quarter effective 1/1/26 to replace the hydrant fees.
- g. Discussion and vote on MFD \$250 annual reimbursement resolution. President Dooley stated that this is a reimbursement to our fire department members who are eligible, which is determined by the number of fire calls members respond to. There is a \$250 maximum per member. Candace Mahala asked why there was a comparison between Milford and Dingman Township membership. President Dooley stated that the MFD provides protection services to Milford, Milford Township and a significant part of Dingman Township. It will be the same number of Fire Fighters that will be reimbursed. **Motion to approve by Farrell/Manion, AIF.**
- h. Discussion and vote to prepare RFP for required Shallow Ground Water Study. One of the requirements of the Act 537, approved by the DEP in October was that the Borough is required to perform a shallow groundwater study within two years from the date of the approval of the 537. The Borough needs to hire a soil scientist to assist with respect to the subsurface groundwater study. Several residents asked what the failure rate might be for this type of testing. Frank Tarquinio commented, stating that there is no way to determine what the failure rate will be and this study will help identify this. President Dooley stated that the Council has to come up with an Ordinance as well for the plan and the testing. **Motion to approve by Manion/Provenzano, Cooney was a nay, All Others in Favor.**
- i. Discussion on notification to our community re feeding wildlife and issues around such. President Dooley read an article from the Commonwealth of Pennsylvania that feeding deer is not recommended for the simple fact that this can spread disease.
- j. Discussion & vote to send letter of support to the Westfall Authority for LSA Statewide Grant for Sewage Engineering costs. Fred Weber asked what the cost is for the Borough and President Dooley stated that the Borough share is \$250,000. **Motion to approve by Manion/Lutfy, Cooney was a nay, All Others In Favor.**

Old Business:

Discussion and vote on Public Gatherings permit changes. Solicitor Ohliger started the discussion with saying that this was a suggested modification for safety reasons. There was never an ordinance, just a vote to place a line on the application indicating that gatherings would not be permitted at the Broad and Harford intersection. This has resulted in some controversy that was unanticipated since it was never the intention of the Council to restrict in any lawful way. The permit application will now read, "Standing in place at the intersection of Broad and Hartford Street is not recommended for safety reasons due to the traffic flow and recent accidents involving tractor trailers traveling off of the roadway". Several audience members stated that protestors do not stand on that corner and it is their right to stand at that intersection. Candace Mahala asked if the Borough about the root cause of these accidents at the intersection. President Dooley stated that a traffic study has been done in the past, However PennDOT has restrictions on what can be done. **Motion to approve by Manion/Ford, AIF.**

Mayor's Report: Mayor Jacobs discussed concerns about the crossing signal at the traffic lights. The MPD will start crosswalk details as soon as the department has a new part-time officer

Police Report: Police Chief McCormack provided data on the number of calls, violations, and traffic accidents for the month of October. No overnight street parking has started since November 1st. The cutoff time is midnight but the MPD is willing to wait until 2am if we see a resident has company over. The MPD ask residents to contact the MPD and let them know if you will have guest over that may be parked on the street past midnight. The police cars are going to be getting winterized. This is being paid out from the police donation account. The Letter of Accreditation for PA was received and the MPD has five years to complete this. On December 2nd the MPD will be participating in the Montessori School event at the Milford Library to talk to the students about what it's like to be a Police Officer. The MPD was approved again for the Bullet Proof Vest Program in the amount of \$4,404. Chief McCormack thanked Mayor Jacobs for stepping up to be the mayor and congratulated Candace Mahala for her win in the mayoral race. The MPD received a quote of \$2,200 to add solar panels to the speed signs on Seventh

Street due to the poor battery life quality.

Committee Reports: Council Member Ford stated that the Borough website has been moved to a new platform called Wix. The next phase is to move the website domain from GoDaddy to Wix which will happen in the next coming week.

Council Member Provenzano said the new sidewalk over by Turkey Hill has been completed. The new truck signs have been received and put up at the intersection of Broad St. and Harford St. UGI has requested information on when George Street was paved and the timeline for repaving because a resident is switching to natural gas. Provenzano stated that leaf pickup will end December 1st. Provenzano is looking to apply for the Green Light Go Grant which will rewire the light system at Broad St. and Harford St. by adding a four-hour backup system in case of power loss, as well as a three-second delay for pedestrians to cross. An estimate in the amount of \$18,258.35 was received from National Highway Products for this upgrade.

Vice President Farrell stated the safety fence will come down in the next few days.

Correspondence: None

Appointments/Resignations:

- a. Discussion and vote on new SEO. Fred Weber asked what is the salary for this position. President Dooley stated that the pay is 90% of all collected costs. **Motion to approve the hiring of McKayla Stevens as the new SEO starting December 1st by Manion/Farrell, AIF.**

Borough Solicitor Update: None

Council President Update: The Borough is in the process of upgrading our stormwater system. The contract from the successful bidder is with our solicitor. The contract will be sent to the EPA for review. The reorganization meeting is the first Monday in the new year. The reorganization meeting is scheduled for January 5th at 8am.

President Dooley thanked the public for their participation, and the Council and Borough Staff for their service.

Public Comment on Matters Under Borough Control: Mary Ciccolella stated that the courthouse blew the leaves on Mulberry Alley and DPW has not picked them up yet. Andrea from Shohola wanted to know the purpose of the camera at the intersection of Broad and Harford. Council Member Lutfy stated that this camera is for capturing the truck numbers on the cab and cargo in the event of them hitting the bollards/wall at the intersection.

Candace Mahala asked if the basketball and skateboard park on Third Street could be unlocked for kids to play in the park instead of the street. Vice President Farrell stated that the park has always closed starting November 1st until March 31st and this has been the policy for years. Mahala also suggested that the Council add a woman to the Investment Committee to add diversity to the committee. Lastly, Candace stated that the light for the bridge is too fast in changing, that sometimes only one car gets through.

Barbara Tarquinio informed the Council that there isn't a need for a new Ordinance because Chapter 312.25 handles the feeding of animals or the keeping of animals. It says there that it's illegal for anyone to harbor, maintain, or control a wild animal.

Executive Session: Motion to open by Manion/Provenzano, AIF. Motion to close and open regular meeting by Lutfy/Manion, AIF.

Discussion and vote on proposed MPD Corporal promotion. Motion to promote Officer William Carvounis to Corporal with a salary increase of \$1.75/hour by Manion/Cooney, AIF.

Discussion and vote to hire part-time police officer. Motion to approve by Manion/Cooney, AIF.

Adjourn @9:40pm by Manion/Lutfy, AIF.