



Pike Autism Support Services

Support & Advocacy for North East Pennsylvania

January 27, 2023

Ms. Laurie DiGeso
Milford Boro Secretary
111 West Catherine Street
Milford, Pa. 18337

Hello Laurie,

As April approaches, once again we ask for permission to hang our signature Blue Autism Awareness Bows on the trees in the Borough to promote **April as Autism Acceptance Month**. This is our 28th year as a non-profit supporting the Autism and special needs Community of Pike County and April is recognized globally to draw support and acceptance of this lifelong disability. We have always been respectful of the guidelines as outlined by the Tree-Shade Commission and prompt in removing the bows at the end of April.

We would like permission to place the ribbons on the trees on Saturday, April 1st (weather permitting), and will remove them promptly on the last weekend in April.

No staples, nails

Tied with a bow

4 feet up

If there are any further directions or restrictions that have changed, please contact me and let me know. Thank you for the Borough's continued support of our efforts by allowing us to express this gesture of community Awareness & Acceptance for individuals with Autism Spectrum Disorders.

Sincerely,

Jeannemarie C. Passaro
570 832-4000
impassaro@passnepa.org

The Milford Community House 201 Broad Street, Suite#4, Milford, Pennsylvania 18337

PASS IS A NON-PROFIT ORGANIZATION DEDICATED TO THE DISSEMINATION OF INFORMATION AND ADVOCACY FOR THE AUTISTIC COMMUNITY

pd 1/24/23
ck# 25102
\$100.-

MILFORD BOROUGH SPECIAL EVENT APPLICATION

GENERAL INFORMATION

Name of the event: April Fools Day 5K Run/Walk

Name/address of the host: 608 Broad Street Milford PA

Event coordinator/contact: Mike OKeefe Cell phone no: 570-618-0459

E-mail address: awningsontheside@gmail.com

On-site contact, day of event: Mike OKeefe Cell phone no.: _____

Purpose/content of event: 5K run/walk - Food Pantry - Pike County Humane Society

Specific location(s) requested: 608 Broad Street, search street

Date(s) of event: 4/1/2023 Constitution Ave

Set up date/time: 9:00 am

Breakdown date/time: 12:00 pm

Hours of event: 9 am - 12 pm

ADDITIONAL INFORMATION

Will you require road closure? Yes No

Will you require police assistance? Yes No

Will you be using amplified sound? Yes No

NOTE: AMPLIFIED SOUND IS SUBJECT TO BOROUGH NOISE ORDINANCE

Please list date(s) and hours of amplified sound use: _____

Will staging be used? Yes No

Is it pre-fabricated Or built on site

(If built on site, sealed plans must be provided and a Building Permit required.)

Will tents or canopies be erected? _____ yes _____ no
If yes, please describe: quantity: _____ size/s: _____ total sq. ft.: _____

Will you be selling retail merchandise? _____ yes no

Do you plan on providing food or merchandise? _____ yes no

COMPLETE, SIGN AND DATE

By signing and submitting this Special Event Permit Application, sponsor agrees to indemnify, defend, and hold harmless the Borough of Milford and its employees, officers, and agents from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by the Sponsor's act or omission or negligence or fault of the Sponsor's agents, subcontractors, suppliers, employees or servants in connection with the Permit, except for any claims, liability, demands, suits or losses arising from willful or grossly negligent acts of the Borough of Milford, its elected and appointed officials, agents, employees, and authorized volunteers.

Name of Event Sponsor: Mike O'Keefe - Awnings on the Side

Authorized Signer: Mike O'Keefe

Title of Signer: President

Date Signed: 1/13/2023

Approved By: _____

Date Approved: _____

Francesca lombardo

From: Joseph Dooley
Sent: Wednesday, December 21, 2022 12:28 PM
To: Francesca lombardo
Subject: FW: Mental Health Awareness Month - May 2023

Please add this as an update at our next meeting. Thanks.

Best regards,
Joe

Joseph P. Dooley, CPA
Milford Borough Council

A blue oval containing the word "May" written in a cursive, handwritten style.

From: Jamie Chase <JChase@cmpmhds.org>
Sent: Tuesday, December 20, 2022 10:03 AM
To: Francesca lombardo <secretary@milfordpa.org>
Cc: Joseph Dooley <joseph.dooley@milfordpa.org>
Subject: RE: Mental Health Awareness Month - May 2023

Hi Francesca,

Thank you for the update. We will proceed with the green ribbons and possibly a banner depending on availability.

Sincerely,

Jamie Chase, BS
Coordinator of Outreach | CIT | EBH
Carbon-Monroe-Pike Mental Health & Developmental Services

From: Francesca lombardo <secretary@milfordpa.org>
Sent: Tuesday, December 20, 2022 9:13 AM
To: Jamie Chase <JChase@cmpmhds.org>
Cc: Joseph Dooley <joseph.dooley@milfordpa.org>
Subject: RE: Mental Health Awareness Month - May 2023

Hi Jamie

The Borough Council had their meeting last night and your proposal was discussed. As per the Council, yard signs are not permitted along Broad Street in front of businesses or in the verge as well. The Council has suggested that you put up the ribbons again like you have done in the past and have a banner hung on Broad Street, the Borough will waive the banner fee for this campaign.

I have attached the Special Events Application that has the banner information and form you can fill out and return to me via email.

Best

MILFORD BOROUGH BANNER PERMIT APPLICATION

PLEASE READ THE FOLLOWING CRITERIA CAREFULLY BEFORE YOU COMPLETE THIS APPLICATION BECAUSE THE BANNER, WHICH YOU ERECT MUST COMPLY WITH THESE SPECIFICATIONS.

***PERMANENT CABLES MUST BE USED TO FASTEN EVERY PART OF THE BANNER; NO ROPES MAY BE USED TO FASTEN EVERY PART OF BANNER AND NO ROPES MAY BE SUBSTITUTED.**

***WIND HOLES MUST BE USED.**

***BANNER MUST BE INSTALLED BY A PROFESSIONAL COMPANY OR ORGANIZATION, WHICH HAS ADEQUATE EQUIPMENT SUCH AS A BUCKET TRUCK (NO LADDERS MAY BE USED) TO ERECT BANNER. THE BOROUGH RESERVES THE RIGHT TO INSTRUCT A BANNER BE REMOVED IF BANNER IS NOT PROPERTY INSTALLED.**

***THE BANNER MAY NOT EXCEED THREE FEET BY 20 FEET.**

***THE BANNER MUST HAVE A MINIMUM CLEARANCE OF 17 FEET AND SIX INCHES.**

***NOT MORE THAN 20% OF MESSAGE ON BANNER MAY RELATE TO NAMING OR TO ADVERTISING A COMMERCIAL PRODUCT, ENTERPRISE, BUSINESS OR COMPANY REGARDLESS OF WHETHER SPONSORING THE EVENT OR BANNER INSTALLAION.**

***TRAFFIC CONROL MUST BE PERFORMED IN ACCORDANCE WITH PA DEPARTMENT OF TRANSPORTATION MOST RECENT PUBLICATION 203.**

***EMERGENCY NUMBERS IN CASE PROBLEMS OCCUR WITH BANNER MUST BE PROVIDED PRIOR TO APPROVAL.**

Milford Borough has two locations where banners are permitted. Please select one of the following locations:

BROAD STREET (ROUTE 209/6 NORTH) AT CHERRY ALLEY NEAR MILFORD BOROUGH MUNICIPAL PARKING LOT

EAST HARFORD STREET (ROUTE 209 SOUTH) AT KENNEDY TRIANGLE, NEAR SECOND STREET AND ENTRANCE TO BOROUGH

Remember that other groups may have reserved the banner location for the time period after you. If you do not remove the banner on the date specified you may take away the time another group is able to erect its banner. Groups may reserve no more than one (1) banner at a time for any period. Maximum period for a banner display is two (2) weeks.

Dates of banner placement: 5/1 - 5/31

Set up date/time: End of April (4/30) pending removal of Austism Awareness items

Removal date/time: End of May (5/31 or 6/1)

The fee for the placement of a banner, which may only be placed on the poles, which the Borough owns and operates, is \$125.00. The applicant is also required to post a refundable \$100 removal deposit fee. The Borough reserves the right to retain the removal deposit for banner if it is not removed by the specified date of removal.

COMPLETE, SIGN AND DATE

By signing and submitting this Special Event Permit Application, sponsor agrees to indemnify, defend, and hold harmless the Borough of Milford and its employees, officers, and agents from and against any and all losses, costs (including, but not limited to litigation and settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by the Sponsor's act or omission or negligence or fault of the Sponsor's agents, subcontractors, suppliers, employees or servants in connection with the Permit, except for any claims, liability, demands, suits or losses arising from willful or grossly negligent acts of the Borough of Milford, its elected and appointed officials, agents, employees, and authorized volunteers.

Name of Event Sponsor: Carbon-Monore-Pike Mental Health & Developmental Services

Authorized Signer: Jamie Chase

Title of Signer: Outreach Coordinator

Date Signed: 2/3/2023

Approved By: _____

pd. 1/24/23
ck# 1042 \$100.-
ck# 1042 \$125.-

RECEIVED

JAN 20 REC'D

MILFORD BOROUGH SPECIAL EVENT APPLICATION

MILFORD BOROUGH OFFICE

GENERAL INFORMATION

Name of the event: Oktoberfest
Name/address of the host: Log Tavern Brewing Company / 309 E. Hartford Street
Event coordinator/contact: _____ Cell phone no: _____
E-mail address: info@logtavernbrewing.com
On-site contact, day of event: Ryan / Lisa Cell phone no.: (201-874-4447) (845-648-9402)
Purpose/content of event: _____
Specific location(s) requested: _____
Date(s) of event: 9-30-2023
Set up date/time: 9-30-2023 9:00am
Breakdown date/time: 9-30-23 7:00pm
Hours of event: 12pm - 7pm

ADDITIONAL INFORMATION

Will you require road closure? Yes No
Will you require police assistance? Yes No
Will you be using amplified sound? Yes No

NOTE: AMPLIFIED SOUND IS SUBJECT TO BOROUGH NOISE ORDINANCE

Please list date(s) and hours of amplified sound use: 9-30-23 12-7pm

Will staging be used? Yes No
Is it pre-fabricated Or built on site

(If built on site, sealed plans must be provided and a Building Permit required.)
Will tents or canopies be erected? _____ yes _____ no
If yes, please describe: quantity: _____ size/s: _____ total sq. ft.: _____

Will you be selling retail merchandise? yes _____ no

Do you plan on providing food or merchandise? yes _____ no

MILFORD BOROUGH BANNER PERMIT APPLICATION

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Dates of banner placement: 9/15/23 - 9-29-23

Set up date/time: 9/15/23

Removal date/time: 9/29/23

The fee for the placement of a banner, which may only be placed on the poles, which the Borough owns and operates, is \$125.00. The applicant is also required to post a refundable \$100 removal deposit fee. The Borough reserves the right to retain the removal deposit for banner if it is not removed by the specified date of removal.

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Name of Event Sponsor: Milford Five Department

Authorized Signer: 

Title of Signer: President

Date Signed: 1/16/23

Approved By: _____

COMPLETE, SIGN AND DATE

By signing and submitting this Special Event Permit Application, sponsor agrees to indemnify, defend, and hold harmless the Borough of Milford and its employees, officers, and agents from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by the Sponsor's act or omission or negligence or fault of the Sponsor's agents, subcontractors, suppliers, employees or servants in connection with the Permit, except for any claims, liability, demands, suits or losses arising from willful or grossly negligent acts of the Borough of Milford, its elected and appointed officials, agents, employees, and authorized volunteers.

Name of Event Sponsor: Milford Fire Department

Authorized Signer: Erik Christensen

Title of Signer: President

Date Signed: 1/16/23

Approved By: _____

Date Approved: _____

MILFORD BOROUGH SPECIAL EVENT POLICY

Milford Borough's Special Event Permit Policy is designed to provide effective coordination of events throughout the year. When reviewing the Policy and filling out the permit application for your event, please note the following:

The Milford Borough Code Chapter 33 defines a special event as a “parade, concert, show carnival, circus, fair or similar event proposed to take place in the Borough and must be sponsored by and for the benefit of a church, fire company, ambulance corps, chamber of commerce, civic club, little league or similar non-profit organization which is either located in the Borough, or which benefits the Borough community, said benefit to be determined by the Borough Council in its discretion”. Special events shall be permitted by resolution after review at a public meeting of the Borough Council. The permit will be subject to fees and conditions as determined by the Council.

The maximum time period for such an event shall be three (3) days and no permits shall be issued to any one organization for more than three such events in any one calendar year.

Events should comply with all other Borough Ordinances. The noise ordinance is in effect from 8:00 pm to 8:00 am daily. Set up should not take place prior to 8:00 am particularly in Borough parks in residential neighborhoods. Amplified sound may not extend beyond the general area of the event such that it disturbs neighbors or adjoining properties.

The applicant is required to secure port-a-johns/portable washrooms, chairs, trash boxes and any medical needs for the production at applicant/s sole cost & expense if Borough Council requires for the special event. Failure to adequately provide such amenities could result in production applicant/s or coordinator/s inability to hold future events in the Borough.

The Borough will request reimbursement for certain costs for services provided by the Borough, e.g., Police in connection with your event, set up of barriers for street closure or trash pick-up. Contact the Borough Office or the Police Department to arrange an extra duty detail in advance of the event.

The application for a Special Event must be submitted no later than 30 days prior to the first day of the event and at least 2 weeks prior to the next scheduled Borough Council Meeting. Applications should be accompanied by the permit fee of \$100. Applications submitted less than thirty (30) calendar days prior to the proposed event must include an additional late fee and may be declined a permit. The assigned permit for this event is good for a period of thirty days.

Special events on Borough property require commercial liability insurance for the production submitted with this permit application. A Certificate of Insurance must designate the Borough of Milford as an also insured.

Arrangements for the event should not be finalized until such time as you have received a permit. No such event can take place without a permit.

Adjoining property owners/neighbors will be notified via the Borough Website and Facebook and at the public meeting of the Council at least two weeks in advance of the scope and timetable of your event.

No alcohol is permitted without the approval of PA Liquor Control Board and the Borough Council.

Cancellations or cancellation of requested services must be made in writing prior to the event. Failure to provide written verification may result in the sponsor/s being required to reimburse the Borough for the agreed upon services.

**PLEASE COMPLETE THE ATTACHED APPLICATION AND
RETURN WITH THE REQUIRED FEES TO THE BOROUGH OFFICE.**