

MINUTES

December 16, 2019

Milford Township Building

560 Route 6 & 209, Milford PA

7:00 p.m.

A scheduled meeting of Milford Township Supervisors was called to order at 7 P.M. by Chairman Gary Clark. Also present were Vice-Chair Penney Luhrs, Supervisor Gary M. Williams, Solicitor Anthony Magnotta, Zoning Officer Shawn Bolles, and Secretary/Treasurer Shahana Shamim.

Mr. Clark said that Ms. Viola Canouse had worked for 42 years as the Secretary/Treasurer of this Township. He awarded Ms. Canouse with a plaque on behalf of the citizens of the Township. Mr. Steve Davis and Mrs. Lorelie Davis, who is Ms. Canouse's daughter, informed that Ms. Canouse had been the Tax Collector of this Township for the past 57 years.

A motion was made by Gary M. Williams, seconded by Penney Luhrs, and passed to approve the minutes of the previous meeting.

Treasurer's Report:

RTK \$6.75, State Police Fines \$435.81, Magisterial District Court \$300, Real Estate Transfer Tax \$147.00, interest \$0.28, Zoning permits \$350.00, taxes \$1,974. 94, Unemployment Compensation Dividend \$89.31, and November 2019 Budget update.

Roadmaster:

Mr. Gary M. Williams reported that since the last meeting couple of trees needed to be cut, as a couple of storms had happened. He added that the road crews were ready with equipment for the storm, which was forecast for that night.

Zoning:

Mr. Shawn Bolles reported that four zoning permits had been issued since November to date. Those permits were for Christmas trees, a retaining wall, a well, and two occupancy permits to correct a long term multi-family dwelling.

Public Comments:

Mr. Don Quick inquired if public inputs would be allowed in the items of old and new businesses. Mr. Clark replied that public inputs are always allowed during business items. Rachel Hendricks inquired if the Solicitor would be paid for both the hearings of Kevin Stroyan and Ray Willis. The Solicitor replied that for the first hearing, at which the official reporter's written document was asked, only the minutes would have to be paid.

Correspondence:

Shahana presented correspondences from Pike County Assessment Office, legal, Pike County Area Agency on Aging, and NPS, RKR Hess, PennState Extension, PSATS Grassroots, Municipal and

County Tax, Kiley Associates, PCPL, Westfall Fire Department, Milford Fire Department, and Planning Board

Old Business:

Reply to Visitor Use Management Plan: Supervisors signed the reply draft to this VUM Plan.

New Business:

a. **Appointment of an Alternate Member for Planning Board:** Gary M. Williams said that the Board would like to postpone this appointment, as two former Planning Board Members had appealed to be reinstated. He added that this decision would be made after the result of the litigation is received. The Board decided to table this matter in the next meeting.

b. **Conditional Use Hearing for UGI:** Gary M. Williams made a motion to schedule a Conditional Use Hearing for UGI for February 17, 2020, Penney Luhrs seconded, and it was passed unanimously.

c. Proposed Budget for 2020:

Rachel Hendricks inquired why the \$78,000 expense for highway construction did not show up in the proposed budget for 2020. Shahana replied that she had deleted that line item, as the money for highway construction had come from PennDOT. Supervisors told her that item had to be included in the budget. Rachel said that the expense of the budget was short as, \$64,000 income from PennDOT was showing in the income portion, but not in the expense side. She also pointed out that the 2020 budget for the debt item was \$10,000 lower than the debt-estimate of 2019. Her other question was why there was a new item “highway machines labor”, which was not budgeted in the previous year. Supervisors replied that a new payroll software was being used, and this software required employees to specify if they were working in the highway or if they were using machines also. Rachel further questioned why the Real Estate Transfer Tax budget for 2020 was as low as \$20,000, while \$34,000 was actually collected in 2019. Mr. Clark replied that it was better to set this budget to lower values, as if something unforeseen happened, a higher Real Estate Tax money would be available to play with. The Solicitor asked why there was a subcategory “other” under the line item “Real Estate Transfer Tax”. Rachel added that a lot of other line items had this “other” item. Shahana replied that if a subcategory is not picked then the entry automatically goes into this “other” line. Penney added that the Quickbook had the “miscellaneous” item both in income and expense. These “miscellaneous” categories were deleted.

Rachel inquired what the public utilities (line item #355.010) was, as that item had zero and the proposed part was not zero. Shahana said that she would look that up. Rachel commented that the 2020 budget broke the “highway maintenance/Snow & ice” into subcategories, and the projected cost was more than its budget for 2020. Rachel inquired how the budget for Real Estate Tax Income was set. Penney replied that she put 96% of the tax income estimate. Rachel asked how the salary of the Secretary was calculated. Shahana replied that it was calculated from the hours of the Secretary. Rachel inquired how the Government Building Insurance was reduced by almost half. Shahana replied that the insurances were split between building and workers’ comp this year. Rachel asked how the retirement expenditure and budget had become half. Penney replied that this line item was set too high last year.

Don Quick inquired why only \$430 was allocated for the Planning and Zoning item, whereas \$2,500 was approved by Supervisors. He also asked where the bill for the build-out analysis was entered. Rachel Hendricks said that that build-out bill was entered into the item “Planning and Zoning – other”.

Mr. Clark said that this \$5,400 in “Planning and Zoning – other” should be sufficient for updating the Comprehensive Plan. Mr. Quick asked to transfer this bill into the sub-item “Planning and Consultant”, so that the same question did not get asked again. Don Quick inquired what the line items of solid waste disposal and emergency managements were for. Supervisors replied that those two items were for garbage pickup and hiring constables respectively. Mr. Quick said that the line item “legal” had gone up this year. He pointed out that all the Right-to-Know requests were being directed to the Solicitor, whereas the Right-to-Know Officer was supposed to handle these requests. Penney Luhrs said that the Township had more meetings this year. She asked Shahana to take the Open Records course, to save legal fees.

Ms. Hendricks said that she could see a deficit in the proposed budget. Penney said that the building renovation was done, and the renovation won’t need to be done in the upcoming years. She added that she hoped the insurances would be down next year also. The Solicitor said that the budget could be corrected, and the corrected version could be adopted at a special meeting before December 31, 2019. Mr. Clark made a motion to have a workshop meeting on December 23, 2019 to correct the proposed budget based on the public input. He also made a motion to have a special meeting on December 30, 2019 to adopt the corrected budget. Gary M. Williams seconded to these motions, and it was passed unanimously.

d. Planning Board Meeting Schedule for December 30, 2019: Gary Clark said that a special meeting needed to be scheduled for budget adoption, and hence Planning Board meeting could not be held on that day. Shahana said that she would let the Members know.

e. Schedule of meeting for the year 2020: Ms. Luhrs said that she wanted to have a half hour long workshop before every meeting in 2020. The Solicitor said that these workshops could be conducted in the meeting room or in the office, and citizens would be allowed to come and listen. Ms. Luhrs made a motion to have a half -hour long workshop before every meeting in 2020, Gary M. Williams seconded, and it was passed unanimously. Mr. Clark asked the Secretary to advertise this decision.

f. Auditor’s Meeting for 2020: Gary M. Williams made a motion to advertise for the Supervisors’ Reorganization meeting and the Auditors’ Reorganization meeting for January 6 and 7, 2020 respectively, Ms. Luhrs seconded, and it was passed unanimously.

g. Resolution for Public Participation: The Solicitor said that this matter needed to be tabled in the next meeting.

h. Donations to Milford Fire Department, Ambulance, and Westfall Fire Department: Gary M. Williams made a motion to make a yearly donation to these departments, Ms. Luhrs seconded, and it was passed unanimously.

Public Participation #2

Mr. Kevin Stroyan said that the Township had about \$200,000 reserves in the past. Supervisors replied that the taxes were not raised for many years. Mr. Clark added that one of Township equipment’s loan was paid off last year, and they had only one more loan left to pay off. He also said that the Township’s reserve will go up if Santos’ property is sold. The Solicitor proposed that the Treasurer could present the reserve money in future meetings. Phyllis Simpson inquired about the item of “resolution for public participation”. The Solicitor replied that Milford Borough had adopted a resolution about what was expected from residents for their participation. There were some ground rules about who would be allowed first to participate and allowing three minutes for participation. Don Quick commented that

something like the points that Rachel Hendricks had discussed about budget would take more than three minutes. The Solicitor replied that Rachel's participation was part of the public hearing for 2020 budget. Erika Burnett from Westfall Township inquired why the Solicitor instead of Supervisors was bringing up the issue of public participation. The Solicitor replied that two other Townships had adopted resolutions for public participation, and he wanted to share it with Supervisors. She further asked the Solicitor if he had said in the hearing of Kevin Stroyan and Ray Willis that these Planning Board Members' letter in the newspaper 'Dispatch' and more people coming into meetings had impeded the process of Amendment to the Zoning Ordinance. The Solicitor replied that he had never said that in the hearing. He added that this Township had been working on adding the Mixed-Use Ordinance, which is allowed all over the country. Mr. Clark said that Legend Properties could build a lot of usages in Santos' property, but they were nice enough not to do that.

Executive Session:

Mr. Clark called for an Executive Session for personnel. Ms. Luhrs declared the result of the executive discussion. She said that the insurance of employees would be changed, and more work needed to be done for this change.

There were no other businesses or executive sessions needed, so a motion was made by Gary Clark to pay the bills and adjourn. Gary M. Williams seconded to it, and it was passed unanimously. Adjournment was at 8:40 P.M.

Respectfully submitted,

Shahana Shamim
Secretary/Treasurer
Milford Township
Pike County