

MINUTES

December 23, 2019

Milford Township Building

560 Route 6 & 209, Milford PA

7:00 p.m.

A scheduled budget workshop of Milford Township Supervisors was called to order at 7 P.M. by the Supervisor Gary M. Williams. Also present were Vice-Chair Penney Luhrs (on the speaker phone), Supervisor-elect Rachel Hendricks, and Secretary/Treasurer Shahana Shamim.

Mr. Gary M. Williams declared that that workshop meeting was to correct some discrepancies of the last budget, which was proposed in the meeting of December 16, 2019, and he added that Rachel Hendricks and Penney Luhrs had been working on correcting these discrepancies. The updated budget showed the projected income as \$462,559.57, the expense as \$447,783.42, and operating reserve as \$14,776. He continued that the deposits and expenses from PennDOT account was not in the budget, and now it was added into the budget. The budget of \$50,000 and an expense of \$78,000 for road repair was added into the budget.

Penney explained the update of this proposed budget. She said that legal fees would be cut this year, as Right-to-Know requests would be handled by the Secretary. She continued that Shahana, the Secretary, would take classes, which would enable her to respond to these requests. This way the legal cost would be lowered. \$5,000 would be added to the Secretary salary line item. The budget for Personnel services of Government building was put down to \$2,000, as sufficient renovation was done for the building that year. Workers' comp. insurance was cut to \$6,000, as some salaries were supposed to be cut. The necessity of hiring the constable for every meeting needed to be discussed in January meeting. Penney said that workers comp insurance was still high, but she hoped that it could be lowered next year. Gary M. Williams said that the budget of \$50,000 for highway construction was okay.

Kevin Stroyan inquired what the average of Real Estate Transfer Tax was. Gary M. Williams replied that the current year was not the best year, and \$39,000 of Real Estate Transfer Tax was collected. Gary and Rachel Hendricks said that \$97,000 and \$45,000 of Real Estate Transfer Tax was collected in the year 2017 and 2018 respectively, and hence setting this item to \$39,000 was quite reasonable. Mr. Stroyan inquired about the cash position of the Township. Penney replied that the Township had \$67,000 in Wayne Bank, \$15,000 in NBT Bank, and \$87,000 in the PLGIT account. She added that an increase in the millage of tax might be needed.

Rachel Hendricks said that there might be a cash flow problem, and she inquired if some money from the PLGIT could be used for buying salt for Winter maintenance. Gary replied that the contract with American Rock Salt was 400 Tons, which would cost \$40,000. He added that he had already bought 200 Tons that year. The liquid fuels account was controlled by PennDOT, and this money could be used for certain kinds of uses. The expense for the treated salt, which worked better than regular salt, came out of the general account.

Mr. Kevin Stroyan inquired if it would be possible to take a loan in case the Township experienced a shortfall before the tax income started to come. Penney replied that that could be discussed in the first Supervisors' meeting of 2020. She added that a loan may not be needed, as a lot of large bills are not due in the first three months of the year. She also added that calling the Solicitor less frequently could save a lot of money. Mr. Stroyan inquired about the budget for highway construction to be \$50,000 for the year 2020, while \$78,000 was spent in 2019. Gary

replied that the fuel account will have \$100,000 by March of 2020, as the Township was entitled to receive \$60,000 from PennDOT by then.

Rachel Hendricks commented that the cultural grant and the library grant were zeroed out. She added that the payment to Myer & Myer, the accountant, was included under the line item "Computer", as Quickbook did not have any "accountant" item. She continued that the possibility of budget shortfall should be discussed in the first Supervisors, meeting of 2020 to ensure the expenses before the tax revenue income started in March. She added that the cash flows of every month in first quarter would be needed in the first Supervisors' meeting of 2020. Mr. Williams informed that the Township usually received a lot of tax money by the first two weeks of March.

Kevin Stroyan said that the reserve amount should be available in meetings from then on. He added that buying equipments from cash reserve is not reasonable. Mr. Williams replied that only \$25,000 was used from cash reserve for buying the loader, and the backhoe was financed. He added that tax could be raised in 2020, as it had been the same for the past eight years. Before voting for placing the proposed budget for December 30, 2019, Penney asked the Secretary to increase the budget for Secretary salary from \$15,000 to \$20,000. Mr. Williams made a motion to approve the proposed budget to be tabled for adoption on December 30, 2019, Penney seconded, and it was passed. Mr. Williams said that the outline of this proposed budget would be advertised in the newspaper, Pocono Record, on Thursday, as the following Tuesday and Wednesday were Holidays. Mr. Stroyan complained that all Right-to-Know requests were being forwarded to the Solicitor, and that had increased Township's expense. Penney replied that the Secretary would do a Right-to-Know request course so that she didn't have to send requests to the Solicitor for reviews. The meeting was adjourned at 7:47 P.M.

Respectfully submitted,

Shahana Shamim
Secretary/Treasurer
Milford Township
Pike County