

MINUTES
November 21, 2022
Hybrid Workshop of the Board of Supervisors (Zoom ID was advertised in advance in the Pike County Dispatch)
560 Route 6 & 209
6:30 p.m.

Rachel said that she had contacted the Fire Department and told them that the quarterly report to the County has to be done before the end of the quarter so that the County match could be received before the end of the year. She added that Mr. Saski is not in charge of doing the reports anymore. Gary added that November should have been the election for the chiefs. Shahana said that the SRCP grant amount was not showing in the budget. Rachel replied that that grant could be added in the 2024 budget, as that \$6,250 grant might come almost at the end of the 18 month period when the Comprehensive Plan project is almost done.

Supervisors asked Phyllis Simpson how the Election Day was, and if there were any facility issues. Phyllis replied that people kept showing up until the very end, but everybody had behaved that day. Supervisors said that some polling places had lines outside. Phyllis asked when the Warehouse proposal would be voted upon. Rachel replied that it's on hold indefinitely until the applicant is done with the Zoning Hearing Board (ZHB), and then they will determine what they will do next. Phyllis added that the attendees at the ZHB Hearing wanted to talk about the warehouse proposal as a whole, and it was made clear to them that it was not the right place to discuss the whole proposal.

Rachel said that the Act 537 Public Hearing was sparsely attended, and the public comment period for the revised plan is open until December 11. She continued that Milford Township's future sewer calculations were based on the current water usage that's along the three-lane, there was no other way to calculate the potential development for the undeveloped lands, and one third of the plant's capacity will be available for these potential connections. That would include not just the vacant lands along the three-lane, but it would also include any redevelopments. According to DRBC's report, the plant is below the flood level by a foot, DRBC wants it to be elevated, and that cost should be exempted from being shared by the Municipalities but it is not addressed in the Intermunicipal Agreement. Gary added that he had seen water almost over that plant.

MINUTES
November 21, 2022
Hybrid Meeting of the Board of Supervisors (Zoom meeting ID was advertised in advance in the Pike County Dispatch)
560 Route 6 & 209
7:00 p.m.

A scheduled meeting of Milford Township Supervisors was called to order at 7:00 P.M. by Vice Chairperson Rachel Hendricks. Also present were Supervisor Gary M. Williams, and Secretary/Treasurer Shahana Shamim.

Gary made a motion to approve the minutes of the previous meeting, Rachel seconded, and it passed unanimously.

Treasurer’s Report:

Shahana reported that since the last meeting she had received \$539.66 of Interim Tax, \$3,598.33 of regular tax, \$7,487.20 from R.E Transfer Tax, \$300 from Magisterial District Court, \$180 from Zoning, \$125 from Pike County Board of Elections, \$26.00 from a RTK Request, and \$48.98 from Code Inspections. She also reported the financial institution account balances as \$240,916.15, \$150,619.44, \$7,420.22, \$37,939.99, \$14,876.07, and \$125,577.52 in Wayne Bank (Investment), Wayne Bank (General), Wayne Bank (Payroll), NBT Bank, PLGIT (General), and PLGIT (Liquid Fuels) accounts respectively.

Roadmaster:

Mr. Williams, the Roadmaster, said that a tree was down in the past couple of weeks, the 36” pipe that crosses the Fire Tower Road was almost blocked, and those were taken care of. He continued that the Mack truck had been picked up from M & K Truck Center in Allentown, it had been delivered to Powell, which is the outfitter, and the Manager is hoping to deliver it to the Township by December 31st. The Ford 750 was sent to New Jersey, as it had gone to limp mode the other day. It was taken to Ray’s first, but he couldn’t figure out the problem. There was a couple of inches of snow on the hill, and the road crew had plowed and salted, as the temperature had stayed at 29 and 30 degrees, but there were no problems.

Zoning:

Shahana said that she had received two Zoning permits the past week, and one of those was for a yard sale. Rachel added that the Zoning Hearing Board had held the Variance Hearing for the parking of National Land Developers, and they are scheduled to come back with their decision on December 15 at 6:30 P.M.

Public Participation #1:

None

Secretary’s Report:

Shahana presented various correspondences received, including from Rachel Hendricks, D&S Hauling, Milford Water Authority, Solicitor, Kirk, Summa & Company, LLC., Pike County Road Task Force, FEMA, Pike County tax Administration, M&K Truck Centers, Pike County Assessment Office, and United Way.

Old Business:

a. Act 537 Plan: Rachel said that the public Hearing for this Plan was held the previous week, and it was covered by TV-13. She added that a couple of questions were answered at that Hearing, and the public comment period would be open until December 11. She made a motion for the Secretary to send an email back to Mr. Sheldon and Mr. Dooley to advise them in the same exact language that Mr. Magnotta had used in his email. She added that Mr. Magnotta had written that Milford Township should reiterate that it would not adopt the Intermunicipal Agreement until appropriate changes are made to it. Gary seconded her motion, and it passed unanimously.

Gary said that there was an invoice from the Borough of Matamoras for the cost share of advertising this Hearing. Rachel said that this cost was discussed at the previous meeting, and it was not agreed to pay this \$175 bill. She added that Penney had said that she would follow up with Mr. Dooley, as the Authorities should pay for that. Rachel further added that this bill needed to be tabled at the next meeting, as Penney was not present at the meeting.

b. Econo-Pak - Developers Agreement: Rachel made a motion to table this item to the next meeting, as there had been no progress on this, Gary seconded, and it passed unanimously.

c. Budget proposal for 2023: Rachel said that this budget was quite difficult to work on. She explained that the line item #392.05 is the interfund operating transfer, which shows the cash of \$80,055 on hand, and that is being proposed to be used to make the following year's budget whole. It is 50% of what the Township had in hand at the end of February. The fund at the end of December cannot be looked at, as the Township doesn't receive much revenue before March, and that would ensure that there's enough money until the Township starts to receive money around March 1st, and it's going to be a one-time thing. A lot of costs had risen, it had been a difficult year, and the Township is clearly staring down to a tax increase for the following year but the Supervisors know the residents and businesses have been suffering with the increased costs and want to hold back from a tax increase to the extent possible, but next year it will be unavoidable. The staff and the roadmaster had done some legwork to ensure that the new Mack truck, which was ordered, could be paid off with the Liquid Fuels dollars and the American Rescue Plan (ARP) grant. There would be no debt service in this budget for the truck, as the closing will be done before the end of the year, and hence those expenses won't show in the 2023 budget. The previous years' ARP money was not spent, and that money would be spent to buy this Truck. There would be no changes with the ambulance tax. At the executive session of the previous meeting, it was discussed that bonuses would be entertained if it turns out to be overbudget income and/or underbudget spending of significance as the 2023 rolls towards an end, but the budget has no wage increases.

Rachel continued that the attorney had pointed out by his email that this Municipality has the second lowest tax revenue, as this Township has a lot of raw land. This Township has been working on keeping its expenditures as low as possible. Two administrative changes were made to this budget. The line items 430.1 and 430.12, which represent "Roadcrew Labor" and "Highway Machines Labor" respectively, were merged onto one line item "Highway Labor", as it was confusing. Rachel added that this budget would be available in the office for public review, and it's required to be available for 20 days. She made a motion to advertise this budget for public inspection for adopting this budget on December 19th meeting, Gary seconded, and passed unanimously.

Phyllis Simpson asked for a clarification of the line item # 361.34. Rachel replied that that line item represented the income generated by the Hearing, and there is a corresponding expense on the expense side of the proposed budget. She continued that the 2022 budget was set at the end of the year 2021, the second column stated what was being set for 2023, and the 2022 year end projection of the "Hearing" line item is \$5,000. It is a helpful benchmark for setting the number for 2023, and the year 2022 was an unusual year for Hearings. The first two pages of the budget proposal showed the income line items, and the next three pages show the expenses. The revenue that is received for the Fire Department is forwarded to the Fire Department, and that forwarding is posted on the expense side, and the pension is another item that works similarly. Rachel added that two third of the Comprehensive Plan cost is shown on the budget, as it's an 18-month long project. She added that this budget proposal would also be available on the

website for public inspection. Gary added that the fuel costs and other material costs had gone up.

Mr. Stroyan asked what the budget for the road improvement was. Rachel replied that only a part of the Liquid Fuels money would be spent for purchasing the Mack Truck, and the rest would be available for the road improvement. Gary told Mr. Stroyan that Schocopee Road will be finished. Rachel added that the tax rate will need to be raised the following year so that the Township doesn't keep drawing from its reserves. She continued that the Township just got approved for a \$6,250 SRCP Grant to update the Comprehensive Plan, which would cost \$25,000. It's an 18-month long project, and the line item will eventually go to zero expenses for a period of time after this update is done. Signing the contract for updating this Plan needed to be held off, as the Township would be ineligible for the grant if the work started before the approval of the grant.

d. Act 57 Resolution - Authorizing the Tax Collector to waive: Rachel explained that this resolution states that the Tax Collector, beginning on January 1, 2023, will be able to grant a request to waive additional charges for Real Estate Taxes if the taxpayer provides a waiver request of this additional charge, and attests that the tax notice was not received. The taxpayer will have to provide a copy of the deed showing the date of the real property transfer, and he/she will have to pay for the face value amount of the tax notice with the waiver request. She made a motion to approve this resolution, Gary seconded, and it passed unanimously.

e. Comprehensive Plan contract – Woodland Design Associates, Inc.: Rachel said that this contract was received in June, but it was not adopted right away, as the Board was waiting for the Scenic Rural Character and Preservation Program grant, which would fund 25% of the cost. She made a motion to approve this contract conditioned upon the attorney's final review and the modification of the date of the commencement of this contract. Gary seconded her motion, and it passed unanimously. In reply to Ms. Simpson's inquiry, she said that this project will be done in the Planning Board workshops, and public participation will be welcome.

8. New Business:

a. Planning Board Recommendation: Zoning Ordinance 407.2: Rachel said that the attorney had not reviewed the documents for this item yet, and she made a motion to table this item at the next meeting. Gary seconded the motion, and it passed unanimously.

b. Appointment of a certified public accountant for the annual audit – authorize to advertise: Rachel said that the price for auditing the year 2022 would be \$4,500. She made a motion to appoint Kirk, Summa & Co. as the auditor for next year, and advertise accordingly, Gary seconded, and it passed unanimously.

Public Participation #2:

Mr. Stroyan said that Mr. Shepstone had said that he would provide an update about all the projects the Planning Board was working on with him, and he asked Shahana if Mr. Shepstone had provided that. Shahana replied that all she had received from Mr. Shepstone was the updated Amendment of the Section 407.2 of the Zoning Ordinance. She added that she had prepared the draft minutes of the Planning Board meeting, and she had handed those draft minutes to the Supervisors so that they could review what was discussed at the last Planning Board meeting. Mr. Stroyan told the Supervisors that there was a confusion about where Mr. Shepstone was and where the Planning Board was regarding all the projects.

Phyllis Simpson asked about the status of the application for the apartments in the Santos' property. Supervisors replied that all they had done was propose some amendment to the Zoning Ordinance, which were not approved, and they never made any formal applications.

Rachel said that she wanted to thank Mr. DiLorenzo and Peggy Emanuel for their work on the Hazard Management Plan, as according to the correspondence, FEMA has approved this Township's Hazard Mitigation Plan.

There was no other business to discuss. Rachel made a motion pay the bills and adjourn, Gary seconded, and it passed unanimously. Adjournment was at 7:32 P.M.

Respectfully submitted,

Shahana Shamim

Secretary/Treasurer