

MINUTES
December 19, 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.

Rachel made a motion to add three matters to the agenda, and those were approving the extension request from LVL for the warehouse project to January 31, 2023, approval for the source of payment of the new Mack Truck, and advertising for the reorganization meetings. She added that she was busy with her work, and she couldn't bring it to the attention of the staff. Gary seconded the motion, and it passed unanimously.

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 \$3,821 from Zoning, \$7,496.57 from R.E. Transfer Taxes, \$1,474.81 from delinquent taxes, \$188.61 from Code Inspections, and \$408.73 of state police fines was directly deposited. She also reported the account balances as \$220,935.34, \$150,619.44, \$16,515.82, \$20,989.49, \$15,326.82, \$125,932.20 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 there were a couple of storms in the past couple of weeks. He continued that those storms had lasted 24-36 hours, and the temperature was bouncing back and forth between thawing and freezing. It rained often and kept washing off the materials, but the road crews had done a good job. The on-call crews were called, and Mr. Mackey had done well also.

Mr. Williams said that he had received the final invoice of the new Mack Truck, which was ordered in February, and hopefully it would be delivered by the end of the year. He added that he had received the final paperwork, which needed to be signed. He further added that him and Harvey would go with a check to pick up the truck, and there would be another storm on Thursday and Friday.

Zoning:

Mr. Bill Pitman said that there was a Zoning Hearing Board meeting that afternoon at 4:00 P.M., and the variance application from LVL Engineering was denied. Rachel added that the Solicitor had advised the Supervisors that the applicant would have three options. She continued that the first option is submitting an alternate plan to the Zoning Officer to see if it complies with the Zoning Ordinance, and the applicant had already done that. The second option

is that they can withdraw their existing application, the third option is that they can appeal in court, or they can move forward with their current conditional use application with the Supervisors for their next level of Hearing. The Board of Supervisors would wait to hear from them about their next step. The applicant had sent a correspondence the previous week asking for an extension for the next Hearing, and that's why the agenda was amended to approve their extension request.

Public Participation #1:

Mr. Pitman asked why the application for the warehouse project could move forward when it does not comply with the zoning requirement. Rachel replied that the Board has to provide a complete opportunity for the applicant to make their case. She continued that the original Hearing is not finished yet, that process needs to be finished if the applicant so chooses, and the Board of Supervisors will have to make a decision after reviewing all the evidence. The applicant could withdraw their application, they could make a new one, and the Zoning Officer hadn't sent his comments on their revised plan yet. The outcome of the Zoning Hearing Board meeting would have to be sent to the applicant, and then they would respond.

Mr. Eric Passaro handed the operational budget for the Milford Fire Department and the Ambulance showing how the Township's funds had been utilized by the organization. Rachel said that it's the state law to collect the information about how the donation to the Fire Department was spent before forwarding the taxpayers' money to the Fire Department. She added that the donation checks were ready, those were budgeted, and hence no additional approvals were needed. Gary explained that the \$17,000 check was the yearly donation for the Fire Department, and the \$15,000 was previously made for the Milford Fire Department Ambulance so that the County could match the maximum amount. Rachel added that this check was the blend of the remaining \$13,304.31 ambulance tax of the year and a piece from the yearly donation, and that's why the ambulance donation check of the year is \$5,804.31 instead of \$7,500.

In reply to the Supervisors' questions, Mr. Passaro said that the department election would be held in January, the chief of the Department will be Mike Bello, and the ambulance captain will be changed from Joe Sasaki to Dylan Miller. Rachel asked him to make certain new personnel understands the township requires quarterly reports on the call activities, expenditures, and manhours for the ambulance at a minimum via email, and in-person attendance from the department won't be required, but is welcome. She added that the \$15,000 ambulance donation will be entered in the County reporting website, and the County will issue a matching check. She told Mr. Passaro that their efforts are appreciated.

Secretary's Report:

Shahana presented various correspondences received, including from the Solicitor, Department of Environmental Protection, M&K Truck Center, Microbac Laboratories, Pike County Conservation District, PIRMA, Pennsylvania Municipal Retirement System, Kiley Associates, LLC., Pike County Planning, and Keep Pennsylvania Beautiful. Phyllis Simpson asked if Mr. Stroyan's position was elected or appointed, and Rachel replied that his position in the Township Planning Commission is appointed, and he is the Vice-Chairman. She added that he also holds a position in the Pike County Planning, the County Commissioners appointed him as a member, and that position would expire on December 31. The County Commissioners are

asking him if he wants to continue, as the position needs to be reappointed. Rachel added that the Township appointments would be done at the January reorganization meeting.

Old Business:

a. Act 537 Plan: Rachel said that there were no updates for this matter. She made a motion to table this item whenever there's any update, Gary seconded, and it passed unanimously.

b. Planning Board Recommendation: Zoning Ordinance 407.2: Rachel said that the Solicitor was not present at the meeting to provide a feedback for this Amendment. She made a motion to table this item at the next meeting, Gary seconded, and it passed unanimously.

c. Adoption of the Budget for 2023: Rachel said that this budget relies on the reserves, that can be done only for a year, and it's going to be a \$80,000 dip into the preexisting reserve to keep this budget whole. She continued that it had been a particularly difficult year for the people and the business. Ms. Simpson asked if the reserve was an arbitrary number or if it was a percentage, and Rachel replied that it was the cash that the Township had at the end of February the previous year. She continued that this time was benchmarked because this time of the year is right before the Township starts to receive the Tax revenue, that would ensure that a Tax Anticipation Note won't be needed, and it was done to avoid the property tax increase this year. No pay increase was being done for any of the employees, but a bonus for the employees at the end of the following year might be entertained, if there is a great year, if the expenditure decreases, and money can be saved. That will be an incentive for the employees, who can be helpful in decreasing expenditures.

Rachel continued that it's a very lean budget, there will be no debt service to pay for the new truck, as the debt adds to the actual cost. The truck will be totally paid with the grant dollars, and not from the Township tax revenue. In reply to Mr. Pitman's inquiry, she said that the price of the new truck was \$199,911.06. Mr. Williams added that the payment would be from the State money and the grant money. Rachel added that how bad the winter and the inflation is going to be is not known, and a \$10,000 budget increase needed to be done because of the price increase of the road salt. Gary added that the price of the road salt had increased from \$103 to \$118 per ton, the price of the diesel fuel had increased by three dollars per gallon, and the cost of the cold patches had risen too. Rachel added that any deflations would help the Township. Ms. Simpson said that she had heard that some materials for the road maintenance can be damaging to the vehicles. Supervisors replied that there's no replacement to that as the public safety and the road maintenance have to be balanced. Gary added that the normal rock salt stops working at 15 degrees, and so he uses an enhanced salt, which is treated with magnesium. He further added that this enhanced salt keeps working at a very low temperature, and it doesn't get blown off.

Rachel said that the PMRS had sent the revised MMO worksheet, and according to that revision, the amount of the Municipal contribution would increase by \$54, and that would have to be incorporated onto the proposed budget. Rachel made a motion to adopt the budget with that amendment, Gary seconded, and it passed unanimously.

8. New Business:

a. Approval of the Source for the payment of the new Mack Truck (Amended at the start of the meeting because this truck needs to be paid before the end of the year): Rachel made a motion to use the maximum allowable amount (\$58,367.51) of the Liquid Fuels Dollars and to pay the balance (\$141,543.55) from the American Rescue Plan (ARP) fund for this truck,

which costs \$199,911.06. Gary suggested reversing these sources for the payment because the road paving can be paid out of the Liquid Fuels money. Rachel said that the COVID money is less restricted, it could be kept until 2024, and stormwater project and culvert problems could be paid from the COVID fund. She added that the Liquid Fuels money on the other hand could be used only for the Road maintenance. Gary asked if the ARP money could be spent for paving the roads, and Rachel replied that road paving could be paid with the ARP money, and its allowed expenditure is quite broad. Gary seconded her motion, and it passed unanimously.

b. Advertisement of 2023 Reorganization Meeting: Rachel made a motion to advertise as Tuesday, January 3, 2023 and Wednesday, January 4, 2023 for the Board of Supervisors' and Auditors' reorganization meetings respectively, Gary seconded, and it passed unanimously. Shahana said that the Planning Board cannot do their reorganization at their workshop, as Members don't vote at workshops. Rachel replied that the previous year it was decided not to have Planning Board workshops in January, as it's not their reorganization meeting. She added the Planning Board chose not to vote at their workshops but under the law each meeting is a meeting and they are not prohibited. Their reorganization should happen at the Planning Board regular meeting, and the workshop could be put off unless they really want to start with the Comprehensive Plan project. She asked Shahana to add the Planning Board Reorganization on the Planning Board agenda and on the January 3rd meeting agenda so that the Board of Supervisors could approve if the Planning Board wanted to have their reorganization right before starting their workshop.

c. Approval of the Extension Request from LVL for the Warehouse Project (Amended because the request for this extension was just requested by the applicant): Rachel said that the Solicitor had forwarded an extension request from the applicant to extend the deadline for their Conditional Use Hearing to January 31st, and the Solicitor had asked the Supervisors to approve the request. She made a motion to approve this request, Gary seconded, and it passed unanimously. She asked Shahana to add the conditional use for this project on the next meeting's agenda so that the scheduling of the Hearing could be discussed. She added that the applicant might withdraw by that time but since we do not know, we must have it on the agenda.

d. Pike County Community Planning - Reinstate Kevin Stroyan: Gary made a motion to send a letter to the Pike County Commissioners asking them to reappoint Kevin Stroyan to the Pike County Planning commission, Rachel seconded, and it passed unanimously.

e. May 15, 2023 and November 6, 2023 meetings reschedule – May 16, 2023 and November 7, 2023 are Election Days: Rachel asked Shahana to forward this election schedule to the Solicitor, to ask for his availability for alternate dates for those two meetings, and to have the alternate schedule available at the next meeting so that it could be acted on.

f. Revision to 2023 MMO Worksheet: Rachel said that according to the correspondence, this is just an FYI item, the new number is \$5,418, and it doesn't have to be approved. She added that the budget was approved with this new number. In reply to Ms. Simpson's inquiry, she said that the MMO stands for Minimum Municipal Obligation, and Gary explained that the Township does the paperwork, pays for it, and then the State reimburses the Township for the municipal obligation to the state pension program.

Public Participation #2:

None

There was no other business or executive session to discuss. Gary made a motion to pay the bills and adjourn, Rachel seconded, and it passed unanimously. Adjournment was at 7:40 P.M.

Respectfully submitted,

Shahana Shamim

Secretary/Treasurer