

**Auditors' Meeting Minutes**  
**March 10, 2020**  
**Milford Township Building**  
**560 Route 6 & 209, Milford PA**  
**7:00 p.m.**

A scheduled meeting of Milford Township Auditors was called to order at 7:00 P.M. by Patricia Stroyan. Also present were Auditor Sharon Long-Abeson, Supervisor Rachel Hendricks, and Secretary/Treasurer Shahana Shamim.

Ms. Long-Abeson made a motion to accept the minutes of the previous Auditor's meeting, which was held on January 7, 2020.

**Supervisors' Salary:**

Ms. Stroyan said that Mr. Gary M. Williams' salary was set in the previous meeting, which was held on January 7, 2020. She continued that they were withdrawing other Supervisors' salary of \$23.25/hour, which was set in the Auditors' meeting in 2019. Supervisors would be entitled to \$35/day and their mileages for attending conferences and they would have to provide documentations for their attendances. She added that they (Auditors) would come back to set a salary for Supervisors if situations arise, and this salary would be based on the type of duties and qualifications.

**Audit Report:**

Shahana informed that the Audit report would be ready by April 1, 2020, and then it would be mailed to the Township. Ms. Stroyan asked her to send that report to her and Sharon by email so that they could review and place questions to the audit company. Rachel commented that each Auditor could make their own questions independently, but all deliberations should happen in a public meeting. She suggested recessing the meeting and reconvening at a later time for approving the report. Ms. Stroyan suggested reconvening the meeting on Tuesday, April 7, 2020 at 7:00 P.M. in the Township building for finalizing the Audit Report.

Ms. Stroyan said that she had a legal question to ask and inquired who the Solicitor was for the Auditors. Rachel replied that there were no Solicitors for the Auditors, but Auditors could ask for one. Ms. Stroyan asked if Auditors could ask the Township Solicitor legal questions. Rachel replied that placing questions to the Township Solicitor might create a conflict of interest, as the Solicitor represented the Board of Supervisors and not the Board of Auditors. She added that the Township even had a separate attorney for the Planning Commission. She suggested calling PSATS to learn about this matter.

Ms. Stroyan said that she knew what services Mr. Gary M. Williams was performing as the Roadmaster, and suggested if he could make a log of his hours and services, such as cleaning the snow, checking roads, cutting trees, researching for equipments, etc. Rachel asked Shahana if Mr. Williams was giving his hours to the office. Shahana replied 'no', and informed that Mr. Williams was a salaried Roadmaster, and not an hourly employee. Rachel commented that this log of hours and services would ensure if Mr. Williams was being paid adequately. She proposed that Gary could be asked to talk about his Roadmaster hours and services in the upcoming public meeting. Ms. Long-Abeson added that such a clarification would keep everybody in the same page and protect Mr. Williams. Ms. Stroyan said that Auditors would be able to answer to questions, such as what the Roadmaster's salary is based on, what services he was performing, how many hours he was putting for performing these services. She said that she had the

Roadmaster's job description, and asked if Mr. Williams could provide the Auditors with a ballpark idea about how many hours he had to put for performing his job, as hours for such a job would vary from season to season.

There were no other businesses or executive sessions needed, and so meeting was adjourned at 7:30 P.M.

Shahana Shamim  
Secretary