

Board of Supervisor Workshop (Hybrid) Minutes
November 18, 2024 6:30 pm
(Zoom meeting ID was advertised in advance in the Pike County Dispatch)
560 Route 6 & 209

Workshop (At 6:30 P.M.):

Consideration of Implementing a Purchase Order System:

Rachel referenced a report she circulated from the Government Finance Officers Association titled, “*Balancing the Budget in Tough Times*”.

Although the tax was raised last year, the 2025 budget is very tight and is only balanced by a surplus in 2024 generated by grants utilized partially for routine expenses. The account balances are also not very high. Implementing a purchase order system could help control and track spending and flag expenditures that are approaching the budget limit. Ms. Donna Tegan, recently hired for the Assistant Secretary/Treasurer position, has a background as a budget analyst, and may have expertise to implement such a system. Occasionally, bills are paid and entered into QuickBooks months after the goods or services were ordered and this delay makes it difficult to make accurate budget adjustments. ARPA funding was used for routine expenses, generating a surplus which is being used to balance the 2025 budget, but it will be spent entirely in 2025. There is no funding for employee training, junk removal, or capital improvements. Mr. Stroyan suggested that the bookkeeping be kept simple with purchase order and payments.

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A scheduled meeting of the Milford Township Supervisors was called to order at 7:00 p.m. by Chairman Gary Williams. Also present were Supervisors Rachel Hendricks and Robert Di Lorenzo, Solicitor Anthony Magnotta, and Secretary/Treasurer Shahana Shamim.

The minutes of the November 7, 2024 meeting were reviewed for possible additions or corrections before approval by the Board. The Supervisors voted unanimously to approve the minutes.

Treasurer’s Report: Shahana reported that, following the last meeting, she had received \$496.33 in interim real estate tax, \$82.74 in interim ambulance tax, \$150 from Zoning, \$15,000 in third-quarter EMS match from the Pike County Commissioners, \$110.45 from the Magisterial District Court, \$6,379.80 in real estate transfer tax, and \$125 from the Pike County Elections Office. She also reported the following bank balances:

- **Wayne Bank Payroll:** \$6,428.09;
- **Wayne Bank Investment:** \$13,923.25;
- **Wayne Bank Ambulance:** \$28,323.08;

- **NBT Bank Checking Account:** \$57,521.74;
- **NBT Bank Money Market:** \$15,895.01;

- **PLGIT General:** \$201,957.49;
- **PLGIT Liquid Fuels:** \$29,643.10;

The Supervisors voted unanimously to transfer \$5,000 from the PLGIT General Account to the Wayne Payroll Account for the next payroll. Shahana mentioned that the last bill (invoice #8088) from Woodland Design Associates was \$875 for the Comprehensive Plan update, and, according to the ARPA expenditure resolution, it needs to be paid from the ARPA funds. The Supervisors asked her to make a journal entry in QuickBooks instead of reimbursing from the PLGIT General Account, because the NBT Checking Account has a very low interest rate.

Roadmaster:

Mr. Gary Williams, the Roadmaster, reported that the road crew was ready for the winter. They had also filled all the potholes in the Township. He added that a couple of signs had been stolen, but they were replaced at a cost of about \$300.

He also reported that he drives all over the County and did not see any fires. Rachel added that Delaware Township reported that Met-Ed is taking steps to monitor the powerlines, which could potentially ignite fires.

Zoning: Some permits were issued after office hours, and they will be reported at the next meeting.

Public Participation:

Mr. Fred Weber asked if any information had been found regarding truck parking permits on the property by Route 84. Mr. Williams responded that the trucks had been there for about 30 years, even before the Zoning Ordinance was enacted in 1986. The Solicitor explained the Doctrine of Laches and stated that it constitutes a preexisting nonconforming use, and it is up to the property owner to prove it.

Mr. Stroyan said that the Planning Commission needs to submit comments on the Act 537 Plan, and he asked for permission to work with one of the Supervisors and the Solicitor. The plan is very vague regarding the Township's responsibilities. The Milford Water Authority will own and

maintain the sewer line. It appears, by virtue of the inclusion of the Intermunicipal Agreement previously signed by the Township that the Township will be responsible for 25% of the cost. Since this Township is merely allowing the sewer line to pass through it, and the Township has withdrawn from the agreement, it should be removed from the plan and not held financially responsible. The Supervisors voted unanimously for the Vice-Chairman of the Board of Supervisors, the Chairman of the Planning Commission, and the Solicitor to work together on drafting the comments.

Secretary's Report:

The next meeting of the Pike County Road Task Force will be on Thursday, November 21st, at 2 p.m. in the Commissioners' Meeting Room. There was a reminder from the U.S. Department of the Treasury that American Rescue Plan Act funds must be spent or obligated by the deadline of December 31, 2024. The Pocono Mountains Visitors Bureau extended an invitation to join this year's PMVB Annual Holiday Dinner. There were several change-of-assessment reports from the County Assessment Office. The Pike County Conservation District sent an inspection report for earth disturbance activities related to the State Route 84 Section 494 Reconstruction, and no violations were observed. Mr. Jayson Wood from Woodland Design Associates has begun to create a land use plan to add to the most recent draft of the Comprehensive Plan. He will also make several light corrections requested in the most recent comments from County Planning. The Director of Assessments from the Pike County Assessment Office sent the total assessed value for this municipality for the 2025 tax year. Emily Mansfield from the Pike County Conservation District asked for feedback on their Municipal Resource Guide.

New Business:

Consideration of a Proclamation of November as Veterans Appreciation Month: Mrs. Hendricks provided a draft proclamation for consideration which one of the local veterans requested the Township do, earlier in the year. Supervisors Williams and DiLorenzo stated there is already a federal holiday to honor veterans, so this proclamation is not needed; additionally, that other organizations may approach with similar requests for proclamations and they were not inclined to encourage this.

Other Public Participation:

The reporter from the Pike County Dispatch asked several questions regarding the proposed 2025 budget, and the Supervisors provided responses.

It was 8:10 p.m., and there was no other business or executive session to discuss. The Supervisors voted to pay the bills and adjourn the meeting.

Paid bills:

Elan Financial Services: \$904.88; Pike County Light & Power: \$1,597.74; Thompson Stone: \$1,575.00; Woodland Design Associates, Inc.: \$875.00.

Sincerely,

Shahana Shamim
Secretary