

The regular February meeting was called to order by Vice Chair Brad Bates on February 12, 2025, at 7:00pm. Vice Chair Brad Bates and Supervisor Brian Non were in attendance. Chair James Zefran was in attendance via telephone, Solicitor Jeff Treat was also in attendance.

- A. Pledge of Allegiance** – The Pledge of Allegiance was recited.
- B. Hearing Check** – The hearing check was done.
- C. Minutes of the January 6, 2025 Reorganization Meeting**– *Supervisor Non made a motion, seconded by Chair Zefran to accept the minutes of the January 6, 2025 Reorganization meeting. All voted yes. Motion carried.*
- D. Minutes of January 6, 2025 Regular Monthly Meeting**– *Supervisor Non made a motion, seconded by Chair Zefran to accept the minutes of the January 6, 2025 Reorganization meeting. All voted yes. Motion carried.*
- E. Public Comment** –Items on Agenda Only. – No public comments on agenda items.
- F. Correspondence**
  - a. Quarterly EMA Meeting February 19, 2025, 6:30 PM at the EMA/911 Building, Honesdale
  - b. Forest City Branch Library Donation-*Chair Zefran made a motion, seconded by Supervisor Non not to donate to the Forest City Branch Library. All agreed. Motion carried.*
  - c. Dutchman Hill Homeowners Association requests to hold a meeting at Township Building on 2/18/25-Dutchman Hill Homeowners Associate, Thane Peterson asked if the meeting could be held on Wednesday 2/26/2025 and not on Wednesday 2/18/2025, Thane also inquired about holding approximately three meetings at the township building throughout the year for approximately an hour and a half, with meetings starting at 7:00pm. Supervisor Non requested the Association supply dates for requested meetings. Thane Peterson to provide future meeting dates. *Motion made by Supervisor Non, seconded by Vice Chair Bates to approve the 02/26/2025 meeting. All voted yes. Motion Carried.*
- G. New Business**
  - a. Planning Commission -Bayly/Lambert Subdivision-Recommend for final approval. *Motion made by Supervisor Non, seconded by Vice Chair Bates to approve subdivision. All voted yes. Motion carried.*

**H. Road Master Report**

- a. Vehicle Mileage and Usage Reports- Supervisor Non reported the following vehicle reports.

Vehicle	Total mileage during the month
2015 Ford F550	107
2018 Ford F550	632
2022 International Dump Truck (CV)	678
2018 Peterbilt 580 (purchased in 2023)	400
580 Backhoe	62 hours

- b. Road Reports-Road Master Non indicated it has been a hard winter, and that salt was impossible to get, but trying our best to get salt.
  - i. Contract awarded for dirt and gravel project on Long Pond Road-Road Master Non said once completed width will be 28 ft in some sections, 3-4 banks to be filled and ditches filled in, no trees to be touched and project should be completed by September 30, 2025. Road Master Non also said, this is the first road in the county being done like this.

Road Master Non said township is moving forward on putting out bid, dependent on budget for tar and chip to be done on numerous roads within the township, Chair Zefran said the bid for tar and chip date per bid document indicates completion by September 15, 2025, however Chair Zefran stated the completion date should be changed to July 30, 2025, September being too close to fall and colder weather.

An Executive session was held with Solicitor Treat regarding Big John Road, the township line ending with one resident past line. *Motion made by Supervisor Non, seconded by Vice Chair Bate to get commitment letter from property owner and move forward for liquid fuels. All voted yes. Motion carried.*

Supervisor Non stated an ambulance was stuck on Sessentine Road and asked the township for assistance, Supervisor Non said, this is not the township responsibility. *Motion made by Chair Zefran, seconded by Supervisor Non to accept the Road Mast Reports. All voted yes. Motion carried.*

- I. **Treasurer's Report Including Bills for Payment** – *Supervisor Non made a motion, seconded by Chair Zefran to accept the Treasurer's report and pay the bills as listed. All voted yes. The motion carried.*

General Acct. Bills Total	State Acct. Bills Total	Sewer Acct. Bills Total	UCC Acct. Bills Total
\$24,348.367	\$0.00	\$0.00	\$519.00

- J. **Browndale Fire Department**-Report on file.

#### K. Old Business

- a. CPA 2024 Financial Audit in progress- Chair Zefran stated the audit should be completed by end of March, beginning of April 2025.
- b. Township auditor's input from their reorganization meeting-Auditor Dan Fitzsimmons said the reorganization meeting was held on January 7, 2025. Fitzsimmons asked when an elected or appointed individual leaves the township, shouldn't this trigger an audit to be done by the township auditors. Chair Zefran said since an appointed individual left in November and being so close to the end of the year, the township should not pay for two audits and per state guidelines, a CPA was hired to perform the 2024 financial audit. Fitzsimmons understood. Fitzsimmons questioned the need to support local EMS and Fire Companies and the need for transparency per the Sunshine Act in the disclosure of their financial information and shouldn't the VFRA Funds be split between Browndale, Prompton and Waymart Fire Companies. Browndale Fire Chief Joshua Debevec said the total funds are allocated to Browndale Fire Company, receiving \$2,500.00 each quarter and \$0.00 to Ambulance. Fitzsimmons said the auditors would like to get a copy of the Browndale Fire Company and Forest City EMS financial reports. Chair Zefran said the matter will be discussed with EMS and Browndale Fire Company. Supervisor Non said the auditors can participate in the discussion.

Auditor Fitzsimmons stated a motion was made by the auditors to set the Road Master pay at \$425.00 per month and the Supervisors pay to increase by \$1.00 per hour.

Township Auditor's pay revisited from the township's 01/06/2025 reorganization meeting-

- c. *Supervisor Non made a motion, seconded by Vice Chair Bates to increase the auditor's pay from \$10.00 per hour to \$18.00 per hour. All voted yes. Motion carried.*

**L. Public Comment**-No Public comments.

**M. Adjournment**-*Motion made by Supervisor Non, seconded by Chair Zefran to adjourn the meeting at 7:27 pm. All voted yes. The motion carried.*

Respectfully Submitted,

Michele Durmiaki  
Secretary