

APPROVED
01/19/2012

UPPER MILFORD TOWNSHIP
BOARD OF SUPERVISORS
TOWNSHIP BUILDING, OLD ZIONSVILLE, PA 7:30 P.M.
REORGANIZATION MEETING MINUTES
JANUARY 3, 2012

ATTENDANCE: Supervisors, Mohr, Sentner, and DeVault, Manager DeLong, Administrative Assistant Kuhns, and Solicitor Strauss

Meeting called to order at 7:30 P.M. by Township Manager DeLong

Pledge of allegiance to the flag.

ANNOUNCEMENTS: This meeting is being recorded to aid in the preparation of minutes and for such other purposes as the Board sees fit.

This meeting was advertised in The East Penn Press on November 25, 2011.

Township Manager DeLong welcomed newly elected Supervisor DeVault.

The purpose of this meeting is to elect a temporary Chairman and proceed with the normal procedures required of a reorganization meeting.

NOMINATION AND ELECTION OF TEMPORARY CHAIRMAN:

MOTION:

Supervisor Mohr made the motion to nominate Supervisor DeVault as Temporary Chairman. Supervisor Sentner seconded the motion. Any questions or comments, all were in favor and the motion carried.

NOMINATION OF CHAIRMAN OF THE BOARD OF SUPERVISORS FOR 2012:

MOTION:

Supervisor Sentner made the motion to nominate Supervisor Mohr as the Chairman of the Board of Supervisors for 2012. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor and the motion carried.

NOMINATION OF VICE-CHAIRMAN OF THE BOARD OF SUPERVISORS FOR 2012:

MOTION:

Supervisor Mohr made the motion to nominate Supervisor Sentner as Vice-Chairman of the Board of Supervisors for 2012. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor and the motion carried.

RE-ORGANIZATIONAL ACTIONS:

DESIGNATION OF BOARD OF SUPERVISORS REPRESENTATIVE: To attend Lehigh County Authority Business meetings and serve as alternate to Township Manager on voting matters.

MOTION:

Supervisor Sentner made the motion to designate Supervisor Mohr as the Board of Supervisors Representative to the Lehigh County Authority Business meetings and to serve as alternate to the Township Manager in voting matters. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor and the motion carried.

DESIGNATION OF BOARD OF SUPERVISORS REPRESENTATIVE: To the Agricultural Security Board.

MOTION:

Supervisor Sentner made the motion to nominate Supervisor DeVault as the Board of Supervisors representative to the Agricultural Security Board. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor and the motion carried.

APPOINTMENT OF AUDITOR: Appointment of Ms. Virginia Prescott to fill the vacant position of Elected Auditor until the next local election candidates are seated is 2014.

Supervisor DeVault made the motion to appoint Ms. Virginia Prescott to fill the vacant position of Elected Auditor until the 2014 local elections. Supervisor Sentner seconded the motion.

ROLL CALL VOTE:

Mohr – Yes; Sentner – Yes; DeVault – Yes. The motion carried.

BOARD, COMMITTEES, REPRESENTATIVES:

The Board of Supervisors states that as each term expires for members of all bodies, the Board of Supervisors, at that time, will act as necessary for the reappointment or new appointment of members as required.

1. Open Space Committee
 - a. Reappointment of Sarah Whitney, and Anne Meltzer to the Open Space Committee. Their new three-year terms will expire on Monday, January 5, 2015.

Supervisor DeVault explained to the audience in attendance that the Board of Supervisors is guided by the Pennsylvania Second Class Township Code and that is the reason for holding the Re-Organization meeting, and the actions taken are in accordance with the code requirements.

MOTION:

Supervisor Sentner made the motion to re-appoint Sarah Whitney, and Anne Meltzer to the Open Space Committee; their new three-year terms will expire on Monday, January 5, 2015. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor and the motion carried.

2. Zoning Hearing Board
 - a. Re-appointment of Francis Caputo to the Zoning Hearing Board. His new five-year term will expire on December 31, 2016.

MOTION:

Supervisor Sentner made the motion to re-appoint Francis Caputo to the Zoning Hearing Board; his new five-year term will expire on December 31, 2016. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor and the motion carried.

3. Recreation Commission
 - a. Re-appointment of Phillip Vanim to the Recreation Commission. His new five-year term will expire on December 31, 2016.

MOTION:

Supervisor Senter made the motion to re-appoint Phillip Vanim to the Recreation Commission; his new five-year term will expire on December 31, 2016. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor and the motion carried.

4. Vacancy Board
 - a. Re-appoint Mr. Lawrence Butler to the Vacancy Board for the prescribed annual term.

MOTION:

Supervisor Sentner made the motion to re-appoint Lawrence Butler to the Vacancy Board for the annual term. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor and the motion carried.

RESOLUTIONS

1. Re-appointment and setting of wages of Township Officials for 2012. (Resolution No. 2012-001)
2. Re-appointment of Township Solicitor. (Resolution No. 2012-002)
3. Hourly Employee Wage Schedule. (Resolution No. 2012-003)
4. Re-appointment of Zoning Hearing Board Solicitor, Alternate Zoning Hearing Board Solicitor and Court Reporter. (Resolution No. 2012-004)
5. Re-Appointments, Appointments and Acknowledgements to Boards, Committees and Representatives. (Resolution No. 2012-005)
6. Re-appointment of Township Engineer. (Resolution No. 2012-006)
7. Re-appointment of Address Assignment Consultant. (Resolution No. 2012-007)
8. Re-appointment of Township Accounting Service Consultant. (Resolution No. 2012-008)
9. Appointing a third party electrical and construction code agency. (Resolution No. 2012-009)
10. Re-appointment of Engineering Firm to perform tower inspections. (Resolution No. 2012-010)
11. Bonding for Treasurer and Township Manager. (Resolution No. 2012-011)
12. Authorize the Depository of Funds with Wells Fargo (formerly Wachovia) or its successors, Pennsylvania Local Government Trust Investment Fund and First Niagara Financial Group and processing signature cards as required. (Resolution No. 2012-012)
13. PLGIT Authorized Signers (Resolution No. 2012-013)
14. Wells Fargo (formerly Wachovia) Authorized Signers (Resolution No. 2012-014)
15. Setting the Fee Schedules Administrative and Zoning (Resolution No. 2012-015)
16. Setting the Fee Schedule – Building Permits (Resolution No. 2012-016)
17. Planning / Subdivision fees (Resolution No. 2012-017)
18. Elected Tax Collector Commission Schedule (Resolution No. 2012-018)
19. First Niagara Authorized Signers (Resolution No. 2012-019)

Supervisor DeVault asked if there were any changes to the fees in Resolution No. 2012-015 and 2012-016. Township Manager DeLong explained the changes in these two Resolutions.

MOTION:

Supervisor Sentner made the motion to approve the Resolutions as read. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor and the motion carried.

SETTING BOARD OF SUPERVISORS – MEETING SCHEDULE 2012:

The Board of Supervisors hereby establish the first and the third Thursday of each month from February to November as the stated meetings, the regular meeting will begin at 7:30 P.M. preceded by a Workshop Meeting at 7:00 P.M., except as such times may conflict with holidays or other business, in which case a suitable alternate date will be fixed and proper notice will be given. The next scheduled Board of Supervisors Meeting will be on Thursday, January 19, 2012 at 7:30 P.M. preceded by a 7:00 P.M. Workshop Meeting. A special meeting may be held when the business load is excessive for a particular meeting as determined by the Board of Supervisors.

MOTION:

Supervisor DeVault made the motion to adopt the meeting schedule as stated above. Supervisor Sentner seconded the motion. Any questions or comments, all were in favor and the motion carried.

PSATS CONVENTION

The Board of Supervisors must approve, if so desired, the attendance of all Supervisors, Township Secretary, Township Manager, Employee Personnel and Township Solicitor, under the same procedure, with expenses reimbursed as specified by the Pennsylvania State Association of Township Supervisors and Act of the Legislature.

There was some discussion between the Supervisors on who planned on attending: Supervisor Mohr said he is planning on going, but not sure on which days, as of yet. Supervisor Sentner said he is not going. Supervisor DeVault said he is not going.

MOTION:

Supervisor Sentner made the motion to authorize the Township Supervisors, Township Secretary, Township Manager, Employee Personnel, and Township Solicitor to attend the annual PSATS Convention to be held May 6th – 9th, 2012; and Supervisor Mohr is designated as the official voting delegate to the annual PSATS Convention. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor and the motion carried.

APPROVAL AND ACCEPTANCE OF REORGANIZATION MEETING ACTIONS:

MOTION:

Supervisor Sentner made the motion for the acceptance of all the forgoing and approved as presented. All open bills for 2011 are approved for payment. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor and the motion carried.

REGULAR MEETING BUSINESS

ANNOUNCEMENT: The Elected Auditor's Meeting will be held on Wednesday, January 4, 2012 at 4:00 P.M.

Supervisor Sentner asked the reason for the Auditor's Meeting. Manager DeLong explained the purpose of the Auditor's Meeting.

PUBLIC INPUT: None

ACCEPTANCE OF MINUTES: None

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

Check No. 11603 to 11611 in the amount of \$6,492.30

MOTION:

Supervisor DeVault made the motion to approve the payment of the bills as submitted. Supervisor Sentner seconded the motion. Any questions or comments, all were in favor and the motion carried.

OLD BUSINESS: None

SOLICITOR'S REPORT: None

NEW BUSINESS:

1. Approve 2012 Contract for Library Services to the residents of Upper Milford Township; memo dated 12/30/2011 from Frances A. Larash, Library Director.

MOTION:

Supervisor Sentner made the motion to approve the Emmaus Public Library Contract for calendar year 2012. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor and the motion carried.

PLANNING COMMISSION: None

CORRESPONDENCE: None

EXECUTIVE SESSION: for personnel issues

The Board of Supervisors held an Executive Session from 7:51 P.M. to 7:57 P.M. for the purpose of discussing personnel issues.

OTHER ISSUES: None

REPORTS:

Supervisor Mohr said he hoped that 2012 was better than 2011.

Supervisor Sentner – None

Supervisor DeVault suggested that the Township follow up on the following:

1. Place the annual Township budget on the Township Website.

Supervisors Mohr and Sentner they had no problem with that.

MOTION:

Supervisor DeVault made the motion to place the annual Township Budget on the Township Website. Supervisor Sentner seconded the motion. Any questions or comments, all were in favor and the motion carried.

ADJOURNMENT: 7:59: P.M.

Daniel J. Mohr, Chairman

Date Approved

Cynthia Kuhns, Administrative Assistant