

UPPER MILFORD TOWNSHIP
BOARD OF SUPERVISORS
TOWNSHIP BUILDING, OLD ZIONSVILLE, PA 18068
FEBRUARY 16, 2012 AT 7:00 P.M.
WORKSHOP MEETING MINUTES

ATTENDANCE: Supervisors; Daniel Mohr, Robert Sentner, George DeVault; Manager, Daniel DeLong; Solicitor, Marc Fisher; Secretary/Treasurer, AnnaMarie Zeravsky

CALL TO ORDER: 7:00 P.M.

ANNOUNCEMENTS:

Supervisor Mohr announced that the meeting was being recorded to principally aid in the preparation of Minutes and for such other purposes as the Board saw fit. For that reason, any person wanting to give any comments during the meeting should please state his or her name for the record and address the Board of Supervisors.

Supervisor Mohr welcomed the start of the new Secretary/Treasurer, AnnaMarie Zeravsky.

PUBLIC INPUT: - None

OLD BUSINESS:

1. Lease Purchase Contract Street Sweeper (discussion)

Manager DeLong stated that the Sweeper is on order. He expects to see a Lease Purchase Contract within a week or two. He is expecting delivery around the end of March or beginning of April.

2. PA Office of Radio Services (discussion)

After discussion at the last meeting regarding the lease amount and conditions for the facility, Manager DeLong presented the information to Mr. Nally, who had no objections. Mr. Nally is looking to prepare a lease agreement soon but is not looking to start working on this facility until end of May or beginning of June.

3. Insurance RFP (discussion)

Manager DeLong is in the process of putting together basic specs for the RFP Insurance proposal. Manager DeLong stated that he needs a BOS member

on his team to work directly with himself. Supervisor DeVault agreed to work with Manager DeLong on this matter.

4. Township Athletic Field Use Policy

Manager DeLong contacted the Township's insurance company and the Solicitor to get their input regarding what coverage is needed for the Adult Leagues. The Solicitor made the suggestion to combine the 3 Park Rules into one new Park Ordinance. Any and all conflicts or issues will be looked at and put into a final draft for review. Barry Williams looked at the policy, who said that the policy fits in with what he was expecting: A fair policy on giving use of the fields to organized groups, with UMYA activities would coming first, then other youth activities coming second, and adult league being able to fit into the schedule after that. The change would be for adult leagues to be required to rent the pavilion during field use to prevent any conflict of other activities renting the pavilion and interrupting the adult leagues use of the field. Manager DeLong stated that he should have the draft finalized by next meeting for review. Barry Williams mentioned that he appreciates the discussion of this matter. Manager DeLong gave Phil Vanim, of the Recreation Commission, a copy of the draft for him to review at the next Recreation Commission meeting.

NEW BUSINESS:

1. Township Business procedures discussions:

a. Closing office operations 1 day per week for walk in business?

Manager DeLong wanted to discuss the concept of closing the Township office so that staff has the ability to get their work done. He understands that the township is in the business of service but it seems to be difficult for the staff to get work done with the constant interruptions. Supervisor Sentner stated that he was the one who suggested this to Manager DeLong and doesn't feel that closing one day a week would hurt the residence and is all for giving the staff a better opportunity to get their work done. Supervisor DeVault said that he takes the other view and has recently heard the concerns of residents already having an issue getting to the township during normal business hours because of their own work schedules. He thinks it will create more problems than it solves. He suggested that maybe the staff could let everyone know that they are busy for a certain amount time. Supervisor Sentner thinks it should be discussed with the staff to get their input since they are the ones that are impacted by this decision. Resident Phil Casing expressed a concern with not providing service when the township is in the business of service. Supervisor Mohr suggested letting the walk-in

business know when the staff is unavailable. Supervisor Sentner said that simply put something needs to be done. Manager DeLong stated that he agrees that we are in the business of service and the township staff prides themselves on good service. He will discuss with staff and go from there.

b. Concept of subbing out payroll services?

Manger DeLong stated that he is looking for anything to free up more staff time. Supervisor DeVault agrees that it would help to alleviate pressure on the staff. Supervisor Mohr suggests calculating the amount of time spent of doing payroll versus the cost of the payroll services.

ANY OTHER BUSINESS: - None

EXECUTIVE SESSION:

Supervisor Mohr announced that the Board of Supervisors held an executive session to discuss legal issues from 7:24 pm till 7:34 pm.

ADJOURNMENT: 7:35 P.M.

Daniel J. Mohr, Chairman

Date

AnnaMarie L. Zeravsky, Secretary/Treasurer