

UPPER MILFORD TOWNSHIP
BOARD OF SUPERVISORS
TOWNSHIP BUILDING
NOVEMBER 7, 2013 AT 7:30 P.M.
REGULAR MEETING MINUTES

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

Meeting called to order at 7:47 P.M.

Pledge of Allegiance to the flag.

ANNOUNCEMENTS:

This meeting is being recorded principally to aid in the preparation of Minutes and for such other purposes as the Board sees fit. For that reason, will each person wanting to give any comments during this meeting, please state his or her name for the record and address the Board of Supervisors.

PUBLIC INPUT:

Reverend Martin Milne of Zions Lutheran Evangelical Church came before the Board to express his concern on Kings Highway South between Church View Road and Fountain Road. He estimates one accident every week between that stretch of road; with two accidents happening earlier in that day. He is requesting the Board to implore them to seek and implement corrective measures for that stretch of road. Rev. Milne noted that if money is a concern, once he is given a cost, he will start working with civic, church, and community leaders to raise the funds. He wants to work with the Supervisors to fix this problem. Supervisors were in agreement that the next step is to have a traffic study done.

MOTION:

Supervisor Sentner made the motion to have staff move forward with having a traffic study done on Kings Highway South. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor, and the motion carried.

Resident Dave Lindstrom expressed his concern to the Board of Supervisors regarding the increasing crime rate in the Vera Cruz area. He feels the residents should be notified when crime takes place within the Township. Resident Fran Caputto explained that there was recently a break-in within Mink Estates. He was angry with the fact that it took two days to get into the East Penn Press and nothing was in the Morning Call. A few residents suggested a police blotter on the Township Website. Mr. Lindstrom also expressed his concern for the lack of volunteers within the Township.

ACCEPTANCE OF MINUTES: -

October 17, 2013 Workshop and Regular Meeting Minutes

MOTION:

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

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7096 - Check No's. 13349 to 13402 in the amount of \$80,537.85

STREETLIGHT FUND:

PLGIT XXXX7125 – Check No. 1219 in the amount of \$2,223.50

STATE LIQUID FUELS FUND:

PLGIT XXXX7112 – Check No. 2608 the amount of \$178,000.00

ACKNOWLEDGEMENT OF BANK TRANSFER:

Transfer # 2013-44

MOTION:

Supervisor DeVault made the motion to approve the payment of the bills as submitted and acknowledge bank transfers 2013-44. 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. Request for Approval of Website Upgrade

Supervisor Mohr read a memo from Secretary Zeravsky requesting approval to upgrade the Township Website with Smart Blonde Creative. The memo explained that because the current software used to maintain the website is no longer supported, technical errors have caused the Township website to be down for periods of time throughout the past year with no support in place to correct the problem. Supervisor DeVault questioned how the company was chosen. Manager DeLong explained that Smart Blond Creative also designed the Lehigh County Tax Collectors website and they have a good track record.

MOTION:

Supervisor Sentner made the motion to approve staff to move forward with the Township website upgrade. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor, and the motion carried.

2. Request for Approval of Codification Project

Manager DeLong explained that codification is taking all of the Township's formally adopted rules, regulations, resolutions, and ordinances and categorizing them in a way that is recognized throughout the state, as basically the code of law. All amendments are edited in. He explained that is was something the Board discussed back in 2010 and was budgeted in the 2013 budget. He feels it needs to be taken care of before it becomes an impossible task. Supervisor DeVault asked how Keystate Publishers was chosen. Manager DeLong explained that they are the major player within Pennsylvania. He also explained that this company also did other municipalities codification in the local

area. Once this task is complete, the codification can be posted on the Township website.

MOTION:

Supervisor Sentner made the motion to approve staff to enter into an agreement with Keystate Publishers, not to exceed eight thousand four hundred dollars and move forward with the Township Codification. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor, and the motion carried.

3. Southwestern Lehigh Comprehensive Plan Update,
 - a. Resolution 2013-026 Application to the Pennsylvania Municipal Assistance Program

Supervisor Sentner explained that Becky Bradley of the Lehigh Valley Planning Commission is going to assist the Township in getting a twenty five thousand dollar grant to re-write the Southwestern Lehigh Comprehensive Plan.

MOTION:

Supervisor DeVault made the motion to approve Resolution 2013-026 for the Application to the Pennsylvania Municipal Assistance Program. Supervisor Sentner seconded the motion. Any questions or comments, all were in favor, and the motion carried.

- b. Certification for Application

MOTION:

Supervisor DeVault made the motion to acknowledge the execution of the Certification for Application as Upper Milford Township wishes to continue to work together to continue with the Comprehensive Plan Update. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, and the motion carried.

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: -

1. Macungie Revised Draft Zoning Ordinance

Supervisor Mohr read a letter from Planning Coordinator, Brian Miller stating that the Planning Commission has reviewed the revised Proposed Macungie Borough Zoning Ordinance and Map Amendments in accordance with the Southwestern Lehigh County Comprehensive Plan Agreement. The Planning Commission did not find anything objectionable in the revised ordinance or map amendments. The Planning Commission recommended thanking Macungie Borough for a chance to review the revised zoning ordinance and map amendments and inform them that Upper Milford Township has no comments at this time.

MOTION:

Supervisor Sentner made the motion to send the letter prepared by Planning Coordinator, Brian Miller to Macungie Borough thanking them for a chance to review the revised proposed zoning ordinance and map amendments. Supervisor DeVault

seconded the motion. Any questions or comments, all were in favor, and the motion carried.

PLANNING COMMISSION – NEW BUSINESS: -

1. Dunkle Boundary Line Adjustment

Supervisor Mohr read a letter from Planning Coordinator, Brian Miller regarding the Lands of Dunkle, Boundary Line Adjustment. The letter stated that the Planning Commission is recommending approval of the Lands of Dunkle Boundary Line Adjustment contingent on receiving the Lehigh Valley Planning Commission response letter.

MOTION:

Supervisor Sentner made the motion to grant the lands of Dunkle Boundary Line Adjustment contingent on receiving the Lehigh Valley Planning Commission response letter. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor, and the motion carried.

2. Lower Macungie Smart Growth Plan

Supervisor Mohr read a letter from Lower Macungie Township, Bruce Fosselman regarding the development of a Smart Growth Implementation Plan that will formulate policies to assist the Township in carrying out the Southwestern Lehigh County Comprehensive Plan and form a basis for future Zoning Ordinance amendments. Supervisor Mohr also read a letter from Planning Coordinator, Brian Miller explaining that the Planning Commission reviewed the Lower Macungie Draft Smart Growth Plan and recommend thanking Lower Macungie for the chance to review the plan and look forward with anticipation to the implementation of the Plan.

MOTION:

Supervisor DeVault made the motion to send the letter prepared by Planning Coordinator, Brian Miller to Lower Macungie Township thanking them for the chance to review the Draft Smart Growth Plan. Supervisor Sentner seconded the motion. Any questions or comments, all were in favor, and the motion carried.

SUBDIVISIONS – IMPROVEMENTS: - None

CORRESPONDENCE: - None

OTHER ISSUES: –

Manager DeLong stated that Brian Miller has been developing base mapping for evacuation routes. Brian submitted drafts to Manager DeLong to be reviewed.

Manager DeLong explained that Scott Beiber is requesting an isolation distance waiver for the Wenner Property located at 6067 Fountain Road. The waiver request is for the well located on the Wenner property and an additional waiver for the adjacent property well, as well.

MOTION:

Supervisor Sentner made the motion to approve a well isolation distance waiver for 6067 Fountain Road subject to performance monitoring, treating to the highest effluent quality possible, a hold harmless agreement, and testing as recommended by Sewage Enforcement Officer, Brian Miller. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor, and the motion carried.

Manager DeLong explained that the supervisors should have received e-mail communication from the State Auditor Generals Office Representative regarding the 2012 Liquid Fuels Audit which there was no findings.

Manager DeLong explained that the Supervisors were supplied with a Draft 2014 Budget for review. He explained that the presented budget is a balanced budget with no anticipated tax increase and he further explained that the presented budget includes twenty five thousand dollars to be moved to the capital reserve funds which would bring the capital reserve fund balance to two hundred seventy five thousand. He explained that the proposed donation schedule is equal to or five percent greater than past donations. Due to increased street light cost, the street light assessment would be increased by five percent. Supervisor Sentner asked about possibly reviewing the amount of rent received for the Fulmer Tract. Supervisor DeVault had concerns about the rent for the old Township office building being less than the money spent for utilities and building repairs. He questioned whether the Township should consider getting rid of the building. Supervisor Mohr explained that the property cannot be subdivided to sell that building alone so the only options are to demolish the building or to get some money out of the rent and deal with the repairs. Supervisor questioned the line item within the budget regarding the flat roof needing repair at the municipal building. Manager DeLong explained that it was not done when the Township bought the current building because it was determined to have a few more years left before repairs would be needed. Supervisor Sentner questioned why the 2013 projected workman's compensation is double of what is budgeted for 2014. Secretary Zeravsky explained that the workman's compensation is now broken into two line items, one for the Township employees and one for the Fire Companies; the total is still projected around the same. Supervisor DeVault questioned the possibility of a Fire Department Tax. He is looking for a realistic amount of money needed for the Fire Departments' needs.

MOTION:

Supervisor Mohr made the motion to direct staff to fine tune the draft budget based on the discussions during the meeting held on November 7, 2013 and present the Board of Supervisors with a tentative 2014 budget at the next Board of Supervisors' meeting. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor, and the motion carried.

EXECUTIVE SESSION: –

The Board of Supervisors held an executive session from 9:12 PM until 9:41 PM for legal, personnel, and real estate issues.

REPORTS:

Emmaus Library: No Report

Township Emergency Management Coordinator:

Bill Stahler – Mr. Stahler noted that he feels it is a good idea to have the fire chiefs, Supervisors, and himself to meet with Scott Lindenmuth to hopefully finalize the Emergency Operations Plan.

Recreation Commission: No Report

Supervisors:

Daniel Mohr – Supervisor Mohr thanked all of the citizens who came out to vote at the recent election.

Robert Sentner – None

George DeVault – None

Township Manager

Daniel DeLong – None

ADJOURNMENT: 9:45 P.M.

Daniel J. Mohr, Vice-Chairman

Date

AnnaMarie L. Zeravsky, Secretary/Treasurer