

UPPER MILFORD TOWNSHIP
BOARD OF SUPERVISORS
TOWNSHIP BUILDING, OLD ZIONSVILLE, PA 18068
JANUARY 4, 2016 AT 7:30 P.M.
REORGANIZATION MEETING MINUTES

ATTENDANCE: Supervisors; George DeVault, Daniel Mohr, Robert Sentner; Township Manager, Daniel DeLong; Asst. Township Manager, Timothy Haas; Solicitor, Eric Strauss

Meeting called to order at 7:30 P.M.

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 December 9, 2015.

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 Sentner as Temporary Chairman. Any questions or comments, all were in favor and the motion carried unanimously.

TEMPORARY CHAIRMAN'S AGENDA:

1. Nomination of Chairman of the Board of Supervisors for 2016:

MOTION:

Supervisor Mohr made the motion to nominate Supervisor DeVault as Chairman of the Board of Supervisors for 2016. Supervisor Sentner seconded the motion. Any questions or comments, all were in favor and the motion carried unanimously.

2. Nomination of Vice-Chairman of the Board of Supervisors for 2016:

MOTION:

Supervisor Mohr made the motion to nominate Supervisor Mohr as Vice Chairman of the Board of Supervisors for 2016. Supervisor Sentner seconded the motion. Any questions or comments, all were in favor and the motion carried unanimously.

RE-ORGANIZATIONAL MEETING 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 DeVault made the motion to designate Supervisor Sentner 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 Mohr seconded the motion. Any questions or comments, all were in favor and the motion carried unanimously.

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 unanimously.

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

BOARDS, COMMITTEES, REPRESENTATIVES:

The Board of Supervisors state 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 Robert Sentner and Scott Bieber to the Open Space Committee. Their new term will expire on 1st Monday in January 2019.
2. Zoning Hearing Board
 - a. Zoning Hearing Board; Reappointment of Thomas Roland to the Zoning Hearing Board. New term will expire December 31, 2020.
3. Zoning Hearing Board Alternate; Reappointment of Dannell MacIlwraith as an Alternate to the Zoning Hearing Board. New term will expire December 31, 2018
4. Recreation Commission
 - a. Reappointment of Robert Parry to the Recreation Commission; term to expire December 31, 2020.

5. Vacancy Board
 - a. Appoint Mr. John Hayes to the vacancy board for the prescribed annual term.

6. Emmaus/Upper Milford Township Joint Environmental Advisory Council:
 - a. Reappointment of William Ahlert to the EAC term will expire on the first Monday of January 2019.

MOTION:

Supervisor Mohr made the motion to appoint or reappoint the people mentioned above to their appropriate commissions and boards. Supervisor Sentner seconded the motion. Any questions or comments, all were in favor and the motion carried unanimously.

CORRESPONDENCE: None

EXECUTIVE SESSION: None

RESOLUTIONS:

1. Re-appointment and setting of wages of Township Officials for 2016 (Resolution No. 2016-001).
2. Re-appointment of Township Solicitor (Resolution No. 2016-002).
3. Hourly Employee Wage Schedule (Resolution No. 2016-003).
4. Re-appointment of Zoning Hearing Board Solicitor, Alternate Zoning Hearing Board Solicitor and Court Reporter (Resolution No. 2016-004).
5. Re-appointments, Appointments and Acknowledgements to Boards, Committees and Representatives (Resolution No. 2016-005).
6. Appointment of Township Engineer (Resolution No. 2016-006).
7. Re-appointment of Address Assignment Consultant (Resolution No. 2016-007).
8. Re-appointment of Township Accounting Service Consultant (Resolution No. 2016-008).
9. Re-Appointing a third party electrical and construction code agency (Resolution No. 2016-009).
10. Re-appointment of Engineering firm to perform Tower Inspections (Resolution No. 2016-010).
11. Setting Bonding for Treasurer and Township Manager (Resolution No. 2016-011).
12. PLGIT Authorized Signers (Resolution No. 2016-012).

13. Setting the Fee Schedules – Administrative and Zoning (Resolution No. 2016-013).
14. Setting Fee Schedule – Building Permits (Resolution No. 2016-014).
15. Setting subdivision and land development application and escrow fees (Resolution No. 2016-015).
16. First Niagara Authorized Signers (Resolution No. 2016-016).

MOTION:

Supervisor Sentner made the motion to adopt resolutions 2016-001 – 2016-016. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor and the motion carried unanimously.

SETTING BOARD OF SUPERVISORS – MEETING SCHEDULE 2016:

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 pm preceded by a workshop meeting at 7:00 pm, 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 is on Thursday, January 21, 2016 at 7:30 pm preceded by a 7:00 pm 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 Sentner made the motion to adopt the meeting schedule for 2016. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor and the motion carried unanimously.

PSATS CONVENTION

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

MOTION:

Supervisor Sentner made the motion to approve the attendance to the PSATS Convention and designate a voting delegate. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor and the motion carried unanimously.

MOTION:

Supervisor Sentner made the motion to designate Supervisor Mohr as the voting delegate at the 2016 PSATS Convention. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor and the motion carried unanimously.

APPROVAL AND ACCEPTANCE OF REORGANIZATION MEETING ACTIONS:

Motion for the approval and acceptance of the Reorganization Meeting: all of the foregoing has been accepted and approved as presented. All open bills for 2015 are approved for payment.

MOTION:

Supervisor Sentner made the motion to approve the reorganizational meeting actions. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor and the motion carried unanimously.

REGULAR MEETING BUSINESS:

ANNOUNCEMENT: The Elected Auditor's Meeting will be held on Tuesday, January 5th, 2016 at 3:30 p.m.

PUBLIC INPUT: None

ACCEPTANCE OF MINUTES:

December 30, 2015 Year-end Meeting Minutes.

MOTION:

Supervisor Mohr made the motion to accept the December 30, 2015 year-end meeting minutes. Supervisor Sentner seconded the motion. Any questions or comments, all were in favor, and the motion carried unanimously.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7096 – Check No's. **15245** to **15286** in the amount of **\$26,982.64**

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfer(s) #2016-001 to #2016-002

MOTION:

Supervisor Sentner made the motion to pay the bills and acknowledge the bank transfers. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, and the motion carried unanimously.

OLD BUSINESS: None

NEW BUSINESS:

- 1.) Financial Audit; motion to approve and sign letter of engagement for FY 2015 auditing services with France, Anderson and Basile Co.

MOTION:

Supervisor Sentner made the motion to approve and sign a letter of engagement with France, Anderson and Basile Co. for 2015. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, and the motion carried unanimously.

2.) Authorization to purchase new pick-up truck.

a. Memo from Manager, DeLong.

Manager, DeLong summarized for the Board that the new two (2) wheel drive pick-up truck would replace a 1999 pick-up truck currently in the fleet.

Supervisor Sentner inquired as to why a two (2) wheel drive truck as compared to a four (4) wheel drive truck.

Manager DeLong answered that the two (2) wheel drive truck costs less to operate maintain and the work load for the truck will be light.

Resident, Phil Casey inquired about some general specifications of the proposed truck.

MOTION:

Supervisor Sentner made the motion to authorize staff to purchase the new 2016 F-250 pick-up truck per Dan's memo. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, and the motion carried unanimously.

3.) Letter from Sara Pandl (Lower Macungie Twp.), dated December 1, 2015, regarding proposed Zoning/SALSO amendment.

MOTION:

Supervisor Sentner made the motion to authorize Brian to send his letter to Lower Macungie Township. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, and the motion carried unanimously.

SOLICITOR'S REPORT: Solicitor Fisher indicated no report.

PLANNING COMMISSION: None

CORRESPONDENCE: None

OTHER ISSUES: None

REPORTS:

Supervisors:

Robert Sentner – Advertised the upcoming Southwest Lehigh County Comprehensive Plan public meeting, which will be held on January 14, 2016 at the Lower Macungie Community Center. He also mentioned that there was still no snow.

Daniel Mohr – Indicated no report.

George DeVault – Indicated no report.

Township Manager:

Dan DeLong - Indicated no report.

Assistant Manager:

Tim Haas - Indicated no report.

ADJOURNMENT: 7:53 P.M.

George D. DeVault, Chairman

Date

Timothy A. Haas, Asst. Twp. Manager/Secretary