

**UPPER MILFORD TOWNSHIP
BOARD OF SUPERVISORS
TOWNSHIP BUILDING, OLD ZIONSVILLE, PA 7:30 P.M.
REORGANIZATION MEETING MINUTES
JANUARY 2nd, 2018**

ATTENDANCE: Supervisors; Daniel Mohr, Robert Sentner, Joyce Moore. Township Manager Dan DeLong; Assistant Manager Bud Carter; Planning Coordinator Brian Miller; Secretary/Treasurer Jessi O'Donald; Attorney Eric Strauss

Meeting was called to order by then Township Manager Daniel DeLong at 7:30 pm

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.

Daniel DeLong announced that this was his last official meeting as Manager and he wished Bud Carter luck.

This meeting was advertised in The East Penn Press on November 22nd, 2017.

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: (Board Action Required)

MOTION: Supervisor Sentner nominated Supervisor Joyce Moore as the temporary Chairman. Supervisor Daniel Mohr seconded the motion. Any comments or questions, all were in favor, motion carried.

TEMPORARY CHAIRMAN'S AGENDA:

1. Nomination of Chairman of the Board of Supervisors for 2018:

MOTION: Supervisor Sentner nominated Supervisor Daniel Mohr as the Chairman. Supervisor Moore seconded the motion. Any comments or questions, all were in favor, motion carried.

- 2.) Nomination of Vice-Chairman of the Board of Supervisors for 2018.

MOTION: Supervisor Mohr nominated Supervisor Sentner as Vice-Chairman. Supervisor Moore seconded the motion. Any comments or questions, all were in favor, motion carried.

(2018 CHAIRMAN IS SEATED)

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. Current Designee is Supervisor Sentner.

MOTION: Supervisor Moore made a motion to appoint Supervisor Sentner as the Board designee alternate to Lehigh County Authority. Supervisor Mohr seconded the motion. Any comments or questions, all were in favor, motion carried.

DESIGNATION OF BOARD OF SUPERVISORS REPRESENTATIVE: To the Agricultural Security Board. Current Designee was Supervisor DeVault.

MOTION: Supervisor Sentner made a motion to appoint Supervisor Moore as the Board of Supervisor's Ag. Security designee. Supervisor Mohr seconded the motion. Any comments or questions, all were in favor, motion carried.

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 Anne Meltzer, Jessamy Killingsworth and Houstin Lichtenwalner to the Open Space Committee. Their new terms will expire on Thursday, January 4, 2021.
 2. Zoning Hearing Board;
 - a. Reappoint Bennett Kohler to the Zoning Hearing Board term to expire December 31, 2022.
 3. Zoning Hearing Board Alternate;
 - a. Appoint Raymond P. Leister as alternate to the Zoning Hearing Board term to expire December 31, 2020.
 - b. Appoint Samuel Cohen as alternate to the Zoning Hearing Board term to expire December 31, 2019.
 4. Vacancy Board
 - a. Reappoint Mr. John Hayes to the vacancy board for the prescribed annual term.
 5. Emmaus/Upper Milford Township Joint Environmental Advisory Council:
 - a. Appoint Brian Evans to the EAC term will expire on, January 4, 2021
- Noted by Manager Daniel DeLong that Supervisor Moore has indicated that she will relinquish her appointment with the EAC where she was the EAC's representative to the Open Space Committee.
6. Emmaus Public Library Board
 - a. Reappointment of Lisa Marten as Upper Milford Township's Library Board Designee term to expire on December 31, 2020.
 7. Emergency Services Committee
 - a. Reappoint Joseph Terrible to the Emergency Services Committee, term expire on December 31, 2020.

Noted addition: The reappointment of Robert Mutchler to the Recreation committee with his new term to expire December 31, 2022.

MOTION: Supervisor Sentner made a motion to approve appointments and reappointments as recommended above. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried.

CORRESPONDENCE: None

EXECUTIVE SESSION: Not Needed.

RESOLUTIONS:

1. Re-appointment and setting of wages of Township Officials for 2018 (Resolution No. 2018-001).
2. Re-appointment of Township Solicitor (Resolution No. 2018-002).
3. Hourly Employee Wage Schedule (Resolution No. 2018-003).
4. Re-appointment of Zoning Hearing Board Solicitor, Alternate Zoning Hearing Board Solicitor and Court Reporter (Resolution No. 2018-004).
5. Re-appointments, Appointments and Acknowledgements to Boards, Committees and Representatives (Resolution No. 2018-005).
6. Re-appointment of Township Engineer (Resolution No. 2018-006).
7. Re-appointment of Address Assignment Consultant (Resolution No. 2018-007).
8. Re-appointment of Township Accounting Service Consultant (Resolution No. 2018-008).
9. Re-Appointing a third party electrical and construction code agency (Resolution No. 2018-009).
10. Setting Bonding for Treasurer, Township Manager and Assistant Manager (Resolution No. 2018-010).
11. PLGIT Authorized Signers (Resolution No. 2018-011).
12. Setting the Fee Schedules – Administrative and Zoning (Resolution No. 2018-012).
13. Setting Fee Schedule – Building Permits (Resolution No. 2018-013).
14. Setting subdivision and land development application and escrow fees (Resolution No. 2018-014).
15. KeyBank Authorized Signers (Resolution No. 2018-015).
16. Destruction of Township Records Authorization (Resolution 2018-016)
17. Appointment of Lehigh County Tax Committee Delegates (Resolution 2018-017)
18. Re-appointment of Alternate SEO (Resolution 2018-018)
19. Appointment of Alternate Zoning Officer (Resolution 2018-019)

Noted Addition: New Tripoli Bank authorized Signers (Resolution No. 2018-020)

MOTION: Supervisor Sentner made a motion to approve the Resolutions 2018-001 through 2018-020 as read above. Supervisor Moore seconded the motion. Any comments or questions, all were in favor, motion carried.

SETTING BOARD OF SUPERVISORS – MEETING SCHEDULE 2018:

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 18, 2018 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 TO APPROVE MEETING SCHEDULE: Supervisor Moore made a motion to approve the meeting schedule for 2018 as laid out in the agenda for the re-organization meeting. Supervisor Sentner seconded the motion. Any comments or questions, all were in favor, motion carried.

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 to approve attendance to the PSATS Convention and designate a voting delegate: Supervisor Sentner made a motion to approve Township Supervisors, Staff and Solicitor to attend the annual PSATS Convention held April 22-25, 2018 and Daniel Mohr is designated as the official voting delegate to the PSATS Convention. Supervisor Moore seconded the motion. Any questions or comments, all were in favor, motion carried.

APPROVAL AND ACCEPTANCE OF REORGANIZATION MEETING ACTIONS:

Motion for the approval and acceptance of the Reorganization Meeting:

MOTION: Supervisor Sentner made a motion to approve the reorganization meeting and approve for payment all open bills for 2017. Supervisor Moore seconded the motion. Any comments or questions, all were in favor, motion carried.

REGULAR MEETING BUSINESS:

ANNOUNCEMENT: The Elected Auditor’s Meeting will be held on Wednesday, January 3rd, 2018 at 7:00 p.m.

PUBLIC INPUT: No public input.

ACCEPTANCE OF MINUTES: December 28, 2017; Year-end meeting.

MOTION: Supervisor Sentner made a motion to approve the December 28th 2017 Year End meeting minutes. Supervisor Mohr seconded the motion. Any questions of comments, all were in favor, motion carried unanimously.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7096 – Check No’s 17141 to 17154 in the amount of \$24,866.55

Note from the Treasurer: Check numbers 17141, 17148, and 17154 are re-issues of outstanding checks numbered 16307, 16644, and 16561. When the recipients of these checks were contacted they either had not receive the checks or had misplaced them. Check numbers 17142 and 17143 were subsequently voided due to duplication in the bill list for this meeting.

MOTION: Supervisor Moore made a motion to pay the bills as read. Supervisor Sentner seconded the motion. Any quesitons or comments, all were in favor, motion carried.

OLD BUSINESS: None

NEW BUSINESS:

- 1.) Financial Audit; motion to approve and sign letter of engagement for FY 2017 auditing services with France, Anderson and Basile Co.

MOTION: Supervisor Moore made a motion to approve and sign the letter of engagement for Year 2017 auditing services with France, Anderson and Basile Co. Supervisor Sentner seconded the motion. Any comments or questions, all were in favor, motion carried.

SOLICITOR’S REPORT: No Report

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION NEW BUSINESS: -

- 1) Emmaus Zoning Amendment
 - a. Memo from Planning Coordinator Brian Miller

Planning Coordinator Brian Miller’s letter stated the Planning Commission reviewed the Emmaus Borough Zoning Amendment notice per the Southwestern Lehigh County Comprehensive Plan. The Planning Commission noted that the change seemed to be in accordance with the updated Comprehensive plan. They did note concerns over traffic congestion in the area.

MOTION: Supervisor Sentner made a motion to direct Staff to send a letter to Emmaus Borough thanking them for allowing review of their Zoning Amendment. Supervisor Moore seconded the motion. Any comments or questions, all were in favor, motion carried.

SUBDIVISIONS – IMPROVMENTS: -

- 1.) Approval- New Tripoli Bank Improvements Agreement

MOTION: Supervisor Sentner made a motion to approve the New Tripoli Bank Development Improvements Agreement as presented. Supervisor Moore seconded the motion. Any questions or comments, all were in favor, motion carried.

- 2.) Approval of Letter of Credit Release No. 6 of Stone Ridge Estates.
 - a. Letter from Township Engineer Jeffery Ott

MOTION: Supervisor Sentner made a motion to approve Stone Ridge Estates credit release number 6 for the amount of \$84,483.71 per Township Engineer Jeffery Ott's letter dated January 2nd, 2018. Supervisor Moore seconded the motion. Any comments or questions, all were in favor, motion carried.

CORRESPONDENCE: None

OTHER ISSUES: None

REPORTS:

Emmaus Library: Lisa Marten reported that almost every day the library is open and school holidays there are programs for all ages.

Fire Companies: No Report

Recreation Commission: No Report

Supervisors:

Daniel Mohr – Supervisor Mohr welcomed newly elected Supervisor Joyce Moore.

Robert Sentner – Supervisor Sentner welcomed Supervisor Moore to six long years. He also asked to have January 30th for a Traffic committee meeting.

Joyce Moore – No Report

Township Manager: Bud Carter thanked everyone.

Assistant Manager: Daniel DeLong thanked the residents and Staff for doing the best job possible.

ADJOURNMENT: Meeting was adjourned at 8:02 pm.

Chairman Daniel Mohr

01/18/2018
Date

Secretary/Treasurer Jessi O'Donald