

**UPPER MILFORD TOWNSHIP  
BOARD OF SUPERVISORS  
TOWNSHIP BUILDING, OLD ZIONSVILLE, PA 7:30 P.M.  
REORGANIZATION MEETING AGENDA  
JANUARY 2<sup>rd</sup>, 2018**

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Call meeting to order.

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 22th, 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)

**TEMPORARY CHAIRMAN'S AGENDA:**

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

**(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.

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

**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, 202
  
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.

**CORRESPONDENCE:** None

**EXECUTIVE SESSION:** If 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)

**MOTION TO APPROVE RESOLUTIONS:**

**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:**

**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:**

Township Supervisors, Staff and Solicitor are approved to attend the annual PSATS Convention held April 22-25, 2018 and \_\_\_\_\_ is designated as the official voting delegate to the PSATS Convention.

**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 2017 are approved for payment.

**REGULAR MEETING BUSINESS:**

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

**PUBLIC INPUT:**

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

**APPROVAL OF PAYMENT OF BILLS:**

**GENERAL FUND:**

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

**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.

**SOLICITOR’S 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

**SUBDIVISIONS – IMPROVMENTS:** -None

**CORRESPONDENCE:**

**OTHER ISSUES:**

**REPORTS:**

Emmaus Library:

Fire Companies:

Recreation Commission:

Supervisors:

Daniel Mohr –  
Robert Sentner –  
Joyce Moore -

Township Manager:

Assistant Manager:

**ADJOURNMENT:**

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**AGENDA PART II:**

**UNFINISHED BUSINESS (NO ACTION ANTICIPATED):**

**OLD BUSINESS:**

1. Indian Creek Industrial Park Subdivision:
  - a. Letter dated 01/31/07 from the Planning Commission recommending Preliminary Plan Approval contingent upon Township Engineer comments in their review letter dated 01/25/07.  
(This approval is granted an extension until Dec. 31, 2017)

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2. Estates at Maple Ridge Subdivision:
  - a. Contingent Preliminary Plan approval will expire 8/7/2018. (Contact developer 4/1/2018.)
3. Seedway Improvements Agreement
4. FIC Phase 1B and 2 Contingent Approval granted 02/16/2017 Resolution 2017-020
5. Tranquil Acres time extension expires April 17, 2018
6. FIC contingent Lot Line Adjustment granted 03/02/2017
7. Kohler Contingent Approval 09/18/2017
8. Morrissey Property Concerns
9. The Fields at Indian Creek phase 3, 4, and 5 time extension until 02/16/2018

**END AGENDA PART II:**