

Upper Milford Township  
Board of Supervisors  
Township Building, Old Zionsville, PA 18068  
June 6<sup>th</sup>, 2019 at 7:30 P.M.  
REGULAR MEETING MINUTES

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**ATTENDANCE:** Supervisors: Robert Sentner, Joyce Moore, Daniel Mohr; Township Manager, Edward Carter; Solicitor Marc Fisher; Planning Coordinator, Brian Miller; Secretary/Treasurer Jessi O'Donald

Meeting called to order at 7:30 pm.

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 your name for the record and address the Board of Supervisors.

The Joint EAC will be hosting a Rain Barrel Workshop June 24<sup>th</sup> at 7pm at the Emmaus Community Park. Information is posted on their Facebook Page.

**PUBLIC INPUT:** Jennifer MacDonald 4892 Macungie Mountain Rd- Jennifer's concern is the danger of the intersection of Macungie Mountain Rd and Sweetwood Rd. She is asking for a three way stop sign at that intersection with the additional traffic that the Winery will create. There have been multiple accidents at that intersection already and the traffic moves very fast through that area.

There was a discussion of Township or PennDOT ownership of the roads in that intersection along with the fact that it would be up to PennDOT to regulate their part of the intersection. Staff was directed to contact PennDOT to request the intersection be looked at for an additional stop sign.

**ACCEPTANCE OF MINUTES:**

Approval of the May 16<sup>th</sup>, 2019 Workshop and Regular meeting minutes.

**MOTION:** Supervisor Moore made a motion to accept the Workshop and Regular Meeting minutes as presented. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, Motion carried.

**APPROVAL OF PAYMENT OF BILLS:**

**GENERAL FUND:**

PLGIT XXXX7096 - Check No's. **18429 and 18463 to 18513** in the amount of **\$82,748.21**

**OPEN SPACE REFERENDUM FUND**

PLGIT XXXX7046 – Check No. **1009 to 1011** in the amount of **\$63,403.07**

**HIGHWAY AID FUND**

PLGIT XXX7112 - Check No. **2631** in the amount of **\$46,500.00**

**STREETLIGHT FUND**

PLGIT XXX7125 – Check No. **1338** in the amount of **\$2,143.41**

**ACKNOWLEDGEMENT OF BANK TRANSFERS:**

Transfer No. 2019-032 to 2019-038

**MOTION:** Supervisor Moore made a motion to pay the bills as read and acknowledge the bank transfers. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, Motion carried.

**OLD BUSINESS:** None

**NEW BUSINESS:**

- 3.) Request for Office Closure Dates
  - a. Memo from Secretary/Treasurer Jessi O'Donald

Staff is requesting that the Township Offices be closed Friday July 5<sup>th</sup>, Monday December 23<sup>rd</sup> and 30<sup>th</sup>. These dates fall between paid holidays and the weekend. There is little traffic through the office and staff may choose to work or use PTO time for these dates.

**MOTION:** Supervisor Moore made a motion to approve the closure of the Township Offices July 5<sup>th</sup>, December 23<sup>rd</sup>, and December 30<sup>th</sup> as requested in Jessi O'Donald's memo dated June 6<sup>th</sup> 2019. Supervisor Mohr asked if the closure will be posted. Secretary O'Donald said that she would post the closures on the sign, website and Facebook page. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried.

- 2.) Acknowledgement of sales agreements for conservation easements
  - a. Memo from Secretary Treasurer Jessi O'Donald

Sales agreements for Barbara Peters, Charles Peters, and David Kieser are complete and ready for signature. These properties are being preserved in conjunction with Lehigh County and will go to settlement shortly for preservation. The resolutions that coincide with the preservations are 2019-023 through 2019-025 approved April 18<sup>th</sup>, 2019.

**MOTION:** Supervisor Moore made a motion to enter into the sales agreements for conservation easements for parcel numbers listed in Resolutions 2019-023, 2019-024, 2019-025. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried.

- 3.) Acceptance of Ag Security Application from O'Rourke
  - a. Memo from Planning Coordinator Brian Miller

We received a new ASA Application for the following properties:  
Daniel & Elizabeth O'Rourke, 5001 Macungie Mtn. Rd. & 6501 Saint Peters Rd.  
Macungie, PA Pin# 548209294810-1 & 548298994164-1, Total Acreage = 58.8927  
At this time it would be proper to accept the applications and have the Township staff & Solicitor start the required process for inclusion into the Upper Milford Township Agricultural Security Area.

**MOTION:** Supervisor Moore made a motion to accept the O'Rourke Application for inclusion into the Upper Milford Township Agricultural Security Area and direct staff to proceed with advertising. Supervisor Mohr seconded the motion. Any questions or comments all were in favor, motion carried.

- 4.) Agreement for the Fields at Jasper Ridge Park- time extension
  - a. Memo from Manager Bud Carter

With approving the Kohler subdivision one off the items in Resolution 2018-19 was dedication of the township park before any CO's could be issued for the houses. With the amount of rain and the intensity of the storms Kay builders has not been able to get enough grass established to stabilize the site, also because of the weather there are some other improvements that need to be completed. I believe it would be in the best interest of the township to extend the deadline for dedicating the park until October 31, 2019. If the park is not dedicated by that date we will stop issuing CO's for this development. If the board is ok with the date change Attorney Fisher has prepared an agreement for you to vote on.

Phil Casey asked about the propane tanks that are going to be installed temporarily at the Townhouses until UGI can put in the gas lines. (There are no regulations on the installation of propane tanks for residential use. There are only going to be tanks for the current construction of the Twin home units, until UGI installs the Natural gas lines)

**MOTION:** Supervisor Moore made a motion to approve the agreement with Kay Builders to change the timeframe for the dedication of the Park within the Fields at Jasper Ridge to the Township until October 31<sup>st</sup>, 2019. Supervisor Mohr seconded the motion. Any questions or comments, 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.) Millbrook Farms Section VI –
  - a. Letter from Planning Coordinator Brian Miller

Since the previous approval of the Final Plan for Millbrook Farms Section VI Subdivision on 12/6/18 a change has occurred on the Lower Macungie side of the municipal line, previously the lot area adjoining the township was being used for recreation with a tot lot on the property, the tot lot has now been removed from that area and the land is shown as open space with a walking trail. The previous plan included a wrought iron fence on the Upper Milford side of the line along a buffer planting of trees. Due to the revision that has been made to the plan I believe it would be best for the Board to acknowledge the revisions to the Final Subdivision Plan dated 1 /8/19 and revise the previous approval to reference the revised plan. Approval shall be contingent on addressing all comments in Jeff Ott's latest review letter dated 5/23/19, and payment of any outstanding fees.

**MOTION:** Supervisor Sentner made a motion to approve the changes in the plan for Millbrook Farms Section IV as outlined in Planning Coordinator Brian Miller's letter dated June 3, 2019. Supervisor Moore seconded the motion. Any questions or comments, all were in favor, motion carried.

- 2.) Lower Macungie Ordinance Amendment Acknowledgement
  - a. Letter from Planning Coordinator Brian Miller

At their meeting on June 3rd the Planning Commission reviewed the Proposed Lower Macungie Zoning Amendment to the Official Map Ordinance as per the Southwest Lehigh County Comprehensive Plan Agreement. The Planning Commission recommends thanking Lower Macungie Township for the chance to review the amendment and commend them on their efforts to plan for the future with this Ordinance. If you agree I have attached a response letter that I can send to Lower Macungie Township.

**MOTION:** Supervisor Sentner made a motion to send Lower Macungie the thank you letter for allowing our Planning Commission to review their Zoning Amendment. Supervisor Moore seconded the motion. Any questions or comments, all were in favor, motion carried.

- 3.) Approval for Time Extensions
  - a. Letter from Planning Coordinator Brian Miller

At their meeting held June 3rd, 2019 the Planning Commission recommended granting 180 day time extensions as requested for the following applications:  
Goldstein Subdivision, expires 6/30/19  
Indian Creek Industrial Park Subdivision, expires 6/30/19  
Indian Creek Industrial Park Lot #10 Land development, expires 6/30/19 4054 Chestnut St. Land Development, 6/30/19  
6244 & 6274 Sweetwood Dr. Lot line adjustment, expires 6/30/19 Estates at Maple Ridge Subdivision, expires 6/30/19  
Estates at Maple Ridge Subdivision (COSDO) 6/30/19  
Boyko Automotive Land Development, expires 6/30/19

**MOTION:** Supervisor Sentner made a motion to approve the time extensions as requested in Planning Coordinator's letter dated June 3<sup>rd</sup>, 2019. Supervisor Moore seconded the motion. Any questions or comments, all were in favor, motion carried.

### **SUBDIVISIONS – IMPROVEMENTS:** -

### **CORRESPONDENCE:**

#### 1.) Resignation letter from Bailey Myers

I want to apologize for my absence from the previous meeting. This past month, I have been transitioning to a new city and job down in Baltimore, Maryland. It is because of this opportunity that I will have to resign my position on the Commission. I have enjoyed my time on the Commission and being able to work alongside you all. I believe the work that we do is important for Upper Milford and I wish I could continue to do it. If there is anything I can do to help find a replacement, I would be more than happy to try. Again, I really appreciated this opportunity to be involved with Upper Milford. Although I now live in Baltimore, I will always be a resident of our township. Thank you, Bailey G. Myers

**MOTION:** Supervisor Sentner made a motion to regretfully accept Mr. Myers resignation and direct staff to thank him and wish him well on his new job. Supervisor Moore seconded the motion. Any questions or comments, all were in favor, motion carried.

#### 2.) Request from Lower Milford for Fire Police Assistance a. Letter from Township Manager Zackary Cooperman

The Lower Milford Township Fire Company will be holding their annual Fire Company Carnival on Friday, June 14, 2019 through Saturday, June 15, 2019 and respectfully request the assistance of your Fire Police from 5:00 pm to 11:00 pm on those dates.

**MOTION:** Supervisor Sentner made a motion to allow Station #19 and #28 to help with the Lower Macungie Fire Company Carnival if willing and able per the letter From Lower Milford Township Manager Zackary Cooperman. Supervisor Moore seconded the motion. Any questions or comments, all were if favor, motion carried.

**OTHER ISSUES:** - None

**REPORTS:**

Emergency Services Committee Report: No Report

Township Emergency Management Coordinator:

James Krippe: No Report

Emergency Services Call Report: No Report

Fire Companies: No Report

Emmaus Library: No Report

Recreation Commission: No Report

**Supervisors:**

Daniel Mohr – No Report

Joyce Moore – No Report

Robert Sentner – Supervisor Sentner is concerned about property maintenance.

There was a brief discussion of spot zoning, enforcement and short property maintenance codes. Between the Board, Staff, and the audience.

**Township Manager:**

Bud Carter – Manager Carter reported that scheduled road work for the year has been completed except for line painting.

**EXECUTIVE SESSION:** -Not Needed

**ADJOURNMENT:** Meeting was adjourned at 7:58 pm.

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Chairman Robert Sentner

**06/20/2019**  
Date

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Secretary Jessi O'Donald