

UNAPPROVED MINUTES

**Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
March 19th, 2020 Immediately following Workshop
REGULAR MEETING MINUTES**

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

Meeting called to order at 7:04 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.

PUBLIC INPUT:

Phil Casey – Main Rd E. – He wanted to say that he stands corrected on the Burn Ban. After the conversations at the last meeting a property owner up the street from his shop had a burn and it got away from the owner very quickly. The Fire Company had to be called. He says he now understands how fast that can happen and understands now why the burn ban was put in place.

ACCEPTANCE OF MINUTES:

Approval of March 5th Workshop and Regular meeting minutes

MOTION: Supervisor Sentner made a motion to accept the March 5th Workshop and Regular meeting minutes as presented. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7096 - Check No's. 19214 to 19246 in the amount of \$60,437.74

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfer No. 2020-018

MOTION: Supervisor Sentner made a motion to pay the bills as read and acknowledge the bank transfers. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

SOLICITOR'S REPORT: - No Report. Solicitor Fisher recommended the Board of Supervisors to make a motion to approve the payment of bills until further notice.

MOTION: Supervisor Sentner made a motion to authorize payment of bills with two Supervisor Signatures at regular intervals until further notice. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

OLD BUSINESS: - None

NEW BUSINESS:

1.) Resolution No. 2020-022 – Declaration

This Resolution is to allow us to be eligible for State and Federal disaster funding if or when that may be available due to the COVID19 pandemic.

MOTION: Supervisor Sentner made a motion to approve Resolution 2020-022 Declaration of COVID19 emergency. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

2.) Request from Western District Fire Company

a. Memo from Secretary/Treasurer O'Donald

Western District Fire Department member Kurtis Knauss is asking for allowance to be a member of the Flamtamers Wildland Fire Crew based out of Germansville PA. This crew is a Lehigh county response crew for brush and forest fire. Permission is needed for coverage under the Township paid workers comprehensive insurance.

MOTION: Supervisor Sentner made a motion to approve Kurtis Knauss as a response member of the Flamtamers Wildlands Fire Crew based in Germansville PA under the township held workers comprehensive insurance. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

3.) Ordinance No. 165 – Authorization to advertise. (DC Pension Documents)

a. Memo from Secretary/Treasurer O'Donald

The IRS changed the requirements for Pension Plan documentation. The Pension Committee held a meeting with a conference call to PMRS. The new documents do not change any Defined Contribution Plan policy. The new Documents just update the plan documentation per IRS guidelines. All Pension plans have had to go through this plan documentation change. At this point the Pension Committee recommends to the Board of Supervisors to advertise for the accompanying Ordinance to prepare to adopt the plan documents.

MOTION: Supervisor Sentner made a motion to direct staff and solicitor to advertise Ordinance No. 165 for the adoption of the new DC Pension Plan Documentation as presented. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

4.) Ordinance No. 166 – authorization to Advertise. (Burn Ban Protocols)

Ordinance No. 166 adjusts the procedure needed for the Fire Companies to request the Township institute a burn ban.

MOTION: Supervisor Sentner made a motion to direct staff and solicitor to advertise Ordinance No. 166 for the adoption of new procedures for the fire company to request a burn ban.

Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 5.) Request for use of East Macungie Road for Detour
 - a. Letter from Macungie Borough

Macungie Borough manager requested the use of East Macungie Road for the May 25th Memorial Day parade.

MOTION: Supervisor Sentner made a motion to allow East Macungie Road to be used as a traffic detour for the May 25th Memorial Day Parade as per the request from Borough Manager Robert Glisson dated march 10th, 2020. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 6.) Resolution 2020-023 - O&M for O'Rourke

Resolution 2020-023 accompanies the Operations and Maintenance Agreement for the Storm water plan for 6501 Saint Peters Road.

MOTION: Supervisor Sentner made a motion to approve Resolution No. 2020-023 O&M agreement for 6501 Saint Peters Rd. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 7.) Resolution No 2020-024- O&M for 3902 Chestnut St (LCA)

Resolution 2020-024 accompanies the Operations and Maintenance Agreement for the storm water plan for 3902 Chestnut St.

MOTION: Supervisor Sentner made a motion to approve Resolution No. 2020-024 O&M agreement for 3902 Chestnut St. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 8.) Resolution No 2020-025 –Septic Plan agreement – O'Rourke

Resolution 2020-025 accompanies the Operations and Maintenance Agreement for the on-lot septic system for 6501 Saint Peters Rd.

MOTION: Supervisor Sentner made a motion to approve Resolution No. 2020-025 on-lot septic O&M agreement for 6501 Saint Peters Rd. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 9.) Discussion of Allen St & Indian Creek Rd Traffic for PennDOT comment

The Board of Supervisors agreed with the list of concerns that was presented by staff and reviewed by Pater Terry of Benchmark Engineering for the Chestnut St Traffic and paving concerns.

- 10.) Approval Credit release no. 2 for FIC Phase 4&5

CERTIFICATE OF PARTIAL COMPLETION Irrevocable Letter of Credit Release Number 2

In accordance with the request for release of secured funds dated March 12, 2020, we the undersigned hereby certify that the improvements required in connection with the Phase IV & V Final Plan of Fields at Indian Creek, have been completed to the extent that the Irrevocable Letter of Credit can be reduced by the amount of One Hundred Eighty-Seven Thousand, Two Hundred Ninety-Six Dollars and Seventy-Three cents (\$187,296.73), in accordance with the Subdivision Improvements Agreement dated August 30, 2019. This certificate authorizes the Peoples Security Bank & Trust Company to reduce said amount, namely One Hundred Eighty-Seven Thousand, Two Hundred Ninety-Six Dollars and Seventy-Three cents (\$187,296.73) to owner or such other person as said owner shall designate. This authorization shall not be construed as final acceptance of improvements made to date. In no event, shall the escrow fund for the construction improvements associated with the Fields at Indian Creek Major Subdivision Phase IV & V, be reduced to any amount less than Nine Hundred Sixty-Nine Thousand, Ninety-Five Dollars and Eighty-Two Cents (969,095.82).

MOTION: Supervisor Sentner made a motion to approve credit release no. 2 for the Fields at Indian Creek phase 4&5 per letter from Township Engineer Jeffery Ott dated March 19th, 2020. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS: None

SUBDIVISIONS – IMPROVEMENTS: - None

CORRESPONDENCE: - none

OTHER ISSUES: - None

REPORTS:

Emergency Services Committee Report: No Report

Phil Casey asked if during the throes of a national emergency, the Emergency Management Coordinator position needs to be filled.

Supervisor Sentner replied no. He is directly working with the fire companies and that the County, State and Federal government is deciding how this emergency is handled.

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: No Report

Fire Companies: No Report

Emmaus Library: No Report

Recreation Commission: No Report

Supervisors:

Daniel Mohr – No Report. He hopes everyone can stay well.

Robert Sentner – He asked the Township to reach out to the Ambulance corps to see if they need anything.

Joyce Moore – She reported that she received an update that County Dispatch will be trying to triage calls and ask questions about flu like symptoms and relaying information as they can to crews dispatched. Keep your distance and wash your hands.

Township Manager:

Bud Carter – No Report

EXECUTIVE SESSION: -Not Needed

ADJOURNMENT: Meeting was adjourned at 7:24pm.

Chairperson Joyce Moore

Date

Secretary Jessi ODonald