

APPROVED MINUTES

**UPPER MILFORD TOWNSHIP
BOARD OF SUPERVISORS
OLD ZIONSVILLE, PA 7:00 P.M.
REORGANIZATION MEETING MINUTES
JANUARY 3rd, 2022**

ATTENDANCE: Supervisors: Daniel J. Mohr, Joyce K. Moore, John D. Zgura; Manager: Edward Carter; Solicitor Eric Strauss; Secretary Jessi O'Donald

Meeting called to order at 7:00 pm..

Pledge of allegiance to the flag.

ANNOUNCEMENTS: This meeting is being broadcast via ZOOM and 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 22rd, 2021.

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 CHAIRPERSON: (Board Action Required)

MOTION: Supervisor Moore Nominated Supervisor Mohr as Temporary Chair. Supervisor Zgura seconded the motion. Any questions or comments, all were in favor, motion carried.

TEMPORARY CHAIRPERSON'S AGENDA:

1. Nomination of Chairperson of the Board of Supervisors for 2022:

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

2. Nomination of Vice-Chairperson of the Board of Supervisors for 2022:

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

(2022 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 Moore)

MOTION: Supervisor Mohr nominated Supervisor Moore to the appointment of Board representative to Lehigh County Authority Business meetings to serve as alternate to the Manager for voting purposes for 2021. Supervisor Zgura seconded the motion. Any questions or comments, all were in favor, motion carried.

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

MOTION: Supervisor Mohr nominated Supervisor Moore as the board designee to the Agricultural Security Board for 2021. Supervisor Zgura seconded the motion. Any questions or comments, 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. Zoning Hearing Board;
 - a. Reappoint Dannell Macilwraith (Member) to the Zoning Hearing Board term to expire December 31st, 2024 (correction 12/31/2026)
 - b. Reappoint April Scheil (alternate) to the Zoning Hearing Board term to expire December 31st, 2024
2. Vacancy Board
 - a. Reappoint Mr. John Hayes to the vacancy board for the prescribed annual term.
3. Emergency Services Committee
 - a. Timothy Anger to the Emergency Services Committee, term expire on December 31, 2024.

MOTION: Supervisor Moore made a motion to reappoint/appoint as written the committee, Board and Council members as listed in the agenda. Supervisor Zgura seconded the motion. Any questions or comments, all were in favor, motion carried.

CORRESPONDENCE:

- 1.) Email from M. Palmer

Melissa Palmer declined the reappointment for the Recreation Committee. She has enjoyed her time on the committee but is unable to serve another term.

Supervisors would like to thank Melissa Palmer for her service on the recreation committee.

EXECUTIVE SESSION: Not Needed.

1. Re-appointment and setting of wages of Township Officials for 2022 (Resolution No. 2022-001).
2. Re-appointment of Township Solicitor (Resolution No. 2022-002).
3. Hourly Employee Wage Schedule (Resolution No. 2022-003).
4. Re-appointment of Zoning Hearing Board Solicitor, Alternate Zoning Hearing Board Solicitor and Court Reporter (Resolution No. 2022-004).
5. Re-appointments, Appointments and Acknowledgements to Boards, Committees and Representatives (Resolution No. 2022-005).
6. Re-appointment of Township Engineer (Resolution No. 2022-006).
7. Re-appointment of Address Assignment Consultant (Resolution No. 2022-007).
8. Re-appointment of Township Accounting Service Consultant (Resolution No. 2022-008).
9. Re-Appointing a third party electrical and construction code agency (Resolution No. 2022-009).
10. Setting Bonding for Treasurer, Township Manager and Assistant Manager (Resolution No. 2022-010).
11. PLGIT Authorized Signers (Resolution No. 2022-011).
12. Setting the Fee Schedules – Administrative and Zoning (Resolution No. 2022-012).
13. Setting Fee Schedule – Building Permits (Resolution No. 2022-013).
14. Setting subdivision and land development application and escrow fees (Resolution No. 2022-014).
15. New Tripoli Bank Authorized Signers (Resolution No. 2022-015).
16. Destruction of Township Records Authorization (Resolution No. 2022-016)
17. Re-appointment of Alternate SEO (Resolution No. 2022-017)
18. Appointment of Alternate Zoning Officer (Resolution No. 2022-018)

MOTION TO APPROVE RESOLUTIONS: Supervisor Moore made a motion to approve Resolutions 2022-001 through 2022-018 as read in the agenda. Supervisor Zgura seconded the motion. Any questions or comments, all were in favor, motion carried

SETTING BOARD OF SUPERVISORS – MEETING SCHEDULE 2022:

The Board of Supervisors hereby establish the first and the third Thursday of each month from February through December as the stated meetings, the Workshop meetings will be scheduled and advertised as needed. Regular meetings will begin 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 20th, 2022 at 7:00 pm. 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 Board of Supervisors Meeting schedule for 2021 as listed in the agenda. Supervisor Zgura seconded the motion. Any questions or comments, 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 Moore made a motion that Township Supervisors, Staff and Solicitor are approved to attend the annual PSATS Convention held April 24-27, 2022 and Daniel Mohr is designated as the official voting delegate to the PSATS Convention. Supervisor Zgura 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: all of the foregoing has been accepted and approved as presented. All open bills for 2021 are approved for payment.

MOTION: Supervisor Mohr made a motion that all of the foregoing has been accepted and approved as presented and pay all open bills for 2020. Supervisor Moore seconded the motion. Any questions or comments, all were in favor, motion carried.

REGULAR MEETING BUSINESS:

ANNOUNCEMENT: The Elected Auditor's Meeting will be held on Tuesday, January 4th, 2022 at 3:00 p.m.

PUBLIC INPUT: None

ACCEPTANCE OF MINUTES: Acceptance of the December 16th, 2021; Regular meeting minutes.

MOTION: Supervisor Moore made a motion to accept the minutes as presented. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried

APPROVAL OF PAYMENT OF 2021 BILLS:

GENERAL FUND:

PLGIT XXXX7096 – Check No's **20887 to 20913** in the amount of **\$13,083.79**

APPROVAL OF PAYMENT OF 2022 BILLS:

No Bills

No Bank Transfers

MOTION: Supervisor Moore made a motion to approve the bills as read. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

OLD BUSINESS: None

NEW BUSINESS:

- 1.) Resolution 2022-019 – O&M for 2940 Keystone Ave
- 2.) Approval of Letter of engagement for 2022 Audit

SOLICITOR'S REPORT: No Report

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION NEW BUSINESS: - None

SUBDIVISIONS – IMPROVMENTS: - None

CORRESPONDENCE: None

OTHER ISSUES: None

REPORTS:

Emmaus Library: No Report

Fire Companies: No Report

Recreation Commission: No Report

Supervisors:

Daniel Mohr – No Report
Joyce Moore – Happy New Year – have a safe and health 2022.
John Zgura – Stay Safe

Township Manager: No Report

EXECUTIVE SESSION: Not Needed

ADJOURNMENT: Meeting adjourned at 7:18 pm.

Chairman Daniel J. Mohr

12/20/2022
Date

Secretary Jessi O'Donald