

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

Call meeting to order.

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)

TEMPORARY CHAIRPERSON'S AGENDA:

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

(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)

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

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 Dannel Macilwraith (Member) to the Zoning Hearing Board term to expire December 31st, 2024
 - 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.

CORRESPONDENCE:

- 1.) Email from M. Palmer

EXECUTIVE SESSION: If Needed.

RESOLUTIONS:

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:

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:

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 24-27, 2022 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 2021 are approved for payment.

REGULAR MEETING BUSINESS:

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

PUBLIC INPUT:

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

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

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:

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION NEW BUSINESS: - None

SUBDIVISIONS – IMPROVMENTS: -

CORRESPONDENCE:

OTHER ISSUES:

REPORTS:

Emmaus Library:

Fire Companies:

Recreation Commission: None

Supervisors:

- Daniel Mohr –
- Joyce Moore –
- John Zgura -

Township Manager:

EXECUTIVE SESSION: if Needed

ADJOURNMENT:

**AGENDA PART II:
UNFINISHED BUSINESS (NO ACTION ANTICIPATED):**

OLD BUSINESS:

1. Indian Creek Industrial Park Subdivision:

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, 2020)

2. Morrissey Property Concerns
3. Open Space Update
4. Zoning and SALDO Update
5. Krause Property Concerns
6. Indian Mill Creek –completion

END AGENDA PART II:

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
December 16th, 2021 7pm
REGULAR MEETING MINUTES

ATTENDANCE: Supervisors; Daniel Mohr, Joyce Moore, John Zgura; Manager Edward Carter; Planning Coordinator Brian Miller, Solicitor Marc Fisher, Secretary/treasurer Jessi O'Donald.

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: None

ACCEPTANCE OF MINUTES:

Approval of December 2nd, 2021 regular meeting minutes.

MOTION: Supervisor Moore made a motion to accept the minutes with the correction to the Library Trustee term until 2024. Supervisor Zgura seconded the motion. Hearing no further questions or comments, all were in favor motion carried.

Jim Krippe asked to clarify his comment from the prior meeting. He questioned the Emergency Management training and expense reimbursement account. For the prior two years there was \$2500.00 in that account and for 2022 there is \$500.00. He asked where the money went. It was answered that it had not been spent so it was reallocated for the new budget. He asked why he had not been able to get the reimbursement of the \$100.00 that he had requested a couple years ago if the money hadn't been spent.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7096 - Check No's. **20854 to 20886** in the amount of **\$ 74,377.38**

STREET LIGHT FUND:

PLGIT XXXX7125 - Check No's. **1373** in the amount of **\$ 2,346.58**

ESCROW FUND:

PLGIT XXXX7109 - Check No's. **161** in the amount of **\$ 3,981.40**

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfer No's 2021-070 to 2021-084

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

SOLICITOR'S REPORT: No Report

OLD BUSINESS: None

NEW BUSINESS:

1.) Zoom Discussion

There was a brief discussion as to continue the use of Zoom or not. All three Board members were in favor of the continued offering of Zoom for Supervisors meetings and decided to revisit the topic again in June. Staff was directed to continue the streaming of the meetings over Zoom.

2.) Time extension for Indian Mills
a. Email from Gregory Harris – Omega Homes Inc

Gregory Harris from Omega Homes Inc has requested a 180 day time extension Indian Mill Creek Townhouses Improvements agreement.

MOTION: Supervisor Moore made a motion to grant the 180 day time extension for Indian Mill Creek Townhouses for Omega Homes. Supervisor Zgura seconded the motion. Hearing no further questions or comments all were in favor, motion carried.

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS:

1.) Roy - Boundary Line Adjustment
a. Letter from Planning Coordinator Brian Miller

At their meeting on November 29th, 2021 the Planning Commission reviewed the Robert & Pamela Roy Boundary Line Adjustment. The Planning Commission recommended approval conditioned on addressing all items in the township staff review letter dated 11/29/21. The Planning Commission also would like to recommend that if the current owner of both lots decides to sell one of the properties a new well be drilled on the property known as 5621 Acorn Drive, as the properties currently share a well. Since that time the Applicants Surveyor has revised the plan to address the majority of the comments, and received a favorable LVPC comment letter dated 12/15/21. The Boundary Line Adjustment Plan may be approved conditioned upon addressing the three items in the attached staff review letter dated 12/15/21 from myself. Staff Review items: If the properties share a well it should be noted on the plan, with reference to any agreements between the properties for that use. Copies of the written temporary parcel description and final deed descriptions shall be forwarded to the Township. All pins to be set shall be completed and certified by the Surveyor in writing to the Township prior to plan recording.

MOTION: Supervisor Moore made a motion to approve the Boundary Line adjustment in accordance with the recommendations of the Planning Commission contingent on items in the Staff Review letter dated December 15, 2021. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

SUBDIVISIONS – IMPROVEMENTS: None

CORRESPONDENCE: None

OTHER ISSUES: - None

REPORTS:

Emergency Services Committee Report: No Report

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: Report on Website

Fire Companies: No Report

Emmaus Library: No Report

Recreation Commission: No Report

Township Manager:

Bud Carter – Manager Carter reported that he met with Rettew to get the Quarry Rd Bridge project started.

Supervisors:

John D. Zgura – John reported that the election for Supervisor was certified today and the Township has received his election certificate.

Joyce K. Moore – Joyce wished everyone a Merry Christmas and Happy Holiday.

Daniel J. Mohr – Dan wished everyone well.

EXECUTIVE SESSION: - Not needed

ADJOURNMENT: Meeting was adjourned at 7:16 pm.

Chairman Daniel J. Mohr

01/03/2022

Date

Secretary Jessi O'Donald

UMT-GENERAL FUND
BOS Meeting AP Disbursements Report
December 30, 2021

Date	Num	Name	Paid Amount
100.01 · PLGIT - General Fund Ckg			
12/30/2021	20887	UGI Utilities Inc.	-10.00
12/30/2021	20888	UGI Utilities Inc.	-10.00
12/30/2021	20889	6771 Tollgate Rd	-20.00
12/30/2021	20890	Analytical Laboratories, Inc.	-35.00
12/30/2021	20891	AutoZone, Inc.	-127.25
12/30/2021	20892	BENCHMARK CIVIL ENGINEERING SERVCIES I...	-178.50
12/30/2021	20893	CHRIN HAULING, INC.	-217.25
12/30/2021	20894	Deer Country Farm & Lawn, Inc.	-4.07
12/30/2021	20895	EM KUTZ, INC.	-1,099.84
12/30/2021	20896	LEHIGH COUNTY AUTHORITY	-46.53
12/30/2021	20897	Lorish Mower Shop	-19.95
12/30/2021	20898	LOWE & MOYER GARAGE INC.	-136.92
12/30/2021	20899	MICHELLE HINKLE	-630.00
12/30/2021	20900	Miller Municipal Supply, LLC	-2,056.00
12/30/2021	20901	NAPA AUTO PARTS	-93.27
12/30/2021	20902	PENTELEDATA	-125.95
12/30/2021	20903	PLASTERER EQUIPMENT CO. INC.	-283.24
12/30/2021	20904	PMRS	-1,911.15
12/30/2021	20905	PPL ELECTRIC UTILITIES	-2,129.12
12/30/2021	20906	SAYLOR'S LAWN & LANDSCAPE INC.	-1,002.00
12/30/2021	20907	SERVICE ELECTRIC TELEPHONE CO.	-153.26
12/30/2021	20908	TransEdge Truck Center	-387.22
12/30/2021	20909	unifirst	-136.72
12/30/2021	20910	VISA #6512 (BC)	-112.89
12/30/2021	20911	VISA#2958 (JO)	-801.23
12/30/2021	20912	Wehrung's Macungie LLC	-55.67
12/30/2021	20913	WORTH, MAGEE & FISHER	-1,300.76
Total 100.01 · PLGIT - General Fund Ckg			-13,083.79
TOTAL			-13,083.79