

UPPER MILFORD TOWNSHIP
BOARD OF SUPERVISORS
TOWNSHIP BUILDING, OLD ZIONSVILLE, PA 18068
JANUARY 17, 2013 AT 7:00 P.M.
WORKSHOP MEETING MINUTES

ATTENDANCE: Supervisors; Daniel Mohr, Robert Sentner, George DeVault; Manager, Daniel DeLong; Solicitor, Marc Fisher; Secretary/Treasurer, AnnaMarie Zeravsky

CALL TO ORDER: 7:00 P.M.

ANNOUNCEMENTS:

Supervisor Mohr announced that the meeting was being recorded to principally aid in the preparation of Minutes and for such other purposes as the Board saw fit. For that reason, any person wanting to give any comments during the meeting should please state his or her name for the record and address the Board of Supervisors.

PUBLIC INPUT: None

OLD BUSINESS:

1. Township Athletic Field Use Policy

Supervisor Sentner said that he suggests this Policy should be on the Workshop Agenda for next meeting so that all parties involved can thoroughly discuss this policy and move forward with it. Barry Williams, from the Recreation Commission, agreed and stated that he will discuss this in further at the next Recreation Commission Meeting. Mr. Williams also stated that he felt that any fees should be waived for the Salem Bible School use of the fields.

NEW BUSINESS:

1. Upper Milford Township Emergency Response Plan Update

Manager DeLong stated that Emergency Management Coordinator, Bill Stahler wanted to update the Emergency Operations Plan. Supervisor Sentner would like everyone involved, fire companies, residents, and schools, on the same page as to what to do in the event of an emergency. Supervisor DeVault would like to address specific potential hazards within the Township and include local specifics, such as, evacuation routes, shelter lists, and maps. Supervisor Sentner would like to start an Ad Hoc Committee to get the ball rolling and get local residents involved. Manager DeLong stated that the Emergency Management Coordinator can call an informational meeting at any time. Supervisor Sentner would like to have staff send letters to interested parties and arrange a meeting date and time.

MOTION:

Supervisor Sentner made the motion to nominate George DeVault to be the Board Representative to work with the Emergency Management Coordinator to finalize an Emergency Response Plan. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, and the motion carried.

2. Upper Milford Township Representative to the LCA/City of Allentown Joint Act 537 Plan, Stakeholder Advisory Committee

Manager DeLong wrote a Memo to the Board of Supervisors recommending the Board designate him as the primary contact and Brian Miller as Alternate as the Township's representatives for the Stakeholder Advisory Committee for the LCA/City of Allentown Joint Act 537 Plan.

MOTION:

Supervisor Sentner made the motion to designate Manager Daniel DeLong as the primary contact and Brian Miller as alternate as the Township's representatives for the Stakeholder Advisory Committee for the Lehigh County Authority/City of Allentown Joint Act 537 Plan. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor, and the motion carried.

3. Tax Collector Compensation for Next Term

Manager DeLong stated that the Elected Tax Collector no longer collects the Earned Income Tax, which was the bulk of the Tax Collector's salary. The collection of the Occupational Privilege Tax (Local Services Tax) is not mandated by the Tax Code to be collected by the Elected Tax Collector. It is a substantial amount of work and ties in with the Earned Income Tax associated records. The Board of Supervisors need to set the Tax collectors commission rate for next term by February 15, 2013 so that anyone interested in running for the next term as the Elected Tax Collector knows what their compensation will be.

MOTION:

Supervisor Sentner made the motion to directed staff to keep the current commissions set for the Real Estate Tax and Street Light/Fire Hydrant Assessment Collection, to work with Berkheimer to be able to take over the collection of the Occupational Privilege Tax Collections and to authorize the Solicitor to prepare the appropriate paperwork. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor, and the motion carried.

ANY OTHER BUSINESS: None

EXECUTIVE SESSION: None

ADJOURNMENT: 7:34 P.M.

Daniel J. Mohr, Chairman

Date

AnnaMarie L. Zeravsky, Secretary/Treasurer