

**UPPER MILFORD TOWNSHIP  
BOARD OF SUPERVISORS  
TOWNSHIP BUILDING, OLD ZIONSVILLE, PA 18068  
JANUARY 19, 2012 AT 7:00 P.M.  
WORKSHOP MEETING MINUTES**

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**ATTENDANCE:** Supervisors; Daniel Mohr, Robert Sentner, George DeVault; Manager, Daniel DeLong; Solicitor, Marc Fisher' Secretary / Treasurer, Joni McPike

**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. PA Office of Radio Service 140' Mono Pole request (discussion)
  - a. Memo from Steve Ackerman dated 1/17/2012

Manager DeLong said Mr. Nally of PA Office of Radio Services gave a presentation at the December 29, 2011 meeting regarding PA Office of Radio Services request to install a 140 foot monopole on Township property to be used for communications for the state. There were several unanswered questions from that meeting which were what types of benefits the Township would get from having the tower on Township property, and how much emergency generation power the Township could get. Several other issues came up such as the need for a flashing red light on top of the tower and other occupants on the tower. PA Office of Radio Services asked the Township to get back to them with what the Township actually would need. Manager DeLong said that the Township was hoping that PA Office of Radio Services could provide the Township with two (2) 15 amp circuits so as to be able to keep the Township's communications, security, telephones, and computer system going. In order for PA Office of Radio Services to switch from 17kw unit to a 25kw unit would require PA Office of Radio Services to switch from a 500 gallon propane tank to a 1000 gallon propane tank which he did not think that was a big deal to the Township. Manager DeLong said he would not want to have the tower and equipment cabinet on the Township property without having a fence around the

perimeter of the tower and equipment cabinet. Manager DeLong said according to Mr. Nally they would not need to install a red light on top of the tower unless it was required by the FAA. There was also a question as to whether or not the Fire Companies could benefit from co-locating on the tower, and at this point in time Manager DeLong said that the Township does not have an answer from PA Office of Radio Services on that question. PA Office of Radio Services did point out that their antenna would be at the 140 foot height on the tower and that the Township could locate their equipment at the 120 foot height, and that the next available height on the tower would be the 100 foot height. Manager DeLong said it would be questionable as to how much value locating the Fire Company equipment at the 100 foot height would be to the Fire Companies; however it does warrant looking into. PA Office of Radio Services did indicate that they would not provide an addition equipment cabinet for other users on the tower. Another question came up with regards to the Fire Companies and that was whether or not the Fire Companies signal was actually coming from the Fire Companies equipment or whether it was actually coming from the County's equipment, and if there would be a need to negotiate with the County to also have them do something to make it compatible with their system.

Supervisor Sentner asked why the Township couldn't use the Township's existing transfer station. Manager DeLong replied that it has to do with the Township's seven main panels and the Township has to meet the electrical code.

Phil Casey asked if there was ever a generator in this building. Manager DeLong replied that when the Township renovated this building the Township looked at the option of adding a generating system into our power plan and it would have cost \$70,000. The Township decided to look at that later when someone could show the Township that a generator was needed.

Manager DeLong said if what PA Office of Radio Services is offering is acceptable then the Township should go back to PA Office of Radio Services to ask them to develop an agreement to memorialize what the Township is willing to accept. Supervisor Sentner asked if the Township could get revenues for leasing a portion of Township property to PA Office of Radio Services. Manager DeLong replied that he could pose that question to PA Office of Radio Services.

Supervisor DeVault said he can ask the Fire Companies to see if they would benefit from co-locating on the tower. Manager DeLong said he felt that it would be reasonable to find out from the Fire Companies if it would be beneficial to them to co-locate on the tower.

James Krippe asked who accepts the liability for the tower. Manager DeLong replied that PA Office of Radio Services does. Manager DeLong said he has enough information to move forward on this.

2. Truck Lease buyout plan (discussion) also on regular agenda
  - a. Truck No. 10 4WD replacement on order
  - b. Street Sweeper replacement – 2012 Budget

Manager DeLong said that the Board of Supervisors in August of 2011 authorized the purchase of a 4WD truck, and that truck was order, and when that purchase was authorized the Board of Supervisors also authorized the concept of going with a Lease / Purchase Agreement. That truck will be delivered in the beginning of March 2012. At this point on the February 2, 2012 meeting there will be a memo requesting Board of Supervisors to authorize Manager DeLong and Solicitor Fisher to prepare the Lease Agreement with the Lease Company and move that forward. The Township also budgeted for the purchase of a replacement street sweeper to replace the 2000 street sweeper with a new unit. He said he is also looking for authorization at the Regular Board of Supervisors meeting to go ahead with that purchase. That would also be under the same set up with the lease buyout. The reason the Township is talking about the lease buyout is so that the Township does not spend all their money. The Township could pay off that lease early if things would get better with Board of Supervisor approval. It would give the Township the ability to maintain some reserves above and beyond what the Township would be able to do if the Township purchased the equipment outright.

Phil Casey questioned the need for a street sweeper and asked what was wrong with the street sweeper the Township has. Supervisor Sentner replied that it is a 2000 street sweeper. Phil Casey asked if the street sweeper was on the budget. Supervisor's Mohr and Sentner replied that yes it was on the budget under Liquid Fuels. Manager DeLong said that it is also required by our MS4 Permit that the Township sweep their streets which is a federal requirement mandated by the state. Supervisor DeVault asked how much the Township used the street sweeper in a given year. Manager DeLong replied five continuous weeks in the spring to clean up the grit and after the Township chips and oils some of the streets it would get used and after every storm it gets used. Phil Casey asked if there was a cost advantage to subcontracting someone as opposed to purchasing a new machine. Public Works Coordinator Ackerman said that the street sweeper is used twelve months out of the year. The street sweeper is used an average of 280 hours per year. Public Works Coordinator Ackerman said the street sweeper is one of the most used pieces of equipment the Township has. Phil Casey asked if the Township could investigate to see what it would cost to rent a street sweeper. He thought that the Township could save a substantial amount of money.

3. Pension Plan Investment and Administrative Services RFP (discussion)
  - a. Memo from Manager DeLong dated 1/18/2012

Manager DeLong said in order to try to lesson the Township's Pension Plan Administrative Services costs and also the Townships expenses involved with investing the Township's Pension Plan the Township Pension Plan Committee recommended that the Township explore going out for requests for professional services for investments and administrative services on a competitive basis. The Township did adopt in accordance with Pennsylvania Act 44 of 2009, which is the Pension Reform Act. The Township did adopt RFP policies last year. At this point in time in order to move this forward the Board of Supervisors needs to indicate that they desire to move this forward and designate certain people to serve and fulfill the positions that are required in order to conform with Act 44 of 2009. To sum it up the Board of Supervisors needs to appoint key people to serve on the committee. There must be at least one Supervisor on the committee but there could be two Supervisors on the committee. If there are two Supervisors on the committee then every meeting has to be advertised. Supervisor Sentner asked who would make the decision as to where the Township invests the money. Manager DeLong said that the investors make the decision as to where to put the money under the requirements of the Pension Plan Act. The committee would be picking the people who would be investing the money.

**NEW BUSINESS:**

1. Request from Cathrine M. Rapose for Township sponsorship for SEO training; memo dated 1/16/2012 from Manager DeLong (discussion)

Manager DeLong said that Ms. Rapose works for a company called RCAP Solutions, and RCAP Solutions was instrumental in doing the Township's income survey for the Vera Cruz Sewer Project, and also provided the Township with free consultation when the Township met several times with PENNVEST for a low interest loan which actually turned out to be a \$1,000,000.00 grant, and she was instrumental in helping the Township doing that. Her companies federal funding has been cut. If the Township sponsors her in attending this class the Township could save her company \$500.00. Right now there is no class even scheduled for Pennsylvania. She is one of our residents and she put a huge effort into helping the Township and he thinks that this is a reasonable request. The Township is not paying for anything the Township is just sponsoring her.

**MOTION:**

Supervisor Sentner made the motion to sponsor Catherine M. Rapose for the SEO training contingent upon her reimbursing the Township the designated costs. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor, and the motion carried.

2. Wireless Phone Service; memo dated 1/17/2012 from Manager Dan DeLong (discussion)

Manager DeLong said that currently the Township has the Nextel push to talk phones, and aside from the major problems that the Township had this past year with the Halloween snow storm the Township was without wireless phone service for three days and with Hurricane Irene the Township was without wireless phone service for two days because the Nextel system went down. There are many places in the southern part of the Township where even on a good day that the Township does not have wireless service. The Township does not have wireless service on the "S" curves on Route 100 with Nextel. Manager DeLong said it is actually becoming a situation where it is dangerous to Township personnel. During the Halloween snow storm the public works department had it set up that they would all come back to the shop every two hours to see that everyone was still okay. At this point in time Manager DeLong said he is proposing that the Supervisors acknowledge that the Township is going to change Wireless Service Providers. There is really no difference with costs. There are no cancellation fees or set up fees. All three Supervisors said that had no problem with that.

3. 2012 Mower purchase (discussion) also on regular agenda

Manager DeLong said that the Township budgeted for replacing the 2002 Yazoo Mower with a new mower for this year. This particular mower cost \$7,990.00 and as of February 1, 2012 they are projecting a 3% price increase. If the Township gets the order in by February 1, 2012 the Township could save a few dollars. This is a budgeted item and is being purchased under the Co-Star program. Manager DeLong said that if we don't purchase under the Co-Star program then the Township would have to go out for bids and it costs a couple extra dollars to advertise for bids.

**ANY OTHER BUSINESS:** - None

**EXECUTIVE SESSION:** - None

**ADJOURNMENT:** 7:49 P.M.

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Daniel J. Mohr, Chairman

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Date

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Daniel DeLong, Township Manager