

UPPER MILFORD TOWNSHIP
BOARD OF SUPERVISORS
TOWNSHIP BUILDING, OLD ZIONSVILLE, PA 18068
JANUARY 19, 2012
REGULAR MEETING MINUTES

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

CALL TO ORDER: 7:49 P.M.

Pledge of Allegiance to the flag.

ANNOUNCEMENTS:

Supervisor Mohr announced that the meeting was 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 the meeting, please state his or her name for the record and address the Board of Supervisors.

PUBLIC INPUT:

Phil Casey asked if Upper Milford Township had a capital plan. He also commented on the budget and having the Supervisors review the budget monthly to ensure that the Township is meeting the budgetary restraints. Supervisor Mohr replied that the Township Manager and Public Works Coordinator Steve Ackerman do watch the budget closely.

ACCEPTANCE OF MINUTES:

December 29, 2011 Workshop and Regular Meeting Minutes.
January 3, 2012 Reorganization Meeting Minutes.

MOTION:

Supervisor Sentner made the motion to approve the December 29, 2011 Workshop and Regular Meeting Minutes. Supervisor Mohr seconded the motion. Any questions or comments, two in favor and one abstained, and the motion carried. Supervisor DeVault abstained from voting because he was not a Supervisor in 2011.

MOTION:

Supervisor Sentner made the motion to approve the January 3, 2012 Reorganization Meeting Minutes. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor, and the motion carried.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

Check No. 11612 to 11645 in the amount of \$32,131.16

STATE LIQUID FUELS FUND:

Check No. 2528 in the amount of \$96.78

STREET LIGHT FUND:

Check No. 1118 to 1119 in the amount of \$3,047.23

MOTION:

Supervisor DeVault made the motion to pay the bills as submitted. Supervisor Sentner seconded the motion. Any questions or comments, all were in favor, and the motion carried.

OLD BUSINESS:

1. Authorization for Manager to process a lease buyout agreement for the 2012 4WD Truck authorized for purchase August 4, 2011.

MOTION:

Supervisor Sentner made the motion to authorize Township staff to start the lease buyout agreement for the 2012 4WD Truck. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor, and the motion carried.

2. Approval to purchase replacement Street Sweeper under State Co-Stars contract for the amount of \$186,500.00.

Supervisor Sentner asked if it was correct that if the Township does not purchase this piece of equipment before February 1, 2012 that the price would increase \$7,000.00. Manager DeLong replied yes that there would be a 3.7% price increase on February 1, 2012. Supervisor Sentner asked the value of the old street sweeper. Manager DeLong replied that there are some listed on line by the Tymco Company in the range of \$35,000.00.

MOTION:

Supervisor Sentner made the motion to approve the purchase of the Street Sweeper under the Co-Stars Contract. Supervisor Mohr seconded the motion. Supervisor DeVault said he is new to all this and he would like to see a little more research on this before the Township rushes out to spend so much money on a

big ticket item. Any questions or comments, there were two votes in favor and one opposed, and the motion carried.

3. Pension Plan RFP for Investment & Administrative Services authorization.

MOTION:

Supervisor Sentner made the motion to direct Township staff to start the RFP process for the Upper Milford Township Employees Defined Benefit Investment Administrative Services. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor, and the motion carried.

4. Designation for RFP Personnel.

Supervisor Sentner said that he would volunteer for this. Manager DeLong said that there is a letter of memorandum that actually has to be taken care of, and that the Township needs a designated point of contact person. Manager DeLong suggested the Township Secretary be that person. The Township also needs a designated Chief Administrative Officer, and that is just for the RFP purpose. Manager DeLong said he would recommend Administrative Assistant Cynthia Kuhns. Manager DeLong said the Supervisors would also need to designate the members of the selection process body, and it would be in order to have himself as the senior member, which is a title that is required, and a Supervisor Member, which would be Supervisor Sentner. Pension Committee Member John Hayes, President of AFC First, has volunteered his services to sit on the committee. Pension Committee member Bill Mason who is a retired investment banker has volunteered his services. Manager DeLong said there will not be the optional Supervisor if the Board of Supervisors is okay with that.

MOTION:

Supervisor Sentner made the motion to approve RFP Notice 2012-01 as read by Manager DeLong. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor, and the motion carried.

SOLICITOR'S REPORT:

Solicitor Fisher said he has been working with Manager DeLong and Lehigh County Authority in order to get the last few residents in Phase 1 of the Vera Cruz Sewer project who have not yet connected their properties to the public sewer system by the deadline date to come into compliance. Solicitor Fisher said the list of noncompliant properties is dwindling down. He will update the Board of Supervisors if and when necessary.

NEW BUSINESS:

1. Approve purchase of New Exmark 60" 27HP Mower and advertisement to sell the 2002 Yazoo / Kees Mower; memo dated 1/11/2012 from Manager Dan DeLong.

Manager DeLong said that this is a 2012 budgeted item for the amount of \$8,000.00 as was discussed earlier. Right now the cost of the new mower is \$7,999.30 and as of February 1, 2012 there will be a 7% price increase. Manager DeLong said that he would like to get the order in now with delivery sometime in April 2012 in order to beat the price increase. Supervisor Sentner asked if this was something that was in the 2011 budget which was taken out of that budget. Manager DeLong replied yes. Supervisor DeVault asked why this item was removed from the 2011 budget. Supervisor Sentner replied because the Township was \$80,000.00 short that year. Supervisor Sentner said that this mower was something that was on the list to be replaced for a couple of years now. Phil Casey asked how many hours were on the Yazoo mower and what was wrong with it. Manager DeLong replied that the deck has been rebuilt three times, and it is a 2002 Yazoo mower, and it gets to the point where it is unreliable. He said that the public works department squeezed last year out of the mower. He said that the resale value of the mower is about \$1,500.00 right now. He said that it would be nice to have a piece of equipment that works. Public Works Coordinator, Steve Ackerman, said that there are over 2,000 hours on the mower. Public Works Foreman, Robert Schmeltzle, Jr. said that for the first three years that the Township owned the mower it cut all the grass at Jasper Park, Lenape Park, and around the Township building before the Township purchased the second zero turn radius mower.

MOTION:

Supervisor Sentner made the motion to approve the purchase of the Exmark 60" 27HP Mower and to list and sell the 2002 Yazoo mower. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor, and the motion carried.

2. Approval to allow Alan Brokate to carry over into the next year (1) vacation day and (1) personal day; memo dated 1/17/2012 from Alan Brokate.

MOTION:

Supervisor DeVault made the motion to allow Alan Brokate to carry over one vacation day and one personal day. Supervisor Sentner seconded the motion. Any questions or comments, all were in favor, and the motion carried.

3. Approval to allow Brian Miller to carry over into the next year approximately (10) vacation days and (3.25) personal days; memo dated 1/19/2012 from Brian Miller.

MOTION:

Supervisor Sentner made the motion to allow Brian Miller to carry over ten vacation days and three and a quarter personal days. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor, and the motion carried.

DEP MODULES / SEWAGE PLANNING: – None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS: - None

SUBDIVISION – IMPROVEMENTS: - None

CORRESPONDENCE: - None

EXECUTIVE SESSION:

Supervisor Mohr announced that the Board of Supervisors held an executive session to discuss personnel issues from 8:10 P.M. till 8:40 P.M.

OTHER ISSUES: - None

REPORTS:

Supervisors:

George DeVault- Supervisor DeVault said he was relieved to get a quick update from Manager DeLong and Brian Miller on the Vera Cruz Sewer Project and was glad to hear that the Township is bending over backwards to be helpful and ease some of the pains with the sewer project.

Robert Sentner – None

Daniel Mohr – None

Township Manager:

Dan DeLong - Manager DeLong said that Supervisors should have received a copy of the 2010 Liquid Fuels Audit Report, and if anyone has any questions to please contact him. For the record the Township was successful in opening a bank account with First Niagara Bank, this was approved at the last meeting of 2011. Manager DeLong said that the Township anticipates on mailing out a news letter on April 9, 2012 and the deadline for articles is March 1, 2012. If anyone has any ideas of things that should be in the news letter to please let

**BOARD OF SUPERVISORS
REGULAR MEETING MINUTES OF
JANUARY 19, 2012
Page 6 of 6**

APPROVED MINUTES

Administrative Assistant Cynthia Kuhns know. Supervisor DeVault has given Administrative Assistant Cynthia Kuhns a list of things that he would like in the news letter. Supervisor DeVault has also volunteered to prepare a couple of articles. If anyone else wants to raise their hands it would be greatly appreciated.

ADJOURNMENT: 8:42 P.M.

Daniel J. Mohr, Chairman

Date

Daniel DeLong, Township Manager