

UPPER MILFORD TOWNSHIP  
BOARD OF SUPERVISORS  
TOWNSHIP BUILDING, OLD ZIONSVILLE, PA 18068  
March 1, 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, 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. Insurance RFP (Update)

Manager DeLong stated that he has all information gathered and is waiting for the solicitors final input. A letter should be going out in the mail tomorrow, March 3<sup>rd</sup>, 2012. Supervisor DeVault will be kept up to date with the insurances. Manager DeLong expects proposal to be back by April 2nd, 2012 and we can move forward from there.

2. Township Athletic Field Use Policy

Manager DeLong stated that the Final Document is ready to be advertised. The Solicitor combined 3 documents into 1, regarding the Park Rules.

3. Township Business procedures discussions:

a. Closing office operations 1 day per week for walk in business?

Manager DeLong stated that he had no staff support on closing the Township offices for walk-up business 1 day a week. No further discussion is required.

b. Concept of subbing out payroll services?

Manager DeLong recommended that the Board of Supervisors make a Motion to approve outsourcing payroll Services to Paychex based on Secretary/Treasurer AnnaMarie Zeravsky's research and the fact that it would alleviate some pressure put on staff every pay period.

**MOTION:**

Supervisor Sentner made the motion to approve outsourcing payroll to Paychex. Supervisor DeVault seconded the motion. Any questions or comments, all in favor, and the motion carried.

**NEW BUSINESS:**

1. Sewer Connection Enforcement Request Discussion

The Discussion was regarding one resident in the S. 7<sup>th</sup> Street project and one resident in the Vera Cruz Area project not taking any action to connect to public sewage. Manager DeLong stated that the resident in the S. 7<sup>th</sup> Street project has expressed to him that he would like to move forward with the project without involvement of the magistrate. Supervisor Mohr stated that he spoke to the resident this week who plans to start the process next week. No further action is required if the resident does start the process. Manager DeLong stated that out of the 90 households in the Vera Cruz Area project (Milestone Area 1), there is one household with absolutely no feedback what so ever regarding connecting to public sewage. Certified mails went out to the resident, as well as other mailings, and township staff has even knocked on the resident's front door, all with no response. Solicitor Fisher stated that the ordinance's intent is to get compliance from the resident not to necessarily fine the resident therefore the township has options before officially taking action.

**MOTION:**

Supervisor Sentner made the motion to direct staff to make a phone call to the resident, send a member of staff to knock on the resident's door, and send one more certified letter to the resident. If there is still no response, then we can start procedures to take legal action. Supervisor DeVault seconded the motion. Any questions or comments, all in favor, and the motion carried.

2. Request for Authorization to advertise and sell old truck #5

**MOTION:**

Supervisor Sentner made the motion to advertise the sale of the truck #5 with the Board of Supervisors having the final approval of the sale. Supervisor DeVault seconded the motion. Any questions or comments, all in favor, and the motion carried.

**ANY OTHER BUSINESS:** - None

**EXECUTIVE SESSION:** - None

**ADJOURNMENT:** 7:26P.M.

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Daniel J. Mohr, Chairman

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Date

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AnnaMarie L. Zeravsky, Secretary/Treasurer