

APPROVED MINUTES

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

ATTENDANCE: Supervisors; Daniel Mohr, George DeVault, Robert Sentner; Solicitor, Marc Fisher; Manager, Daniel DeLong; 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.

GUEST PRESENTATION:

Scott Lindenmuth, Lehigh County Emergency Management Director, explained that the appointed Emergency Management Coordinators oversee the Emergency Operation Plan (EOP) and coordinates the updates to it with the Supervisors. Mr. Lindenmuth further explained the Emergency Management Coordinators role and duties. Mr. Lindenmuth explained that since Pennsylvania is a Commonwealth, the Township reserves the right to execute its own Emergency Operations Plan but it should follow the guidelines set through PEMA and FEMA and all Emergency Operations Plans should follow the 2010 FEMA format. The Plans should follow the same format so that when someone else needs to look at the Plan, they will know where to go. Having a current and updated plan every 2 years will help with getting state and federal funding. He also noted that everyone involved in Emergency Management should have minimum NIMS Courses, such as 100, 200, 700, and 800. Everyone involved in the command side of Emergency Operations should also have NIMS 300 and 400. He noted that the Lehigh County Emergency Management has a great Community Outreach Program. When an individual is not prepared, it makes it harder on Emergency Management to run smoothly. Individual preparedness is very important. Supervisor Sentner questioned if CERT qualified persons needed to be part of the Emergency Operations Plan (EOP). Director Lindenmuth explained that Community Emergency Response Teams (CERT) individuals have many opportunities within the community. It is up to the individual, how involved with volunteering that they want to be but to answer Supervisor Sentner's questions, no, the CERT individuals do not need to be included in the EOP. Supervisor Sentner asked Mr. Lindenmuth's opinion on having a second plan with more detail in it. Mr. Lindenmuth explained that he doesn't think there is a need for an additional plan and that the plan just needs to work; it doesn't need to include everything. If the Plan ties the hands of the Fire Chiefs and they deviate any from the Plan, it could cause liability issues.

Mr. Lindenmuth again, stressed that the Plan needs to follow the current FEMA Format to be sure the Township receives eligible funding should a disaster be declared. It does not need to meet every need in the world. Mr. Lindenmuth suggested a sit down meeting with himself, the Emergency Operations Manager, and the Supervisors and any others to discuss the Upper Milford Township

Emergency Operations Plan in further detail and clear up any confusion there might be.

PUBLIC INPUT: - None

OLD BUSINESS: -

1. Emergency Operations Plan Update

The Emergency Operation Plan was discussed during Scott Lindenmuth's presentation.

2. 2014 Proposed Budget

Moved to Regular Meeting

NEW BUSINESS: -

1. Lower Milford Township Request to Establish an Inter-Municipal Agreement to Enable a Trade Off of Services

In order for the Township to work together with any other municipality, there needs to be an inter-municipal agreement. Manager DeLong wanted to know if the Supervisors were in support of pursuing a working plan to trade services and or equipment to be in the plan. The Supervisors were in agreement to discuss the possibilities of a plan. Manager DeLong said that he will continue discussion with Lower Milford Township and come back to the Board with something in more detail.

2. PA DOT Agility Program and Agreement

Manager DeLong explained that the Agility Program would be an agreement with the Pennsylvania Department of Transportation for services. Supervisors Sentner questioned what the Township has received in return in the past. Manager DeLong explained that there was no agreement in the past therefore there was no obligation for repayment of services. The Supervisors agreed that it is worth looking into.

ANY OTHER BUSINESS: None

EXECUTIVE SESSION: None

ADJOURNMENT: 7:46 P.M.

Daniel J. Mohr, Chairman

Date

AnnaMarie L. Zeravsky, Secretary/Treasurer