

UNAPPROVED MINUTES

**UPPER MILFORD TOWNSHIP
BOARD OF SUPERVISORS
TOWNSHIP BUILDING, OLD ZIONSVILLE, PA 7:30 P.M.
REORGANIZATION MEETING MINUTES
JANUARY 3rd, 2017**

Attendance: Supervisors; George DeVault, Daniel Mohr, Robert Sentner; Township Manager, Daniel DeLong; Treasurer, Jessi O'Donald; Attorney Eric Strauss

Meeting called to order at 7:30pm.

Pledge of allegiance to the flag.

ANNOUNCEMENTS: This meeting is being recorded to aid in the preparation of minutes and for such other purposes as the Board sees fit.

This meeting was advertised in The East Penn Press on November 23th, 2016.

The purpose of this meeting is to elect a temporary chairman and proceed with the normal procedures required of a reorganization meeting.

NOMINATION AND ELECTION OF TEMPORARY CHAIRMAN: (Board Action Required)

MOTION:

Supervisor Sentner made a motion to nominate Supervisor DeVault as Temporary Chairman. Supervisor Mohr seconded the motion. Any comments or questions, all were in favor and the Motion carried unanimously.

TEMPORARY CHAIRMAN'S AGENDA:

1. Nomination of Chairman of the Board of Supervisors for 2017:

MOTION:

Supervisor Sentner made a motion to nominate Supervisor DeVault as the Chairman of the Board of Supervisors for 2017. Supervisor Mohr seconded the motion. Any questions or Comments, all were in favor and the motion carried unanimously.

2. Nomination of Vice-Chairman of the Board of Supervisors for 2017:

MOTION:

Supervisor Sentner made a motion to nominate Supervisor Mohr as the Vice Chairman of the Board of Supervisors for 2017. Supervisor DeVault seconded the motion. Any questions or Comments, all were in favor and the motion carries unanimously.

(2017 CHAIRMAN IS SEATED)

RE-ORGANIZATIONAL MEETING ACTIONS:

DESIGNATION OF BOARD OF SUPERVISORS REPRESENTATIVE: To attend Lehigh County Authority Business meetings and serve as alternate to Township Manager on voting matters. Current Designee is Supervisor Sentner.

MOTION:

Supervisor Mohr made a motion to designate Supervisor Sentner to attend Lehigh County Authority Business meetings and serve as alternate to Township Manager on Voting matters. Supervisor DeVault seconded the motion. Any questions or comments, All were in favor and the motion carries unanimously.

DESIGNATION OF BOARD OF SUPERVISORS REPRESENTATIVE: To the Agricultural Security Board. Current Designee is Supervisor DeVault.

MOTION:

Supervisor Sentner made a motion to designate Supervisor DeVault as the Board of Supervisor's representative to the Agricultural Security Board. Supervisor Mohr seconded the Motion. Any questions or comments, all were in favor and the motion carried unanimously.

BOARDS, COMMITTEES, REPRESENTATIVES:

The Board of Supervisors state that as each term expires for members of all bodies, the Board of Supervisors at that time will act as necessary for the reappointment or new appointment of members as required.

1. Open Space Committee

- a. Reappointment of Francis Caputo and Phil Hartranft to the Open Space Committee. Their new terms will expire on Thursday, January 2, 2020.

MOTION:

Supervisor Sentner made a motion to reappointment of Francis Caputo and Phil Hartranft to The Open Space Committee with their new terms to expire on Thursday, January 2, 2020. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor and the Motion carried unanimously.

- b. Acknowledgement of Wendy Ashby as the Recreation Committee member to the Open Space as requested by the Recreation committee. Term will expire December 31, 2019.

MOTION:

Supervisor Sentner made a motion to acknowledge Wendy Ashby as the Recreation Committee member to the Open Space as requested by the Recreation committee with her Term to expire December 31, 2019. Supervisor Mohr seconded the motion. Any questions or Comments, all were in favor and the motion carried unanimously.

2. Zoning Hearing Board

- a. Reappointment of Francis Caputo to the Zoning Hearing Board. New term will expire December 31, 2021.

MOTION:

Supervisor Mohr made a motion to reappointment of Francis Caputo to the Zoning Hearing Board with his new term to expire December 31, 2021. Supervisor Sentner seconded the Motion. Any questions or comments, all were in favor and the motion carried unanimously.

3. Zoning Hearing Board Alternate;

- a. Reappointment of Lawrence Butler as an alternate to the Zoning Hearing Board.
New term will expire December 31, 2019.

MOTION:

Supervisor Sentner made the motion to reappoint Lawrence Butler as an alternate to the Zoning Hearing Board with his new term expiring December 31, 2019. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor and the motion carried unanimously.

4. Vacancy Board

- a. Reappoint Mr. John Hayes to the vacancy board for the prescribed annual term.

MOTION:

Supervisor Mohr made a motion to reappoint John Hayes to the vacancy board for the Prescribed annual term. Supervisor Sentner seconded the motion. Any questions or Comments, all were in favor and the motion carried unanimously.

5. Emmaus/Upper Milford Township Joint Environmental Advisory Council:

- a. Reappointment of Lisa Haas and Joyce Moore to the EAC terms will expire on Thursday, January 2, 2020.

MOTION:

Supervisor Sentner made a motion to reappoint Lisa Haus and Joyce Moore to the Joint Environmental Advisory Council with their new terms expiring January 2, 2020. Supervisor Mohr seconded the motion. Any questions or Comments, all were in favor and motion carried Unanimously.

CORRESPONDENCE: Resignation Letter from Philip Vanim

MOTION:

Supervisor Sentner made a motion to accept Philip Vanim's letter of resignation and direct staff to draft a letter of thanks on behalf of the Township for his many years of volunteering. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor, motion carried unanimously.

EXECUTIVE SESSION: Not Needed

RESOLUTIONS:

1. Re-appointment and setting of wages of Township Officials for 2017 (Resolution No. 2017-001).
2. Re-appointment of Township Solicitor (Resolution No. 2017-002).
3. Hourly Employee Wage Schedule (Resolution No. 2017-003).
4. Re-appointment of Zoning Hearing Board Solicitor, Alternate Zoning Hearing Board Solicitor and Court Reporter (Resolution No. 2017-004).
5. Re-appointments, Appointments and Acknowledgements to Boards, Committees and Representatives (Resolution No. 2017-005).

6. Re-appointment of Township Engineer (Resolution No. 2017-006).
7. Re-appointment of Address Assignment Consultant (Resolution No. 2017-007).
8. Re-appointment of Township Accounting Service Consultant (Resolution No. 2017-008).
9. Re-Appointing a third party electrical and construction code agency (Resolution No. 2017-009).
10. Re-appointment of engineering firm to perform Tower Inspections (Resolution No. 2017-010).
11. Setting Bonding for Treasurer and Township Manager (Resolution No. 2017-011).
12. PLGIT Authorized Signers (Resolution No. 2017-012).
13. Setting the Fee Schedules – Administrative and Zoning (Resolution No. 2017-013).
14. Setting Fee Schedule – Building Permits (Resolution No. 2017-014).
15. Setting subdivision and land development application and escrow fees (Resolution No. 2017-015).
16. KeyBank Authorized Signers (Resolution No. 2017-016).

MOTION TO APPROVE RESOLUTIONS:

Supervisor Sentner made the motion to approve Resolutions 2017-001 through 2017-016 as Presented to the Board of Supervisors. Supervisor Mohr seconded the motion. Any questions Or comments, all were in favor, motion carried unanimously.

SETTING BOARD OF SUPERVISORS – MEETING SCHEDULE 2017:

The Board of Supervisors hereby establish the first and the third Thursday of each month from February to November as the stated meetings, the regular meeting will begin at 7:30 pm preceded by a workshop meeting at 7:00 pm, except as such times may conflict with holidays or other business, in which case a suitable alternate date will be fixed and proper notice will be given. The next scheduled Board of Supervisors Meeting is on Thursday, January 19, 2017 at 7:30 pm preceded by a 7:00 pm Workshop meeting. A special meeting may be held when the business load is excessive for a particular meeting as determined by the Board of Supervisors.

MOTION TO APPROVE MEETING SCHEDULE:

Supervisor Mohr made the motion to approve the meeting schedule as read. Supervisor Sentner seconded the motion. Any questions or comments, all were in favor, motion carried Unanimously.

PSATS CONVENTION

The Board of Supervisors must approve, if so desired, the attendance of all Supervisors, Township Secretary, Township Treasurer; Township Manager, Assistant Manager, Employee Personnel and Township Solicitor to the PSATS Convention, under the same procedure, with expenses reimbursed as specified by the Pennsylvania State Association of Township Supervisors and Act of the Legislature.

Motion to approve attendance to the PSATS Convention and designate a voting delegate:

Supervisor Sentner made the motion to approve Township Supervisors, Staff and Solicitor to Attend the annual PSATS Convention held April 23-26, 2017; and Supervisor Mohr is

Designated as the official voting delegate to the PSATS Convention. Supervisor DeVault Seconded the motion. Any questions or comments, all were in favor, motion carried Unanimously.

APPROVAL AND ACCEPTANCE OF REORGANIZATION MEETING ACTIONS:

Motion for the approval and acceptance of the Reorganization Meeting: Supervisor Sentner made The motion that all of the foregoing has been accepted and approved as presented. All open Bills for 2016 are approved for payment. Supervisor Mohr seconded the motion. Any question Or comments, all were in favor, motion carried unanimously.

REGULAR MEETING BUSINESS:

ANNOUNCEMENT: The Elected Auditor's Meeting will be held on Wednesday, January 4th, 2016 at 6:00 p.m.

PUBLIC INPUT: None

ACCEPTANCE OF MINUTES: December 29, 2016; Year-end meeting.

MOTION:

Supervisor Sentner made a motion to accept the minutes for the December 29, 2016 Year-End meeting. Supervisor Mohr seconded the motion. Any questions or comments, all were In favor, motion carried unanimously.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7096 – Check No's **16199** to **16210** in the amount of **\$12727.13**

MOTION:

Supervisor Sentner made the motion to pay the bills as read. Supervisor Mohr seconded the Motion. Any question or comments, all were in favor, motion carried unanimously.

OLD BUSINESS: None

NEW BUSINESS:

- 1.) Financial Audit; motion to approve and sign letter of engagement for FY 2016 auditing services with France, Anderson and Basile Co.

MOTION:

Supervisor Sentner made the motion to approve and sign the letter of engagement for the 2016 auditing services with France, Anderson and Basile Co. Supervisor Mohr seconded the Motion. Any question or comments, all were in favor, motion carried unanimously.

- 2.) Resolution No. 2017-017 Elected Tax Collector Compensation Rate Schedule for 2018-2022

MOTION:

Supervisor Sentner made the motion to approve Resolution No. 2017-017 Elected Tax Collector Compensation Rate Schedule for 2018-2022. Supervisor Mohr seconded the Motion. Any questions or comments, all were in favor, motion carried unanimously.

- 3.) Resolution No. 2017-018 Disposition of Township Documents and Tax Collection Records.
a. Memo from Treasurer, Jessi O'Donald

The memo presented the documents per the Municipal Records Retention Act that can be Destroyed as of the end of 2016. The Township documents listed to be destroyed according To the records retention schedule will be destroyed on site by Shred One Corp. at their next Visit to the Township Office.

MOTION:

Supervisor Sentner made a motion to approve Resolution No. 2017-018 Disposition of Township Documents and Tax Collection Records as presented. Supervisor Mohr seconded The motion. Any questions or comments, all were in favor, motion carried unanimously.

- 4.) Authorization for Manager DeLong to place a bid(s) on Upper Hanover Township 2003 Mack Truck or New Hanover Township 2003 Mack Truck on the Municibid Auction.

Manager DeLong explained that the truck from Upper Hanover Township was already ruled out. He ask the Board for permission to bid on the truck from New Hanover Township. The truck from New Hanover Township is already set up with a stainless steel body, salt spreader, and plow. The cost of the replacement truck was already approved in the adopted 2017 budget. Bidding on this truck would save a lot of money for the Township as a new truck with similar equipment would cost close to \$225,000.00. Manager DeLong then passed a confidential paper to the board for their signature with the highest bid amount he thought prudent.

MOTION:

Supervisor Sentner made a motion to authorize Manager DeLong to bid on the New Hanover Township 2003 Mack Truck for sale on Municibid and to bid up to the confidential amount Agreed upon by the Board. Supervisor Mohr seconded the motion. Any questions or Comments, all were in favor, motion carried unanimously.

SOLICITOR'S REPORT: -None

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION NEW BUSINESS: -None

SUBDIVISIONS – IMPROVMENTS: -None

CORRESPONDENCE:

OTHER ISSUES:

REPORTS:

Emmaus Library: Their new director Amy Resh started today. Things were going well.
The Library also has many events scheduled for January for children and Adults.

Fire Companies: Supervisor Sentner reported that several members passed their VRT certification and three members would be starting Fire Fighter 1 class. Also on Saturday, January 14th at 4pm Fire Company 19 will be holding a Pancake and Sausage supper.

Recreation Commission: None

Supervisors:

George DeVault – None
Daniel Mohr – Wishes everyone a Happy New Year.
Robert Sentner –None

Township Manager:

Dan DeLong – Happy New Year and Thank you everyone for a successful 2016.

ADJOURNMENT: Meeting adjourned at 7:56pm

George DeVault, Chairman

Date

Jessi O'Donald, Secretary/Treasurer