

Upper Milford Township  
Board of Supervisors  
Township Building, Old Zionsville, PA 18068  
May 3<sup>rd</sup>, 2018 at 7:30 P.M.  
REGULAR MEETING MINUTES

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**ATTENDANCE:** Supervisors; Robert Sentner, Joyce Moore; Manager, Bud Carter; Planning Coordinator, Brian Miller; Solicitor, Marc Fisher; Engineer Jeffery Ott, Secretary/Treasurer, Jessi O'Donald; Supervisor Daniel Mohr was absent

Meeting was called to order at 7:36 pm.

Pledge of Allegiance to the flag.

**ANNOUNCEMENTS:**

This meeting is 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 this meeting, please state your name for the record and address the Board of Supervisors.

**PUBLIC INPUT:**

Phillips Armstrong County Commissioner- just wanted to introduce himself. He passed out his contact information and offered to be of assistance at the county level.

Jim Maley from Mink Estates- Asked if there would be the ability to ask the developer of the Kohler Tract questions. (a period will be allowed later in the meeting)

Matthew Szuchyt from Senator Browne's Office wanted to say hello and ask if there were any concerns he could take back to the Senator's office.

**ACCEPTANCE OF MINUTES:**

Approval of the April 19th, 2018 Workshop and Regular meeting minutes.

**MOTION:** Supervisor Moore made a motion to accept the Workshop and Regular meeting minutes as presented. Supervisor Sentner 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. 17454 to 17494 in the amount of \$69,817.20

**PAYROLL FUND**

PLGIT XXXX7015 – Check No. 7366 in the amount of \$128.22

**ESCROW FUND**

PLGIT XXXX7109 – Check No. 142 in the amount of \$2,085.00

**STREETLIGHT FUND**

PLGIT XXXX7125 – Check No. **1322** in the amount of **\$1,965.93**

**ACKNOWLEDGEMENT OF BANK TRANSFERS:**

Transfer No. 2018-028 through 2018-035

**MOTION:** Supervisor Moore made a motion to pay the bills as read and acknowledge the bank transfers. Supervisor Sentner seconded the motion. Any questions or comments all were in favor, motion carried unanimously.

**SOLICITOR'S REPORT:** - No Report

**OLD BUSINESS:** None

**NEW BUSINESS:**

- 1.) Approval for Staff to proceed with Ordinance process for Codification
  - a. Memo from Manager Bud Carter

Memo from Manager Carter explained that American Legal had finished the Codification for the Township. To adopt the Codification the Township would have to draft an Ordinance. He presented a sample ordinance from American Legal and requested approval to proceed with the Solicitor to draft and advertise the Ordinance for adoption.

**MOTION:** Supervisor Sentner made a motion to authorize Staff and Solicitor to proceed with drafting and advertising the Ordinance necessary to adopt the Codification. Supervisor Moore seconded the motion. Any questions or comments, all were in favor, motion carried unanimously.

- 2.) Approval of Resolution 2018-028 Kohler Subdivision Pre Construction Agreement

**MOTION:** Supervisor Moore made a motion to approve Resolution 2018-028 pre-construction agreement for the Kohler Subdivisions. Supervisor Sentner seconded the motion. Any questions, or comments,

Jim Maley, Ken Debus Jim Warmkessel presented several questions in writing to Scott McMackin of Cowan Associates. 1.) When will digging begin? 2.) Where will the water supply come from? 3.) After ground moving what is timeline of construction? 4.) Which part is being built first? 5.) How many fire hydrants will be in Mink Estates? 6.) When during the process will Mink and Stole roads be opened? 7.) Will final approval be a separate meeting and what about the mail system?

Scott McMackin/Brian Miller/Bud Carter/Jeffery Ott answered 1.) They hope to start within two weeks from tonight. 2.) Water will be supplied through LCA but may be started through Emmaus until LCA can complete their line. They continue to work with LCA to determine the route. 3.) After initial ground moving the erosion controls will be put in, then the main basin, utilities (rough sewer/water stormwater). Which will help the stormwater concerns within Mink Estates. 4.) They will start with the twin homes and Townhouses on Mill Rd First. 5.) There are four Fire Hydrants already roughed within Mink Estates. 6.) Stole and Mink Roads will not be opened until the middle of the construction project, approximately 12-18 months from the start. 7.) The project will be on a future agenda for final approval and the postal box system has approval to be moved closer to the middle of the development by the Postal Service.

All were in favor, motion carried unanimously.

### 3.) Controlled/Uncontrolled Burn Procedures Discussion

Mike Kline from # 19 and Jason Tapler from Station # 28- They were both in agreement that they would like to see some support from the Township when they deal with a fire that is against the Township Ordinance. Both stations have called during office hours and asked for the zoning officer to go out to witness fires that were against the burning ordinance and have only had him respond to Sweetwood Dr. They feel as though they do not have the ability to enforce the Ordinance and do not want to have to go to the Magistrate if the land owner is sited. Station #19 feels there should be an Ordinance put in place to create fines for issues that are against the Township Ordinance and more of neighbor disputes.

Supervisor Sentner asked if there could be a procedure put in place to address these concerns, so that the Fire companies can document a fire that is against the Ordinance and have the zoning officer follow up on the concerns of the Fire Company responding to repeat offenders, as the cost of response is continually going up.

It was discussed that as the Township, there is no control over how a resident calls in a fire and how the companies are dispatched according to what information is given to the dispatcher. There will be a form created for the fire companies to document and report to the zoning officer the fires of concern in order to limit repeat offenders. The zoning officer will try to respond if he is able during office hours if called by the Fire Companies.

**DEP MODULES / SEWAGE PLANNING:** - None

**PLANNING COMMISSION – OLD BUSINESS:** - None

**PLANNING COMMISSION – NEW BUSINESS:** -

- 1.) Reappointment of Joyce Brown new term ending April 30, 2022.
  - a. Letter from Planning Coordinator Brian Miller

**MOTION:** Supervisor Moore made a motion to reappoint Joyce Brown to the Planning Commission with her new term expiring April 30, 2022. Supervisor Sentner seconded the motion. Any questions or comments, all were in favor, motion carried unanimously.

- 2.) Emmaus Borough Zoning Amendment
  - a. Letter from Planning Coordinator Brian Miller

Letter from Planning Coordinator Brian Miller relayed that the Planning Commission review the proposed zoning amendment and found it to be a matter of local concern. They recommended thanking Emmaus Borough for allowing them to review the amendment. There was a thank you letter attached.

**MOTION:** Supervisor Sentner made a motion to send the attached thank you letter to Emmaus Borough for the allowance of the Planning Commission to review their zoning amendment.

Supervisor Moore seconded the motion. Any questions or comments, all were in favor, motion carried unanimously.

- 3.) Kohler Subdivision Mail Update
  - a. Letter from Planning Coordinator Brian Miller

Letter from Planning Coordinator Brian Miller updated the Board on the mailbox location for The Kohler Subdivision. Brian Miller and Jeff Ott met with the Emmaus Postmaster to discuss and alternate location for the mailboxes. It was agreed that the HOA owner area located at the entrance to the "P loop" would make a safer more central location for the resident. If the Board agrees the developer will move ahead and integrate this location into the final plan.

The Board was in agreement.

**SUBDIVISIONS – IMPROVEMENTS:** -

- 1.) Approval of Improvements Agreement Time Extension Request for Fields at Indian Creek Phase 1
  - a. Letter from Kay Builders requesting 365 day time extension

Letter from Kay Builders requested a time extension to complete the improvements at the Fields at Indian creek Phase I. Their time currently expires July 21<sup>st</sup>, 2018.

**MOTION:** Supervisor Sentner made a motion to grant the Fields at Indian Creek Phase I time extension per letter dated April 24, 2018 until July 21<sup>st</sup> 2019. Supervisor Moore seconded the motion. Any questions or comments, all were in favor, motion carried unanimously.

- 2.) Approval of improvements Agreement Time Extension Request for Brookshire Major Subdivision.
  - a. Letter from Brookshire Partners requesting 365 day time extension

Letter from Brookshire Partners dated May 1<sup>st</sup>, 2018 requested a time extension until June 8<sup>th</sup> 2019 for their development improvements.

**MOTION:** Supervisor Moore made a motion to approve the time extension request for Brookshire Partners until June 8<sup>th</sup>, 2019. Supervisor Sentner seconded the motion. Any questions or comments, all were in favor, motion carried unanimously.

**CORRESPONDENCE:** None

**EXECUTIVE SESSION:** Not Needed

**OTHER ISSUES:** - None

**REPORTS:**

Emergency Services Committee Report: There is a special meeting in June to go over Budget ideas and draft By-Laws were distributed.

Township Emergency Management Coordinator:

Deputy Jim Krippe - Attended training for the knowledge center from the state for reporting emergency disaster reports. Jim will also contact Echo about a repeater for where the county communication signal is weak.

Emergency Services Call Report: No Report

Fire Companies: Nothing Further

Emmaus Library: No Report

Recreation Commission: No Report

Supervisors:

Robert Sentner – Will work on a Budget form so it's easier to compare and relate expenditures and revenues for the Fire Companies.

Joyce Moore –No Report

Daniel Mohr – Absent

Township Manager:

Bud Carter – No Report

**ADJOURNMENT:** Meeting was adjourned at 8:17 pm

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Vice-Chairman Robert Sentner

05/17/2018  
Date

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Secretary/Treasurer Jessi O'Donald