

UPPER MILFORD TOWNSHIP
BOARD OF SUPERVISORS
TOWNSHIP BUILDING, OLD ZIONSVILLE, PA 7:00 P.M.
REORGANIZATION MEETING MINUTES
JANUARY 7th, 2019

ATTENDANCE: Supervisors: Daniel J. Mohr, Robert C. Sentner, Joyce K. Moore; Manager, Bud Carter; Planning Coordinator Brian Miller; Secretary/Treasurer Jessi O'Donald; Solicitor Eric Strauss.

Meeting called to order at 7:00 pm.

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 7th, 2018.

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 Nominated Supervisor Moore as Temporary Chair. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried.

TEMPORARY CHAIRMAN'S AGENDA:

1. Nomination of Chairman of the Board of Supervisors for 2019:

MOTION: Supervisor Moore nominated Supervisor Sentner as Chair. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried.

2. Nomination of Vice-Chairman of the Board of Supervisors for 2019:

MOTION: Supervisor Mohr nominated Supervisor Moore as Vice Chair. Supervisor Sentner seconded the motion. Any questions or comments, all were in favor, motion carried.

(2019 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 Moore nominated Supervisor Sentner to the appointment of Board representative to Lehigh County Authority Business meetings to serve as alternate to the Manager for voting purposes for 2019. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried.

DESIGNATION OF BOARD OF SUPERVISORS REPRESENTATIVE: To the Agricultural Security Board. Current Designee was Supervisor Moore.

MOTION: Supervisor Mohr nominated Supervisor Moore as the board designee to the Agricultural Security Board for 2019. Supervisor Sentner seconded the motion. Any questions or comments, all were in favor, motion carried.

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 Robert Sentner, Scott Bieber to the Open Space Committee. Their new terms will expire on Thursday, January 7th, 2022.
2. Zoning Hearing Board;
 - a. Reappoint Linda Feiertag to the Zoning Hearing Board term to expire December 31, 2023.
3. Vacancy Board
 - a. Reappoint Mr. John Hayes to the vacancy board for the prescribed annual term.
4. Emmaus/Upper Milford Township Joint Environmental Advisory Council:
 - a. Appoint Jon Levin to the EAC term will expire on, January 7th, 2022
5. Emmaus Public Library Board
 - a. Reappointment of Jenny Kemps as Upper Milford Township's Library Board Designee term to expire on December 31, 2021.
6. Emergency Services Committee
 - a. Reappoint Timothy Anger to the Emergency Services Committee, term expire on December 31, 2021.
7. Recreation Committee
 - a. Reappoint Rose Parry to the Recreation Committee, term to expire December 31st, 2023. (Terry Schmeltzle asked not to be reappointed. This leaves a vacancy on the Recreation Committee)

MOTION: Supervisor Moore made a motion to reappoint as written the committee, Board and Council members as listed in the agenda. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried.

CORRESPONDENCE: None

EXECUTIVE SESSION: Not Needed.

RESOLUTIONS:

1. Re-appointment and setting of wages of Township Officials for 2019 (Resolution No. 2019-001).
2. Re-appointment of Township Solicitor (Resolution No. 2019-002).
3. Hourly Employee Wage Schedule (Resolution No. 2019-003).

4. Re-appointment of Zoning Hearing Board Solicitor, Alternate Zoning Hearing Board Solicitor and Court Reporter (Resolution No. 2019-004).
5. Re-appointments, Appointments and Acknowledgements to Boards, Committees and Representatives (Resolution No. 2019-005).
6. Re-appointment of Township Engineer (Resolution No. 2019-006).
7. Re-appointment of Address Assignment Consultant (Resolution No. 2019-007).
8. Re-appointment of Township Accounting Service Consultant (Resolution No. 2019-008).
9. Re-Appointing a third party electrical and construction code agency (Resolution No. 2019-009).
10. Setting Bonding for Treasurer, Township Manager and Assistant Manager (Resolution No. 2019-010).
11. PLGIT Authorized Signers (Resolution No. 2019-011).
12. Setting the Fee Schedules – Administrative and Zoning (Resolution No. 2019-012).
13. Setting Fee Schedule – Building Permits (Resolution No. 2019-013).
14. Setting subdivision and land development application and escrow fees (Resolution No. 2019-014).
15. New Tripoli Bank Authorized Signers (Resolution No. 2019-015).
16. Destruction of Township Records Authorization (Resolution No. 2019-016)
17. Re-appointment of Alternate SEO (Resolution No. 2019-017)
18. Appointment of Alternate Zoning Officer (Resolution No. 2019-018)

MOTION TO APPROVE RESOLUTIONS: Supervisor Mohr made a motion to approve Resolutions 2019-001 through 2019-018 as read in the agenda. Supervisor Moore seconded the motion. Any questions or comments, all were in favor, motion carried.

SETTING BOARD OF SUPERVISORS – MEETING SCHEDULE 2019:

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 17, 2019 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 Moore made a motion to approve the Board of Supervisors Meeting schedule for 2019 as listed in the agenda. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried.

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:

MOTION: Supervisor Moore made a motion to approve Township Supervisors, Staff and Solicitor to attend the annual PSATS Convention held April 14th-17th, 2019 and Daniel Mohr is designated as the official voting delegate to the PSATS Convention. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried.

APPROVAL AND ACCEPTANCE OF REORGANIZATION MEETING ACTIONS:

Motion for the approval and acceptance of the Reorganization Meeting: Supervisor Mohr made a motion to that all of the foregoing has been accepted and approved as presented and pay All open bills for 2018. Supervisor Moore seconded the motion. Any questions or comments, all were in favor, motion carried.

REGULAR MEETING BUSINESS:

ANNOUNCEMENT: The Elected Auditor’s Meeting will be held on Tuesday, January 8th, 2019 at 7:00 p.m.

PUBLIC INPUT: Jim Krippe – commented that he noticed a lot more large trucks taking a short cut on Mill Rd from Chestnut to Rt. 100.

ACCEPTANCE OF MINUTES: Acceptance of the December 20th, 2018 workshop and regular meeting minutes.

MOTION: Supervisor Moore made a motion to accept the minutes for the December 20th, 2018 Workshop and Regular meeting as presented. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7096 – Check No’s 18064 to 18097 in the amount of **\$30,233.01**

STREETLIGHT Fund

PLGIT XXXX7125 – Check No. 1332 and 1333 in the amount of **\$2,598.94**

Motion: Supervisor Mohr made a motion to pay the bills as read. Supervisor Moore seconded the motion. Any questions or comments, all were in favor, motion carried.

OLD BUSINESS: None

NEW BUSINESS:

- 1.) Financial Audit; motion to approve and sign letter of engagement for Year 2018 auditing services with France, Anderson and Basile Co.

MOTION: Supervisor Moore made a motion to approve the France Anderson and Basile letter of engagement for 2019. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried.

- 2.) Approval to purchase Ford F550 Chassis
 - a. Memo from Manager Bud Carter

Letter from Manager Bud Carter stated it was his recommendation that the Board of Supervisor authorize the purchase of Ford F550 diesel cab chaise from Red Hill Ford on state contract for \$46,500 (Costars). I will have the quote for the body/plow/spreader for the board at the January 17th meeting.

MOTION: Supervisor Moore made a motion to approve the purchase of the Ford F550 on the COSTARS contract through Red Hill Ford for \$46,500.00. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried.

- 3.) Announcement of Public Works Employee
 - a. Memo from Manager Bud Carter

Lee Marks has accepted the offer for the public works positions and has passed all of the background checks that are required. Lee's first day with the township will be January 14, 2019.

SOLICITOR'S REPORT:

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION NEW BUSINESS: -

- 1.) Lehigh County Authority Special Exception for 5086 Gary Dr.
 - a. Memo from Planning Coordinator Brian Miller

Letter from Planning Coordinator Brain Miller requested permission from the Board of Supervisors to allow Township Engineer Jeffery Ott to attend the Zoning hearing Board meeting on Monday January 14th to help with any questions that the ZHB or residents would have with the planned repair of the storm water swale that will take place in conjunction with Lehigh County Authority upgrade to the water system on Gary Dr.

SUBDIVISIONS – IMPROVMENTS: -

- 1.) Approval of credit release No. 2 – FIC Phase 3
 - a. Letter from Township Engineer Jeffery Ott

Township Engineer Jeffery Ott's letter stated in accordance with the request for release of secured funds dated December 12, 2018, we the undersigned hereby certify that the improvements required in connection with the Phase III Final Plan of Fields at Indian Creek, have been completed to the extent that the Irrevocable Letter of Credit can be reduced by the amount of Two Hundred Ninety-Seven Thousand, Two Hundred Eighteen Dollars and Ninety-

Seven cents (\$297,218.97), in accordance with the Subdivision Improvements Agreement dated August 7, 2018. This certificate authorizes the Peoples Security Bank & Trust Company to reduce said amount, namely Two Hundred Ninety-Seven Thousand, Two Hundred Eighteen Dollars and Ninety-Seven cents (\$297,218.97) to owner or such other person as said owner shall designate. This authorization shall not be construed as final acceptance of improvements made to date.

MOTION: Supervisor Moore made a motion to approve credit release number 3 for the Fields at Indian Creek Phase 3 in the amount of \$297,218.97 as notated in Township Engineer Jeffery Ott's letter dated December 22, 2018. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried.

- 2.) Approval of Credit Release No. 3 – Kohler/Fields at Jasper Ridge
 - a. Letter from Township engineer Jeffery Ott

Township engineer Jeffery Ott's letter stated in accordance with the request for release of secured funds dated December 12, 2018, we the undersigned hereby certify that the improvements required in connection with Jasper Ridge, have been completed to the extent that the Irrevocable Letter of Credit can be reduced by the amount of Three Hundred Seventy-Five Thousand, Seventy-Eight Dollars and Four Cents (\$375,078.04), in accordance with the Subdivision Improvements Agreement dated August 7, 2018. This certificate authorizes the Peoples Security Bank & Trust Company to reduce said amount, namely Three Hundred Seventy-Five Thousand, Seventy-Eight Dollars and Four Cents (\$375,078.04) to owner or such other person as said owner shall designate. This authorization shall not be construed as final acceptance of improvements made to date.

MOTION: Supervisor Mohr made a motion to approve credit release number 3 for the Jasper Ridge Subdivision in the amount of \$375,078.04 as notated in Township Engineer Jeffery Ott's letter dated December 22, 2018. Supervisor Moore seconded the motion. Any questions or comments, all were in favor, motion carried.

- 3.) Fields at Indian Creek, LLC request 365 day time extension for FIC Phase 1B & 2
 - a. Letter from Kay Builders

Kay Builder is requesting a 365 -day time extension to allow ample time to complete the improvements at the Fields at Indian Creek, Phase 1B & 2.

MOTION: Supervisor Moore made a motion to approve the Kay Builders request for the 365 day time extension for improvements in the Fields at Indian Creek Phase 1B & 2. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried.

CORRESPONDENCE: None

OTHER ISSUES: None

REPORTS:

Emmaus Library: Not present

Fire Companies: Not present

Supervisors:

Daniel Mohr – No report

Robert Sentner – Asked Manager Carter to highlight the big concerns for the PennDOT meeting on Thursday January 10th.

Joyce Moore - She is going to the PA Farm Show on January 9th to represent Upper Milford Township at the Elected Officials Lunch and she asked for an update on the water concern on Main Rd. Manager Carter stated that he had been made aware that the Homeowner is contacting contractors in regard to replacing the pipe under the driveway that had been removed during repaving of the drive.

Township Manager: Manager Carter announced that Jim Krippe had been given his official appointment by Governor Wolfe for Emergency Management Coordinator of Upper Milford Township. Manager Carter also reported that he has looked into the Letter from Mr. Johnson of Powder Valley Road and the Township has sent letters to some of the residents up slope to request permission to inspect the storm water bmp's for proper operation to see if there are corrections that need to be made to alleviate the storm water concerns for residents downslope on Powder Valley Rd.

ADJOURNMENT: Meeting was adjourned at 7:36 pm.

Chairman Robert C. Sentner

01/17/2019
Date

Secretary/Treasurer Jessi O'Donald