

APPROVED MINUTES

**UPPER MILFORD TOWNSHIP
BOARD OF SUPERVISORS
TOWNSHIP BUILDING, OLD ZIONSVILLE, PA 7:00 P.M.
REORGANIZATION MEETING MINUTES
JANUARY 6th, 2020**

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 January 1st, 2020.

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 Mohr as Temporary Chair. Supervisor Moore 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 2020:

MOTION: Supervisor Sentner nominated Supervisor Moore 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 2020:

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

(2020 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 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 2020. Supervisor Moore 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 2020. 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 Phil Hartranft and Wendy Ashby to the Open Space Committee. Their new terms will expire on January 9th, 2023.
2. Zoning Hearing Board;
 - a. Reappoint John Zgura (Member) to the Zoning Hearing Board term to expire December 31st, 2024
 - b. Reappoint Samuel Cohen (alternate) to the Zoning Hearing Board term to expire December 31st, 2022
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 Lisa Haus and Kyle Wagner to the EAC term will expire on, January 9th, 2023.
5. Emergency Services Committee
 - a. Reappoint Thomas Carl to the Emergency Services Committee, term expire on December 31, 2022.
6. Recreation Committee
 - a. Appoint Bailey Myers to the Recreation Committee, terms to expire December 31st, 2023.
 - b. Reappoint Wendy Ashby to the Recreation committee, term to expire December 31st, 2024

MOTION: Supervisor Sentner made a motion to reappoint/appoint 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 2020 (Resolution No. 2020-001).
2. Re-appointment of Township Solicitor (Resolution No. 2020-002).
3. Hourly Employee Wage Schedule (Resolution No. 2020-003).
4. Appointment of Zoning Hearing Board Solicitor, Alternate Zoning Hearing Board Solicitor and Court Reporter (Resolution No. 2020-004).

5. Re-appointments, Appointments and Acknowledgements to Boards, Committees and Representatives (Resolution No. 2020-005).
6. Re-appointment of Township Engineer (Resolution No. 2020-006).
7. Re-appointment of Address Assignment Consultant (Resolution No. 2020-007).
8. Re-appointment of Township Accounting Service Consultant (Resolution No. 2020-008).
9. Re-Appointing a third party electrical and construction code agency (Resolution No. 2020-009).
10. Setting Bonding for Treasurer, Township Manager and Assistant Manager (Resolution No. 2020-010).
11. PLGIT Authorized Signers (Resolution No. 2020-011).
12. Setting the Fee Schedules – Administrative and Zoning (Resolution No. 2020-012).
13. Setting Fee Schedule – Building Permits (Resolution No. 2020-013).
14. Setting subdivision and land development application and escrow fees (Resolution No. 2020-014).
15. New Tripoli Bank Authorized Signers (Resolution No. 2020-015).
16. Destruction of Township Records Authorization (Resolution No. 2020-016)
17. Appointment of Alternate SEO (Resolution No. 2020-017)
18. Appointment of Alternate Zoning Officer (Resolution No. 2020-018)

MOTION TO APPROVE RESOLUTIONS: Supervisor Sentner made a motion to approve Resolutions 2020-001 through 2020-018 as read in the agenda. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried.

SETTING BOARD OF SUPERVISORS – MEETING SCHEDULE 2020:

The Board of Supervisors hereby establish the first and the third Thursday of each month from February through December as the stated meetings, the Workshop meeting will begin at 7:00 pm immediately followed by the Regular meeting, 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 16, 2020 at 7:00 pm with the Regular meeting immediately following the Workshop. 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 Sentner made a motion to approve the Board of Supervisors Meeting schedule for 2020 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 Mohr made a motion to approve Township Supervisors, Staff and Solicitor to attend the annual PSATS Convention held May 3rd -6th, 2020 and Joyce Moore is designated as the official voting delegate to the PSATS Convention. Supervisor Sentner 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: all of the foregoing has been accepted and approved as presented. All open bills for 2019 are approved for payment.

Motion for the approval and acceptance of the Reorganization Meeting: Supervisor Sentner made a motion that all of the foregoing has been accepted and approved as presented and pay All open bills for 2019. Supervisor Mohr 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 7th, 2020 at 3:00 p.m.

Honoring the Volunteer Efforts of Susan J. Smith

- a. Proclamations
- b. Guest Speaker

Chairperson Joyce Moore read a Proclamation from the Township and From the PA House of Representatives through Rep. Simmons thanking Ms. Smith for her time and service to her Township.

Shawn Millan from Senator Browne's office also was on hand to thank Ms. Smith for her service. A citation from the Senator was being issued as well.

Henry Kradjel, Dan DeLong and Dan Mohr in turn thank Sue for her tenacity and dedication in trying to make her community a better place to live.

Sue thanked everyone for their kindness and stated that her motto when she was elected supervisor was "If everyone does a little, a lot happens."

PUBLIC INPUT: No further input heard

ACCEPTANCE OF MINUTES: Acceptance of the December 19th, 2019; Year-end meeting minutes.

MOTION: Supervisor Sentner made a motion to accept the minutes for the December 19th, 2019 Regular meeting as presented. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried.

APPROVAL OF PAYMENT OF 2019 BILLS:

GENERAL FUND:

PLGIT XXXX7096 – Check No's **19028 to 19042** in the amount of **\$30,037.28**

Acknowledgement of Bank Transfer:

Transfer No. 2019-107

Motion: Supervisor Mohr made a motion to pay the 2019 bills as read. Supervisor Sentner seconded the motion. Any questions or comments, all were in favor, motion carried.

APPROVAL OF PAYMENT OF 2020 BILLS:

General Fund

PLGIT XXXX7096 – Check No.'s **19043 to 19063** in the amount of **\$9,083.62**

Motion: Supervisor Sentner made a motion to pay the 2020 bills as read. Supervisor Mohr 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 2019 auditing services with France, Anderson and Basile Co.

Motion: Supervisor Sentner made a motion to sign the 2019 Audit engagement letter with France Anderson, Basile. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried.

- 2.) Approval – Contract with The Sanctuary at Haafsville for TNR and stray pet recovery.
 - a. Memo from Secretary/Treasurer O'Donald

In 2019 the Township was able to participate in a program with the Sanctuary at Haafsville animal rescue. Until this time the residents of Upper Milford Township had no place to take stray animals found within the Township or participate in the Trap, Neuter, Release program for Lehigh County. The first three quarters of 2019 saw 14 cats that went through the Trap, Neuter, and Release Program. These cats get tipped ears, spayed or neutered and rabies vaccinations. There were 8 dogs found and brought to Haafsville in hopes that their owners would be found. There was also two stray kittens and a friendly adult cat brought to the shelter. With the 2020 contract for a maximum cost of \$950.00, we hope that the availability of the TNR program will help residents complaining of cat colonies to get a handle on them.

MOTION: Supervisor Sentner made a motion to approve the agreement with The Sanctuary at Haafsville for a maximum of \$950.00 for year 2020. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried.

- 3.) Muncibid – Bids Awards
 - a. A. Memo from Manager Carter

The following items were advertised for sale on muncibid and bid on from 12-12-19 until 12-30-19. I would like the board approval to sell the following items at the high bids of:

2012 exmark zero turn mower- \$1,500 to Stanislov Kovalev; Grace Pull Broom - \$185 to Walter Faux; 1983 Ford 1900 with loader-\$3,450 to JT Moyer; 1989 Tar Kettle - \$2,150 to Ryan Nevel; 1979 Galion Roller - \$950 to Jason Evans; 1980 Ford 5600 special with Tiger Mower-\$ 3,400 to Charles Hass; 1977 Sea Lion Snowmobile Trailer- \$101 to Brian Miller; General LMT Tires (225/70 R 19.5 with rims - \$210 to Mike Nice; BF Goodrich Tires (265/75 R16) - \$153 to Timothy Dooley; Bf Goodrich All Terrain (31x10.5 R15) \$1 to Mike Nice; Firestone Radial ATX (235/75 R 15 with rim) - \$1 to Mike Nice; Firestone Steeltex At Tires (265/75 R 16) - \$38 to Mike Nice; Mastercraft LT Tires(265/70 R17) - \$120 to Ken Yoder; Goodyear G289 Tires(315/80 R 22.5) - \$625 to Haileleul Zelelew

MOTION: Supervisor Sentner made a motion to approve the bid awards as listed in Manager Carter's memo dated 01/02/2020. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried.

SOLICITOR'S REPORT: No Report

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION NEW BUSINESS: -

- 1.) Lower Macungie Zoning Ordinance
 - a. Letter from Planning Coordinator Brian Miller

At their meeting on December 30th the Planning Commission reviewed the Proposed Lower Macungie Zoning Ordinance Amendment revision that is intended to address new small wireless technology (5G) as per the Southwest Lehigh County Comprehensive Plan Agreement. The Planning Commission recommends thanking Lower Macungie Township for the chance to review the amendment and letting them know that we have no comment at this time. If you agree I will gladly send that response to Lower Macungie Township.

MOTION: Supervisor Sentner made a motion to have Planning Coordinator Brian Miller send a letter according to the Planning Commission's recommendation to Lower Macungie Township. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried.

SUBDIVISIONS – IMPROVMENTS: - None

CORRESPONDENCE: None

OTHER ISSUES: None

REPORTS:

Emmaus Library: no Report

Fire Companies: Supervisor Sentner reported that today the local Fire Companies participated in the funeral from Brent McNabb of Wescosville. He was very involved in the Fire Service and his community.

Recreation Commission: No Report

Supervisors:

Daniel Mohr – No Report
Robert Sentner – No Report
Joyce Moore – No Report

Township Manager: No Report

EXECUTIVE SESSION: Not Needed

ADJOURNMENT: Meeting was adjourned at 7:26 pm.

Chair Joyce Moore

01/16/2020

Date

Secretary Jessi O'Donald