

Upper Milford Township  
Board of Supervisors  
Township Building, Old Zionsville, PA 18068  
May 7<sup>th</sup>, 2020 7pm  
REGULAR MEETING MINUTES

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Call meeting to order.

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. (This is the normal announcement. For this evening's meeting public input had to be submitted to the Township by 4pm. This was advertised in the East Penn Press on May 6<sup>th</sup>)

The Upper Milford Township Board of Supervisors held an executive session to discuss a legal matter at 6:30 pm prior to the start of this meeting.

**PUBLIC INPUT:** Public input was submitted via email or phone call to the Township prior to 4pm Thursday May 7<sup>th</sup>.

Leo – From Lenni Cr. Sent an email questioning the construction path and heavy equipment on the Engleman Construction Property.

Manager Carter explained that construction was the Lehigh County Water Authority constructing the water main that will eventually supply the Fields at Jasper Ridge Development off of Mill Road.

**ACCEPTANCE OF MINUTES:**

Approval of March 19th Workshop and Regular meeting minutes

**MOTION:** Supervisor Sentner made a motion to approve the workshop and regular meeting minutes from March 19<sup>th</sup>. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

**RATIFICATION OF BILLS PAID:**

**GENERAL FUND:**

PLGIT XXXX7096 - Check No's. 19247 to 19315 in the amount of \$98,954.68

**STREET LIGHT FUND:**

PLGIT XXXX7125 - Check No. 1349 in the amount of \$2,160.04

**APPROVAL OF PAYMENT OF BILLS:**

**GENERAL FUND:**

PLGIT XXXX7096 - Check No's. 19316 to 19367 in the amount of \$100,896.72

**STREET LIGHT FUND:**

PLGIT XXXX7125 - Check No. **1350** in the amount of **\$2,091.18**

**FIRE HYDRANT FUND:**

PLGIT XXXX7154 - Check No. **1002** in the amount of **\$1,766.02**

**ACKNOWLEDGEMENT OF BANK TRANSFERS:**

Transfer No's. 2020-019-2020-024

**MOTION:** Supervisor Sentner made a motion to ratify the bills paid, pay the bills as read and acknowledge the bank transfers. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

Secretary/Treasurer Jessi O'Donald asked the Board for permission to loan money from the Major Equipment Capital Fund to reimburse the General Fund for the purchase of the 2020 Ford F350 truck that had been ordered prior to the pandemic and budgeted in the 2020 budget.

**MOTION:** Supervisor Sentner made a motion to loan the money in the Township's Major Equipment Fund to the General Fund to help cover the cost of the budgeted Ford F350. Supervisor Mohr seconded the motion. There were no questions or comments, all were in favor, motion carried.

Secretary/Treasurer Jessi O'Donald also stated that the bill list this evening also had the Municipal playground purchase. The Board had approved the purchase and motion to decide at the time of payment how that bill would be paid. Secretary/Treasurer O'Donald suggested that the money come from the Fields at Indian Creek Recreation payments to reimburse the general fund in light of the current economic constraints.

**MOTION:** Supervisor Sentner made a motion to pay for the Municipal Playground out of the fee in lieu of Recreation money. Supervisor Mohr seconded the motion. There were no questions or comments, all were in favor, motion carried.

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

**OLD BUSINESS:** None

**NEW BUSINESS:**

- 1.) Proclamation – EMS Week

THE BOARD OF SUPERVISORS OF UPPER MILFORD TOWNSHIP, LEHIGH COUNTY, PENNSYLVANIA To designate the Week of May 17 - 23, 2020, as Emergency Medical Services Week. WHEREAS, emergency medical services is a vital public service; and WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and WHEREAS, emergency medical services has grown to fill a gap by providing important, out of hospital care, including at times preventative medicine, follow-up care, and access to telemedicine; and WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care

providers; and WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and WHEREAS, emergency medical services providers put themselves at significant risk of illness and injury on a daily basis; now exacerbated by the COVID-19 pandemic WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; Now THEREFORE, Upper Milford Township in recognition of this event do hereby proclaim the week of May 17-23, 2020 as EMERGENCY MEDICAL SERVICES WEEK. We encourage the community to observe this week with appropriate programs, ceremonies and activities.

**MOTION:** Supervisor Sentner made a motion to adopt the Proclamation for EMS week of May 17<sup>th</sup> the 23<sup>rd</sup>. Supervisor Mohr seconded the motion. There were no questions or comments, all were in favor, motion carried.

2.) Resolution 2020-027 – Real Estate Tax penalty waiver

Act 15 of 2020 gave municipalities the option of waiving real estate tax penalties and fees. Upper Milford Township's Resolution 2020-027 waives the Penalties and extends the Face period of the Real Estate tax bill until December 31<sup>st</sup>, 2020 if the Real Estate Tax bill is paid in full by December 31<sup>st</sup>, 2020.

3.) Ordinance 165 Adoption PMRS Plan documents update

The IRS has required all Pension Plans to change their documents to align with a standard they have set. This standard does not change the Defined Contribution Plan only the documentation on file. This documentation needed to be adopted by ordinance. Township Ordinance No. 165 has been properly advertised and is ready for adoption.

**MOTION:** Supervisor Mohr made a motion to adopt Ordinance No. 165. Supervisor Sentner seconded the motion. There were no questions or comments, all were in favor, motion carried.

4.) Ordinance 166 Adoption Burn Ban protocol.

Ordinance No. 166 makes changes to how a burn ban can be put into place. It allows both chiefs to appoint someone in their absence and allows for separate letters to be given to the Township requesting the ban.

**MOTION:** Supervisor Sentner made a motion to adopt Ordinance No. 166. Supervisor Mohr seconded the motion. There were no questions or comments, all were in favor, motion carried.

5.) Postal Lease – Renewal

The current Postal Lease is up for renewal in September of 2021. The current rental of the Post Office is \$12,096.00 per year. There are no extensions left on the current lease. This new lease is for five year terms October 2021 to October 2026 for \$13,185.00. per year. There are two extension periods of five years each with an increase at each extension until expiration at 09/30/2036.

Supervisor Sentner asked if we pay the electric on for the Post Office. The Township does not pay the electric on the Post Office, the Township only maintains the building.

**MOTION:** Supervisor Moore made a motion to approve the Post Office lease as presented. Supervisor Mohr seconded the motion. Supervisor Sentner expressed that he was not happy with the Post Office. Hearing no further comments, Supervisors Moore and Mohr were in favor, Supervisor Sentner was opposed, motion carried.

6.) Re-appointment –Planning Commission reappointment for Ron Guth new 4 year term to end April 30<sup>th</sup> 2024 & Alternate Member reappointment for Susan Smith new 3 year term to end April 30<sup>th</sup> 2023

Brian Miller questioned the 3 year term for Susan Smith. He thought the terms were 4 year terms. Administrative Assistant Cynthia Kuhns confirmed that the term for the alternate was three years.

**MOTION:** Supervisor Sentner made a motion to re-appoint Ronald Guth and Susan Smith to the Planning Commission as listed in the agenda. Supervisor Mohr seconded the motion. Hearing no further comments or questions, all were in favor, motion carried.

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

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

**PLANNING COMMISSION – NEW BUSINESS:** None

**SUBDIVISIONS – IMPROVEMENTS:** -

- 1.) Approval – Stone Ridge Estates Time Extension until 6/15/2021
- 2.) Approval – Brookshire Time Extension until 06/08/2021
- 3.) Approval – FIC PH 1 Time Extension until 7/21/2021
- 4.) Approval – Indian Mill Creek Time Extension until 12/20/2020 (6 months)

**MOTION:** Supervisor Sentner made a motion to approve the Time Extensions as listed above. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

**CORRESPONDENCE:** - None

**OTHER ISSUES:** - None

**REPORTS:**

Emergency Services Committee Report: N/A

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: on website

Fire Companies: Supervisor Sentner reported that they are all doing well staying healthy and able to respond to emergencies.

Emmaus Library: Lisa Marten reported that the Library has doubled the check rates of ebooks and emagazines. They are continuing to provide what they can virtually and are looking forward to eventually being able open with modifications.

Recreation Commission: No Report

Supervisors:

Daniel Mohr – Stay Safe and Stay Well. He relayed that a municipality had their meeting at their park with everyone able to spread out under a pavilion. The Board members remarked that they might be interested in doing that then the zoom meetings.

Robert Sentner – no report. Supervisor Sentner asked about revenue projections. Treasurer O'Donald has watched everything carefully, Manager Carter has already cut a few projects for the year but in all it is felt that it is too soon to tell. It will be known more come September and adjustments will be made as the summer goes on.

Joyce Moore – Be safe, wear your mask, wash your hands, social distance

Township Manager:

Bud Carter – Road work will begin on Monday May 11<sup>th</sup> and be completed over the next several weeks.

**EXECUTIVE SESSION:** -Not Needed

**ADJOURNMENT:** Meeting was adjourned at 7:25 pm.

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**Chairperson Joyce k. Moore**

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**Date**

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**Secretary/Treasurer Jessi O'Donald**