

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
October 15th, 2020 Starting immediately following Workshop
REGULAR MEETING MINUTES

ATTENDANCE: Supervisors: Joyce K. Moore, Daniel J. Mohr, Robert C. Sentner; Manager: Edward Carter; Planning Coordinator Brian Miller; Solicitor Marc Fisher; Secretary Jessi O'Donald

Meeting called to order at 7:05 pm.

Pledge of Allegiance to the flag.

ANNOUNCEMENTS:

This meeting is being broadcast over Zoom and the recording will aid in the preparation of minutes and for other such purposes as the Board sees fit. All virtual participants of this meeting have been muted except for the Board of Supervisors and Township Staff.

There was an opportunity to submit public input via email or phone prior to 4 pm this afternoon. For those joining us in person this evening we ask that anyone who would like to speak, state their name and address the Board of Supervisors. We ask that one person speak at a time slowly and clearly to allow those joining us through zoom the ability to hear the proceedings.

The Upper Milford Township Board of Supervisors held an executive session on Friday October 9th from 9-11:45 am for personnel matters.

PUBLIC INPUT: None

ACCEPTANCE OF MINUTES:

Approval of October 1st 2020 Regular meeting minutes.

MOTION: Supervisor Mohr made a motion to accept the minutes as presented. Supervisor Sentner seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7096 - Check No's. 19751 to 19783 in the amount of \$27,179.87

STREET LIGHT FUND:

PLGIT XXXX7125 - Check No. 1357 in the amount of \$2,108.42

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfer No.'s 2020-060 through 2020-063

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

SOLICITOR'S REPORT: - No Report

OLD BUSINESS: None

NEW BUSINESS:

- 1.) Joint EAC Appointment of Tassia Schreiner with a term to expire 01/08/2024
 - a. Memo from Secretary O'Donald

Tassia Schreiner lives in the Township and homeschools her three children. Secretary O'Donald recommends Tassia's appointment to the joint EAC as she will be a value to the group. The appointment will be replacing Brian Evans. Since his term expires January 2021 Secretary O'Donald is requesting Tassia's term to expire on January 8th, 2024 to fill the remaining portion of Brian's term and the next three year term.

MOTION: Supervisor Sentner made a motion to appoint Tassia Schreiner to the Joint EAC with a term expiring January 8th, 2024 per the memo from Secretary 'Donald dated October 15th, 2020. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS:

- 1.) Dries Minor Subdivision
 - a. Letter from Planning Coordinator Brian miller

The Upper Milford Township Planning Commission met August 3rd, 2020 with the above mentioned subdivision sketch plan on the agenda. The Planning Commission also had reviewed a previous sketch plan submission of this property that proposed two new lots with an additional driveway onto Saint Peters Road located between the existing driveways for 7727 & 7782 Saint Peters Road. The Planning Commission suggested for safety reasons that they would prefer the applicant revise the plan and use the 50' access easement that was created for a future road (shown on the 2002 Dale & Lucy Dries Subdivision plan) as long as Penn Dot would be willing to permit the access as shown. A revised sketch plan (attached) was submitted creating one new lot with access from the existing access easement/driveway that serves the lots created on the 2002 subdivision plan, we have been told Penn DOT would be willing to permit this additional access as shown on the latest plan. The new lot as shown on the latest plan does not have the required minimum lot width as required by Ordinance and therefore would be considered a flag lot. UMiT SALDO Section 1006.F defines flag lots as lots that do not meet the required minimum lot width at the minimum building setback line, and which have an elongated and narrower extension connecting the bulk of the lot area with a street. A flag lot shall only be approved where the Applicant proves that a flag lot is necessary to minimize the amount of disturbance of natural features or prime agricultural land, and shall not be used to increase the number of dwelling units or lots that would otherwise be allowed on a tract. A flag lot shall need specific approval as such by the Board of Supervisors, after providing the Township Engineer and Planning Commission with an opportunity for comment. A copy of the Township Engineers latest review letter for the sketch plan is attached with several associated Ordinance issues (highlighted) that occur with allowing the use of a flag lot as shown on this project, such as: SALDO 1004.A.1 & 2 – All proposed subdivisions and land developments shall have adequate and safe access to the public street system. Any lot created under this Ordinance shall have frontage and access onto either a public street or a private street constructed to the same standards as a public street and that has a permanent system to ensure adequate maintenance. SALDO 1006.F 1. A maximum of one flag lot shall be allowed for each 3 proposed new lots in a subdivision. The Township may require that a flag lot include a prohibition against future subdivision. In this case Lot # 2, the residual lot created by the subdivision will now also meet the definition of flag lot, and require a SALDO waiver. SALDO 1006.F 3. The flag lot shall have a driveway within the same lot, which shall connect to a public street. The proposed lot #1 does not have a driveway within the same lot, and will require a SALDO waiver. SALDO 1006. F 5. The minimum lot width shall be met at the proposed front yard principal building setback line, which shall not be more than 250 feet

from a public street. Lot #2 the residual lot does not meet this requirement and will need a SALDO waiver. If you agree to allow the Flag Lot in this case the following Zoning Variances would also be required for this subdivision. ZONING Section 202 (Definitions) – Street – A public or private thoroughfare which provides the principal means of vehicle access to 3 or more lots or that is an expressway, but not including an alley or a driveway. This Sketch Plan results in a vehicle access which serves 3 lots. Zoning Section 401.A – Each proposed new lot, each land development and each proposed principal building shall be on a lot which directly abuts a public street, a street proposed to be dedicated to the Township by the subdivision plan which created or creates such lot, or a private street which meets all of the requirements of the Township SALDO. The SALDO standards for a Local Street require a 50' ROW width, a 22' cartway width, and 4' wide shoulders on each side of the cartway. Proposed Lot 1 directly abuts a public street (St. Peters Rd.) but does not directly access a public street. A Variance would be required. Zoning Section 403.A.1 – No lot, structure or use shall be created or developed in such a way that it would result in another lot, building or use not being able to meet the requirements of this Ordinance. This subdivision effectively turns the residual lot (Lot 2) into a flag lot. A Zoning Variance would be required. It should also be noted that this list of Waivers and Variances are from the sketch plan review and as more details are completed for the Preliminary/Final Subdivision Plan additional Waivers and Variances may be required.

After a brief discussion, Solicitor Fisher recommended that the Board make a statement to receive favorably in accordance with zoning and planning recommendations if the plan were brought before them.

MOTION: Supervisor Sentner made a motion to favorably receive the subdivision plan if it goes through zoning and planning. Supervisor Moore seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

SUBDIVISIONS – IMPROVEMENTS:

- 1.) O'Rourke Improvements agreement – Approval

MOTION: Supervisor Sentner made a motion to approve the improvements agreement for 6501 Saint Peters Rd with the O'Rourke's contingent of the O'Rourke's letter of credit being issued and received by the Township. Supervisor Moore seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

CORRESPONDENCE:

- 1.) Old Zionsville UCC request for Special Fire Police Assistance for 10/17 from 10-11am
 - a. Letter from Kathryn Latshaw

Letter from Kathryn Latshaw requested Special Fire Police to help with traffic control for a memorial service on October 17th from 10 – 11 am at the Zionsville UCC.

MOTION: Supervisor Sentner made a motion to allow Special Fire Police assistance if willing and available for both station #19 & #28 for the memorial service on October 17th from 10-11am as requested by Ms. Latshaw of the Zionsville UCC.. Supervisor Moore seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 2.) Zionsville Food Pantry Request to use the parking lot and porch 11/14 from 8-1 for food drive
 - a. Memo from Secretary O'Donald

BSA Scouting for Food drive is November 14th and they are requesting the use of the Municipal parking lot and covered porch from 8 am to 1 pm to allow for the drop off of food items and sorting by the scouts for the Zionsville food pantry as that day is scheduled as a distribution day for the pantry and there is not enough room at the church.

MOTION: Supervisor Sentner made a motion to allow BSA Troop 31 of Zionsville to use the Municipal Parking lot and Porch from 8 am to 1 pm on November 14th for food item drop off and sorting for the Zionsville Food Pantry. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

OTHER ISSUES: - None

REPORTS:

Emergency Services Committee Report: No Report

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: Report posted on Website

Fire Companies: No Report

Emmaus Library: Volunteer Shirley Hendricks of Upper Milford was chosen and celebrated as one of Lehigh County's Unsung Hero awards for 2020. October 17th has four events at the library: Spooktacular used book sale from 9-2. Monsters & Magic Storytime at 10:30am. Bring your bicycles for a safety program with the Highway Safety Network from 11:30 am -12:30 or 12:30-2:00 pm. And the Family Book Club on zoom at noon.

October 19th at 7pm is Getting Organized in the Kitchen via Zoom with Melissa Draving of Here for You Concierge of Emmaus.

October 24th is Rocktober Fest at Macungie Memorial Park. 10/29 is all day Trick or Treat. November 2nd at 7 pm via Zoom is the Career Class. All information can be found on the Library's website. Toys for Tots will also be collected at the Library until Dec. 1st.

Recreation Commission: All winter meetings have been cancelled. The next Recreation meeting will be March 15th, 2021.

Supervisors:

Daniel Mohr – No Report

Robert Sentner – The long executive session was for employee reviews. He stated that he felt the group of employees at the Township is a good group to work with and they work well.

Joyce Moore – stay safe, wear your mask, and follow the CDC guidelines.

Township Manager:

Bud Carter – No Report

EXECUTIVE SESSION: - Not Needed

ADJOURNMENT: Meeting was adjourned at 7:21 pm.

Chairperson Joyce K. Moore

November 5th, 2020
Date

Secretary Jessi O'Donald