

UPPER MILFORD TOWNSHIP  
BOARD OF SUPERVISORS  
OLD ZIONSVILLE, PA 7:00 P.M.  
**REORGANIZATION MEETING AGENDA**  
JANUARY 4<sup>th</sup>, 2021

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

Meeting called to order at 7:00 pm.

Pledge of allegiance to the flag.

**ANNOUNCEMENTS:** This meeting is being held via ZOOM and 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 December 23rd, 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 CHAIRPERSON:** (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 CHAIRPERSON'S AGENDA:**

1. Nomination of Chairperson of the Board of Supervisors for 2021:

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

2. Nomination of Vice-Chairperson of the Board of Supervisors for 2021:

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

**(2021 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 2021. 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 Sentner nominated Supervisor Moore as the board designee to the Agricultural Security Board for 2021. Supervisor Mohr 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 Anne Meltzer, Jessamy Killingsworth, and Houstin Lichtenwalner to the Open Space Committee. Their new terms will expire on January 2<sup>th</sup>, 2024.
2. Zoning Hearing Board;
  - a. Reappoint Thomas Roland (Member) to the Zoning Hearing Board term to expire December 31<sup>st</sup>, 2025
  - b. Reappoint Raymond Leister (alternate) to the Zoning Hearing Board term to expire December 31<sup>st</sup>, 2023
3. Vacancy Board
  - a. Reappoint Mr. John Hayes to the vacancy board for the prescribed annual term.
4. Emergency Services Committee
  - a. Joseph Terrible to the Emergency Services Committee, term expire on December 31, 2023.
5. Recreation Committee
  - a. Reappoint Robert Parry and Randy Fauri to the Recreation committee, term to expire December 31<sup>st</sup>, 2025.

**MOTION:** Supervisor Sentner made a motion to reappoint/appoint as written the committee, Board and Council members as listed in the agenda. Supervisor Moore 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 2021 (Resolution No. 2021-001).
2. Re-appointment of Township Solicitor (Resolution No. 2021-002).
3. Hourly Employee Wage Schedule (Resolution No. 2021-003).
4. Re-appointment of Zoning Hearing Board Solicitor, Alternate Zoning Hearing Board Solicitor and Court Reporter (Resolution No. 2021-004).
5. Re-appointments, Appointments and Acknowledgements to Boards, Committees and Representatives (Resolution No. 2021-005).

6. Re-appointment of Township Engineer (Resolution No. 2021-006).
7. Re-appointment of Address Assignment Consultant (Resolution No. 2021-007).
8. Re-appointment of Township Accounting Service Consultant (Resolution No. 2021-008).
9. Re-Appointing a third party electrical and construction code agency (Resolution No. 2021-009).
10. Setting Bonding for Treasurer, Township Manager and Assistant Manager (Resolution No. 2021-010).
11. PLGIT Authorized Signers (Resolution No. 2021-011).
12. Setting the Fee Schedules – Administrative and Zoning (Resolution No. 2021-012).
13. Setting Fee Schedule – Building Permits (Resolution No. 2021-013).
14. Setting subdivision and land development application and escrow fees (Resolution No. 2021-014).
15. New Tripoli Bank Authorized Signers (Resolution No. 2021-015).
16. Destruction of Township Records Authorization (Resolution No. 2021-016)
17. Re-appointment of Alternate SEO (Resolution No. 2021-017)
18. Appointment of Alternate Zoning Officer (Resolution No. 2021-018)

**MOTION TO APPROVE RESOLUTIONS:** Supervisor Moore made a motion to approve Resolutions 2021-001 through 2021-018 as read in the agenda. Supervisor Sentner seconded the motion. Any questions or comments, all were in favor, motion carried

**SETTING BOARD OF SUPERVISORS – MEETING SCHEDULE 2021:**

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 meetings will be scheduled and advertised as needed. Regular meetings will begin 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 21st, 2021 at 7:00 pm. 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 2021 as listed in the agenda. Supervisor Moore 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 Sentner made a motion to approve Township Supervisors, Staff and Solicitor to attend the annual PSATS Convention held April 18<sup>th</sup> – 20<sup>th</sup>, 2021 and Daniel Mohr is designated as the official voting delegate to the PSATS Convention. Supervisor Moore 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 2021 are approved for payment.

**MOTION:** Supervisor Sentner made a motion that all of the foregoing has been accepted and approved as presented and pay all open bills for 2020. 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 5th, 2021 at 3:00 p.m.

**PUBLIC INPUT:** No input

**ACCEPTANCE OF MINUTES:** Acceptance of the December 17th, 2020; Regular meeting minutes.

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

**APPROVAL OF PAYMENT OF 2020 BILLS:**

**GENERAL FUND:**

PLGIT XXXX7096 – Check No's 19943 to 19971 in the amount of \$36,211.61

**APPROVAL OF PAYMENT OF 2021 BILLS:**

**General Fund**

PLGIT XXXX7096 – Check No. 19972 to 19980 in the amount of \$1,799.51

**Escrow Fund**

PLGIT XXXX7109 – Check No. 157 in the amount of \$4,400.00

**Street Light Fund**

PLGIT XXXX7125 – Check No. 1361 in the amount of \$2,210.74

**MOTION:** Supervisor Sentner made a motion to approve the bills as read. Supervisor Moore seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

**OLD BUSINESS:** None

**NEW BUSINESS:**

- 1.) Petition from South Mountain Dr.
  - a. Letter from residents

Manager Carter explained that Kyle had put the speed sign on South Mountain Dr. after a concerned was phoned in. The letter from Ms. Boulrice asks for additional signage for South Mountain Dr.

All Board members were in favor of staff researching what would be the best solution and/or option for additional signage.

**SOLICITOR'S REPORT:**

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

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

**PLANNING COMMISSION NEW BUSINESS:** - None

**SUBDIVISIONS – IMPROVMENTS:** -

- 1.) Credit Release #4 FIC Phase III - \$67,419.55
  - a. Letter from Township Engineer Jeffery Ott

**MOTION:** Supervisor Sentner made a motion to approve Credit Release number 4 for the Fields at Indian Creek Phase III for \$67,419.55 per Township Engineer Jeffery Ott's letter dated January 4<sup>th</sup>, 2021. Supervisor Moore seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 2.) Credit Release #6 FIC Phase 1 - \$61,590.51
  - a. Letter from Township Engineer Jeffery Ott

**MOTION:** Supervisor Sentner made a motion to approve Credit Release number 4 for the Fields at Indian Creek Phase 1 for \$61,590.51 per Township Engineer Jeffery Ott's letter dated January 4<sup>th</sup>, 2021. Supervisor Moore seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 3.) Credit Release #3 FIC Phase IV & V - \$59,205.13
  - a. Letter from Township Engineer Jeffery Ott

**MOTION:** Supervisor Sentner made a motion to approve Credit Release number 4 for the Fields at Indian Creek Phase IV & V for \$59,205.13 per Township Engineer Jeffery Ott's letter dated January 4<sup>th</sup>, 2021. Supervisor Moore seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 4.) Credit release # 2 FIC Phase 2 - \$33,167.66  
Letter from Township Engineer Jeffery Ott

**MOTION:** Supervisor Sentner made a motion to approve Credit Release number 4 for the Fields at Indian Creek Phase 2 for \$33,167.66 per Township Engineer Jeffery Ott's letter dated January 4<sup>th</sup>, 2021. Supervisor Moore seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

**CORRESPONDENCE:** None

**OTHER ISSUES:** None

**REPORTS:**

Emmaus Library: No Report

Fire Companies: No Report

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 6:23 pm.

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**Chairperson Daniel J. Mohr**

**01/21/2021**  
**Date**

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**Secretary Jessi O'Donald**