

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

Call meeting to order.

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)

TEMPORARY CHAIRPERSON'S AGENDA:

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

(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)

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

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 2th, 2024.
2. Zoning Hearing Board;
 - a. Reappoint Thomas Roland (Member) to the Zoning Hearing Board term to expire December 31st, 2025
 - b. Reappoint Raymond Leister (alternate) to the Zoning Hearing Board term to expire December 31st, 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 Faurl to the Recreation committee, term to expire December 31st, 2025.

CORRESPONDENCE: None

EXECUTIVE SESSION: If 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:

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:

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:

Township Supervisors, Staff and Solicitor are approved to attend the annual PSATS Convention held April 18-21, 2021 and _____ is designated as the official voting delegate to the PSATS Convention.

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 2020 are approved for payment.

REGULAR MEETING BUSINESS:

ANNOUNCEMENT: The Elected Auditor’s Meeting will be held on Tuesday, January 5th, 2021 at 3:00 p.m.

PUBLIC INPUT:

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

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 and 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**

OLD BUSINESS: None

NEW BUSINESS:

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

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 II - \$67,419.55
 - a. Letter from Township Engineer Jeffery Ott
- 2.) Credit Release #6 FIC Phase 1 - \$61,590.51
 - a. Letter from Township Engineer Jeffery Ott
- 3.) Credit Release #3 FIC Phase IV & V - \$59,205.13
 - a. Letter from Township Engineer Jeffery Ott
- 4.) Credit release # 2 FIC Phase 2 - \$
Letter from Township Engineer Jeffery Ott

CORRESPONDENCE: None

OTHER ISSUES:

REPORTS:

Emmaus Library:

Fire Companies:

Recreation Commission: None

Supervisors:

Daniel Mohr –
Robert Sentner –
Joyce Moore -

Township Manager:

EXECUTIVE SESSION: if Needed

ADJOURNMENT:

**AGENDA PART II:
UNFINISHED BUSINESS (NO ACTION ANTICIPATED):
OLD BUSINESS:**

1. Indian Creek Industrial Park Subdivision:
 - a. Letter dated 01/31/07 from the Planning Commission recommending Preliminary Plan Approval contingent upon Township Engineer comments in their review letter dated 01/25/07. (This approval is granted an extension until Dec. 31, 2017)
2. Estates at Maple Ridge Subdivision:
 - a. Contingent Preliminary Plan approval will expire 8/7/2018. (Contact developer 4/1/2018.)
3. Seedway Improvements Agreement
4. Morrissey Property Concerns
5. The Fields at Indian Creek phase 3, 4, and 5 time extension until 02/16/2018
6. Krause Property

END AGENDA PART II:

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
December 17th, 2020 at 7:00 p.m.
WORKSHOP MEETING MINUTES

Cancelled

Call meeting to order.

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.

EXECUTIVE SESSION: If Needed

PUBLIC INPUT: (Note: The public will additionally be allowed to provide input as part of the workshop discussion items)

OLD BUSINESS: - None

NEW BUSINESS: - None

ANY OTHER BUSINESS: - None

ADJOURNMENT: Cancelled

AGENDA PART II:

UNFINISHED BUSINESS (NO ACTION ANTICIPATED):

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
December 17th, 2020 starting at 7 pm.
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 7:06 pm. (Delay due to technical difficulties)

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 this evening we ask that anyone who would like to speak, state their name and address the Board of Supervisors.

PUBLIC INPUT: None

ACCEPTANCE OF MINUTES:

Approval of December 3rd 2020 Workshop and Regular meeting minutes.

MOTION: Supervisor Sentner made a motion to accept the minutes as presented. Supervisor Mohr 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. **19914 to 19942** in the amount of \$74371.43

STREET LIGHT FUND:

PLGIT XXXX7125 - Check No 1360 in the amount of \$2,171.70

ESCROW FUND:

PLGIT XXXX7109 - Check No. **155 & 156** in the amount of \$8,300.00

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfer No's 2020-075 to 2020-080

MOTION: Supervisor Mohr made a motion to approve the bills as read 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:

1.) Reith – land development

Planning Coordinator Brian Miller discussed the conversation from the last meeting and acknowledged that there has been an agreement made on the wording for the land development plan in relation to the parcel corner in question. Supervisor Sentner asked Frank Reith if he was good with the agreement. Frank Reith spoke his approval of the wording.

The Planning Commissions recommended approval for the Reith Land development based of the information from the Ott Consulting Inc. Letter from November 30th, 2020.

MOTION: Supervisor Sentner made a motion to approve the waivers and land development in conjunction with items set forth in the Planning Commission recommendations and Ott Consulting Inc. letter dated November 30th, 2020. Supervisor Mohr seconded the motion. Hearing no further questions or comments, all were in favor, motion carried.

2.) Animal Control Contract – Haafsville/LC Human Society

Secretary O'Donald explained that the Lehigh County Humane Society has offered a contract for Upper Milford Township for a set rate for 2021. They can accommodate all friendly cats and stray dogs that are found within the Township. The Trap/Neuter/Release program is offered at a cap of 20 cats for the year which they feel should be sufficient according to the numbers over the last two years. This contract also gives the Township the availability of their Humane Officer is one should be needed as well can contract rates for our residents at the Vet Care Clinic. The Haafsville Contract was offered at a set rate for turnover stray dogs and friendly cats. They however do not have the vet care clinic or a Humane Officer. They were also limited on the number of Stray Dogs and friendly cats to what the price of the contract was. Dogs were charged at \$110.00 and Friendly cats were charged at \$50.00, along with TNR at \$50.00 per cat with a resident copay of \$15.00. Once our max charge was reached they would not be able to take in any more animals for the year unless we agreed to pay more money.

There was a brief discussion of past practice from the LCHS. It was discussed that the Humane Society is under new management with a new mission and is not the same as it had been years ago. Their mission is more outreach and helping with the Clinic to help keep more animals in their current homes.

MOTION: Supervisor Sentner made a motion to approve the contract with the Lehigh County Humane Society for 2021 as presented. Supervisor Moore seconded the motion. Hearing now questions or comments, all were in favor, motion carried.

NEW BUSINESS:

1.) Resolution 2020-038- Moore Farm Preservation

Preservation of parcels at 5502 and 5551 Geissinger Rd. These properties are bordered by already preserved lands and fit into the Township map for preservation. The appraisal was \$1,115.00 over the County limit of \$6,000 per acre. The County is requesting a Resolution from the Township if the Township is interested in adding the additional money per acre to preserve this land.

MOTION: Supervisor Sentner made a motion to approve Resolution 2020-038 allowing the Solicitor or Township Manager to sign any and all paper work to facilitate the easement closure and adding the additional money per acre for preservation. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

2.) Time extension – Omega Homes- Indian Mill Creek Townhouses 180 days from 12/20/2020

There was a brief discussion as to the improvements that remain to be completed. At this point Manager Carter stated that the main item is the storm water basin. There was a site meeting recently to discuss what needed to be completed.

MOTION: Supervisor Mohr made a motion to approve the Time extension for 180 days from December 20th, 2020. Supervisor Sentner seconded the motion. Hearing no further questions or comments, all were in favor, motion carried.

3.) Resolution 2020-039 – Weather Emergency for 12/16-12/17/2020

This resolution was just a formality from the issuance of the weather emergency from December 16th through December 17th.

MOTION: Supervisor Sentner made a motion to approve Resolution 2020-039 Emergency Storm Declaration for December 16th through 17th 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: None

SUBDIVISIONS – IMPROVEMENTS:

- 1.) Credit Release #9 for Stone Ridge Estates – Double D Lehigh L.P.
 - a. Letter from Township Engineer Jeffery Ott

MOTION: Supervisor Sentner made a motion to approve credit release No. 9 for Double D Lehigh LP's Stone Ridge Estates for \$56,225.98 per the letter from Township Engineer Jeffery Ott dated December 8th, 2020. 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: No Report

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: Report on website

Fire Companies: No Report

Emmaus Library: No Report

Recreation Commission: No Report

Supervisors:

Daniel Mohr – He hoped everyone made it through the snow ok.

Robert Sentner – Agro-tourism Bill veto by Governor Wolfe.-He stated that he was going to talk about this, then understood that there was much more included then he had first thought and hopes that it is introduced as a stand-alone bill in the near future.

Joyce Moore – Be careful in the snow. Wash your hands and take precautions this Holiday Season.

Township Manager:

Bud Carter – Thank you to Public Works. They did a tremendous job of clearing the snow through the storm. They are a good groups of guys and worked hard. Kyle did well his first storm in a truck.

EXECUTIVE SESSION: - Not needed

ADJOURNMENT: Meeting was adjourned at 7:29 pm.

Chairperson

01/04/2021

Date

Secretary **Jessi O'Donald**

9:57 AM

01/04/21

UMT-GENERAL FUND
BOS Meeting AP Disbursements Report
December 30, 2020

Date	Num	Name	Paid Amount
100.01 · PLGIT - General Fund Ckg			
12/30/2020	19943	ALAN BROKATE - AP	-146.03
12/30/2020	19944	AmTrust North America	-6,172.00
12/30/2020	19945	Analytical Laboratories, Inc.	-35.00
12/30/2020	19946	Autoparts Warehouse	-204.92
12/30/2020	19947	AutoZone, Inc.	-184.13
12/30/2020	19948	BOYKO AUTOMOTIVE	-26.95
12/30/2020	19949	Brian Miller - A/P	-110.00
12/30/2020	19950	DRIES DO IT CENTER	-47.80
12/30/2020	19951	Grant Hagenbach	-200.00
12/30/2020	19952	John R Young & Co.	-89.89
12/30/2020	19953	Most Dependable Fountains, Inc	-9,505.00
12/30/2020	19954	New Enterprize Stone and Lime Co. Inc	-1,694.16
12/30/2020	19955	PENTELEDATA	-99.95
12/30/2020	19956	PLASTERER EQUIPMENT CO. INC.	-125.61
12/30/2020	19957	PPL ELECTRIC UTILITIES	-1,487.31
12/30/2020	19958	RED HILL FORD (SANDS)	-76.32
12/30/2020	19959	Riverside Construction Materials, Inc	-9,900.02
12/30/2020	19960	Service Electric Cable TV Inc.	-71.24
12/30/2020	19961	SERVICE ELECTRIC TELEPHONE CO.	-153.47
12/30/2020	19962	TIMES NEWS (East Penn Press)	-75.60
12/30/2020	19963	UGI UTILITIES, INC.	-1,355.94
12/30/2020	19964	unifirst	-137.38
12/30/2020	19965	Verizon Wireless	-291.09
12/30/2020	19966	WB Mason	-143.92
12/30/2020	19967	5002 Mill Rd	-50.00
12/30/2020	19968	Crystal Springs	-18.70
12/30/2020	19969	MICHELLE HINKLE	-742.50
12/30/2020	19970	Sunoco Universal	-583.68
12/30/2020	19971	WORTH, MAGEE & FISHER	-2,483.00
Total 100.01 · PLGIT - General Fund Ckg			-36,211.61
TOTAL			-36,211.61

11:39 AM

01/04/21

**UMT-GENERAL FUND
BOS Meeting AP Disbursements Report
January 4, 2021**

Date	Num	Name	Paid Amount
100.01 · PLGIT - General Fund Ckg			
01/04/2021	19972	All-Jays	-900.00
01/04/2021	19973	AutoZone, Inc.	-13.58
01/04/2021	19974	DRIES DO IT CENTER	-16.70
01/04/2021	19975	EM KUTZ, INC.	-285.03
01/04/2021	19976	John R Young & Co.	-113.85
01/04/2021	19977	LEHIGH COUNTY AUTHORITY	-42.00
01/04/2021	19978	PPL ELECTRIC UTILITIES	-110.86
01/04/2021	19979	TIMES NEWS (East Penn Press)	-248.80
01/04/2021	19980	unifirst	-68.69
Total 100.01 · PLGIT - General Fund Ckg			<u>-1,799.51</u>
TOTAL			<u>-1,799.51</u>

11:25 AM

01/04/21

**UMT - ESCROW FUND
BOS escrow release report
January 4, 2021**

Type	Date	Num	Account	Credit
Frances Catino				
Bill	01/04/2021	Allen St. Easement	200.00 · Accounts Payable	4,400.00
Bill Pmt -Check	01/04/2021	157	100.474 · FIC Easements - Allen St	4,400.00

**UMT-STREET LIGHT FUND
BOS Meeting AP Disbursement Report
January 4, 2021**

Date	Num	Name	Paid Amount
100.01 · PLGIT - Street Light Fund Ckg			
01/04/2021	1361	PPL ELECTRIC UTILITIES	-2,210.74
Total 100.01 · PLGIT - Street Light Fund Ckg			<u>-2,210.74</u>
TOTAL			<u>-2,210.74</u>