

Upper Milford Township  
Board of Supervisors  
Township Building, Old Zionsville, PA 18068  
June 17<sup>th</sup>, 2021 7pm  
REGULAR MEETING MINUTES

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

Meeting called to order at 7:00 pm

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.

**PUBLIC INPUT:**

Phil Casey: Mr. Casey questioned if Quarry Drive was ever dedicated to the Township. He asked for that to be looked into before money is spent on the bridge.

**ACCEPTANCE OF MINUTES:**

Approval of June 3<sup>rd</sup> Regular meeting minutes

**MOTION:** Supervisor Sentner made a motion to accept the minutes from June 3<sup>rd</sup>, 2021 as presented. Supervisors Moore seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

**PAYMENT OF BILLS:**

**GENERAL FUND:**

PLGIT XXXX7096 - Check No's. **20401 to 20447** in the amount of **\$ 145,612.38**

**Street Light FUND:**

PLGIT XXXX7125 - Check No's. **1367** in the amount of **\$ 2,192.51**

**HIGHWAY AID FUND:**

PLGIT XXXX7112- Check No's. **2640** in the amount of **\$ 177,496.78**

**ACKNOWLEDGEMENT OF BANK TRANSFERS:**

Transfers No's. 2021-031 - 2021-040

**MOTION:** Supervisor Moore made a motion to pay 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:** None

**NEW BUSINESS:**

1.) Resolution 2021-028 – O&M Agreement 3461 S. Cedar Crest Blvd

**MOTION:** Supervisor Sentner made a motion to approve Resolution 2021-028 the Stormwater O&M agreement for 3461 South Cedar Crest Blvd. Supervisor Moore seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

2.) Proposal for digitalization of permit files – Costars Contract 9  
a. Memo from Secretary/Treasurer O'Donald

In 2020 Upper Milford Township received CARES ACT funding. This funding can be used for IT solutions to update working files and back-ups of data to allow for remote access and secure data retention. At this time staff would like to ask for authorization to contract with Reynolds Business Systems on COSTARS 009-058 for digitization of the Township's permit files for a contract estimate of \$38,973.32. This digitization will allow for secure data backup of these historic Township records and access for Township staff in field and remote situations.

There was a brief conversation of logistics and back-up storage

**MOTION:** Supervisor Moore made a motion to approve the contract with Reynolds Business Systems on the COSTARS contract 009-058 for the estimated amount of \$38,973.32 and fund through the CARES ACT grant. Supervisor Sentner 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:**

**SUBDIVISIONS – IMPROVEMENTS:**

- 1.) Approval - Fields at Jasper Ridge time extension until August 7, 2022
- 2.) Approval - Fields at Indian Creek Phase 1 time extension until July 21, 2022
- 3.) Approval - Fields at Indian Creek Phase 3 time extension until August 7<sup>th</sup>, 2022
- 4.) Approval - Fields at Indian Creek Phase 4 & 5 time extension until August 30, 2022
- 5.) Approval – Millbrook Farms VI time extension until August 15, 2022
- 6.) Approval – Indian Mill Creek time extension until December 20, 2021 (6 months)

**MOTION:** Supervisor Moore made a motion to approve the time extensions as requested and listed in the agenda above. Supervisor Sentner seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

**CORRESPONDENCE:**

- 1.) Request to use the auditorium for the Food Pantry Clothing & House Hold Goods affiliate & Boy Scouts in November
  - a. Email from Robin Yoder

There is a group from the UCC church who supports the food pantry clients with clothing and household items. In November they offer a "shopper's shop" where they can select new items to give to others at no cost. They have been using the UCC church for bi-monthly distributions of regular items, but that week the church is having their basket auction at the church. Even post covid restrictions, we are hoping to limit congestion at the Lutheran church during distributions and cannot easily accommodate them there. They asked me to request if they might be able to use a room at the township building November 8, 10, and 13. Monday would be 8-6 to allow for setup and Wednesday 3-6 pm and Saturday 9-1 or 2. The challenge is they would need the space to be set up from start to finish. As we discussed, this also coincides with the Scouting for Food Day on November 13th. The scouts are hoping to use the parking lot again.

**MOTION:** Supervisor Moore made a motion to allow the Shoppers Shop to set up within the Municipal Building for November 8<sup>th</sup>, 10<sup>th</sup> and 13<sup>th</sup> and allow shoppers during the time slots given as well as allowing the Scouting for Food drive to use the parking lot as a sorting and donation area on November 13<sup>th</sup>, 2021 per Robin Yoder's email dated June 14<sup>th</sup>, 2021. Supervisor Sentner seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

**OTHER ISSUES:** - None

**REPORTS:**

Emergency Services Committee Report:

1.) Newsletter- the ESC met June 16<sup>th</sup> and formed a subcommittee to get the newsletter complete by the Hometown Press's deadline for submission of July 12<sup>th</sup>. This way the Township will pay for postage.

**MOTION:** Supervisor Moore made a motion to approve the publication of the newsletter for Emergency Services through Hometown Press. Supervisor Sentner seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: Report on website

Fire Companies: No Report

Emmaus Library: No Report

Recreation Commission: Next meeting 6/21 at 7pm at Fulmer Preserve

Township Manager:

Bud Carter – 1.) The Rt. 29 bridge replacement project will soon be routing the North Bound traffic onto the Sound Bound lane of the bridge to finish paving and tying in the North bound lane of the new bridge. 2.) Asking if the July 1<sup>st</sup> meeting could be cancelled due to the pending Holiday and lack of agenda items.

**Motion:** Supervisor Moore made a motion to cancel the July 1<sup>st</sup> Board of Supervisors meeting with the next meeting to be held July 15<sup>th</sup>, at 7:00 pm. Supervisor Sentner seconded the motion. Hearing no questions or comments all were in favor, motion carried.

Supervisors:

Robert Sentner – Supervisor Sentner asked if it was possible to send a letter to PennDOT in regard to the truck concerns on Indian Creek Road while the issues are still fresh in everyone’s mind due to the bridge project. His concern is the approved industrial plan on the Engleman Tract and what type of truck issues that would cause if it ever moved forward.

Joyce Moore – No Report

Daniel Mohr – No Report

**EXECUTIVE SESSION:** Not Needed

**ADJOURNMENT:** Meeting was adjourned at 7:30 pm.

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Chairman, Daniel J. Mohr

**July 15<sup>th</sup>, 2021**

**Date**

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Secretary, Jessi O’Donald