

Upper Milford Township  
Board of Supervisors  
Township Building, Old Zionsville, PA 18068  
November 18<sup>th</sup>, 2021 7pm  
**REGULAR MEETING MINUTES**

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**ATTENDANCE:** Supervisors; Joyce Moore, John Zgura; Manager Edward Carter, Planning Coordinator Brian Miller; Solicitor Brian Collins, Secretary/treasurer Jessi O'Donald.  
Absent: Daniel Mohr

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:** No input

**ACCEPTANCE OF MINUTES:**

Approval of October 21<sup>st</sup> Regular meeting minutes

**MOTION:** Supervisor Zgura made a motion to approve the minutes as presented for the October 21<sup>st</sup> Supervisors meeting. Supervisor 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. **20786 to 20822** in the amount of **\$30,200.84**

**OPEN SPACE FUND:**

PLGIT XXXX7146 - Check No. **XXXX** in the amount of **\$ 3,780.00**

**ACKNOWLEDGEMENT OF BANK TRANSFERS:**

**Transfer No.'s 2021-064 to 2021-066**

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

**SOLICITOR'S REPORT:** -

**OLD BUSINESS:** None

**NEW BUSINESS:**

- 1.) Updated – Defined Benefit 2022 MMO
  - a. Memo from Manager Carter

This has been updated from the MMO listed in September due to Actuarial recommendations and supported by the members of the Pension Committee. Act 205 of 1984 requires that the "chief administrative officer" of the pension plan inform the "governing board" of the municipality of the Minimum Municipal Obligation for the following year by the last business day in September. This memo, provided under the guidance of Foster & Foster (our plan's actuary), is intended to satisfy this legal requirement. Questions on our pension costs can either be addressed to me or Foster & Foster at 610-435-9577. The calculation of the 2022 Minimum Municipal Obligation requires several assumptions relating to projected payroll. The attached 2022 Minimum Municipal Obligation certification details this determination.

Both Supervisor Moore and Zgura acknowledged the updated MMO for 2022.

- 2.) Acceptance of Agricultural Security Area Application for 4246 Main Road W.
  - a. Letter from Planning Coordinator Brian Miller

The Township received a new ASA Application for the following property:  
• 4246 Main Rd. W. Emmaus, Pin # 549334409298, Total Acreage = 21.755  
The required paperwork is attached for the property. It would be customary for the Board to accept the application and to have the Township Staff & Solicitor start the required process for inclusion into the Upper Milford Township Agricultural Security Area.

**MOTION:** Supervisor Moore made a motion to accept the ASA application for 4246 Main Road W. Supervisor Zgura seconded the motion. Hearing no questions or comments, both were in favor, motion passed.

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

**PLANNING COMMISSION – OLD BUSINESS:** None

**PLANNING COMMISSION – NEW BUSINESS:** None

**SUBDIVISIONS – IMPROVEMENTS:** None

**CORRESPONDENCE:**

- 1.) Request for Special Fire Police – Old Zionsville UCC on 12/24 2:30-3:15 pm & 7-7:45 pm
  - a. Letter from Kathy Latshaw

Old Zionsville United Church of Christ requests the presence of the Fire Police, for safety reasons, on Christmas Eve, December 24, 2021, from 2: 30pm to 3: 15pm for our family Christmas Eve Service which begins at 3:00 pm and 7:00 to 7:45 p.m. for our annual Christmas Eve Candlelight Service which begins at 7:30 p.m.

**MOTION:** Supervisor Zgura made a motion to allow Station #28 & #19 Special Fire Police if willing and available per Kathy Latshaw’s letter dated October 27<sup>th</sup>, 2021 for the UCC Christmas Eve services. Supervisor Moore seconded the motion. Hearing no questions or comments, both were in favor, motion carried.

- 2.) Letter from Library Board Member– Jenny Kemps

The Board acknowledged her resignation and thanked her for her service. A notice has been placed for volunteer application until November 30<sup>th</sup>.

**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

Township Manager:

Bud Carter – No Report

Supervisors:

John Zgura – No Report

Joyce Moore – Joyce read an excerpt from a letter to Township Manager Daniel DeLong dated February 12, 2016 from Solicitor Fisher:

How long does the Open Space Tax remain in effect? - The Open Space Tax shall not be repealed any sooner than five years after the imposition of the tax or when any indebtedness incurred for payment of the properties acquired have been repaid, whichever is later. In other words, the tax will be in effect for a minimum period of five years. The Open Space Tax does not expire on its own. In order to repeal the Open Space Tax, the Township will then have to enact another ordinance again placing a referendum question on the ballot, using the same timeline and procedures as with the original question, asking voters whether they favor the continued imposition of the tax. If a majority of the voters no longer wish to continue with an Open Space Tax, it shall be deemed repealed effective in the fiscal year following the referendum. If a majority of the voters do wish to continue with the imposition of the Open Space Tax, it shall continue to be imposed at the rate described in the question for another five (5) years, from the approval of the referendum, until another ordinance and referendum disapproval occurs.

Phil Casey asked if this was going to be put back on the ballot for voters to decide.

Supervisor Moore stated she felt very strongly in favor of letting the referendum stand and not placing it back on the ballot but she was only one Supervisor.

Daniel Mohr – Absent. No Report

**EXECUTIVE SESSION:** Not Needed

**ADJOURNMENT:** Meeting adjourned at 7:11 pm.

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Vice-Chair Joyce Moore

12/02/2021  
Date

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Secretary Jessi O'Donald