

**Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
December 16th, 2021 7pm
REGULAR MEETING AGENDA**

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:

ACCEPTANCE OF MINUTES:

Approval of December 2nd, 2021 regular meeting minutes.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7096 - Check No's. **20854 to 20886** in the amount of **\$ 74,377.38**

STREET LIGHT FUND:

PLGIT XXXX7125 - Check No's. **1373** in the amount of **\$ 2,346.58**

ESCROW FUND:

PLGIT XXXX7109 - Check No's. **161** in the amount of **\$ 3,981.40**

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfer No's 2021-070 to 2021-084

SOLICITOR'S REPORT:

OLD BUSINESS:

NEW BUSINESS:

- 1.) Zoom Discussion
- 2.) Time extension for Indian Mills
 - a. Email from Gregory Harris – Omega Homes Inc

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS:

- 1.) Roy - Boundary Line Adjustment
 - a. Letter from Planning Coordinator Brian Miller

SUBDIVISIONS – IMPROVEMENTS: None

CORRESPONDENCE: None

OTHER ISSUES: - None

REPORTS:

Emergency Services Committee Report:

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: Report on Website

Fire Companies:

Emmaus Library:

Recreation Commission:

Township Manager:

Bud Carter –

Supervisors:

John D. Zgura –

Joyce K. Moore –

Daniel J. Mohr –

EXECUTIVE SESSION: - If needed

ADJOURNMENT:

AGENDA PART II:

UNFINISHED BUSINESS (NO ACTION ANTICIPATED):

OLD BUSINESS:

1. Indian Creek Industrial Park Subdivision:

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, 2020)

2. Morrissey Property Concerns
3. Open Space Update
4. Zoning and SALDO Update
5. Krause Property Concerns
6. Indian Mill Creek –completion

END AGENDA PART II:

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
December 2nd, 2021 7pm
REGULAR MEETING MINUTES

ATTENDANCE: Supervisors; Daniel Mohr, Joyce Moore, John Zgura; Manager Edward Carter; Solicitor Marc Fisher, Secretary/treasurer Jessi O'Donald.

Pledge of Allegiance to the flag.

ANNOUNCEMENTS:

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PUBLIC INPUT:

Jim Krippe: Jim asked about the EMA line item and asked if the \$500.00 left in the line item was to hide money in the budget.

ACCEPTANCE OF MINUTES:

Approval of November 18th 2021 regular meeting minutes.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7096 - Check No's. **20823 to 20853** in the amount of **\$ 18,012.56**

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfer No's 2021-067 to 2021-069

SOLICITOR'S REPORT: No report

OLD BUSINESS: None

NEW BUSINESS:

1.) 2022 Budget Approval

There were no questions as about the budget.

MOTION: Supervisor Moore made a motion to approve the 2022 Budget as presented and advertised. Supervisor Zgura seconded the motion. Hearing no further questions or comments, all were in favor, motion passed.

2.) Resolution 2021-036 – Real Estate Tax Millage

This is the millage rate resolution that is required with the budget. Since there is no tax increase the millage rate remains the same as 2021 at 0.45 mills.

MOTION: Supervisor Moore made a motion to approve Resolution 2021-036 for the 2022 millage rate. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

3.) 2022 Library Agreement

Upper Milford Township will make one payment of \$45,341 to the Emmaus Public library, payable prior to April 1, 2022 (or four quarterly payments of \$11,335.25). The Emmaus Public Library will issue library cards to the residents of Upper Milford Township without charge. Such cards will entitle the holders thereof to all the privileges with respect to library services available to residents of Emmaus who are holders of library cards. The use of the said library cards shall be subject to all the rules and regulations of the library. Upper Milford Township may appoint two representatives who will serve as members of the Emmaus Public Library Board to make such recommendations as may be pertinent to serving the residents of Upper Milford Township. This Agreement shall be effective from January 1, 2022 through December 31, 2022.

There was a brief discussion. Supervisor Zgura asked about the amount and how that was determined. He asked how much per resident and if we could just pay for the residents that use the Library. He has seen how many folks use the library when this company worked on the addition. Phil Casey reminded everyone that Lower Milford just took away money from the Library and does didn't feel enough people use the Library as he passes it every day and sees the same 10 cars in the lot. Jim Krippe commented that his family has two cards and there is content online that you can borrow so many don't use the building but many use the resources. Supervisor Mohr stated he was the only member of his family that didn't have a Library card.

4.) Meeting Schedule for 2022 to advertise

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

5.) Hall Rental Discussion

There was a brief discussion of the history of renting the auditorium and what the rental fee was. Phil Casey stated he did not feel the government should be renting and taking away from those who have businesses within the Township with rental facilities. Supervisor Moore asked if the decision could be put off until a later date due to the pandemic concerns. Supervisor Zgura stated he would like to revisit the topic again in six months.

MOTION: Supervisor Moore made a motion to revisit the topic of the Auditorium rental again in May 2022. Supervisor Zgura seconded the motion. Hearing no further questions or comments, all were in favor, motion carried.

6.) Quarry Rd Bridge RFP discussion a. Memo from Manager Carter

In November I sent out request for engineering firms to rehab the Quarry Road Bridge. I selected 6 different firms with the help of Jeff Ott, the township engineer and sent out requests to them. I received two of them back, one from Traffic Plan and Design, and the other from Rettew. Rettew was the engineer firm that the township used for Yeakel's Mills bridge project back in 2011. From what I have been told this project went well and the township was pleased with how Rettew handle the project. It would be my recommendation to enter into a contract with Rettew Engineering to be the engineering firm to assist the township in the replacement of the Quarry Road Bridge. Rettew proposes fees would be \$72,000. Traffic Plan and Design estimated fees would be \$285,000

There was a brief discussion. Phil Casey asked if the road was dedicated to the Township before the Township spends money on fixing the bridge. Manager Carter stated the road and bridge area were dedicated to the Township but he would have to check the date.

MOTION: Supervisor Moore made a motion to accept the RFP from Rettew per Manager Carter's memo dated December 2nd 2021 and approve staff and Solicitor to proceed with the contract for engineering design services for the Bridge on Quarry Road. Supervisor Mohr seconded the motion. Hearing no further comments or questions, all were in favor, motion carried.

- 7.) Library Board appointment for three year term ending 12/31/2024
 - a. Memo from Secretary O'Donald

We received a note of non-reappointment for Jenny Kemps to the Library Board of Trustees in November 2021. The volunteer position was posted and was sent out to volunteers that had expressed interest prior. We took applications until November 30th, 2021. As of November 30th we had only received one application. That application was from Lisa Marten who had previously been on the Library Board of Trustees. At this time I would gladly recommend appointing Lisa Marten to fill the open three year term for upper Milford Township expiring December 31st, 2024. She had done a wonderful job during her tenure on the Board in the past and would be a wonderful asset to the Library to have her on the Board of Trustees again.

MOTION: Supervisor Moore made a motion to appoint Lisa Marten to the Emmaus Public Library Board of Trustees for a three year term ending December 31, 2021. 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.) Goldstein Subdivision, expires 12/31/21
 - Indian Creek Industrial Park Subdivision, expires 12/31/21
 - Indian Creek Industrial Park Lot #10 Land development, expires 12/31/21
 - 4054 Chestnut St. Land Development, expires 12/31/21
 - Estates at Maple Ridge Subdivision, expires 12/31/21
 - Estates at Maple Ridge Subdivision (COSDO) 12/31/21
 - Dale A. & Lucy A. Dries Subdivision, expires 12/31/21

The Planning Commission recommended that the Board of Supervisors accept 180 day time extensions for the above subdivisions & land developments to allow them until 6/30/22 to complete their projects.

MOTION: Supervisor Moore made a motion to grant the 180 time extensions per Planning Coordinator Brian Miller's letter dated November 29th 2021 and listed above. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

SUBDIVISIONS – IMPROVEMENTS: None

CORRESPONDENCE: None

OTHER ISSUES: - None

REPORTS:

Emergency Services Committee Report: No Report

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: No Report

Fire Companies:

Station #19 thanked the Supervisors for their continued support and said they have exciting things coming up that they hope to report on soon.

Phil Casey asked if the Board understood the issues surrounding the Electric car batteries in crashes. He relayed that there is an extensive list of protocols needed to follow due to the toxicity of the cooling fluid surrounding the batteries.

Emmaus Library: No Report

Recreation Commission: No Report

Township Manager:

Bud Carter – Manager Carter reported that he was on a call with PPL earlier in the week. They have contacted property owners along the Macungie Trunk line and will be starting core sampling and preliminary work on the upgrade. The main upgrade work will begin in 2023. This project will upgrade the large two stand poles with the new design mono poles.

Supervisors:

John D. Zgura – No Report

Joyce K. Moore – Joyce expressed gratitude for the Township Staff and crew. After hearing stories of other municipalities not having enough staff for the winter she is thankful Upper Milford is ready to go for winter weather.

Daniel J. Mohr –No Report, just be well.

EXECUTIVE SESSION: - Not needed

ADJOURNMENT: Meeting was adjourned at 7:35 pm.

Chairman Daniel J. Mohr

12/16/2021
Date

Secretary Jessi O'Donald

UMT-GENERAL FUND BOS Meeting AP Disbursements Report December 16, 2021

| Date | Num | Name | Paid Amount |
|--|-------|--|-------------------|
| 100.01 - PLGIT - General Fund Ckg | | | |
| 12/16/2021 | 20854 | 6512 Stationview West | -30.00 |
| 12/16/2021 | 20855 | ALAN BROKATE - AP | -90.00 |
| 12/16/2021 | 20856 | American United Life Insurance Comp | -425.75 |
| 12/16/2021 | 20857 | AMERICAN UNITED LIFE INSURANCE COMPANY | -254.52 |
| 12/16/2021 | 20858 | AmTrust North America | -6,155.00 |
| 12/16/2021 | 20859 | Analytical Laboratories, Inc. | -135.00 |
| 12/16/2021 | 20860 | Bergey's Tire & Service Center | -832.08 |
| 12/16/2021 | 20861 | Crystal Springs | -17.21 |
| 12/16/2021 | 20862 | Hanover Engineering Assoc., Inc. | -666.15 |
| 12/16/2021 | 20863 | John R Young & Co. | -128.79 |
| 12/16/2021 | 20864 | KEYCODE INSPECTION AGENCY | -8,515.00 |
| 12/16/2021 | 20865 | Linde Gas & Equipment Inc | -17.14 |
| 12/16/2021 | 20866 | LOWE & MOYER GARAGE INC. | -67.17 |
| 12/16/2021 | 20867 | Marcy J. Janowski | -150.00 |
| 12/16/2021 | 20868 | NAPA AUTO PARTS | -93.27 |
| 12/16/2021 | 20869 | Ott Consulting Inc. | -16,061.97 |
| 12/16/2021 | 20870 | PA ONE CALL SYS. | -52.56 |
| 12/16/2021 | 20871 | PASEO | -125.00 |
| 12/16/2021 | 20872 | PLASTERER EQUIPMENT CO. INC. | -786.93 |
| 12/16/2021 | 20873 | PMHIC | -34,341.10 |
| 12/16/2021 | 20874 | PPL ELECTRIC UTILITIES | -116.70 |
| 12/16/2021 | 20875 | PSATS | -2,155.00 |
| 12/16/2021 | 20876 | RED HILL FORD (SANDS) | -52.08 |
| 12/16/2021 | 20877 | Robert E Little, Inc | -291.22 |
| 12/16/2021 | 20878 | Service Electric Cable TV Inc. | -135.72 |
| 12/16/2021 | 20879 | Sunoco Universal | -1,080.52 |
| 12/16/2021 | 20880 | TIMES NEWS (East Penn Press) | -211.06 |
| 12/16/2021 | 20881 | TransEdge Truck Center | -651.63 |
| 12/16/2021 | 20882 | Triad Truck Equipment Inc | -65.00 |
| 12/16/2021 | 20883 | unifirst | -205.45 |
| 12/16/2021 | 20884 | Verizon Wireless | -328.84 |
| 12/16/2021 | 20885 | WB Mason | -113.94 |
| 12/16/2021 | 20886 | Wehrung's Macungie LLC | -25.58 |
| Total 100.01 - PLGIT - General Fund Ckg | | | -74,377.38 |
| TOTAL | | | -74,377.38 |

UMT-STREET LIGHT FUND BOS Meeting AP Disbursement Report December 16, 2021

| Date | Num | Name | Paid Amount |
|---|------|------------------------|------------------|
| 100.01 - PLGIT - Street Light Fund Ckg | | | |
| 12/16/2021 | 1373 | PPL ELECTRIC UTILITIES | -2,346.58 |
| Total 100.01 - PLGIT - Street Light Fund Ckg | | | -2,346.58 |
| TOTAL | | | -2,346.58 |

UMT - ESCROW FUND BOS escrow release report December 16, 2021

| Type | Date | Num | Memo | Account | Credit |
|------------------------------------|------------|--------------|---|------------------------------|----------|
| Lutheran Church of the Holy Spirit | 12/16/2021 | Release 2021 | Release of balance of Escrow from Land development 2021 | 200.00 - Accounts Payable | 3,981.40 |
| Bill | 12/16/2021 | 161 | Release of balance of Escrow from Land development 2021 | 100.476 - Holy Spirit Church | 3,981.40 |
| Bill Pmt -Check | 12/16/2021 | | | | |