

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
March 17th, 2022, 7pm
REGULAR MEETING AGENDA

Public Packet

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:

- Eagle Scout Presentation – Reid Siminski
- Maryellen Kanarr and Anne Zayaitz – Emmaus Public Library

ACCEPTANCE OF MINUTES:

Approval of March 3rd, 2022 regular meeting minutes.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7096 - Check No's. 21089 to 21126 in the amount of \$92,650.06

STREET LIGHT FUND:

PLGIT XXXX7125 - Check No's. 1376 in the amount of \$2,270.64

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfer No's 2022-06 to 2022-012

SOLICITOR'S REPORT:

OLD BUSINESS: None

NEW BUSINESS:

- 1.) Resolution 2022-029 – O&M Agreement for 5430 Chestnut St.
- 2.) APRA Funding and Grant Program Discussion
 - Mailer for Grant Program
 - Contract for GLV Chamber of Commerce for Grant Program – Tentative
 - a. Memo from Secretary O'Donald

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS:

- 1.) Langan Subdivision – Waiver Requests and Subdivision Approval
 - a. Letter from Planning Coordinator Brian Miller

- 2.) Dries Subdivision – Waiver Requests and Subdivision Approval
 - 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: No Report

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
March 3rd, 2022, 7pm
REGULAR MEETING MINUTES

ATTENDANCE: Supervisors; Daniel Mohr, Joyce Moore, John Zgura; Manager Edward Carter; Planning Coordinator Brian Miller, 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 again about the Solar Farm Project on Buckeye Rd. He questioned the PURTA Tax revenue for that parcel.

There was a brief discussion. Planning Coordinator Brian Miller explained that the parcel is taxed in Lower Macungie Township. There is a small part of the plan that will be developed on the area of the parcel in Upper Milford. Secretary O'Donald stated that Upper Milford would not be getting PURTA Tax revenue from that parcel once developed due to the Taxing District being Lower Macungie.

ACCEPTANCE OF MINUTES:

Approval of February 17th, 2022 regular meeting minutes.

MOTION: Supervisor Moore made a motion to approve the minutes as presented. Supervisor Zgura seconded the motion. Motion carried with all in favor.

Jim Krippe- Jim wanted to clarify that he didn't accept the volunteer spot for the grant program, as he has put in other volunteer applications and not had them be accepted.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7096 - Check No's. 21045 to 21085 in the amount of \$76,273.39

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfer No's 2022-01 to 2022-05

MOTION: Supervisor Moore made a motion to pay the bills as read and acknowledge the bank transfers. Supervisor Zgura seconded the motion. Hearing now questions or comments, all were in favor motion carried.

SOLICITOR'S REPORT:

Public Hearing – ASA inclusion of 4246 Main Rd West 21.755 Acres
Solicitor Fisher opened the Public Hearing at 7:05pm. There were no comments about the inclusion of 4246 Main Rd West into the Agricultural Security Area. The Public Hearing was closed at 7:06 pm.

Approval - Resolution 2022-027

MOTION: Supervisor Moore made a motion to approve Resolution 2022-027 (Now 2022-028) for the ASA inclusion of 4246 Main Rd West. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

OLD BUSINESS: None

NEW BUSINESS: None

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS: None

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: No Report

Emmaus Library:

Lisa Marten gave a report for the Library. 03/05 is SnowBlast with storytelling, block party, snow flake crafts and the showing of Frozen II. The question was asked about the grant the Library received. Lisa explained that the grant was to enable the Library to become a "Family Place". This is geared toward family and children with parenting books, early childhood programming and materials.

Recreation Commission: No Report

Township Manager:

Bud Carter – Vera Cruz Rd Bridge project will be detouring traffic starting March 16 through approximately November 2022.

Supervisors:

John D. Zgura – Supervisor Zgura has been looking into the Veterans Memorials. He would like to offer to help clean and repair them but didn't want to upset anyone without asking and researching who is responsible for them first. Supervisor Mohr reported that the Vera Cruz Memorial was taken care of by the Vera Cruz Community Association and a member a few doors down replaces the flags and cleans up periodically. Supervisor Zgura stated he will continue to research how he can help with the two existing memorials and proposes to create a memorial at the Township building in two phases. First for Veterans and second for emergency responders. He wants to do this 100% through donations and volunteer work.

Joyce K. Moore – Supervisor Moore read a letter submitted by the Library Director

Good evening, I am the director of the Emmaus Public Library. I heard that there were questions raised at the last meeting about the library and its finances. I was not present at that meeting, so I would like to present some facts to address any concerns that the public may have. Here is a summary:

Upper Milford Township contracts yearly with Emmaus Public Library to provide materials and services to its residents. The library director, in return, personally emails the township manager and secretary the library board's agenda, minutes, director's report, statistics and financial statements every month. These documents are shared with the township supervisors. Upper Milford also has two seats on the library board. The 501c3 nonprofit public library falls under the umbrella of the state Department of Education and is overseen by the Bureau of Commonwealth Libraries. The library is also audited yearly as it receives some state funds. This audit is submitted to the state.

The local and state funds cover about 60% of the library's yearly operating costs, which include payroll, utilities, and more. The Friends of the Library nonprofit fundraises 10% and the other 30% comes from donations and grants. In December of 2021, the library received both a grant that will be spent in 2022 and an estate that will provide much needed updates as per the library's Long Range Plan to the 1966 building.

Other local libraries receive monies through resident tax and/or school districts. Emmaus Public Library receives neither, and therefore has a lower budget than some of its neighbor libraries.

The state library oversees the libraries and has codes that the libraries must follow; for example, 12% of the library's budget must be spent on materials for the community, and the library must be open at least 45 hours weekly including at least 7 hours on weekends. Also, the director must complete an annual report on all of the library's activities: hours, funds, collections, statistics, programs, and more.

Public libraries are required by both state and Emmaus Borough ordinances to provide library services free of charge. Public libraries were founded on providing equal access to information for everyone, no matter what their financial status. Public libraries also decrease the digital divide by providing free computers and wi-fi, technology classes and assistance.

The nine volunteer members of the library board employ a director, who is a professional librarian which requires a master's degree, as required by the state. I also have 20 years of experience working in libraries. In 2021, I brought in \$34,000 worth of grants: \$20,000 from Trexler Trust to replace carpet, \$10,000 from ARP Lehigh County to replace technology furniture, \$2500 from BB&T Foundation & \$1500 from Ocean Spray for the Science, Technology, Engineering, Mathematics (STEM) workstation in the teen area.

The director employs 3 full-time (35 hours+ weekly) staff, and 7 part-time staff. None of the staff, including the director, receive healthcare benefits. The library also has numerous volunteers who work the front desk, shelve books, process and repair books, and more. These volunteers save the library, and therefore the community, quite a bit of money.

The library suspended in-person events in January during the height of the pandemic, but is back to in-person events such as story times and book clubs as of February. Some online events

remain for those who are not able to or prefer not to travel to the library. The online events are free through the ZOOM platform.

The library buys materials at a discount and then those items circulate many times. The library has saved money by joining a local cooperative Lehigh Carbon County Cooperative (LCLC) that promotes resource sharing among 12 libraries with an open source platform. Summer interns are funded through CareerlinkLV.

Upper Milford residents have checked out 19,801 physical items in the past year. 2260 residents of Upper Milford hold an active library card. 55 residents participated in the Summer Reading Club.

As of September 2021, Emmaus Public Library expanded its hours to include Fridays for the first time in over a decade. EPL is now open 54 hours a week, the 3rd most hours open amongst the area libraries. EPL has 87,000+ items, the largest collection amongst the LCLC libraries.

While the library has many books (over 80,000!), it also lends other items. Physical items include: DVDs, CD books, CD music, magazines, totes for book clubs, seeds, museum passes, travel brochures, and jigsaw puzzles. E-resources include: e-books, e-audiobooks, e-magazines, Rosetta Stone online, Ancestry.com in library, and more! Outreach includes a book drop at the township building and Upper Milford Community Day. Libraries are no longer dusty book depositories, but rather community centers.

In closing, libraries are one of the last places indoors that people can spend time free of charge. Like schools, not all members of the community may choose to use them, but libraries improve residents' quality of life. I invite you to stop by the library or sign up for a card online. Libraries serve their communities.

Daniel J. Mohr –No Report

EXECUTIVE SESSION: - Not needed

ADJOURNMENT: Meeting was adjourned at 7:25 pm.

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:

**UMT-GENERAL FUND
BOS Meeting AP Disbursements Report**

March 17, 2022

| Date | Num | Name | Paid Amount |
|--|-------|---|-------------------|
| 100.01 · PLGIT - General Fund Ckg | | | |
| 03/17/2022 | 21126 | 5750 Vera Cruz Rd | -135.00 |
| 03/17/2022 | 21125 | American Legal Publishing Corp | -250.00 |
| 03/17/2022 | 21124 | American Rock Salt Company LLC | -8,481.58 |
| 03/17/2022 | 21123 | Analytical Laboratories, Inc. | -35.00 |
| 03/17/2022 | 21122 | AR Saw & Tool Inc | -100.00 |
| 03/17/2022 | 21121 | ASAP | -1,391.97 |
| 03/17/2022 | 21120 | Autoparts Warehouse | -459.90 |
| 03/17/2022 | 21119 | AutoZone, Inc. | -2.69 |
| 03/17/2022 | 21118 | Bergey's Tire & Service Center | -151.00 |
| 03/17/2022 | 21117 | Core & Main LP | -3,010.00 |
| 03/17/2022 | 21116 | Environmental Consultation Services Inc | -3,750.00 |
| 03/17/2022 | 21115 | Keith's Lock & Door Service LLC | -4,806.70 |
| 03/17/2022 | 21114 | KEYCODE INSPECTION AGENCY | -7,790.00 |
| 03/17/2022 | 21113 | LOWE & MOYER GARAGE INC. | -112.62 |
| 03/17/2022 | 21112 | Martin Stone Quarries, Inc. | -307.99 |
| 03/17/2022 | 21111 | MASTER SUPPLY LINE | -20.40 |
| 03/17/2022 | 21110 | Miller Municipal Supply, LLC | -193.00 |
| 03/17/2022 | 21109 | ODB Company | -4,317.00 |
| 03/17/2022 | 21108 | Ott Consulting Inc. | -9,565.94 |
| 03/17/2022 | 21107 | PASSMORE SERVICE CENTER | -52.99 |
| 03/17/2022 | 21106 | PENTELEDATA | -125.95 |
| 03/17/2022 | 21105 | PMHIC | -34,341.10 |
| 03/17/2022 | 21104 | PMRS | -2,070.74 |
| 03/17/2022 | 21103 | PPL ELECTRIC UTILITIES | -137.79 |
| 03/17/2022 | 21102 | RED HILL FORD (SANDS) | -39.51 |
| 03/17/2022 | 21101 | Reynolds Business Systems | -5,480.22 |
| 03/17/2022 | 21100 | RICHARD R. SCHMICK, INC. | -2,555.00 |
| 03/17/2022 | 21099 | Service Electric Cable TV Inc. | -144.96 |
| 03/17/2022 | 21098 | Shelton Hitch Co Inc | -83.28 |
| 03/17/2022 | 21097 | Shred-it, c/o Stericycle, Inc | -65.68 |
| 03/17/2022 | 21096 | TIMES NEWS (East Penn Press) | -40.71 |
| 03/17/2022 | 21095 | unifirst | -148.90 |
| 03/17/2022 | 21094 | VISA # 3797 (RS) | -273.59 |
| 03/17/2022 | 21093 | VISA #6512 (BC) | -560.00 |
| 03/17/2022 | 21092 | VISA#2958 (JO) | -1,066.03 |
| 03/17/2022 | 21091 | VISA#2966 (BF) | -212.20 |
| 03/17/2022 | 21090 | WB Mason | -133.89 |
| 03/17/2022 | 21089 | Wehrung's Macungie LLC | -236.73 |
| Total 100.01 · PLGIT - General Fund Ckg | | | -92,650.06 |
| TOTAL | | | -92,650.06 |

**UMT-STREET LIGHT FUND
BOS Meeting AP Disbursement Report**

March 17, 2022

| Date | Num | Name | Paid Amount |
|---|------|------------------------|------------------|
| 100.01 · PLGIT - Street Light Fund Ckg | | | |
| 03/17/2022 | 1376 | PPL ELECTRIC UTILITIES | -2,270.64 |
| Total 100.01 · PLGIT - Street Light Fund Ckg | | | -2,270.64 |
| TOTAL | | | -2,270.64 |