

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
December 15th, 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:

ACCEPTANCE OF MINUTES:

Approval of December 1st, 2022, regular meeting minutes.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7096 - Check No's. 21755 to 21786 in the amount of \$78,102.13

STREET LIGHT FUND:

PLGIT XXXX7125 - Check No's. 1385 in the amount of \$2,339.88

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfer No's 2022-085 through 2022-089

SOLICITOR'S REPORT:

OLD BUSINESS: None

NEW BUSINESS:

- 1.) Quarry Road Bridge Bid Award
 - a. Manager Carter
- 2.) Western District Discussion on Tanker Discount Options
 - a. Chief Mike Kline
- 3.) Discussion of ARPA Funds investment
- 4.) FIC ANNEX Agreement – Tentative
 - a. Manager Carter

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:

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:

UNAPPROVED MINUTES

**Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
December 1st, 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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Upper Milford Board of Supervisors held an executive session at 11:00 am on Monday, November 28th to discuss real estate.

PUBLIC INPUT:

Phil Casey – Phil questioned the budget in terms of Capital reserve and spending. He noted that the Township had a large Capital Reserve prior to buying the Kings Highway School in 2007 and wondered if money was placed back in the Capital Reserves or if the Township has spent all the funds to balance the Budget.

Treasurer O'Donald answered that the Township has been putting funds in at the end of each year as possible. The Capital Reserve cannot be moved into the General Fund without a motion and resolution so residents would know if that was happening. [NOTE: Township Financial Report for 2021 was advertised in the East Penn Press on November 23rd, 2022.]

ACCEPTANCE OF MINUTES:

Approval of November 17th, 2022, regular meeting minutes.

MOTION: Supervisor Moore made a motion to approve the minutes as presented. Supervisor Zgura 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. 21733 to 21754 in the amount of \$34,705.44

ESCROW FUND:

PLGIT XXXX7154 - Check No's. 171 and 172 in the amount of \$4,000.00

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfers No. 2022-082 to 2022-084

MOTION: Supervisor Moore made a motion to pay the bills as read and acknowledge the bank transfers. Supervisor Zgura 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.) 2023 Budget Approval

There was a brief discussion on the budget. Supervisor Zgura noted his concern on the purchase of the Loader.

Jim Krippe asked why the increase for the Maintenance on the Office building went up so much. Manager Crater responded that was the cost of the Pole Building. Supervisor Zgura noted that the cost of that may increase more as he would like to make sure the building looks appropriate for the property. Jim also inquired as to why employees got a 4% increase when the Fire Companies didn't get an increase. Treasurer O'Donald reminded that the Township was still budgeting for toward the current ESC's five-year plan.

[Note, after research the plan was a ten-year financial plan that the Fire Companies could adjust. Each year a memo is sent reminding them that the budget will be worked on and asking for a letter of what they have spent the prior year's donation on and asking them to submit for the in-process budget. There were no requests received. The Major Fire Account deposit were increase for 2022 by \$450.00 each for the year without request.]

MOTION: Supervisor Moore made a motion to approve the 2023 budget as presented. Supervisor Mohr seconded the motion. Hearing no further questions, Moore and Mohr were in favor, Zgura voted no, motion carried.

2.) Resolution 2022-039 – Real Estate Tax Millage

MOTION: Supervisor made a motion to approve Resolution 2022-039 for the millage of 0.45 mills which is no increase for the 2023 budget. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

3.) 2023 Library Agreement

This is the yearly agreement with the Emmaus Public Library to provide library resources for the residents of Upper Milford Township.

MOTION: Supervisor Moore made a motion to approve the 2023 Emmaus Public Library Agreement for the amount of \$46,701.00 payable in four installments. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

4.) Meeting Schedule for 2023 to advertise

All the Township Committees are advertised once for the next year. This advertisement includes all the meetings for all the committees for 2023.

MOTION: Supervisor Moore made a motion for staff to submit the advertisement to the East Penn Press for the 2023 meeting dates. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

5.) Western District Investment change request
a. Letter from President Michael Kline

Letter from Michael Kline: At our October 13th, 2022, general meeting we voted to approve the moving of \$500,000 of the Major Fire Fighting fund into the PLGIT's 270-day term. Please invest this money on December 2nd.

Frank Kuklis asked what would happen if the Fire Company needed the funds early? Answer: Plgit would charge a penalty for early withdrawal.

There was a brief discussion.

MOTION: Supervisor Moore made a motion to direct staff to make the 270-day term transaction for \$500,000.00 from the Western District Capital Reserve Fund with principal and proceeds to be returned to the Class level account at the end of the 270 days. Supervisor Zgura seconded the motion. Hearing no further questions or comments, all were in favor, motion carried.

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS:

1.) 180 Day Time Extensions:

Jerome Goldstein Subdivision, expires 12/31/22

Indian Creek Industrial Park Subdivision, expires 12/31/22

Indian Creek Industrial Park Lot #10 Land development, expires 12/31/22

4054 Chestnut St. Land Development, expires 12/31/22

6334 Chestnut St. Land Development, expires 12/31/22

MOTION: Supervisor Moore made a motion to grant the time extensions as listed above and in Brian Miller's letter dated November 30, 2022, until June 30, 2023. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

SUBDIVISIONS – IMPROVEMENTS:

- 1.) Credit Release No. 1 for Fields at Indian Creek – Allen St Light in the amount of \$ 127,245.18
 - a. Letter from Township Engineer Jeffery Ott

MOTION: Supervisor Moore made a motion to grant credit release No. 1 for the Fields at Indian Creek – Allen Street Light in the amount of \$127,245.18 per Township engineer’s letter dated November 30, 2022. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 2.) Credit Release No. 1 for Fields at Indian Creek – Allen St Light in the amount of \$ 34,374.73
 - a. Letter from Township Engineer Jeffery Ott

Motion: Supervisor Moore made a motion to grant Credit Release No. 1 for the Allen Street Light escrow in the amount of \$34,374.73 per Township Engineer’s letter dated November 30, 2022. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

CORRESPONDENCE:

- 1.) Resignation of Rose and Robert Parry from the Recreation Committee
 - a. Letter from Rose Parry

Please accept our resignations from the Upper Milford Recreation Commission. We have spent many happy years of service to the parks and recreation of the Township. However, advancing age and its inevitable physical limitations now prevent us from being the contributing members we want to be. Reluctantly, it is time to step aside. Our interest in the parks continues into retirement as we wish much success to the new Commission members and their work with the parks.

MOTION: Supervisor Moore made a motion to accept Roselyn and Robert Parry’s resignation from the Recreation Committee and thank them for their years of service to the Township. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

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 expressed thanks on behalf of the Library for the continuous Support.

Recreation Commission: The Parry's will be missed on the Recreation Committee. They always had valuable insight and knew the history.

Township Manager:

Bud Carter – No Report

Supervisors:

John D. Zgura – Supervisor Zgura Brought up his thoughts about investing money from the ARPA funds into the PLGIT Term Transaction and then giving the principal and interest earned to the fire Companies Major Fire Fighting Equipment Reserve Accounts, as Western District is seeking \$100,000.00 to \$125,000.00 in additional funds to add a compressed air/foam to the new truck they will be ordering. Everyone agreed but since this wasn't on the agenda it will be added to the next agenda for action. Chief Kline said that waiting until the next meeting would not delay their ordering of the truck, as they are still waiting on a few quotes.

Joyce K. Moore – No Report

Daniel J. Mohr – Asked if there was an update on the Vera Cruz Rd Bridge over the Turnpike?
Manager Carter stated there has been no update since he was told mid-December.

EXECUTIVE SESSION: - If needed

ADJOURNMENT:

Chairman Daniel J. Mohr

12/15/2022
Date

Secretary Jessi O'Donald

**UMT-GENERAL FUND
BOS Meeting AP Disbursements Report
December 15, 2022**

Date	Num	Name	Paid Amount
100.01 - PLGIT - General Fund Ckg			
12/15/2022	21755	Advance Auto Parts	-38.67
12/15/2022	21756	AmTrust North America	-6,275.00
12/15/2022	21757	Analytical Laboratories, Inc.	-135.00
12/15/2022	21758	AutoZone, Inc.	-66.21
12/15/2022	21759	Crystal Springs	-24.20
12/15/2022	21760	EM KUTZ, INC.	-36.18
12/15/2022	21761	Herpel's Auto and Truck Lifts	-175.00
12/15/2022	21762	Jasper Ridge Farm	-65.00
12/15/2022	21763	Keith's Lock & Door Service LLC	-949.60
12/15/2022	21764	KEYCODE INSPECTION AGENCY	-5,785.48
12/15/2022	21765	Linde Gas & Equipment Inc	-18.01
12/15/2022	21766	LVAAS	-50.00
12/15/2022	21767	MICHELLE HINKLE	-630.00
12/15/2022	21768	Monks Security Systems Inc.	-135.00
12/15/2022	21769	Ott Consulting Inc.	-20,317.13
12/15/2022	21770	PA ONE CALL SYS.	-58.53
12/15/2022	21771	PASSMORE SERVICE CENTER	-1,657.28
12/15/2022	21772	Petty Cash - Upper Milford Township	-66.53
12/15/2022	21773	PMRS	-3,969.73
12/15/2022	21774	Postmaster	-90.00
12/15/2022	21775	PPL ELECTRIC UTILITIES	-151.22
12/15/2022	21776	PSATS	-2,213.00
12/15/2022	21777	Reynolds Business Systems	-5,480.14
12/15/2022	21778	Rotary Lift	-24,228.42
12/15/2022	21779	Service Electric Cable TV Inc.	-164.40
12/15/2022	21780	Sunoco Universal	-1,243.19
12/15/2022	21781	unifirst	-165.54
12/15/2022	21782	Verizon Wireless	-328.46
12/15/2022	21783	VISA #6512 (BC)	-2,805.48
12/15/2022	21784	VISA (KW) #6488	-512.79
12/15/2022	21785	WB Mason	-90.87
12/15/2022	21786	Wehrung's Macungie LLC	-176.07
Total 100.01 - PLGIT - General Fund Ckg			-78,102.13
TOTAL			-78,102.13

**UMT-STREET LIGHT FUND
BOS Meeting AP Disbursement Report
December 15, 2022**

Date	Num	Name	Paid Amount
100.01 - PLGIT - Street Light Fund Ckg			
12/15/2022	1385	PPL ELECTRIC UTILITIES	-2,339.88
Total 100.01 - PLGIT - Street Light Fund Ckg			-2,339.88
TOTAL			-2,339.88