

**UPPER MILFORD TOWNSHIP  
BOARD OF SUPERVISORS  
OLD ZIONSVILLE, PA 7:00 P.M.  
REORGANIZATION MEETING AGENDA  
JANUARY 3rd, 2023**

*Public Packet*

Call meeting to order.

Pledge of allegiance to the flag.

**ANNOUNCEMENTS:** This meeting is being broadcast via ZOOM and recorded to aid in the preparation of minutes and for such other purposes as the Board sees fit.

This meeting was advertised in The East Penn Press on December 21<sup>st</sup>, 2022.

The purpose of this meeting is to elect a temporary chairman and proceed with the normal procedures required of a reorganization meeting.

**NOMINATION AND ELECTION OF TEMPORARY CHAIRPERSON:** (Board Action Required)

**TEMPORARY CHAIRPERSON'S AGENDA:**

1. Nomination of Chairperson of the Board of Supervisors for 2023:
2. Nomination of Vice-Chairperson of the Board of Supervisors for 2023:

**(2023 CHAIRMAN IS SEATED)**

**RE-ORGANIZATIONAL MEETING ACTIONS:**

**DESIGNATION OF BOARD OF SUPERVISORS REPRESENTATIVE:** To attend Lehigh County Authority Business meetings and serve as alternate to Township Manager on voting matters. (Current Designee is Supervisor Moore)

**DESIGNATION OF BOARD OF SUPERVISORS REPRESENTATIVE:** To the Agricultural Security Board. (Current Designee was Supervisor Moore)

**BOARDS, COMMITTEES, REPRESENTATIVES:**

The Board of Supervisors state that as each term expires for members of all bodies, the Board of Supervisors at that time will act as necessary for the reappointment or new appointment of members as required.

1. Zoning Hearing Board
  - a. Reappoint Bennett Kohler (Member) to the Zoning Hearing Board term to expire January 3<sup>rd</sup>, 2028
  - b. Reappoint Aurora Pattishall (alternate) to the Zoning Hearing Board term to expire January 3<sup>rd</sup>, 2028
2. Vacancy Board
  - a. Reappoint Mr. John Hayes to the vacancy board for the prescribed annual term.
3. Emergency Services Committee
  - a. Reappoint Thomas Carl to the Emergency Services Committee, term expire on January 5<sup>th</sup>, 2026.

4. Planning Commission

- a. Reappoint Anthony Koneski Jr (Member) to the Planning Commission, term to expire January 4<sup>th</sup>, 2027
- b. Reappoint Philp Hartranft (member) to the Planning Commission, term to expire January 5, 2026

5. Joint Environmental Advisory Council

- a. Reappoint Lisa Haus to the Joint EAC with a term to expire January 5<sup>th</sup>, 2026
- b. Reappoint Kyle Wagner to the Joint EAC with a term to expire January 5<sup>th</sup>, 2026

**CORRESPONDENCE:** None

**EXECUTIVE SESSION:** Not Needed.

**RESOLUTIONS:**

1. Re-appointment and setting of wages of Township Officials for 2023 (Resolution No. 2023-001).
2. Re-appointment of Township Solicitor (Resolution No. 2023-002).
3. Hourly Employee Wage Schedule (Resolution No. 2023-003).
4. Re-appointment of Zoning Hearing Board Solicitor, Alternate Zoning Hearing Board Solicitor and Court Reporter (Resolution No. 2023-004).
5. Re-appointments, Appointments and Acknowledgements to Boards, Committees and Representatives (Resolution No. 2023-005).
6. Re-appointment of Township Engineer (Resolution No. 2023-006).
7. Re-appointment of Address Assignment Consultant (Resolution No. 2023-007).
8. Re-appointment of Township Accounting Service Consultant (Resolution No. 2023-008).
9. Re-Appointing a third party electrical and construction code agency (Resolution No. 2023-009).
10. Setting Bonding for Treasurer, Township Manager and Assistant Manager (Resolution No. 2023-010).
11. PLGIT Authorized Signers (Resolution No. 2023-011).
12. Setting the Fee Schedules – Administrative and Zoning (Resolution No. 2023-012).
13. Setting Fee Schedule – Building Permits (Resolution No. 2023-013).
14. Setting subdivision and land development application and escrow fees (Resolution No. 2023-014).
15. New Tripoli Bank Authorized Signers (Resolution No. 2023-015).
16. Destruction of Township Records Authorization (Resolution No. 2023-016)

17. Re-appointment of Alternate SEO (Resolution No. 2023-017)
18. Appointment of Alternate Zoning Officer (Resolution No. 2023-018)

**MOTION TO APPROVE RESOLUTIONS:**

**SETTING BOARD OF SUPERVISORS – MEETING SCHEDULE 2022:**

The Board of Supervisors hereby establish the first and the third Thursday of each month from February through December as the stated meetings, the Workshop meetings will be scheduled and advertised as needed. Regular meetings will begin at 7:00 pm, except as such times may conflict with holidays or other business, in which case a suitable alternate date will be fixed, and proper notice will be given. The next scheduled Board of Supervisors Meeting is on Thursday, January 19<sup>th</sup>, 2023, at 7:00 pm. A special meeting may be held when the business load is excessive for a particular meeting as determined by the Board of Supervisors.

**MOTION TO APPROVE MEETING SCHEDULE:**

**PSATS CONVENTION**

The Board of Supervisors must approve, if so desired, the attendance of all Supervisors, Township Secretary, Township Treasurer, Township Manager, Assistant Manager, Employee Personnel and Township Solicitor to the PSATS Convention, under the same procedure, with expenses reimbursed as specified by the Pennsylvania State Association of Township Supervisors and Act of the Legislature.

**Motion to approve attendance to the PSATS Convention and designate a voting delegate:**

Township Supervisors, Staff and Solicitor are approved to attend the annual PSATS Convention held April 23-26, 2023 and \_\_\_\_\_ is designated as the official voting delegate to the PSATS Convention.

**APPROVAL AND ACCEPTANCE OF REORGANIZATION MEETING ACTIONS:**

**Motion for the approval and acceptance of the Reorganization Meeting:** all of the foregoing has been accepted and approved as presented. All open bills for 2022 are approved for payment.

**REGULAR MEETING BUSINESS:**

**ANNOUNCEMENT:** The Elected Auditor's Meeting will be held on Wednesday, January 4<sup>th</sup>, 2023, at 3:00 p.m.

**PUBLIC INPUT:**

**ACCEPTANCE OF MINUTES:** Acceptance of the December 15<sup>th</sup>, 2022; Regular meeting minutes.

**APPROVAL OF PAYMENT OF 2022 BILLS:**

**GENERAL FUND:**

PLGIT XXXX7096 – Check No's 21787 to 21817 in the amount of \$56,664.86

**No Transfers**

**APPROVAL OF PAYMENT OF 2023 BILLS:**

**GENERAL FUND:**

PLGIT XXXX7096 – Check No's 21818 to 21820 in the amount of \$3,945.46

**No Bank Transfers**

**OLD BUSINESS:** None

**NEW BUSINESS:**

- 1.) Approval of Letter of engagement for 2022 Audit
- 2.) DCNR Grant process approval for upgrades at Lenape Park
  - a. Memo from Kyle Walbert
- 3.) Indian Creek Road Traffic Study and permission to advertise Ordinance No. 169
  - a. memo from Manager Carter
- 4.) Discussion of Loader Purchase
- 5.) Ordinance No. 170 authorization to advertise
  - a. Memo from Planning Coordinator Brian Miller

**SOLICITOR'S REPORT:**

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

**PLANNING COMMISSION – OLD BUSINESS:** - None

**PLANNING COMMISSION NEW BUSINESS:** - None

**SUBDIVISIONS – IMPROVEMENTS:**

- 1.) Credit Release No. 1 – Fields at Indian Creek – Annex in the amount of **\$87,134.51**
  - a. Letter from Township Engineer Jeffery Ott
- 2.) Credit Release No. 8 – Kohler Tract/Jasper Ridge in the amount of **\$107,667.44**
  - a. letter from Township Engineer Jeffery Ott
- 3.) Credit Release No. 4 – Maple Ridge in the amount of **\$354,152.87**
  - a. Letter from township Engineer Jeffery Ott

**CORRESPONDENCE:** None

**OTHER ISSUES:**

**REPORTS:**

Emmaus Library:

Fire Companies:

Recreation Commission: None

Township Manager:  
Bud Carter -

Supervisors:

Daniel Mohr –  
Joyce Moore –  
John Zgura -

**EXECUTIVE SESSION:** if Needed

**ADJOURNMENT:**

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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 15<sup>th</sup>, 2022, 7pm  
REGULAR MEETING MINUTES

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**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:**

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:** None

**ACCEPTANCE OF MINUTES:**

Approval of December 1<sup>st</sup>, 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. **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

**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.) Quarry Road Bridge Bid Award
  - a. Manager Carter

Manager Carter explained the letter from Rettew. The bids came in higher than the original expectation due to the price increases in construction material since August. Colt Hershinger asked

where the extra money would come from. Manager Carter stated that we would keep an eye on the budget and if revenue was enough, it could just be absorbed through the year, if not than the Board could appropriate funds from the Capital reserve. Frank Kuklis asked how many homes the bridge served. There are six residences that the bridge serves. Phil Casey asked again if the road was really owned by the Township. Supervisor Zgura stated that when he first joined the Board the research was done and there was proof that the bridge was owned by the Township. The bridge is in bad shape, and he understands that the cost of everything was rising. He believes that the Board should take more time to decide on the options. Manager Carter reminded everyone that the engineering for the bridge and permits is complete and if anything is changed that that would have to be done all over again. Supervisor Zgura replied to questions with, "they just don't know what else to do even though it is expensive". Angie Ashbrook asked if there is a bike lane put on the bridge if the Township could get a multi modal grant for it. Manager Carter said it wouldn't qualify.

**MOTION:** Supervisor Moore made a motion to reject the bid of \$181,184.00 from CMR Construction Inc for failure to meet PennDOT prequalification requirement S2. Supervisor Mohr seconded the motion. Supervisor Moore asked what S2 was. Hearing no further questions or comments, all were in Favor, motion carried.

**MOTION:** Supervisor Moore made a motion to accept and approve the bid from Minichi, Inc for \$187,000.00 contingent upon submission of appropriate bond and acceptable contract with Staff and Solicitor. Supervisor Mohr seconded the motion. Supervisor Zgura stated that he felt the information should have been held and thought about to make sure this was the direction to go. Supervisors Moore, and Mohr were in favor, Supervisor Zgura was not, motion carried.

2.) Western District Discussion on Tanker Discount Options  
a. Chief Mike Kline

Chief Kline presented a question to the Board regarding the purchase of the tanker/pumper. Prices are coming in between 1.1 and 1.2 million. The Fire Company has been told that if they pay the cost up front at order, they could potentially save a significant amount of the cost. The Fire Company would like to not touch the funds the Township has in capital reserve since it was just invested into a higher rate term transaction and save that money for another project. The Fire Company is asking if it is possible for the Township to float a loan to the Fire Company until they take delivery of the new tanker/pumper, secure a 2% State loan, and sell another vehicle to pay back the Township. The length of this loan would be approximately 24 months as that is what they are being told it will take to receive the vehicle. The 2% loan would be funded when they take delivery of the new vehicle. They would then sell their used vehicle. According to Kevin Kleinsmith the 2% loan application would be filed right away, and the loan wouldn't be funded until delivery, but the loan is guaranteed. It was also asked what happens if within the 24 months if the vehicle isn't completed or couldn't be completed. Chief Kline stated there would be a performance bond purchased at contract signing for the value of the vehicle ordered. Brokers said the used vehicle to be sold is worth approximately \$125,000.00. Chief Kline stated he feels the amount of loan that the Township would need to float would be \$550,000.00 but that amount includes the compressed air/foam system to be discussed in the next agenda item. They have information from the loan person on how to set up a 0% loan from the Township to be repaid with the 2% loan for \$270,000.00 when funded at vehicle delivery. The Fire Company has \$500,000 between Fire Company Funds and grant money. The Fire Company is hoping the compressed air system will be paid for by the Township. Solicitor Fisher recounted the dollars from the conversation. Solicitor Fisher totaled around \$600,000.00 to \$700,000.00 needed beyond the grant money from the State for the purchase of the truck. During this Phil Casey

expressed thoughts directly to Fire Company volunteers about the cost of the vehicle. It was asked if the Fire Company had an itemized list of costs from the manufactures? Chief Kline stated they had one written quote and four verbal quotes. They are waiting for the written quotes. They anticipate signing a sales contract the beginning of March. Frank Kuklis asked if there was a discount provided for less than 100% payment up front. It was noted that the Fire Company should get exactly what they want and put in writing exactly what they would need for this to be discussed further. Chief Kline state he would forward information to the Township. Chief Kline went on to explain what the compressed air/foam system does for fighting fires for the audience.

### 3.) Discussion of ARPA Funds investment - Tabled

There was a discussion regarding this money being just given to the Fire Company or waiting until the Fire Company had more information on the truck they are hoping to purchase. It was decided that it would wait until the Fire Company had more information and more quotes in writing back from manufactures prior to giving an answer. Solicitor Fisher offered that the Fire Company decide on the truck they would like to purchase and forward the information to the Township Staff by January 12<sup>th</sup>, so everyone can understand what they are asking for prior to having a discussion.

### 4.) FIC ANNEX Agreement a. Manager Carter

This is the normal agreement for subdivision improvements. The improvements for the Fields at Indian Creek Annex that are within Upper Milford township are a couple hundred feet of road, the intersection and tow homes. The rest of the Annex development resided within Emmaus Borough.

**MOTION:** Supervisor Moore made a motion to approve the Subdivision and Improvements Agreement for Kay Builders, Field at Indian Creek Annex. Supervisor Zgura 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:** 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: Report on website

Fire Companies: No Report

Emmaus Library: No Report

Recreation Commission: Next meeting is February

Township Manager:

Bud Carter – The Allen Street Light is operational, and the Vera Cruz Rd Bridge over the Turnpike is open for traffic.

Supervisor Mohr asked about the Allen St Light and that there is no turn signal from Chestnut Street north bound to turn onto Allen St. Manager Carter answered that it didn't fall into PennDOT's requirements for one. Phil Casey questions the South Bound Traffic into what he terms the Opium den. The answer for that was also that the Township voiced that concern to PennDOT, but the trip number doesn't require a turn lane according to PennDOT.

Supervisors:

John D. Zgura – Merry Christmas and Happy New Year

Joyce K. Moore – Happy Holidays to all.

Daniel J. Mohr – Ditto

**EXECUTIVE SESSION:** - Not needed

**ADJOURNMENT:** Meeting was adjourned at 8:02 pm.

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\_\_\_\_\_  
Chairperson

01/03/2023

Date

\_\_\_\_\_  
Secretary Jessi O'Donald

11:45 AM

12/30/22

**UMT-GENERAL FUND**  
**BOS Meeting AP Disbursements Report**  
**December 30, 2022**

Date	Num	Name	Paid Amount
<b>100.01 · PLGIT - General Fund Ckg</b>			
12/30/2022	21787	American Rock Salt Company LLC	-7,581.81
12/30/2022	21788	American United Life Insurance Comp	-424.58
12/30/2022	21789	AMERICAN UNITED LIFE INSURANCE COMPANY	-256.38
12/30/2022	21790	Analytical Laboratories, Inc.	-35.00
12/30/2022	21791	Autoparts Warehouse	-160.79
12/30/2022	21792	AutoZone, Inc.	-88.29
12/30/2022	21793	Batteries + Bulbs	-23.77
12/30/2022	21794	Best Line Equipment	-143.84
12/30/2022	21795	CHRIN HAULING, INC.	-253.87
12/30/2022	21796	Citizen's Fire Company Relief Association	-3,000.00
12/30/2022	21797	Deer Country Farm & Lawn, Inc.	-259.14
12/30/2022	21798	Greater Lehigh Valley Chamber Of Commerce	-464.00
12/30/2022	21799	HWA Group Inc	-99.95
12/30/2022	21800	LEHIGH COUNTY AUTHORITY	-114.48
12/30/2022	21801	MICHELLE HINKLE	-630.00
12/30/2022	21802	NAPA AUTO PARTS	-34.14
12/30/2022	21803	PENTELEDATA	-125.95
12/30/2022	21804	PMHIC	-34,791.81
12/30/2022	21805	PMRS	-33.05
12/30/2022	21806	PPL ELECTRIC UTILITIES	-1,375.94
12/30/2022	21807	RED HILL FORD (SANDS)	-91.18
12/30/2022	21808	RETTEW	-2,061.50
12/30/2022	21809	Service Electric Cable TV Inc.	-93.34
12/30/2022	21810	TIMES NEWS (East Penn Press)	-215.82
12/30/2022	21811	TransEdge Truck Center	-503.06
12/30/2022	21812	unifirst	-165.54
12/30/2022	21813	Upper Milford Historical Society	-22.00
12/30/2022	21814	Verizon Wireless	-328.15
12/30/2022	21815	WB Mason	-59.99
12/30/2022	21816	Wehrung's Macungie LLC	-227.49
12/30/2022	21817	Western District Fire Co Relief Assoc.	-3,000.00
Total 100.01 · PLGIT - General Fund Ckg			-56,664.86
<b>TOTAL</b>			<b>-56,664.86</b>

10:50 AM

01/03/23

**UMT-GENERAL FUND**  
**BOS Meeting AP Disbursements Report**  
**January 3, 2023**

Date	Num	Name	MemBaid Amount
<b>100.01 · PLGIT - General Fund Ckg</b>			
01/03/2023	21818	Monks Security Systems Inc	police monitor 1116.00 KHS
01/03/2023	21819	Sunoco Universal	f -1,040.89
01/03/2023	21820	WORTH, MAGEE & FISHER	l -2,793.57
Total 100.01 · PLGIT - General Fund Ckg			-3,945.46
<b>TOTAL</b>			<b>-3,945.46</b>