

**UPPER MILFORD TOWNSHIP  
BOARD OF SUPERVISORS  
OLD ZIONSVILLE, PA 7:00 P.M.  
REORGANIZATION MEETING AGENDA  
JANUARY 2<sup>nd</sup> 2024**

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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 20<sup>th</sup>, 2023.

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 2024:
2. Nomination of Vice-Chairperson of the Board of Supervisors for 2024:

**(2024 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. (2023 Designee was Supervisor Moore)

**DESIGNATION OF BOARD OF SUPERVISORS REPRESENTATIVE:** To the Agricultural Security Board. (2023 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 April Schiel (Member) to the Zoning Hearing Board term to expire January 2<sup>nd</sup>, 2029
  - b. Reappoint Frank Reith (alternate) to the Zoning Hearing Board term to expire January 4<sup>th</sup>, 2027
2. Vacancy Board
  - a. Reappoint Mr. John Hayes to the vacancy board for the prescribed annual term.
3. Emergency Services Committee
  - a. Reappoint Joseph Terrible to the Emergency Services Committee, term expire on January 4<sup>th</sup>, 2027.

4. Planning Commission
  - a. Reappoint Matthew Hunter (Member) to the Planning Commission, term to expire January 3<sup>rd</sup>, 2028
  - b. Reappoint Charles Peters (Member) to the Planning Commission, term to expire January 3<sup>rd</sup>, 2028
  - c. Reappoint John Zgura (Alternate) to the Planning Commission, term to expire January 3<sup>rd</sup>, 2028
5. Joint Environmental Advisory Council
  - a. Reappoint Tassia Schriener to the Joint EAC with a term to expire January 4<sup>th</sup>, 2027.
6. Open Space Committee
  - a. Reappoint Ann Melter, Jessamy Killingsworth and Houstin Lichtenwalner to the Open Space Committee with terms to expire January 4<sup>th</sup>, 2027.
7. Recreation Commission
  - a. Reappoint Olivia Fay to the Recreation Committee, term to expire January 2<sup>nd</sup>, 2029
8. Auditor
  - a. Appoint \_\_\_\_\_ as Auditor with term to expire 12/31/2025

**CORRESPONDENCE:** None

**EXECUTIVE SESSION:** Not Needed.

**RESOLUTIONS:**

1. Re-appointment and setting of wages of Township Officials for 2024 (Resolution No. 2024-001).
2. Re-appointment of Township Solicitor (Resolution No. 2024-002).
3. Hourly Employee Wage Schedule (Resolution No. 2024-003).
4. Re-appointment of Zoning Hearing Board Solicitor, Alternate Zoning Hearing Board Solicitor and Court Reporter (Resolution No. 2024-004).
5. Re-appointments, Appointments and Acknowledgements to Boards, Committees and Representatives (Resolution No. 2024-005).
6. Re-appointment of Township Engineer (Resolution No. 2024-006).
7. Re-appointment of Address Assignment Consultant (Resolution No. 2024-007).
8. Re-appointment of Township Accounting Service Consultant (Resolution No. 2024-008).
9. Re-Appointing a third party electrical and construction code agency (Resolution No. 2024-009).
10. Setting Bonding for Treasurer, Township Manager and Assistant Manager (Resolution No. 2024-010).
11. PLGIT Authorized Signers (Resolution No. 2024-011).

12. Setting the Fee Schedules – Administrative and Zoning (Resolution No. 2024-012).
13. Setting Fee Schedule – Building Permits (Resolution No. 2024-013).
14. Setting subdivision and land development application and escrow fees (Resolution No. 2024-014).
15. New Tripoli Bank Authorized Signers (Resolution No. 2024-015).
16. Destruction of Township Records Authorization (Resolution No. 2024-016)
17. Re-appointment of Alternate SEO (Resolution No. 2024-017)
18. Appointment of Alternate Zoning Officer (Resolution No. 2024-018)

**MOTION TO APPROVE RESOLUTIONS:**

**SETTING BOARD OF SUPERVISORS – MEETING SCHEDULE 2024:**

The Board of Supervisors hereby establishes 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 18<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 14-17, 2024, 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 the foregoing has been accepted and approved as presented. All open bills for 2023 are approved for payment.

**REGULAR MEETING BUSINESS:**

**ANNOUNCEMENT:** The Elected Auditor's Meeting will be held on Wednesday, January 3<sup>rd</sup>, 2024, at 3:00 p.m.

**PUBLIC INPUT:**

**ACCEPTANCE OF MINUTES:** Acceptance of the December 21<sup>st</sup>, 2023; Regular meeting minutes.

**APPROVAL OF PAYMENT OF 2023 BILLS:**

**GENERAL FUND:**

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

**No Transfers**

**APPROVAL OF PAYMENT OF 2024 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 2023 Audit

**SOLICITOR'S REPORT:**

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

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

**PLANNING COMMISSION NEW BUSINESS:** - None

**SUBDIVISIONS – IMPROVMENTS:**

**CORRESPONDENCE:** None

**OTHER ISSUES:**

**REPORTS:**

Emmaus Library:

Fire Companies:

Recreation Commission: None

Township Manager:

Bud Carter -

Supervisors:

Daniel Mohr –  
Angela Ashbrook –  
John Zgura -

**EXECUTIVE SESSION:** if Needed

**ADJOURNMENT:**

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**AGENDA PART II:**  
**UNFINISHED BUSINESS (NO ACTION ANTICIPATED):**  
**OLD BUSINESS:**  
1. Morrissey Property Concerns  
2. Open Space Update  
3. Krause Property Concerns  
**END AGENDA PART II:**