

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
December 7th, 2023, 7pm
REGULAR MEETING MINUTES

ATTENDANCE: Supervisors, Joyce K. Moore, John D. Zgura, Daniel J. Mohr; Manager Edward Carter, Solicitor Marc Fisher; Planning Coordinator Brian Miller; 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.

The Upper Milford Board of Supervisors held an executive session beginning at 6:30 pm prior to the start of this meeting to discuss a personnel matter.

PUBLIC INPUT:

Phil Casey - He had two points. 1.) Macungie Borough signed an agreement with Lower Macungie to provide fire service. 2.) He has attended Municipal Meetings for 45 years and the Fire Companies have been self-sustaining through fundraising.

ACCEPTANCE OF MINUTES:

Approval of November 16th, 2023, regular meeting minutes.

MOTION: Supervisor Zgura made a motion to accept the November 16th, 2023, minutes as presented. Supervisor Moore seconded the motion. Hearing no questions or comments, Moore & Zgura were in favor, Mohr abstained, motion carried.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7096 - Check No's. **22646 to 22689** in the amount of **\$41,815.23**

STREET LIGHT FUND:

PLGIT XXXX7125 - Check No's. **1398** in the amount of **\$2,721.13**

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfer No's. 2023-058 to 2023-065

MOTION: Supervisor Mohr made a motion to approve 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.) 2024 Final Budget Approval

MOTION: Supervisor Mohr made a motion to approve the budget as presented for 2024. Supervisor Moore seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

2.) Resolution 2023-030 – 2024 Millage Rate

MOTION: Supervisor Moore made a motion to approve Resolution 2023-030 for the Millage rate for 2024 to be held at .45 mills with no increase per the 2024 budget. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

3.) 2024 Library Agreement – Approval

Colt Hershinger asked how much the contract increased from last year and what caused the increase. The contract request increase was approximately \$3,000.00 from 2023 due to inflation. The cost increases were utilities, and labor.

MOTION: Supervisor Mohr made a motion to approve the 2024 Library Agreement. Supervisor Zgura seconded the motion. Hearing no further questions or comments, all were in favor, motion carried.

4.) Meeting Schedule for 2024 to advertise.

MOTION: Supervisor Moore made a motion to advertise the meeting schedule for 2024 as presented. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

5.) ASA Application for Heussman - Update

a. Letter from Planning Coordinator Brian Miller

Recently the Township received ASA modification application for a 20-acre portion of a property at 4801 S. 5th St. Emmaus, also known as Lehigh County PIN 640400281376. The Board of Supervisors accepted the application and the process to include the property in the Township ASA area began. While researching & preparing the property information for the Agricultural Security Advisory Board I found the agreement with Lehigh County that created the 20 acre “split off parcel” recorded January 23rd, 1998. According to County mapping the surrounding 64+ acres of the Heussman property was enrolled in the ASA area previously. Township records indicated the tract of land known as Tax map #K09 009 016 was enrolled in the ASA 1995 when it consisted of 84+ acres of land. Since the 20+ acre tract was split off from the original 84+ acre tract after it was already enrolled in the ASA and has not been removed from the ASA, the property is already enrolled in the ASA. I confirmed the above information with the Lehigh County GIS department & the County Agriculture Preservation Office, the County will address the ASA mapping error and include the 20 acre “split off parcel” in the ASA. Mrs. Heussman has agreed to withdraw the application since the property is already enrolled in the Agricultural Security Area.

6.) Discussion of intersection at Vera Cruz and Main Rd

Manager Carter stated that PennDOT doesn't paint stop bars at their intersections. The Municipality may request permission to paint them and then paint them only where PennDOT Approves the

location of them. There was a brief conversation regarding liability and driving habits. It was decided the Board would look at the intersection and discuss the implication of the stop bars again.

- 7.) Approval to Hire Full Time Public Works Employee – D. Brown
 - a. Memo from Manager Carter

Brent Fegley Public Works Foreman and I have conducted interviews as approved by the Board of Supervisor. After carfare review of all the candidates, both of us agreed that the best candidate for the Public Works position would be, David Brown of Emmaus, at this time If the Board agrees. A motion to hire David Brown as a full-time Public Works Employee, at the rate of \$21.00 per hour and terms offered to him in his Employment offer letter would be in order with a start date to be determined when the offer letter is signed.

MOTION: Supervisor Moore made a motion to approve the hiring of David Brown of Emmaus for a starting rate of \$21.00 per hour with a start date to be determined when the offer letter is signed. 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.) 180 Day Time Extensions:
 - Goldstein Minor Subdivision and 4054 Chestnut St Land development through 6/30/2024
 - a. Letter from Planning Coordinator Brian Miller

At their meeting December 4th the Planning Commission recommended time extensions through 6/30/24 for both the Jerome Goldstein Minor Subdivision & the 4054 Chestnut St. Land Development. Both timeframes are due to expire on 12/31/23.

MOTION: Supervisor Moore made a motion to grant the time extension until June 30th, 2024, as requested in Brian Miller’s letter dated December 6th, 2023. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 2.) Draft Upper Perk Comprehensive Plan
 - a. Letter from planning Coordinator Brian Miller

At their meeting December 4th, 2023, the Planning Commission reviewed the Draft Upper Perkiomen Valley Regional Comprehensive Plan. The Draft Plan designates the area bordering Upper Milford Township as Rural Resource area and recommends farmland preservation, conservation of natural resources & single-family detached homes remain as the suggested use of choice. The Planning Commission recommends thanking the Montgomery County Planning Commission for the chance to review the Draft Plan and letting them know that we have no comments. If you agree the attached letter can be sent to Eric Jarrell, Community Planning Manager for the Montgomery County Planning Commission.

MOTION: Supervisor Mohr made a motion to thank the Montgomery County Planning Commission for allowing the review of the Perkiomen Valley Regional Comprehensive Plan. Supervisor Moore seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

SUBDIVISIONS – IMPROVEMENTS:

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: Lisa Marten reported that interviews for Library Director are progressing and thank you to Upper Milford Township for the support.

Recreation Commission: No Report

Township Manager:

Bud Carter – No Report

Supervisors:

John D. Zgura – No Report

Daniel J. Mohr – No Report

Joyce K. Moore – She congratulated Angela Ashbrook on winning the election for Township Supervisor.

EXECUTIVE SESSION: - Not needed.

ADJOURNMENT: Meeting was adjourned at 7:33 pm.

Chairperson Joyce K. Moore

12/21/2023

Date

Secretary/Treasurer Jessi O'Donald