

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
February 1st, 2024, 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 January 18th, 2024, regular meeting minutes.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7096 - Check No's. **22791 to 22827** in the amount of **\$118,586.56**

FIRE HYDRANT FUND:

PLGIT XXXX7154 - Check No. **1016** in the amount of **\$2,818.79**

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfer No's. 2024-005 to 2024-009

SOLICITOR'S REPORT:

OLD BUSINESS:

NEW BUSINESS:

- 1.) Parking in Jasper Ridge Development
- 2.) Fire Company Funding Discussion
- 3.) Discussion on Pipe Replacements
 - a. Letter from Township Engineer Jeffery Ott
- 4.) Millbrook Farms VI Closeout
 - a. letter from township Engineer Jeffery Ott

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS:

- 1.) Time extension for Dunkin Donuts Land Development – extension through 06/30/2024
 - a. Letter from Planning Coordinator Brian Miller

SUBDIVISIONS – IMPROVEMENTS:

CORRESPONDENCE:

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:

Daniel J. Mohr –

Angela Ashbrook –

John D. Zgura –

EXECUTIVE SESSION: - If needed

ADJOURNMENT:

AGENDA PART II:

UNFINISHED BUSINESS (NO ACTION ANTICIPATED):

OLD BUSINESS:

1. Morrissey Property Concerns
2. Open Space Update
3. Zoning and SALDO Update
4. Krause Property Concerns
5. Indian Mill Creek –completion

END AGENDA PART II:

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
January 18th, 2024, 7pm
REGULAR MEETING MINUTES

ATTENDANCE: Supervisors; Daniel Mohr, Angela Ashbrook, John Zgura; Manager Edward Carter; Planning Coordinator Brian Miller, Solicitor Marc Fisher, Secretary/treasurer Jessi O'Donald

Meeting was called to order at 7:00 pm.

Pledge of Allegiance to the flag.

ANNOUNCEMENTS:

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PUBLIC INPUT:

Leisel Gross from LCA to give presentation.

Leisel presented a power point presentation on the upgrades needed to the Lehigh County sewer system and what that may mean for the 15 municipalities that are a part of that system.

In the discussion that followed Supervisor Ashbrook asked about how the cost sharing would work. Leisel answered that it would work based on flow amounts.

Phil Casey asked about Stormwater infiltration and if they could just repair and seal the manheads if that would be fix enough. Leisel stated that fixing the manhole covers would be an ongoing repair and would help, but not eliminate the need to repair the interceptor piping or the upgrades at the plant itself.

ACCEPTANCE OF MINUTES:

Approval of January 2nd, 2024, Reorganizational and regular meeting minutes.

MOTION: Supervisor Mohr made a motion to accept the January 2nd, 2024, minutes as presented. Supervisor Ashbrook 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. **22756 to 22789** in the amount of **\$96,284.04**

STREET LIGHT FUND:

PLGIT XXXX7125 - Check No. **1399 and 1400** in the amount of **\$3,607.27**

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfer No's. 2024-001 to 2024-004

MOTION: Supervisor Mohr made a motion to pay the bills for 2024 as read. Supervisor Ashbrook 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.) Approval for Natural Conservation Easement Surveys (Graff & Fasick)
 - a. Letter from Planning Coordinator Brian Miller

Brian Miller's letter: We received the Natural Resource Conservation Easement Appraisals for both the properties noted above. I have shared the appraisals with the applicants and they both indicated that they would like to move forward with preservation of their properties. The next step in the process would be to have the properties surveyed. Michael Houston at Arthur A. Swallow & Associates has offered to do the 6212 Sweetwood Drive survey for \$6,800 and the 6730 Woodlawn Drive survey for \$4,500. He offered a \$ 700 discount if both boundary retracement surveys are done simultaneously for a total of \$10,600. Michael Houston has completed these surveys for us previously and can provide the survey documents within 4 to 5 weeks of authorization. As you may recall both properties were recommended for Natural Resource Preservation by the Open Space Committee in late September of 2023. Both properties are great candidates for the Natural Resource Conservation Easements. Attached you will find copies of the appraisals & property information for both the Graff & Fasick Property. If you agree to authorize the surveys, I will work with Art Swallows office & the applicants to complete the surveys.

MOTION: Supervisor Zgura made a motion to employ Arthur A. Swallow & Associates for the surveys to be done at 6212 Sweetwood Dr and 6730 Woodlawn Drive for the amount of \$10,600.00. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 2.) Infrastructure discussion
 - a. memo from Manager Carter

At the January 2nd Board of Supervisors meeting Chaiman Zgura asked for a list of Infrastructure improvements that we could use the American Rescue Funds to complete these projects. Public Works has provided a list of projects that we could consider for the use of these funds, below is a list.

- Salem Bible Church Road- double cross pipe, Victory Valley Camp German Road
- double cross pipe, 5330 German Road
- Heistand Road- Large steel pipe, Near Indian Creek Road Woodlawn Road- Large
- steel pipe, Near Chestnut Street
- Sigmund Road at Yeakels Mill Road- Box Culvert, 6901 Sigmund Road Mill Road (by MPI)- Box Culvert
- Shimerville Road North of Mill Road- Box Culvert, 4190 Shimerville Road
- Buhman Road Bridge

There was a brief conversation on costs and the amount of money that is in the account. Staff were directed to have cost estimates and a top three items for next meeting.

- 3.) Appointment to Library Board for three-year term expiring 01/04/2027.
 - a. Memo from Secretary O'Donald

All applicants are highly qualified. The recommendation would be to see Ruk or Lindsay Appointed. Ruk brings a finance background, Lindsay brings the perspective of a parent with young children, which our outgoing representative also had. The choice of course is up to the Board of Supervisors.

There was a brief conversation about qualifications and current Library Board experience.

MOTION: Supervisor Zgura made a motion to appoint Ruk Chisty to the Emmaus Public Library Board with a term ending January 4th, 2027. Supervisor Ashbrook 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:

- 1.) Approval for 365 Day Time extension for FIC 1B & 2 until March 1st, 2025.
 - a. Letter from Rick Koze

Kay Builders is requesting a 365-day time extension to allow ample time to complete the improvements at the Fields at Indian Creek, Phase 1B & 2. As per the December 19th letter received, Kay Builders discussed the 2024 10% increases of the respective LOC letters with People Security, they will be issuing two new Letters of Credit in the amounts of \$174,729.69 (Phase 2) & 19,421.14 (Phase 1B). Letters will remain in effect until ALL improvements of phases 1B & 2 are completed. Once the new letters are finalized, Melissa Woodruff in my office will be coordinating an exchange with Cinthia Kuhns at the township. Please place our request for a 365-day extension on January 18th, 2024, Board of Supervisors Agenda for the Board to act upon.

Supervisor Ashbrook asked about the development and how much must be completed yet.

MOTION: Supervisor Mohr made a motion to approve the time extension for The Fields at Indian Creek Phase 1B and 2 until Marh 1st, 2025 as requested in the letter from Rick Koze dated January 3rd, 2024. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

CORRESPONDENCE:

- 1.) James Baker Resignation from the Pension Committee
 - a. Email from James Baker

I have moved to the Borough of Emmaus and can no longer serve on the Township Pension Committee. Serving has been rewarding and I will miss working with you and my committee peers on managing the retirement programs for the staff of the Township.

Motion: Supervisor Zgura made a motion to accept the resignation of James Baker and directed staff to send him a letter thanking him for his service to the Township. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 2.) Request for Special Fire Police from Vera Cruz Community Association for:

Easter Egg Hunt – ~~10/16/2024~~ 03/30/2024 at 1 pm.
Homecoming – 8/18/2024 from 12 to 8 pm
Halloween Parade – 10/16/2024 from 6:30-9pm rain date 10/17
a. Letter from Susan Mohr

MOTION: Supervisor Ashbrook made a motion to allow special fire police if willing and available as requested in Susan Mohr's letter dated January 15th, 2024. Supervisor Mohr 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: Report on website

Fire Companies: No Report

Emmaus Library: Lisa Marten reported that the new Library Director Lisa Underwood will be starting on Monday January 22nd.

Recreation Commission: Next meeting is February 19th in the Auditorium.

Township Manager:

Bud Carter – No Report

Supervisors:

Daniel J. Mohr – Vera Cruz Community Association is currently looking for a stage to rent for Homecoming in August. They received a letter from Allentown that the city is no longer renting out the mobile stage.

Angela Ashbrook – She asked about Main Rd and the lakes of ice that are currently on it due to the driveways and the tree along the road. Manager Carter stated that the Township can send a letter to PennDOT asking them to address the concerns. Supervisor Mohr recalled that the last time this was addressed by the Township to PennDOT, the reply from PennDOT was the homeowners with faulty driveway pipes need to fix them. Supervisor Mohr also mentioned that the homeowner where the tree is in the ditch would normally remove it himself but with the weather, he cannot do that right now.

John D. Zgura – The Board met with the ESC to further discuss the FC funding concerns. He stated he has a meeting with Rep. Wilde's office to see what ideas they might have. He also wanted to thank public Works for all the work they did during the last snow event.

EXECUTIVE SESSION: - Not needed.

ADJOURNMENT: Meeting was adjourned at 8:16 pm.

Chairman John D. Zgura

02/01/2024
Date

Secretary/Treasurer Jessi O'Donald

11:33 AM

02/01/24

UMT-GENERAL FUND BOS Meeting AP Disbursements Report February 1, 2024

Date	Num	Name	Paid Amount
100.01 · PLGIT - General Fund Ckg			
02/01/2024	22791	American Rock Salt Company LLC	-17,141.75
02/01/2024	22792	American United Life Insurance Comp	-424.58
02/01/2024	22793	AMERICAN UNITED LIFE INSURANCE COMPANY	-269.42
02/01/2024	22794	Analytical Laboratories, Inc.	-35.00
02/01/2024	22795	Ascendance Truck Center	-735.50
02/01/2024	22796	AutoZone, Inc.	-118.63
02/01/2024	22797	Batteries + Bulbs	-414.42
02/01/2024	22798	CHRIN HAULING, INC.	-265.09
02/01/2024	22799	CITIZEN'S FIRE COMPANY - Donations	-17,500.00
02/01/2024	22800	EM KUTZ, INC.	-2,129.50
02/01/2024	22801	Emmaus Ambulance Corp.	-9,500.00
02/01/2024	22802	EMMAUS PUBLIC LIBRARY - Membership	-12,467.50
02/01/2024	22803	Fromm Electric Allentown	-283.00
02/01/2024	22804	KEYCODE INSPECTION AGENCY	-2,030.00
02/01/2024	22805	Lehigh County Meals on Wheels	-1,150.00
02/01/2024	22806	Lehigh County Senior Citizen Center	-650.00
02/01/2024	22807	Linde Gas & Equipment Inc	-20.46
02/01/2024	22808	Macungie Ambulance Corp.	-9,500.00
02/01/2024	22809	MASTER SUPPLY LINE	-150.45
02/01/2024	22810	Miller Municipal Supply, LLC	-686.00
02/01/2024	22811	Perkiomen Valley Watershed Cons.	-150.00
02/01/2024	22812	PPL ELECTRIC UTILITIES	-2,615.48
02/01/2024	22813	RED HILL FORD (SANDS)	-609.36
02/01/2024	22814	Richter Total Office	-82.98
02/01/2024	22815	SAYLOR'S LAWN & LANDSCAPE INC.	-5,664.00
02/01/2024	22816	sherwin williams	-232.22
02/01/2024	22817	Suburban Propane	-3,771.29
02/01/2024	22818	TIMES NEWS (East Penn Press)	-60.27
02/01/2024	22819	TOSHIBA BUSINESS SOLUTIONS	-85.52
02/01/2024	22820	TOSHIBA FINANCIAL SERVICES	-163.48
02/01/2024	22821	UGI UTILITIES, INC.	-3,117.74
02/01/2024	22822	unifirst	-215.87
02/01/2024	22823	Upper Milford Youth Association	-7,000.00
02/01/2024	22824	Wehrung's Macungie LLC	-180.65
02/01/2024	22825	WESTERN DISTRICT FIRE CO - Donations	-17,500.00
02/01/2024	22826	WORTH, MAGEE & FISHER	-1,036.40
02/01/2024	22827	Zimmerman, Michelle (Hinkle)	-630.00
Total 100.01 · PLGIT - General Fund Ckg			-118,586.56
TOTAL			-118,586.56

11:37 AM

02/01/24

UMT - FIRE HYDRANT FUND BOS Disbursement Report February 1, 2024

Type	Date	Num	Account	Credit
Lehigh County Authority				
Bill	02/01/2024	9116	200.20 · accounts Payable	2,818.79
Bill Pmt -Check	02/01/2024	1016	100.01 · PLGIT Fire Hydrant Fund	2,818.79