

Upper Milford Township  
Board of Supervisors  
Township Building, Old Zionsville, PA 18068  
April 06, 2017 at 7:30 P.M.  
REGULAR MEETING MINUTES

---

**ATTENDANCE:** Supervisors George DeVault, Daniel Mohr, Robert Sentner; Manager, Daniel DeLong; Assistant Manager, Bud Carter; Planning Coordinator, Brian Miller; Secretary/Treasurer, Jessi O'Donald; Solicitor Marc Fisher

The meeting was called to order at 8:09 pm

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:** -

Acceptance of March 16, 2017 workshop and regular meeting minutes.

**MOTION:** Supervisor Sentner made a motion to accept the March 16, 2017 Workshop and Regular meeting minutes as presented. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried unanimously.

**APPROVAL OF PAYMENT OF BILLS:**

**GENERAL FUND:**

PLGIT XXXX7096 - Check No's. 16381 to 16436 in the amount of \$117,252.27

**PAYROLL FUND:**

PLGIT XXXX7015 – Check No.7347 in the amount of \$212.48

**STREET LIGHT FUND:**

PLGIT XXXX7125 – Check No. 1295 and 1296 in the amount of \$2,331.34

**HIGHWAY AID FUND:**

PLGIT XXXX7112 –Check No. 2623 in the amount of \$21,799.40

**ACKNOWLEDGEMENT OF BANK TRANSFERS:**

No.'s 2017-019 to 2017-023

**MOTION:** Supervisor Sentner made a motion to pay the bills and acknowledge the bank transfers as read. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried unanimously.

**OLD BUSINESS:** None

## **SOLICITOR'S REPORT:**

- 1.) Approval of Resolution No. 2017-025 Chestnut Street Wellness Center deferrals and waivers.

Supervisor Sentner asked Manager DeLong if the developer had been in contact with the neighbor next to the proposed Chestnut Street Wellness Center property at 3835 Chestnut Street. Manager DeLong reported that the neighbor has stated they have not been contacted by the developer of the Wellness Center.

**MOTION:** Supervisor Sentner made a motion to not approve Resolution 2017-025. Supervisor Mohr seconded the motion. On advice from Solicitor Fisher the motion was tabled until after the Supervisors could discuss the matter in executive session.

## **NEW BUSINESS:**

- 1.) Letter from Lower Macungie Township requesting letter of comment and support for DCNR grant.

Lower Macungie Township is applying for two DCNR grants. One for a playground at the Public Library and the other for a section of walking path between Brookside Road and Willow Lane.

**MOTION:** Supervisor Sentner made a motion to direct staff to send a letter of support for Lower Macungie Township's two DCNR grant applications as requested. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried unanimously.

- 2.) Board of Supervisor acknowledgement of receipt of request from David M. Lobach, Jr. & Emilie A. Lobach to add 6932 Kings Highway Zionsville, PIN 549234549709-1 11.9006 acres, PIN 549235805287-1 13.3 acres, PIN 549233561259-1, 7.745 acres to the Upper Milford Township Agricultural Security Area
- 3.) Board of Supervisor acknowledgement of receipt of request from Phil Hartranft to add 6376 Kings Highway South Zionsville, PIN # 549205453813-1 totaling 7.1779 acres to the Upper Milford Township Agricultural Security Area.

**MOTION:** Supervisor Sentner made a motion to accept the applications for PIN numbers 549234549709-1, 549235805287-1, 549233561259-1, 549205453813-1 for the Upper Milford Township Agricultural Security Area. Supervisor DeVault seconded the motion. Any questions or comments, all were in favor, motion carried unanimously.

- 4.) Approval of Seasonal Part Time Employees
  - a. Memo from Manager Daniel DeLong

Manager DeLong's memo asked for the approval of Tyler Schmeltzle and Lee Marks to be hired on as Part-Time Park Caretakers.

**MOTION:** Supervisor Sentner made a motion to hire Tyler Schmeltzle and Lee Marks as part-time parks care takers. Supervisor Mohr seconded the motion. Any questions of comments, all were in favor, motion carried unanimously.

- 5.) Approval for part-time Summer Office Intern
  - a. Memo for Secretary/Treasurer Jessi O'Donald

Secretary/Treasurer Jessi O'Donald's memo is seeking authorization to hire a summer intern to scan large format and property files to be entered into the Township's computer system for 20 hours per week at a rate not to exceed \$8.00 an hour.

**MOTION:** Supervisor Sentner made a motion to authorize staff to hire a summer intern for 20 hours a week not to exceed \$8.00 an hour. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried unanimously.

- 6.) Request to bid Road Work and Line Painting
  - a. Memo from Assistant Manager Bud Carter

Assistant Manager Bud Carter's memo asked for Board of Supervisor's approval to bid contracts for Line painting, Ultra-Thin Bonded Wearing Course and Seal Coating, Single Application, and Seconded Application.

**MOTION:** Supervisor Sentner made a motion to authorize staff to bid the appropriate road work bids as requested. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried unanimously.

- 7.) Board Approval to purchase Bobcat Model 763H from Emmaus Borough
  - a. Memo from Manager DeLong

Manager DeLong's memo requests Board of Supervisor's approval to purchase a 1997 Bobcat Model 763H approved by the Borough of Emmaus Council for sale to Upper Milford Township with attachments for the price of \$13,400.

**MOTION:** Supervisor Sentner made a motion to authorize the purchase of the 1997 Bobcat Model 763H with attachments from the Borough of Emmaus for the price of \$13,400. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried unanimously.

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

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

**PLANNING COMMISSION – NEW BUSINESS:** -

- 1.) Recommendation of Zoning Ordinance Amendments for the Borough of Albutis
  - a. Letter from Planning Coordinator Brian Miller

Letter from Planning Coordinator Brian Miller stated the Planning Commission reviewed Borough of Albutis proposed Zoning Ordinance amendment and appears to be consistence with the Comprehensive Plan and would like to thank the Borough of Albutis for the chance to review and comment.

**MOTION:** Supervisor Sentner made a motion to thank Albutis Borough for the chance to have the Planning Commission review and comment on their proposed Zoning Ordinance Amendment. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried unanimously.

- 2.) Boundary Line Adjustment for Upper Milford Township Properties; 3641 Main Rd East and 3750 Quarry Dr-Approval
  - a. Letter from Planning Coordinator Brian Miller

Letter from Planning Coordinator Brian Miller stated that the Planning Commission reviewed the 3642 Main Road E and 3750 Quarry Drive Lot Line Adjustment at the April 3<sup>rd</sup> meeting and recommends approval contingent on the Grinder Tank and Sewer Lateral being labeled on the plan along with a note stating all areas within 50 feet from the top of the primary bank of a stream, lake or pond shall not be occupied by any vehicle, building or outdoor storage. Planning Commission also requested a deed restriction be placed on lot #2 to prevent any future development of the property.

**MOTION:** Supervisor Sentner made a motion to grant approval of the Boundary Line Adjustment for 3641 Main Rd East and 3750 Quarry Dr as recommended by the Planning Commission with the deed restriction placed on lot #2 and the buffer zone of 50 feet. Supervisor Mohr seconded the motion. Any question or comments, all were in favor, motion carried unanimously.

**SUBDIVISIONS – IMPROVEMENTS:** - None

**CORRESPONDENCE:** -

- 1.) Letter from Vera Cruz Community Association Request for Special Fire Police.

**MOTION:** Supervisor DeVault made a motion to allow Special Fire Police from both fire companies to help with the Vera Cruz Community Association events if they are available and willing. Supervisor Sentner seconded the motion. Any questions or comments, all were in favor, motion carried unanimously.

- 2.) Letter from Emmaus Public Library thanking the Township for the support on the Keystone Grant.

Emmaus Public Library has been awarded the keystone grant for the construction of the children's wing of the library.

**EXECUTIVE SESSION:** The board of Supervisor held an executive meeting from 8:36 pm to 8:48 pm to discuss legal matters.

**MOTION:** Supervisor Sentner made a motion to withdrawal the motion to not approve Resolution 2017-025. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried unanimously.

**MOTION:** Supervisor Sentner reluctantly made a motion to approve Resolution 2017-025. Supervisor Mohr seconded the motion. Any questions or comments, Supervisor Sentner and Supervisor Mohr were in favor, Supervisor DeVault was opposed, motion carried.

**OTHER ISSUES:** - None

**REPORTS:**

Emergency Services Report: Report is posted on Township Website

FIRE COMPANIES: Chief Sherman reported that Citizens Fire Company teamed up with the Red Cross to install smoke detectors within their district. Another 54 more people are now protected. Chief Sherman stated that between the two Companies there are 50 volunteers.

Emmaus Library: Lisa Marten stated the library has been awarded the grant that was applied for. Construction of the Children's wing will begin this summer.

Township Emergency Management Coordinator:

Bill Stahler – Absent

James Krippe-Deputy- Stated if the Township needs any input for the Committee they just need to ask him.

Recreation Commission: Jessi O'Donald reminded everyone that in the newsletter was a link for the recreation committee survey and encouraged everyone to take it.

Supervisors:

Daniel Mohr – Egg Hunt is at Mystic Chain Park Saturday April 15 at 1pm, not at Jasper Park.

Robert Sentner – Stated he is sick of lying cheating developers and there will be no more Mr. Nice Guy.

George DeVault –At the last meeting there was a complaint on Chock Road. The Township had to follow procedures but the sign was ordered the next day and recently installed.

Township Manager:

Dan DeLong – The newsletter has been mailed out.

Assistant Manager:

Bud Carter – Thanked staff for making him feel welcomed and helping him feel comfortable.

**ADJOURNMENT:** Meeting adjourned at 9:00 pm

---

\_\_\_\_\_  
**Chairman George DeVault**

**April 20, 2017**  
**Date**

\_\_\_\_\_  
**Secretary/Treasurer Jessi O'Donald**