

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
August 15th, 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 August 1st, 2024, regular meeting minutes.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7096 - Check No's. **23244 to 23273** in the amount of **\$82,848.79**

STREET LIGHT FUND:

PLGIT XXXX7125 - Check No. **1408** in the amount of **\$2,821.17**

FIRE HYDRANT FUND

PLGIT XXXX7154 – Check No. **1018** in the amount of **\$2,951.55**

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfer No's. 2024-062 to 2024-064

SOLICITOR'S REPORT:

OLD BUSINESS:

NEW BUSINESS:

- 1.) Resolution 2024-033 TSMA Resolution
- 2.) Resolution 2024-XXX – Fire Company funding policy

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS:

SUBDIVISIONS – IMPROVEMENTS:

- 1.) Time extension for FIC Phase 4&5 until August 30th, 2025
 - a. letter from Rick Koze of Kay Builders

CORRESPONDENCE:

OTHER ISSUES: - None

REPORTS:

Emergency Services Committee Report:

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: Report on website

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. Recreation Plan Update
4. Krause Property Concerns

END AGENDA PART II:

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
August 1st, 2024, 7pm
REGULAR MEETING MINUTES

ATTENDANCE: Supervisors: Daniel Mohr & Angela Ashbrook, Planning Coordinator Brian Miller, Solicitor Marc Fisher, Secretary/Treasurer Jessi O'Donald Absent: Supervisor Zgura, Manager Bud Carter

Meeting called to order at 7:00 pm

Pledge of Allegiance to the flag.

ANNOUNCEMENTS:

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

PUBLIC INPUT:

Frank Kuklis – 4190 Shimerville Rd. Frank requested that a public works report be included on the agenda for each meeting, so he knows what public works is working on.

Marilee Oplinger – 5071 Gary Dr. – She wanted to voice her concern over the edge of the road and the water that flows along and over the road. She stated there is a 24" deep erosion area next to the street that makes it difficult for people to park there. She and the neighbors work hard to maintain their properties and the water keeps dumping debris into the end of her driveway and washing out the edge of the road. She is asking for the concern to be addressed, along with the new neighbor dumping a wooden play set along the edge to be washed down the road.

ACCEPTANCE OF MINUTES:

Approval of July 18th, 2024, regular meeting minutes.

MOTION: Supervisor Mohr made a motion to approve the July 18th, 2024, minutes as read. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, Ashbrook and Mohr were in favor, Zgura abstained, motion carried.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7096 - Check No's. 23220 to 23243 in the amount of \$ 19,561.75

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfer No's. 2024-057 to 2024-061

MOTION: Supervisor Mohr made a motion to approve the bills as read and acknowledge the bank transfers. 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.) Request for permission to update Park, Recreation & Open Space Plan
A Memo from Secretary/Treasurer O'Donald

At the July 15th meeting of the Recreation Committee, it was agreed that it is time for a Park, Recreation and Open Space Plan update. The last update was completed in 2017 and adopted in April of 2018. Since that time Arrowhead Park has been completed and there are additional neighborhoods within Upper Milford Township. In 2017 the Committee used Survey Monkey to gauge community involvement and needs for the plan update. At this time, we are requesting permission to use the same format again to update the plan.

MOTION: Supervisor Mohr made a motion for staff to start the process of updating the Park, Recreation and Open Space plan and to use survey monkey to develop a survey to gauge public interests and opinions for inclusion into the plan. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 2.) Fire Company Policy Resolution 2024-XXX – Discussion

There was a discussion among the Board of Supervisor, Staff, Fire Companies and residents about Fire company funds handling. The drafted Resolution outlines a procedure for the Fire Companies to request reimbursements from the Township held operating funds for the Fire Companies and from longer term savings accounts, also to have the ESC have discussions and offer recommendations. The Resolution outlined separate accounts for the fire companies and how to seek these funds for reimbursement for purchases and what is expected. Manager Carter and Secretary/Treasurer O'Donald met with the Fire Companies to go over the resolution and adding some line items for reimbursement through their input.

Supervisor Mohr is in favor of keeping the two-account system as in the past, there was one account, and the fire companies took turns purchasing vehicles. Then the account was split into two. At that time one Company had just purchased a truck and it was the next companies time to purchase a truck and they were unable to for several years. He felt that if the accounting was taken back to one account, at that point the Township should just purchase and own the trucks to make sure the companies got what they needed.

Supervisor Ashbrook was in favor of creating one account. She feels that one account would be able to pay for each truck as it is needed instead of saving money for each and taking loans.

Manger Carter asked if the one account policy was started, when it would start. Supervisor Ashbrook stated the money would stay as it is now and the future funding would start a one account system. Secretary/Treasurer O'Donald asked how the volunteers of the Fire Companies should plan for that. If had been mentioned prior about saving 10% of a purchase. Right now, they know how much is in

their accounts and plan their fundraising accordingly to make sure they have the funds in their Township accounts and fundraising accounts to make their large purchases. If it is combined into one account O'Donald asked if the Township was going to be Guaranteeing large purchases. As of now the only guarantee is the money goes into the savings. Both Carter and O'Donald reminded everyone that the Board has the final say in the expenditures from the accounts, but the Board needs to make sure whichever way the Board chooses going forward needs to make clear expectation of what will be required from the Fire Companies for planning purposes. Supervisor Ashbrook spoke about long term planning. It was stated that the Fire Companies did give the Township 5-year plans, but no one could have been ready for the cost increases that have happened. Phil Casey explained how he thought the fire companies should be made to work together so eliminate all this discussion time. The Fire Company representatives asked how they should plan as they have tried to make the most of the funding that the Township has put aside for them and planned their purchases accordingly and how that would work moving forward if things would be combined. For the past little bit they have been asking the Township to invest in high yield accounts to make more interest earned to limit the burden on the tax payers as they Fire Companies plan out the purchases that they need moving forward.

Supervisor Zgura stated he wasn't ready to decide tonight and asked for this to be put on the next agenda.

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS:

- 1.) Engelman Improvements Agreement
- 2.) Engelman Drainage Easement
 - a. Letter from Planning Coordinator Brian Miller

As part of the contingent approval process for the 4650 & 4702 Indian Creek Rd. Lot Line Adjustment Plan the attached Drainage Easement and Lot Line Improvements Agreement are ready to be executed. The drainage easement is a requirement of SALDO 1008.B. (attached), and the Improvements Agreement is to cover the cost of concrete monument installation at property corners, to be installed within one year. The developer submitted the required security amount to the township and executed their portion of the agreement. If you agree, a motion to accept the drainage easement & enter into the improvement's agreement for the 4650 & 4702 Indian Creek Rd. Lot Line Adjustment is in order.

MOTION: Supervisor Mohr made a motion to approve the Lot Line improvements agreement and the Drainage easement as outlined in letter from Brian Miller dated July 30th, 2024. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

SUBDIVISIONS – IMPROVEMENTS:

- 1.) Time extension for FIC Phase 4&5 until August 30th, 2025
 - a. letter from Rick Koze of Kay Builders

Please accept this request for a 365-day time extension for the Improvements Agreement for the Indian Creek Major Subdivision Phase 4 & 5 to allow time to complete the necessary improvements. Kay Builders will ensure that Irrevocable Letter of Credit No. 1350000660217 with People's Security Bank and Trust will be extended to a date beyond the new expiration date of the Improvements. Please let us know if you require any further information. Thank you for your attention to this matter.

This item was tabled until the next meeting.

CORRESPONDENCE:

- 1.) Light in the Night Safe Zone Block Party – 10/20/2024 from 4-6 pm
 - a. Letter from Amanda Ritter – Outreach Director Upper Milford Mennonite Church

We are requesting permission to hold a Light in the Night Safe Zones block party in the Upper Milford Township Building on Sunday afternoon, October 20, from 4-6 p.m. for the purpose of providing a safe and fun environment for our children during the Halloween season. Because we had such a good turnout of parents and children over the past years, we are again expecting a great deal of enthusiastic support from grown-ups and children. We will publicize the event through our church newsletters and fliers to township residents. We will again encourage families bringing children to also bring items for the Upper Milford Community Food Pantry. We deeply appreciate that the Board of Supervisors has consistently waived the rental fee for this community event and trust that the Board will again be able to do so. We will notify the Upper Milford Fire Police of our plans and desire to have them participate in providing safe entrance and exit to the grounds as well as have a fire truck on the premises which proves to be a major hit each year. We will also ensure that our insurance company, Goodville Mutual Casualty Company, provides you with a copy of the liability insurance policy covering the event. We had much positive feedback from those attending in the past. We look forward to again partnering with you in considering our request for 2024.

MOTION: Supervisor Mohr made a motion to approve the Upper Milford Mennonite Church's request for building use and rental fee waiver for Sunday October 20th from 4-6 pm. Supervisor Ashbrook 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: No Report

Fire Companies: No Report

Emmaus Library: No Report

Recreation Commission: No Report

Township Manager:

Bud Carter – No Report

Supervisors:

Daniel J. Mohr – No Report

Angela Ashbrook – Angela asked again about scheduling a budget workshop meeting to have on the calendar if needed. Manager Carter explained there is a budget schedule list that will be sent out. Jessi explained that there are two meetings to have budget discussions. Angela insisted on a workshop be put on the tentative calendar for October.

John D. Zgura – John thanked the fire departments for their response to the house fire on Tank Farm Rd. the fire was controlled and there were no serious injuries.

EXECUTIVE SESSION: - Not needed

ADJOURNMENT: Meeting was adjourned at 8:03 pm.

Chairman John D. Zgura

08/15/2024
Date

Secretary/Treasurer Jessi O'Donald

**UMT-GENERAL FUND
BOS Meeting AP Disbursements Report
August 15, 2024**

Date	Num	Name	Paid Amount
100.01 · PLGIT - General Fund Ckg			
08/15/2024	23244	AmTrust North America	-5,355.00
08/15/2024	23245	AutoZone, Inc.	-105.42
08/15/2024	23246	Bailey, Jared - AP	-40.00
08/15/2024	23247	BECHTELSVILLE ASPHALT	-820.91
08/15/2024	23248	BOYKO AUTOMOTIVE	-134.90
08/15/2024	23249	Crystal Springs	-120.86
08/15/2024	23250	Gilmore & Associates, Inc	-4,562.50
08/15/2024	23251	J & J Floor and Commerical Cleaning	-872.50
08/15/2024	23252	KEYCODE INSPECTION AGENCY	-1,565.00
08/15/2024	23253	Lehigh County Association of Twp Official	-120.00
08/15/2024	23254	Levan Machine & Truck Equipment	-163.34
08/15/2024	23255	MASTER SUPPLY LINE	-64.60
08/15/2024	23256	O.R.E. Rental	-2,754.62
08/15/2024	23257	Ott Consulting Inc.	-19,806.79
08/15/2024	23258	PA ONE CALL SYS.	-65.44
08/15/2024	23259	PASSMORE SERVICE CENTER	-47.85
08/15/2024	23260	PMHIC	-39,591.98
08/15/2024	23261	PPL ELECTRIC UTILITIES	-185.28
08/15/2024	23262	Sealmaster	-370.98
08/15/2024	23263	Silt Containment Solutions Inc	-14.25
08/15/2024	23264	Stoney Creek Rentals	-847.00
08/15/2024	23265	Sunoco Universal	-1,233.24
08/15/2024	23266	T.J. Cogle Trucking, Inc	-350.00
08/15/2024	23267	TIMES NEWS (East Penn Press)	-49.71
08/15/2024	23268	TransEdge Truck Center	-1,784.18
08/15/2024	23269	unifirst	-214.25
08/15/2024		VISA #6488 (KW)	0.00
08/15/2024	23270	VISA #6512 (BC)	-152.16
08/15/2024	23271	VISA#2958 (JO)	-491.99
08/15/2024	23272	Wehrung's Macungie LLC	-356.54
08/15/2024	23273	Zimmerman, Michelle (Hinkle)	-607.50
Total 100.01 · PLGIT - General Fund Ckg			-82,848.79
TOTAL			-82,848.79

**UMT-STREET LIGHT FUND
BOS Meeting AP Disbursement Report
August 15, 2024**

Date	Num	Name	Paid Amount
100.01 · PLGIT - Street Light Fund Ckg			
08/15/2024	1408	PPL ELECTRIC UTILITIES	-2,821.17
Total 100.01 · PLGIT - Street Light Fund Ckg			-2,821.17
TOTAL			-2,821.17

**UMT - FIRE HYDRANT FUND
BOS Disbursement Report
August 15, 2024**

Type	Date	Num	Account	Credit
Lehigh County Authority Bill Pmt -Check	08/15/2024	1018	100.01 · PLGIT Fire Hydrant Fund	2,951.55