

LOWER MILFORD TOWNSHIP

Lehigh County

BOARD OF SUPERVISORS

Tuesday, January 3, 2023, Organization Meeting

MINUTES

Present: Donna Wright, Chair (via Phone); Ellen Koplin, Vice Chair; Lowell Linde, Supervisor; Mark Eastburn, Esq., Township Solicitor; Emily Fucci, Township Administrator; Stacy Smith, Township Secretary; and 4 members of the Public.

Eastburn called the meeting to order at 6:32 PM and the Pledge of Allegiance was recited.

Eastburn called for a motion of the Appointment of Temporary Chair.

Motion by Koplin to nominate Wright as Temporary Chair. Seconded by Linde. 3 Ayes.

Motion by Linde to nominate Smith as Temporary Secretary. Seconded by Wright. 3 Ayes.

Wright announced an executive session was held on December 30, 2022 to discuss litigation.

Motion by Koplin to Appoint Wright as Chair for the 2023 year. Seconded by Linde. 3 Ayes.

Motion by Linde for to Appoint Koplin as Vice-Chair for the 2022 year. Seconded by Wright. 3 Ayes.

Motion by Koplin to Appoint Smith as Secretary. Seconded by Linde. 3 Ayes.

Motion by Koplin to Appoint Stryker as Treasurer. Seconded by Linde. 3 Ayes.

Motion by Koplin to Appoint Mark Cappuccio Esq. of Eastburn & Gray as Township Solicitor. Seconded by Linde. 3 Ayes.

Motion by Linde to Appoint Mark Cappuccio of Eastburn & Gray as the Solicitor for the Planning Commission. Seconded by Koplin. 3 Ayes.

Motion by Koplin to Appoint Clark Hill as the HR Council Attorney. Seconded by Linde. 3 Ayes.

Motion by Linde to Authorize Supervisors to work on Township roads in 2023. Seconded by Koplin. 3 Ayes.

Motion by Linde for the Board of Supervisors meetings to be held on the 3rd Thursday of each month at 6:30 PM. Seconded by Koplin. 3 Ayes.

Motion by Linde for the Board of Supervisors Workshop meetings to be held the 1st Thursday of each month at 6:30 PM. Seconded by Koplin. 3 Ayes.

Motion by Koplin to amend the motion by Linde to include workshop meetings will be held on an as needed basis and if the meeting is cancelled, it shall be posted. Seconded by Linde. 3 Ayes.

Motion by Linde to authorize advertisement of the 2023 Township meetings. Seconded by Koplin. 3 Ayes.

Motion by Linde to Appoint Fucci as the Township Delegate for the Annual PSATS Convention. Seconded by Koplin. 3 Ayes.

Motion by Linde to Appoint Cowan Associates as the Township Engineer. Seconded by Koplin. 3Ayes.

Motion by Koplin to Appoint Cowan Associates as the Code Official & Building Inspector. Seconded by Linde. 3 Ayes.

Motion by Koplin to Appoint Embassy Bank as the depository for Lower Milford Township. Seconded by Linde. 3 Ayes.

Motion by Koplin to Authorize signatures for the Embassy Bank accounts as Wright, Koplin, Linde and Stryker. Seconded by Linde. 3 Ayes

Motion by Linde to Appoint John Kortvely as Primary Sewage Enforcement Officer and Ian Farrell as the alternate. Seconded by Koplin. 3 Ayes.

Appointing a resident to Vacancy Board was tabled until a letter of interest has been received.

Motion by Koplin to Appoint Linde as the Agricultural Advisory Board to serve as Chair. Seconded by Wright. 3 Ayes.

Letters of interest were received from Ellen Koplin and Kara Stever to serve a new four-year term on the Planning Commission.

Motion by Linde to Appoint Ellen Koplin and Kara Stever to each serve a new four-year term on the Planning Commission. Seconded by Linde. 3 Ayes.

Letter of Interest was received by Linde to serve a new three-year term on the Historical commission.

Motion by Koplin to Appoint Linde to a three-year term to Historical Commission. Seconded by Wright. 3 Ayes.

A letter of interest was received from Phillip Wright for the Historical Commission. Member Danelle Roy verbally expressed interest in resigning from her term, but a resignation letter was not yet received. A new appointment will be tabled until Roy officially resigns.

Letter of Interest was received by Gerry Graham to serve a new five-year term on the Zoning Hearing Board. This will be addressed by Resolution 2023-3.

Motion by Koplin to Appoint Stryker to the Lehigh County Tax Collection Committee. Second by Linde. 3 Ayes.

Motion by Linde to Appoint Stryker as the Open records Officer. Seconded by Koplin. 3 Ayes.

Motion by Linde to Appoint Fucci as the Alternate Open Records Officer. Seconded by Koplin. 3 Ayes.

Wages for 2023 Non-Union Employees. Tabled until February. Wages will be retroactive.

Wright announced the 2023 union wage increase as per the (2022-2025) Contract.

Public Works Foreman	\$ 35.00
Equipment Operator/Maintenance Person	\$ 28.59

Motion by Linde to establish the reimbursement rate for employees using personal vehicles for Township business at the IRS rate of 65.5 cents per mile. Seconded by Koplin. 3 Ayes.

Wright made the announcement that Berkheimer has been selected by the Lehigh County Tax Collection Committee as the Earned Income Tax and Local Services Tax Collector for Lower Milford Township in 2023.

Motion by Koplin to set the Bond amounts as 1,500,000 for the Treasurer and \$500,000 for the Administrator. Second by Linde. 3 Ayes

Motion by Linde to accept the following Holidays the Township Building will be closed in 2023. Seconded by Koplin. 3 Ayes.

January 16

February 20

April 17

May 29

July 4

September 4

November 23

November 24

December 22

December 25

January 1, 2024

Motion by Linde to accept Resolution 2023-1 Setting of 2023 Fee Schedule. Seconded by Koplin. 3 Ayes.

Motion by Koplin to accept Resolution 2023-2 Authorization of payments for certain Expenses. Seconded by Linde. 3 Ayes.

Motion by Linde to accept Resolution 2023-3 Appointment of Jerry Graham to the Zoning Hearing Board. Seconded by Koplin. 3 Ayes.

Motion by Koplin to accept Resolution 2023-4 Authorizing a cap for Lower Milford Township's purchase of agricultural easements within Township's boundaries for 2023. Seconded by Linde. 2 Ayes 1 Abstention. Wright abstained due to the conflict of interest as she works for the Lehigh County Agricultural Land Preservation Office.

Public comment was received from Jason Flexer questioning whether vacancies are always posted for open seats on Township boards and commissions. The Board will review how vacancies are posted for future appointments.

Linde made the motion to adjourn the meeting. Seconded by Koplin. 3 Ayes.

Meeting Adjourned at 7:11 PM

Respectfully Submitted,

Stacy R. Smith
Township Secretary

APPROVED