

**LOWER MILFORD TOWNSHIP**  
Lehigh County  
**BOARD OF SUPERVISORS**  
Monday, January 3, 2017 Organization Meeting  
**MINUTES**

Present: Supervisors: Donna Wright; Michael Snovitch; John Quigley;  
Erin Kernan, Esq., Solicitor; Ellen L. Koplín, Township Manager and 5 members  
of the audience

Attorney Kernan opened the meeting at 7:30 p.m. and called for the following motions:

Motion by Snovitch to appoint Donna Wright Temporary Chair, seconded by Quigley, unanimously approved.

Motion by Snovitch to appoint Ellen Koplín Temporary Secretary, seconded by Quigley, unanimously approved.

The meeting was called to order by Temporary Chair Wright at 7:32 PM

The Pledge of allegiance was recited

There were no public comments at this time.

Organization of Board of Supervisors:

Motion by Quigley to appoint Donna Wright Chair, seconded by Snovitch, unanimously approved.

Motion by Quigley to appoint Michael Snovitch Vice-Chair, Seconded by Wright, unanimously approved.

Motion by Snovitch to appoint Ellen Koplín Township Secretary, Seconded by Quigley, unanimously approved.

Motion by Snovitch to appoint Wendy Stryker Township Treasurer, Seconded by Quigley, unanimously approved.

Motion by Quigley to appoint Attorney Mark Cappuccio and Eastburn & Gray as Township Solicitor for 2017, seconded by Snovitch, unanimously approved.

Motion by Quigley to appoint Attorney Mark Cappuccio and Eastburn & Gray as Planning Commission Solicitor for 2017, seconded by Snovitch, unanimously approved.

Motion by Quigley to authorize Supervisors to work on township roads in 2017, seconded by Snovitch, unanimously approved.

Motion by Quigley to schedule the Board of Supervisors regular meetings on the third Thursday of each month beginning at 7:30 pm, seconded by Snovitch, unanimously approved.

Motion by Snovitch to schedule the Board of Supervisors workshop meetings on the first Thursday of each month beginning at 7:30 pm, seconded by Quigley, unanimously approved.

Motion by Quigley to advertise the 2017 Township meeting schedule, seconded by Snovitch, unanimously approved. Snovitch mentioned legislation that has been considered to advertise online.

Motion by Snovitch to designate John Quigley as voting delegate at the PSATS 2017 Convention, seconded by Wright and unanimously approved.

Motion by Quigley to appoint Cowan Associates, Inc. as Township Engineer for 2017, seconded by Snovitch, unanimously approved.

Motion by Quigley to appoint KeyCodes as Building Code Official and Building Inspector to enforce the PA Uniform Construction Code in 2017, seconded by Snovitch, unanimously approved.

Motion by Snovitch to appoint C. Robert Wynn Associates as Engineer/Forester for Timber Harvest, Erosion and Sedimentation, Stormwater Management and Driveway application review, inspection and issuance. Seconded by Quigley and unanimously approved.

Motion by Quigley to designate Embassy Bank as the depository for Lower Milford in 2017, seconded by Snovitch and unanimously approved.

Motion by Quigley to appoint John Kortvely, Primary Sewage Enforcement Officer, PA Certificate #02131 and Scott Beiber, Alternate Sewage Enforcement Officer, PA Certificate #02047, for 2017, seconded by Snovitch, unanimously approved.

Motion by Quigley to appoint Lowell Linde to the Vacancy Board for 2017, seconded by Snovitch, unanimously approved.

Motion by Snovitch to appoint John Quigley as Chair to the Agricultural Area Advisory Committee, seconded by Wright, unanimously approved.

A Letter of interest was received from Bernard McManus to continue serving on the Planning Commission. Motion by Snovitch to appoint Bernard McManus to a four-year term on the Planning Commission which will expire on 12/31/20, seconded by Quigley, unanimously approved.

A letter was received from Lowell Linde expressing interest in continuing to serve on the Historic Commission. Motion by Quigley to appoint Lowell Linde to a three-year term on the Historic Commission to expire 12/31/2019, seconded by Snovitch, unanimously approved.

A vacancy remains on the Recreation & Open Space Board for a five-year term to expire 12/21/2021.

Motion by Quigley to appoint Wendy Stryker as Lower Milford representative to the Lehigh County Tax Collection Committee, seconded by Snovitch, unanimously approved.

Motion by Snovitch to appoint Wendy Stryker as Township Open Records Officer, seconded by Quigley, unanimously approved.

Motion by Quigley to accept the Job Description for Office Manager. Seconded by Snovitch and unanimously approved.

Motion by Snovitch to approve the Treasurer/Bookkeeper and Office Manager position as Full-time. Seconded by Quigley and unanimously approved.

Motion by Quigley to set the non-union employees 2017 wages at: \$63,654 Salary for Public Works Director, \$19.10 Hourly for Part-time Zoning and Planning Administrator, \$74,257 Salary for Township Manager and \$20.06 Hourly for Treasurer/Bookkeeper and Office Manager. These wages represent a 3% increase. Snovitch expressed that compared to townships comparable to ours, we are low.

The 2017 Contract hourly wage for the full-time Public Works Equipment Operator/Maintenance Person was announced at \$24.17 hr.

Motion by Quigley to set the reimbursement rate for employees using personal vehicles for township business at the rate of \$0.535(cents) per mile (IRS rate), seconded by Snovitch, unanimously approved.

Berkheimer will remain the Earned Income Tax and Local Services Tax Collector in 2017 for Lower Milford Township as selected by the Lehigh County Tax Collection Committee.

Motion by Quigley to establish the Treasurer's Bond as recommended at \$600,000 and the Manager's Bond as recommended at \$500,000 seconded by Snovitch, unanimously approved.

Motion by Quigley to establish the Township Holidays in 2017 as April 14, May 29, July 4, September 4, November 23 & 24, December 25 & 26 and January 1, 2018. Seconded by Snovitch, unanimously approved.

Under Public Comments, Jean Schoch asked if Wendy Stryker needed to be bonded as Office Manager. She was informed that the Office Manager is not required to be bonded but that she is already bonded as Township Treasurer.

On motion by Quigley, seconded by Snovitch, the Organization meeting adjourned at 8:59 PM.

Respectfully submitted,

Ellen L. Koplin  
Township Manager/Secretary