

Lower Milford Township

Lehigh County, Pennsylvania

Board of Supervisors

January 2, 2024 Organization Meeting

MINUTES

Present: Ellen Koplin, Chair; Lowell Linde, Vice-Chair; Timothy Cogle, Supervisor; Mark Cappuccio, Township Solicitor; Emily Fucci, Township Administrator/Secretary; and 4 members of the Public.

Cappuccio called the meeting to order at 6:30PM.

All stood for the pledge of allegiance.

Motion by Linde to appoint Koplin as temporary Chair. Seconded by Cogle and unanimously approved.

Motion by Linde to appoint Fucci as temporary Secretary. Seconded by Koplin and unanimously approved.

Motion by Linde to appoint Koplin as Chair. Seconded by Cogle and unanimously approved.

Motion by Koplin to appoint Linde as Vice-Chair. Seconded by Cogle and unanimously approved.

Motion by Linde to appoint Fucci as Secretary. Seconded by Cogle and unanimously approved.

Motion by Cogle to appoint Wendy Stryker as Treasurer. Seconded by Linde and unanimously approved.

Motion by Linde to appoint Mark S. Cappuccio, Esq. and the firm of Eastburn & Gray as the Township Solicitor for 2024. Seconded by Cogle and unanimously approved.

Motion by Cogle to appoint Mark S. Cappuccio, Esq. and the firm of Eastburn & Gray as the Planning Commission Solicitor for 2024. Seconded by Linde and unanimously approved.

Motion by Linde to appoint Joseph Rudolf and the firm of Clark Hill as the Township HR Council for 2024. Seconded by Cogle and unanimously approved.

Motion by Linde to authorize Supervisors to work on Township roads in 2024. Seconded by Cogle and unanimously approved.

Motion by Cogle to set the regular meetings of the Board of Supervisors for the third Thursday of the month at 6:30PM. Seconded by Linde and unanimously approved.

Motion by Linde to set the workshop meetings of the Board of Supervisors for the first Thursday of the month at 6:30PM. Seconded by Cogle and unanimously approved.

Motion by Cogle to authorize the advertisement of 2024 Township meetings. Seconded by Linde and unanimously approved.

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Motion by Linde to designate Cougle as the Board of Supervisors voting delegate at the 2024 PSATS Annual Convention. Seconded by Koplín and unanimously approved.

Motion by Linde to appoint Cowan Associates, Inc as the Township Engineer for 2024. Seconded by Cougle and unanimously approved.

Motion by Cougle to appoint Cowan Associates, Inc as the Building Code Official and Building Inspector to enforce the PA Uniform Construction Code for 2024. Seconded by Linde and unanimously approved.

Motion by Linde to designate Embassy Bank and PLGIT as the depositories for 2024. Seconded by Cougle and unanimously approved.

Motion by Cougle to authorize the signatures for the Township bank accounts as Ellen Koplín, Lowell Linde, Timothy Cougle and Wendy Stryker. Seconded by Linde and unanimously approved.

Motion by Linde to appoint John Kortvely as the primary Township Sewage Enforcement Officer for 2024 and Ian Farrell as the alternate Township Sewage Enforcement Officer for 2024. Seconded by Cougle and unanimously approved.

Motion by Cougle to appoint Jeffrey Tankred to the Vacancy Board for 2024. Seconded by Linde and unanimously approved.

Motion by Cougle to appoint Linde as the Chair of the Agricultural Advisory Committee. Seconded by Koplín and unanimously approved.

Motion by Cougle to appoint John Bannon to a four-year term on the Planning Commission, expiring 12/31/2027. Seconded by Linde and unanimously approved.

Motion by Linde to appoint Loise Gadek to a four-year term on the Planning Commission, expiring 12/31/2027. Seconded by Koplín. 2 ayes and 1 abstention by Cougle due to his lack of familiarity with Gadek.

Motion by Linde to appoint William Roy to a three-year term on the Historical Commission, expiring 12/31/2026. No second received. Appointment tabled until the February meeting.

Motion by Cougle to appoint Ellen Deebel to a three-year term on the Southern Lehigh Public Library Board of Directors, expiring 12/31/2026. Seconded by Linde and unanimously approved.

Motion by Linde to appoint Wendy Stryker as the representative to the Lehigh County Tax Collection Committee. Seconded by Cougle and unanimously approved.

Motion by Linde to appoint Wendy Stryker as the Township Open Records Officer. Seconded by Cougle and unanimously approved.

Motion by Linde to appoint Elizabeth Lembach as the Township Alternate Open Records Officer. Seconded by Cougle and unanimously approved.

Motion by Linde to approve the 2024 non-union wages with a three percent increase. Seconded by Cougle and unanimously approved.

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Koplin announced the 2024 wages for the Public Works Department, as set in the 2022-2025 Collective Bargaining Agreement.

Motion by Cogle to set the reimbursement rate for employees using personal vehicles for Township business at the 2024 IRS rate of 67 cents per mile. Seconded by Linde and unanimously approved.

Koplin announced the Lehigh County Tax Collection Committee has selected Berkheimer as the Earned Income Tax and Local Service Tax collector for 2024.

Motion by Linde to establish the bond for the Township Treasurer at \$1,500,000 and Township Administrator at \$500,000. Seconded by Cogle and unanimously approved. The Board requested a quote be received for raising the Treasure bond to \$2,000,000.

Linde left the meeting at 7:19PM for a personal matter.

Motion by Cogle to establish the 2024 holiday schedule for office closures: January 15, February 19, March 29, May 27, July 4, September 2, November 28, November 29, December 24, December 25, and January 1, 2025. Seconded by Koplin and unanimously approved.

Motion by Cogle to adopt Resolution 2024-1, setting the 2024 Fee Schedule. Seconded by Koplin and unanimously approved.

Motion by Cogle to adopt Resolution 2024-2 authorizing the timely payment of certain expenses. Seconded by Koplin and unanimously approved.

Motion by Koplin to adopt Resolution 2024-3, appointing Donna Wright to a five-year term on the Zoning Hearing Board expiring December 31, 2028. Seconded by Cogle and unanimously approved.

Motion by Cogle to adopt Resolution 2024-4 authorizing a cap of \$100 per acre for Lower Milford Township's purchase of agricultural easements within Township boundaries for 2024. Seconded by Koplin and unanimously approved.

Jason Flexer commented on an employee of Lower Macungie Township that had embezzled money.

Motion by Cogle to adjourn the meeting. Seconded by Koplin and unanimously approved.

Meeting adjourned at 7:30PM.

Respectfully Submitted,



Emily Fucci
Township Secretary