

LOWER MILFORD TOWNSHIP
BOARD OF SUPERVISORS
ORGANIZATION MEETING
Tuesday, January 6, 2025 – 6:30 PM
AGENDA

(Meeting Recorded for the purpose of Minutes)

1. Solicitor to Call Meeting to Order
2. Pledge of Allegiance
3. Solicitor to Call for Appointment of Temporary Chair
4. Solicitor to Call for Appointment of Temporary Secretary
5. Public Comments
6. Organization of Board of Supervisors
 - Chair
 - Vice-Chair
 - Appoint Twp. Secretary
 - Appoint Twp. Treasurer
7. Appoint Township Solicitor for 2025- Currently Mark S. Cappuccio, Esq & the firm of Eastburn & Gray
8. Appoint Planning Commission Solicitor for 2025- Currently Mark S. Cappuccio Esq. & the firm of Eastburn & Gray
9. Appoint HR Council for 2025 - Currently Joseph Rudolf & the firm of Clark Hill
10. Authorize Supervisors to work on Township roads in 2025
11. Set meeting day and time for regular monthly meetings of Board of Supervisors – Currently the third Thursday at 6:30PM
12. Set meeting day and time for monthly Board of Supervisors Workshop meetings – Currently the first Thursday at 6:30PM
13. Authorize advertisement of 2025 Township meetings
14. Designate Board of Supervisor delegates/voting delegate to the 2025 annual PSATS Convention in Hershey, Pennsylvania – Previously Timothy Cogle

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15. Appoint Township Engineer – Currently Cowan Associates, Inc.
16. Appoint Building Code Official and Building Inspector to enforce the PA Uniform Construction Code – Currently Cowan Associates, Inc.
17. Designate depository for Lower Milford Township – Currently Embassy Bank and PLGIT
18. Authorize signatures for Embassy Bank Accounts – Currently Ellen Koplin, Lowell Linde, Timothy Cougle and Wendy Stryker
19. Appoint Township Sewage Enforcement Officers for 2025 - Currently

John Kortvely-Primary, PA Certificate #02131
Ian Farrell - Alternant, PA Certificate #04114
20. Appoint resident to the Vacancy Board for 2025 – Previously held by Jeffrey Tankred. New term to expire 12/31/2025.
21. Appoint Supervisor to Agricultural Advisory Board to serve as Chairperson – Currently Lowell Linde
22. Appoint residents to non-elected boards/commissions:

One five-year term to the Zoning Hearing Board expired on 12/31/2024. New term to expire on 12/31/29. Previously held by Sheila Quigley. One five-year term to the Zoning Hearing Board, currently vacant mid-term, to expire on 12/31/2025. One three-year term alternate seat for the Zoning Hearing Board, currently vacant, to expire on 12/31/2027. Letters of interest received from Sheila Quigley, Allison Schaffer, Janet G. Ulmer, Mark Somers and Ed Lounsberry. (See # 34 – Resolution 2025-3, # 35 – Resolution 2025-4, and #36 – Resolution 2025-5)

One four-year term on the Planning Commission expired on 12/31/2024. New term to expire on 12/31/2028. Previously held by John Harbove. Letters of Interest received from John Harbove and Allison Schaffer.

One three-year term on the Historic Commission expired on 12/31/2024. New term to expire on 12/31/2027. Previously Vacant. Letter of Interest received from Mandi Yoachim.
23. Appoint Representative to Lehigh County Tax Collection Committee – Currently Wendy Stryker
24. Appoint Township Open Records Officer – Currently Wendy Stryker
25. Appoint Township Alternate Open Records Officer – Currently Elizabeth Lembach
26. Set wages for 2025 non-union employees

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2024 Non-Union Wages:

Township Treasurer	\$ 57,721
Township Administrator	\$ 71,338
Zoning / Planning Administrator	
Administrative Assistant	\$ 47,277

27. Announce 2024 Wages for Public Works Department (Per the 2022-2025 Contract)

Public Works Foreman	\$ 37.13
Equipment Operator/Maintenance Person	\$ 30.94
Laborer	\$ 22.52

28. Establish reimbursement for employees using personal vehicle for township business at the rate of .70 cents per mile (IRS Rate)

29. Earned Income Tax and Local Services Tax Collector for Lower Milford Township-Berkheimer selected by the Lehigh County Tax Collection Committee to collect for 2025

30. Establish Bond amount for Treasurer & Administrator – Current Bond for Treasurer \$2,000,000 and current Bond for Administrator \$500,000

31. Establish the following Holidays the Township will be closed in 2025:

January 20
February 17
April 18
May 26
July 4
September 1
November 27
November 28
December 24
December 25
January 1, 2026

32. Resolution 2025-1 Setting of 2025 Fee Schedule

33. Resolution 2025-2 Authorizing Payments of Certain Expenses

34. Resolution 2025-3 Appoint Resident to Zoning Hearing Board

35. Resolution 2025-4 Appoint Resident to Zoning Hearing Board

36. Resolution 2025-5 Appoint Resident to Zoning Hearing Board Alternate

37. Resolution 2025-6 Authorizing a Cap for Lower Milford Township's Purchase of Agricultural Easements within Township boundaries for 2025

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37. Resolution 2025-7 Granting Approval of Fire Police to Assist in Events Outside of Township Boundaries

38. Public Comments

40. Adjourn Organization Meeting