

Lower Milford Township

Lehigh County, Pennsylvania

Board of Supervisors

February 17, 2022, Regular Meeting

MINUTES

Present: Donna Wright, Chair; Ellen Koplin, Vice-Chair; Lowell Linde, Supervisor; Mark Cappuccio Esq., Solicitor; Emily Fucci, Township Administrator; Stacy Smith, Township Secretary; and 10 members of the Public.

The meeting was convened at 6:30 PM by Chair Wright

Wright Announced that an Executive Session was held on February 17, 2022, to discuss Litigation and Personnel.

Motion by Koplin to Approve the Organization Minutes of January 3, 2022, meeting. Seconded by Linde. 3 Ayes.

Motion by Linde to Approve the Minutes of January 3, 2022, meeting. Seconded by Koplin. 3 Ayes.

Treasurers Report as of December 31, 2021, read by Wright.

| | |
|---|-----------------|
| • General Fund | \$ 1,360,859.00 |
| • Historical Registry Fund | 5,735.00 |
| • Fall Festival Fund | (690.00) |
| • Rec & Open Space Fund | 7,119.00 |
| • Sewer Fund | 35,027.00 |
| • Capital Reserve Fund | 38,067.00 |
| • Fire Fund | 381,512.00 |
| • Highway Capital Improvement | 323,505.00 |
| • ARPA of 2021 Fund | 194,375.00 |
| • State Liquid Fuels Tax Account | 151,757.00 |
| • Developer Escrow (Non-Township Funds) | 44,120.00 |

Motion by Linde to Approve the Treasurers Report as of December 31, 2021. Seconded by Koplin. 3 Ayes.

Treasures Report as of January 31, 2022, read by Wright.

| | |
|---|-----------------|
| General Fund | \$ 1,313,258.00 |
| • Historical Registry Fund | 5,735.00 |
| • Fall Festival Fund | (789.00) |
| • Rec & Open Space Fund | 7,120.00 |
| • Sewer Fund | 43,126.00 |
| • Capital Reserve Fund | 38,072.00 |
| • Fire Fund | 381,544.00 |
| • Highway Capital Improvement | 323,546.00 |
| • ARPA of 2021 Fund | 192,035.00 |
| • State Liquid Fuels Tax Account | 151,776.00 |
| • Developer Escrow (Non-Township Funds) | 45,581.00 |

Motion by Koplin to Approve the Treasures Report as of January 31,2022. Seconded by Linde. 3 Ayes.

Motion by Linde to Authorize paying of February 2022 Bills. Seconded by Koplin. 3 Ayes.

Wright announced the Administrators Report –January 2022

Wright announced the Zoning Report – January 2022

Wright announced the Public Works Report – January 2022

Wright announced the Secretary’s Report – January 2022

Wright announced the Ambulance Report- January 2022

Wright announced the Fire Company Report – 2021 Break Down of Incidents

Southern Lehigh Public Library Representative Ryan Fields provided a Library report.

Discussion once again took place regarding ARPA Funds. Wright responded by asking Fields to reach out to Fucci for Requirements.

Under New Business:

State Representative Milou Mackenzie paid a visit to Introduce herself and discuss her goals in Harrisburg.

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Lower Milford Fire Company Representative Bendekovitz presented the Board with Details
Regarding the Purchase of a New Brush Truck.

Motion by Koplín to Authorize expenditure out of Fire Fund for 2022 Ford F-550 4X4 Chassis
to be equipped with Aluminum Attack Apparatus for the estimated price of \$339,062.00
Seconded by Linde. 3 Ayes.

Discussion took place on the Purchase of a New Ford F-550 Township Truck.
Motion by Koplín to Finalize the Purchase of the 2022 Ford F-550 Dump Truck at the Costars
cost of \$73,882.00 Seconded by Linde. 3 Ayes.

Discussion took place regarding the placing a limitation on public comments.
Wright had no objection to creating a new policy Wright asked for a policy to be written and will
be reviewed at the March Meeting.

Wright announced the Spurlock Sewage facilities Module.
Motion by Koplín to Accept. Seconded by Linde. 3 Ayes

Cost Estimate for Bidding Phase of the Township Building HVAC Unit #2 System Replacement
was submitted by Cowan Associates.
Motion by Koplín to Approve Cowan Associates to Prepare and Advertise HVAC Unit #2 Bid
with the expectation of not exceeding the cost limit of \$1,200.00. Seconded by Linde. 3 Ayes.

Cost estimate for Bidding Phase of the Township Garage Roof Replacement was submitted by
Cowan Associates.
Motion by Koplín to Approve Cowan Associates to Prepare and Advertise Township garage
Roof Replacement for both Metal and Shingle Roofing with the expectation of not exceeding the
cost limit of \$1,200.00. Seconded by Linde. 3 Ayes.

Cost estimate for Survey of Township Property on Pine Tree Road was submitted by Cowan
Associates. Discussion took place on the potential of using the property for leaf drop off area.
Motion by Linde to Approve the Survey of the Townships Property on Pine Tree Road with the
expectation of not exceeding the cost of \$5,800.00 which includes the road study to be conducted
on Hoffman Lane as approved at the December 8, 2021, meeting. Seconded by Koplín. 3 Ayes.

Review of Township Employee Handbook Amendment Regarding Social Media took place.
Fucci explained that the Handbook does not currently have a Social Media Policy and moving
forward with the Amendment would be in the best interest of the Township.
Motion by Linde to Approve the Employee Handbook Amendment of a Social Media Policy.
Seconded by Koplín. 3 Ayes.

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Discussion of Road Vacancies took place. Fucci noted 3 proposed roads to vacate had previously been discussed and the surveys have already been completed by Cowan associates. in 2018 but no further action was taken.

Cappuccio stated he would like to review wording of the ordinance. The Board expressed interest in explicitly stating the vacated roads would become private. Fucci & Cappuccio will review for March meeting.

An Electronic Recycling List was Presented to the Board to Approve Disposal.
Motion by Linde to Approve of Recycling. Seconded by Koplin. 3 Ayes.

Wright Acknowledged and Acceptance of the Resignation of Ronald Thorton and James Johnson from the Recreation & Open Space Committee.

Wright Acknowledged and Acceptance of the Resignation of Elaine Snovitch as the Lower Milford Emergency Management Coordinator, effective April 2022.

Under Correspondence:

Wright announced the Final Report and Approval letter for Remediation Conducted on Bell Gate Gate Farm was Received from The Department of Environmental Protection on February 15, 2022.

Wright Announced the Brush- up our Veterans Event.

During the Public Comments Jason Flexer inquired as to who is responsible for determining when the Road Crew was dispatched for Snow & Ice Removal.

Smith Responded by stating that is the call of the Public Works Foreman.

Motion by Koplin to Adjourn the Meeting. Seconded by Wright. 2 Ayes.
Meeting Adjourned.

Meeting Concluded at 8:07 PM

Respectfully Submitted,

Stacy R. Smith

Approved