

Lower Milford Township

Lehigh County, Pennsylvania

Board of Supervisors

October 19, 2023 Regular Meeting

MINUTES

Present: Donna Wright, Chair; Ellen Koplin, Vice-Chair; Mark Cappuccio, Township Solicitor; Emily Fucci, Township Administrator/Secretary; and 5 members of the Public.

The meeting was called to order at 6:41PM by Wright.

All stood for the pledge of allegiance.

Wright announced that an executive session was held on October 19, 2023 for litigation.

Motion by Koplin to approve the September 21, 2023 regular meeting minutes as presented. Seconded by Wright and unanimously approved.

Motion by Koplin to approve the October 5, 2023 workshop meeting minutes as presented. Seconded by Wright and unanimously approved.

Wright read the Treasurer's report as of September 30, 2023 aloud:

• General Fund	\$ 1,992,331.00
• Historical Registry Fund	5,735.00
• Sewer Fund	23,894.00
• Capital Reserve Fund	43,708.00
• Fire Fund	231,467.00
• Highway Capital Improvement	329,119.00
• ARPA of 2021 Fund	46,058.00
• State Liquid Fuels Tax Account	166,076.00
• Developer Escrow (Non-Township Funds)	41,116.00

Motion by Koplin to approve the Treasurer's report as of September 30, 2023 as read. Seconded by Wright and unanimously approved.

Motion by Koplin to authorize paying the October 2023 bills. Seconded by Wright and unanimously approved.

Wright announced the Administrator Report for October 19, 2023.

Fucci read aloud a letter dated October 19, 2023 from Township Emergency Management Coordinator Brian McKee to report on a minor HAZMAT incident that took place in the Township on September 27, 2023.

Fucci provided a report on the Fall Festival, which was held on September 23, 2023, despite the heavy rain.

Wright announced the Zoning Report for September 2023.

Wright announced the Public Works Report for September 2023.

Wright announced the Administrative Assistant Report for September 2023.

Wright announced the Macungie Ambulance Report for September 2023.

Wright announced the Lower Milford Fire Company No. 1 report for January 1, 2023 through September 30, 2023. Scott Moser announced that the Fire Company is holding a perogies sale.

Under Old Business:

Motion by Koplin to adopt Resolution 2023-10 and appoint Christopher Yetter to the Zoning Hearing Board to fill a vacant term with an expiration date of December 31, 2025. Seconded by Wright and unanimously approved.

Wright announced that review of the second draft of the budget would take place after new business and correspondence.

Under New Business:

Motion by Koplin to adopt Resolution 2023-11 authorizing the 2022-2023 stipend recipients for the Lower Milford Township Fire Company No. 1. Seconded by Wright and unanimously approved.

Motion by Koplin to adopt Resolution 2023-12 establishing an electronics and email use policy. Seconded by Wright and unanimously approved.

Motion by Koplin to approve the October 2023 electronics recycling and Municibid resale proposal and allowing any items not successfully sold on Municibid to be included in the electronics recycling. Seconded by Wright and unanimously approved.

Motion by Koplin to authorize the advertisement of intent to appoint a CPA for the 2023 audit. Seconded by Wright and unanimously approved.

Wright announced the 2021-2022 State Liquid Fuels audit report, which included no findings.

Motion by Koplin to approve the Lower Milford Township Fire Police assistance at the Macungie Halloween Parade on October 29, 2023, if they choose to assist. Seconded by Wright and unanimously approved.

Under Correspondence:

Wright announced receipt of the October 2023 social security newsletter.

Under Old Business:

Discussion was held on the second draft of the 2024 budget, including capital improvements, the purchase of new equipment and the Sanctuary at Haafsville contract.

Fucci suggested the Board implement a cap of 50 trap-neuter-release vouchers for 2024 and will contact the Sanctuary at Haafsville to draft a contract for 2024.

Fucci advised the Board that the HVAC unit servicing the office portion of the building was non-functioning. Motion by Koplin to authorize Cowan Associates, Inc to prepare the specifications for bid for replacement of the HVAC units servicing the office area and then advertise for bid. Seconded by Wright and unanimously approved.

The Board requested additional quotes are received for the purchase of a new dump truck.

Under Public Comment:

Dale Koplin asked if the Public Works Department had used the recently purchased paver yet.

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

Meeting adjourned at 7:58PM.

APPROVED

Respectfully Submitted,



Emily Fucci
Township Secretary