

# Lower Milford Township

Lehigh County, Pennsylvania

Board of Supervisors February 20, 2020 Regular Meeting

## MINUTES

Present: John Quigley, Chair; Ellen Koplin, Vice-Chair; Donna Wright, Supervisor; Mark Cappuccio, Esq., Solicitor; Zachary Cooperman, Manager and 12 public attendees

The meeting was convened at 6:30 PM by Chair Quigley and the Pledge of Allegiance was recited.

Executive sessions held during the February 6 Board of Supervisors meeting for personnel discussion were announced and one executive session held after the February 6 Board of Supervisors meeting for litigation discussion was announced.

Under public comments, Quigley left his chair to hand out copies to the audience of a Koplin email sent to the Township staff. At the February 6 Board of Supervisors meeting, an unidentified person used the meeting to hand out anonymous flyers to the audience disparaging Township staff members and Supervisors and then fled the building. The Township's video surveillance system, installed professionally and in use for approximately 10 to 12 years, retains the video for approximately 7 to 10 days before recording over. Due to the secretive and evasive actions of the unidentified person, Koplin requested a member of the Township staff to copy the video and preserve it. Since several tragic incidents, including death, have occurred in recent years at other Pennsylvania municipalities and the Township Supervisors have a duty to protect its residents and staff members, any suspicious or unusual occurrence should be taken seriously. However, Quigley was vehemently opposed to preserving any evidence of the mysterious person and made a mockery of Koplin's request.

Lehigh County Executive Phil Armstrong was in attendance and addressed the Supervisors and audience concerning general county information. He visits each municipality in the County during a public meeting to introduce himself and the county departments.

Arthur Swallow, Surveyor and Salvatore Rizzuto, owner of property in Limeport, approached the Supervisors concerning their request to move forward with a development proposal on property currently owned by Theodore and Lois Zapach. Since the Planning Commission in Lower Milford has approval or denial authority over subdivision and land development applications, they were advised to meet with the Planning Commission and discuss the issues that have arisen with the property so the development can move forward.

Motion by Koplin to approve the minutes of the January 6, 2020 Organization Meeting and the January 6, 2020 Regular Meeting but tabling the February 6, 2020 Workshop Meeting until the next Supervisor meeting since they were just received within a day or so and are quite lengthy. Seconded by Wright. Two ayes and Quigley nay. Motion carried.

The Treasurer's Report ending December 31, 2019 (Cash and Investments) was read by Wright:

|   |               |
|---|---------------|
| • General Fund                          | \$ 740,211.00 |
| • Historical Registry Fund              | 5,735.00      |
| • Rec & Open Space Fund                 | 7,093.00      |
| • Sewer Fund                            | 62,120.00     |
| • Capital Reserve Fund                  | 32,989.00     |
| • Fire Fund                             | 103,857.00    |
| • Highway Capital Improvement           | 322,110.00    |
| • State Liquid Fuels Tax Account        | 99,451.00     |
| • Developer Escrow (Non-Township Funds) | 43,165.00     |

Motion by Koplin to accept the Treasurer's report as read, Seconded by Wright and unanimously approved.

The Treasurer's Report ending January 31, 2020 (Cash and Investments) was read by Wright:

|   |               |
|---|---------------|
| • General Fund                          | \$ 789,848.00 |
| • Historical Registry Fund              | 5,735.00      |
| • Rec & Open Space Fund                 | 7,096.00      |
| • Sewer Fund                            | 57,600.00     |
| • Capital Reserve Fund                  | 33,000.00     |
| • Fire Fund                             | 103,892.00    |
| • Highway Capital Improvement           | 322,219.00    |
| • State Liquid Fuels Tax Account        | 60,662.00     |
| • Developer Escrow (Non-Township Funds) | 43,165.00     |

Motion by Koplin to accept the Treasurer's report as read, Seconded by Wright and unanimously approved.

Motion by Wright to pay the February bills. Seconded by Koplin and unanimously approved.

Quigley announced that the Zoning Report, Public Works Report and Managers Report are available. There is no Sewer Plant Report or Auditor's Report at this time.

There is no action on subdivisions and land developments and no applications have been received.

A Macungie Ambulance report for January and the Fire Co. 2019 year-end report is also available.

There was no Old Business on the agenda.

Under New Business:

The paperwork for Embassy bank authorizing signatories remains in the Treasurer's office awaiting Quigley's signature. He indicated he would not sign the paperwork.

Motion by Wright to approve Resolution 2020-4 updating the Open Records Policy for consistency with the Pennsylvania Right to Know Act. Seconded by Koplin and unanimously approved.

A letter of interest was received from Stacy Smith for appointment to the Historical Commission vacancy. Motion by Wright and seconded by Koplin to appoint Stacy Smith to the vacancy on the Historical Commission. Unanimously approved.

Motion by Koplin to authorize a Bank of America Business Credit Card of Lower Milford Township be issued to Stacy Smith with a \$500 credit limit. Seconded by Wright and unanimously approved.

Motion by Wright to issue payout to James Stenroos for Vacation, Sick and Personal Time accrued upon Retirement on Friday, February 28, 2020. Seconded by Koplin and unanimously approved.

The Lower Milford Township Recreation and Open Space Board has submitted a draft plan revision to the Board of Supervisors for comment. The Board's consensus was to send the document to the Planning Commission for review prior to any action of the Supervisors.

A Public Works Director Memo was received requesting the Board take action to approve Tyler Schmeltzie's promotion to Equipment Operator/Maintenance Man position and authorize advertisement for a Public Works Laborer employee.

Motion by Wright to approve Tyler Schmeltzie as an Equipment Operator/Maintenance Man and advertise the Laborer position he previously held. Seconded by Koplin and unanimously approved.

The Public Works Director has submitted a memo requesting approval to sell certain Township vehicles and equipment and approval to purchase new public works vehicles. Koplin raised the question if a value has been assigned to the vehicles and equipment requesting approval to sell? Any item valued at \$2,000 or above must be advertised for bid including listings on the Muni-Bid website. This discussion was tabled for further evaluation.

The meeting schedule is available on the Township website. There were no public comments received and Wright made a motion to adjourn at 9:15 PM, seconded by Koplin

Respectfully submitted,

Stacy Smith, Acting Township Secretary