

LOWER MILFORD TOWNSHIP
Lehigh County
BOARD OF SUPERVISORS
Monday, January 2, 2018 Organization Meeting
MINUTES

Present: Supervisors: Donna Wright; Michael Snovitch; John Quigley;
Erin Kernan Aronson, Esq., Solicitor; Ellen L. Koplin, Township Manager
and 2 members of the audience

Wright announced that she will not be taking part in the meeting due to not yet receiving her oath of office.

Attorney Aronson opened the meeting at 7:30 p.m. and called for the following motions:

Motion by Snovitch to appoint John Quigley Temporary Chair, seconded by Quigley, unanimously approved.

Motion by Snovitch to appoint Ellen Koplin Temporary Secretary, seconded by Quigley, unanimously approved.

The meeting was called to order by Temporary Chair Quigley at 7:34 PM

The Pledge of allegiance was recited

There were no public comments at this time.

Organization of Board of Supervisors:

Motion by Snovitch to appoint Donna Wright Chair. Attorney Aronson advised that since Wright may not yet assume the duties of Supervisor, she should not be appointed as Chair at this time. The appointments of chair and vice-chair will be postponed until the February meeting. Motion withdrawn. Quigley will conduct meeting as Temporary Chair.

Motion by Snovitch to appoint Ellen Koplin Township Secretary, seconded by Quigley, unanimously approved.

Motion by Snovitch to appoint Wendy Stryker Township Treasurer, seconded by Quigley, unanimously approved.

Motion by Snovitch to appoint Attorney Mark Cappuccio and Eastburn & Gray as Township Solicitor for 2018, seconded by Snovitch, unanimously approved.

Motion by Snovitch to appoint Attorney Mark Cappuccio and Eastburn & Gray as Planning Commission Solicitor for 2017, seconded by Quigley, unanimously approved.

Motion by Snovitch to authorize Supervisors to work on township roads in 2018, seconded by Quigley, unanimously approved.

Motion by Snovitch to schedule the Board of Supervisors regular meetings on the third Thursday of each month beginning at 7:30 pm, seconded by Quigley, unanimously approved.

Motion by Snovitch to schedule the Board of Supervisors workshop meetings on the first Thursday of each month beginning at 7:30 pm, seconded by Quigley, unanimously approved.

Motion by Snovitch to advertise the 2018 Township meeting schedule, seconded by Quigley, unanimously approved.

Motion by Snovitch to designate John Quigley as voting delegate at the PSATS 2018 Convention, seconded by Quigley and unanimously approved.

Motion by Snovitch to appoint Cowan Associates, Inc. as Township Engineer for 2018, seconded by Quigley, unanimously approved.

Motion by Snovitch to appoint Cowan Associates, Inc. as Building Code Official and Building Inspector to enforce the PA Uniform Construction Code in 2018, seconded by Snovitch, unanimously approved.

Motion by Snovitch to appoint C. Robert Wynn Associates as Engineer/Forester for Timber Harvest applications in 2018. Seconded by Quigley and unanimously approved.

Motion by Snovitch to designate Embassy Bank as the depository for Lower Milford in 2018, seconded by Quigley and unanimously approved.

Motion by Snovitch to appoint John Kortvely, Primary Sewage Enforcement Officer, PA Certificate #02131 and Scott Beiber, Alternate Sewage Enforcement Officer, PA Certificate #02047, for 2018, seconded by Quigley, unanimously approved.

Motion by Snovitch to appoint Lowell Linde to the Vacancy Board for 2018, seconded by Quigley, unanimously approved.

Motion by Snovitch to appoint John Quigley as Chair to the Agricultural Area Advisory Committee, seconded by Quigley, unanimously approved.

A letter of interest was received from Gail Linde to continue serving on the Planning Commission. Motion by Snovitch to appoint Gail Linde to a four-year term on the Planning Commission which will expire on 12/31/21, seconded by Quigley, unanimously approved.

A letter of interest was received from Cathleen Bannon to continue serving on the Planning Commission. Motion by Snovitch to appoint Cathleen Bannon to a four-year term on the Planning Commission which will expire on 12/31/21, seconded by Quigley, unanimously approved.

A letter was received from Ronald Thornton expressing interest in continuing to serve on the Recreation and Open Space Board. Motion by Snovitch to appoint Ronald Thornton to a five-year term on the Recreation and Open Space Board which will expire 12/31/22, seconded by Quigley, unanimously approved.

A letter was received from Linda Fetzer expressing interest in continuing to serve on the Historical Commission. Motion by Snovitch to appoint Linda Fetzer to a three-year term on the Historical Commission to expire 12/31/20, seconded by Quigley, unanimously approved.

A vacancy remains on the Recreation & Open Space Board.

Motion by Snovitch to appoint Wendy Stryker as Lower Milford representative to the Lehigh County Tax Collection Committee, seconded by Quigley, unanimously approved.

Motion by Snovitch to appoint Wendy Stryker as Township Open Records Officer, seconded by Quigley, unanimously approved.

Motion by Snovitch to set the non-union employees 2018 wages at: \$65,564 Salary for Public Works Director, \$18.00 Hourly for Part-time Zoning and Planning Administrator, \$76,485 Salary for Township Manager and \$20.66 Hourly for Treasurer/Bookkeeper and Office Manager. These wages represent a 3% increase. Seconded by Quigley and unanimously approved.

The 2018 Contract hourly wage for the full-time Public Works Equipment Operator/Maintenance Person was announced at \$24.90 hr. Laborer remains at the 2017 contract wage for new employee.

Motion by Snovitch to set the reimbursement rate for employees using personal vehicles for township business at the rate of \$0.545(cents) per mile (IRS rate), seconded by Quigley, unanimously approved.

Berkheimer will remain the Earned Income Tax and Local Services Tax Collector in 2018 for Lower Milford Township as selected by the Lehigh County Tax Collection Committee.

Motion by Snovitch to establish the Treasurer's Bond at \$600,000 and the Manager's Bond at \$500,000 seconded by Quigley, unanimously approved.

Motion by Snovitch to establish the Township Holidays in 2018 as March 30, May 28, July 4, September 3, November 22 & 23, December 24 & 25 and January 1, 2019. Seconded by Quigley, unanimously approved.

No Public Comments were received.

On motion by Snovitch, seconded by Quigley, the Organization meeting adjourned at 8:03 PM.

Respectfully submitted,

Ellen L. Koplin
Township Manager/Secretary