

LOWER MILFORD TOWNSHIP

Lehigh County

BOARD OF SUPERVISORS

December 19, 2019 Regular Meeting

MINUTES

Present: Donna Wright, Chair; Michael Snovitch, Vice-Chair; John Quigley, Supervisor, Mark Cappuccio, Esq., Solicitor; Zack Cooperman, Township Manager and 5 members of the public.

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

Wright announced an Executive Session at conclusion of November 21, 2019 Regular Meeting to discuss personnel.

No public comments were received at this time.

Motion by Snovitch to approve the minutes of November 21, 2019 Regular Meeting with amendments. Seconded by Quigley and unanimously approved.

The Treasurer's Report ending November 30, 2019 (Cash & Investments) is planned on being announced at the January 2020 Regular Meeting.

- | | |
|--------------------------------------|-----|
| • General Fund | TBD |
| • Historic Registry Fund | TBD |
| • Rec. & Open Space Fund | TBD |
| • Sewer Fund | TBD |
| • Capital Reserve Fund | TBD |
| • Fire Fund | TBD |
| • Highway Capital Improvement Fund | TBD |
| • State Liquid Fuels Tax Account | TBD |
| • Developer Escrows (Non-Twp. Funds) | TBD |

Motion by Snovitch to pay the December 2019 bills. Seconded by Quigley and unanimously approved.

Wright announced the Public Works report.

Wright announced the Zoning Report.

Board of Supervisors 12-19-19 Meeting Minutes

Wright announced the Sewer Plant Report. Cooperman spoke about a surge protector that will be replaced.

Wright announced the Manager's Report.

Wright announced the November 2019 Macungie Ambulance Corps Report.

No Auditor's Report submitted.

No Library Report submitted.

Under Old Business:

Under New Business:

Wright announced Tim Groller, Union Rep, response letter for Tyler Schmeltzle's CDL certification class indicating that the decision was correct, and the union supports the decision to send Tyler to the CDL certification class.

Motion by Snovitch to remove Ken Moser as a part time employee of the Township. Seconded by Quigley and unanimously approved.

Motion by Snovitch to remove Wendy Stryker from the Township business card account. Seconded by Quigley and unanimously approved.

Wright announced the demolition permit application of Anita and Vincent Henry. Motion by Snovitch to approve the demolition and to incorporate the arch doorway and fireplace if possible. Seconded by Quigley and unanimously approved.

Wright announced the Township Zoning Officer updated job description. Motion by Quigley to approve the job description updates. Seconded by Snovitch and unanimously approved.

Cooperman announced the PA DOT sign improvements request on Chestnut Hill Church Road and Church View Road. Sign improvements included adding stop sign ahead signs. Discussion took place on where specifically the signs would be placed. Motion by Quigley to approve the sign improvement request. Seconded by Snovitch and unanimously approved.

Wright announced Resolution 2019-8 General Fund Millage. Motion by Quigley to approve Resolution 2019-8. Seconded by Snovitch and unanimously approved.

Wright announced Resolution 2019-9 Fire Tax Millage. Motion by Snovitch to approve Resolution 2019-9. Seconded Quigley and unanimously approved.

Wright announced Resolution 2019-10 Adoption of 2020 Budget. Motion by Snovitch to approve Resolution 2019-10. Seconded by Quigley and unanimously approved.

Board of Supervisors 12-19-19 Meeting Minutes

Wright announced Resolution 2019-11 Appointing CPA for Fiscal Year 2019. Motion by Quigley to approve Resolution 2019-11. Seconded by Snovitch and unanimously approved. Discussion took place about the new bookkeeper needing an accountant to offer GAAP. Motion by Quigley to hire an accountant for up to \$5000 to train the new bookkeeper. Seconded by Snovitch and unanimously approved.

Under Correspondence:

Public Comments

No public comments were received at this time.

Motion by Snovitch to adjourn meeting. Seconded by Quigley and unanimously approved to adjourn meeting at 7:15PM.

Respectfully Submitted,

Zachary Cooperman

Township Secretary

APPROVED