

**LOWER MILFORD TOWNSHIP**  
Lehigh County  
**BOARD OF SUPERVISORS**  
January 21, 2016 Regular Meeting  
**MINUTES**

Present: Chair Donna Wright, Vice-Chair Michael Snovitch, Supervisor John Quigley, Ellen Koplin, Township Manager, Mark Cappuccio, Esq., Solicitor and 3 audience members

The meeting was convened at 7:35 pm by Chair Wright and the Pledge of Allegiance was recited.

No citizen comments were received at this time.

Motion by Quigley to approve the minutes of the December 17, 2015 regular meeting and the January 4, 2016 organization meeting, seconded by Snovitch and unanimously approved.

The Treasurer's Report for December 31, 2015 (cash & investments) was read.

• General Fund	\$597,694.00
• Rec. & Open Space Fund	6,515.00
• Sewer Fund	58,848.00
• Capital Reserve Fund	12,579.00
• Fire Fund	559,909.00
• Highway Capital Improvement Fund	315,083.00
• State Liquid Fuels Tax Account	20,227.00
• Developer Escrows (Non Twp. Funds)	55,463.00

Motion by Snovitch to accept the December 31, 2015 Treasurer's Report as read, seconded by Quigley and unanimously approved.

Motion by Quigley to pay the January 2016 bills, seconded by Snovitch. An audience member questioned the listed bank transfers. The township named a different bank at the Organization meeting and funds need to be moved. Motion unanimously approved.

Wright announced the Manager's Report, Public Works and Zoning reports were available but no Police Reports.

There are no new subdivisions or land developments and no action required.

No Fire Company report was submitted

An Ambulance Report was submitted by Macungie Ambulance for December 2015.

No Library Representative report was submitted

Under Old Business:

Board of Supervisors January 21, 2016 Regular Meeting Minutes

Motion by Snovitch to set non-union employee wages for 2016 as follows:

Bookkeeper/Treasurer \$19.48/hr; Zoning Officer \$18.54/hr; Public Works Director \$61,800 salary; Township Manager/Secretary \$72,094 salary. Seconded by Quigley and unanimously approved.

The Solicitor reviewed the elected auditor vacancies and the code requirements. The two-year position remains vacant and the Board of Supervisors will appoint at the February 4, 2016 meeting/workshop.

Motion by Snovitch to appoint Ellen Koplín to the Southwestern Lehigh County Comprehensive Plan Steering Committee. Seconded by Quigley and unanimously approved.

Under New Business:

Motion by Quigley to adopt Resolution 2016-1 setting the Township Fee Schedule. Seconded by Snovitch and unanimously approved.

Motion by Quigley to adopt Resolution 2016-2 authorizing payment of certain expenses. Seconded by Snovitch and unanimously approved.

Motion by Snovitch to adopt Resolution 2016-3 establishing sewerage tapping and use fees. Seconded by Quigley and unanimously approved.

Motion by Quigley to adopt the revised, January 21, 2016 Employee Handbook. Seconded by Snovitch and unanimously approved.

The Agricultural Security Area 7-year review is due. Consensus of the Board of Supervisors to take no action; allowing the Agricultural Security Area of Lower Milford Township to roll-over as it exists.

Under Correspondence: Southern Lehigh Public Library Agenda and  
Lehigh County Authority 2016 Budget

A meeting/workshop will be held by the Board of Supervisors on February 4.

On motion by Snovitch, seconded by Quigley, the meeting adjourned at 8:17 pm.

Respectfully submitted,

Ellen L. Koplín  
Township Manager/Secretary