

LOWER MILFORD TOWNSHIP
BOARD OF SUPERVISORS
ORGANIZATION MEETING
Tuesday, January 3, 2023 – 6:30 PM
AGENDA

(Meeting Recorded for the purpose of Minutes)

ORGANIZATION AGENDA

1. Solicitor to Call Meeting to Order
2. Pledge of Allegiance
3. Solicitor to Call for Appointment of Temporary Chair
4. Solicitor to Call for Appointment of Temporary Secretary
5. Public Comments
6. Organization of Board of Supervisors
 - Chair
 - Vice-Chair
 - Appoint Twp. Secretary
 - Appoint Twp. Treasurer
7. Appoint Township Solicitor for 2023- Currently Mark S. Cappuccio, Esq & the firm of Eastburn & Gray
8. Appoint Planning Commission Solicitor for 2023- Currently Mark S. Cappuccio Esq. & the firm of Eastburn & Gray
9. Appoint HR Council for 2023- Currently Joseph Rudolf & the firm of Clark Hill
10. Authorize Supervisors to work on Township roads in 2023
11. Set meeting day and time for regular monthly meetings of Board of Supervisors – Currently the third Thursday at 6:30PM
12. Set meeting day and time for monthly Board of Supervisors Workshop meetings – Currently the first Thursday at 6:30PM
13. Authorize advertisement of 2023 Township meetings
14. Designate Board of Supervisor delegates/voting delegate to the 2023 annual PSATS Convention in Hershey, Pennsylvania – Previously Emily Fucci

Board of Supervisors Organization Meeting – January 3, 2023

15. Appoint Township Engineer – Currently Cowan Associates, Inc.
16. Appoint Building Code Official and Building Inspector to enforce the PA Uniform Construction Code – Currently Cowan Associates, Inc.
17. Designate depository for Lower Milford Township – Currently Embassy Bank
18. Authorize signatures for Embassy Bank Accounts – Currently Donna Wright, Ellen Koplín , Lowell Linde, Wendy Stryker
19. Appoint Township Sewage Enforcement Officers for 2023.

John Kortvely-Primary, PA Certificate #02131
Ian Farrell - Alternant, PA Certificate # 04114

20. Appoint resident to the Vacancy Board for 2023 – Previously Jeffrey Tankred. New term to expire 12/31/2023.
21. Appoint Supervisor to Agricultural Advisory Board to serve as Chairperson – Currently Lowell Linde.
22. Appoint residents to non-elected boards/commissions:

Two four-year terms on the Planning Commission expired on 12/31/2022. New term to expire on 12/31/2026. Currently held by Ellen Koplín and Kara Stever. Letters of Interest received from Ellen Koplín and Kara Stever.

Two three-year terms on the Historic Commission expired on 12/31/2022. New term to expire on 12/31/2025. Currently held by Lowell Linde and Danelle Roy. Letters of Interest received from Lowell Linde and Philip Wright.

One five-year term to the Zoning Hearing Board expired on 12/31/2022. Currently held by Jerry Graham. Letter of interest submitted by Jerry Graham. New term to expire on 12/31/2027. (See # 34 – Resolution 2023-3)

23. Appoint Representative to Lehigh County Tax Collection Committee – Currently Wendy Stryker
24. Appoint Township Open Records Officer – Currently Wendy Stryker
25. Appoint Township Alternate Open Records Office – Currently Emily Fucci
26. Set wages for 2023 non-union employees.

2022 Wages:
Township Treasurer \$ 52,000
Township Administrator \$ 63,000
Zoning / Planning Administrator

Board of Supervisors Organization Meeting – January 3, 2023
Township Secretary \$ 49,000

27. Public Works (2022-2025 Contract) Announce 2023 Wage
 - Public Works Foreman \$ 35.00
 - Equipment Operator/Maintenance Person \$ 28.59
28. Establish reimbursement for employees using personal vehicle for township business at the rate of .655 cents per mile (IRS Rate)
29. Earned Income Tax and Local Services Tax Collector for Lower Milford Township- Berkheimer selected by the Lehigh County Tax Collection Committee to collect for 2023
30. Establish Bond amount for Treasurer & Administrator – Current Bond for Treasurer \$1,000,000 and current Bond for Administrator \$500,000
31. Establish the following Holidays the Township will be closed in 2023
 - January 16
 - February 20
 - April 7
 - May 29
 - July 4
 - September 4
 - November 23
 - November 24
 - December 22
 - December 25
 - January 1, 2024
32. Resolution 2023-1 Setting of 2023 Fee Schedule
33. Resolution 2023-2 Authorizing Payments of Certain Expenses
34. Resolution 2023-3 Appoint Resident to Zoning Hearing Board
35. Resolution 2023-4 Authorizing a Cap for Lower Milford Township's Purchase of Agricultural Easements within Township boundaries for 2023
36. Public Comments
37. Adjourn Organization Meeting