

Lower Milford Township
Lehigh County, Pennsylvania
Board of Supervisors
January 6, 2025 Organization Meeting
MINUTES

Present: Ellen Koplin, Chair; Lowell Linde, Vice-Chair; Timothy Cogle, Supervisor; Jill Spirk, Township Solicitor; and 7 members of the Public.

Spirk called the meeting to order at 6:33PM.

All stood for the pledge of allegiance.

Motion by Cogle to appoint Koplin as temporary Chair. Seconded by Linde and unanimously approved.

Motion by Cogle to appoint Fucci as temporary Secretary. Seconded by Linde and unanimously approved.

Motion by Linde to appoint Koplin as Chair. Seconded by Cogle and unanimously approved.

Motion by Cogle to appoint Linde as Vice-Chair. Seconded by Cogle and unanimously approved.

Motion by Cogle to appoint Fucci as Secretary. Seconded by Linde and unanimously approved.

Motion by Linde to appoint Wendy Stryker as Treasurer. Seconded by Cogle and unanimously approved.

Motion by Linde to appoint Mark S. Cappuccio, Esq. and the firm of Eastburn & Gray as the Township Solicitor for 2025. Seconded by Cogle and unanimously approved.

Motion by Linde to appoint Mark S. Cappuccio, Esq. and the firm of Eastburn & Gray as the Planning Commission Solicitor for 2025. Seconded by Cogle and unanimously approved.

Motion by Cogle to appoint Joseph Rudolf and the firm of Clark Hill as the Township HR Council for 2025. Seconded by Linde and unanimously approved.

Motion by Linde to authorize Supervisors to work on Township roads in 2025. Seconded by Cogle and unanimously approved.

Motion by Linde to set the regular meetings of the Board of Supervisors for the third Thursday of the month at 6:30PM. Seconded by Cogle and unanimously approved.

Motion by Cogle to set the workshop meetings of the Board of Supervisors for the first Thursday of the month at 6:30PM. Seconded by Linde and unanimously approved.

Motion by Linde to authorize the advertisement of 2025 Township meetings. Seconded by Cogle and unanimously approved.

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Motion by Linde to appoint Cogle and Fucci to attend the 2025 PSATS Annual Convention and to designate Cogle as the Board of Supervisors voting delegate. Seconded by Cogle and unanimously approved.

Motion by Linde to appoint Cowan Associates, Inc as the Township Engineer for 2025. Seconded by Cogle and unanimously approved.

Motion by Linde to appoint Cowan Associates, Inc as the Building Code Official and Building Inspector to enforce the PA Uniform Construction Code for 2025. Seconded by Cogle and unanimously approved.

Motion by Cogle to designate Embassy Bank and PLGIT as the depositories for 2025. Seconded by Linde and unanimously approved.

Motion by Linde to authorize the signatures for the Township bank accounts as Ellen Koplin, Lowell Linde, Timothy Cogle and Wendy Stryker. Seconded by Cogle and unanimously approved.

Motion by Cogle to appoint John Kortvely as the primary Township Sewage Enforcement Officer for 2025 and Ian Farrell as the alternate Township Sewage Enforcement Officer for 2025. Seconded by Linde and unanimously approved.

Motion by Linde to appoint Jeffrey Tankred to the Vacancy Board for 2025. Seconded by Cogle and unanimously approved.

Motion by Cogle to appoint Linde as the Chair of the Agricultural Advisory Committee. Seconded by Koplin and unanimously approved.

Motion by Linde to adopt Resolution 2025-3, appointing Edward Lounsberry to a five-year term on the Zoning Hearing Board expiring December 31, 2029. Seconded by Koplin. 2 ayes and 1 nay.

Motion by Linde to adopt Resolution 2025-4, appointing Allison Schaffer to a five-year term, currently vacant mid-term, on the Zoning Hearing Board expiring December 31, 2025. Seconded by Koplin. 2 ayes and 1 nay.

Motion by Linde to adopt Resolution 2025-5, appointing Mark Somers to a three-year term as alternate on the Zoning Hearing Board expiring December 31, 2027. Seconded by Cogle and unanimously approved.

Motion by Cogle to appoint John Harbove to a four-year term on the Planning Commission, expiring 12/31/2028. Seconded by Linde and unanimously approved.

Motion by Linde to appoint Mandi Yoachim to a three-year term on the Historical Commission, expiring 12/31/2027. Seconded by Cogle and unanimously approved.

Motion by Linde to appoint Wendy Stryker as the representative to the Lehigh County Tax Collection Committee. Seconded by Cogle and unanimously approved.

Motion by Cogle to appoint Wendy Stryker as the Township Open Records Officer. Seconded by Linde and unanimously approved.

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Motion by Cogle to appoint Elizabeth Lembach as the Township Alternate Open Records Officer. Seconded by Linde and unanimously approved.

Motion by Linde to approve the 2025 non-union wages to \$59,000 for the Township Treasurer, \$73,000 for the Township Administrator/Zoning Officer and \$48,000 for the Administrative Assistant. Seconded by Cogle and unanimously approved.

Koplin announced the 2025 wages for the Public Works Department, as set in the 2022-2025 Collective Bargaining Agreement.

Motion by Cogle to set the reimbursement rate for employees using personal vehicles for Township business at the 2024 IRS rate of 70 cents per mile. Seconded by Linde and unanimously approved.

Koplin announced the Lehigh County Tax Collection Committee has selected Berkheimer as the Earned Income Tax and Local Service Tax collector for 2025.

Motion by Cogle to establish the bond for the Township Treasurer at \$2,000,000 and Township Administrator at \$500,000. Seconded by Linde and unanimously approved.

Motion by Linde to establish the 2025 holiday schedule for office closures; January 20, February 17, April 18, May 26, July 4, September 1, November 27, November 28, December 24, December 25, and January 1, 2026. Seconded by Cogle and unanimously approved.

Motion by Cogle to adopt Resolution 2025-1, setting the 2025 Fee Schedule. Seconded by Linde and unanimously approved.

Motion by Cogle to adopt Resolution 2025-2 authorizing the timely payment of certain expenses. Seconded by Linde and unanimously approved.

Motion by Cogle to adopt Resolution 2025-6 authorizing a cap of \$100 per acre for Lower Milford Township's purchase of agricultural easements within Township boundaries for 2025. Seconded by Linde and unanimously approved.

Motion by Linde to adopt Resolution 2025-7 granting approval of the Fire Police to assist in events outside of Township boundaries for the calendar year 2025. Seconded by Cogle and unanimously approved.


Janet Ulmer asked why a previous member of the Zoning Hearing Board was not reappointed.

Jason Flexer thanked the Board for posting the open positions on Township Boards and Commissions.

Motion by Linde to adjourn the meeting. Seconded by Cogle and unanimously approved.

Meeting adjourned at 7:17PM.

Respectfully Submitted,


Emily Fucci
Township Secretary