

**Lower Milford Township**  
Lehigh County, Pennsylvania  
Board of Supervisors  
November 16, 2023, Regular Meeting  
MINUTES

Present: Donna Wright, Chair; Ellen Koplin, Vice-Chair; Lowell Linde, Supervisor; Mark Eastburn, Township Solicitor; Emily Fucci, Township Administrator/Secretary; and 12 members of the Public.

The meeting was called to order at 6:30PM by Wright.

All stood for the pledge of allegiance.

Motion by Linde to approval the October 19, 2023 regular meeting minutes as presented. Seconded by Koplin and unanimously approved.

Motion by Koplin to approve the November 2, 2023 workshop meeting minutes as presented. Seconded by Linde and unanimously approved.

Wright read the Treasurer's report as of October 31, 2023 aloud:

|   |                 |
|---|-----------------|
| • General Fund                          | \$ 1,738,228.00 |
| • Historical Registry Fund              | 5,735.00        |
| • Sewer Fund                            | 31,167.00       |
| • Capital Reserve Fund                  | 178,870.00      |
| • Fire Fund                             | 232,351.00      |
| • Highway Capital Improvement           | 329,673.00      |
| • ARPA of 2021 Fund                     | 41,123.00       |
| • State Liquid Fuels Tax Account        | 162,385.00      |
| • Developer Escrow (Non-Township Funds) | 40,909.00       |

Motion by Linde to approve the Treasurer's report of October 31, 2023 as read. Seconded by Koplin and unanimously approved.

Motion by Koplin to authorize paying the November 2023 bills. Seconded by Linde and unanimously approved.

Wright announced the Administrator Report for November 16, 2023.

Wright announced the Zoning Report for October 2023.

Wright announced the Public Works Report for October 2023.

Wright announced the Administrative Assistant Report for October 2023.

Wright announced the Macungie Ambulance Report for October 2023.

Ed Miller, Lower Milford Township Fire Co #1 Representative, informed the Board that Terry Miller will be honored for 60 years of service at the upcoming Fire Company Banquet. Miller stated that the recent Craft Show was a success and provided information on upcoming events including a "Polar Express Party", the April 2024 Craft Show and will provide dates for the yearly Santa run when available.

**Under Old Business:**

Motion by Koplin to authorize the Maplewood Subdivision Escrow Security Review, as recommended by Cowan Associates, Inc in the October 18, 2023 letter. Seconded by Linde and unanimously approved.

Discussion was held on the research completed for traffic calming solutions on Milky Way. Motion by Linde to authorize a truck restriction on Milky Way and proceed with placing signs for the restriction. Seconded by Koplin and carried unanimously.

Motion by Koplin to authorize the installation of speed humps on Milky Way, placed in accordance with PennDOT specifications detailed in "Pennsylvania's Traffic Calming Handbook". Seconded by Linde and unanimously approved.

Comments were received from Bob Horn on suggested placement of the speed humps. Ron Tomes asked about the requirements of signage and Dale Koplin commented on the speed humps impact on drainage. Horn also commented on the constant disappearance of the Milky Way street signs.

Discussion was held on the street closing fee for special event permits. Motion by Linde to adopt Resolution 2023-14 establishing fees for Special Event Permits, with the street closing fee to be charged at the hourly loaded overtime rate for the responding Public Works employee. Seconded by Koplin and unanimously approved.

Motion by Linde to authorize the in-house replacement of the Township Office HVAC units. Seconded by Koplin and unanimously approved. Tim Cogle questioned if the warranty on a new unit would be affected by installing it in-house.

Motion by Koplin to approve the release of the 2024 third and fourth quarter donations to the Southern Lehigh Public Library. Seconded by Linde and unanimously approved.

**Under New Business:**

Motion by Koplin to approve the Maplewood Residential, LP Escrow Release #12 for Phases 1A and 1B, as recommended by Cowan Associates, Inc. Seconded by Linde and unanimously approved.

Motion by Koplin to approve the Maplewood Residential, LP Escrow Release #10 for Phase 2, as recommended by Cowan Associates, Inc. Seconded by Linde and unanimously approved.

Motion by Koplin to adopt Resolution 2023-14 Authorizing the Issuance of Individual Procurement Cards. Seconded by Linde and unanimously approved.

Motion by Linde to adopt the revised Purchasing Policy, with the addition that all previous revision dates are referenced in the policy. Seconded by Koplin and unanimously approved.

Wright announced a letter from the Sanctuary at Haafsville detailing their decision to cease animal control contracts in 2024. Fucci informed the Board that staff are looking into alternative contract options.

Motion by Linde to approve the proposal for the sale of a Swenson Cross Conveyor with a reserve price of \$500, a Tiger blade mower head, hitch mount spreader, and an oil Tank on Muncibid. Seconded by Koplin and unanimously approved.

**Under Correspondence:**

John Harbove spoke to the Board on a petition from residents in the Village of Limeport on the dangerous traffic conditions in Limeport on Limeport Pike. Harbove presented crash and speed data to the Board to highlight the activities occurring. The petitions are requesting that Board assists in the residents with sharing data and approach PennDOT with a letter of support for them to evaluate Limeport Pike. Harbove also informed the Board that letters can be issued to navigation companies that request Limeport Pike not be shown as a preferred route.

Motion by Koplin to request the initiation of a special meeting with PennDOT to address concerns on PennDOT roadways in Lower Milford Township. Seconded by Linde and unanimously approved.

Motion by Linde to format a letter to distribute to all local State representatives and neighboring municipalities to invite them to the meeting and share the Limeport petition. Seconded by Koplin and unanimously approved.

Wright announced receipt of the First Energy/Met Ed notification of planned transmission line work.

Wright announced the November 2023 social security newsletter.

Wright announced the 2<sup>nd</sup> Annual 2024 Lehigh Valley Emergency Management Conference sponsorship request.

Wright announced the Flint Hill Farm funding request.

**Under Public Comment:**

Cougle spoke about the on-street parking that was taking place on Dekrane Drive by a variety of trucks, including Fed Ex, UPS and box trucks making local deliveries. The Board request “No Parking” signs be placed on Dekrane Drive and the Traffic Ordinance be reviewed for updates.

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

Meeting adjourned at 8:31PM.

Respectfully Submitted,



Emily Fucci  
Township Secretary

APPROVED