

LOWER MILFORD TOWNSHIP
Lehigh County
BOARD OF SUPERVISORS
Monday, January 5, 2015 Organization Meeting
MINUTES

Present: Supervisors: Donna Wright; Michael Snovitch; William Roy; Attorney Julie L. Von Spreckelsen; Richard Kinsey, Public Works Dir./Zoning Officer; Police Chief John Dondero and 7 members of the audience

Attorney Von Spreckelsen opened the meeting at 7:30 p.m. and called for the following motions:

Motion by Roy to appoint Donna Wright Temporary Chair, seconded by Snovitch, unanimously approved.

Motion by Snovitch to appoint Richard Kinsey Temporary Secretary, seconded by Roy, unanimously approved.

The meeting was called to order by Temporary Chair Wright at 7:32 PM. It was announced that the regular meeting will be advertised and held on January 15, 2015 due to illness.

The Pledge of allegiance was recited

There were no citizen comments at this time.

Organization of Board of Supervisors:

Motion by Roy to appoint Donna Wright Chair, seconded by Snovitch, unanimously approved.

Motion by Wright to appoint Michael Snovitch Vice-Chair, Seconded by Roy, unanimously approved.

Motion by Snovitch to appoint Ellen Koplín Township Secretary, Seconded by Roy, unanimously approved.

Motion by Roy to appoint Wendy Stryker Township Treasurer, Seconded by Snovitch, unanimously approved.

Motion by Roy to appoint Attorney Mark Cappuccio and Eastburn & Gray as Township Solicitor for 2015, seconded by Snovitch, unanimously approved.

Motion by Snovitch to appoint Attorney Mark Cappuccio and Eastburn & Gray as Planning Commission Solicitor for 2015, seconded by Roy, unanimously approved.

Motion by Roy to authorize Supervisors to work on township roads in 2015, seconded by Snovitch, unanimously approved.

Motion by Roy to schedule the Board of Supervisors regular meetings on the third Thursday of each month beginning at 7:30 pm, seconded by Snovitch, unanimously approved.

Motion by Snovitch to schedule the Board of Supervisors workshop meetings on the first Thursday of each month beginning at 7:30 pm, seconded by Roy, unanimously approved.

Motion by Roy to advertise the 2015 Township meeting schedule, seconded by Snovitch, unanimously approved.

No Supervisor will attend the PSATS 2015 Convention

Motion by Snovitch to appoint Cowan Associates, Inc. as Township Engineer for 2015, seconded by Roy, unanimously approved.

Motion by Roy to appoint Cowan Associates, Inc. as Building Code Official and Building Inspector to enforce the PA Uniform Construction Code, seconded by Snovitch, unanimously approved.

Motion by Snovitch to designate Quakertown National Bank as the depository for Lower Milford in 2015, seconded by Wright. Two ayes and Roy nay, motion carries.

Motion by Roy to appoint John Kortvely, Primary Sewage Enforcement Officer, PA Certificate #02131 and Scott Beiber, Alternate Sewage Enforcement Officer, PA Certificate #02047, for 2015, seconded by Snovitch, unanimously approved.

Motion by Roy to appoint Lowell Linde to the Vacancy Board for 2015, seconded by Snovitch, unanimously approved.

Motion by Snovitch to appoint Roy as Chair to the Agricultural Area Advisory Committee, seconded by Wright, unanimously approved.

Letters of interest were received from Donna Wright and Ellen Koplín to continue serving on the Planning Commission. Motion by Snovitch to appoint Donna Wright and Ellen Koplín to four-year terms on the Planning Commission which will expire on 12/31/18, seconded by Roy, unanimously approved.

A letter was received from Jessica Skibicki expressing interest in serving on the Recreation & Open Space Board. Motion by Roy to appoint Jessica Skibicki to a five-year term on the Recreation & Open Space Board to expire 12/31/2019, seconded by Snovitch, unanimously approved.

A letter was received from Linda Fetzter expressing interest in continuing to serve on the Historical Commission. Motion by Snovitch to appoint Linda Fetzter to a three-year term on the Historical Commission to expire 12/31/17, seconded by Roy, unanimously approved.

A letter was received from Sheila Quigley expressing her interest in continuing to serve on the Zoning Heard Board. Motion by Roy to adopt Resolution 2015-1 appointing Sheila Quigley to a five-year term on the Zoning Hearing Board to expire 12/31/2019, seconded by Snovitch, unanimously approved.

Motion by Snovitch to appoint Wendy Stryker as Lower Milford representative to the Lehigh County Tax Collection Committee, seconded by Roy, unanimously approved.

Motion by Snovitch to appoint Ellen Koplin as Township Open Records Officer and John Dondero as Police Open Records Officer. Seconded by Roy, unanimously approved.

2015 wages for non-union employees:

Motion by Snovitch to accept the recommendation of the Township Manager to award 3% Cost of Living Adjustment (COLA) to the below listed employees with the 2015 rate listed:

- o Part-time Bookkeeper/Township Treasurer \$ 18,91 hr
- o Director of Public Works/Zoning Officer & Planning Admin. 55,729 salary
- o Township Manager/Township Secretary 69,995 salary
- o Police Chief 62,973 salary
- o Police Officer - Full-time 24.52 hr
- o Seasonal Equip. Operator to remain at \$20 hr

Seconded by Roy. Unanimously approved

The 2015 Contract hourly wage for the full-time Public Works employees was announced at \$22.79.

Motion by Roy to set the reimbursement rate for employees using personal vehicles for township business at the rate of 57.5 cents per mile (IRS rate), seconded by Snovitch, unanimously approved.

Berheimer will remain the Earned Income Tax Collector in 2015 for Lower Milford Township as selected by the Lehigh County Tax Collection Committee.

Motion by Roy to establish the Treasurer's Bond as recommended at \$600,000 and the Manager's Bond as recommended at \$500,000 seconded by Snovitch, unanimously approved.

Motion by Roy to establish the Township Holidays in 2015 as April 3, May 25, July 3, September 7, November 26 & 27, December 24 & 25 and January 1, 2016. Seconded by Snovitch, unanimously approved.

Dr. Lois Gadek, Planning Commissioner and Donna Wright Supervisor and Planning Commissioner expressed interest in continuing to serve on the Southwestern Lehigh County Comprehensive Plan steering committee. Motion by Roy to appoint Dr. Lois Gadek and Donna Wright as Lower Milford Township steering committee representatives for the Southwestern Lehigh County Comprehensive Planning group. Seconded by Snovitch and unanimously approved.

Motion by Roy to adopt an Ordinance authorizing Lower Milford participation in the PSATS Unemployment Compensation Group Trust. Seconded by Snovitch and unanimously approved. The approved Ordinance is now number 125.

There were no citizen comments.

On motion by Roy, seconded by Snovitch, the Organization meeting adjourned at 8:11 pm.

Respectfully submitted,

Ellen L. Koplin
Township Manager/Secretary

Approved