

**LOWER MILFORD TOWNSHIP**  
Lehigh County  
**BOARD OF SUPERVISORS**  
Monday, January 4, 2016 Organization Meeting  
**MINUTES**

Present: Supervisors: Donna Wright; Michael Snovitch; John Quigley;  
Julie L. Von Spreckelsen, Solicitor; Ellen L. Koplin, Township Manager and 5 members  
of the audience

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

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

Motion by Wright to appoint Ellen Koplin Temporary Secretary, seconded by Quigley, unanimously approved.

The meeting was called to order by Temporary Chair Wright at 7:31 PM

The Pledge of allegiance was recited

There were no public comments at this time.

Organization of Board of Supervisors:

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

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

Motion by Snovitch to appoint Ellen Koplin Township Secretary, Seconded by Quigley, unanimously approved.

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

Motion by Quigley to appoint Attorney Mark Cappuccio and Eastburn & Gray as Township Solicitor for 2016, seconded by Snovitch, unanimously approved.

Motion by Quigley to appoint Attorney Mark Cappuccio and Eastburn & Gray as Planning Commission Solicitor for 2016, seconded by Snovitch, unanimously approved.

Motion by Quigley to authorize Supervisors to work on township roads in 2016, seconded by Snovitch, unanimously approved.

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

Motion by Quigley to advertise the 2016 Township meeting schedule, seconded by Snovitch, unanimously approved.

Motion by Snovitch to designate John Quigley as voting delegate at the PSATS 2016 Convention, seconded by Wright and unanimously approved.

Motion by Snovitch to appoint Cowan Associates, Inc. as Township Engineer for 2016, seconded by Quigley, unanimously approved.

Motion by Snovitch to appoint Cowan Associates, Inc. as Building Code Official and Building Inspector to enforce the PA Uniform Construction Code in 2016, seconded by Quigley, unanimously approved.

Motion by Quigley to designate Embassy Bank as the depository for Lower Milford in 2016, seconded by Snovitch and unanimously approved.

Motion by Snovitch to appoint John Kortvely, Primary Sewage Enforcement Officer, PA Certificate #02131 and Scott Beiber, Alternate Sewage Enforcement Officer, PA Certificate #02047, for 2016, seconded by Quigley, unanimously approved.

Motion by Quigley to appoint Lowell Linde to the Vacancy Board for 2016, seconded by Snovitch, unanimously approved.

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

A Letter of interest was received from Lois Gadek to continue serving on the Planning Commission. Motion by Snovitch to appoint Lois Gadek to a four-year term on the Planning Commission which will expire on 12/31/19, seconded by Quigley, unanimously approved.

A letter was received from Donna Wright expressing her interest in continuing to serve on the Recreation & Open Space Board. Motion by Quigley to appoint Donna Wright to a five-year term on the Recreation & Open Space Board to expire 12/31/2020, seconded by Snovitch, unanimously approved.

Danelle Roy has expressed interest in continuing to serve on the Historical Commission. Motion by Quigley to appoint Danelle Roy to a three-year term on the Historical Commission to expire 12/31/18, seconded by Snovitch, unanimously approved.

A letter of interest was received from Steven Adams to fill the 4-year Auditor vacancy. Marlene Shelly questioned the two vacancies; one for 4 years and one for 2 years. Chair Wright explained that upon election to an office, paperwork, including oath of office, is to be submitted to the Township Secretary prior to assuming duties of the office. Ms. Shelly stated she was still in office for another two years and

she has her paperwork. Chair Wright restated that it must be submitted to the Township Secretary which had not been done. Motion by Snovitch to appoint Steven Adams to the vacant 4-year Auditor term, seconded by Quigley, unanimously approved. Motion by Snovitch to appoint Marlene Shelly to the vacant 2-year Auditor term, seconded by Quigley, unanimous approved.

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

Motion by Snovitch to appoint Ellen Koplin as Township Open Records Officer, seconded by Quigley, unanimously approved.

Discussion concerning the Open Records Officer for the Police Dept. since both police are out on work related injuries. Snovitch requested discussing with the Pennsylvania State Police to pick up records.

The 2016 Contract hourly wage for the full-time Public Works Equipment Operator/Maintenance Person was announced at \$23.47. Non-Union employees' wages to be set at the regular meeting of January 21.

Motion by Quigley to set the reimbursement rate for employees using personal vehicles for township business at the rate of \$0.54 (cents) per mile (IRS rate), seconded by Snovitch, unanimously approved.

Berkheimer will remain the Earned Income Tax Collector in 2016 for Lower Milford Township as selected by the Lehigh County Tax Collection Committee. Motion by Snovitch to also retain Berkheimer to collect Lower Milford's Local Services Tax, seconded by Quigley, unanimously approved.

Motion by Quigley 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 Quigley to establish the Township Holidays in 2016 as March 25, May 30, July 4, September 5, November 24 & 25, December 23 & 26 and January 2, 2017. Seconded by Snovitch, unanimously approved.

No additional public comments were made.

On motion by Quigley, seconded by Snovitch, the Organization meeting adjourned at 9:15 pm.

Respectfully submitted,

Ellen L. Koplin  
Township Manager/Secretary