

LOWER MILFORD TOWNSHIP

Lehigh County

Monday, January 6, 2020 Organization Meeting

MINUTES

Present: Supervisors: Donna Wright; Ellen Koplin; John Quigley; Mark Cappuccio, Esq., Solicitor; Zachary Cooperman, Township Manager and 12 members of the public.

Attorney Cappuccio opened the meeting at 6:34 PM and called for the following motions:

Motion by Wright to appoint John Quigley Temporary Chair, seconded by Koplin, unanimously approved.

Motion by Wright to appoint Zachary Cooperman Temporary Secretary, seconded by Quigley, unanimously approved.

The meeting was called to order by Temporary Chair Quigley at 6:37 PM.

The Pledge of Allegiance was recited.

There were no public comments at this time.

Organization of Board of Supervisors:

Motion by Wright to appoint John Quigley Chair, seconded by Koplin, unanimously approved.

Motion by Wright to appoint Ellen Koplin Vice-Chair, seconded by Quigley, unanimously approved.

Motion by Wright to appoint Zachary Cooperman Secretary, seconded by Koplin, unanimously approved.

Motion by Wright to appoint Stacy Smith Treasurer, seconded Koplin, unanimously approved.

Motion by Koplin to appoint Attorney Mark Cappuccio and Eastburn & Gray as Township Solicitor for 2020, seconded by Wright, unanimously approved.

Motion by Koplin to appoint Attorney Mark Cappuccio and Eastburn & Gray as Planning Commission Solicitor for 2020, seconded by Wright, unanimously approved.

Motion by Wright to appoint both Paul Shellaway and Ronald Tomes to the two vacant positions on the Board of Auditors, seconded by Koplín, unanimously approved.

Motion by Wright to authorize Supervisors to work on Township roads in 2020, seconded by Koplín with the request to perform a road inspection, unanimously approved.

Motion by Wright to schedule the Board of Supervisors regular meetings on the third Thursday of each month beginning at 6:30 PM, seconded by Koplín, unanimously approved.

Motion by Wright to schedule the Board of Supervisors workshop meetings on the first Thursday of each month beginning at 6:30 PM, seconded by Koplín, unanimously approved.

Motion by Koplín to advertise the 2020 Township meeting schedule, seconded by Wright, unanimously approved.

Motion by Wright to designate John Quigley as voting delegate at the PSATS 2020 convention, seconded by Koplín, unanimously approved.

Motion by Wright to appoint Cowan Associates, Inc. as Township Engineer for 2020, seconded By Koplín, unanimously approved.

Motion by Wright to appoint Cowan Associates, Inc. as Building Code Official and Building Inspector to enforce the PA Uniform Construction Code in 2020, seconded by Koplín, unanimously approved.

Motion by Wright to appoint Robert Wynn Associates as Engineer/Forester for Timber Harvest applications in 2020, seconded by Koplín, unanimously approved.

Motion by Koplín to designate Embassy Bank as the depository for Lower Milford in 2020, seconded by Wright, unanimously approved.

Motion by Wright to appoint John Kortvely, Primary Sewage Enforcement Officer, PA Certificate #02131 and Scott Bieber, Alternate Sewage Enforcement Officer, PA Certificate #02047, for 2020, seconded by Koplín, unanimously approved.

Motion by Wright to appoint Lowell Linde to the Vacancy Board for 2020, seconded by Koplín, unanimously approved.

Motion by Wright to appoint John Quigley as Chair to the Agricultural Security Advisory Board,

seconded by Koplin, unanimously approved.

A letter of interest was received from Lowell Linde to continue serving on the Historical Commission. Motion by Wright to appoint Lowell Linde to a three-year term on the Historical Commission which will expire on December 31, 2022, seconded by Koplin, unanimously approved.

A letter of interest was received from Lois Gadek to continue serving on the Planning Commission. Motion by Wright to appoint Lois Gadek to a four-year term on the Planning Commission which will expire on December 31, 2023, seconded by Koplin, unanimously approved.

A letter of interest was received from Alicia Johnson to continue serving on the Planning Commission. Motion by Wright to appoint Alicia Johnson to a four-year term on the Planning Commission which will expire on December 31, 2023, seconded by Koplin, unanimously approved.

A letter of interest was received from Brian Dillman requesting to be appointed to the Recreation and Open Space Board. Motion by Wright to appoint Brian Dillman to a five-year term on the Recreation and Open Space Board which will expire on December 31, 2024, seconded by Koplin, unanimously approved.

A letter of interest was received from Sheila Quigley expressing interest in continuing to serve on the Zoning Hearing Board. Official motion will be made during the Regular Meeting when appointment of a Zoning Hearing Board member is done by resolution.

Motion by Wright to appoint Stacy Smith as Lower Milford representative to the Lehigh County Tax Collection Committee, seconded by Koplin, unanimously approved.

Motion by Koplin to appoint Emily Fucci as Township Open Records Officer, seconded by Wright, unanimously approved.

Quigley called for an executive session to discuss personnel.

Motion by Wright to have the Treasurer/Bookkeeper position be made full time. Discussion

took place. John Quigley said he could not support Stacy Smith for the position of bookkeeper/ treasurer because she was not qualified, not having a degree, any accounting experience, no knowledge of QuickBooks, and because of his interaction with her during a December meeting when he was asked by Donna Wright to help Stacy figure out our books. Seconded by Koplín and one nay.

Motion by Wright to set the non-union employees 2020 wages at: \$69,557 Salary for Public Works Director, \$40,315 Salary for Zoning/Planning Administrator Salary, \$61,392 Salary for Township Manager, and \$39,000 Salary for Treasurer/Bookkeeper. These wages represent a 3% increase, except for the Treasurer/Bookkeeper who will be set at \$39,000 with full benefits. seconded by Koplín, unanimously approved.

The 2020 Contract hourly wage for the full-time Public Works Equipment Operator/ Maintenance Person was announced at \$26.42 hr. Laborer wage was announced at \$19.22 hr.

Motion by Wright 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 Koplín, unanimously approved.

Berkheimer will remain the Earned Income Tax and Local Services Tax Collector in 2020 for Lower Milford Township as selected by the Lehigh County Tax Collection Committee.

Motion by Koplín to establish the Treasurer's Bond at \$1,000,000 and the Manager's Bond at \$500,000 seconded by Wright, unanimously approved.

Motion by Wright to establish the Township Holidays in 2020 as February 17, April 10, April 13, May 25, July 3, September 7, November 26, November 27, December 24, December 25, and January 1, 2021. Seconded by Koplín, unanimously approved.

No public comments were received.

On motion by Wright, seconded by Koplín, the Organization Meeting adjourned at 7:53 PM.

Respectfully Submitted,

Zachary Cooperman

Township Manager/Secretary

APPROVED