

LOWER MILFORD TOWNSHIP

BOARD OF SUPERVISORS
ORGANIZATION MEETING
MONDAY, January 6, 2020 – 6:30 PM

ORGANIZATION AGENDA

1. Solicitor to Call for Appointment of Temporary Chair
2. Solicitor to Call for Appointment of Temporary Secretary
3. Call Meeting to Order
4. Pledge of Allegiance
5. Public Comments
6. Organization of Board of Supervisors
 - Chair
 - Vice-Chair
 - Appoint Twp. Secretary
 - Appoint Twp. Treasurer (Currently Zachary Cooperman)
7. Appoint Township Solicitor for 2020 (Currently Mark S. Cappuccio, Esq. and the firm of Eastburn and Gray)
8. Appoint Planning Commission Solicitor for 2020 (Currently Mark S. Cappuccio, Esq. and the firm of Eastburn and Gray)
9. Authorize Supervisors to work on Township roads in 2020
10. Set meeting day and time for regular monthly meeting of Board of Supervisors
11. Set meeting day and time for monthly Board of Supervisors Workshop meetings
12. Authorize advertisement of 2020 Township meetings
13. Designate Board of Supervisor delegate(s)/voting delegate to the 2020 annual PSATS Convention in Hershey, Pennsylvania
14. Appoint Township Engineer (Currently Cowan Associates, Inc.)
15. Appoint Building Code Official and Building Inspector to enforce the PA Uniform Construction Code

16. Appoint Engineer/Forester to review Timber Harvest applications
17. Designate depository for Lower Milford Township (Currently Embassy Bank)
18. Appoint Township Sewage Enforcement Officers for 2020. Currently:
 - John Kortvely – Primary, PA Certificate #02131
 - Scott C. Bieber – Alternate, PA Certificate #02047
19. Appoint resident to the Vacancy Board for 2020
20. Appoint Supervisor to Agricultural Advisory Board to serve as Chairperson
21. Appoint residents to non-elected Boards/Commissions
 - One three-year term on the Historical Commission (Held by Lowell Linde, expired on December 31, 2019)
 - Two four-year terms on the Planning Commission (Held by Lois Gadek & Alicia Johnson) to expire December 31, 2019
 - One five-year term on the Rec. & Open Space Board (Held by Jessica Skibicki) to expire December 31, 2019
 - One five-year term on the Zoning Hearing Board (Held by Sheila Quigley) to expire December 31, 2019
22. Representative to Lehigh County Tax Collection Committee
23. Appoint Township Open Records Officer
24. Wages for 2020 non-union employees
 - Public Works Director
 - Zoning/Planning Administrator
 - Treasurer/Bookkeeper
 - Township Manager
25. Public Works Dept. – (2017-2022 union contract) Announce 2020 Wage
 - Equipment Operator/Maintenance Person - \$26.42
 - Laborer - \$19.22
26. Establish reimbursement for employees using personal vehicle for township business at the rate of \$57.5(cents) per mile (IRS Rate)
27. Earned Income Tax and Local Services Tax Collector for Lower Milford Township – Berkheimer was selected by the Lehigh County Tax Collection Committee to collect for 2020.

28. Establish Bond Amount for Treasurer and Manager
(2019 set at: Township Manager \$500,000 and Treasurer \$1,000,000)
29. Establish the following Holidays the Township will be closed in 2020:
 - February 17
 - April 10
 - April 13
 - May 25
 - July 3
 - September 7
 - November 26
 - November 27
 - December 24
 - December 25
30. Citizen Comments
31. Motion to Adjourn Organization Meeting