

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
May 15th, 2025, 7pm
REGULAR MEETING AGENDA

Public Packet

Pledge of Allegiance to the flag.

ANNOUNCEMENTS:

This meeting is being recorded principally to aid in the preparation of Minutes and for such other purposes as the Board sees fit. For that reason, will each person wanting to give any comments during this meeting, please state your name for the record and address the Board of Supervisors.

PUBLIC INPUT:

- 1.) Chris Greb – Macungie Ambulance
- 2.) Dave Skinner – HOA Fields at Indian Creek – Grinder Pump wiring concerns

ACCEPTANCE OF MINUTES:

Approval of May 1st, 2025, regular meeting minutes.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7209 - Check No's. **1046 to 1072** in the amount of **\$134,710.49**

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfer No's. 2025-022 to 2025-029

SOLICITOR'S REPORT:

- 1.) Ordinance No. 173 – Parking in Little Lehigh Acres

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS:

- 1.) 3055 Main Rd East Lot Line Adjustment
 - a. Letter from Planning Coordinator Brian Milelr

SUBDIVISIONS – IMPROVEMENTS:

- 1.) Time Extension – Fields at Indian Creek Phase 3 until August 7th, 2026
 - a. Letter from Rick Koze of Kay Builders
- 2.) Time extension – Fields at Jasper Ridge until August 7th, 2026
 - a. Letter from Rick Koze of kay Builders
- 3.) Credit Release No. 3 Fields at Twin Run in the amount of \$275,792.72
 - a. Letter from Township Engineer Jeffery Ott.

OLD BUSINESS: None

NEW BUSINESS:

- 1.) Resolution 2010-031 Enforcement Policy Discussion
- 2.) Request to advertise for Bid – Salem Bible Church Rd Culverts
 - a. Memo from Manager Bud Carter
- 3.) Discussion of purchase of Backhoe from Upper Macungie.

DEP MODULES / SEWAGE PLANNING: - None

CORRESPONDENCE: - None

OTHER ISSUES: - None

REPORTS:

Emergency Services Committee Report:

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: No Report

Fire Companies:

Emmaus Library:

Recreation Commission:

Township Manager:

Bud Carter –

Supervisors:

Angela Ashbrook –

John D. Zgura –

Daniel J. Mohr –

EXECUTIVE SESSION: - If needed

ADJOURNMENT:

AGENDA PART II:

UNFINISHED BUSINESS (NO ACTION ANTICIPATED):

OLD BUSINESS:

1. Morrissey Property Concerns
2. Open Space Update
3. Recreation Plan Update
4. Krause Property Concerns

END AGENDA PART II:

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
May 1st, 2025, 7pm
REGULAR MEETING MINUTES

ATTENDANCE: Supervisors: Daniel Mohr, Angela Ashbrook, John Zgura; Manager Edward Carter, Planning Coordinator Brian Miller; Solicitor Marc Fisher; Secretary/Treasurer Jessi O'Donald

Meeting called to order at 7:00 pm.

Pledge of Allegiance to the flag.

ANNOUNCEMENTS:

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Upper Milford Board of Supervisors held an executive session beginning at 6:45 pm prior to the start of this meeting to discuss a personnel matter.

PUBLIC INPUT:

Donald Maskel - 2578 Columbus Drive – Donald asked the Board of Supervisors for help with the neighborhood rooster noise. He stated that he moved to Columbus Drive for the quiet. After his neighbor's house sold, the person who bought it, started to raise chickens. He explained that the noise from the roosters he finds unbearable. He has been in contact with Kyle from the Township office and that he has been told there isn't much that can be done. He is asking the Board for help.

Supervisor Mohr explained that there is also a difficult time enforcing a noise ordinance due to equipment and calibration and the noise must meet a certain duration.

Manager Carter explained that they would investigate the situation and that farm animals are allowed in that district.

Jim Krippe – Mill Rd – Jim stated his concern about agenda's not being posted in the correct time.

Secretary/Treasurer O'Donald explained that there has been technical trouble with the website. The website has been having errors or just dropping links. The Zoom link was saved and as soon as she was made aware there was an issue it has been corrected. The agenda must be posted 24 hours in advance of the meeting. She has been in touch with the IT company to start updating the website and correcting some of the security and technical concerns of broken links.

ACCEPTANCE OF MINUTES:

Approval of April 17th, 2025, regular meeting minutes.

MOTION: Supervisor Ashbrook made a motion to accept the minutes as presented for April 17th, 2025. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7209 - Check No's. **1001 to 1045** in the amount of **\$74,928.93**

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfer No's. 2025-014 to 2025-022

MOTION: Supervisor Ashbrook made a motion to pay the bills as read and acknowledge the bank transfers. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

SOLICITOR'S REPORT:

- 1.) Public Hearing: to add 7542, 7571 and 7602 Saint Peters Rd to the Upper Milford Agricultural Security Area – Resolution 2025-026

Public Hearing was opened at 7:17 pm. There were no questions or comments. The Public Hearing was closed at 7:18 pm.

Resolution 2025-026 is before the Board for adoption to include 7542, 7571 and 7602 Sainty Peters Road into the Agricultural Security Area of Upper Milford Township.

MOTION: Supervisor Zgura made a motion to adopt Resolution No. 2025-026. Supervisor Ashbrook seconded the motion. Hearing now questions or comments, all were in favor, motion carried.

OLD BUSINESS:

- 1.) Request to hire a Public Works employee to fill vacancy after the retirement of B. Fegley

Supervisor Zgura wanted to give permission to advertise as full- or part-time as he hadn't decided yet which way he thinks the Township should go to save money.

Manager Carter explained that he didn't understand how to advertise the position that way as the hiring process takes time, and he felt the Township would be missing out on the best candidates as people looking for full-time wouldn't apply. The Board still can decide whether to hire or not.

Frank Kuklis commented that there needs to be a balance of people to use the equipment that the Township has purchased.

Supervisor Mohr stated that he remembers how hard everyone worked to get the needed seventh person on public works and that he feels it's going backwards not to replace that person.

Supervisor Ashbrook commented that during budget discussions the dump truck was purchased to make plowing and hauling more efficient and that should warrant a reduction in employees or at least wait and see how things go when Jared takes over.

Supervisor Zgura didn't want to overstep with a new person taking over as foreman and that things will run a bit differently and would like to wait.

Manager Carter expressed that there has been discussion with the New Foreman, and he feels it has been expressed there is a need for the replacement of the outgoing employee.

Supervisor Mohr made a motion to approve staff advertising for a full-time employee. Motion died for lack of a second.

NEW BUSINESS:

- 1.) Resolution 2025-028 – Administrative Fee Schedule – Updated to include small wireless Communications

Supervisor Ashbrook asked if there were any other changes. The only change was the addition of the Small Wireless Communication fees as are stated in the House Bill 1621

MOTION: Supervisor Zgura made a motion to adopt Resolution No. 2025-028 Updated Fee Schedule for 2025. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 2.) Approval for Temporary New Tripoli Bank Account for DCED Grant
 - a. Memo from Secretary O'Donald

With the award of the DCED grant for the Vera Cruz Fire Company to purchase the approved truck through Rosenbaum's there is a need for an account to meet the DCED parameters. Since the agreement does allow for earning more than \$500.00 in interest, I am asking for approval to open a holding account for these funds with New Tripoli Bank. The proposed account will earn approximately \$500.00 in interest prior to being converted into a noninterest bearing account. This account will be closed after the funds are expended.

MOTION: Supervisor Ashbrook made a motion to approve the additional New Tripoli Bank account to hold the DCED funds for the Pumper Tanker. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 3.) Appointment of L. Marks to the Open Space Committee with term to expire January 5th, 2026

Manager Carter explained that Lee Marks has been a Township resident for a long time and is interested in preserving open space.

MOTION: Supervisor Ashbrook made a motion to appoint Lee Marks to the Open Space Committee with a term to expire January 5th, 2026. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 4.) Adoption of Agreement for Citizens Fire Company Pumper/Tanker.

This agreement has been signed by Citizen's Fire Company and is before the Board for final adoption.

MOTION: Supervisor Ashbrook made a motion to adopt the agreement as presented with Citizen's Fire Company for the purchase of the new Pumper Tanker with the DCED Grant Funds. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 5.) Resolution 2025-027 – Workers Comp for Volunteer Fire

This is the same resolution the Township needs to approve each year to allow the Fire Companies to be covered for their fundraising and other workings of the Fire Company business under the workers comp.

Phil Casey asked about the breakdown on the policy premiums and if this was something the Township has always covered.

Jim Krippe stated that the coverage begins from the time someone leaves their home until they are at a point of no response.

Secretary/Treasurer Jessi O'Donald explained that the policy isn't broken down in that way for premiums. For the Fire Company the rate is based on exposure modification rating and population. Township employees are based on job and salary. Workers Comp for the Voluntary Fire Companies is mandated coverage for the Township to provide by the State of Pennsylvania. Even if the claims were high with Volunteers the Township must provide coverage. This is something that Township has always had to provide.

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS: None

SUBDIVISIONS – IMPROVEMENTS:

- 1.) Release No. 3/Final for the Alan Street Signal Project in the amount of \$24,141.58
 - a. Letter from Township Engineer Jeffery Ott

In accordance with the request for release of secured funds dated February 14, 2025, we the undersigned hereby certify that the improvements required in connection with the Allen Street Signal Project of the Fields at Indian Creek, have been completed in full, a final inspection of the project was completed January 30, 2025 and the Maintenance Bond period ended on February 18, 2025, so now the Irrevocable Letter of Credit can be extinguished and the final retainage amount of Twenty-Four Thousand, One Hundred Forty-One Dollars and Fifty-Eight Cents (\$24,141.58) may be released, in accordance with the Subdivision Improvements Agreement dated August 30, 2019. This certificate authorizes the Peoples Security Bank & Trust Company to close-out the account by reducing said account a final amount, namely Twenty-Four Thousand, One Hundred Forty-One Dollars and Fifty-Eight Cents (\$24,141.58) to the owner or such other person as said owner shall designate.

The 18-month maintenance period for the Allen Street Traffic signal has ended. The Township Engineer has completed an inspection of the improvement and found that the improvements are all completed and in acceptable condition. They recommend releasing Kay Builders from the letter of credit. If you all agree, the motion would be to release Kay builders from the letter of credit No. 13700021752 in the amount of \$24,141.58.

MOTION: Supervisor Ashbrook made a motion to approve the final credit release for the Alna Street Signal Project per Jeffery Ott's letter dated February 18th, 2025, and Manager Carter's memo dated April 30h, 2025. Supervisor Zgura seconded the motion. Hearing no further questions or comments, all were in favor, motion carried.

- 2.) Time extension – Fields at Indian Creek Phase 1 until March 28, 2026, as requested
 - a. Letter from Rick Koze of Kay Builders

Kay Builders is requesting a time extension to complete the improvements at the Fields at Indian Creek, Phase 1 per our updated schedule, attached for review. As per the letter received March 28, 2025, please place our request for a 365-day extension to March 28, 2026, on May 1st, 2025, Board of Supervisors Agenda for the Board to act upon. We will do our best to have a representative at the

meeting, please understand that this is a difficult time of year to obtain evening representation in our field of work.

Attorney D'Amico was in the audience for Kay Builders. He outlined that the Fields at Indian Creek is a 6-phase development, and that phase 1 is at the front of the development. Kay Builders is hoping to place the wearing course on the roads throughout the development in 2026.

MOTION: Supervisor Zgura made a motion to grant the time extension as requested until March 28th, 2026. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

CORRESPONDENCE:

OTHER ISSUES: - None

REPORTS:

Emergency Services Committee Report: No Report

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: No Report

Fire Companies: No Report

Emmaus Library: No Report

Recreation Commission: No Report

Township Manager:

Bud Carter – Lenape Park construction has not started yet due to scheduling issues with the Contractor.

Supervisors:

Angela Ashbrook – No Report

John D. Zgura – John requested that the Board receive the agenda by Tuesday at 4pm.

Daniel J. Mohr – No Report

Phil Casey – asked about the speed monitor and if that can be hung near his shop on Main Rd East.

Frank Kuklis – Since the motion for the employee died, is there a plan on what will happen next with the position. Dan Mohr asked if it could stay on the agenda.

Jim Krippe – Suggested to wait on the new foreman and go from there.

EXECUTIVE SESSION: - Not needed

ADJOURNMENT: Meeting was adjourned at 7:46 pm.

Chairman Daniel J. Mohr

05/15/2025
Date

Secretary/Treasurer Jessi O'Donald

UMT-GENERAL FUND
BOS Meeting AP Disbursements Report
May 15, 2025

Date	Num	Name	Paid Amount
100.02 · PLGIT General Fund Checking 2.0			
05/15/2025	1046	American Legal Publishing Corp	-260.54
05/15/2025	1047	Analytical Laboratories, Inc.	-45.00
05/15/2025	1048	Bergey's Tire & Service Center	-235.93
05/15/2025	1049	Berks County Intermediate Unit	-5,041.69
05/15/2025	1050	Deer Country Farm & Lawn, Inc.	-128.44
05/15/2025	1051	Foster & Foster Acutaries and Consultants	-4,600.00
05/15/2025	1052	Gilmore & Associates, Inc	-4,200.25
05/15/2025	1053	Groff Tractor & Equipment	-788.88
05/15/2025	1054	Gross McGinley LLP	-2,916.40
05/15/2025	1055	LONGLEY INSURANCE AGENCY, INC.	-13,568.00
05/15/2025	1056	MASTER SUPPLY LINE	-450.10
05/15/2025	1057	Miller Municipal Supply, LLC	-243.40
05/15/2025	1058	Monarch Precast Concrete Corporation	-935.00
05/15/2025	1059	Ott Consulting Inc.	-45,826.63
05/15/2025	1060	PA ONE CALL SYS.	-59.40
05/15/2025	1061	PMHIC	-43,187.00
05/15/2025	1062	PPL ELECTRIC UTILITIES	-2,821.41
05/15/2025	1063	Responsible Recycling Services LLC	-1,640.20
05/15/2025	1064	SEI - Stephenson Equipment Inc	-2,465.90
05/15/2025	1065	Steckel & Stopp Law Offices	-1,524.00
05/15/2025	1066	Sunoco Universal	-976.19
05/15/2025	1067	TOSHIBA BUSINESS SOLUTIONS	-113.47
05/15/2025	1068	unifirst	-218.26
05/15/2025	1069	VISA #6512 (BC)	-1,153.80
05/15/2025	1070	VISA#2958 (JO)	-851.57
05/15/2025	1071	Wehrung's Macungie LLC	-194.03
05/15/2025	1072	7202 Stein Rd	-265.00
Total 100.02 · PLGIT General Fund Checking 2.0			-134,710.49
TOTAL			-134,710.49