

**Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
July 17th, 2025, 7pm
REGULAR MEETING AGENDA**

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.

The Upper Milford Township Board of Supervisors held an executive session on Thursday, July 17, 2025, at 6:30pm to discuss Legal matters.

PUBLIC INPUT:

ACCEPTANCE OF MINUTES:

Approval of June 19, 2025, workshop meeting minutes.

Approval of June 19, 2025, regular meeting minutes.

Ratification of Bills Paid 7/9/2025

GENERAL FUND:

PLGIT XXXX7209 - Check No's. **1152 through 1204** in the amount of **\$165,423.77**

STREET LIGHT FUND:

PLGIT XXXX7125 - Check No. **1418** in the amount of **\$2,836.34**

FIRE HYDRANT FUND:

PLGIT XXXX7154 – Check No. **1021** in the amount of **\$3,079.05**

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfer No's. 2025-031 to 2025-042

SOLICITOR'S REPORT:

- 1.) Public Hearing - Joe's Kwik Mart Liquor License Transfer Request - Resolution 2025-031
- 2.) Ordinance No. 174 – Debit for Emergency Radios

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 Indian Creek Phase 4&5 until August 7th, 2026
- 3.) Time extension – Fields at Jasper Ridge until August 7th, 2026
 - a. Letter from Rick Koze of Kay Builders

OLD BUSINESS: None

NEW BUSINESS:

- 1.) Approval of sale of 1996 Backhoe – Municibid
- 2.) Resolution 2025-032 Complaint and Enforcement Policy update
- 3.) Grant Natural Resource Preservation Survey – AASA cost \$12,500.00
 - a. Letter from Planning Coordinator Brian Miller

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS:

- 1.) 5330 Macungie Mountain Road – Contingent approval and waivers
 - a. Letter from Planning Coordinator Brian Miller
- 2.) Dunkin Donuts – Contingent Approval and Waivers
 - a. Letter from Planning Coordinator Brian Miller

CORRESPONDENCE:

OTHER ISSUES: - None

REPORTS:

Emergency Services Committee Report:

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: Report on Website

Fire Companies:

Emmaus Library: Report from Robin Rotherman read by Kyle Walbert

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
June 19th, 2025, 6:30pm
WORKSHOP MEETING MINUTES

ATTENDANCE: Supervisors: Daniel Mohr, Angela Ashbrook, John Zgura; Manager Edward Carter, Secretary/Treasurer Jessi O'Donald

Meeting Called to order at 6:30 pm.

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: None

NEW BUSINESS:

1.) Upper Milford Western District Fire Company Building Discussion

Upper Milford Western District Fire Company Chief Michael Kline asked the Board of Supervisors to discuss help with a new building or renovations for their fire House. This has been discussed for the last few years as the Fire House as it currently stands is not tall enough or long enough to house the newly designed fire truck. The Fire Company presented this concern back in 2020 and it has been on their 5- and 10-year financial plans. He asked if they wanted to form a committee. He asked what the Board would want to see or how the Fire Company should proceed.

Supervisor Zgura stated that he wanted to see exactly what they wanted to do. That they needed to come back with a sketch plan with exactly what they wanted to do. Supervisor Zgura said before they were looking at 1.5 million now that it could be upwards of 5-12 million. He also asked what the Chief felt the future of the Fire Company is, if they will have enough volunteers to make this investment.

Supervisor Mohr asked about knocking it down the current building and how to meet new standards along with the concern of the parcel itself.

Discussion led to the idea that this plan needs to look at the next 20-30 years and that all angles have been looked at to make sure any possible investment by the Fire Company or the Taxpayers will have longevity. Chief Kline said that without buy-in then the Fire Company isn't going to invest money into a plan.

Supervisor Mohr has concerns about paid fire and how it is working out with Emmaus Borough.

Supervisor Ashbrook stated that she is against helping with the building as the projection with the Fire Service tax barely covers the equipment needs in the next 10 years.

It was left with the Fire Company looking into a sketch plan. Supervisor Zgura was open minded to the building with a solid plan. Supervisor Mohr stated he wanted to make sure it was the correct size

for the future. Supervisor Ashbrook asked about ownership if taxpayer money is used. Chief Kline suggested that the Fire Company would be willing to consider the ownership of the building and a small portion of the property or a 99-year lease. Supervisor Zgura mentioned that in this last quarter everyone has been working toward Township ownership agreements if the Fire Companies were to close in the future.

Phil Casey questioned the curb appeal statement and that others live in houses a lot longer than the 70 years the Fire House has been around.

EXECUTIVE SESSION: - Not needed

ADJOURNMENT: Meeting adjourned at 6:52 pm.

Chairman Daniel J. Mohr

July 17th, 2025
Date

Secretary/Treasurer Jessi O'Donald

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
June 19th, 2025, 7pm
REGULAR MEETING MINUTES

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

Meeting called to order at 7:00 pm.

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.) Upper Milford Historical Society – Request for Grant application assistance.

Gary Heller, Neil Moser and John Fegley were present to request Township assistance with applying for a \$5,000.00 grant through the Pennsylvania Historical Program. This grant is the same DCED application as the LSA Grants and needs to be done through the Municipality. They explained they are hoping to restore three documents through a company in Philadelphia and have them framed for display within the municipal building. These documents are rare and pertaining directly to the history of the Township.

There was a brief discussion of funding for overages and other concerns. Secretary O'Donald said the application is open until August 1st and she has time to work with the Historical Society to submit the application.

MOTION: Supervisor Mohr made a motion to allow staff to submit the application on behalf of the Historical Society. Supervisor Ashbrook seconded the motion. Hearing no further questions or comments, all were in favor, motion carried.

2.) Chris Greb of the Macungie Ambulance Corp gave his yearly report. They are grateful for the support that is given to them from Upper Milford Township. They cover roughly half of the Township for ambulance service along with mutual aid calls when Emmaus may be busy. They have been able to provide standby services, transportation services and educational services throughout the year. The call volume is also up this year after a drop off after Covid.

ACCEPTANCE OF MINUTES:

Approval of June 5th, 2025, regular meeting minutes.

MOTION: Supervisor Zgura made a motion to approve the minutes as presented for the June 5th, 2025, Board of Supervisors meeting. Supervisor Ashbrook seconded the motion. Hearing no further questions or comments, all were in favor, motion carried.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7209 - Check No's. **1122 to 1151** in the amount of **\$ 124,879.54**

STREET LIGHT FUND:

PLGIT XXXX7125 - Check No. **1417** in the amount of **\$ 2,451.78**

HIGHWAY AID FUND:

PLGIT XXXX7112 -Check No. **2647** in the amount of **\$ 212,317.00**

ACKNOWLEDGEMENT OF BANK TRANSFERS:

No Transfers

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

SOLICITOR'S REPORT: No Report

OLD BUSINESS: None

NEW BUSINESS:

1.) Replacement of Public Works Employee discussion

Supervisor Zgura stated he was ready to approve the advertising for a public works employee. Supervisor Mohr agreed.

MOTION: Supervisor Zgura made a motion to advertise for a full-time public works employee. Supervisor Mohr seconded the motion. Hearing no questions or comments, Supervisors Mohr and Zgura were in favor, Supervisor Ashbrook was against, motion carried.

2.) Promissory Note for radios - Resolution 2025-030 and Radio Agreement

This was approved pursuant to the ordering of the radios with Lehigh County and has been discussed multiple times. Solicitor Fisher explained that this was needed and then the Township will also be adopting an ordinance for the debt at a future meeting, but this resolution is needed for the county to order the radios.

MOTION: Supervisor Zgura made a motion to approve resolution no. 2025-030 with the county for ordering the emergency radios. Supervisor Ashbrook seconded the motion. Hearing no further questions, all were in favor, motion carried.

The Radio agreement is between the Fire Companies and the Township and agrees that if the Fire Companies were to close service the Township would then own the radios and usage of them.

MOTION: Supervisor _____ made a motion to approve the Radio Agreement with the Fire Companies. Supervisor _____ seconded the motion. Hearing no further questions or comments, all were in favor, motion carried.

3.) Discussion of July 3rd BOS meeting

The July 3rd meeting was discussed. It was decided that if there were no agenda items it would be cancelled.

4.) Discussion of Draft Complaint Policy – Tentative

Supervisor Ashbrook had concerns over the wording of emergency. Otherwise, the discussion was positive on what was presented for the policy. Solicitor Fisher stated that the next step if everyone agrees is to finish out the resolution wording and have it back to the Board at the next meeting.

Everyone agreed.

5.) Permission to place 1996 Backhoe on Municbid for Sale

The backhoe that was purchased from Upper Macungie Township has been received and is transferred to Upper Milford. Permission is being sought to have the 1996 Backhoe placed on Municibid for auction.

MOTION: Supervisor Ashbrook made a motion to place the 1996 Backhoe on Municibid for auction and the sale brought back to the Board of Supervisors on the July 17th agenda for award of sale. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS: None

SUBDIVISIONS – IMPROVEMENTS:

- 1.) Approval – Credit Release No. 4 – Fields at Twin Run in the amount of - \$272,951.40
 - a. Letter from Township Engineer Jeffery Ott

In accordance with the request for release of secured funds dated June 4, 2025 (some items were adjusted per completed field conditions), we the undersigned hereby certify that the improvements required in connection with The Fields at Twin Run, have been completed to the extent that the Irrevocable Letter of Credit can be reduced by the amount of Two Hundred Seventy-Two Thousand, Nine Hundred Fifty-One Dollars and Forty Cents (\$272,951.40), in accordance with the Subdivision Improvements Agreement dated November 7, 2024. This certificate authorizes the First Northern Bank & Trust Company to reduce the said amount, namely Two Hundred Seventy-Two Thousand, Nine Hundred Fifty-One Dollars and Forty Cents (\$272,951.40) to the owner or such other person as said owner shall designate. This authorization shall not be construed as final acceptance of improvements made to date. In no event shall the escrow fund for the construction improvements associated with The Fields at Twin Run, be reduced to any amount less than Two Million, Six Hundred One Thousand, Thirty-One Dollars and Eighty-Nine Cents (\$2,601,031.89).

MOTION: Supervisor Zgura made a motion to approve credit release number 4 for the Fields at Twin Run in the amount of \$272,951.40 per Township Engineer Jeffery Ott's Letter dated June 12th, 2025. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 2.) Approval – Credit Release No. 10 – Fields at Jasper Ridge in the amount of - \$104,375.69
a. Letter from Township Engineer Jeffery Ott

In accordance with the request for release of secured funds dated May 27, 2025 (some items were adjusted per completed field conditions), we the undersigned hereby certify that the improvements required in connection with Jasper Ridge, have been completed to the extent that the Irrevocable Letter of Credit can be reduced by the amount of One Hundred Four Thousand, Three Hundred Seventy-Five Dollars and Sixty-Nine Cents (\$104,375.69), in accordance with the Subdivision Improvements Agreement dated August 7, 2018. This certificate authorizes the Peoples Security Bank & Trust Company to reduce said amount, namely One Hundred Four Thousand, Three Hundred Seventy-Five Dollars and Sixty-Nine Cents (\$104,375.69) to owner or such other person as said owner shall designate. This authorization shall not be construed as final acceptance of improvements made to date. In no event, shall the escrow fund for the construction improvements associated with the Jasper Ridge be reduced to any amount less than One Million, Seventy-Four Thousand, Nine Hundred Eighty-Two Dollars and Thirty-Nine Cents (\$1,074,982.39).

MOTION: Supervisor Zgura made a motion to approve credit release number 10 for the Fields at Jasper Ridge in the amount of \$104,375.69 per Township Engineer Jeffery Ott's Letter dated June 12th, 2025. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

CORRESPONDENCE:

- 1.) Request for Traffic Study of Saint Peters Rd and Macungie Mtn/Furnace Hill intersection
a. Letter from Ronnie Welch

Ronee Welch of Saint Peters Road requested the Township ask PennDOT for a traffic study of the intersection of Furnace Hill Rd and Macungie Mountain Road where they join Saint Peters Road. This is an offset intersection and has had many accidents.

The Supervisor's concern was the triggering of increased speeds along Saint Peters Road. They directed staff to reach out to PennDOT to see how the traffic study would work for this type of request.

- 2.) Request for Special Fire Police for Lower Milford Fall Festival Sept. 27th 10 am to 5 pm
a. Letter from Emily Fucci, Lower Milford Administrator

Lower Milford Township and the Lower Milford Township Fire Police are requesting assistance with traffic control during the 23rd Annual Lower Milford Township Fall Festival, scheduled for Saturday, September 27, 2025, from 10:00AM to 5:00PM. We are requesting any available Fire Police to assist with traffic and parking control beginning at 9:00AM and throughout the duration of the event. If you have any available volunteers, please contact Fire Police Captain Alison Koch at alison.koch@lowermilfordfire.org.

MOTION: Supervisor Zgura made a motion to approve the use of Special Fire Police per the letter from Emily Fucci for the Lower Milford Township Fall Festival on Saturday September 27th, from 10 am until 5pm from Station #19 & #28 if willing and available. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 3.) Request for Special Fire Police for the Emmaus Halloween Parade October 19, 2025, 6pm
a. Letter from Deputy Chief Bryan Hamscher.

The Emmaus Police Department requests permission to use your Fire Police for traffic control as mutual aid for the Emmaus Halloween Parade on Saturday, October 18, 2025, at 1900 hours with a rain date of Sunday, October 19, 2025, at 1800 hours. Please contact Deputy Chief Bryan K. Hamscher at 610-967-3113 or bhamscher@emmauspd.org with the names and number of officers who are willing to work the parade, no later than October 7th• 2025. Thank you in advance for your continued assistance.

MOTION: Supervisor Zgura made a motion to approve the use of Special Fire Police per the letter from deputy Chief Bryan Hamscher for the Emmaus Halloween Parade on Saturday October 18th, from 10 am until 5pm from Station #19 & #28 if willing and available. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

OTHER ISSUES: - None

REPORTS:

Emergency Services Committee Report: No Report

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: Report on website

Fire Companies: No Report

Macungie Ambulance: - ~~Chris Greb yearly report~~— gave report under public input

Emmaus Library: No Report

Recreation Commission: Lauren Haponski reported the Jasper Day Celebration will be Saturday June 21st. Please join the rec committee at Jasper Park. The committee also received 197 responses to the Survey. They will be going thorough the information.

Township Manager:

Bud Carter – A thank you to Brent Fegley. He has retired after service to the Township for 19 years. We wish him well.

Supervisors:

Angela Ashbrook – No Report

John D. Zgura – No Report

Daniel J. Mohr –Vera Cruz Community Association is collecting ads for their Homecoming Book. They are also looking for new members.

EXECUTIVE SESSION: - Not needed

ADJOURNMENT: Meeting adjourned at 8:16 pm.

Chairman Daniel J. Mohr

July 17th, 2025
Date

Secretary/Treasurer Jessi O'Donald

UMT-GENERAL FUND
BOS Meeting AP Disbursements Report
July 9, 2025

Date	Num	Name	Paid Amount
100.02 · PLGIT General Fund Checking 2.0			
07/09/2025	1152	Ackerman, Lyle	-40.00
07/09/2025	1153	American United Life Insurance Comp	-424.58
07/09/2025	1154	AMERICAN UNITED LIFE INSURANCE COMPANY	-828.78
07/09/2025	1155	Ascendance Truck Center	-784.20
07/09/2025	1156	AutoZone, Inc.	-192.25
07/09/2025	1157	Bailey, Jared - AP	-40.00
07/09/2025	1158	Brown, David	-80.00
07/09/2025	1159	Bryn Mawr Racing Company	-850.00
07/09/2025	1160	Carter, Edward	-120.00
07/09/2025	1161	Casilio Concrete	-3,919.00
07/09/2025	1162	CHRIN HAULING, INC.	-258.12
07/09/2025	1163	Colours 10	-82.36
07/09/2025	1164	ECCO Communications, LLC	-584.35
07/09/2025	1165	Emmaus Ambulance Corp.	-9,500.00
07/09/2025	1166	EMMAUS PUBLIC LIBRARY - Membership	-12,987.00
07/09/2025	1167	Gilmore & Associates, Inc	-7,139.47
07/09/2025	1168	Gross McGinley LLP	-3,615.50
07/09/2025	1169	HOME DEPOT CREDIT SERVICES	-952.03
07/09/2025	1170	Hoover Steel Inc	-420.00
07/09/2025	1171	HWA Group Inc	-150.00
07/09/2025	1172	Keith's Lock & Door Service LLC	-124.00
07/09/2025	1173	KEYCODE INSPECTION AGENCY	-4,157.50
07/09/2025	1174	Kuhns, Cynthia - AP	-40.00
07/09/2025	1175	Lagler, Todd - AP	-40.00
07/09/2025	1176	LEHIGH COUNTY AUTHORITY	-69.18
07/09/2025	1177	Lehigh Valley Scoopers	-414.00
07/09/2025	1178	Linde Gas & Equipment Inc	-30.34
07/09/2025	1179	LONGLEY INSURANCE AGENCY, INC.	-13,568.00
07/09/2025	1180	Macungie Ambulance Corp.	-9,500.00
07/09/2025	1181	Marks, Lee -ap	-40.00
07/09/2025	1182	Martin Stone Quarries, Inc.	-693.87
07/09/2025	1183	MASTER SUPPLY LINE	-41.97
07/09/2025	1184	Monks Security Systems Inc	-357.00
07/09/2025	1185	O'Donald, Jessi L - AP	-40.00
07/09/2025	1186	Ott Consulting Inc.	-42,388.10
07/09/2025	1187	PA ONE CALL SYS.	-53.56
07/09/2025	1188	PMHIC	-35,667.74
07/09/2025	1189	PMRS	-5,005.78
07/09/2025	1190	PPL ELECTRIC UTILITIES	-1,487.92
07/09/2025	1191	PSATS	-330.00
07/09/2025	1192	RED HILL FORD (SANDS)	-168.19
07/09/2025	1193	Schaedler Yesco Distribution	-2,315.25
07/09/2025	1194	Schmeltze, Robert C. Jr. - AP	-40.00
07/09/2025	1195	Snyder Technologies	-2,670.00
07/09/2025	1196	T.J. Cogle Trucking, Inc	-438.90
07/09/2025	1197	TIMES NEWS (East Penn Press)	-405.00
07/09/2025	1198	TOSHIBA FINANCIAL SERVICES	-164.23
07/09/2025	1199	TransEdge Truck Center	-154.47
07/09/2025	1200	Uline	-205.00
07/09/2025	1201	unifirst	-196.71
07/09/2025	1202	Walbert, Kyle - Ap	-40.00
07/09/2025	1203	Wehrung's Macungie LLC	-1,069.42
07/09/2025	1204	Zimmerman, Michelle (Hinkle)	-540.00
Total 100.02 · PLGIT General Fund Checking 2.0			-165,423.77
TOTAL			-165,423.77

9:20 AM
07/09/25

UMT - FIRE HYDRANT FUND
BOS Disbursement Report
July 9, 2025

Type	Date	Num	Account	Credit
Lehigh County Authority				
Bill Pmt -Check	07/09/2025	1021	100.01 - PLGIT Fire Hydrant Fund	3,079.05

UMT-STREET LIGHT FUND
BOS Meeting AP Disbursement Report
July 9, 2025

Date	Num	Name	Memo Paid Amount
100.01 - PLGIT - Street Light Fund Ckg			
07/09/2025	1418	PPL ELECTRIC UTILITIES	Electric service charge
Total 100.01 - PLGIT - Street Light Fund Ckg			-2,836.34
TOTAL			-2,836.34