

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
September 4th, 2025, 7pm
REGULAR MEETING MINUTES

Attendance: Supervisors; Daniel J. Mohr, John D. Zgura manager Edward Carter, Planning Coordinator Brian Miller, Solicitor Marc Fisher, Secretary/Treasurer Jessi O'Donald, Absent: Angela Ashbrook

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:

Bennet Kohler: Ben Spoke about his concern with the Truck Traffic and said that he would like the Board of Supervisors to take a more aggressive approach to control the truck traffic within the Township, especially on roads like Vera Cruz Rd, King Highway and Main Road as he feels they present a danger to another motorist. His car was clipped recently by a large truck. These roads are narrow with abrupt corners. He would like to see a coalition of surrounding municipalities get together with local elected officials to see how to make things safer. He has recently retired and has time to volunteer.

Mike Kline commented that he has also filed a complaint about trucks on his road at the other end of the Township and was told by Lower Macungie that since the road travels through multiple municipalities, they would all have to work together.

There was a discussion over effectiveness and what PennDOT will allow along with the Stop bars on Main Rd and Vera Cruz Rd Again. Manager Carter will discuss this with Staff and the Solicitor.

ACCEPTANCE OF MINUTES:

Approval of August 21st, 2025, regular meeting minutes - Tabled until next meeting

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7209 - Check No's. 1277 to 1316 in the amount of \$58,379.03

STREET LIGHT FUND:

PLGIT XXXX7125 - Check No. 1420 in the amount of \$2,880.45

ACKNOWLEDGEMENT OF BANK TRANSFERS:

No Bank Transfers

MOTION: Supervisor Zgura made a motion to pay the bills as read. Supervisor Mohr 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.) Resolution 2025-034 Kline's Island Sewer – Tabled until next meeting
- 2.) Western District Fire Company – Request for State LSA Grant Application- Tabled until next Meeting

Mike Kline: Chief of Fire Station #19. Chief Kline asked if the Supervisors would allow staff to apply for the Statewide Local Shares Grant. Chief Kline explained that the Grant allows requests for up to \$800,000.00. The Fire Company would like to try to for this funding for their building upgrade.

Supervisor Zgura asked to table this discussion until all members of the Board are present for the discussion.

- 3.) Defined Benefit and Defined Contribution Plans MMOs for 2026

Secretary O'Donald explained that this was an acknowledgment of receipt of the Minimum Municipal Obligation for the Pension Plans for 2026 and is required to be given to the Board of Supervisors prior to the end of September each year.

MOTION: Supervisor Zgura made a motion to acknowledge the 2026 MMO for the defined benefit and defined contribution pension plans. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 4.) Resolution 2025-035 Northampton/Lehigh Local Share Grant for Nozzles and Connectors for Citizen's Fire

Secretary/Treasurer O'Donald explained that this was the remaining part of the nozzles and connectors for Citizens Fire Company since they could not be included in the grant application last year for the Northampton Lehigh LSA Grant.

MOTION: Supervisor Zgura made a motion to approve the grant application for the nozzles and connectors for Citizens Fire Company for the 2025 Northampton/Lehigh Local Services Grant. Supervisor Mohr seconded the motion. Hearing no questions or comments both were in favor, motion carried.

- 5.) Wieand Well Distance Waiver
 - a. Letter from SEO Brian Miller

Letter dated August 27, 2025, from SEO Brian Miller outlined concerns and potential changes to the septic plan for the parcel located at 4517 South 5th Street Emmaus.

MOTION: Supervisor Zgura made a motion to grant the waiver for the well distance and the water study contingent upon Installing a pretreatment tank such as a Norweco Singular treatment system or an Ecoflo Biofilter along with ultraviolet treatment rather than a septic tank, along with a recorded Operations and Maintenance agreement. Supervisor Mohr seconded the motion. Hearing no questions or comments, both were in favor, motion carried.

- 6.) Appoint Wayne King to the Pension Committee

Mr. King is interested in volunteering for the Township. He submitted an application for an appointment on the Zoning Hearing Board or Planning Commission. Since all those positions are currently filled, he is interested in serving on the Pension Committee. The Pension Committee has no term assignment so Secretary/Treasurer O'Donald asked for Mr. King to be appointed to the Pension Committee.

MOTION: Supervisor Zgura made a motion to appoint Wayne King to the Pension Committee. Supervisor Mohr seconded the motion. Hearing no questions or comments, both were in favor, motion carried.

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS: None

SUBDIVISIONS – IMPROVEMENTS:

- 1.) Credit Release No. 5 – Twin Run Development in the amount of \$467,152.81
 - a. Letter from Township Engineer Jeffery Ott

In accordance with the request for release of secured funds dated August 15, 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 Four Hundred Sixty-Seven Thousand, One Hundred Fifty-Two Dollars and Eighty-One Cents (\$467,152.81), in accordance with the Subdivision Improvements Agreement dated November 7, 2024. This certificate authorizes the First Northern Bank & Trust Company to reduce said amount, namely Four Hundred Sixty-Seven Thousand, One Hundred Fifty-Two Dollars and Eighty-One Cents (\$467,152.81) 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, One Hundred Thirty-Three Thousand, Eight Hundred Seventy-Nine Dollars and Eight Cents (\$2,133,879.08).

MOTION: Supervisor Zgura made a motion to approve Credit Release NO. 5 for the Fields at Twin Run in the amount of \$467,152.81 per Township Engineer Jeffery Ott's Letter Dated August 25th, 2025. Supervisor Mohr seconded the motion. Hearing no question or comments, both were in favor, motion carried.

- 2.) Credit Release No. 11 – Jasper Ridge Development in the amount of \$101,356.56
 - a. Letter from Township Engineer Jeffery Ott

In accordance with the request for release of secured funds dated August 13, 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 One Thousand, Three Hundred Fifty-Six Dollars and Fifty-Six Cents (\$101,356.56), 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 One Thousand, Three Hundred Fifty-Six Dollars and Fifty-Six Cents (\$101,356.56) 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 Nine Hundred Seventy-Three Thousand, Six Hundred Twenty-Five Dollars and Eighty-Three Cents (\$973,625.83).

MOTION: Supervisor Zgura made a motion to approve Credit Release No. 11 for the Fields at Jasper Ridge in the amount of \$101,356.56 per Township Engineer Jeffery Ott's letter dated August 26th, 2025. Supervisor Mohr seconded the motion. Hearing no questions or comments, both were in favor, motion carried.

CORRESPONDENCE:

- 1.) Bally Request for special Fire Police for parade on 10/20 at 7pm
 - a. Letter from Bally Borough Secretary, Tammy Wood

The Bally Borough, on behalf of Eastern Berks Fire Police, is requesting fire police support for the annual Halloween Parade to be held on Monday, October 20, 2025, at 7:00 pm. There will be no rain date.

MOTION: Supervisor Zgura made a motion to allow the use of Special Fire Police for the Bally Borough Halloween Parade on Monday October 20th, 2025, from Stations #19 & #28 if willing and available.

- 2.) Light the Night Safe Zone Block Party Request
 - a. Letter from Upper Milford Mennonite Church, Amanda Ritter

We are requesting permission to hold a Light in the Night Safe Zones block party in the Upper Milford Township Building on Sunday afternoon, October 19th, from 4-6 p.m. for the purpose of providing a safe and fun environment for our children during the Halloween season. Because we had such a good turnout of parents and children over the past years, we are again expecting a great deal of enthusiastic support from grown-ups and children. We will publicize the event through our church newsletters and fliers to township residents.

We will again encourage families bringing children to also bring items for the Upper Milford Community Food Pantry. We deeply appreciate that the Board of Supervisors has consistently waived the rental fee for this community event and trust that the Board will again be able to do so. We will notify the Upper Milford Fire Police of our plans and desire to have them participate in providing safe entrance and exit to the grounds as well as having a fire truck on the premises which proves to be a major hit each year. We will also ensure that our insurance company, Goodville Mutual Casualty Company, provides you with a copy of the liability insurance policy covering the event. We had much positive feedback from those attending in the past. We look forward to again partnering with you in considering our request for 2025.

Motion: Supervisor Zgura made a motion to allow the use of the Municipal Building for the Safe Zone Block Party on Sunday, October 20th from 4-6, while waving the rental fee and allowing the use of Special Fire Police from Stations #19 & #28 if willing and available. Supervisor Mohr 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: No Report

Fire Companies: No Report

Emmaus Library: No Report

Recreation Commission: No Report

Township Manager:

Bud Carter – No Report

Supervisors:

Angela Ashbrook – Absent

John D. Zgura – John asked about Budget workshop meetings. That will be decided on October 16th. The budget schedule is noted on the website and extra meetings will be advertised as needed.

Daniel J. Mohr – The Vera Cruz Community Association Homecoming went well but they may need to figure out another stage set up for next year. They also could have made more money if they had more volunteers to run more things.

EXECUTIVE SESSION: - Not needed

ADJOURNMENT: Meeting adjourned at 7:45 pm.

Chairman Daniel J. Mohr

September 18th, 2025
Date

Secretary/Treasurer Jessi O'Donald