

Upper Milford Township  
Board of Supervisors  
Township Building, Old Zionsville, PA 18068  
September 18<sup>th</sup>, 2025, 7pm  
REGULAR MEETING MINUTES

---

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

Meeting was 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.

Upper Milford Board of Supervisors held an executive session on September 11<sup>th</sup>, 2025, at 3:00 pm to discuss Personnel and Legal Matters.

Please join us in a moment of silence for Robert Salasky. Robert Salasky served on the Zoning Hearing Board from December 1998 until December 31, 2003. He was on the committee which was instrumental in rewriting the section of the Zoning Ordinance regulating Wireless Communication Facilities in the Township prior to being appointed to the Zoning Hearing Board.

**PUBLIC INPUT:**

**David Skinner – HOA Rep for Fields at Indian Creek –** He wanted to discuss three items this evening. 1.) the concrete sidewalks. There are many sections that are breaking down and Kay Builders would like to resurface them instead of removing and repouring them. The HOA doesn't feel that resurfacing is the best solution since they will have to maintain them in the future. 2.) the emergency Access Gate is felt to be too far into the development, and the HOA feels that it should be closer to Chestnut Street to prevent people from turning onto it and having to back out onto the road to leave the closed off access. At the minimum they are requesting additional signage for the end of the access road at Chestnut. 3.) There is a water line next to the grinder pump install at 4114 Blue Sky and the code says the water line should be a different depth. The concern is that they have yet another issue like the grinder pumps incorrectly install with more water lines being at an improper depth.

Supervisor Ashbrook asked how old the sections of sidewalk are that are breaking down. Mr. Skinner stated the sidewalks are anywhere from 1.5 to 6 years old.

- 1.) **Emmaus Public Library – Allison Floray** – Allison went through a slide presentation. There were technical Difficulties with showing the slides. Copies will be on hand for the next meeting. There are 2064 Upper Milford Residents that are users of the library. Of these 104 were added this year to date and 597 added from 2022-2024. The library offers access to 12 surrounding area Libraries with just one card and items like Hot Spots and Museum passes available for check out. Hot Spots can help with access for a week, and the museum passes are for tickets for a family of four to area museums. She went over the library's budget and funding sources

and volunteer hours for operations. She went over that their cost increases for utilities and professional fees like insurances. They have worked hard over the last several years to make upgrades to the building. The amount for request from Upper Milford Township is approximately \$2,600.000 more for 2026 for a total request of \$54,545.00.

### **ACCEPTANCE OF MINUTES:**

Approval of August 21<sup>st</sup>, 2025, and September 4<sup>th</sup>, 2025, regular meeting minutes.

**Motion:** Supervisor Ashbrook made a motion to approve the minutes from the August 21<sup>st</sup>, 2025, meeting. Supervisor Zgura seconded the motion. Hearing no questions or comments, both Zgura and Ashbrook were in favor, Mohr abstained, motion carried.

**Motion:** Supervisor Zgura made a motion to approve the minutes from the September 4<sup>th</sup>, 2025, meeting. Supervisor Mohr seconded the motion. Hearing no questions or comments, both Zgura and Mohr were in favor, Ashbrook abstained, motion carried.

### **APPROVAL OF PAYMENT OF BILLS:**

#### **GENERAL FUND:**

PLGIT XXXX7209 - Check No's. **1317 to 1348** in the amount of **\$244,857.04**

#### **HIGHWAY AID FUND**

PLGITXXX7112 – Check No. **2649** in the amount of **\$17,376.37**

#### **ACKNOWLEDGEMENT OF BANK TRANSFERS:**

Transfer No's. 2025-052 to 2025-054

**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:** No Report

**OLD BUSINESS:** None

### **NEW BUSINESS:**

1.) Resolution 2025-034 Kline's Island Sewer

Leisel Gross – LCA

Supervisor Ashbrook asked Solicitor Fisher why the Board must keep approving items without option to deny. She quoted Ordinance No. 130 which it named Lehigh County Authority as the Township's agent in the sewer for the Vera Cruz Sewer Project. Solicitor Fisher explained that there were even older Ordinances that named LCA even further back as the agent. Even though the Board named LCA as the sewer authority the Board is still responsible for the ACT 537 plan and this resolution that is before the Board is for the update on ACT 537 that is for the LCA to provide sewer within the Township. Brian Miller explained that this plan update has been 6 years in negotiations with all participants of the Klines Island Sewer plant. Leisel Gross explained that the repairs are prorated for each municipality's sewer flows. She has been to the Township twice to update the Board, and meetings have been had for the plan to solicit public opinion. If the Township doesn't adopt this plan, then DEP will meet with the Township to find out why they won't agree to a plan that has been negotiated for the required upgrades to the Plant and system. This may come with fines.

**Phil Casey** – Main Rd E – He described how he fought against the Vera Cruz sewer project from the beginning and how he feels he paid a high price than anyone else because he made a fuss.

**Colt Hershinger** – saint Peters Rd - Asked what the cost of the sewer charges were currently. Liesel Gross answered that the average is \$300.00 per year and is one of the lowest fees in Lehigh County. Colt expressed his thought that no one should worry about DEP or threats of fines.

The conversation turned to LCA's Budget and possible increases in sewer fees. Colt Hershinger and Phil Casey wanted to know about the possible increase. Liesel Gross explained that the LCA Budget wasn't final as they were still working on it. That was for the adoption of the Act 537 plan. However, the increase may be in the range of 3% to 5% approximately \$9.00 to \$15.00. Bill Bedics asked how often the rates have been increased. Leisel stated there hasn't been a rate increase since 2013. At this time, she doesn't know how the project within Upper Milford Township will be funded so she can't speak to definite increases and that would be projected for 2026 and beyond once the project was done and funded to determine if there will be financing charges.

**MOTION:** Supervisor Mohr made a motion to approve Resolution No. 2025-034. Motion died for lack of a second.

Solicitor Fisher explained multiple times that this resolution was for the update on the Act 537 Plan about the sewer system within the Township. That the law requires the Supervisors to pass the resolution.

This was tabled until the next meeting until Supervisor Ashbrook to speak to the DEP representatives.

## 2.) Western District Fire Company – Request for State LSA Grant Application

There were a conversation of the Fire Company need and the desire to have the Township apply for the Statewide Local Services Grant for Western Districts building needs. Questions were asked of Kyle as to the timing of the application and if the Fire Company submitted any information to date. It was decided that the Board was in favor of applying for the grant if the Fire Company presented their financial and building plans to the Board of Supervisors prior to the grant application submission. Supervisor Ashbrook asked Solicitor Fisher about the ownership of the building if the grant is received. Solicitor Fisher said that would be worked out. Supervisor Zgura asked about the need for a motion. There was no motion. There was the directing of staff to send a letter to the Fire Company outlining a timeline for information and the request of the Board to have the presentation of the building and financial plan to be submitted by the first meeting in November so there is time for discussion prior to the submission of the grant application.

## 3.) Discussion of solar lights usage for Ball fields for late season softball

Kyle presented a sample LED Light that UMYA has asked to be allowed to hang on the fence at Jasper Park so that they can extend the playing time for practice and finish games as the sunlight fades in the evening. If the Board is interested in allowing the lights at the park, then UMYA will send in an official proposal for the Board to approve or ask questions of.

There was discussion of time frame for lights, how they will be used, the concern of brightness and installation. The lights have timers and remotes. They are fairly bright and installation height and angle will have to be done carefully.

In general, the Board was in favor of letting UMYA submit a proposal and have them try using the lights to see if it a reasonable infrastructure for extending their playing time to finish the softball season at Jasper Park.

**DEP MODULES / SEWAGE PLANNING:** - None

**PLANNING COMMISSION – OLD BUSINESS:** - None

**PLANNING COMMISSION – NEW BUSINESS:** None

**SUBDIVISIONS – IMPROVEMENTS:**

- 1.) Time extension requests December 5<sup>th</sup>, 2025, for Brookshire Development
  - a. Letter from Joseph Steinheiser of Judd Builders

The Brookshire development is almost complete. This time extension is needed for the second review of the road dedication information prior to the Board's acceptance of the deeds for the roads.

**MOTION:** Supervisor Zgura made a motion to approve the time extension request until December 5<sup>th</sup>, 2025, for the Brookshire Development. Supervisor Ashbrook seconded the motion. Hearing no further questions or comments, all were in favor, motion carried.

**CORRESPONDENCE:**

**OTHER ISSUES:** - None

**REPORTS:**

Emergency Services Committee Report: N/A

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: Report on website

Fire Companies: No Reports

Emmaus Library: No Report

Recreation Commission: The Recreation Committee is looking to collaborate with the Vera Cruz Community association for their Homecoming to add the Jasper Day Event.

Township Manager:

Bud Carter – No Report

Supervisors:

Angela Ashbrook – No Report

John D. Zgura – No Report

Daniel J. Mohr –No Report

**EXECUTIVE SESSION:** - Not needed

**ADJOURNMENT:** Meeting adjourned at 9:01 pm.

---

Chairman Daniel J. Mohr

10/02/2025  
Date

---

Secretary/Treasurer Jessi O'Donald