

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
October 2nd, 2025, 7pm
REGULAR MEETING MINUTES

ATTENDANCE: Supervisors: Daniel Mohr, Angela Ashbrook, John Zgura; Manager Edward Carter, Solicitor Eric Strauss; 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.

The Upper Milford Board of Supervisors held an executive session beginning at 3:00 pm on September 25th, 2025, to discuss personnel and a legal matter.

Please join us in a moment of silence for Richard Malburg. Richard passed away at the age of 100. He was the Upper Milford Tax Collector from 1974 through 1989 and served many years on the Pension Committee.

PUBLIC INPUT: None

ACCEPTANCE OF MINUTES:

Approval of September 18th, 2025, regular meeting minutes.

MOTION: Supervisor Zgura made a motion to approve the minutes as presented from September 18th, 2025. Supervisor Ashbrook 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. 1349 to 1380 in the amount of \$114,805.65

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfer No's. 2025-055 to 2025-057

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:

1.) ~~Western District Fire Company—Request for State LSA Grant Application~~

NEW BUSINESS:

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

Supervisor Ashbrook did meet with DEP, Edward Carter and Leisel Gross from LCA to get her questions answered. She still does not agree with everything but will approve the resolution.

MOTION: Supervisor Zgura made a motion to adopt Resolution 2025-034 Act 537 update regarding the Kline's Island Sewer upgrades. Supervisor Ashbrook seconded the motion. Hearing no further questions or concerns, all were in favor, motion carried.

2.) Approval to Hire – E. B. of Emmaus - Full Time Public Works.

Jared Bailey Public Works Foreman and I have conducted interviews as approved by the Board of Supervisor. After careful review of all the candidates, both of us agreed that the best candidate for the Public Works position would be, E.B of Emmaus, at this time If the Board agrees. A motion to hire E.B of Emmaus as a full-time Public Works Employee, at the rate of \$23.00 per hour and terms offered to him in his Employment offer letter would be in order.

MOTION: Supervisor Mohr made a motion to Hire E. B. of Emmaus per Memo from Manager Carter dated September 30th, 2025, a full-time hourly rate of \$23.00. Supervisor Ashbrook seconded the motion. Colt Hershinger questioned why only initials. Manager Carter stated that his name would be announced if the person accepted the offer but until then it was for confidentiality reasons. Hearing no further questions or comments, all were in favor, motion carried.

2.) ESC Discussion

Supervisor Ashbrook recognized that Chief Mike Kline of station #19 asked for this discussion to be delayed until the next meeting. She wanted to have the Board discuss it now as they had put it off multiple times already. She is questioning why the committee exists since many of the meetings are cancelled anyway and there is no Chair of the committee. There was a discussion of how the committee started. The Township had hired a consultant from the State who wrote a report. Within the report were the suggestions of the committee. It started out as a steering committee then became what it is today. Jim Krippe was instrumental in creating the by-laws for the committee. The Chair would be the Emergency management Coordinator, and the Vice Chair is a citizen. The committee was formed to help give Emergency services a place to hold public meetings with citizen involvement and to make recommendations to the Board when necessary.

Ben Kohler stated he never knew about this committee.

Jim Krippe stated that the meetings were advertised every month so the committee could choose when they wanted to have their meetings and not readvertise each time.

Supervisor Mohr expressed that he feels a lot of good has come out of the ESC with the budgets and the long-term outlooks as well as having residents on the committee.

Staff were directed to ask how the other members feel about the committee and if other municipalities have such committees. This will continue to be discussed at a future meeting.

3.) Draft Budget

Manager Carter presented the draft budget to the Board of Supervisors. Included in the budget is a replacement pickup, new trailer for the mowers, website update, and digitization of the Township Minutes.

Supervisor Ashbrook asked if a company would be hired for the minutes. Secretary/Treasurer stated that Reynolds Business Systems would be contracted to do that.

A Budget workshop meeting will be held October 16th, 2025, beginning at 6:30 pm.

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS: - None

SUBDIVISIONS – IMPROVEMENTS:

- 1.) Credit Release No. 6 – Fields at Twin Run in the amount of \$201,242.95
 - a. Letter from Township Engineer Jeffery Ott

In accordance with the request for release of secured funds dated September 23, 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 One Thousand, Two Hundred Forty-Two Dollars and Ninety-Five Cents (\$201,242.95), 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 Two Hundred One Thousand, Two Hundred Forty-Two Dollars and Ninety-Five Cents (\$201,242.95) 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 One Million, Nine Hundred Thirty-Two Thousand six hundred Thirty-Six Dollars and Thirteen Cents (\$1,932,636.13).

MOTION: Superviosor Zgura Made a motion to approve Credit Release No. 6 for The Fields at Twin Run in the amount of \$201,242.95 per Engineer Jeffery Ott's letter dated September 30th, 2025. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

CORRESPONDENCE:

- 2.) Macungie Halloween Parade Detour Request
 - a. Letter from Macungie Police Sergeant Travis Kocher

The Borough of Macungie respectfully requests permission for the use of East Macungie Road in Upper Milford Township as a detour/alternate route during this year's Halloween Parade. The Event will be held Saturday Oct 11th, 2025, from 6:30pm to 9:30pm with an alternate/rain date of Sunday Oct 12th, 2025.

MOTION: Supervisor Zgura made a motion to allow the use of East Macungie Road as a detour route as requested by the Borough of Macungie for their parade per Sargent Kocher's letter dated September 15th, 2025. 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: No Report

Fire Companies: No Report

Emmaus Library: No Report

Recreation Commission: Meeting on Monday 10/20 at the Municipal Center.

Township Manager:

Bud Carter – No Report

Supervisors:

Angela Ashbrook – No Report

John D. Zgura – Would like a discussion of a 250th anniversary Celebration on the next agenda and to ask the Historical Society to attend for discussion.

Daniel J. Mohr – Vera Cruz Halloween Parade is 10/15 forms at 6:30 and moves at 7:00pm. There will be hotdogs and beverages for sale on the porch of the tavern and they are still in need of volunteers.

Colt Hershinger asked about Lenape Park and the update on construction. Manger Carter stated the weather has been taken into consideration for the coatings on the courts.

Ben Kohler asked about the progress of thought in setting up a community action committee for truck traffic. Manager Carter stated that item was next on his list to look at.

EXECUTIVE SESSION: - Not needed

ADJOURNMENT: Meeting adjourned at 7:42 pm.

Chairman Daniel J. Mohr

10/16/2025
Date

Secretary/Treasurer Jessi ODonald