

Upper Milford Township  
Board of Supervisors  
Township Building, Old Zionsville, PA 18068  
October 30<sup>th</sup>, 2025, 6:00 pm  
**WORKSHOP MEETING MINUTES**

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**ATTENDANCE:** Supervisors: Daniel Mohr, Angela Ashbrook, John Zgura; Manager Edward Carter, Admin Assistant: Cynthia Kuhns

Meeting was called to order at 6:00pm.

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.

Chairman Mohr stated that this was a continuation of the last budget workshop meeting. Since the business meeting prior, they received a few comments regarding not supporting the library and at the last workshop meeting they received comments from the community in support of the library that they would not be taking any more comments on the library this evening.

**PUBLIC INPUT:**

Phil Casey: He said that the word smithing about the budget and that a balanced budget has equal revenues and expenses, and he felt this is a deficit budget due to the influx of funds from savings. The difference in the budget for the library is less than \$5,000.00 and that everyone, for the library, left after the discussion. Colt asked the question about endowment and all the interest went towards healthcare plan.

Dan Mohr stated that they would not accept any other input until the end of the meeting, so he asked if there was any other input until the end of the meeting. There was none.

**NEW BUSINESS:**

1.) 2026 Draft Budget Discussion

Supervisor Zgura began by asking questions about the library. He would like to know what the PA Access program is, how it's paid for and if Salisbury and Allentown residents that have cards at the Emmaus Library and who pays for them. He was trying to figure out the attendance for the outreach program and another program. He also asked the SRC by municipality and wondered what that means.

Lisa Marten - SRC is summer reading club and is open to everyone, card member or not. You don't have to have a library card to be a part of the summer reading club. The other attendance number is from the cooperative libraries. Any cooperative library member can get an adjacent library sticker on their valid home library card to use the other libraries. This is what those numbers show. The Outreach is attending events like the farmers markets to advertise the library and to the schools to explain the library programs. If Upper Milford wasn't a member of the Emmaus Library, residents would need to pay \$40.00 per library to use resources at each library in the area. With the Upper

Milford membership in the Emmaus Library residents can just get a home card and use it at all the locations.

Access PA is all over Pennsylvania. You can use your valid home library card to get a sticker to use any library across the state.

Supervisor's questions on accounts –

Account – 408.131 Engineering Fees overage. The overage was due to the extra engineering and permitting on culvert projects and the Lenape Park project. The overage was paid out of the general fund from categories that were short.

409.373 - Maintenance for Garage - the additional allotment from 2024. 2025 was the generator expense and 2026 parking area repairs.

404.301- Zoning and Planning - the update was thought to be completed in 2025 but will continue to 2026.

430.740 - Major equipment purchase – This is the proposed new F350 truck and new landscape trailer. This would be everyday maintenance and the truck it will replace will go down to pull the trailer for the mowers. The mower truck currently is a 1999 GMC and would be sold.

451.100 – Wages for Park Maintenance- Manager Carter said he will investigate that.

430.238 - Uniforms Service. Manager Carter explained this is paid monthly and will investigate it. The lower expense could be from one less employee using the program for a few months.

430.331 – Equipment Rental - This is a hit or miss category due to equipment malfunction and jobs to do for the year. 430.742 - Minor Equipment purchases is the same idea. Things come up as repairs are needed that aren't foreseen.

451.530 – Recreation – asked about the increase for that line item. The increase is for items requested by UMYA at Jasper and Lenape. Fenced cages at both parks.

452.536 – Facility Repairs and upgrades Phase II - Will only be spent if the grant for the park is awarded.

411.545 - Fire Fighter Incentive - Manager Carter explained the line is a place holder for what was thought of as adequate number and the details still need to be discussed. It would be gift cards given to the chiefs for those who meet the requirements.

Supervisor Zgura asked if the grant isn't awarded what happens in the budget. Manager Carter explained that if the money doesn't come in it will not be spent. Since the Township budget needs to reflect expenditure and revenue for the year and it is hard to change this number will not be spent if the grant isn't awarded but if the grant is awarded midyear, then it needs to be included in the budget to proceed with the project. Once the project is completed the line item is zero for the subsequent budget.

Supervisor Ashbrook asked about the population numbers used for the library breakdown. For the official budget the number for the population is from the last completed official census. There are higher population numbers currently in the Township but not official census numbers, only a census estimate.

486.352 - Error and Omission Policy – Asked about the amount budgeted as it shows no expense YTD. Manager Carter will investigate.

Ambulance – increased asked about why the increase. Manager Carter explained there was a request from Emmaus Borough to increase to \$22,000.00 and we increased for both corps.

Supervisor Zgura wanted to discuss the Fire Tax each year. He had Jessi work up a .50 mill tax to see what that would look like. He just wanted to make sure it was discussed. Supervisor Ashbrook stated that when the number was set for 2025 it was prior to the grant award. Now the radio expense is included in the budget. Supervisor Mohr is thinking down the road what the increase will be in vehicles will be in the future.

Supervisor Ashbrook asked about the increase in revenue for the fire tax. Manager Carter explained that it has to do with the increase of taxable parcels and the assessment of those parcels.

Supervisor Mohr asked about next steps. Manager Carter stated he will get the answers to the questions from tonight and make the changes for presentation on 11/6 at the Workshop meeting at 6pm on 11/6. The Budget will then be on the regular meeting agenda for approval to advertise on 11/6. If the approval is granted, then the Proposed budget will be advertised for public comment and placed on the December 4<sup>th</sup> meeting agenda for final discussion and adoption. If not adopted on December 4<sup>th</sup> the timeline will have to be looked at to make sure an appropriate meeting is scheduled and advertised for adoption of the budget by December 31<sup>st</sup>.

**Public Input:** None

**EXECUTIVE SESSION:** - Not needed

**ADJOURNMENT: Meeting adjourned at 6:49 pm.**

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**11/6/2025**

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**Chairman Daniel J. Mohr**

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**Secretary/Treasurer Jessi O'Donald**