

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
November 6th, 2025, 6:00 pm
WORKSHOP MEETING MINUTES

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

Meeting called to order at 6:00 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.) 2026 Draft Budget Discussion

Manager Carter explained that he made the following changes to the budget from last night's discussion and would like to provide some comments on other items that were in question.

430.228 Uniform Services. This line-item year to date is lower than proposed, we were missing one man for about ½ of the year, this line item also covers the purchase of tee shirts, sweatshirts, and jackets, we have not purchased any off these this yet but will be purchasing what is needed.

439.015 Salem Bible culvert replacement (page 16)- this has been removed and replaced with 439.101 as shown on page 8.

439.101 Bridge and Culvert Rebuilding, General - Is now shown on page 15 small culvert replacement this covers German Road and Salem Bible. I mis spoke last night when I said Salem Bible was not in the 2026 budget. It is in.

451.100 Recreation Facility Maintenance Wages - I have removed the yard waste salary from this line item. There are additional hours figured in here for Neil Bailey has he does help with carpentry work throughout the year. We also have hours built in for part-time park work for the weekend to collect the trash and check on the bathrooms. Currently Public Works have been taking care of this.

The yard waste salary is now included in 426.001 Recycling /Yard waste and adjust the hours down. In doing so there was a problem with the formal for this salary, part of it was getting count twice, this has been fixed and the balance of funds that came from adjusting those hours and correcting the formal are going into 439.101 Bridge and Culvert so that we are not taken as much money from the savings.

486.352. Errors & Omissions: This coverage cost \$7,395 for this year. We do not receive a specific invoice for this policy because it gets lumped into our monthly insurance payment. The amount will be moved to 486.351 Insurance-Packet Policy and then deleted 486.352. That way it shows up as an expense.

Supervisors 2026 budget discussion:

Supervisor Ashbrook discussed her thoughts about future budget increase requests from outside organizations to be held to the federal government's Cost of Living Adjustment (COLA), which is announced in October each year. She felt this made budgeting and increasing requests a little fairer. Supervisor Mohr asked which donations she is speaking of. Supervisor Ashbrook answered Library, Ambulance, but not Fire Companies. Supervisors Mohr asked if that was her thought of going forward or for this budget. Supervisor Ashbrook stated that at least for moving forward if they can't make that happen for the 2026 budget. Supervisor Zgura agreed with Supervisor Ashbrook. His concern was for the Ambulance Corps. He remembers that the Township gave Macungie Ambulance additional money for a purchase. Manager Carter explained that additional funding was requested for Macungie Ambulance had been for an ambulance purchase. Secretary/Treasurer answered that previous Boards had directed staff in the past to give both ambulance corps even increases. Emmaus Ambulance requested a \$2,000.00 increase for 2026 for a total contribution of \$22,000.00. Manager Carter asked if the Board wanted to use the COLA for the Ambulance increases. Supervisor Mohr was concerned about limiting it to COLA for the requested increase. Supervisor Zgura suggested giving the ambulance corps each a \$1,000.00 increase instead of the asked for \$2,000.00 increase requested by Emmaus. Supervisor Ashbrook suggested that since Macungie didn't ask for an increase then to just give the increase to Emmaus as requested. They decided on giving each ambulance a \$1,000.00 increase and start next year with the COLA number and let the ambulance corps request from the Board any additional funds. Supervisor Zgura expressed the concern of Emmaus costing extra resources by calling out fire with each call and Macungie doesn't call out fire unless it's really needed.

The Emmaus Library requested an increase of roughly 4% for a 2026 total contribution of \$54,545.00. Supervisor Zgura suggested that they grant an increase of \$1,552.00 for a total 2026 contribution of \$53,500.00. Supervisor Ashbrook was good with that number. There was a brief discussion on population increase within the Township. Supervisor Zgura asked about the census numbers. Census is done every 10 years. There are interim numbers that are estimated, and the current estimate is of 8093 residents. Supervisor Mohr was concerned that with the increase of people the amount wasn't enough and if population stayed the same then COLA would be good, but he is concerned with shorting them with the population increase. Supervisor Zgura asked about the savings. Manager Carter stated they could leave it as unallocated funds or put it toward a road project. Supervisor Zgura asked about other needs. Secretary/Treasurer O'Donald offered that the parks could use a set of bleachers. Manager Carter confirmed that park amenities are always needed. Supervisor Ashbrook and Zgura were in favor of the \$53,500.00 for the library, Supervisor Mohr wasn't in favor of lower amount for the library due to increase in population. Secretary/Treasurer O'Donald asked for clarification on the COLA increase if that increase should be automatic or only if there is a requested increase. Supervisor Ashbrook stated that she felt there would always be requests for increases and asked about the other cultural donation line items. Humane Society is a contract until 2028 with an increase of \$25.00 per year, and others have asked but the amounts have never been increased.

There was a discussion on the custodial cost for the Office building. Supervisor Ashbrook felt that the amount allocated for custodial cost could be trimmed and cleaning might be able to be cut back to every other week. The cleaning of the building is the trash removal, sweeping of floors and cleaning of bathrooms and while the building isn't rented to the public there are events within the building and meeting by outside organizations like the Historical Society that require supplies and cleaning prior and after. Supervisor Zgura stated that he felt that bathrooms should be cleaned each week and that the cost should be looked at further in the coming year. It was explained that the line item not only included the cost of the person who cleans each week but also the scrubbing and polishing of the floors by an outside company. The Township has used J&J flooring for this service. It was decided to

revisit the item next year to see if it could be reduced. Supervisor Mohr asked about the uncommitted donation amount. Secretary/Treasurer O'Donald answered that if a request came in the Board wanted to appropriate money for something throughout the year.

Supervisor Zgura asked about the Port-a-toilets. Lenape and Jasper have Port-a-toilets delivered when the water is shutdown. Arrowhead, Churchview, and the municipal Building have port-a-toilets year-round. The cost of restrooms at those spots and heating the bathroom in Lenape and Jasper would cost much more.

Supervisor Ashbrook didn't have any further questions and stated that staff answered her questions the day prior.

Supervisor Mohr asked about items in the Fire Budget that were not seeming to be used. Manager Carter explained that the Fire Companies could request reimbursement for those items. If the items aren't reimbursed, then the extra would be transferred to the savings. Supervisor Ashbrook asked about Auditing for the Fire Companies, and it was stated that there was difficulty finding anyone to Audit the Fire Companies and that the line item was there. Her concern was that it wasn't just to add to their savings. Manager Carter reminded the Board that they are in control of those funds in savings, and they only get spent if the Board approves the release for any request. Supervisor Zgura said there were two pages for the Fire Budget so discussion could be had each year about the millage rate for the Fire Tax. He asked if they would like to keep it at the 0.539 millage rate or lower it. Supervisor Mohr asked about the difference in reimbursement rate is different.

Secretary/Treasurer O'Donald reminded everyone that the year-to-date numbers were from August and there have been other disbursements since. Supervisor Zgura asked if they could have final numbers at the end of the year. Those will be provided. They were all in favor of leaving the millage rate the same since this is just the beginning of the program.

Supervisor Ashbrook stated that surplus should be used to keep money in the savings. She would like to keep chipping away at the budget each year.

Public Input:

Phil Casey –He felt the cola adjustment, but he hopes each group doesn't get that automatically each year. He feels payroll is an expense that never conforms to COLA.

Jim Krippe asked about the assistant zoning officer salary increase. Manager Carter explained that there was a mid-year conversation over increase in workload. Phil Casey asked about hourly workload. Manager Carter explained that as he has learned more, he has been able to take over more responsibilities and that is what the increase was for.

EXECUTIVE SESSION: - Not needed

ADJOURNMENT: Meeting adjourned at 6:55 pm.

Chairman Daniel Mohr

11/20/2025
Date

Secretary/Treasurer Jessi O'Donald