

Upper Milford Township  
Board of Supervisors  
Township Building, Old Zionsville, PA 18068  
November 20<sup>th</sup>, 2025, 7pm  
REGULAR MEETING MINUTES

---

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

Meeting called to order at 7:04 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 Township Board of Supervisors held an executive session beginning at 6:30 pm prior to the start of this meeting to discuss a legal matter.

**PUBLIC INPUT:**

**Phil Casey – Main Rd East-** His thoughts are that he owns property in multiple communities, and the library asks each one for financial support, he feels there is a glutony of spending as they also mail out requests to sponsor the library. He is concerned that they only attend meetings when they need something and he has been attending meetings for 40+ years.

**ACCEPTANCE OF MINUTES:**

Approval of November 6<sup>th</sup>, 2025, Budget Workshop and Regular Meeting minutes.

**MOTION:** Supervisor Zgura made a motion to approve November 6<sup>th</sup>, 2025, Regular Meeting minutes as presented. 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. **1461 to 1487** in the amount of **\$58,319.63**

**FIRE SERVICE FUND:**

PLGIT XXXX7167 - Check No. **1001** in the amount of **\$ 14,781.80**

**ACKNOWLEDGEMENT OF BANK TRANSFERS:**

Transfer No's. 2025-073 to 2025-077

**MOTION:** Supervisor Ashbrook made a motion to approve the payment of 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.) Western District Fire Company Building Discussion**

Chief Kline presented the building plan at the last meeting, and they are here to answer any further questions. They have updated the quote for phase one which today's estimate is \$1,450,000.00. Supervisor Zgura had Chief Kline confirm that phase one can be a stand-alone phase if other money isn't secured for the remaining phases. He also made sure the estimate included prevailing wage. Chief Kline confirmed both things to be true. Also, the Fire Company would not be seeking further funding from the Township Reserve funds, only possible permission to apply for grants for the other two phases of the reconstruction at later dates. Chief Kline felt they would seek a state 2% loan and that the Cell Tower rental and their fund drive would cover the payment. Supervisor Zgura stated the Fire Company needed to take phases 2 and 3 to the Emergency Services Committee for discussion. Colt Hershinger asked what would happen if the future bids were to come in much higher than the current proposal. Supervisor Zgura stated that in his opinion he would not support proceeding with the building of phase one if that happened but that he was only one voice. The supervisors were in favor of applying for the grant.

### **2.) Resolution 2025-041 LSA State Grant for Western District Fire Building**

This is the required Resolution that goes with the LSA grant application.

**MOTION:** Supervisor Zgura made a motion to approve Resolution 2025-041 for the Western District Fire Company's building project as they have presented it. Supervisor Ashbrook seconded the motion. Hearing no further questions or comments all were in favor, motion carried.

### **3.) Discussion – Upper Milford Traffic Safety Advisory Committee**

#### **Upper Milford Traffic Safety Advisory Committee**

##### **Mission Statement and Goals**

- The mission of the Traffic Safety Advisory Committee is to evaluate the roadways in Upper Milford Township and in coordination with neighboring Municipalities and Penn DOT, make recommendations to the Board of Supervisors for improving traffic safety and efficiency.
- Our goals are to improve public safety, reduce travel delays, lower roadway maintenance costs, and improve resident's quality of life.
- Using data and local knowledge, we will identify hazards to, and by, vehicular traffic of all types; prioritize action on those hazards based on the level of risk to the public; and make realistic, actionable recommendations for improvements.

Manager Carter and Ben Kohler explained that they discussed a committee on traffic safety that would at some point give recommendation to the Board of Supervisors. This committee would look at traffic safety throughout the Township and other traffic safety concerns than just large trucks. Supervisor Ashbrook was concerned that this would just be a committee to have a committee. Ben Kohler confirmed that he doesn't want to waste anyone's time and would very much be willing to serve on this committee to make recommendations to the Board to help alleviate some of the concerns in the Township with Truck traffic and certain intersections.

Colt Hershinger stated that he felt this was just a hidden agenda to limit trucks on all township roads. Ben Kohler explained that there is no hidden agenda, trucks like Colts during work locally would be allowed to drive on the local roads.

Supervisor Zgura said that he would be willing to serve on the committee. Supervisor Mohr was in favor of the committee as he has concerns with the intersection at Vera Cruz Rd and Main Rd.

**MOTION:** Supervisor Zgura made a motion to have the Solicitor work with Staff to draft an ordinance or Resolution to present to the Board for review to form the committee. Supervisor Ashbrook seconded the motion. Hearing no further questions or comments, all were in favor, motion carried.

4.) Resolution 2025-040 6880 Tollgate Rd Revised Preservation  
a. Letter from Brian miller

The Lehigh County Agricultural Preservation Dept. contacted me about a change to the Preservation Easement Agreement for 6880 Tollgate Road, Zionsville. The County has adjusted the total easement area due to an encroachment on the property; therefore, the previous Township Resolution number 2025-024 will need to be modified to show a slightly lower acreage amount of 16.22 and a slightly lower easement value of \$28,709.40. This is being completed in the attached Resolution 2025-40.

**MOTION:** Supervisor Zgura made a motion to approve Resolution No. 2025-040 preservation update for 6880 Tollgate Rd for the amount of \$\$28,709.40. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

5.) PennDOT request to Temporarily Close Mill Rd at rt 29 for Safety Improvements  
a. Memo from Manager Carter

PennDOT is requesting a short-term closer of Mill Road, the proposed closer would be during the Route 29 Safety Improvements next year. During construction PennDOT would like to close both sides of Mill Road at 29 for about 3-days each. They would only be closing one side of Mill Road at a time, completing the necessary improvements and then opening that side.

Supervisor Zgura had concerns with the closure for emergency Services to access the houses near the intersection on the western side of Mill Rd. Manager Carter said he will reach out to EMS with dates as to when it will be closed and will ask PennDOT to do the same. PennDOT hasn't even released the bid yet so there is no definite timing other than in 2026. He will let everyone know when he hears more details.

**MOTION:** Supervisor Zgura made motion to approve the Mill Rd and Rt 29 intersection closures as requested by PennDOT in 2026 for the safety improvement plan with requirements to notify EMS of the date of closures. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

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

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

**PLANNING COMMISSION – NEW BUSINESS:**

1.) DeLorenzo Minor Subdivision and SALDO Waivers  
a. Letters from Planning Coordinator Brian Miller

The Planning Commission reviewed the Subdivision Plan for the DeLorenzo Minor Subdivision on German Rd., Emmaus. The subdivision creates a new 2-acre lot from the existing 22.86-acre parcel. The Planning Commission recommended approval of the waivers as listed on the attached letter from Alan Fornwalt at Keystone Consulting Engineers, Inc dated

9/29/25 and revised 11/18/25 as discussed during the Planning Commission meeting. If you agree, a motion to approve the SALDO waivers as noted in this letter is in order.

1. SALDO 703.D Natural features to be shown on entire site (Lots 1 and 2).

Waiver Requested: A partial waiver to show all natural features on the site for Lot 2 only. No improvements are proposed for the remainder of the parent tract (Lot 2)

2. SALDO 703.E All man-made features shall be shown on entire site (Lots 1 and 2).

Waiver Requested: A partial waiver to show all natural features on the site for Lot 2 only. No improvements are proposed for the remainder of the parent tract (Lot 2)

3. SALDO 1004.C.2 & 1004.F.1-2 & 1004.L Street requirements for right-of-way, cartway and shoulders. Waiver Requested: Right-of-way is offered for dedication if Township desires to accept. However, waivers are requested to widen the cartway to 11' wide half-width with 4' wide shoulder. Widening the roadway along the frontage would not match existing roadway width nearby.

4. Section 307.H – Freeboard requirements. Waiver Requested: A waiver is requested for providing 1' of freeboard above the maximum pool elevation associated with the 2- through 25-year runoff events because the spillway can pass the 100-year storm peak inflow with a 0.71' freeboard measured to the top of the basin.

**MOTION:** Supervisor Zgura made a motion to grant the waivers as requested in Planning Coordinator Brian Miller's letter dated November 18<sup>th</sup>, 2025. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

The Planning Commission reviewed the Subdivision Plan for the DeLorenzo Minor Subdivision on German Rd., Emmaus. The subdivision creates a new 2-acre lot from the existing 22.86-acre parcel. The Planning Commission recommended approval of the Subdivision under the following conditions:

1. Board of Supervisors approval of the Saldo waivers requested.
2. Address all items in the attached review letter from the Township Engineer dated 9/22/25.
3. Payment of any outstanding fees.

Currently the Applicants Engineer has submitted a revised plan addressing the 9/22/25 review letter and we are awaiting a review from the Township Engineer. If you agree with the Planning Commission's recommendation a motion to approve the DeLorenzo Minor Subdivision conditional on addressing all items in this letter is in order.

MOTION: Supervisor Ashbrook made a motion to approve the minor subdivision contingent upon the items in Planning Coordinator Brian Miller's letter dated November 18<sup>th</sup>, 2025

## 2.) 4885 Raymond Court – Revised Land Development Plan

### a. Letter from Planning Coordinator Brian Miller

The Planning Commission reviewed the revised Land Development Plan for Walter Yext, 4885 Raymond Ct. Emmaus. The Recorded Plan has been revised to address minor changes in the stormwater retention system as part of the NPDES permitting process, therefore the plan will need to be re-recorded. The Planning Commission recommended approval of the revised Plan. If you agree, a motion to approve the Revised 4885 Raymond Court Land Development Plan is in order.

MOTION: Supervisor

## **SUBDIVISIONS – IMPROVEMENTS:**

## **CORRESPONDENCE:**

- 1.) Request for Special Fire Police for the UCC Christmas Eve service on Dec. 24<sup>th</sup> from 2:30 to 4:30 and again from 6:15 until 7:00pm

a. Letter from Cheryl Martucci, Consistory President

Old Zionsville United Church of Christ requests the presence of the Fire Police, for safety reasons, on Christmas Eve, December 24, 2025, from 2:30 to 4:30 p.m. for our afternoon Christmas Eve Service which begins at 3 :00 p.m. and from 6: 15 to 8:30 p.m. for our annual evening Christmas Eve Candlelight Service which begins at 7:00 p.m.

We have been directed to request permission from Vera Cruz Fire Company to provide service.

**MOTION:** Supervisor Zgura made a motion to allow Special Fire Police for the Christmas Eve Services on December 24<sup>th</sup> from 2:30 to 4:30 p.m. and again from 6:30 pm to 7:15 pm If willing and available. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

2.) Request from the Society of the Arts for Traffic Control Help May 1<sup>st</sup> through May 17<sup>th</sup> 2026

a. Letter from Jill Stevens & Diane MacConnell for SOTA

This letter is to request your assistance in securing some sort of traffic control by the Upper Milford Fire Police for an upcoming event that you have already been made aware of by the Society of the Arts (SOTA) President, Peggy Herman. The SOTA Show House will take place at 5445 Chestnut Street at the home of Dan Kainz and Ellen Larmer, from May 2- May 17- .

There will be a Preview Party with a Tour of the Show House beginning at 5:30 pm on May 1st, immediately followed by a party at Gather Event Center, which is located directly across the street. People will be crossing Chestnut Street during that time period.

SOTA is a non-profit 501 (c)(3) entity whose purpose for more than 60 years of existence has been to "cooperate with and further the policies and service programs of the Allentown Art Museum and to contribute to the educational and social life of the Lehigh Valley". The SOTA Show House has been a tradition in the Lehigh Valley for more than 53 years and has raised hundreds of thousands of dollars to support the Allentown Art Museum.

Dan and Ellen will move out of their home and SOTA will take ownership of it for three months beginning in March 2026. Approximately twenty Interior Designers and Landscapers will transform the property into a stunning design space that guests can enjoy. There will be a re-sale boutique on the premises, a small cafe and some special presentations that will be held on the property during this time period. Visitors will enter the property via the Dent and Detail Shop at 5421 Chestnut Street, will park on the Show House property and will egress via the driveway at 5445 Chestnut St.

We are excited to partner with local businesses in the area, which will not only enhance the event but also benefit the community economically and socially. The increased foot traffic and visibility will provide a boost to local businesses and contribute to the overall vibrancy of the community.

We are in need of some sort of traffic control during the Preview Party and during the two weeks that the Show House will take place.

Please feel free to contact either of us at any time with questions and to discuss how you may be able to assist.

There was discussion of concerns over traffic and safety due to traffic volume and speed in front of the house. The Society was directed to speak to the Fire Department and to PennDOT about the event and to see if the Fire Company would be able to provide any assistance and if PennDOT would require any permitting for the car traffic out of the driveway.

The Society representatives thanked the Board for their direction and will reach out to the Fire Company and PennDOT.

**OTHER ISSUES:** - None

**REPORTS:**

Emergency Services Committee Report: No Report

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: Report on website

Fire Companies: No Report

Emmaus Library: No Report

Recreation Commission: No Report

Township Manager:

Bud Carter – No Report

Supervisors:

Angela Ashbrook – No Report

John D. Zgura – Happy Thanksgiving to all.

Daniel J. Mohr – Happy Thanksgiving to all

**EXECUTIVE SESSION:** - Not needed

**ADJOURNMENT:** Meeting was adjourned at 8:04 pm.

---

\_\_\_\_\_  
Chairman Daniel J. Mohr

December 4<sup>th</sup>, 2025  
Date

\_\_\_\_\_  
Secretary/Treasurer Jessi O'Donald