

**RESOLUTION NO. 2025-032**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF UPPER MILFORD TOWNSHIP, LEHIGH COUNTY, PENNSYLVANIA RESCINDING RESOLUTION 2010-031 AND ADOPTING A REVISED COMPLAINT AND ENFORCEMENT POLICY**

WHEREAS, Upper Milford Township ("Township") is a Second Class Township located in Lehigh County, Pennsylvania; and

WHEREAS, the Township previously adopted Resolution 2010-031 known as the Upper Milford Township Code Enforcement Policy; and

WHEREAS, upon further review, the Board of Supervisors of the Township are desirous of establishing clearer direction regarding the investigation of complaints being lodged against the owner(s) of property within the Township.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Upper Milford Township as follows:

1. The aforementioned recitals are incorporated herein as fully as though the same were set forth at length.
2. This policy shall be known as the Upper Milford Township Complaint and Enforcement Policy.
3. Resolution 2010-031, known as the Upper Milford Township Code Enforcement Policy is hereby rescinded.
4. All complaints of alleged violations of Upper Milford Township ("Township") Ordinances and/or Codes must be submitted in writing on a Complaint Form to the Township. The Township reserves the right to refrain from investigating or responding to any complaint submitted anonymously, including but not limited to those lacking a verifiable name, address or contact information, or containing fictitious, erroneous, or

misleading identifiers. A copy of the Complaint Form is maintained at the Township Municipal Building and on its website.

5. Notwithstanding the above, Township officials may respond to oral complaints only, if in the opinion of the appropriate Township official, that the complaint involves a matter affecting the immediate health, safety and/or welfare of the residents of the Township; affects the traveling public; or impacts Township property. In the event that the appropriate Township official, in his or her sole discretion, responds to the oral complaint, he or she shall document: (a) the date and time of the complaint; (b) the identity and address of the complainant; (c) the nature of the complaint; and (d) the reason(s) why the Township official responded to the complaint. A copy of that documentation shall be forwarded to the Township Manager for distribution to the Township Board of Supervisors.

6. Nothing herein shall preclude the appropriate Township official who observes an alleged violation of Township Ordinances and/or Codes, without receiving a Complaint, from responding. In the event the appropriate Township official does so respond, he or she shall document: (a) the date and time of the response; (b) the name and address to which he or she is responding; (c) the reason(s) why the Township official responded; and (d) the results of the response. A copy of that documentation shall be forwarded to the Township Manager for distribution to the Township Board of Supervisors.

7. With the goal of compliance, the following procedures shall be taken by the appropriate Township official:

(a) If the violation is not deemed serious, an oral warning is given, if possible, followed by written documentation to the property owner confirming the oral warning.

(b) If the violation is deemed to be serious, then a written formal inspection report shall be sent to the property owner. That report shall document the nature of the violation, the steps that need to be taken to come into compliance, and the timeline in which the violation needs to be cured.

(c) If the violation is not timely cured, then a Civil Enforcement Notice shall be sent to the property owner.

(d) Nothing in these procedures shall preclude the Township from instituting legal proceedings to abate a violation if there is an immediate threat to the health, safety and/or welfare of the residents of the Township; affects the traveling public; or impacts Township property. Furthermore, nothing in these procedures shall preclude the Township from proceeding directly to a Civil Enforcement Notice if there is an immediate threat to the health, safety and/or welfare of the residents of the Township; affects the traveling public; or impacts Township property.

8. Any person wishing to submit a complaint shall execute a Complaint Form, a copy of which is on file at the Township office and on its website.


ADOPTED this 17<sup>th</sup> day of July, 2025.

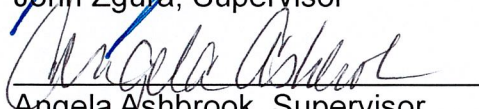
ATTEST:

  
Secretary

BOARD OF SUPERVISORS OF  
UPPER MILFORD TOWNSHIP

  
Daniel Mohr, Chairperson

  
John Zgura, Supervisor

  
Angela Ashbrook, Supervisor





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|----|--|------------------------------|
| 1. | Name of Complainant  | Address of Complainant       |
|    | Telephone Number of Complainant  | Email Address of Complainant |
| 2. | Type of Complaint: <b>Animal Control</b> <b>Public Works/Roads Zoning</b><br><b>Refuse</b> <b>Environmental</b> <b>Stormwater</b> <b>Other</b> <b>Property</b> |                              |
| 3. | Violator/Owner's Name  | Violator/Owner's Address     |
|    | Most Recent Date of Violation  |                              |
| 4. | Complaint Description  |                              |
|    |  |                              |
|    |  |                              |
|    |  |                              |
| 5. | Please attach any photographs and/or videos of the violation.  |                              |
| 6. | By signing below, you acknowledge that you are the complainant submitting this form.   |                              |
|    | Signature of Complainant   | Date of Complaint            |