

UNAPPROVED MINUTES

UPPER MILFORD TOWNSHIP
BOARD OF SUPERVISORS
OLD ZIONSVILLE, PA 7:00 P.M.
REORGANIZATION MEETING MINUTES
JANUARY 5th 2026

ATTENDANCE: Supervisors, John Zgura, Daniel Mohr, and Angela Ashbrook, Manager Bud Carter, Planning Coordinator Brian Miller, Solicitor Eric Strauss and Office Assistant Kyle Walbert

Meeting to order at 7:00 pm.

Pledge of allegiance to the flag.

ANNOUNCEMENTS: This meeting is being broadcast via ZOOM and recorded to aid in the preparation of minutes and for such other purposes as the Board sees fit.

This meeting was advertised in The East Penn Press on December 17th, 2025.

The purpose of this meeting is to elect a temporary chairperson and proceed with the normal procedures required of a reorganization meeting.

NOMINATION AND ELECTION OF TEMPORARY CHAIRPERSON: (Board Action Required)

1. Nomination of Temporary Chairperson of the Board of Supervisors for 2026:

MOTION: Supervisor Zgura made a motion to nominate Supervisor Mohr as Temporary Chairperson. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carries.

TEMPORARY CHAIRPERSON'S AGENDA:

1. Nomination of Chairperson of the Board of Supervisors for 2026:

MOTION: Supervisor Zgura made a motion to nominate Supervisor Ashbrook as Chairperson. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carries.

2. Nomination of Vice-Chairperson of the Board of Supervisors for 2026:

MOTION: Supervisor Mohr nominated Supervisor Zgura as Vice-Chair. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carries.

(2026 CHAIRPERSON IS SEATED)

RE-ORGANIZATIONAL MEETING ACTIONS:

DESIGNATION OF BOARD OF SUPERVISORS REPRESENTATIVE: To attend Lehigh County Authority Business meetings and serve as alternate to Township Manager on voting matters. (2025 Designee was Supervisor Ashbrook)

MOTION: Supervisor Zgura made a motion to nominate Supervisor Ashbrook as the Alternate voting representative for LCA for 2026. Supervisor Mohr seconded the motion. Hearing no questions or comments, All were in favor, motion carried.

DESIGNATION OF BOARD OF SUPERVISORS REPRESENTATIVE: To the Agricultural Security Board. (2025 Designee was Supervisor Ashbrook)

MOTION: Supervisor Ashbrook made a motion to nominate Supervisor Mohr as the Agricultural Security Council for 2026. Supervisor Zgura seconded the motion. Hearing no questions or comments, All were in favor, motion carried.

BOARDS, COMMITTEES, REPRESENTATIVES:

The Board of Supervisors state that as each term expires for members of all bodies, the Board of Supervisors at that time will act as necessary for the reappointment or new appointment of members as required.

1. Zoning Hearing Board
 - a. Appoint Thomas Roland (Member) to the Zoning Hearing Board term to expire January 6th, 2031
 - b. Appoint Jason Pantella (alternate) to the Zoning Hearing Board term to expire January 8th, 2029
2. Vacancy Board
 - a. Reappoint Mr. John Hayes to the vacancy board for the prescribed annual term.
3. Emergency Services Committee
 - a. Reappoint Colt Hershinger to the Emergency Services Committee, term expires on January 8th, 2029.
4. Planning Commission
 - a. Reappoint Luke Lichtenwalner (Member) to the Planning Commission, term to expire January 7TH, 2030
 - b. Reappoint Philip Hartranft (Member) to the Planning Commission, term to expire January 7th, 2030
 - c. Appoint Ellen Larmer to (Member) to the Planning Commission, term to expire January 7th, 2030.
 - d. Appoint Angelika Fordran (to fill Ellen Lamar's vacant alternate position) to the Planning Commission, term to expire January 8, 2029
- 5.. Open Space Committee
 - a. Reappoint Philip Hartranft, and Lee Marks to the Open Space Committee with terms to expire January 8th, 2029.
6. Recreation Commission
 - a. Reappoint Lauren Haponski and Andrew Dudle to the Recreation Committee, term to expire, January 7th, 2031

Brian Miller, Planning Coordinator summarized his letter to the Board regarding the appointment of Ellen Larmer and Angelika Fordran and how they are switching roles from member to alternate and vice versa.

Supervisor Ashbrook stated as noted.

MOTION: Supervisor Mohr made a motion to appoint and re-appoint those as listed above for the appropriate terms. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

CORRESPONDENCE: None

EXECUTIVE SESSION: Not Needed.

RESOLUTIONS:

1. Re-appointment and setting of wages of Township Officials for 2026 (Resolution No. 2026-001).
2. Re-appointment of Township Solicitor (Resolution No. 2026-002).
3. Hourly Employee Wage Schedule (Resolution No. 2026-003).
4. Re-appointment of Zoning Hearing Board Solicitor, Alternate Zoning Hearing Board Solicitor and Court Reporter (Resolution No. 2026-004).
5. Re-appointments, Appointments and Acknowledgements to Boards, Committees and Representatives (Resolution No. 2026-005).
6. Re-appointment of Township Engineer (Resolution No. 2026-006).
7. Re-appointment of Address Assignment Consultant (Resolution No. 2026-007).
8. Re-appointment of Township Accounting Service Consultant (Resolution No. 2026-008).
9. Re-Appointing a third party electrical and construction code agency (Resolution No. 2026-009).
10. Setting Bonding for Treasurer, Township Manager and Assistant Manager (Resolution No. 2026-010).
11. PLGIT Authorized Signers (Resolution No. 2026-011).
12. Setting the Fee Schedules – Administrative and Zoning (Resolution No. 2026-012).
13. Setting Fee Schedule – Building Permits (Resolution No. 2026-013).
14. Setting subdivision and land development application and escrow fees (Resolution No. 2026-014).
15. New Tripoli Bank Authorized Signers (Resolution No. 2026-015).
16. Destruction of Township Records Authorization (Resolution No. 2026-016)
17. Re-appointment of Alternate SEO (Resolution No. 2026-017)

18. Appointment of Alternate Zoning Officer (Resolution No. 2026-018)

MOTION TO APPROVE RESOLUTIONS: Supervisor Mohr made a motion to approve the resolutions as read. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carries.

SETTING BOARD OF SUPERVISORS – MEETING SCHEDULE 2026:

The Board of Supervisors hereby establishes the first and the third Thursday of each month from February through December as the stated meetings, the Workshop meetings will be scheduled and advertised as needed. Regular meetings will begin at 7:00 pm, except as such times may conflict with holidays or other business, in which case a suitable alternate date will be fixed, and proper notice will be given. The next scheduled Board of Supervisors Meeting is on Thursday, January 15th, 2026, at 7:00 pm. A special meeting may be held when the business load is excessive for a particular meeting as determined by the Board of Supervisors.

MOTION TO APPROVE MEETING SCHEDULE: Supervisor Mohr made a motion to approve the meeting schedule for 2026. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

PSATS CONVENTION

The Board of Supervisors must approve, if so desired, the attendance of all Supervisors, Township Secretary, Township Treasurer; Township Manager, Assistant Manager, Employee Personnel and Township Solicitor to the PSATS Convention, under the same procedure, with expenses reimbursed as specified by the Pennsylvania State Association of Township Supervisors and Act of the Legislature.

Motion to approve attendance to the PSATS Convention and designate a voting delegate: Supervisor Zgura made a motion that Township Supervisors, Staff and Solicitor are approved to attend the annual PSATS Convention held April 19-22, 2026, and Daniel Mohr as the official voting delegate to the PSATS Convention. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

APPROVAL AND ACCEPTANCE OF REORGANIZATION MEETING ACTIONS:

Motion for the approval and acceptance of the Reorganization Meeting: Supervisor Ashbrook made a motion that all the foregoing has been accepted and approved as presented and all open bills for 2025 are approved for payment. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

REGULAR MEETING BUSINESS:

ANNOUNCEMENT: The Elected Auditor's Meeting will be held on Tuesday, January 6th, 2026, at 4:00 p.m.

PUBLIC INPUT: None

ACCEPTANCE OF MINUTES: Acceptance of the December 18th, 2025; Regular meeting minutes.

MOTION: Supervisor Zgura made a motion to accept the minutes for December 18th, 2025, as presented. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

APPROVAL OF PAYMENT OF 2025 BILLS:

GENERAL FUND:

PLGIT XXXX7209 – Check No's **1554 to 1584** in the amount of **\$16,154.16**

FIRE HYDRANT FUND:

PLIGT XXXX7154 – Check No. **1023** in the amount of **\$3191.65**.

ACKNOWLEDGEMENT OF BANK TRANSFER:

Transfer No's. **2025-096** to **2025-099**

MOTION: Supervisor Mohr made a motion to pay the 2025 bills as read and acknowledge the bank transfers. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

OLD BUSINESS: None

NEW BUSINESS:

1.) Fields at Indian Creek Phase 1B&2 discussion

MOTION: Supervisor Zgura made a motion to have the solicitor and staff take all the necessary steps to invade the security for these phases. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

2.) Authorized Advertising for Township Secretary/Treasurer

Edward Carter, Township Manager, read a memo requesting to advertise and conduct first round of interviews to hire a Township Secretary/Treasurer, with second round of interviews being with the Board of Supervisors and Manager Carter.

MOTION: Supervisor Zgura made a motion to advertise to hire a Township Secretary/Treasurer. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

3.) Financial Related Services agreement for bookkeeping services

Edward Carter, Township Manager, explained he is requesting use a temporary bookkeeping service until the new Treasurer is hired. He reached out a couple of different companies and ultimately chose this one.

There was short discussion on how long and often they would be coming in the office during this time.

MOTION: Supervisor Zgura made a motion to advertise to hire a Township Secretary/Treasurer. Supervisor Ashbrook seconded the motion. **Public Comment**, Phil Casey asked if were economical to just use this firm instead of hiring a new person to take this over; Manager Carter explained that it would only be the portion of paying the bills, not including everything else that position will entail, **Vote:** all were in favor, motion carried.

- 4.) Open Committee positions discussion
 - a. Joint EAC members – 2 positions
 - b. Auditor Position – 2 year term
 - c. Emergency Management Coordinator

Manager Carter explained the vacant volunteer and elected positions here at the Township and just wanted the Board to be aware of them for the start of the year. No other discussion required.

- 5.) Resolution 2026-019 appointing Liaison between Berkheimer & Upper Milford

MOTION: Supervisor Zgura made a motion to approve Resolution 2026-019 as read. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 6.) Appoint Open Records Officers – Appoint Kyle Walbert as the Open Records Officer

MOTION: Supervisor Zgura made a motion to appoint Kyle Walbert as the Open Records Office for Upper Milford Township. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 7.) Approval of Letter of engagement for 2025 financial year Audit by CR&Y CPA

MOTION: Supervisor Mohr made a motion to approve Letter of engagement for 2025 financial year Audit by CR&Y CPA as presented. Supervisor Zgura seconded the motion. **Public Comment**; Phil Vanim asked if that item were sent out for RFP or bid. Manager Carter explained it was not and the Township has been using this first for the past few years. Mr. Vanim stated he suggests that it go out for bid or RFP to ensure the proper value for the money. **Vote:** all were in favor, motion carried.

SOLICITOR'S REPORT:

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION NEW BUSINESS: - None

SUBDIVISIONS – IMPROVMENTS: None

CORRESPONDENCE: None

OTHER ISSUES: None

REPORTS:

Emmaus Library: No Report

Fire Companies: No Report

Recreation Commission: None

Township Manager:

Bud Carter – No Report

Supervisors:

Angela Ashbrook – No Report

John Zgura – Announced he would like to put an item on the next agenda for further discussion regarding hosting a parade in the Township and event at Lenape Park for the celebration of America's 250th Birthday. More details to be worked out and discussion to come.

Daniel Mohr – No Report

EXECUTIVE SESSION: Not Needed

ADJOURNMENT: Meeting adjourned at 7:30 pm.

Chairperson, Angela C. Ashbrook

01/15/2026

Date

Secretary, Edward Carter