

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

Call meeting to order.

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)

TEMPORARY CHAIRPERSON'S AGENDA:

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

(2026 CHAIRMAN 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)

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

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

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).

Upper Milford Township
Reorganization Meeting – Agenda
January 5th, 2026
Page 3 of 4

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:

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:

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:

Township Supervisors, Staff and Solicitor are approved to attend the annual PSATS Convention held April 19-22, 2026, and _____ is designated as the official voting delegate to the PSATS Convention.

APPROVAL AND ACCEPTANCE OF REORGANIZATION MEETING ACTIONS:

Motion for the approval and acceptance of the Reorganization Meeting: all the foregoing has been accepted and approved as presented. All open bills for 2025 are approved for payment.

REGULAR MEETING BUSINESS:

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

PUBLIC INPUT:

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

Upper Milford Township
Reorganization Meeting – Agenda
January 5th, 2026
Page 4 of 4

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**

OLD BUSINESS: None

NEW BUSINESS:

- 1.) Fields at Indian Creek Phase 1B&2 discussion
- 2.) Authorized Advertising for Township Secretary/Treasurer
- 3.) Financial Related Services agreement for bookkeeping services
- 4.) Open Committee positions discussion
 - a. Joint EAC members – 2 positions
 - b. Auditor Position – 2 year term
 - c. Emergency Management Coordinator
- 5.) Resolution 2026-019 appointing Liaison between Berkheimer & Upper Milford
- 6.) Appoint Open Records Officers – Appoint Kyle Walbert as the Open Records Officer
- 7.) Approval of Letter of engagement for 2025 financial year Audit by CR&Y CPA

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:

Upper Milford Township
Reorganization Meeting – Agenda
January 5th, 2026
Page 5 of 4
Emmaus Library:

Fire Companies:

Recreation Commission: None

Township Manager:

Bud Carter -

Supervisors:

John Zgura –
Daniel Mohr –
Angela Ashbrook –

EXECUTIVE SESSION: if Needed

ADJOURNMENT:

AGENDA PART II:

UNFINISHED BUSINESS (NO ACTION ANTICIPATED):

OLD BUSINESS:

1. Morrissey Property Concerns
2. Open Space Update
3. Krause Property Concerns

END AGENDA PART II:

UNAPPROVED MINUTES

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
December 18th, 2025, 7pm
REGULAR MEETING MINUTES

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

Meeting called to order at 7:00 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.

Upper Milford Board of Supervisors held an executive session beginning at 6:45 pm prior to the start of this meeting to discuss a personnel matter.

PUBLIC INPUT:

Colt Hershinger – Mr. Hershinger expressed his displeasure with the Board not asking for public input after each motion the Board makes. He said if this continues that he will take action against the Township.

David Skinner -HOA FIC – Mr. Skinner stated that Kay Builders has been working on the concrete in the cold temps and that the HOA is concerned that it will not cure correctly. The HOA has been asked to not use ice melt on the new concrete, and they are concerned of the safety hazard with their older community.

Supervisor Mohr asked Manager Carter about Kay Builders working on the concrete in the cold. Manager Carter stated that Kay Builders has been made aware they are working at their own risk and will have to re-do anything that would fail again.

ACCEPTANCE OF MINUTES:

Approval of December 4th, 2025, regular meeting minutes.

MOTION: Supervisor Zgura made a motion to accept December 4th, 2025, minutes as accepted. Supervisor Ashbrook seconded the motion. Hearing no additions or correction, all were in favor, motion carried.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7209 - Check No's. 1512 to 1553 except Check No. 1525 in the amount of **\$313,291.20**

FIRE HYDRANT FUND:

PLGIT XXXX7154 - Check No. 1022 in the amount of **\$3,146.61**

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfer No's. 2025-078 to 2025-095

MOTION: Supervisor Ashbrook made a motion to pay the 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:

1.) Jasper Ridge HOA Revised Parking Plan

Scott Strahler, John Duvoe and Vivian Hadian from Norris McLaughlin were present. They presented the results of the community vote that took place as the Board of Supervisors requested at a prior meeting. They have received a 2/3 affirmative vote from the HOA which is higher than the HOA by-laws need for a change of By -law. The HOA has also changed their by-laws legally for the Plan revision as the Board of Supervisors has requested. The HOA questioned the surrounding areas streets that are narrower and have parking on both sides and snow removal still occurs. Supervisor Zgura is concerned about maintenance and snow removal liability with extra parking as the development had been planned with limited street parking. He feels there should be a 6-month trial run where the signs are covered to see how many complaints to the Township there are. Supervisor Mohr stated the road met the SALDO requirements for parking, the community voted on acceptance of this change and his concern would be for the residents that will now have parking in front of their houses. Colt Hershinger asked how the parking was picked, Scott Strahler answered that the determination was made by the engineers and the concern for fire truck movement around the curve, along with Fire Hydrant placement. Phil Casey was concerned about neighbor issues with parking on one side, also the encroachment on driveways. Joelle Strahler stated that they have already discussed this as a community and they are the ones that live there, and the majority believes this is the best course of action. Mark Hendrix was against the extra parking spaces. He knew buying the home that the parking lot was the extra parking for the development. Hillary Yosopovici suggested yellow paint to mark no parking areas. After much discussion it was thought that white parking space lines might be less costly and provide a better demarcation of the spaces. There was more back and forth between the Board and residents.

MOTION: Supervisor Mohr made a motion to approve the proposal for the change in the parking plan for Fields at Jasper Ridge (a/k/a The Kohler Tract) contingent upon a revised plan being submitted to the Township executed by both the Developer and the HOA, that the revised plan being recorded, that all signage and line painting, including the placement thereof, being approved by the Township, and that the cost of all signage and painting being borne by entities other than the Township.

Supervisor Ashbrook seconded the motion. Hearing no further questions or comments, Scott Strahler asked the Board to consider the people who need to walk a distance from the parking lot and the HOA is asking for this plan change for safety in inclement weather and at night when the walking path is dark, he stated that if the parking lot were in a central location they wouldn't have needed to ask for this change, Supervisors Mohr and Ashbrook were in favor and Supervisor Zgura was against, motion carried.

NEW BUSINESS:

- 1.) Barker & Barker Agreement for Lenape Park Completion and approval of **Check No. 1525** from General Fund PLGIT 7209 in the amount of **\$432,489.50**

There was a question about the amount of bills and why this check was separated on the agenda. Solicitor Fisher explained that it was due to the agreement needing to be approved along with the check for payment.

MOTION: Supervisor Ashbrook made a motion to approve the completion agreement for Barker & Barker for the Lenape Park upgrades along with check no.1525 in the amount of \$432,489.50 for payment of completed contract. Supervisor Mohr seconded the motion. Hearing no further questions or comments, Ashbrook and Mohr were in favor, Zgura abstained, motion carried.

- 2.) ~~Emmaus Public Library Agreement for 2026~~

- 3.) Salem Bible Church Culvert Construction Extension Request

I am writing to ask that the Authority consider a contract extension. Due to delays in the procurement of the Culvert structure and current temperatures, sufficient time to complete the project with the current completion date is unachievable. Per the contract, the final completion date is October 31st 2025, however, due to the delays above, we are requesting a contract extension to May 1st 2026.

The delay in construction was discussed in the preconstruction meeting. The Precast culvert had taken longer to have constructed than anticipated. At this point the culvert is in place, the area is to grade with stone, and the final pave should be complete when weather permits. They are requesting an extension until May 1st, 2026, for end of project items like seeding.

MOTION: Supervisor Ashbrook made a motion to grant the extension for the Salem Bible Church Culvert project until May 1st, 2026, as requested. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 4.) Request for Approval of Truck Restriction Signs – Discussion

There was discussion of legality of the signage, length of trucks, and turn around logistics. Colt Hershinger stated the signs are confusing and ugly.

MOTION: Supervisor Zgura made a motion to have staff notify Lower Milford Township that their request is denied. Supervisor Ashbrook seconded the motion. Hearing no further questions or comments, all were in favor, motion carried.

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS:

- 1.) Time extension for 3001 2nd St Emmaus – (Goldstein) Kayaitz
 - a. Letter from Planning Coordinator Brian Miller

The property has been sold, and the new owners are working with the project Engineer to update the site plan for a new single-family home and to determine if the proposed subdivision of the property will still be feasible. The current time frame is due to expire on 12/31/25. If you agree, the Solicitor

and I will complete the process with the applicants. If you have any questions or comments, please do not hesitate to contact me.

MOTION: Supervisor Zgura made a motion to approve Time extension until June 30th, 2026. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

SUBDIVISIONS – IMPROVEMENTS:

- 1.) Credit Release No. 8 – Fields at Twin Run in the amount of \$310,685.76
 - a. Letter from Township Engineer Jeffery Ott

In accordance with the request for release of secured funds dated December 5, 2025 (some items were adjusted per completed field conditions), we the undersigned hereby certify that the improvements required in connection with The Fields at Twin Run, have been completed to the extent that the Irrevocable Letter of Credit can be reduced by the amount of Three Hundred Ten Thousand, Six Hundred Eighty-Five Dollars and Seventy-Six Cents (\$310,685.76), in accordance with the Subdivision Improvements Agreement dated November 7, 2024. This certificate authorizes the First Northern Bank & Trust Company to reduce said amount, namely Three Hundred Ten Thousand, Six Hundred Eighty-Five Dollars and Seventy-Six Cents (\$310,685.76) to the owner or such other person as said owner shall designate. This authorization shall not be construed as final acceptance of improvements made to date. In no event, shall the escrow fund for the construction improvements associated with The Fields at Twin Run, be reduced to any amount less than One Million, Four Hundred Nineteen Thousand, Five Hundred Ninety-Five Dollars and Seventy-Eight Cents (\$1,419,595.78).

MOTION: Supervisor Ashbrook made a motion to approve Credit Release No. 8 for the Fields at Twin Run in the amount of \$310,685.76. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

CORRESPONDENCE:

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 – The 2026 Mack Ten-Wheeler was delivered to Public Works today. The radio will be installed soon, and the plow will be delivered, then it will be put on the road. Supervisor Zgura asked who would be driving it. Manager Carter said that Bob Schmelztle will be using the truck.

Supervisors:

Angela Ashbrook – No Report

John D. Zgura – No Report
Daniel J. Mohr – No Report

EXECUTIVE SESSION: - Not needed

ADJOURNMENT: Meeting was adjourned at 8:07 pm.

01/05/2025

Chairman

Township Manager

12:38 PM

12/30/25

UMT-GENERAL FUND
BOS Meeting AP Disbursements Report
December 30, 2025

Date	Num	Name	Paid Amount
100.02 · PLGIT General Fund Checking 2.0			
12/30/2025	1554	4265 Tank Farm Rd	-2.67
12/30/2025	1555	Ackerman, Lyle	-40.00
12/30/2025	1556	Advance Auto Parts	-40.13
12/30/2025	1557	American United Life Insurance Comp	-610.29
12/30/2025	1558	AMERICAN UNITED LIFE INSURANCE COMPANY	-807.92
12/30/2025	1559	AmTrust North America	-5,687.00
12/30/2025	1560	Ascendance Truck Center	-331.14
12/30/2025	1561	AutoZone, Inc.	-79.66
12/30/2025	1562	Bailey, Jared - AP	-40.00
12/30/2025	1563	Barrall, Evan	-40.00
12/30/2025	1564	Brown, David	-40.00
12/30/2025	1565	Carter, Edward	-40.00
12/30/2025	1566	CHRIN HAULING, INC.	-260.44
12/30/2025	1567	Deborah Schevets - Tax Collector	-270.21
12/30/2025	1568	EM KUTZ, INC.	-206.14
12/30/2025	1569	Greater Lehigh Valley Chamber Of Commerce	-504.00
12/30/2025	1570	Kuhns, Cynthia - AP	-40.00
12/30/2025	1571	Lagler, Todd - AP	-40.00
12/30/2025	1572	LANGAN CONTRACTING	-400.00
12/30/2025	1573	LEHIGH COUNTY AUTHORITY	-78.24
12/30/2025	1574	Linde Gas & Equipment Inc	-82.28
12/30/2025	1575	Marks, Lee -ap	-40.00
12/30/2025	1576	PMRS	-2,957.51
12/30/2025	1577	PPL ELECTRIC UTILITIES	-2,153.34
12/30/2025	1578	Schmeltz, Robert C. Jr. - AP	-40.00
12/30/2025	1579	TIMES NEWS (East Penn Press)	-230.85
12/30/2025	1580	TOSHIBA FINANCIAL SERVICES	-165.09
12/30/2025	1581	unifirst	-91.12
12/30/2025	1582	Walbert, Kyle - Ap	-40.00
12/30/2025	1583	Wehrung's Macungie LLC	-143.63
12/30/2025	1584	Zimmerman, Michelle (Hinkle)	-652.50
Total 100.02 · PLGIT General Fund Checking 2.0			-16,154.16
TOTAL			-16,154.16

12:28 PM

12/30/25

UMT - FIRE HYDRANT FUND
BOS Disbursement Report
December 30, 2025

Type	Date	Num	Account	Credit
Lehigh County Authority				
Bill	12/30/2025	10575	200.20 · accounts Payable	3,191.65
Bill Pmt -Check	12/30/2025	1023	100.01 · PLGIT Fire Hydrant Fund	3,191.65