

**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.

Upper Milford Township
Reorganization Meeting – Agenda
January 5th, 2026
Page 2 of 4

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 Dудle 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).

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.

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:

PLGIT 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: