

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
January 15th, 2026, 7pm
REGULAR MEETING MINUTES

ATTENDANCE: Supervisors: Daniel Mohr, Angela Ashbrook, John Zgura; Manager Edward Carter, Planning Coordinator Brian Miller; Solicitor Marc Fisher; Office Assistant Kyle Walbert

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.

PUBLIC INPUT:

Dave Skinner, Fields at Indian Creek HOA President. Dave proceeded to give the update on the concrete replacement from Kay Builders on some of their roads. They feel it makes no sense to do the concrete in the freezing temperatures, but they will monitor them and address them in the spring again. He also said they discussed with Alan Brokate the Township's Building Code Official regarding the code violations found with some of the water lines being buried at an inadequate depth and not meeting the building codes and they will continue to work through those issues.

ACCEPTANCE OF MINUTES:

Approval of January 5th, 2026, Re-Organizational and Regular meeting minutes.

MOTION: Supervisor Mohr made a motion to accept the minutes as presented for the January 6th re-organization and regular meeting. Supervisor Zgura 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. **1585 to 1616** in the amount of **\$292,752.77**

STREET LIGHT FUND:

PLGIT XXXX7125 - Check No. **1424** in the amount of **\$ 3,193.55**

ACKNOWLEDGEMENT OF BANK TRANSFERS:

No Transfers

MOTION: Supervisor Zgura made a motion to pay the bills as read. Supervisor Mohr 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. Upper Milford Township Parade discussion for America 250th celebration

Supervisor Zgura gave his thoughts on the parade and community day celebration he would like to hold for the America 250th celebration. He said it is all still very tentative but they plan on using Lenape Park on Saturday, September 5th, 2026 from 12 PM to 6 PM, and closing down Kings Hwy S. from Chruchview to Geissinger Rd. to have a parade with the Fire Companies. They are planning to ask the churches to use their parking lots to bus people down to the park or allow them to walk since the road will be closed. He is planning to solicit local companies for donations and raise money to pay for this event so there is no use of Tax Payer funds to hold the event. There also would be a plan to have food trucks at Lenape Park during the event as well. Supervisor Zgura asked his fellow supervisors if they were okay with having staff invest some time in this planning process with him to help facilitate the road closure and some other things that will require they assistance.

Supervisor Mohr gave some suggestions on planning with his experience with planning the Vera Cruz Home Coming and Halloween Parade.

Supervisor Ashbrook asked if anyone reach out to UMYA to see if they had events scheduled that day that would be a conflict.

Supervisor Zgura said he had not yet contacted them but he will. He also said they will not have a rain date. If there is inclement weather and the event gets cancelled that will be it because it is too much to coordinate and try and have a rain date.

Phil Vanim suggested to reach out to UMYA as have the kids get involved in volunteering for the event and use it as an educational opportunity for the kids.

It was suggested they will reach out to them and discuss it at the Recreational Committee meeting on Monday, January 19th, 2026.

2. Request to advertise for sale of Truck #6 – International 4700 Dump Truck on Municibid,
Memo from Kyle Walbert, Office Assistant

Kyle Walbert read off his memo requesting to advertise for the sale of the International 4700 Dump Truck.

There was a short discussion on why they truck was going up for sale and what was replacing it.

MOTION: Supervisor Zgura made a motion to approve the advertisement for the sale of the International 4700 Dump Truck on Municibid. Supervisor Mohr seconded the motion. Hearing no questions or concerns. All were in favor. Motion carried.

3. Emmaus Public Library Contract

Manager Carter, summarized the contract stating it was the budget number that was agreed upon by the Board at the budget adoption.

MOTION: Supervisor Zgura made a motion to enter into the agreement with the Emmaus Public Library for the contract year of 2026. Supervisor Mohr seconded the motion. Hearing no questions or concerns. All were in favor. Motion carried.

4. RFP discussion for Township Audit

There was a short discussion on how to begin to look to go for RFP's for certain services and what the time frame would be to have them completed.

5. Purchase of New Utility Truck – Memo from Bud Carter, Township Manager

Manager Carter read his memo regarding the purchase of the new F350 Supercab from Sands Red Hill Ford and to have Levan Machine and Truck outfit the cab chassis with the utility body and other accessories. He explained this truck was budgeted for in the adopted budget and both vendors chosed are COSTARS vendors with current contracts. Total price of the truck would be \$90,191.00.

There was a short discussion on which truck this one would be replacing and staff explained it would be truck #17 which was a 1999 GMC Sierra Crew cab 3500 pick up truck. That will be listed on Municibid once this truck comes in and staff will ask for advertisement and sale of the truck at that time. Phil Casey requested the mileage from Truck 17. Manager Carter said he would provide that information once received from the Township's maintenance mechanic.

MOTION: Supervisor Zgura made a motion to proceed with the purchase of the new F350 Utility Truck for Public Woks. Supervisor Ashbrook seconded the motion. Hearing no questions or concerns. All were in favor. Motion carried.

6. Vote to Amend Agenda to add Appointment of Deputy Tax Collector

MOTION: Supervisor Ashbrook made a motion to amend the agenda to add the item of the possible appointment of the Deputy Tax Collector. Supervisor Zgura seconded the motion. Hearing no questions or concerns. Supervisors Ashbrook and Zgura were in favor. Supervisor Mohr abstained. Motion carried.

7. Appointment of Deputy Tax Collector

Supervisor Ashbrook opened the floor for discussion of the appointment of the deputy tax collector.

Supervisor Zgura asked why this came to them so late.

Phil Vanim the incoming tax collector explained he did not realize this was a requirement to have a deputy tax collector and he is attempting to get this taken care of prior to him taking office at the beginning of February so there was no lapse of time with no deputy appointed during his term. This would just formalize him having a deputy in case he were incapacitated and could no perform the duties of the tax collector.

There was a short discussion regarding the using Macungie Borough's tax collector as the Township's deputy tax collector. It was explained this is reciprocity agreement that Phil is the Borough of Macungie's deputy tax collector as well. This only has to be done once during the tax collector term and only has to be readopted if the tax collector changes to a new person.

Supervisor Ashbrook asked who the Township Deputy Tax Collector currently is. Manager Carter explained that the Borough of Macungie Tax Collector is currently the deputy tax collector for Upper Milford Township.

Supervisor Zgura asked if this had to be adopted tonight.

Phil Vanim explained that the person that is selected has to go through the surety process and be bonded through the County so that takes time and if it were adopted tonight they could complete that process prior to him taking office and beginning his duties and ensuring the deputy tax collector was in place.

MOTION: Supervisor Ashbrook made a motion to appoint Melanie Carwell as the deputy Tax Collector. No one seconded the motion. Motion died. There was discussion to put this item back on the agenda for the February 5th, 2026 meeting after some research has been completed.

DEP MODULES / SEWAGE PLANNING:

1. 4680 Churchview Rd. Stream Discharge and O+M agreement; Adoption of Resolution 2026-020

Planning Coordinator Brain turned everyone's attention to his packet provided regarding the stream discharge for 4680 Churchview Rd. He explained that the Planning Commission reviewed the the Planning Module (Component 3s) along with the Municipal Planning Agencies Component 4A for 4680 Churchview Road at their meeting on December 29th, 2025. The Planning Module is required for a proposal to install a stream discharge small flow treatment facility to solve a problem with a failing septic system on the property. The Applicant's Consultants, PA DEP & I have determined that the site cannot support a typical on-lot sewage system due to the small lot size & seasonal high-water table. The Planning Commission recommended approval of the Planning Module and completed the Component 4A portion of the Module. At this time an Operation & Maintenance agreement is being reviewed by the Solicitor and will be forwarded to you prior to the board meeting. The O & M Agreement is required By DEP and will need to be executed prior to forwarding the approved Module to DEP. A copy of the Resolution for Plan Revision is also attached to go along with approval of the Planning Module. If you so desire a motion to approve the DEP Sewage Facilities Planning Module (Component 3s), adopt the Resolution for Plan Revision and enter into the Sewage Management O & M Agreement for 4680 Churchview Rd. Zionsville, conditional upon the Applicant executing the O & M Agreement & Escrow requirement is in order.

Supervisor Ashbrook asked how often it is tested. Brian Miller explained how the system works and functions and is tested by DEP.

MOTION: Supervisor Mohr made a motion to approve the DEP Sewage Facilities Planning Module (Component 3s), adopt the Resolution for Plan Revision and enter into the Sewage Management O &

M Agreement for 4680 Churchview Rd. Zionsville, conditional upon the Applicant executing the O & M Agreement & Escrow requirements . Supervisor Ashbrook seconded the motion. Hearing no questions or concerns. All were in favor. Motion carried.

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS: - None

SUBDIVISIONS – IMPROVEMENTS: - None

CORRESPONDENCE:

- 1.) Letter from DCNR award the C2P2 Grant for Phase 2 of Lenape Park Development in the amount of \$150,000.00

Manager Carter explained that the Township was awarded the \$150,000.00 grant that was applied for back in April of 2025. This is the first step in the grant process, and the Township will meet with DCNR once they reach out for formalization of the grant contract.

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: Next meeting is February 5th, 2026 at 7pm here in the meeting room.

Township Manager:

Bud Carter – No Report

Supervisors:

Angela Ashbrook – No Report

John D. Zgura – No Report

Daniel J. Mohr – No Report

EXECUTIVE SESSION: - Not needed

ADJOURNMENT: Meeting was adjourned at 7:49 pm.

Chair, Angela Ashbrook

Date

Secretary, Edward Carter