

Upper Milford Township  
Board of Supervisors  
Township Building, Old Zionsville, PA 18068  
February 5th, 2026, 7pm  
REGULAR MEETING MINUTES

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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 and address 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:**

James Krippe, Mill Rd. – Jim stated that the corner of Mill Rd. and Route 100 is tough to see to pull out because the snow is piled up from plowing at the last event.

Frank Kuklas, Shimerville Rd. – Frank expressed his concerns for the new data centers being proposed in the surrounding areas and suggested that the Township look into how we can not allow them here.

Brain Miller explained that the Township is currently going through a Zoning Ordinance update and have addressed the use of Data Centers and where they will be allowed to go in the Township specifically in the Industrial Zoning District. He also mentioned that the water and sewer usage must be met to be able to put these in and the companies may have a hard time meeting those standards. Finally he mentioned that we are part of a Joint Comprehensive Plan for land use and that the uses of that nature are more suited some of the other Municipalities so the Township does not need to extend or make more area for the Industrial district than it already has.

**ACCEPTANCE OF MINUTES:**

Approval of January 15<sup>th</sup>, 2026, Regular meeting minutes.

**MOTION:** Supervisor Mohr made a motion to accept the minutes as presented for the January 15th 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. **1617 to 1669** in the amount of **\$62,261.48**

**STREET LIGHT FUND:**

PLGIT XXXX7125 - Check No. **1425** in the amount of **\$436.15**

**FIRE HYDRANT FUND:**

PLGIT XXXX7154 - Check No's. **1024** in the amount of **\$3,191.65**

**ACKNOWLEDGEMENT OF BANK TRANSFERS:**

Transfer No's. **2026-001 to 2026-004**

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

**SOLICITOR'S REPORT:** No Report

**OLD BUSINESS:**

Deputy Tax Collector Appointment

**MOTION:** Supervisor Zgura made a motion to appoint Melanie Carwell as the deputy Tax Collector for Upper Milford Township. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, Vote: Supervisor Zgura, yes and Supervisor Ashbrook, Yes. Supervisor Mohr abstained. Motion carried.

**NEW BUSINESS:**

1. Resolution 2026-021 – Brookshire Subdivision Road Dedication

1. Brookshire Dr.
2. Bexley Ct.
3. Mt. Vernon Dr.
4. Granville Rd.
5. Stein Rd. (existing Road with additional ROW added)

Solicitor Fisher explained that there is Resolution in front of the Board explaining the acceptance of the dedication of the 5 roads and ROW for each of those roads in the list above for the Brookshire Subdivision.

Supervisor Zgura asked if these roads have been gone over and if they are 100% done and ready.

Manager Carter explained that they have been reviewed and inspected and they are ready for the Township to take them. The developer will also be entering into the 18 month maintenance agreement for them.

**MOTION:** Supervisor Mohr made a motion to approve Resolution 2026-021 as presented and the dedication of the roads in the Brookshire Subdivision. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

## 2. Public Comment Discussion

Supervisor Ashbrook explained that she felt It was more appropriate to have the Public Comment pertaining to any subdivision moved from the Public Comment section at the beginning of the meeting to the Subdivision and Land Development section of the Agenda. She felt it was a better place to have the updates given from the residents regarding the issues within the new subdivisions.

Solicitor Fisher explained that the Board must give the Public a chance to comment on items or decisions the Board will be making or prior to the Board deliberating. The Board can give that option, as they did tonight, at the beginning of the Meeting. It is at the Boards discretion on how they want to accommodate Public Comment for the action items on the agenda at each decision being made or up front at the beginning of the meeting; or for items not on the agenda. Historically, Upper Milford Township has given the Public to speak on items not on the agenda as well, but it is not required to have the Public give comment on those items. Again, it is up to the Board's discretion to on how they want to handle Public Comment for agenda items and items that are brought up that are not on the agenda.

There was a lengthy discussion regarding the rules and regulations of Public input and how it needs to be presented and offered at the Township meetings.

Colt Hershinger stated the Board of Supervisors need to give the Public a chance to speak prior to each and every decision being made.

Supervisor Zgura stated that the conversation has gone way off track and that is not what we are discussing here or what Angie is proposing or talking about. It is specifically to move the subdivision comments to a new part of the agenda.

It was agreed upon by the Board of Supervisors to try the new agenda format at the next meeting and meetings going forward and see how it goes. The new format will be a disclaimer on the agenda that any Public Comment regarding a subdivision will be moved to the subdivision portion of the agenda and can be given there.

## 3. Citizen's Fire Co. UTV purchase discussion

Manager Carter gave the update to the Board that at the last ESC meeting, Citizens Fire Co. said they purchased a UTV to be used for brush fires. It was purchased through Fireman's Relief funds which is money collected at the State from insurance companies outside of PA doing business and having policy holders within the State of PA and passed through the Municipalities to give to the Volunteer Fire Companies for purchasing of Fire Fighting related equipment.

Supervisor Ashbrook asked the Fire Company to walk her through the thought process of how they purchased this piece of equipment. She asked if it went in front of the ESC first or if It was just purchased by them.

Lucas Andrews, Citizens Fire Co. explained that this piece of equipment has been on the agenda for them to purchase for about 3 years. They never had enough money to buy it but saved up their Fireman relief funds to be able to purchase it out of there instead of asked the Board to use the Capital Reserve funds to purchase it, as that money is being saved for new fire trucks. Their board voted on it at two separate meetings of their own and that is how the purchase got approved.

Supervisor Ashbrook explained the Township instituted a Fire Tax last year to help accommodate the financial needs of the Fire Companies and there was no discussion that this piece of equipment was part of a master plan or ever mentioned to them or the ESC. She explained that making this decision on your own while the Taxpayers are funding a lot of your other expenses that it was not a great decision.

Dan Mohr wanted to say Thank you to the Fire Co. for purchasing this piece of equipment. He said it is long overdue and a great piece of equipment needed for the Rural parts of the Township where the large equipment cannot get into.

There was a lengthy discussion on the Fireman's relief funds, radio upgrades and how much this piece of equipment will be used and in what capacity by the Fire Co. and the Board.

Supervisor Zgura asked what size tank would be mounted on the UTV.

Lucas said it will be 75 gallon tank as to accommodate a stokes basket as well so that there is no need to change skid units because it is not able to be done on scene easily and you never know what you are getting yourself into.

Supervisors Ashbrook asked if Western District had a comparable or similar piece of equipment.

Lucas stated, No.

Jim Krippe explained he remembered when the Township purchased the gator and how it was supposed to be utilized also for the Fire Companies and their brush fires.

Colt Hershinger asked if the Fire Tax can be rescinded?

Supervisors Ashbrook stated yes, it can adjusted however the Board sees fit for the following year.

Phil Casey asked if there would be a trailer in the future for this unit and where would those funds be coming from?

Lucas Andrews said yes there would be a trailer in the future and it would be coming from Fundraising funds.

Shelly Zgura, stated she understands the needs of the Fire Tax and the costs of the Fire Companies going up. She explained that in her opinion the Board and her as a taxpayer are just seeking more transparency from the Fire Co. on their funds and what they are purchasing and something that the Board and the Fire Co. both need to work on.

Lucas asked, going forward would anytime they purchase something should they come to the Board about it prior to purchasing?

Supervisor Zgura stated that he would like to have the Fire Company come and explain what their needs are and what they would like to purchase in the future so they can adjust the Fire Tax accordingly going forward. He requested they come speak to the Board prior to big purchases regardless of which account it is coming from, all while knowing the Board has no say on the fund raising money or the Fire Relief funds but rather just the open conversation since the Tax Payers are

funding a large majority of other operating expenses for the Fire Companies. He said that is just his suggestion.

Supervisor Mohr explained that they can do that if they want but does not feel it is necessary at all. What if they received a large donation from a private donor for a specific use? They should not have to come to the Board to ask for permission to use those funds on something as it is not tax payer funds.

Brandon Smith, Hale Ln. explained the difference between all the types of accounts the Fire Companies have and how all of the money is allocated and spent out of those accounts.

#### 4. Vera Cruz Community Association requesting Fire Police – letter from Susan Mohr

Manager Carter summarized the letter stating this is just so the Fire Police can be covered under workman's comp for these events.

**MOTION:** Supervisor Zgura made a motion to allow the use of Fire Police if available and willing at the events listed in the letter from Susan Mohr from the Vera Cruz Community Association. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, Vote: Supervisor Zgura, yes and Supervisor Ashbrook, Yes. Supervisor Mohr abstained. Motion carried.

#### 5. Resolution 2026-022 – Snow Emergency January 24<sup>th</sup>, 2026

Supervisor Zgura asked do we really have to do this?

Solicitor Fisher said yes, it must be ratified, it is in the Emergency Management Code.

James Krippe announced that the Township does have to adopt a resolution in case there is FEMA money available and they would be allowed to collect any if there was no resolution adopted.

**MOTION:** Supervisor Zgura made a motion to adopted Resolution 2026-022 for the Snow Emergency Declaration on January 24 to January 26, 2026. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

#### 6. Emergency Services Committee Discussion

Manager Carter explained that this was on the agenda just to bring the idea to the table and to public's attention to think about how they want to have the ESC meeting for the future and what they want to see out of the ESC going forward. He said the discussion will happen at the next meeting of the Board of Supervisors.

#### 7. 6331 Batman Rd. Time Exenstion – Letter from Brian Miller

Brian Miller read his letter and requested the time extension for the project.

**MOTION:** Supervisor Zgura made a motion to have the Solicitor and staff complete the time extension process with the applicants as mentioned in the letter from Brian Miller, Planning

Coordinator dated 02/04/2026. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

**DEP MODULES / SEWAGE PLANNING:** - None

**PLANNING COMMISSION – OLD BUSINESS:** - None

**PLANNING COMMISSION – NEW BUSINESS:** -

1. Zoning and Subdivision and Land Development Ordinance Update

Brian Miller read his letter to the Board. He explained that he was presenting the Board with a final draft copy of the Zoning Ordinance and SALDO Ordinance for the Board's review prior to the beginning the adoption process of the update ordinances.

**SUBDIVISIONS – IMPROVEMENTS:** -

1. Fields at Indian Creek Phase 1 Time Extension

Frank D'Amore, attorney from Kay Builders and Joe Black, Superintendent of Land Development were in the audience to answer questions.

Supervisor Ashbrook asked what the status is on Phase 1 of the development.

Joe explained that the wearing course is completed on the roads and the only thing left is the as built for utilities, walking path and spray irrigation.

Supervisor Ashbrook asked what will take a year extension to accomplish?

Joe said the spray irrigation is held up at engineering with a change from the pond to the riparian buffer area and then final install of the revised system once it is done with engineer and LCCD review.

Supervisor Ashbrook asked what is keeping them from completing the other things?

Joe said it is just the weather.

There was a short discussion on the other extensions that were asked from Kay Builders and Manager Carter said every other phase has not had an extension granted on them.

**MOTION:** Supervisor Ashbrook made a motion to deny the Time extension requested by Kay Builders for Phase 1A per the letter dated 01/22/2026. Supervisor Zgura seconded the motion. Public Comment: Dave Skinner explained there is a mutual desire to the redesign of the retention pond because it will drastically help the HOA in the future for maintenance purposes and costs; however he feels the walking path portion should not be granted an extension because it has gone on so long now. Supervisor Ashbrook said they either grant the extension or they don't, it cannot be separated the way she reads it. Dave Skinner said if that is the case the stance on the HOA would be to grant the extension and they will live with the walking path as is until it gets completed because they do not want anything to stand in the way of getting the ponds changed over the Riparian Buffer.

Brian Miller said to clarify the change is not to the Retention Pond but to the spray irrigation system and they will have a riparian buffer and less spray irrigation. Supervisor Ashbrook asked what the next step would be. Solicitor Fisher said there was a motion and a second on the table so you either need to vote or move to table it, it's your prerogative. Supervisor Zgura asked if they could split it and grant part of the extension but not the entire thing. There was a short discussion on the projected timeline to finish the outstanding items per the chart provided by Kay Builders. Solicitor Fisher explained the Board could grant an extension for the irrigation system contingent upon the walkway being completed by a certain date. Supervisor Ashbrook withdrew her original motion.

Supervisor Ashbrook made a motion to grant the Time extension for the spray irrigation system through December 2026 contingent upon completion of the walking path by March 28<sup>th</sup>, 2026. Supervisor Zgura seconded the motion. Public Comment: None. All were in favor. Motion carries.

**CORRESPONDENCE:** - None

**OTHER ISSUES:** - None

**REPORTS:**

Emergency Services Committee Report: No Report

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: N/A

Fire Companies:

Citizens Fire Co. – 20 calls for month of January, per Lucas Andrews.

Supervisor Zgura asked if Citizens Fire Co. is automatically called out to all the calls when the Borough of Emmaus is called into Upper Milford Township. Lucas explained that any cardiac arrest and any unconscious calls they are automatically dispatched with Borough of Emmaus. He explained that they also have been called out quite a bit after the fact to help with lift assists which are not the auto dispatch calls. Lucas said he can get the numbers of calls on what they ran with Emmaus Ambulance last year. Supervisor Zgura asked if he could obtain that information from the County as well with what types of calls they were. Lucas said yes, the county will have all that info. Supervisor Ashbrook asked if Macungie Ambulance does the same thing. Manager Carter said the answer is no, they only will call for assistance when it is truly needed.

Emmaus Library: No Report

Recreation Commission:

Lauren Hoponski state there was no meeting this month because of lack of quorum. But there were some people there and discussed a few things. She said Supervisor Zgura spoke with UMYA about the America 250 event and they are on board to help with what they can and make sure scheduling will work. She finally said the Jasper Day event is almost nonexistent this year because it is just no feasible with the lack of assistance in the planning process due to lack of volunteers being able to plan the event. There was a mention to possibly have the event in conjunction with the 250<sup>th</sup> celebration but there was a lot of logistics that still would need to be figured out but it was just an idea.

Township Manager:

Bud Carter – No Report

Supervisors:

Angela Ashbrook – No Report

John D. Zgura – Supervisor Zgura wanted to thank Brian Miller and Kyle Walbert and all of the staff for the time and effort being put into the Zoning and SALDO updates. A lot of long meetings and late nights and time has been spent on this and he wanted to acknowledge that.

Daniel J. Mohr – Supervisor Mohr said the Vera Cruz Community Association were trying to work something out to do a joint event for Jasper Day and Vera Cruz Homecoming, but he is okay with it falling apart because after tonight he is not sure he wants to get involved with the Township. He said the Township may ask what they are spending their money on.

**EXECUTIVE SESSION:** - Not needed

**ADJOURNMENT:** Meeting was adjourned at 8:28 PM.

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**Chair, Angela Ashbrook**

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**Date**

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**Secretary, Edward Carter**