

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
April 2nd, 2026, 7pm
REGULAR MEETING MINUTES

ATTENDANCE: Supervisors: Daniel Mohr, Angela Ashbrook, John Zgura; Manager Edward Carter, Solicitor Marc Fisher, Office Assistant Kyle Walbert, Secretary Treasurer Kimberly Mory

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 legal matter.

PUBLIC INPUT:

Randy Kraft of Linda Ln – Randy asked on behalf of neighbors Nancy and Dave Seislove about a cul-de-sac that was verbally promised 20 years ago. Extensive discussion was held. More information and research were needed. Temporary T turnaround is currently in place.

Frank Kuklis of Shimerville Rd – Frank asked for an update of the cul-de-sac construction of Mill Rd from the Turnpike. Manager Carter answered no known updates at this time.

ACCEPTANCE OF MINUTES:

Approval of March 19th, 2026, Regular meeting minutes.

MOTION: Supervisor Zgura made a motion to accept the minutes as presented for the March 19th regular meeting. Supervisor Mohr 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. **1787 to 1816** in the amount of **\$69,676.20**

STREET LIGHT FUND:

PLGIT XXXX7125 - Check No's. **1429** in the amount of **\$436.12**

ACKNOWLEDGEMENT OF BANK TRANSFER:

No Bank Transfers

MOTION: Supervisor Mohr made a motion to pay the bills and acknowledge the bank transfers as read. Supervisor Ashbrook 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. Resolution 2026-026 – Appointment of ARRO Consulting as Township Engineer

Manager Carter gave brief background on the business merger with Ott Consulting, now ARRO Consulting. Supervisor Zgura questioned when the Township could go out for an RFP, Manager Carter stated that he will be working with Brian Miller to get something to the Board for review for an RFP in the June/July timeframe.

MOTION: Supervisor Zgura made a motion to approve the Resolution 2026-026 Appointment of ARRO Consulting as Township Engineer. Supervisor Mohr seconded the motion. Public Comment - Colt Hershinger questioned if we do not like the services, then what are the options? Supervisor Zgura answered that is what the RFP is for – request for proposal, to hire a new engineer for next year. Vote: all were in favor, motion carried.

2. Road Work Bid Memo for 2026 – Memo from Kyle Walbert

Kyle Walbert read his memo for the 2026 Road work. Township staff prepared and advertised to receive bids at 1:00 PM March 26, 2026 and 1:00 PM March 30, 2026. Bids were received and opened by Kyle Walbert, Assistant Zoning Officer and witnessed by Bud Carter, Township Manager.

Bids were received for:

1. Bituminous Seal Coat, 1 bid
2. Ultrathin Bonded Wearing Course, 1 bid

Bid Tabulations are attached. Based on staff's review of the bids. Staff recommends that the Board of Supervisors award the bids and enter into contracts with the lowest qualified bidder in each category as follows:

1. Bituminous Seal Coat
Award to: Asphalt Maintenance Solutions
P.O. Box 387
Center Valley, PA 18034
For the contract amount of \$146,765.52

2. Ultra-Thin Bonded Wearing Course
Award to: Asphalt Maintenance Solutions
P.O. Box 387
Center Valley, PA 18034
For the Contract Amount of \$159,865.07

The recommended award bidders are PA DOT prequalified, and they have provided the completed bid forms.

Supervisor Zgura questioned cost index at time of bid with the rising cost of oil and gas prices. Manager Carter answered there is a cushion in liquid fuels, prices are at time of bid. Kyle Walbert suggested reducing roads if needed and that the contract has a cushion in it as well for price increases. Supervisor Ashbrook questioned if it was concerning that only one bid was received. Kyle Walbert explained that we sent out 3 total bid packets to different companies and the only one we received was from AMS. He also stated this is not unusual because they are the closest in proximity to the Township as the other companies were in Bloomsburg and Whippany NJ.

MOTION: Supervisor Zgura made a motion to approve road work bid 2026 for Asphalt Maintenance Solutions. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

3. Request for Letter of Support from Wildlands Conservancy for DCNR C2P2 Land Acquisition Grant

Manager Carter summarized that the Wildlands Conservancy is seeking a DCNR C2P2 Grant to add onto their Burkholder preserve an additional, potential 11.7 acres onto the already established 33.36 acres.

MOTION: Supervisor Ashbrook made a motion to send the letter of support. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

4. Sale of 16-foot landscape trailer – Memo from Kyle Walbert

Kyle Walbert read his memo stating the 16-foot Landscape/Equipment trailer was advertised and listed on Municibid for auction ending Monday, March 30, 2026. The winning bid was for \$975.00. At this time, I would like to ask the Board to approve the sale of the 16-foot Landscape trailer to Charlton Wagner of Lewisburg, PA for the amount of \$975.00.

MOTION: Supervisor Ashbrook made a motion to approve sale of 16-foot landscape trailer to Charlton Wagner of Lewisburg, PA for the amount of \$975.00. Supervisor Zgura 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: None

SUBDIVISIONS – IMPROVEMENTS:

1. Public Comment – None

2. W.B. Homes Time Extension Request – Letter from Chris Canavan

Manager Carter summarized the letter given to the Township from Chris Canavan, in absence of a W.B representative. Supervisor Zgura questioned when the 18-month maintenance period starts. Manager Carter answered once dedication of roads is completed. Supervisor Zgura noted the date was incorrect in letter extension and should be changed to May 11th, 2027.

MOTION: Supervisor Zgura made a motion to approve the time extension request from W.B. Homes dated to expire May 11th, 2027. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

3. Kay Builders FIC Status of Walking Trail

Manager Carter explained that Kay Builders has completed the paving of the walking trail per the previous agreement of the time extension request. He also stated that this was for informational purposes only and no action needs to be taken at this time.

CORRESPONDENCE: None

OTHER ISSUES: None

REPORTS:

Emergency Services Committee Report:

1. Letter to Board of Supervisors for recommendation of Fire Fighter Gift Card Program

Joe Terrible presented a letter to the Board of Supervisors on behalf of the ESC formally recommending the Fire Fighter Gift Card Program along with a set of guidelines prepared by the ESC for who should and could receive the benefits of the program.

Extensive discussion took place with Supervisors, Solicitor, and public regarding the program itself, reward amounts and criteria for volunteers to earn the gift cards. Supervisors expressed support but additional discussion is still needed. Solicitor Fisher asked for definitions of language used in the document regarding firefighting activities and was seeking further information and definitions of those.

The Board formally requested clarification of the definitions and some of the items discussed from the Emergency Services committee and asked for them to report back.

Joe Terrible gave a quick update on the 10 year capital outlook and projections for both Fire Companies since he was able to meet with each of them. He said the amount of funds the Fire Tax is collecting now will cover the 10 year projections for the capital budgets for both Fire Companies.

There was a short discussion on investing the Fire Companies Major Fire Fighting Funds and how that partnership would need to look.

Supervisor Ashbrook wanted to give a big Thank you to the Emergency Services committee for their efforts to collaborate with the Fire Companies and give more transparency to the Board.

Township Emergency Management Coordinator: No Report

Emergency Services Call Report: No Report

Fire Companies: No Report

Emmaus Library: No Report

Recreation Commission: No Report

Manager Carter said he reached out to the members of the Committee that have not been showing up to the meetings to help encourage more attendance moving forward.

Township Manager:

Manager Carter welcomed new Secretary Treasurer Kimberly Mory.

Manager Carter stated he was approached by Robert Ibach, Township Manager of Upper Macungie Township about a possible Western Lehigh greenway trail through Upper Macungie, Lower Macungie, Upper Milford, and Emmaus Borough. This trail will eventually link up to the already establishing Western Lehigh trail and Upper Saucon Rail trail. The project was proposed and discussed with Senator Coleman and he showed his support in a project like this. A Feasibility study, and DCNR Grant would both be needed to accomplish this. Lower Macungie Township would be applying for the Grant; a letter of support would be needed from Upper Milford Township if the Board is interested in supporting the project. He said he will have more information and details for the Board at the April 16th Meeting.

Supervisors:

John D. Zgura – No Report

Daniel J. Mohr – Vera Cruz Community Association egg hunt that is taking place on April 4th at 1 pm. Help needed with the event or come participate in it.

Angela Ashbrook – wanted to confirm that the Upper Milford Township Office closed for Good Friday April 3rd, 2026. Manager Carter stated, yes they are.

EXECUTIVE SESSION: - Not Needed

ADJOURNMENT: Meeting was adjourned at 8:11 pm.

Chair, Angela Ashbrook

04/16/2026
Date

Secretary, Kimberly Mory