APPROVED MINUTES

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
October 15th, 2026, 6:30 pm
WORKSHOP MEETING MINUTES

ATTENDANCE: Supervisors: Daniel Mohr, Angela Ashbrook, John Zgura; Manager Edward Carter; Secretary/Treasurer Kimberly Mory

Meeting called to order at 6:30pm.

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.

This budget workshop meeting was advertised in the East Penn Press the week of October 7th, 2026.

PUBLIC INPUT: None

NEW BUSINESS:

1.) 2027 Draft Budget Discussion

Manager Carter stated that the draft budget is balanced and noted an increase in the streetlight assessment of $4.00 per resident due to rising electric costs. He noted the addition of $10,000 for the Upper Milford Youth Association (UMYA) request.

Regarding the resurfacing of the Arrowhead Park basketball courts, Supervisor Ashbrook asked if money was set aside for the Recreation Commission's pavilion request. Manager Carter noted that the NPDES permit needed for earth disturbance has expired and is not up to date, recommending they wait until next year. The Supervisors inquired about the resurfacing details. Manager Carter explained that cracks are appearing in the surface and existing graffiti has been painted over. Because the acrylic paint is cracking, recommendations were received to place a fiberglass mat down to bond to the blacktop. Manager Carter will follow up on whether a warranty is included.

A 6% salary increase for full-time employees was included in the draft. Supervisor Ashbrook stated she did not agree that a blanket 6% increase makes sense, noting that only raising salaries for part-time public works employees was previously mentioned, which she supports. She inquired how public works salaries compare to similar-sized townships. Manager Carter agreed to pull comparative data for the Board to review.

Line-Item Inquiries & Clarifications

Interest Earnings: Supervisor Ashbrook questioned interest earnings; Manager Carter replied that this depends on market fluctuations.

Auditing & Bookkeeping Services: Supervisor Ashbrook asked what was included under this line item. Manager Carter explained that the company auditing the annual books is under the Appointed Auditors account, while outside bookkeeping services are categorized under Auditing/Bookkeeping Services – Other.

Legal Fees: Supervisor Ashbrook questioned if legal fees increased due to year-to-date costs or an upcoming project. Manager Carter stated the increase reflects year-to-date numbers.

General Expense (Clerk/Secretary): Supervisor Ashbrook noted this line item is budgeted at $5,000.00 but only $591.05 has been utilized year-to-date. Manager Carter explained this covers general office supplies and can be lowered if the Board requests.

Computer Repairs, Equipment Upgrades & Website: Supervisor Ashbrook noted 2026 expenses were high due to the website and asked why the 2027 figure remained high. Manager Carter explained that at least two computers need updating in 2027 at an estimated cost of $3,000 per computer.

Copier Expense: In response to an inquiry regarding increased copier expenses, Manager Carter explained that the lease was redone this year. The monthly payment is higher, but it includes more free prints. Quarterly billing for prints has not been received yet, so additional data is needed to evaluate full-year costs.

Maintenance & Repairs: Manager Carter reported that the public works garage parking lot is currently undergoing repairs; while the expense has not yet been incurred.

Foreign Fire Insurance: Supervisor Ashbrook asked why year-to-date figures were higher than budgeted. Manager carter explained this is a pass-through account for state fire relief funds received and distributed.

NPDES MS4 Program: Manager Carter noted these costs are difficult to predict as requirements are not always known in advance.

Traffic Signals & Signs: Manager Carter noted that a repair was required for the Shimerville Light. Pavement markings, street signs, roads, and bridges were also discussed. Manager Carter noted that road projects originally planned for 2026 are still underway or being deferred to 2027.

Workers' Compensation: Manager Carter stated these accounts will be reviewed. The Secretary-Treasurer noted the split between the Township portion and the Fire Company was taken directly from the insurance policy.

Cable Television Franchise: Supervisor Zgura questioned the cable franchise agreement. Manager Carter explained that cable providers must maintain a contract with the municipality to operate in the Township. Supervisor Ashbrook commented on the lack of free market. Supervisor Mohr noted past concerns regarding overhead wiring and questioned the long-term viability of traditional cable. Manager Carter recommended addressing this when the franchise renewal comes up.

Building Cleaning: Supervisor Zgura asked why the building cleaning budget decreased by $3,000. Manager Carter explained that floor refinishing/waxing is not scheduled for the upcoming period.

Supervisor Ashbrook observed overages in several categories. Manager Carter stated he will investigate codification and reminded the Board that budget figures are estimates. In response to a query regarding unspent funds, Manager Carter explained that unused funds carry over into the following year's balance or enter capital savings. In response to savings account balances Manager Carter noted that the Secretary Treasurer's Report was included for September in the regular meeting packets for Board review, displaying balances as of September 30, 2026.

EXECUTIVE SESSION: - Not needed

ADJOURNMENT: Adjourned at 7:00 pm.

_____ **11/05/2026**

Chair, Angela Ashbrook **Date**

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Secretary, Kimberly Mory