APPROVED MINUTES

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
October 21st, 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.

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.

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

PUBLIC INPUT: None

NEW BUSINESS:

1.) 2027 Draft Budget Discussion

Line-Item Review (Supervisor Ashbrook)

NPDS MS4 project – Manager Carter noted this is estimated for the coming year.

Codification – This is an annual expense for online recording of prior-year resolutions and ordinances. Updates for 2025 and 2026, including updates to Zoning and SALDO were sent in July 2026, and the Township reached out for a billing update as no invoice has been received.

Purchase of hand tools – It was noted that this category is currently under budget, but the same amount was allocated for the upcoming year.

Snow and Ice removal – Over budget this year due to rising salt costs.

Roads and Bridges – Remaining work on German Road this year will still be funded out of the 2026 budget, estimated at $30,000 to $40,000. It is uncertain where the 2027 roadwork expense will land due to timing and manpower constraints.

Insurance – Errors and Omissions coverage is now included in the Package Policy, which includes public officials' liability insurance. Supervisor Ashbrook emphasized the need to ensure adequate coverage. Manager Carter explained that the Township meets with an insurance broker annually to review and adjust coverage levels as needed.

Workers Compensation – In response to why this cost changed, Manager Carter explained that while there is a flat rate, claim history impacts the annual total. Fluctuations over the last few years are due to a few large claims. While the fire company's claims are trending down, Township claims have increased, driving up the projection.

Pension Fund – Regarding whether the 2026 payment had been made, Secretary-Treasurer Kimberly Mory confirmed that the 2026 Minimum Municipal Obligation (MMO) was paid in early October 2026 and was not reflected in the year-to-date draft numbers.

Contingency Fund Contribution – Questioned on why this category increased for 2027, Manager Carter explained that it serves as a placeholder for unforeseen, unpredictable events. Supervisor Ashbrook expressed the view that there is enough cushion in other categories to avoid increasing this fund.

Ambulance Budget Increase – When asked if this should be discussed now, Manager Carter explained that it will impact the 2028 budget and should be evaluated throughout the year.

State Liquid Fuels Fund Interest – Manager Carter explained that all interest amounts are market-driven.

Highway Maintenance / Road Repairs – Confirming the status of seal coating, Manager Carter verified that this project is still moving forward.

Surfacing other (UTBWC) – Manager Carter needs to check whether a portion of these expenses should have been allocated to the general fund.

Open Space & Fire Services Budgets

Open Space Interest – Supervisor Ashbrook questioned the budgeted interest versus year-to-date figures. Manager Carter explained that interest is market-driven and cannot be artificially inflated in case rates drop. This money remains in the account to compound over time.

Conservation Easement Purchase – Addressing whether funds stay in the account unless spent, Manager Carter confirmed that they do. The Board briefly discussed the account balance of $3.196 million against the budgeted expenditure of $2.4 million.

Fire Services Budget – Regarding why grants are not reflected here, Manager Carter explained that all grants must flow through the General Fund and are only recorded when received. There was brief discussion regarding two grants received in 2026 that were expensed in 2025.

Financial Reports & Fund Balances

Spendable Money (September 2026 Treasurer's Report) – Supervisor Zgura raised questions regarding confusion over which bank accounts are available for general Township use. While all accounts have a total of $9 million, Manager Carter clarified that only $1.6 million is available for general fund expenses. The Board briefly discussed the remaining accounts including Fire Company Accounts, Open Space, Escrow Funds, Streetlights, and Liquid Fuels.

Transfers to Savings – Supervisor Ashbrook asked how much is typically moved to Township savings accounts. Manager Carter explained it depends on the annual carryover, estimated to be between $100,000 and $200,000.

Salary Increases and Wages - Supervisor Ashbrook brought up the projected 6% salary increase, noting it will likely be adjusted upon final determination, leaving extra funds available based on actual 2027 payouts. Supervisor Zgura questioned the low year-to-date wages for park maintenance. Manager Carter explained these cover part-time park employees primarily handling grass cutting, noting that while a second part-time gatekeeper was included in the 2026 budget, the Township will maintain two for now with the potential need for a third in the future.

Parks, Recreation, and Facility Requests

UMYA Requests – Supervisor Ashbrook noted that no decisions have been made regarding previous requests for field lights, fencing, and other items. Supervisor Zgura stated he is not in favor of lights and has reservations for a new fence due to aesthetic concerns, noting that a temporary fence has been in place for at least 10 years. He suggested that an extra $3,000 contribution from the Township should help offset a lack of sponsorships and proposed raising registration fees for non-township residents to help offset rising costs. Supervisor Mohr observed that it is not unusual for fields to lack lighting, and the Board agreed that lights would be cost-prohibitive.

Fulmer Preserve – Supervisor Zgura inquired about building a small baseball field at Fulmer Preserve. Manager Carter explained the parcel is too small and lacks adequate parking space. He noted that the only way to expand Township fields in the future is by purchasing adjacent land when it becomes available.

Fencing – The fencing estimate provided to the Board for review was $8,000. Supervisor Zgura expressed concern over the upkeep of signs attached to a fence, while Supervisor Ashbrook asked if a new fence served a safety purpose. Manager Carter confirmed it would provide no safety advantage. When Supervisor Mohr asked if the Township would install the fence itself and whether those labor costs would be billed to UMYA, Manager Carter answered no. Supervisor Ashbrook reiterated her opposition to expensive lighting, while Supervisor Zgura suggested obtaining formal pricing for the requested fence.

Lenape Park & Fulmer Preserve – The Board discussed replacing the sand volleyball court at Lenape Park. Manager Carter suggested additional pickleball courts and designated tennis courts, that could be incorporated if a future playground grant becomes available. A recreation committee member, Olivia Fay, previously suggested adding disc golf at Fulmer Preserve.

Park Survey – The idea of conducting a resident survey to gauge community preferences for park amenities was raised. Manager Carter estimated the previous survey was conducted about two years ago and thought it would be worth reviewing those answers.

Pavilion at Arrowhead Park – Supervisor Ashbrook brought up the recreation committee’s request for a pavilion. Supervisor Zgura suggested researching pricing, noting that Arrowhead Park lacks shade and a pavilion would provide residents with relief from the sun.

Summary and Next Steps

Manager Carter summarized the open action items:

Research pavilion costs and reallocate funds from underutilized budget categories to cover the project.

Budget for the outfield fence under an appropriate park category as a contingency.

This was the final budget workshop, budget adoption is scheduled for the regular Board of Supervisors meeting on November 5, 2026. Revisions will be finalized and redistributed to the Supervisors. It was noted that Supervisor Ashbrook will not be present at the November 5, 2026, meeting; any questions or items arising beforehand will be directed to Manager Carter.

EXECUTIVE SESSION: - Not needed

ADJOURNMENT: Adjourned at 7:26 pm.

_____ **11/05/2026**

Chair, Angela Ashbrook **Date**

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Secretary, Kimberly Mory