

Upper Milford Township  
Board of Supervisors  
Township Building, Old Zionsville, PA 18068  
March 2<sup>nd</sup>, 2023, 7pm  
REGULAR MEETING MINUTES

---

**ATTENDANCE:** Supervisors, Joyce K. Moore, John D. Zgura, Daniel J. Mohr; Manager Edward Carter, Solicitor Marc Fisher; Secretary/Treasurer Jessi O'Donald

Meeting was 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:** None

**ACCEPTANCE OF MINUTES:**

Approval of February 16<sup>th</sup>, 2023, regular meeting minutes.

**MOTION:** Supervisor Mohr made a motion to accept the minutes as presented. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

**APPROVAL OF PAYMENT OF BILLS:**

**GENERAL FUND:**

PLGIT XXXX7096 - Check No's. 21951 to 21989 in the amount of \$40,608.90

**ACKNOWLEDGEMENT OF BANK TRANSFERS:**

Transfer No's. 2023-005 and 2023-006

**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:** None

**NEW BUSINESS:**

- 1.) Appointment of Olivia Fay to fill the vacant Recreation Committee term to expire, January 2<sup>nd</sup>, 2024 and Andrew Dudle to fill the vacant Recreation Committee Term to Expire, January 5<sup>th</sup>, 2026
  - a. Memo from Secretary O'Donald

At this time, I would like to recommend Olivia Fay for appointment to the Recreation Committee to fill the vacant term to expire January 2<sup>nd</sup>, 2024, and Andrew Duple with a term to expire January 5<sup>th</sup>, 2026. Both to fill the vacancies created with the resignation of Rose and Robert Parry. Both Olivia and Andrew have attended the last Recreation Committee and are interested in serving our committee from this position.

**MOTION:** Supervisor Zgura made a motion to appoint Olivia Fay to the Recreation Committee with term to expire January 2, 2024, and Andrew Duple to the Recreation Committee with term to expire January 5, 2026, as per Secretary O'Donald's memo dated March 2<sup>nd</sup>, 2023. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 2.) Authorization to hire part time parks employee.
  - a. Memo from Manager Carter

We received an application for the part time park worker from Neal Bailey, Public Works Forman Brent Fegley and I met with Neil Baily earlier this week. Neil is a retired carpenter both Brent and I think he will be a great addition for the part time park worker not only for mowing grass in the parks, but he will also be able to assist in the maintenance and repair needed in the parks. I would like to ask the board's approval in a motion to hire Neal Baily of Zionsville, contingent on passing a background check for the position of part-time seasonal park worker for the amount that was passed in the budget of \$15.00 per hour.

**MOTION:** Supervisor Mohr made a motion to hire Neal Bailey for Seasonal Park help at \$15.00 per hour pending background check per Manager Carter's memo dated March 1<sup>st</sup>, 2023. 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:**

- 1.) Time Extension – Engelman Lot Line Adjustment and Engelman Property Preliminary Subdivision & Development Plan until June 30<sup>th</sup>, 2023
  - a. letter from Planning Coordinator Brian Miller

Planning Coordinator Brian Miller received time extension requests for the following projects, both will expire March 27<sup>th</sup>, 2023, and are willing to grant an extension to June 30<sup>th</sup>, 2023. • Lot line adjustment Plan – Engelman Properties – Kay 4650, LLC. • Preliminary Subdivision & Land Development Plan – Engelman Property – Kay 4650 LLC. If you agree, a motion to accept the time extensions as noted above is requested, and staff will take care of the process.

**MOTION:** Supervisor Mohr made a motion to allow the time extension for the Lot Line and Preliminary Subdivision Plan for the Engelman Tract until June 30<sup>th</sup>, 2023, per Brian Miller's letter dated February 28<sup>th</sup>, 2023. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

**SUBDIVISIONS – IMPROVEMENTS:** None

**CORRESPONDENCE:** None

**OTHER ISSUES:** - None

**REPORTS:**

Emergency Services Committee Report: None

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: No Report

Fire Companies: No Report

Emmaus Library: No Report

Recreation Commission: No Report

Township Manager:

Bud Carter – No Report

Supervisors:

John D. Zgura – John wanted to discuss with the board the option of being able to waive permitting and other fees for the Fire Companies. It was decided that staff and solicitor would draft a memo for the Board to discuss next meeting.

Joyce K. Moore – No Report

Daniel J. Mohr – No Report

**EXECUTIVE SESSION:** - Not needed.

**ADJOURNMENT:** Meeting was adjourned at 7:09 pm.

---

\_\_\_\_\_  
Chairperson Joyce K. Moore

**03/16/2023**

**Date**

\_\_\_\_\_  
Secretary Jessi O'Donald