

Upper Milford Township  
Board of Supervisors  
Township Building, Old Zionsville, PA 18068  
December 7th, 2023, 7pm  
REGULAR MEETING AGENDA

*Public Packet*

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.

The Upper Milford Board of Supervisors held an executive session beginning at 6:30 pm prior to the start of this meeting to discuss a personnel matter.

**PUBLIC INPUT:**

**ACCEPTANCE OF MINUTES:**

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

**APPROVAL OF PAYMENT OF BILLS:**

**GENERAL FUND:**

PLGIT XXXX7096 - Check No's. 22646 to 22689 in the amount of \$41,815.23

**STREET LIGHT FUND:**

PLGIT XXXX7125 - Check No's. 1398 in the amount of \$2,721.13

**ACKNOWLEDGEMENT OF BANK TRANSFERS:**

Transfer No's. 2023-058 to 2023-065

**SOLICITOR'S REPORT:**

**OLD BUSINESS:**

**NEW BUSINESS:**

- 1.) 2024 Final Budget Approval
- 2.) Resolution 2023-030 – 2024 Millage Rate
- 3.) 2024 Library Agreement - Approval
- 4.) Meeting Schedule for 2024 to advertise.
- 5.) ASA Application for Heussman - Update
  - a. Letter from Planning Coordinator Brian Miller
- 6.) Discussion of intersection at Vera Cruz and Main Rd
- 7.) Approval to Hire Full Time Public Works Employee – D. Brown
  - a. Memo from Manager Carter

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

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

**PLANNING COMMISSION – NEW BUSINESS:**

- 1.) 180 Day Time Extensions:  
Goldstein Minor Subdivision and 4054 Chestnut St Land development through 6/30/2024
  - a. Letter from Planning Coordinator Brian Miller
  
- 2.) Draft Upper Perk Comprehensive Plan
  - a. Letter from planning Coordinator Brian Miller

**SUBDIVISIONS – IMPROVEMENTS:**

**CORRESPONDENCE:** None

**OTHER ISSUES:** - None

**REPORTS:**

Emergency Services Committee Report:

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: ***No Report***

Fire Companies:

Emmaus Library:

Recreation Commission:

Township Manager:

Bud Carter –

Supervisors:

John D. Zgura –

Daniel J. Mohr –

Joyce K. Moore –

**EXECUTIVE SESSION:** - If needed

**ADJOURNMENT:**

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AGENDA PART II:

UNFINISHED BUSINESS (NO ACTION ANTICIPATED):

**OLD BUSINESS:**

1. Morrissey Property Concerns
2. Open Space Update
3. Zoning and SALDO Update
4. Krause Property Concerns

END AGENDA PART II:

Upper Milford Township  
Board of Supervisors  
Township Building, Old Zionsville, PA 18068  
November 16th, 2023, 7pm  
REGULAR MEETING MINUTES

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

Pledge of Allegiance to the flag.

**ANNOUNCEMENTS:**

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**PUBLIC INPUT:** None

**ACCEPTANCE OF MINUTES:**

Approval of November 2<sup>nd</sup> and 13<sup>th</sup>, 2023, Regular and Special meeting minutes.

**MOTION:** Supervisor Zgura made a motion to accept the November 2<sup>nd</sup> & 13<sup>th</sup>, 2023, minutes as presented. Supervisor Moore 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. 22618 to 22645 in the amount of \$81,240.24

**FIRE HYDRANT FUND:**

PLGIT XXXX7154 - Check No. 1015 in the amount of \$2,756.33

**OPEN SPACE REFERENDUM**

PLGIT XXXX7146 – CHECK No. 1025 in the amount of \$1,700.00

**ACKNOWLEDGEMENT OF BANK TRANSFERS:**

Transfer No's. 2023-055 to 2023-057

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

**SOLICITOR'S REPORT:** No Report

**OLD BUSINESS:** None

**NEW BUSINESS:** None

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

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

**PLANNING COMMISSION – NEW BUSINESS:** None

**SUBDIVISIONS – IMPROVEMENTS:** None

**CORRESPONDENCE:**

- 1.) Request from old Zionsville UCC for special fire Police on Dec 24 from 7-7:45pm
  - a. Letter from Kathryn Latshaw

Old Zionsville United Church of Christ requests the presence of the Fire Police, for safety reasons, on Christmas Eve, December 24, 2022, from 7:00 to 7:45 p.m. for our annual Christmas Eve Candlelight Service which begins at 7:30 p.m. We have been directed to request permission for Vera Cruz Fire Company to provide service.

**MOTION:** Supervisor Moore made a motion to allow the use of special fire police from both station #19 and #28 is willing and available for the Christmas Eve service at the UCC Church from 7:00 – 7:45 pm on December 24<sup>th</sup>, 2023. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

**OTHER ISSUES:** - None

**REPORTS:**

Emergency Services Committee Report: No Report

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: Report on Website

Fire Companies: It was asked why the grant writer was not on the agenda. Secretary O'Donald explained that it was due to Vera Cruz Fire Company's change in the timeline for ordering a truck. After the last meeting they noted that they needed a truck delivered by 2026, which means they need to order it soon. She had discussed with them the need for them to speak to the Grant Writer to make sure the company had time to take on their application and that there was an active grant available for them to apply for. Once they have that information then they should come back to the Board of Supervisors to ask for the Township to pay for the grant writer.

Emmaus Library: Lisa Marten reported that the Parent & Child classes are running from 11/14 through 12/12 and the library is still actively looking for a new director. The interim Director is doing a wonderful job running everything in the meantime.

Recreation Commission: No Report

Township Manager:

Bud Carter – No Report

Supervisors:

John D. Zgura – the next meeting will be to adopt the 2024 budget. If anyone has questions or comments, they should ask them prior to the meeting.

Daniel J. Mohr – Absent

Joyce K. Moore – Happy thanksgiving filled with love and joy, and it has been a pleasure to serve Upper Milford Township.

**EXECUTIVE SESSION:** - Not needed.

**ADJOURNMENT:** Meeting was adjourned at 7:08 pm.

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Chairperson Joyce K. Moore

**12/07/2023**  
Date

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Secretary Jessi O'Donald

**UMT-GENERAL FUND**  
**BOS Meeting AP Disbursements Report**  
**December 7, 2023**

Date	Num	Name	Paid Amount
<b>100.01 - PLGIT - General Fund Ckg</b>			
12/07/2023	22646	AED Superstore	-417.00
12/07/2023	22647	Analytical Laboratories, Inc.	-90.00
12/07/2023	22648	Anchor Fence Company, Inc.	-938.50
12/07/2023	22649	Ascendance Truck Center	-3,646.05
12/07/2023	22650	AutoZone, Inc.	-197.71
12/07/2023	22651	CHRIN HAULING, INC.	-267.42
12/07/2023	22652	CITIZEN'S FIRE COMPANY - Donations	-3,570.00
12/07/2023	22653	Crystal Springs	-32.04
12/07/2023	22654	EM KUTZ, INC.	-1,987.16
12/07/2023	22655	Emmaus Fire Department	-2,070.00
12/07/2023	22656	Golden Equipment Co., Inc.	-2,028.23
12/07/2023	22657	Hanover Engineering Assoc., Inc.	-269.25
12/07/2023	22658	KEYCODE INSPECTION AGENCY	-3,782.94
12/07/2023	22659	Lower Macungie Fire Department	-3,429.18
12/07/2023	22660	Lower Milford Fire Department	-960.00
12/07/2023	22661	MASTER SUPPLY LINE	-107.10
12/07/2023	22662	Miller Municipal Supply, LLC	-183.60
12/07/2023	22663	Monarch Precast Concrete Corporation	-365.00
12/07/2023	22664	Monks Security Systems Inc	-135.00
12/07/2023	22665	NAPA AUTO PARTS	-185.25
12/07/2023	22666	New Enterprize Stone and Lime Co. Inc	-2,398.50
12/07/2023	22667	PA ONE CALL SYS.	-53.30
12/07/2023	22668	PENTELEDATA	-125.95
12/07/2023	22669	PMRS	-2,164.41
12/07/2023	22670	Postmaster	-98.00
12/07/2023	22671	PPL ELECTRIC UTILITIES	-1,592.04
12/07/2023	22672	RED HILL FORD (SANDS)	-153.15
12/07/2023	22673	Richter Total Office	-196.70
12/07/2023	22674	Robert E Little, Inc	-91.99
12/07/2023	22675	SAYLOR'S LAWN & LANDSCAPE INC.	-1,299.00
12/07/2023	22676	SIGNAL SERVICE	-622.00
12/07/2023	22677	Snyder Technologies	-125.00
12/07/2023	22678	STAVER HYDRAULICS CO., INC.	-77.48
12/07/2023	22679	Sunoco Universal	-2,055.73
12/07/2023	22680	TIMES NEWS (East Penn Press)	-345.15
12/07/2023	22681	TOSHIBA BUSINESS SOLUTIONS	-115.32
12/07/2023	22682	TOSHIBA FINANCIAL SERVICES	-326.96
12/07/2023	22683	unifirst	-269.59
12/07/2023	22684	Verizon Connect	-135.26
12/07/2023	22685	Verizon Wireless	-187.23
12/07/2023	22686	Wehrung's Macungie LLC	-703.12
12/07/2023	22687	WESTERN DISTRICT FIRE CO - Donations	-2,527.50
12/07/2023	22688	WORTH, MAGEE & FISHER	-905.42
12/07/2023	22689	Zimmerman, Michelle (Hinkle)	-585.00
Total 100.01 - PLGIT - General Fund Ckg			-41,815.23
<b>TOTAL</b>			<b>-41,815.23</b>

**UMT-STREET LIGHT FUND**  
**BOS Meeting AP Disbursement Report**  
**December 7, 2023**

Date	Num	Name	Paid Amount
<b>100.01 - PLGIT - Street Light Fund Ckg</b>			
12/07/2023	1398	PPL ELECTRIC UTILITIES	-2,721.13
Total 100.01 - PLGIT - Street Light Fund Ckg			-2,721.13
<b>TOTAL</b>			<b>-2,721.13</b>