

Upper Milford Township  
Board of Supervisors  
Township Building, Old Zionsville, PA 18068  
January 18th, 2024, 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.

**PUBLIC INPUT:**

Leisel Gross from LCA to give presentation.

**ACCEPTANCE OF MINUTES:**

Approval of January 2<sup>nd</sup>, 2024, Reorganizational and regular meeting minutes.

**APPROVAL OF PAYMENT OF BILLS:**

**GENERAL FUND:**

PLGIT XXXX7096 - Check No's. **22756 to 22789** in the amount of **\$96,284.04**

**STREET LIGHT FUND:**

PLGIT XXXX7125 - Check No. **1399 and 1400** in the amount of **\$3,607.27**

**ACKNOWLEDGEMENT OF BANK TRANSFERS:**

Transfer No's. 2024-001 to 2024-004

**SOLICITOR'S REPORT:**

**OLD BUSINESS:** None

**NEW BUSINESS:**

- 1.) Approval for Natural Conservation Easement Surveys (Graff & Fasick)
  - a. Letter from Planning Coordinator Brian Miller
- 2.) Infrastructure discussion
  - a. memo from Manager Carter
- 3.) Appointment to Library Board for three-year term expiring 01/04/2027.
  - a. Memo from Secretary O'Donald

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

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

**PLANNING COMMISSION – NEW BUSINESS:**

**SUBDIVISIONS – IMPROVEMENTS:**

- 1.) Approval for 365 Day Time extension for FIC 1B & 2 until March 1<sup>st</sup>, 2025.
  - a. Letter from Rick Koze

**CORRESPONDENCE:**

- 1.) James Baker Resignation from the Pension Committee
  - a. Email from James Baker
  
- 2.) Request for Special Fire Police from Vera Cruz Community Association for:
  - Easter Egg Hunt – 10/16/2024 at 1 pm.
  - Homecoming – 8/18/2024 from 12 to 8 pm
  - Halloween Parade – 10/16/2024 from 6:30-9pm rain date 10/17
  - a. Letter from Susan Mohr

**OTHER ISSUES:** - None

**REPORTS:**

Emergency Services Committee Report:

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: Report on website

Fire Companies:

Emmaus Library:

Recreation Commission:

Township Manager:

Bud Carter –

Supervisors:

Daniel J. Mohr –

Angela Ashbrook –

John D. Zgura –

**EXECUTIVE SESSION:** - If needed

**ADJOURNMENT:**

**AGENDA PART II:**

**UNFINISHED BUSINESS (NO ACTION ANTICIPATED):**

**OLD BUSINESS:**

- 1. Morrissey Property Concerns
- 2. Open Space Update
- 3. Zoning and SALDO Update – In Progress
- 4. Krause Property Concerns

**END AGENDA PART II:**

UPPER MILFORD TOWNSHIP  
BOARD OF SUPERVISORS  
OLD ZIONSVILLE, PA 7:00 P.M.  
**REORGANIZATION MEETING MINUTES**  
JANUARY 2<sup>nd</sup> 2024

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**ATTENDANCE:** Supervisors; Daniel Mohr, Angela Ashbrook, John Zgura; Manager Edward Carter; Planning Coordinator Brian Miller, Solicitor Marc Fisher, Secretary/treasurer Jessi O'Donald

Manager Carter called the meeting to order to 7:00 pm.

Pledge of allegiance to the flag.

**ANNOUNCEMENTS:** This meeting is being broadcast via ZOOM and recorded to aid in the preparation of minutes and for such other purposes as the Board sees fit.

This meeting was advertised in The East Penn Press on December 20<sup>th</sup>, 2023.

The purpose of this meeting is to elect a temporary chairman and proceed with the normal procedures required of a reorganization meeting.

**NOMINATION AND ELECTION OF TEMPORARY CHAIRPERSON:** (Board Action Required)

**MOTION:** Supervisor Moore nominated Supervisor Ashbrook as Temporary Chair. Supervisor Zgura seconded the motion. Any questions or comments, all were in favor, motion carried.

**TEMPORARY CHAIRPERSON'S AGENDA:**

1. Nomination of Chairperson of the Board of Supervisors for 2024:

**MOTION:** Supervisor Mohr nominated Supervisor Zgura as Chair. Supervisor Ashbrook seconded the motion. Any questions or comments, all were in favor, motion carried.

2. Nomination of Vice-Chairperson of the Board of Supervisors for 2024:

**MOTION:** Supervisor Zgura nominated Supervisor Mohr as Vice Chair. Supervisor Ashbrook seconded the motion. Any questions or comments, all were in favor, motion carried.

(2024 CHAIRMAN IS SEATED)

**RE-ORGANIZATIONAL MEETING ACTIONS:**

**DESIGNATION OF BOARD OF SUPERVISORS REPRESENTATIVE:** To attend Lehigh County Authority Business meetings and serve as alternate to Township Manager on voting matters. (2023 Designee was Supervisor Moore)

**MOTION:** Supervisor Zgura nominated Supervisor Ashbrook to the appointment of Board representative to Lehigh County Authority Business meetings to serve as alternate to the Manager for voting purposes for 2024. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried.

**DESIGNATION OF BOARD OF SUPERVISORS REPRESENTATIVE:** To the Agricultural Security Board. (2023 Designee was Supervisor Moore)

**MOTION:** Supervisor Zgura nominated Supervisor Ashbrook as the board designee to the Agricultural Security Board for 2024. Supervisor Mohr seconded the motion. Any questions or comments, all were in favor, motion carried.

**BOARDS, COMMITTEES, REPRESENTATIVES:**

The Board of Supervisors state that as each term expires for members of all bodies, the Board of Supervisors at that time will act as necessary for the reappointment or new appointment of members as required.

1. Zoning Hearing Board
  - a. Reappoint April Schiel (Member) to the Zoning Hearing Board term to expire January 2<sup>nd</sup>, 2029
  - b. Reappoint Frank Reith (alternate) to the Zoning Hearing Board term to expire January 4<sup>th</sup>, 2027

**MOTION:** Supervisor Mohr made a motion to reappoint April Schiel and Frank Reith to the Zoning Hearing Board for the terms listed above. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

2. Vacancy Board
  - a. Reappoint Mr. John Hayes to the vacancy board for the prescribed annual term.

**MOTION:** Supervisor Mohr made a motion to reappoint John Hayes to the Vacancy Board for 2024. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

3. Emergency Services Committee
  - a. Reappoint Joseph Terrible to the Emergency Services Committee, term expire on January 4<sup>th</sup>, 2027.

**MOTION:** Supervisor Mohr made a motion to reappoint Joseph Terrible to the Emergency Services Committee with term to expire January 4<sup>th</sup>, 2027. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

4. Planning Commission
  - a. Reappoint Matthew Hunter (Member) to the Planning Commission, term to expire January 3<sup>rd</sup>, 2028
  - b. Reappoint Charles Peters (Member) to the Planning Commission, term to expire January 3<sup>rd</sup>, 2028
  - c. Reappoint John Zgura (Alternate) to the Planning Commission, term to expire January 3<sup>rd</sup>, 2028

**MOTION:** Supervisor Mohr made a motion to reappoint Matthew Hunter, Charles Peters Jr, and John Zgura to the Planning Commission for the terms listed above. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

5. Joint Environmental Advisory Council
  - a. Reappoint Tassia Schriener to the Joint EAC with a term to expire January 4<sup>th</sup>, 2027.

**MOTION:** Supervisor Mohr made a motion to reappoint Tassia Schriener to the Joint EAC with term to expire January 4<sup>th</sup>, 2027. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

6. Open Space Committee

- a. Reappoint Ann Melter, Jessamy Killingsworth and Houstin Lichtenwalner to the Open Space Committee with terms to expire January 4<sup>th</sup>, 2027.

**MOTION:** Supervisor Mohr made a motion to reappoint Ann Melter, Jessamy Killingsworth and Houstin Lichtenwalner to the Open Space Committee with terms to expire January 4<sup>th</sup>, 2027. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

7. Recreation Commission

- a. Reappoint Olivia Fay to the Recreation Committee, term to expire January 2<sup>nd</sup>, 2029.

**MOTION:** Supervisor Mohr made a motion to reappoint Olivia Fay to the Recreation Committee, term to expire January 2<sup>nd</sup>, 2029. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

8. Auditor

- a. Appoint \_\_\_\_\_ as Auditor with term to expire 12/31/2025.

**MOTION:** Supervisor Ashbrook made a motion to appoint Alicia DuPlooy as Auditor, term to expire December 31<sup>st</sup>, 2025. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

**CORRESPONDENCE:** None

**EXECUTIVE SESSION:** Not Needed.

**RESOLUTIONS:**

1. Re-appointment and setting of wages of Township Officials for 2024 (Resolution No. 2024-001).
2. Re-appointment of Township Solicitor (Resolution No. 2024-002).
3. Hourly Employee Wage Schedule (Resolution No. 2024-003).
4. Re-appointment of Zoning Hearing Board Solicitor, Alternate Zoning Hearing Board Solicitor and Court Reporter (Resolution No. 2024-004).
5. Re-appointments, Appointments and Acknowledgements to Boards, Committees and Representatives (Resolution No. 2024-005).
6. Re-appointment of Township Engineer (Resolution No. 2024-006).
7. Re-appointment of Address Assignment Consultant (Resolution No. 2024-007).
8. Re-appointment of Township Accounting Service Consultant (Resolution No. 2024-008).
9. Re-Appointing a third party electrical and construction code agency (Resolution No. 2024-009).
10. Setting Bonding for Treasurer, Township Manager and Assistant Manager (Resolution No. 2024-010).
11. PLGIT Authorized Signers (Resolution No. 2024-011).

12. Setting the Fee Schedules – Administrative and Zoning (Resolution No. 2024-012).
13. Setting Fee Schedule – Building Permits (Resolution No. 2024-013).
14. Setting subdivision and land development application and escrow fees (Resolution No. 2024-014).
15. New Tripoli Bank Authorized Signers (Resolution No. 2024-015).
16. Destruction of Township Records Authorization (Resolution No. 2024-016)
17. Re-appointment of Alternate SEO (Resolution No. 2024-017)
18. Appointment of Alternate Zoning Officer (Resolution No. 2024-018)

**MOTION TO APPROVE RESOLUTIONS:** Supervisor Mohr made a motion to approve Resolutions 2024-001 through 2024-018 as read in the agenda. Supervisor Ashbrook seconded the motion. Any questions or comments, all were in favor, motion carried.

**SETTING BOARD OF SUPERVISORS – MEETING SCHEDULE 2024:**

The Board of Supervisors hereby establishes the first and the third Thursday of each month from February through December as the stated meetings, the Workshop meetings will be scheduled and advertised as needed. Regular meetings will begin at 7:00 pm, except as such times may conflict with holidays or other business, in which case a suitable alternate date will be fixed, and proper notice will be given. The next scheduled Board of Supervisors Meeting is on Thursday, January 18<sup>th</sup>, 2023, at 7:00 pm. A special meeting may be held when the business load is excessive for a particular meeting as determined by the Board of Supervisors.

**MOTION TO APPROVE MEETING SCHEDULE:** Supervisor Mohr made a motion to approve the Board of Supervisors Meeting schedule for 2024 as listed in the agenda. Supervisor Ashbrook seconded the motion. Any questions or comments, all were in favor, motion carried.

**PSATS CONVENTION**

The Board of Supervisors must approve, if so desired, the attendance of all Supervisors, Township Secretary, Township Treasurer; Township Manager, Assistant Manager, Employee Personnel and Township Solicitor to the PSATS Convention, under the same procedure, with expenses reimbursed as specified by the Pennsylvania State Association of Township Supervisors and Act of the Legislature.

**Motion to approve attendance to the PSATS Convention and designate a voting delegate:**

Supervisor Mohr made a motion that Township Supervisors, Staff and Solicitor are approved to attend the annual PSATS Convention held April 14-17, 2024, and Dan Mohr is designated as the official voting delegate to the PSATS Convention. Supervisor Ashbrook seconded the motion. Hearing no further questions or comments, all were in favor, motion carried.

**APPROVAL AND ACCEPTANCE OF REORGANIZATION MEETING ACTIONS:**

**Motion for the approval and acceptance of the Reorganization Meeting:** all the foregoing has been accepted and approved as presented. All open bills for 2023 are approved for payment.

**MOTION:** Supervisor Mohr made a motion that all the foregoing has been accepted and approved as presented and pay all open bills for 2023. Supervisor Ashbrook seconded the motion. Any questions or comments, all were in favor, motion carried.

### **REGULAR MEETING BUSINESS:**

**ANNOUNCEMENT:** The Elected Auditor's Meeting will be held on Wednesday, January 3<sup>rd</sup>, 2024, at 3:00 p.m.

**PUBLIC INPUT:** None

**ACCEPTANCE OF MINUTES:** Acceptance of the December 21<sup>st</sup>, 2023; Regular meeting minutes.

**MOTION:** Supervisor Mohr made a motion to accept the December 21<sup>st</sup>, 2023, minutes as presented. Supervisor Zgura seconded the motion. Hearing no questions or comments, Mohr and Zgura were in favor, Ashbrook abstained, motion carried.

### **APPROVAL OF PAYMENT OF 2023 BILLS:**

#### **GENERAL FUND:**

PLGIT XXXX7096 – Check No's **22724 to 22735** in the amount of **\$12,559.39**

**No Transfers**

**MOTION:** Supervisor Mohr made a motion to pay the bills for 2023 as read. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

### **APPROVAL OF PAYMENT OF 2024 BILLS:**

#### **GENERAL FUND:**

PLGIT XXXX7096 – Check No's **22736 to 22755** in the amount of **\$14,333.72**

**No Bank Transfers**

**MOTION:** Supervisor Mohr made a motion to pay the bills for 2024 as read. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

**OLD BUSINESS:** None

### **NEW BUSINESS:**

1.) Approval of Letter of engagement for 2023 Audit

**MOTION:** Supervisor Mohr made a motion to Approve the letter of engagement for the 2023 Audit. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

**SOLICITOR'S REPORT:** No Report

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

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

**PLANNING COMMISSION NEW BUSINESS:** - None

**SUBDIVISIONS – IMPROVMENTS:** None

**CORRESPONDENCE:** None

**OTHER ISSUES:** None

**REPORTS:**

Emmaus Library: No Report

Fire Companies: No Reports

Recreation Commission: None

Township Manager:

Bud Carter – Public Works is watching the weather and will be ready if it snows this weekend.

Supervisors:

Daniel Mohr – Happy New Year and welcome Angela to the Board of Supervisors.

Angela Ashbrook – No Report

John Zgura – Welcome Angela to the Board of Supervisors. He asked if the next agenda would include a discussion of the remaining ARPA funds for infrastructure projects.

**EXECUTIVE SESSION:** Not Needed

**ADJOURNMENT:** Meeting was adjourned at 7:20 pm.

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\_\_\_\_\_  
Chairman John D. Zgura

January 18<sup>th</sup>, 2024  
Date

\_\_\_\_\_  
Secretary/treasurer Jessi O'Donald



**UMT-GENERAL FUND  
BOS Meeting AP Disbursements Report  
January 18, 2024**

Date	Num	Name	Paid Amount
<b>100.01 · PLGIT - General Fund Ckg</b>			
01/18/2024	22756	All-Jays	-1,545.00
01/18/2024	22757	American Rock Salt Company LLC	-7,759.94
01/18/2024	22758	AmTrust North America	-5,092.00
01/18/2024	22759	Ascendance Truck Center	-25.16
01/18/2024	22760	AutoZone, Inc.	-90.75
01/18/2024	22761	Crystal Springs	-49.56
01/18/2024	22762	Hanover Engineering Assoc., Inc.	-1,306.00
01/18/2024	22763	Hill Side Vinyl	-20.00
01/18/2024	22764	KEYCODE INSPECTION AGENCY	-3,105.00
01/18/2024	22765	Lehigh County Humane Society	-2,085.00
01/18/2024	22766	Linde Gas & Equipment Inc	-19.80
01/18/2024	22767	Marcy J. Janowski	-150.00
01/18/2024	22768	Monks Security Systems Inc	-357.00
01/18/2024	22769	Ott Consulting Inc.	-19,378.11
01/18/2024	22770	PA ONE CALL SYS.	-39.60
01/18/2024	22771	PENTELEDATA	-2,803.48
01/18/2024	22772	Petty Cash - Upper Milford Township	-60.30
01/18/2024	22773	PMHC	-42,892.80
01/18/2024	22774	PMRS	-2,190.73
01/18/2024	22775	PPL ELECTRIC UTILITIES	-170.77
01/18/2024	22776	Richter Total Office	-136.01
01/18/2024	22777	Robert E Little, Inc	-218.04
01/18/2024	22778	Sander Power Equipment Company	-60.71
01/18/2024	22779	Service Electric Cable TV Inc.	-178.27
01/18/2024	22780	SIGNAL SERVICE	-220.00
01/18/2024	22781	Snyder Technologies	-2,295.00
01/18/2024	22782	TIMES NEWS (East Penn Press)	-168.01
01/18/2024	22783	unifirst	-242.43
01/18/2024	22784	USI Insurance Serices LLC	-56.00
01/18/2024	22785	VISA #6488 (KW)	-571.80
01/18/2024	22786	VISA #6512 (BC)	-165.23
01/18/2024	22787	VISA#2958 (JO)	-1,926.11
01/18/2024	22788	Wehrung's Macungie LLC	-45.97
01/18/2024	22789	WORTH, MAGEE & FISHER	-859.46
Total 100.01 · PLGIT - General Fund Ckg			-96,284.04
<b>TOTAL</b>			<b>-96,284.04</b>

**UMT-STREET LIGHT FUND  
BOS Meeting AP Disbursement Report  
January 18, 2024**

Date	Num	Name	Paid Amount
<b>100.01 · PLGIT - Street Light Fund Ckg</b>			
01/18/2024	1399	PPL ELECTRIC UTILITIES	-2,662.38
01/18/2024	1400	PPL ELECTRIC UTILITIES	-944.89
Total 100.01 · PLGIT - Street Light Fund Ckg			-3,607.27
<b>TOTAL</b>			<b>-3,607.27</b>