

Upper Milford Township  
Board of Supervisors  
Township Building, Old Zionsville, PA 18068  
December 5<sup>th</sup>, 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:**

**ACCEPTANCE OF MINUTES:**

Approval of November 21<sup>st</sup>, 2024, regular meeting minutes.

**APPROVAL OF PAYMENT OF BILLS:**

**GENERAL FUND:**

PLGIT XXXX7096 - Check No's. 23465 to 23488 in the amount of \$18,573.34

**ACKNOWLEDGEMENT OF BANK TRANSFERS:**

Transfer No's. 2024-080 to 2024-083

**SOLICITOR'S REPORT:**

**OLD BUSINESS:**

- 1.) Eagle Scout Project Fundraising Discussion.

**NEW BUSINESS:**

- 1.) Approval 2025 Budget
- 2.) Approval Emmaus Public Library Agreement
- 3.) Approval Resolution 2024-039 Millage Rate for 2025
- 4.) Approval Resolution 2024-040 Tax Collector Services Misc Fees
- 5.) Approval Resolution 2024-041 Tax Collector Rate for next term
- 6.) Approval to purchase 2025 Mack Truck
  - a. Memo from Manager Carter
- 7.) Approval to advertise 2025 meeting dates.
- 8.) Approval for AFG Grant Support Letter – Citizen's Fire Company
- 9.) Discussion of Fire Service Volunteers/Fire Tax - Ashbrook
- 10.) Request to host personal products drive for the Zionsville Food Pantry
  - a. Memo from Secretary/Treasurer O'Donald

11.) Request to close Township Office for 12/23 & 12/30 for employees to use PTO if they choose.

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

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

**PLANNING COMMISSION – NEW BUSINESS:**

- 1.) Time Extensions through June 30, 2025  
Goldstien Subdivision and Dunkin Donuts
  - a. letter from Planning Coordinator Brian Miller

**SUBDIVISIONS – IMPROVEMENTS:** None

**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:

Daniel J. Mohr –

Angela Ashbrook –

John D. Zgura –

**EXECUTIVE SESSION:** - Upper Milford Board of Supervisors will hold an executive session after this meeting to discuss a legal matter and personnel matter. No Decision will be made.

**ADJOURNMENT:**

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**AGENDA PART II:**

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

**OLD BUSINESS:**

1. Morrissey Property Concerns
2. Open Space Update
3. Recreation Plan Update
4. Krause Property Concerns

**END AGENDA PART II:**

Upper Milford Township  
Board of Supervisors  
Township Building, Old Zionsville, PA 18068  
November 21<sup>st</sup>, 2024, 7pm  
REGULAR MEETING MINUTES

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**ATTENDANCE:** Supervisors: John Zgura, Daniel Mohr & Angela Ashbrook, Manager Bud Carter, Solicitor Marc Fisher, Secretary/Treasurer Jessi O'Donald

Pledge of Allegiance to the flag.

**ANNOUNCEMENTS:**

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**PUBLIC INPUT:**

**Jim Krippe – Mill Rd-** Jim questioned who inspected the house lot that was demolished from the fire as the basement is open, and the neighborhood kids can get into it. He also had concerns about the other house on the road that burned. He said the grass had been cut but the house was still there. He said he comes to these meetings and complains but nothing is ever done. He also has questioned the zoning officer and Build Code officials in the past.

Manager Carter stated that these questions Jim could get answers to sooner if he just called the office if it's a safety concern instead of questioning things weeks later. Manager Carter also explained that the Building Code Official and Zoning Officer requirements are different. The Building Code Official has all his certification credentials. Zoning Officers do not have a certification requirement.

**Frank Kuklis – Mill Rd –** Frank asked if there was an update from the Turnpike Commission on the Mill Rd overpass. He encouraged the Township to continue to advocate for what he feels is correct in keeping Mill Rd open. Jim Krippe noticed blue and green paint near the over pass.

**ACCEPTANCE OF MINUTES:**

Approval of November 7<sup>th</sup>, 2024, regular meeting minutes.

**MOTION:** Supervisor Mohr made a motion to approve the minutes from November 7<sup>th</sup>, 2024, as presented. Supervisor Ashbrook 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. 23439 to 23464 in the amount of **\$ 84,479.75**

**ACKNOWLEDGEMENT OF BANK TRANSFERS:**

Transfer No's. 2024-077 to 2024-079

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

**SOLICITOR'S REPORT:** No Report

**OLD BUSINESS:**

1.) Fire Company Discussion – Funding Expectations

Supervisor Ashbrook read the following statement: In response to the question posed by Kevine Kleinsmith at the November 7<sup>th</sup>, Board of Supervisor's meeting, I recognize that you were not given a direct answer as to the monies available through the Fire Tax to be allocated to a possible building fund. I thought about this question and want to give you the answer I have, which is my view on the matter but not necessarily that of the other board members. I also want to manage expectations at the onset and be clear about my position. In creating the Fire Tax, it was and continues to be my goal to get the fire companies the equipment and trucks needed for the safety of the residents. A new building is not within that mission. Spending these funds on a building gets us nowhere in amassing the money needed for when it's time to purchase a truck or equipment. I voted "no" to the Resolution that was passed partly because it included buildings as an approved expense. To me, this money is to help with timed replacement of trucks and equipment. Western knowingly signed a contract for two trucks that would not fit into the existing building, and I will not hold the taxpayers responsible for that decision. If there are ways the Township can facilitate permitting or other aspects of the project, I'd be open to ideas. The Fire tax is money for certain things, and I will not be raising taxes again if the money is depleted after the Township is nearly doubling your annual contribution. I believe you should be coming up with a workable solution to combine fire companies, if you can't make the fire tax money work for what it is intended. Again, I fully support trying to fund the equipment you need but the taxpayers are not a blank check for every want that comes before the Board. Approval for things like a new fire station needs a majority vote of three, but I'm putting it out there now that my vote on money for a building will be "no". I absolutely appreciate the service you provide, but the money is going to have to accomplish the long-range plans for the fire tax to work for what it is intended.

Chief Kline – responded that the fire company has been do this a long time and been fiscally responsible. They are unable to help that the cost of equipment has risen so dramatically.

Phil Casey – reminisced about the past when fire companies were able with the auxiliary to raise enough funds to be self-supporting. He talked about \$3,000.00 new cars and how the costs have always increased.

Solicitor Fisher explained that whereby the Second-Class Township Code states that Fire Tax funds can be used for a building and that is why the language was included in the Resolution, that the Board didn't have to disburse money for a building. That the legal allowance of the use of funds was different that the Board approval for allocation of funds. The Board still holds the ability to approve the use of funds for the Fire Company.

2.) Specification for New Mack – Discussion

Manager Carter presented the quote and specifications for the proposed Mack truck as requested by the Board of Supervisors. Supervisor Zgura responded that he would like to see a further breakdown

of the prices. Manager Carter explained that the pricing software doesn't show items that way. He suggested that if they wanted to see something specific in the difference of price, he could have an item replaced on the quote to see the change in cost. Supervisor Ashbrook stated that she would differ to Public Works on the requirements and thanked manager Carter for the information. Jim Krippe asked if the truck was a COSTARS purchase or if it could be purchased directly from Mack. Supervisor Ashbrook explained that the quote was from the COSTARS contracts and Manager Carter stated that it was directly from Mack and being upfitted with body and plow through EM Kutz. It was questioned why the Township needed another 10-wheeled truck when there was one purchased years ago and was sold. Manager Carter explained that the 10 wheeled truck the township had was purchased used and came with a lot of problems. Those problems would have been too costly to repair for what the Township used it for, so the truck was sold. Phil Casey asked about the cost difference in the transmissions. Manager Carter stated he was told the manual Transmission was \$14,000 and the Automatic is \$20,000 so a cost difference of \$6,000.00. Supervisor Zgura advocated for the automatic transmission as a fatigue reducer for long plowing events. Mark Steltz asked why the Township wanted the larger truck. Manager Carter stated that it can haul twice the amount of material freeing up a truck and a driver along with reduction of trips back to the garage during a plow event for more weight and salt.

**NEW BUSINESS:**

1.) Discussion of Fire Truck Storage

Chief Kline from Western District Fire Company asked about Storing the Spare Fire Truck they have leased as a backup until they receive their new truck in the Public Works garage until they are able to get the Pole Building on their own property insulated and heated. They cannot leave the truck unheated, or it will freeze the water lines and they haven't been able to get the contractor to insulate the pole building yet. He stated they are hoping to get it done in January or February 2025. The storage will only be temporary. Supervisor Mohr remembers that this isn't the first fire vehicle that the Township helped to store for the fire companies. Manager Carter checked with the insurance company and there is no extra liability for the township to store the truck as long as the Fire Company has insurance on it. The Fire Company will provide a copy of the policy certificate to the Township.

**MOTION:** Supervisor Mohr made a motion to allow the storage of the Western District's leased extra truck in the basement storage area temporality until they can get their pole building insulated. Supervisor Ashbrook seconded the motion. Hearing no further comments or questions, all were in favor, motion carried.

2.) Resolution No. 2024-037 – O&M for The Fields at Twin Run

This is the Operations and Maintenance agreement for the Twin Run development.

**MOTION:** Supervisor Mohr made a motion to approve Resolution No. 2024-037 for the O&M agreement for the Fields at twin Run Development. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

3.) Resolution 2024-038 O&M for Engelman 4702 Indian Creek Rd

Manager Carter explained that this Operations and Maintenance agreement is for the continuing access for the inspection of the storm drainpipe that will cross the Engelman property that will connect the Twin Run Stormwater system to the swale.

**MOTION:** Supervisor Mohr made a motion to approve Resolution No. 2024-038, the O&M agreement for the 4702 Indian Creek Rd., Engelman Property. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 4.) Request for donation account for Eagle Scout and future fundraising projects
  - a. Memo from Secretary/Treasurer O'Donald

Ryan Hunter met with Staff last week to discuss the fundraising portion of his approved Eagle Scout Project at Jasper Park. There has been a change in the Scouts requirements for Eagle Scout projects and their fundraising. The Scout used to be able to handle their fundraising money. Now they are requiring the beneficiary to hold the account for the fundraising revenue for the Scout Project. After careful consideration and research into the GoFundMe platform that Ryan would like to use, I recommend and request an additional savings account to be opened at New Tripoli Bank for the separation of these funds and possible future fundraising activities.

Supervisor Ashbrook asked how Ryan can know what he needs to fundraise if he hasn't contacted those that offered donations of materials. Secretary O'Donald explained that he will be contacting those individuals and has a list of expenses, she will be happy to get that from him soon. He just received his approval from the Minsi Trail Council.

Supervisor Zgura commented that when he was a kid, he had to go door to door to raise funds and that now kids aren't learning those skills if they use a platform like GoFundMe. Phil Casey and Frank Kuklis also explained what it was like to raise money when he was a child. Secretary O'Donald explained that no matter how the money would be raised it would have to come to the Township and that she felt the money shouldn't be comingled with Township funds. She felt that the bookkeeping end of this would be easy even with multiple projects taking place at once. She also stated that there have only been five Eagle Scout projects in the last ten years so it really shouldn't be a concern and that the Recreation Committee has also discussed raising funds for a project in the park so the account would be needed on multiple levels. Solicitor Fisher explained that with the rules attached to the memo it explains that the funds need to be held by the project beneficiary. It was asked why the Township is the beneficiary. Secretary O'Donald explained the Township is the beneficiary as the Township owns the park and the project was approved to be completed in the Township Park.

Supervisor Ashbrook asked if they could discuss the GoFundMe later, but she understood the need for the account.

Colt Hershinger asked how the money would be disbursed. Secretary O'Donald explained the account would be audited with all the Township accounts and that Township check writing and meeting approval protocols would need to be followed.

**MOTION:** Supervisor Mohr made a motion to allow the additional account with New Tripoli Bank to collect fundraising money with only transfer abilities to the New Tripoli Checking for disbursement following Township protocols. Supervisor Ashbrook seconded the motion. Hearing no questions or comments all were in favor motion carried.

5.) Discussion of Yard Waste Hours  
a. Memo from Manager Carter

Manager Carter would like to ask the board of to extend the yard waste summer hours to December 15th, 2024. With the both the County and Township burn ban in effect I would like to keep the summer yard waste hours to allow the residents more opportunity to dispose of their yard waste. Summer Hours: Monday-12:00 pm to 4:00 pm, Wednesday- 1 :00 pm to Dusk, Friday 8:00 am to 12:00 pm, Saturday 8:00 am to 4:00 pm, Sunday 12:00 pm to 4:00 pm

There was a brief discussion over the county wide burn ban. Chief Kline commented that the Township burn ban is at least until December 15<sup>th</sup> even if it rains due to the County superseding the township ban.

**MOTION:** Supervisor Mohr made a motion to continue the Summer Yard waste hours until December 15, 2024, as requested in manager Carters memo dated November 21, 2024. Supervisor Ashbrook seconded the motion. Hearing no further questions or comments, all were in favor, motion carried.

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

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

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

**SUBDIVISIONS – IMPROVEMENTS:** - None

**CORRESPONDENCE:**

- 1.) Special Fire Police Request for Christmas Eve Service 12/24 at 6:45 pm  
a. Letter from Kathy Latshaw of Zionsville UCC

Old Zionsville United Church of Christ requests the presence of the Fire Police, for safety reasons, on Christmas Eve, December 24, 2024, 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 Zgura made a motion to allow the use of Special Fire Police for the Christmas Eve Service at the UCC Church from 6:45 until 7:45 on December 24<sup>th</sup> for both Station #28 & #19 if willing and available. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 2.) Resignation from Library Board at end of Term Jan. 6<sup>th</sup>, 2025  
a. Letter from Lisa Marten

After a lot of consideration, I have decided not to ask to renew my appointment as an Upper Milford representative on the Emmaus Library Board when my current term ends on December 31st of this year. It has been a real privilege to serve as a representative for Upper Milford over the past years.

Supervisor Ashbrook asked about having another person interested. Secretary O'Donald stated that Robin Rotherham is interested and can be appointed in January when Lisa's term is up. Supervisor

Mohr thanked Lisa personally for all she has done for the Township and the Library. Supervisor Zgura thank her and directed staff to send a letter.

**MOTION:** Supervisor Zgura made a motion to accept Lisa Marten’s resignation as of January to the Library Board and thanked her for her service. Supervisor Ashbrook 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: Chief Bawden stated that they would have the quote for the Truck this week.  
Chief Kline stated the Western District Christmas Tree Fundraiser starts Black Friday until it’s sold out.

Emmaus Library: No Report

Recreation Commission: Update on the DCNR grant for Lenape: The Bid Spec is being worked on and it must be uploaded to DCNR for approval. After approval is received it can go out for bid. Manager Carter is hoping that it is out for bid in December.

Township Manager:

Bud Carter – No Report

Supervisors:

Daniel J. Mohr – No Report

Angela Ashbrook – No Report

John D. Zgura – John wished everyone a Happy Thanksgiving.

**EXECUTIVE SESSION:** - Not needed

**ADJOURNMENT:** Meeting adjourned at 8:12 pm.

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Chairman John Zgura

12/05/2024  
Date

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Secretary/Treasurer Jessi O’Donald



**UMT-GENERAL FUND**  
**BOS Meeting AP Disbursements Report**  
**December 5, 2024**

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
<b>100.01 · PLGIT - General Fund Ckg</b>			
12/05/2024	23465	American United Life Insurance Comp	-424.58
12/05/2024	23466	AMERICAN UNITED LIFE INSURANCE COMPANY	-269.14
12/05/2024	23467	AmTrust North America	-5,355.00
12/05/2024	23468	AutoZone, Inc.	-153.16
12/05/2024	23469	CHRIN HAULING, INC.	-258.12
12/05/2024	23470	Crystal Springs	-66.21
12/05/2024	23471	EM KUTZ, INC.	-950.58
12/05/2024	23472	EZRA HOCH ELECTRICAL, INC.	-2,431.00
12/05/2024	23473	Ferguson Enterprises, LLC #501	-723.78
12/05/2024	23474	Gilmore & Associates, Inc	-1,592.50
12/05/2024	23475	Groff Tractor & Equipment	-1,047.79
12/05/2024	23476	John R Young & Co.	-301.96
12/05/2024	23477	Keith's Lock & Door Service LLC	-9.00
12/05/2024	23478	Linde Gas & Equipment Inc	-20.46
12/05/2024	23479	Monks Security Systems Inc	-135.00
12/05/2024	23480	PPL ELECTRIC UTILITIES	-231.05
12/05/2024	23481	PSATS	-120.00
12/05/2024	23482	Sunoco Universal	-926.26
12/05/2024	23483	TransEdge Truck Center	-172.85
12/05/2024	23484	unifirst	-205.46
12/05/2024	23485	Verizon Wireless	-153.08
12/05/2024	23486	Wehrung's Macungie LLC	-126.18
12/05/2024	23487	WORTH, MAGEE & FISHER	-2,270.18
12/05/2024	23488	Zimmerman, Michelle (Hinkle)	-630.00
Total 100.01 · PLGIT - General Fund Ckg			-18,573.34
<b>TOTAL</b>			<b>-18,573.34</b>