

UPPER MILFORD TOWNSHIP
BOARD OF SUPERVISORS
OLD ZIONSVILLE, PA 7:00 P.M.
REORGANIZATION MEETING MINUTES
JANUARY 6th 2025

ATTENDANCE: Supervisors, John Zgura, Daniel Mohr in person and Angela Ashbrook on speaker phone. Manager Bud Carter, Planning Coordinator Brian Miller, Solicitor Eric Strauss and Secretary/Treasurer Jessi O'Donald

Meeting to order at 7:06 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 18th, 2024.

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)

TEMPORARY CHAIRPERSON'S AGENDA:

1. Nomination of Chairperson of the Board of Supervisors for 2025:

MOTION: Supervisor Zgura made a motion to nominate Supervisor Mohr as Chairman. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carries.

2. Nomination of Vice-Chairperson of the Board of Supervisors for 2025:

MOTION: Supervisor Mohr nominated Supervisor Ashbrook as Vice-Chair. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carries.

(2025 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. (2024 Designee was Supervisor Ashbrook)

MOTION: Supervisor Zgura made a motion to nominate Supervisor Ashbrook as the Alternate voting representative for LCA for 2025. Supervisor Mohr seconded the motion. Hearing no questions or comments, supervisors Zgura and Mohr were in favor, motion carried.

DESIGNATION OF BOARD OF SUPERVISORS REPRESENTATIVE: To the Agricultural Security Board. (2024 Designee was Supervisor Ashbrook)

MOTION: Supervisor Zgura made a motion to nominate Supervisor Ashbrook as the Agricultural Security Council for 2025. Supervisor Mohr seconded the motion. Hearing no questions or comments, supervisors Zgura and Mohr 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. Appoint Aurora Pattishall (Member) to the Zoning Hearing Board term to expire January 7th, 2030
 - b. Appoint Shelly Zgura (alternate) to the Zoning Hearing Board term to expire January 3rd, 2028
2. Vacancy Board
 - a. Reappoint Mr. John Hayes to the vacancy board for the prescribed annual term.
3. Emergency Services Committee
 - a. Reappoint Timothy Anger to the Emergency Services Committee, term expire on January 3rd, 2028.
4. Planning Commission
 - a. Reappoint Ronald Guth (Member) to the Planning Commission, term to expire January 8th, 2029
 - b. Reappoint Ellen Larmer (Alternate) to the Planning Commission, term to expire January 8th, 2029
5. Joint Environmental Advisory Council
 - a. Reappoint Jon Levin to the Joint EAC with a term to expire January 3rd, 2028.
6. Open Space Committee
 - a. Reappoint Jon Levin, John Zgura and Scott Bieber to the Open Space Committee with terms to expire January 3rd, 2028.
7. Recreation Commission
 - a. Reappoint John Lebeduik and James Hayes to the Recreation Committee, term to expire January 7th, 2030
8. Emmaus Public Library Board
 - a. Appoint Robin Rotherham to the Emmaus Public Library Board of Directors with term to expire January 3rd, 2028.

MOTION: Supervisor Zgura made a motion to appoint and re-appoint those as listed above for the appropriate terms. 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 2025 (Resolution No. 2025-001).
2. Re-appointment of Township Solicitor (Resolution No. 2025-002).
3. Hourly Employee Wage Schedule (Resolution No. 2025-003).
4. Re-appointment of Zoning Hearing Board Solicitor, and Court Reporter (Resolution No. 2025-004).
5. Re-appointments, Appointments and Acknowledgements to Boards, Committees and Representatives (Resolution No. 2025-005).
6. Re-appointment of Township Engineer (Resolution No. 2025-006).
7. Re-appointment of Address Assignment Consultant (Resolution No. 2025-007).
8. Re-appointment of Township Accounting Service Consultant (Resolution No. 2025-008).
9. Re-Appointing a third party electrical and construction code agency (Resolution No. 2025-009).
10. Setting Bonding for Treasurer, Township Manager (Resolution No. 2025-010).
11. PLGIT Authorized Signers (Resolution No. 2025-011).
12. Setting the Fee Schedules – Administrative and Zoning (Resolution No. 2025-012).
13. Setting Fee Schedule – Building Permits (Resolution No. 2025-013).
14. Setting subdivision and land development application and escrow fees (Resolution No. 2025-014).
15. New Tripoli Bank Authorized Signers (Resolution No. 2025-015).
16. Destruction of Township Records Authorization (Resolution No. 2025-016)
17. Re-appointment of Alternate SEO (Resolution No. 2025-017)
18. Appointment of Alternate Zoning Officer (Resolution No. 2025-018)

MOTION TO APPROVE RESOLUTIONS: Supervisor Zgura made a motion to approve the resolutions as read. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carries.

SETTING BOARD OF SUPERVISORS – MEETING SCHEDULE 2025:

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 16th, 2024, 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 Zgura made a motion to approve the meeting schedule for 2025. Supervisor Mohr seconded the motion. Hearing no 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 Zgura made a motion that Township Supervisors, Staff and Solicitor are approved to attend the annual PSATS Convention held May 4-7, 2025, and Daniel Mohr with Angela Ashbrook as alternate is designated as the official voting delegate to the PSATS Convention. Supervisor Mohr seconded the motion. Hearing no 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: Supervisor Zgura made a motion that all the foregoing has been accepted and approved as presented and all open bills for 2024 are approved for payment. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

REGULAR MEETING BUSINESS:

ANNOUNCEMENT: The Elected Auditor’s Meeting will be held on Tuesday, January 7th, 2025, at 4:00 p.m.

PUBLIC INPUT: None

ACCEPTANCE OF MINUTES: Acceptance of the December 19th, 2024; Regular meeting minutes.

MOTION: Supervisor Zgura made a motion to accept the minutes for December 19th, 2024, as presented. Supervisor Mohr 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 **23526 to 23535** in the amount of **\$ 4,169.57**

No Bank Transfers

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

APPROVAL OF PAYMENT OF 2025 BILLS:

GENERAL FUND:

PLGIT XXXX7096 – Check No's **23536 to 23569** in the amount of **\$ 27,087.27**

No Bank Transfers

MOTION: Supervisor Zgura made a motion to pay the 2025 bills as read. Supervisor Mohr 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 2024 financial year Audit by CR&Y CPA

This is the annual engagement letter for the start of the yearly financial Audit.

MOTION: Supervisor Zgura made a motion to approve the letter of engagement for CR&Y CPA for the 2024 fiscal year audit. Supervisor Mohr seconded the motion. Hearing no question or comments, all were in favor, motion carried.

- 2.) Mill Road Closing Study - Approval of estimate by Peter Terry
 - a. Memo from Manager Carter

As the Pennsylvania Turnpike has indicated that they would like to remove the overpass that carries the Northeast Extension of the Turnpike over Mill Road. I have asked the Township Traffic Engineer Peter Terry of Benchmark Civil Engineering to provide the Township with a quote to perform a study of what impacts closing Mill Road would have for emergency vehicles using Jasper Road as their detour. The study will investigate the following areas that might need improvements and the cost of those improvements. • Jasper Road and the Turnpike SB Emergency Access • Ninety Degree Curve adjacent to 4914 Jasper Road • Jasper Road/Shimerville Road intersection • Shimerville Road/Mill Road intersection. The Turnpike Commission will reimburse the Township for the cost of the study. I would like to ask the board for their approval to enter into the Professional Services Agreement with Benchmark Civil Engineering Services dated November 20, 2024, for the amount of \$21,800.

MOTION: Supervisor Zgura made a motion to approve the road closing study estimate from Peter Terry of Benchmark Civil Engineering Services for \$21,800.00 to be reimbursed by the Turnpike Commission. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor.

- 3.) Resolution 20215-019 Deed of Dedication for Hunter Lane and entering 18-month maintenance period with Double D Lehigh – Stone Ridge Estates
 - a. Memo from Manager Carter

With all the improvements completed to the Major Subdivision of Stone Ridge Estates, the developer is requesting that the township take dedication of Hunter Lane and the Right-of-way on Burner Road. The township engineer Jeff Ott's has reviewed all the improvements and agrees that they are completed per plan. The townships solicitor has prepared the deed of dedication, and the Maintenance Agreement. The developer Double D Lehigh L.P. has signed both documents. If you agree to take dedication of the roads a motion would be in order.

MOTION: Supervisor Zgura made a motion to approve Resolution 2025-019 accepting the deeds of dedication for Hunter Lane and Brunner Road and enter into the 18-month maintenance period effective January 7, 2025, and that the amount of security is still posted through the 18 months. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

SOLICITOR'S REPORT:

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION NEW BUSINESS: - None

SUBDIVISIONS – IMPROVMENTS:

- 1.) Estates at Maple Ridge – Security Release #7
 - a. Letter from Township Engineer Jeffery Ott

Request for Financial Security Agreement Release Number 7

In accordance with the request for release of secured funds dated December 16, 2024, we the undersigned hereby certify that the improvements required in connection with the Estates at Maple Ridge, have been completed to the extent that the Financial Security Agreement can be reduced by the amount of Seventy-Nine Thousand, Seven Hundred Ninety-Two Dollars and Sixty-Three Cents (\$79,792.63), in accordance with the Subdivision Improvements Agreement dated May 11, 2022. This certificate authorizes the Penn Community Bank to reduce said amount, namely Seventy-Nine Thousand, Seven Hundred Ninety-Two Dollars and Sixty-three Cents (\$79,792.63) to owner or such other person as said owner shall designate. This authorization shall not be construed as final acceptance of improvements made to date. In no event, shall the escrow fund for the construction improvements associated with the Estates at Maple Ridge, be reduced to any amount less than One Million, Two Hundred Twenty-Five Thousand Hundred Fifty-Four Dollars and Fourteen Cents (\$1,225,354.14).

- 2.) Estates at Maple Ridge – Security Release #8
 - a. Letter from Township Engineer Jeffery Ott

Request for Financial Security Agreement Release Number 8

In accordance with the request for release of secured funds dated December 16, 2024, we the undersigned hereby certify that the improvements required in connection with the Estates at Maple Ridge, have been completed to the extent that the Financial Security Agreement can be reduced by the amount of Two Hundred Sixty-Six Thousand, Three Hundred Twenty-Eight Dollars and Eighty-Eight Cents (\$266,328.88), in accordance with the Subdivision Improvements Agreement dated May 11, 2022. This certificate authorizes the Penn Community Bank to reduce said amount, namely Two Hundred Sixty-Six Thousand, Three Hundred Twenty-Eight Dollars and Eighty-Eight Cents (\$266,328.88) to owner or such other person as said owner shall designate. This authorization shall not be construed as final acceptance of improvements made to date. In no event, shall the escrow fund for the construction improvements associated with the Estates at Maple Ridge, be reduced to any amount less than Nine Hundred Fifty-Nine Thousand, Twenty-Five Dollars and Twenty-Six Cents (\$959,025.26).

MOTION: Supervisor Zgura made a motion to approve Release Number 7 for \$79,792.63 and release Number 8 for \$266,328.88 as per Township Engineer Jeffery Ott's letters dated January 3rd, 2025 for the Stone Ridge Estates and Developer Double D Lehigh LP. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

CORRESPONDENCE: None

OTHER ISSUES: None

REPORTS:

Emmaus Library: No Report

Fire Companies: No Report

Recreation Commission: None

Township Manager:

Bud Carter – No Report

Supervisors:

Angela Ashbrook – No Report

John Zgura – No Report

Daniel Mohr – No Report

EXECUTIVE SESSION: Not Needed

ADJOURNMENT: Meeting adjourned at 7:33 pm.

Chairman Daniel J. Mohr

01/16/2025
Date

Secretary/Treasurer Jessi O'Donald