

Upper Milford Township  
Board of Supervisors  
Township Building, Old Zionsville, PA 18068  
January 16th, 2025, 7pm  
REGULAR MEETING MINUTES

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

Meeting 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.

Join us for a moment of silence for Shirley Batman and Harry Kleiner. Shirley passed on January 14<sup>th</sup>, 2025. She worked as Secretary/Treasurer for Upper Milford Township for 18 years from 1979 through 1997. She made a lasting impression on Upper Milford Township and will be missed by her friends and family. Harry Passed away January 2<sup>nd</sup>, 2025. He had worked as the Upper Milford Assistant Zoning Officer for approximately 4 years. Harry was 72 years old.

**PUBLIC INPUT:** None

**ACCEPTANCE OF MINUTES:**

Approval of January 6<sup>th</sup>, 2025, Re-Organizational and Regular meeting minutes.

**MOTION:** Supervisor Zgura made a motion to accept the minutes as presented for the January 6<sup>th</sup> re-organization and regular meeting. Supervisor Ashbrook seconded the motion. Hearin no questions or comments, all were in favor, motion carried.

**APPROVAL OF PAYMENT OF BILLS:**

**GENERAL FUND:**

PLGIT XXXX7096 - Check No's. **23570 to 23589** in the amount of **\$ 91,728.95**

**STREET LIGHT FUND:**

PLGIT XXXX7125 - Check No. **1413** in the amount of **\$ 3,147.39**

**ACKNOWLEDGEMENT OF BANK TRANSFERS:**

No Transfers

**MOTION:** Supervisor Zgura made a motion to pay the bills as read. Supervisor Ashbrook 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.) Resolution 2025-XXX Tax Collector Commission – Discussion

Each Municipality needs to set the compensation rate for the elected tax collector by February 15<sup>th</sup> of the year the position is on the ballot for re-elections. The current tax Collector has stated she will not be seeking re-elections and that the term for tax collector will appear on the primary ballot for May 2025 and November 2025 for start of the new term in January 2026. The Board was given options to show the total compensation for the tax collector and the Township portion. Supervisor Ashbrook stated that with the tax increase it would elevate the Tax Collector's compensation from the Township approximately 32%. She wanted to see it down to where it was a consistent increase like the years prior. The discussion revolved around 3.25% commission. It was noted that many Upper Milford Residents still need receipts for their tax rebates and like to be able to hand their payments to a person directly and that Berkheimer's website can be difficult to use. Supervisor Mohr stated he was a bit more comfortable with 3.5% commission to try to attract a qualified candidate. Secretary/Treasurer O'Donald stated she would work out more number options and send them to the Board in alignment with what was discussed. Russ Siminski noted that Macungie pays their tax collector a flat rate plus a dollar amount per bill. Phil Casey asked how many hours it takes to do the job since it's data entry. It was noted that the position is separate from the Township and that staff doesn't keep track of the hours that Tax Collector puts in. It also depends on organizational skills as to how long the work will take a person. Lisa Draper related that she doesn't have as much responsibility at her part time job and gets paid \$20.00 per hour. The Tax Collector is responsible to collect the Township's revenue and account for it correctly.

Solicitor Fisher stated that at the next meeting Staff would have the resolution for the Board and the percentage could be adjusted if needed at that time.

### 2.) Resolution 2025-020 - Hazard Mitigation Plan

Manager Carter explained that this is a plan that is updated every so many years. It contains information planning for events like tornadoes, Ice Storms etc. Supervisor Ashbrook confirmed that they were approving the overall plan.

**MOTION:** Supervisor Zgura made a motion to approve Resolution 2025-020 The Hazard Mitigation Plan. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

### 3.) Discussion of Volunteer FF and EMS Tax Credit

There was a discussion of the Act 172 Volunteer tax rebate incentive program. Only residents that own property or pay EIT would be eligible for a rebate. The County has a rebate of up to \$150.00 but most Upper Milford Residents don't pay that in taxes. The Board had been given a spreadsheet with those on the rosters that live and own property within the Township and what their RE tax is. Supervisor Ashbrook asked for those numbers to be totaled. It was also discussed with the frozen millages, rentals and out of Township volunteers any program wouldn't be equitable for all the volunteers. Supervisor Zgura suggested gift cards for the volunteers. It was asked of the Solicitor if that would be a legal way of thanking the volunteers. Solicitor Fisher stated he would look into and verify what could be done.

- 4.) Approve to advertise for Bids for Lenape Park Phase 1 Update.
  - a. Memo from Office Assistant Kyle Walbert

Office staff are requesting permission from the Board of Supervisors to advertise for construction bids for Lenape Park - Phase 1, DCNR C2P2 Grant project. Project is to include reconstructing Basketball Courts, Tennis Courts, a new walking trail, among other site modifications. Advertising dates will be the week of 1/22/2025 and 1/20/2025. Bids will be accepted until February 18, 2025, at 12:00 PM.

There was a discussion of the park update and timeline for the bids.

**MOTION:** Supervisor Zgura made a motion to advertise the bids for phase 1 of the Lenape park restoration and update. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 5.) Approval to write for DCNR Grant for Lenape Park Phase 2 – Playground Update
  - a. Memo from Office Assistant Kyle Walbert

Office staff is requesting permission from the Board of Supervisors to begin the process of applying for the DCNR C2P2 (Community Conservation Partnership Program) Grant. This grant is for Park Rehabilitation and Development, and with the funds from the grant we are proposing upgrades for Lenape Park. We have already applied for Phase 1 of this back in 2023. The Township was awarded \$250,000.00 from DCNR for the grant and are currently working on going out to bid for the project to be constructed. Phase 1 includes upgrading the Basketball, Tennis Courts and walking path. This portion will be Phase 2 and will consist of connecting the final piece of walking trail and upgrading the playground equipment. The grant is a 50/50 matching grant. Please see conceptual site plans for more details.

There was a discussion on the total amount of the cost for the park upgrades with the addition of the upgraded playground. The Playground is proposed with poured in place rubber base as the fall zone material instead of certified playground chips. This would be ADA compatible equipment along with the connecting path to finish the circle path and get to the playground from the parking lot. It was noted that the approval is only to apply for the grant at this point.

**MOTION:** Supervisor Zgura made a motion to approve the application for the DCNR C2P2 (Community Conservation Partnership Program) Grant for phase 2 of the Lenape Park rehabilitation. Supervisor Ashbrook 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.) Alburdis Borough Zoning Amendment
  - a. Letter from Planning Coordinator Brian Miller

We recently received a proposed Zoning Amendment from Stephen Nemeth, Alburdis Borough Manager for review. Unfortunately, our Planning Commission meeting dates fall after the intended date of adoption proposed by Alburdis Borough, therefore an official Planning Commission

recommendation will not be possible. The Amendment is attached, and it appears to adjust regulations in the Zoning Ordinance between a dwelling and a FEMA Flood line, it also revises types of uses & minimum lot area requirements. The amendment will also adjust a small portion of the Zoning map from L-1 Light Industrial to R-2 Medium-Density Residential. I completed a quick review of the amendment and did not see any issues for us to be concerned with as far as the amendment relates to the Southwestern Lehigh County Comprehensive Plan. Therefore, I would recommend thanking Alburtis Borough for the chance to review the amendment and let them know that we have no comments at this time. If you agree a motion for me to write a letter thanking the Borough can be completed.

**MOTION:** Supervisor Zgura made a motion to thank Alburtis for the curtesy of reviewing the zoning amendment. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

**SUBDIVISIONS – IMPROVEMENTS:** None

**CORRESPONDENCE:**

- 1.) Letter From Resident with Concern at Mill and Vera Cruz Rd.
  - a. Letter from Shelly Bik and Anthony Volpe

The letter from Sheely Bik and Anthony Volpe expressed concerns about the inability to view the stop sign on Mill Rd coming into Vera Cruz Rd. This has presented with cars not stopping at the intersection and crossing traffic into their parking area and yard. They requested the Township place additional signage in the intersection or trim the trees back further, so view of the stop sign is better.

Manager Carter stated after looking at this intersection, an additional stop sign on the left side of the intersection would be the best approach as the curve of the road prevents visibility of the current stop sign. Supervisor Mohr asked if it is possible to place the stop signs across from each other to prevent the issues like Main Rd and Vera Cruz Rd. stop signs at the Tavern. Manager Carter said they would be directly across from each other. Supervisor Ashbrook asked if this is the same intersection with the Turnpike concerns. Supervisor Mohr said that we couldn't wait until the Turnpike and the Township come to any agreement on Mill Rd to take the steps for safety now.

Supervisors directed Staff to install the additional stop sign at Mill Rd and Vera Cruz Rd.

- 2.) Vera Cruz Community Association Request for Special Fire Police for  
Easter Egg Hunt - Sat. 4/19/2025 at 1pm  
Homecoming Celebration - Sunday 8/17/2025 - noon to 8pm  
Halloween Parade – Wed. 10/15/2025 7-9pm
  - a. letter from Sue Mohr

**MOTION:** Supervisor Ashbrook made a motion to approve special fire police assistance if willing and available for the Vera Cruz Community Association for the dates listed in their letter dated January 15, 2025, and allow surrounding area companies to be asked as needed for volunteers. 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: No Report

Emmaus Library: No Report

Recreation Commission: Next meeting is January 20<sup>th</sup> at 7pm here in the meeting room.

Township Manager:

Bud Carter – No Report

Supervisors:

Angela Ashbrook – No Report

John D. Zgura – Supervisor Zgura asked that the Flag at the Township building be raised for the inauguration day on Monday then lowered again for the remaining time to honor former president Jimmy Carter. There was some discussion of flag requirements. The Supervisors agreed to raise the flag if he felt that strongly about it.

Daniel J. Mohr – Dan asked about the radios for the Fire Companies. The last time the County Executive was in to speak to the Board he talked about the radios and a low-cost loan or grant money through the County. Manager Carter explained that the Fire Companies have a choice of five vendors to get prices from. The county will then be purchasing the radios in bulk through those vendors and the talk is still of a low or no interest loan for the upgrade to be compatible with the County's new emergency communication system. This will still be a little bit of a timeline yet as they are gathering all of the equipment needed to install then installing all of the communications equipment and testing for a prolong period of time. Colt Hershinger asked if the radios could be paid for out of the Fire Tax. Manager Carter confirmed that the radios could be paid for out of the Fire Tax.

**EXECUTIVE SESSION:** - Not needed

**ADJOURNMENT:** Meeting was adjourned at 8:09 pm.

---

\_\_\_\_\_  
Chairman Daniel J. Mohr

02/06/2025  
Date

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