

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
April 3rd, 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.

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

PUBLIC INPUT:

Senator Jarrett Coleman- Senator Coleman thanked everyone in Upper Milford Township for advocating for the Volunteer Fire Companies. He thanked the volunteers for their hard work and service they provide for the Township and its residents. He announced that he was able to secure 1.2 million dollars in a grant for Citizen's Fire Company's purchase of their new pumper tanker.

ACCEPTANCE OF MINUTES:

Approval of March 20th, 2025, regular meeting minutes.

MOTION: Supervisor Zgura made a motion to accept the minutes 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. **23744 to 23785** in the amount of **\$ 256,568.56**

OPEN SPACE REFERENDUM FUND:

PLGIT XXXX7146 - Check No. **1034** in the amount of **\$8,920.00**

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfer No's. 2025-013

MOTION: Supervisor Ashbrook made a motion to pay the bills as read and corrected and acknowledged the bank transfer. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

SOLICITOR'S REPORT: No Report

SUBDIVISIONS – IMPROVEMENTS:

- 1.) Time extension for Estates at Maple Ridge until May 11, 2026
 - a. Letter from Chris Canavan of W.B Homes LP

Chris Canavan from WB Homes was present to request the time extension and answer any questions the Board of Supervisors may have. He explained that the development was half sold and it will take time until the last house is built and the finishing touches done which makes the time extension necessary.

Please accept this request to the Upper Milford Township Board of Supervisors to extend the Improvements and Financial Security Agreement for the Estates at Maple for an additional year so that we may complete the improvements required under the agreement. The current agreement will expire on May 11, 2025. As I am sure the Township is aware, we continue to sell and build homes in this project and the improvements that remain to be completed must wait until home construction is complete and we can convert the stormwater facilities to their Post Construction conditions and complete the final paving on the project. I plan to be in attendance at the April 3, 2024 Supervisors Meeting to answer any

There were no questions from the audience or the Board of Supervisors.

MOTION: Supervisor Zgura made a motion to approve the time extension until May 11, 2026, as requested. Supervisor Ashbrook seconded the motion.

PLANNING COMMISSION – NEW BUSINESS:

- 1.) Zionsville Bible Fellowship Church Land Development waivers and approval
 - a. Letter from Planning Coordinator Brain Miller

Letter from Brain Miller Planning Coordinator for waivers:

At their meeting held on December 2nd, 2024, the Planning Commission reviewed the Zionsville Bible Fellowship Land Development Plan. The Applicant has requested waivers to several SALDO sections as depicted below. The Planning Commission recommends granting each of the waivers as requested. § 702.B.2 & 1003.G.5 Requirements for submission to PennDOT and HOP Application. §703.E.6 Requirement for certain easements and restrictive covenants to be shown on plans. §1004.C.2 & 1004.F.1-2 & 1004.L & Zoning 405 Requirements for specified cartway on Vera Cruz Rd South and Dillingersville Road. §1004.E.6 Requirement for access from certain road frontage to be provided. §1011.A Requirement for certain utilities to be placed underground. §1011.B.2 Requirement for stormwater drainage and utility easement around perimeter of lot. §1016.C & Zoning 514 Requirement for lighting systems to be proposed. §1019.A Requirement to provide reference monuments to be set. Article B Requirements for an improvements guarantee, Improvements agreement, performance guarantee and maintenance guarantee to be provided. If you agree with the Planning Commission's recommendation, a motion to approve the SALDO waivers for the Zionsville Bible Fellowship Church Land Development as listed above in this letter is in order. If you have any questions or comments, please do not hesitate to contact me.

Letter from Brian Miller Planning Coordinator for contingent approval:

At their meeting held on December 2nd, 2024, the Planning Commission reviewed the Zionsville Bible Fellowship Land Development Plan. The Planning Commission recommended approval contingent on Zoning Hearing Board approval, Supervisors approval of the requested SALDO Waivers, revisions to address all items in the Ott Consulting review letter dated November 26, 2024, and payment of any

outstanding fees. Since that time the Applicant has received Zoning Hearing Board approval on March 10th, 2025, and has submitted a revised plan that is currently under review by the township Engineer. If you agree with the Planning Commission's recommendation, a motion to approve the Zionsville Bible Fellowship Church Land Development contingent on the applicant addressing the Township Engineers review letter dated November 26th, 2024, and payment of any outstanding fees is in order.

MOTION: Supervisor Zgura made a motion to grant the waivers as requested in Brian Miller's letter dated April 2nd, 2025. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

OLD BUSINESS:

1.) Emergency Radios for Fire Departments

This is the discussion to decide to pass along the quotes to the County for the radios for both fire companies. Marc Fisher explained that this is to say if you agree with the quotes and agree to send them to the County. Vera Cruz FC quote is \$241,000.00, Western District's Quote is for 281,000.00 as they stand currently with the additional items like installation and accessories. Supervisor Zgura asked the Fire Chiefs if they are both comfortable with what they are asking for. Kris and Mike agreed that they are good with the inventory and items requested. Supervisor Ashbrook asked a question about leasing or purchasing. Manager Carter clarified that the radios will be purchased through the County and the Board could take advantage of the non-interest loan that Lehigh County is offering for five years.

MOTION: Supervisor Zgura made a motion Staff to notify Lehigh County of the quotes that have been received from Citizens Fire Company for \$241,260.39 from Ecco Communications and Western District Fire Company for \$281,445.60 from Motorola Solutions. Supervisor Mohr asked about the units that are mounted in the trucks and if they are stronger than the portable radios. Chief Kline answered that the truck radios are always more powerful than the handheld units. Supervisor Ashbrook seconded the motion. Supervisor Ashbrook asked about the Ecco Communication extended warranty. Chief Bawden responded that they come with a two-year warranty. She asked about the Motorola, and they were not sure of the warranty, and they will look into it. Supervisor Ashbrook seconded the motion. Hearing no further comments or questions, all were in favor, motion carried.

Chief Kline asked how they would be paid for. The Board responded that it would be decided at another meeting.

Jim Krippe asked if anyone had asked the Governor about this situation of radio upgrades.

2.) Parking concerns for Leah Dr.

At the last board Meeting I was asked to get a price for installing 1-Hour Parking signs on Leah Drive in Little Lehigh Acres. I have received a quote per sign that includes the sign, post and hardware at a cost of \$100 per sign. Leah Drive would need 8 signs at a cost of \$800 and it would take two public works employees about 4 hours to install these signs. After looking into this further there are still parts of this development that do not have parking restrictions; the following roads do not have any parking

restrictions, I have also estimated how many signs would be needed for these sections if you choose to include these sections.

- Chris Drive from Leah Drive to Emmaus Borough line 5 signs \$500
- Thomas Drive from Chris Drive to Cul-De-Sac 7 signs \$700.
- Mariam Drive from Leah to Dru Drive 3 signs \$ 300.
- Dru Drive from Mariam Drive to Cul-De-Sac 3 signs \$300(this would only be on the Upper Milford side of the road the other side is in Lower Macungie Township)

If the board chose to install all these 1-hour parking signs the total amount for the signs would be \$2,600 and would take two public works employees about 16- hours to complete the installation.

There was discussion with the Board Supervisor Ashbrook asked about doing it in steps. Manager Carter explained that each step would cost an ordinance rewrite. She asked the other residents and if they wanted permit parking. Kyle O'Steen offered to get the rest of the neighborhood's signatures so the Board could make a better decision.

This was tabled until they receive the rest of the signatures.

NEW BUSINESS:

2.) Acceptance of Retirement date for B. Fegley

After 18 years with the Public Works Department, Brent Fegely has decided to retire on June 20th of this year, his letter is attached. Brent has been the Public Works Forman for the last 11 Years. I would like to thank Brent for all his hard work and dedication to his job as Public Works Foreman. It would be appropriate for the board to acknowledge Brent's retirement by motion. The motion would be to accepted Brent Fegley retirement on June 20th, 2025.

MOTION: Supervisor Zgura made a motion to accept Brent Fegley's retirement date as of the end of the day June 20th, 2025. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

3.) Naming of New Public Works Forman

With Brent Fegley upcoming retirement, I would like to recommend the Board appoint Jared Bailey to fill the Public Works Forman position, when Brett retires on June 20th, 2025. Jared has been working closely with Brent over the last 6-months to learn this position, I am fully confident that Jared we be able to take over as the new Public Works Foreman, without any interruptions to the Public Department. If you agree, a motion would be in order to appoint Jared Bailey to the Public Works Foreman Position on June 20th, 2025, at the hourly rate of \$32.00.

MOTION: Supervisor Ashbrook made a motion to name Jared Bailey as the Public Work Foreman with hourly rate of \$32.00, to start June 20th, 2025. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

4.) Approval of starting the hiring process for new Public Works employee.

With Brent Fegely retirement, I would like to ask the board's approval to advertise and conduct interviews for a full-time public works employee. After interviews are completed, I will present the candidate to the board for approval. If you agree a motion would be to advertise for a new public works employee.

Motion: Supervisor Mohr made a motion to approve the start of the hiring process. Motion died for lack of a second.

Supervisor Zgura Stated that he wanted to speak to Jared first before deciding to hire someone as he is hoping to cut costs by Subcontracting out plowing in the winter and hiring a part-time employee for the summer. He's not sure it will work but he wants to look at it. Manager Carter explained that he didn't think it could be done as the Township is adding roads for plowing with the developments, and the restrictions in hours for summer help to not pay benefits that Supervisor Zgura is looking to save.

This was Tabled until Supervisor Zgura was able to speak to Jared Bailey.

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

CORRESPONDENCE:

- 1.) Monkey Knife Fight Charity Bicycle Ride
a. email from Dave Prior

This letter outlines plans for conducting a charity bicycle event, Monkey Knife Fight, on Saturday, April 12, 2025. The ride begins in Trexlertown and travels south through Lehigh, Berks and Montgomery counties before returning to Trexlertown. Proceeds from the charity ride benefit Dream Come True of the Lehigh Valley, a 501(c)3 organization that provides hope, joy, and a chance to dream for children who are seriously, chronically, or terminally ill in the Greater Lehigh Valley area.

Event details, links, and other information follow:

Ride Description: This non-competitive charity ride will follow a course that is primarily municipal roads, with occasional crossings of state roads. The start/finish location will be the Valley Preferred Cycling Center. A map of the course can be viewed here:

- <https://ridewithgps.com/routes/49428645>

I have also attached a PDF of the course map and here is a list of the roads being ridden in Upper Milford Township: Beryl Road, Sigmund Road, Tollgate Road, Swamp Road, Indian Creek Road, Schantz Road, Saint Peters Road / SR 2023, Chestnut Street, Shimerville Road, Main Road West, German Road, Vera Cruz Road South / SR 2027, Kings Highway South, Rock Road, Scout Road, Geissinger Road, Powder Valley Road / SR 2025

Expected Attendance: It is expected that 400 riders will participate in the event.

Secretary O'Donald explained that this year the ride organization needed official approval for the race to use Township roads as they are being required by PennDOT to have an official permit if they were going to post safety signage along the route. They would rather post all the safety signage along the route. They apologize for the last-minute request for approval, but this was a new development for the organization.

MOTION: Supervisor Ashbrook made a motion to approve the use of the streets and the organization to ride through the Township on April 12th as outlined in the information provided by the Monkey Knife Fight Race Coordinators. 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 Next meeting April 16th.

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: No Report

Fire Companies: No Report

Emmaus Library: No Report

Recreation Commission: Fill out the survey and join the recreation committee on June 21st at Jasper Park for the Celebration event.

Township Manager:

Bud Carter – No Report

Supervisors:

Daniel J. Mohr – Vera Cruz Easter Egg hunt is April 19th at 1pm. Ages up to 12 may participate. There are no more real eggs, all will be filled plastic due to cost and time.

Angela Ashbrook – No Report

John D. Zgura – Thank you again to Senator Coleman for the help with the funds for the Fire Truck for Citizens Fire Company.

EXECUTIVE SESSION: - Not needed

ADJOURNMENT: Meeting was adjourned at 7:42 pm.

Chairman Daniel J. Mohr

April 17th, 2025
Date

Secretary/Treasurer Jessi O'Donald