

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
May 1st, 2025, 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.

Upper Milford Board of Supervisors held an executive session beginning at 6:45 pm prior to the start of this meeting to discuss a personnel matter.

PUBLIC INPUT:

ACCEPTANCE OF MINUTES:

Approval of April 17th, 2025, regular meeting minutes.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7209 - Check No's. 1001 to 1045 in the amount of \$74928.93

ACKNOWLEDGEMENT OF BANK TRANSFERS:

Transfer No's. 2025-014 to 2025-022

SOLICITOR'S REPORT:

- 1.) Public Hearing: to add 7542, 7571 and 7602 Saint Peters Rd to the Upper Milford Agricultural Security Area – Resolution 2025-026

OLD BUSINESS:

- 1.) Request to hire a Public Works employee to fill vacancy after the retirement of B. Fegley

NEW BUSINESS:

- 1.) Resolution 2025-025 – Administrative Fee Schedule – Updated to include small wireless Communications
- 2.) Approval for Temporary New Tripoli Bank Account for DCED Grant
 - a. Memo from Secretary O'Donald
- 3.) Appointment of L. Marks to the Open Space Committee with term to expire January 5th, 2026
- 4.) Adoption of Agreement for Citizens Fire Company Pumper/Tanker.
- 5.) Resolution 2025-027 – Workers Comp for Volunteer Fire

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS:

SUBDIVISIONS – IMPROVEMENTS:

1.) Release No. 3/Final for the Alan Street Signal Project in the amount of \$24,141.58
a. Letter from Township Engineer Jeffery Ott

2.) Time extension – Fields at Indian Creek Phase 1 until March 28, 2026, as requested
a. Letter from Rick Koze of Kay Builders

CORRESPONDENCE:

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:

Angela Ashbrook –

John D. Zgura –

Daniel J. Mohr –

EXECUTIVE SESSION: - If needed

ADJOURNMENT:

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:

UNAPPROVED MINUTES

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
April 17th, 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 700 pm.

Pledge of Allegiance to the flag.

ANNOUNCEMENTS:

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PUBLIC INPUT:

Phil Casey – Main Rd E - Phil expressed his frustration over the high cost of the Fire Service Tax and the talk of expensive Fire Trucks. He asked what the Fire Company earned for calls on the Turnpike. Chief Bawden stated they earn \$225.00 per call on the Turnpike. Phil believes they should be negotiating with the Turnpike or get off the Turnpike and no longer respond to call on the Turnpike. The Turnpike should have their own emergency response for accidents and not rely on Volunteer Fire.

Colt Hershinger stated that \$225.00 was not enough as their expenses are not even breaking even on a call that lasts more than an hour. Colt feels everyone should demand more from the Turnpike for response to calls as that is how business works, and the Turnpike is raising rates anyway so there is money to give emergency response in his opinion.

Supervisor Mohr reminded everyone that the Fire Companies are still independent organizations and hold the contract with the Turnpike Commission.

Chief Bawden expressed that he does this to help people and will continue to help people.

ACCEPTANCE OF MINUTES:

Approval of April 3rd, 2025, regular meeting minutes.

MOTION: Supervisor Zgura made a motion to accept the minutes as presented for April 3rd, 2025. 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. **23786 to 23796** in the amount of **\$234,138.67**

ACKNOWLEDGEMENT OF BANK TRANSFERS:

No Transfers

MOTION: Supervisor Ashbrook made a motion to pay the bills as read. Supervisor Zgura 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.) Parking in Little Lehigh Acres – Discussion.

The Osteen's presented the rest of the signatures that they collected. Supervisor Ashbrook stated she was satisfied that the neighborhood was notified and in agreement.

Phil Casey is concerned about the cost of \$3,200.00 for the signs and installation and asked the amount of the rewrite of the ordinance and if that cost was figured into the decision.

Colt Hershinger asked if the Township received a fuel tax. His concern was that the students also paid a fuel tax and are now not going to be allowed to park on a public street. Supervisor Mohr stated that this was due to the Borough also moving the permit parking further around the school so the residents can access their homes with ease.

MOTION: Supervisor Zgura made a motion to have staff and solicitor proceed with the update to the parking ordinance for Little Lehigh Acres. Supervisor Ashbrook seconded the motion. Hearing no further questions or concerns, all were in favor, motion carried.

2.) Fire Truck for Citizens Fire Company

Chief Bawden explained that the quote is more for the fire truck as was recommended by the ESC due to the increase since January and the addition of a 360 Degree camera for safety. He is also in agreement with signing what the Township presented for the truck ownership.

Phil Casey and Colt Hershinger both were concerned about the ownership of the truck as an asset. Phil's concern is that Mack is now laying off and what about an escalator in the agreement.

Supervisor Ashbrook talked about the agreement for the truck that had been sent to the Fire Company. Solicitor Fisher talked about the requirements of the agreement and will investigate the sale of the truck and that provision before it is taken out of draft and signed.

MOTION: Supervisor Zgura made a motion to have the Citizen Fire Company enter into the agreement with Rosenbaum's for \$1,394,911.00 quote dated April 16, 2025, to be able to use the DCED grant money of \$1.2 million, contingent upon the Fire Company signing the agreement with the Township. Supervisor Ashbrook seconded the motion. Hearing no further questions or comments, all were in favor, motion carried.

3.) Hire Request for Public Works

Supervisor Zgura stated he is still asking questions and has made a few phone calls but hasn't gotten answers back yet so he would like to wait until he receives those answers to make a decision.

MOTION: Supervisor Zgura made a motion to table this request by the next meeting. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 4.) Natural Resource Easement for 7951, 7850 & 7991 Salem Bible Church Rd – Request for Appraisal
 - a. Letter from Planning Coordinator Brian Miller.

The Open Space Committee met March 12th, 2025, to discuss 7850, 7951 & 7991 Salem Bible Church Rd. for a Township Natural Resource Conservation Easement. The property is owned by Teri Grant and has been in the Grant family for almost 60 years, there is approximately thirty acres total for preservation. The property ranks very well for a Township NRCE (Copies of the property information are attached) and has areas where the soil would score extremely high for a Lehigh County Ag land preservation. The Open Space Committee recommended that the Township preserve the property and asked if I could investigate any options that may be available for working with Lehigh County on a joint preservation easement. I contacted the County to discuss options for joint preservation, however I was informed that several of the Counties preservation requirements and scoring values will be changing for the next round of preservations chosen in 2025. The changes will affect the scores for lower acreage ag use properties and portions of properties, similar to some of the joint preservations we completed in the past, resulting in the property not being accepted for the County Ag Preservation program. At this time, I have ruled out the joint preservation option and would like to move forward with the Township NRCE. The next step would be to have the property appraisal completed to determine the value of the easement. Agrarian Associates Inc. has agreed to complete the appraisal at a cost of \$1,700. If you agree I will need a motion to have Agrarian Associates Inc. complete the NRCE appraisal for the Grant properties at the cost of \$1,700.

MOTION: Supervisor Zgura made a motion to approve the Appraisal for 7850, 7951 & 7991 Salem Bible Church Road through Agrarian Associates Inc for \$1700.00. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 5.) Planning Module – 5330 Macungie Mtn Rd – Tentative
 - a. Letter from Planning Coordinator Brain Miller

The property at 5330 Macungie Mountain Road has been working through the subdivision process to create one new lot and has submitted the Component 1 Planning Module application. The new lot is 2 acres in size and the applicant has provided acceptable soil testing and the area for both a primary and alternate septic system. Soil testing for an alternate septic area on the remaining property has also been completed.

MOTION: Supervisor Zgura made a motion to approve the planning module for 5330 Macungie Mountain Rd. 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: None

SUBDIVISIONS – IMPROVEMENTS:

- 1.) Credit Release No. 2 – Fields at Twin Run in the amount of \$288,297.23

a. Letter from Township Engineer Jeffery Ott

In accordance with the request for release of secured funds dated April 1, 2025 (some items were adjusted per completed field conditions), we the undersigned hereby certify that the improvements required in connection with The Fields at Twin Run, have been completed to the extent that the Irrevocable Letter of Credit can be reduced by the amount of Two Hundred Eighty-Eight Thousand, Two Hundred Ninety-Seven Dollars and Twenty-Three Cents (\$288,297.23), in accordance with the Subdivision Improvements Agreement dated November 7, 2024. This certificate authorizes the First Northern Bank & Trust Company to reduce said amount, namely Two Hundred Eighty-Eight Thousand, Two Hundred Ninety-Seven Dollars and Twenty-Three Cents (\$288,297.23) 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 Fields at Twin Run, be reduced to any amount less than Three Million, One Hundred Forty-Nine Thousand Seven Hundred Seventy-Six Dollars and One Cent (\$3,149,776.01).

MOTION: Supervisor Zgura made a motion to approve Credit Release No. 2 for the Fields at Twin Run for \$288,297.23 per Township Engineer Jeffery Ott's letter dated April 7th, 2025. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

CORRESPONDENCE: None

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 of Vera Cruz Fire Company thanked everyone for the help with the Fire Truck. Kenvin Kleinsmith announced that Western District Fire company received a SAFER grant to help with recruiting for \$5,000.00. He is just figuring out with the Web IT company and the grant program how best to use the money which needs to be spent by August 31st, 2025.

Emmaus Library: Robin Rotherham introduced herself as the current Library Board Representative and apologized that the new Library Director couldn't stay longer to introduce herself as well.

Recreation Commission: Meeting is Monday night at Lenape Park

Township Manager:

Bud Carter – Lenape park construction for phase one upgrades will begin on Monday with the removal of the fencing around the tennis courts. The Contractor will start the following week.

Supervisors:

Angela Ashbrook – Angela had a legal question for the Solicitor. She wanted to know if elected officials needed to fill out a right to know request for information. Solicitor Fisher explained that normal Township business she is entitled to know but if it is for personal reasons she might need to fill out a right to know request.

John D. Zgura – No Report

Daniel J. Mohr – Saturday at 1pm is the egg hunt at Mystic Chain Park. Ages to 12 years old. Volunteers needed.

EXECUTIVE SESSION: - Not needed

ADJOURNMENT: Meeting adjourned at 7:55 pm.

Chairman Daniel J. Mohr

05/01/2025
Date

Secretary/Treasurer Jessi O'Donald

UMT-GENERAL FUND
BOS Meeting AP Disbursements Report
April 30 through May 1, 2025

Date	Num	Name	Paid Amount
100.02 · PLGIT General Fund Checking 2.0			
05/01/2025	1001	Ackerman, Lyle	-40.00
05/01/2025	1002	American United Life Insurance Comp	-424.58
05/01/2025	1003	AMERICAN UNITED LIFE INSURANCE COMPANY	-276.26
05/01/2025	1004	Analytical Laboratories, Inc.	-60.00
05/01/2025	1005	AutoZone, Inc.	-71.82
05/01/2025	1006	Bailey, Jared - AP	-40.00
05/01/2025	1007	BENCHMARK CIVIL ENGINEERING SERVCIES I...	-5,015.00
05/01/2025	1008	Brown, David	-40.00
05/01/2025	1009	C.S. Davidson, Inc	-1,850.00
05/01/2025	1010	CHRIN HAULING, INC.	-258.12
05/01/2025	1011	Coopersburg Materials	-3,938.25
05/01/2025	1012	HOME DEPOT CREDIT SERVICES	-208.52
05/01/2025	1013	Kuhns, Cynthia - AP	-40.00
05/01/2025	1014	Lagler, Todd - AP	-40.00
05/01/2025	1015	Lehigh Valley Fire Protection	-735.00
05/01/2025	1016	Linde Gas & Equipment Inc	-21.39
05/01/2025	1017	Marks, Lee -ap	-40.00
05/01/2025	1018	Martin Stone Quarries, Inc.	-137.25
05/01/2025	1019	Modern Group LTD	-26,079.00
05/01/2025	1020	NAPA AUTO PARTS	-85.98
05/01/2025	1021	New Enterprize Stone and Lime Co. Inc	-1,082.24
05/01/2025	1022	O'Donald, Jessi L - AP	-40.00
05/01/2025	1023	PMRS	-2,462.07
05/01/2025	1024	PPL ELECTRIC UTILITIES	-5,153.84
05/01/2025	1025	Richter Total Office	-305.91
05/01/2025	1026	Sander Power Equipment Company	-387.15
05/01/2025	1027	SAYLOR'S LAWN & LANDSCAPE INC.	-4,360.00
05/01/2025	1028	Schmeltze, Robert C. Jr. - AP	-40.00
05/01/2025	1029	sherwin williams	-60.95
05/01/2025	1030	SIGNAL SERVICE	-585.00
05/01/2025	1031	Suburban Propane	-2,706.77
05/01/2025	1032	T.J. Cogle Trucking, Inc	-70.00
05/01/2025	1033	TIMES NEWS (East Penn Press)	-221.40
05/01/2025	1034	Times News, LLC	-26.00
05/01/2025	1035	TOSHIBA BUSINESS SOLUTIONS	-204.02
05/01/2025	1036	TOSHIBA FINANCIAL SERVICES	-164.23
05/01/2025	1037	TRACTOR SUPPLY CO.	-149.98
05/01/2025	1038	Traffic Planning and Design Inc	-6,500.00
05/01/2025	1039	TransEdge Truck Center	-757.55
05/01/2025	1040	UGI UTILITIES, INC.	-1,540.29
05/01/2025	1041	unifirst	-541.96
05/01/2025	1042	Upper Milford Youth Association	-7,000.00
05/01/2025	1043	Walbert, Kyle - Ap	-40.00
05/01/2025	1044	Wehrung's Macungie LLC	-475.90
05/01/2025	1045	Zimmerman, Michelle (Hinkle)	-652.50
Total 100.02 · PLGIT General Fund Checking 2.0			-74,928.93
TOTAL			-74,928.93