

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
December 19th, 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.

There is no Supervisors meeting on Thursday January 2nd. The Re-organizational meeting of the Board of Supervisors will be Monday January 6th at 7pm. Auditors meeting s Tuesday, January 7th at 4 pm.

PUBLIC INPUT:

ACCEPTANCE OF MINUTES:

Approval of December 5th, 2024, regular meeting minutes.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7096 - Check No.'s. **23489 to 23525** in the amount of **\$118,315.50**

STREET LIGHT FUND:

PLGIT XXXX7125 - Check No. **1412** in the amount of **\$2,987.38**

OPEN SPACE REFERENDUM FUND:

PLGIT XXXX7146 – Check No.'s **1030 & 1031** in the amount of **\$3,290.80**

ACKNOWLEDGEMENT OF BANK TRANSFERS:

No Transfers

SOLICITOR'S REPORT:

OLD BUSINESS: None

NEW BUSINESS:

1.) Citizens Fire Truck Proposal – Refer to ESC

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS: None

SUBDIVISIONS – IMPROVEMENTS: None

CORRESPONDENCE: None

OTHER ISSUES: - None

REPORTS:

Emergency Services Committee Report:

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: Report on website

Fire Companies:

Emmaus Library:

Recreation Commission: Next meeting is January 20th, 2025 at 7pm here in the meeting room.

Township Manager:

Bud Carter –

Supervisors:

Daniel J. Mohr –

Angela Ashbrook –

John D. Zgura –

EXECUTIVE SESSION: - The Board of Supervisors will hold an executive session after the adjournment of the regular meeting to discuss a legal matter. No decision will be made.

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:

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
December 5th, 2024, 7pm
REGULAR MEETING MINUTES

ATTENDANCE: Supervisors; Daniel Mohr, John Zgura, Angela Ashbrook; 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.

PUBLIC INPUT: None

ACCEPTANCE OF MINUTES:

Approval of November 21st, 2024, regular meeting minutes.

MOTION: Supervisor Mohr made a motion to approve the minutes for the November 21st, 2024, meeting 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. **23465 to 23488** in the amount of **\$18,573.34**

ACKNOWLEDGEMENT OF BANK TRANSFERS:

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

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.) Eagle Scout Project Fundraising Discussion.

There was a brief discussion of the project and the fundraising.

The Board agreed to allow the GoFundMe fundraising platform once for a project to see how it goes.

NEW BUSINESS:

1.) Approval 2025 Budget

Supervisor Asked if there were any questions or comments, on the proposed budget. Staff responded that there were none other than during the meetings. Phil Casey would still like to have seen the Fire Company funding go to referendum. Colt Hershinger asked what the percentage increase was, as people wanted to know. Treasurer O'Donald stated that percentages look worse than what the actual number is. Supervisor Ashbrook stated it was around 70%. Treasurer O'Donald reminded everyone that the increase was an average of \$69.94.

MOTION: Supervisor Mohr made a motion to adopt the 2025 budget as presented and advertised. Supervisor Ashbrook seconded the motion. Hearing no further questions or comments, all were in favor, motion carried.

2.) Approval Emmaus Public Library Agreement

Each year the Board has required an agreement with the library. It is presented tonight in conjunction with the adopted budget.

MOTION: Supervisor Mohr made a motion to approve the Library Agreement for 2025. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

3.) Approval Resolution 2024-039 Millage Rate for 2025

This is the Millage rate for 2025 reflected in the Adopted Budget.

MOTION: Supervisor Mohr made a motion to approve Resolution 2024-039 for the 2025 Millage Rate of .75 Mills split between General Fund and Fire Service as presented in the adopted Budget. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

4.) Approval Resolution 2024-040 Tax Collector Services Misc Fees

The Tax Collector is paid directly fees for bounced checks, duplicate bills and Tax Certifications. She has asked for an increase to of one dollar to the duplicate bill fee from \$4.00 to \$5.00 and a \$5.00 increase to \$30.00 for Tax Certifications as postage and other expenses have increased. Resolution 2024-040 reflects those increases.

MOTION: Supervisor Mohr made a motion to approve Resolution 2024-040 for the Tax Collector Miscellaneous fee increases as requested. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

5.) Approval Resolution 2024-041 Tax Collector Rate for next term

Prior to the tax collector's term appearing on the primary ballot, the Township needs to set the commission rate for the tax collector. The tax Collector position will be on the ballot in 2025 for a term start in January of 2026. This resolution sets the commission rate as it has been for many years at 5% of taxes collected.

There was a brief discussion. Colt Hershinger stated that he was not in favor of giving the tax collector a pay increase. This was tabled for a later meeting so the Board could see more information.

- 6.) Approval to purchase 2025 Mack Truck
 - a. Memo from Manager Carter

With the passing of the 2025 Budget, I am requesting the approval of the board to purchase the Mack Ten-wheeler dump truck for Public Works from the following vendors. •2026 Mack Granite GR64FR Cab & Chassis for \$186,870.00 from Trans Edge Truck Centers, 1407 Bulldog Drive Allentown, Pa 18104. Under Co-Starts Contract # 025-E22-405 •Dump Body, Hydraulics, Snowplow, Salt Spreader, and other equipment for \$110,419.00 from E. M. Kutz, 2456 Morgantown Road Reading, Pa 19607. under Co-Starts Contract# 025-E22-399

MOTION: Supervisor Mohr made a motion to approve the purchase of the 2026 Mack Granite Truck through Costars contracts through Trans Edge Truck and upfitted by EM Kutz. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 7.) Approval to advertise 2025 meeting dates.

MOTION: Supervisor Mohr made a motion to approve the meeting dates as presented for advertisement for 2025. Supervisor Ashbrook seconded the motion. There were no questions or comments, all were in favor, motion carried.

- 8.) Approval for AFG Grant Support Letter – Citizen’s Fire Company

Chief Bawden: I am writing this letter to you in hopes of your generosity and support. Citizens Fire Company of Upper Milford Township is applying for the Assistance to Fire Fighters Grant for the 2024 calendar year. This grant is administered through FEMA and is allowed to be requested for vehicle acquisition.

The Fire Company is looking to purchase a new Rosenbauer Pumper Tanker Fire Truck which will replace a 2001 Freightliner Pumper Tanker. The current truck is 23 years old and nearing its end-of-life expectancy. Generally, the fire truck life expectancy is around 20 to 25 years. The new truck will take approximately 2 to 3 years from the date the contract is entered into until delivery is made, so the Fire company is looking to be proactive in its endeavors to obtain a new fire truck before any major break downs or issues arise with the current truck. While the price of the new truck is coming in at \$1,326,562.00, the fire company is pursuing multiple avenues to assist in funding this high price tag. The Assistance to Fire Fighters grant does not specify directly how much will be allocated to the vehicle acquisition category nor does it specify the dollar amount limit on an individual application. Any amount that the Fire Company would be able to gain from an awarded grant will help pay for the purchase of this Pumper Tanker. Citizens Fire Company of Upper Milford is first due for dispatch in the Eastern District of Upper Milford Township and on the Pennsylvania Turnpike from the Allentown Service Plaza to the Quakertown Interchange encompassing 13 miles of the north and southbound lanes. The company is also second due for dispatch on a few surrounding municipalities including Western District Fire Company, Borough of Emmaus, Lower Macungie Township, and others, servicing a large area of densely populated section of the Lehigh Valley. We are kindly requesting a letter of support from your organization. The application for this grant closes on 12/20/2024 and we are looking to have our application submitted on 12/13/2024 to give us enough time for review and processing. Thank you in advance for your time and consideration.

MOTION: Supervisor Mohr made a motion to direct staff to write a letter of support for the AFG grant application from the Board of Supervisors. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

9.) Discussion of Fire Service Volunteers/Fire Tax – Ashbrook

Supervisor Ashbrook was asked by a volunteer about the Volunteer Fire Credit since the taxes are increasing to go to the Fire company. They feel like they are being taxed to provide a free service as volunteers. Chief Kline explained that the County does a \$150.00 max credit, and the paperwork must be completed and turned into the County in December. The volunteers receive a check directly to their home for the tax rebate for volunteering. The Chiefs must turn in a certified form for their volunteers. There was a conversation about a credit. The Supervisors directed staff to find out more information for a later conversation.

10.) Request to host personal products drive for the Zionsville Food Pantry
a. Memo from Secretary/Treasurer O'Donald

Robin Yoder from the Zionsville Food Pantry asked if we could host personal Hygiene products collection again like we did in the past to support the Zionsville Food Pantry. Those products are in need and not products they are able to get very often. Our Collection a few years ago help a lot to stock the shelves and they are hoping we will be able to do that again. The only work this take from staff is the flyer and posting on social media and the message board. At the end of the collection time Public Works drops off the recycling bins full of products at the Church for sorting and distribution.

Supervisor Ashbrook asked if there would be a list of acceptable items. Secretary O'Donald stated that a list is already prepared and will be posted for the drive.

Supervisors agreed to allow the drive to be advertised and collected at the Township Office.

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

Staff requested to close the offices and allow Employees to use PTO or work uninterrupted on 12/23 and 12/31. Supervisors felt that with the weekend and the holidays it would just be too long to close the offices. They declined the request.

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS:

1.) Time Extensions:

Dunkin Donuts through 3/31/2025 and Goldstien Subdivision through 6/30/2025

a. letter from Planning Coordinator Brian Miller

At their meeting December 2nd the Planning Commission recommended time extensions through 6/30/25 for the following: • Dunkin Donuts 4054 Chestnut St. Land Development. •Goldstein Subdivision. The current timeframes are due to expire on 12/31/24.

If you agree, the Solicitor and I will complete the process with the applicants.

MOTION: Supervisor Zgura made a motion to approve the time extensions as requested in Brian Miller’s letter dated December 4th, 224 for the Goldstein Subdivision and the Dunkin Donuts Land development. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

SUBDIVISIONS – IMPROVEMENTS: None

CORRESPONDENCE: None

OTHER ISSUES: - None

REPORTS:

Emergency Services Committee Report: N/A

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: No Report

Fire Companies: Both Fire Companies will be having a Santa Run on December 21st. Watch their Facebook pages and websites for details. Citizens is up to 206 calls for the year now.

Emmaus Library: Tomorrow the Friends of the Library will be holding a book sale from 6-8 pm and kid’s activities on Saturday in conjunction with the Borough’s Winter Blast and Christmas activities.

Supervisor Ashbrook asked if they found a director yet. Lisa Marten explained that they are still looking as they cannot afford to offer benefits.

Recreation Commission: No Report

Township Manager:

Bud Carter – No Report

Supervisors:

Daniel J. Mohr – No Report

Angela Ashbrook – No Report

John D. Zgura – No Report

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: Meeting adjourned at 7:52 pm.

Chairman John D Zgura

12/19/2024
Date

Secretary/Treasurer Jessi ODonald

1:24 PM

12/19/24

**UMT-GENERAL FUND
BOS Meeting AP Disbursements Report
December 19, 2024**

Date	Num	Name	Paid Amount
100.01 · PLGIT - General Fund Ckg			
12/19/2024	23489	4 Seasons Garden Center	-1,635.00
12/19/2024	23490	American Rock Salt Company LLC	-8,374.75
12/19/2024	23491	Analytical Laboratories, Inc.	-95.00
12/19/2024	23492	AutoZone, Inc.	-83.36
12/19/2024	23493	Batteries + 954	-632.50
12/19/2024	23494	Brian Miller - A/P	-141.06
12/19/2024	23495	Golden Equipment Co., Inc.	-8,058.90
12/19/2024	23496	Groff Tractor & Equipment	-438.00
12/19/2024	23497	J&H Overhead Doors LLC	-8,400.00
12/19/2024	23498	Keith's Lock & Door Service LLC	-95.00
12/19/2024	23499	KEYCODE INSPECTION AGENCY	-2,136.50
12/19/2024	23500	Keystone Consulting Engineers, Inc.	-104.38
12/19/2024	23501	Lock Ridge Engineering	-520.00
12/19/2024	23502	Marcy J. Janowski	-150.00
12/19/2024	23503	MASTER SUPPLY LINE	-199.59
12/19/2024	23504	Ott Consulting Inc.	-24,943.73
12/19/2024	23505	PA ONE CALL SYS.	-56.16
12/19/2024	23506	PASEO	-125.00
12/19/2024	23507	PENTELEDATA	-403.58
12/19/2024	23508	PMHC	-45,423.04
12/19/2024	23509	PMRS	-2,354.08
12/19/2024	23510	Postmaster	-100.00
12/19/2024	23511	PPL ELECTRIC UTILITIES	-861.02
12/19/2024	23512	RED HILL FORD (SANDS)	-53.66
12/19/2024	23513	Richter Total Office	-106.65
12/19/2024	23514	Sealmaster	-244.30
12/19/2024	23515	Suburban Propane	-3,525.51
12/19/2024	23516	TIMES NEWS (East Penn Press)	-46.19
12/19/2024	23517	TOSHIBA BUSINESS SOLUTIONS	-261.33
12/19/2024	23518	TransEdge Truck Center	-12.46
12/19/2024	23519	UGI UTILITIES, INC.	-2,585.44
12/19/2024	23520	unifirst	-224.31
12/19/2024	23521	VISA #6488 (KW)	-141.00
12/19/2024	23522	VISA #6512 (BC)	-494.14
12/19/2024	23523	VISA#2958 (JO)	-128.41
12/19/2024	23524	Wehrung's Macungie LLC	-45.45
12/19/2024	23525	WESTERN DISTRICT FIRE CO - Donations	-5,116.00
Total 100.01 · PLGIT - General Fund Ckg			-118,315.50
TOTAL			-118,315.50

**UMT-STREET LIGHT FUND
BOS Meeting AP Disbursement Report
December 19, 2024**

Date	Num	Name	Paid Amount
100.01 · PLGIT - Street Light Fund Ckg			
12/19/2024	1412	PPL ELECTRIC UTILITIES	-2,987.38
Total 100.01 · PLGIT - Street Light Fund Ckg			-2,987.38
TOTAL			-2,987.38

1:51 PM

12/19/24

**OPEN SPACE REFERENDUM
BOS Disbursement
December 19, 2024**

Type	Date	Num	Name	Credit
5990 Acorn Dr				
Bill	12/19/2024	2024 ...	5990 Acorn Dr	1,590.80
Bill Pmt -Check	12/19/2024	1030	5990 Acorn Dr	1,590.80
Agrarian Associates Inc.				
Bill	12/19/2024	24120...	Agrarian Associates Inc.	1,700.00
Bill Pmt -Check	12/19/2024	1031	Agrarian Associates Inc.	1,700.00