

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

*Public Packet*

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Call meeting to order.

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 18<sup>th</sup>, 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:
2. Nomination of Vice-Chairperson of the Board of Supervisors for 2025:

**(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)

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

**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 7<sup>th</sup>, 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 8<sup>th</sup>, 2029
  - b. Reappoint Ellen Larmer (Alternate) to the Planning Commission, term to expire January 8<sup>th</sup>, 2029
5. Joint Environmental Advisory Council
  - a. Reappoint Jon Levin to the Joint EAC with a term to expire January 3<sup>rd</sup>, 2028.
6. Open Space Committee
  - a. Reappoint Jon Levin, John Zgura and Scott Bieber to the Open Space Committee with terms to expire January 3<sup>rd</sup>, 2028.
7. Recreation Commission
  - a. Reappoint John Lebeduik and James Hayes to the Recreation Committee, term to expire January 7<sup>th</sup>, 2030
8. Emmaus Public Library Board
  - a. Appoint Robin Rotherham to the Emmaus Public Library Board of Directors with term to expire January 3<sup>rd</sup>, 2028.

**CORRESPONDENCE:** None

**EXECUTIVE SESSION:** Not Needed.

**RESOLUTIONS:**

1. Re-appointment and setting of wages of Township Officials for 2024 (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, Alternate 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 and Assistant Manager (Resolution No. 2025-010).
11. PLGIT Authorized Signers (Resolution No. 2025-011).

12. Setting the Fee Schedules – Administrative and Zoning (Resolution No. 20245-012).
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. 2024-018)

**MOTION TO APPROVE RESOLUTIONS:**

**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 16<sup>th</sup>, 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:**

**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:**

Township Supervisors, Staff and Solicitor are approved to attend the annual PSATS Convention held May 4-7, 2025, and \_\_\_\_\_ is designated as the official voting delegate to the PSATS Convention.

**APPROVAL AND ACCEPTANCE OF REORGANIZATION MEETING ACTIONS:**

**Motion for the approval and acceptance of the Reorganization Meeting:** all the foregoing has been accepted and approved as presented. All open bills for 2024 are approved for payment.

**REGULAR MEETING BUSINESS:**

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

**PUBLIC INPUT:**

**ACCEPTANCE OF MINUTES:** Acceptance of the December 19<sup>th</sup>, 2024; Regular meeting minutes.

**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**

**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**

**OLD BUSINESS:** None

**NEW BUSINESS:**

- 1.) Approval of Letter of engagement for 2024 financial year Audit by CR&Y CPA
- 2.) Mill Road Closing Study - Approval of estimate by Peter Terry
  - a. Memo from Manager Carter
- 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

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

**CORRESPONDENCE:** None

**OTHER ISSUES:**

**REPORTS:**

Emmaus Library:

Fire Companies:

Recreation Commission: None

Township Manager:

Bud Carter -

Supervisors:

Angela Ashbrook –

John Zgura –

Daniel Mohr –

**EXECUTIVE SESSION:** if Needed

**ADJOURNMENT:**

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AGENDA PART II:

UNFINISHED BUSINESS (NO ACTION ANTICIPATED):

**OLD BUSINESS:**

1. Morrissey Property Concerns
2. Open Space Update
3. Krause Property Concerns

END AGENDA PART II:

Upper Milford Township  
Board of Supervisors  
Township Building, Old Zionsville, PA 18068  
December 19<sup>th</sup>, 2024, 7pm  
REGULAR MEETING MINUTES

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**ATTENDANCE:** Supervisors: John Zgura, Daniel Mohr & Angela Ashbrook, Manager Bud Carter, 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.

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

**PUBLIC INPUT:** None

**ACCEPTANCE OF MINUTES:**

Approval of December 5<sup>th</sup>, 2024, regular meeting minutes.

**MOTION:** Supervisor Mohr made a motion to accept the December 5<sup>th</sup>, 2024, 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. **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

**MOTION:** Supervisor Mohr 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.) Citizens Fire Truck Proposal – Refer to ESC

Chief Kris Bawden, Assistant Chief Lucas Andrews and Deputy Chief Kyle Reiss explained the proposed fire truck. This truck is a Freightliner chassis with engine tanker body through Rosenbauer. The truck is specified with a 2500-gallon tank, 1500 gpm pump and a 20-gallon foam cell, with 500 horse power engine and an Allison transmission. The truck is 10' 3" tall and 36'4" long which is a fraction smaller than the current vehicle. The truck is needed as the 2001 truck it will replace is costing money regularly on repairs and even more than the 1990's truck that is older yet.

Supervisor Zgura asked if this truck will fit in the driveways needed to. Chief Bawden expressed that it will fit as it is similar in size as the current truck. Supervisor Zgura ask about winter chains. Lucas stated the truck is equipped with instant chains as it is on the spec, but they have discussed a deal with the manufacture for wheel chain as well. There was also a question about the truck cab set up. Kris explained that the set up as shown in the diagram is two in front and four across the back. Two of those seats are on the wall and can drop down when needed. This allowed the truck to be the correct size to fit in their fire house.

Kris explained that while waiting on the grant awards they understand their will be a price increase. The sales represented said the increase will be around 4% after the beginning of the year. Lucas explained they can also save around \$23,000.00 if they can pay the truck chassis in full at order. The total cost of the truck is 1.3 million dollars.

Phil Casey asked if this truck was a higher capacity than the current truck. Lucas stated it was.

**MOTION:** Supervisor Mohr made a motion to acknowledge the receipt of request for future funds from the Fire Company Reserve account, to copy Western District Fire Company with the specification information and refer the Fire Truck request to purchase to the Emergency Services Committee for review and recommendation. Supervisor Ashbrook seconded the motion. Hearing no further 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:** None

**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: Both Companies reminded everyone that their Santa runs will be Saturday 12/20. See their Facebook pages and websites for the details.

Emmaus Library: Lisa Marten reported that the library has hired Allison Floray as the new Library Director. Her tentative start date is January 6<sup>th</sup>, 2025.

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

Township Manager:

Bud Carter – Bud reported that the current Tax Collector will not be seeking re-election for 2026

Supervisors:

Daniel J. Mohr – The Vera Cruz Community Association held their holiday party at the Citizen's Fire Company Social Hall. Some of the Fire Fighters attended. A nice time was had by all.

Angela Ashbrook – No Report

John D. Zgura – Wished everyone a Merry Christmas and Happy New Year.

**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:** Meeting was adjourned at 7:18 pm.

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\_\_\_\_\_  
Chairman

January 6<sup>th</sup>, 2025  
Date

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



2:15 PM

01/02/25

**UMT-GENERAL FUND**  
**BOS Meeting AP Disbursements Report**  
 January 2, 2025

Date	Num	Name	Paid Amount
<b>100.01 · PLGIT - General Fund Ckg</b>			
01/02/2025	23526	All-Jays	-855.00
01/02/2025	23527	AutoZone, Inc.	-63.58
01/02/2025	23528	Deborah Schevets - Tax Collector	-37.50
01/02/2025	23529	EZRA HOCH ELECTRICAL, INC.	-1,905.00
01/02/2025	23530	Miller Municipal Supply, LLC	-132.30
01/02/2025	23531	NAPA AUTO PARTS	-98.71
01/02/2025	23532	TIMES NEWS (East Penn Press)	-293.02
01/02/2025	23533	TOSHIBA FINANCIAL SERVICES	-164.23
01/02/2025	23534	unifirst	-102.73
01/02/2025	23535	Zimmerman, Michelle (Hinkle)	-517.50
Total 100.01 · PLGIT - General Fund Ckg			-4,169.57
<b>TOTAL</b>			<b>-4,169.57</b>

12:55 PM

01/06/25

**UMT-GENERAL FUND**  
**BOS Meeting AP Disbursements Report**  
 January 6, 2025

Date	Num	Name	Paid Amount
<b>100.01 · PLGIT - General Fund Ckg</b>			
01/06/2025	23536	Ackerman, Lyle	-40.00
01/06/2025	23537	ALAN BROKATE - AP	-180.00
01/06/2025	23538	American Rock Salt Company LLC	-9,901.38
01/06/2025	23539	AmTrust North America	-5,355.00
01/06/2025	23540	AutoZone, Inc.	-84.16
01/06/2025	23541	Bailey, Jared - AP	-40.00
01/06/2025	23542	Brown, David	-40.00
01/06/2025	23543	Carter, Edward	-120.00
01/06/2025	23544	CHRIN HAULING, INC.	-258.12
01/06/2025	23545	Crystal Springs	-68.87
01/06/2025	23546	Greater Lehigh Valley Chamber Of Commerce	-504.00
01/06/2025	23547	Kuhns, Cynthia - AP	-40.00
01/06/2025	23548	Lagler, Todd - AP	-40.00
01/06/2025	23549	LEHIGH COUNTY AUTHORITY	-69.18
01/06/2025	23550	Lehigh County Humane Society	-1,000.00
01/06/2025	23551	Linde Gas & Equipment Inc	-20.70
01/06/2025	23552	Lorish Mower Shop	-354.94
01/06/2025	23553	Marks, Lee -ap	-40.00
01/06/2025	23554	McCarthy Tire Service	-786.32
01/06/2025	23555	Monks Security Systems Inc	-357.00
01/06/2025	23556	O'Donald, Jessi L - AP	-40.00
01/06/2025	23557	PASSMORE SERVICE CENTER	-3.89
01/06/2025	23558	PMRS	-180.00
01/06/2025	23559	PPL ELECTRIC UTILITIES	-1,491.43
01/06/2025	23560	RED HILL FORD (SANDS)	-116.34
01/06/2025	23561	Schmeltze, Robert C. Jr. - AP	-40.00
01/06/2025	23562	Snyder Technologies	-3,105.00
01/06/2025	23563	Steckel & Stopp Law Offices	-1,570.00
01/06/2025	23564	Sunoco Universal	-823.68
01/06/2025	23565	unifirst	-102.73
01/06/2025	23566	USI Insurance Serices LLC	-56.00
01/06/2025	23567	Verizon Wireless	-153.08
01/06/2025	23568	Walbert, Kyle - Ap	-40.00
01/06/2025	23569	Wehrung's Macungie LLC	-65.45
Total 100.01 · PLGIT - General Fund Ckg			-27,087.27
<b>TOTAL</b>			<b>-27,087.27</b>