

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
March 6th, 2025, 7pm
REGULAR MEETING AGENDA

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.

February 20th after the Regular Meeting the Board of Supervisors held an executive session to discuss a Real Estate Matter.

PUBLIC INPUT:

- 1.) Liesel Gross – LCA – 537 Update
- 2.) Jenna Fliszar – to introduce herself in bid for Lehigh County Judge

ACCEPTANCE OF MINUTES:

Approval of February 20th, regular meeting minutes.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7096 - Check No's. **23662 to 23705** in the amount of **\$82,021.72**

STREET LIGHT FUND:

PLGIT XXXX7125 - Check No. **1416** in the amount of **\$403.55**

ACKNOWLEDGEMENT OF BANK TRANSFERS:

No Transfers

SOLICITOR'S REPORT:

OLD BUSINESS:

NEW BUSINESS:

- 1.) Acknowledgement of Ag Security Application – 7571 Saint Peters Road
- 2.) Awarding Lenape Park Upgrade Phase One Bid
 - a. Memo from Township engineer Jeffery Ott
- 3.) Discussion of Fire Company Radios

DEP MODULES / SEWAGE PLANNING: - None

PLANNING COMMISSION – OLD BUSINESS: - None

PLANNING COMMISSION – NEW BUSINESS:

SUBDIVISIONS – IMPROVEMENTS:

- 1.) Credit Release #7 Fields at Indian Creek phase IV & V – in the amount of \$41,273.63
 - a. Letter from township Engineer Jeffery Ott
- 2.) Credit Release #2 Fields at Indian Creek Annex - in the amount of \$36,384.92
 - a. Letter from Township Engineer Jeffery Ott
- 3.) Credit Release #1 Fields at Twin Run in the amount of \$175,63.81
 - a. Letter from township Engineer Jeffery Ott

CORRESPONDENCE:

- 1.) Request for Special Fire Police for the Seed Farm Plant Sale 5/10 & 5/11
 - a. Email from David Sell – Seed Farm Manager
- 2.) Request for the use of Japer Park pavilion June 16th-June 20th 8am to noon
 - a. Letter from Ribbons of C.A.R.E.

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: Survey will be live on March 12th. Printed copies are available for anyone that would want to fill them out without the use of a computer.

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:

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
February 20th, 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.

PUBLIC INPUT:

1.) Chamber of Commerce Presentation – Hayden Rinde joined via Zoom to discuss the Chamber of Commerce and how it benefits the Township and the Businesses within the Township. The East Penn Chamber is one of 30 members within the Greater Lehigh Valley Chamber. The Greater Lehigh Valley Chamber is one of the largest in PA and in the country. Hayden's favorite promotion is the ribbon cuttings for new businesses. She also asked if there was a list of businesses for the Township that could be shared with the Chamber to make sure they are in contact with all the businesses in the Township.

2.) Joelle Strahler – email question - What are the reasonable or required expectations for Kay Builders to address snow and ice removal on the roads in Jasper Ridge?
It seems that every time there is inclement weather, both the HOA Board and residents must repeatedly request that Kay Builders properly clear the streets. Often, they only respond after multiple emails and photos are sent specifically when Mr. Carter is cc'd. Why is it necessary for the community to constantly monitor, follow up, and escalate concerns just to receive adequate snow removal? Shouldn't there be a clear and enforceable expectation in place to ensure timely and effective service without frustration and repeated efforts from residents? Any advice going forward? Or a reasonable expectation when the streets will be turned over to the township? Thank you.

There was a brief discussion of road ownership and responsibilities. Manager Carter is happy to help facilitate but the Township really can't do anything about the roads until they are dedicated. Road maintenance is the responsibility of Kay Builders until dedication to the Township. Manager Carter will be in touch with Joelle.

ACCEPTANCE OF MINUTES:

Approval of February 5th, 2025, regular meeting minutes.

MOTION: Supervisor Ashbrook made a motion to approve the minutes as presented. Supervisor Zgura 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. **23628 to 23661** in the amount of **\$99,460.08**

STREET LIGHT FUND:

PLGIT XXXX7125 - Check No. **1415** in the amount of **\$2,642.50**

FIRE HYDRANT FUND:

PLGIT XXXX7154 – Check No. **1020** in the amount of **\$2,951.55**

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.) Request to close Pine Street for band festival – Emmaus High School
 - a. Letter from Music Coordinator Brian Wessner

The Emmaus Parents in Music Club (EPIMC), the booster club for Emmaus High School Bands, is requesting the closure of Pine Street between Cedar Crest Blvd and Macungie Avenue on the evening of September 27, 2025. We are planning to host a Marching Band Competition in conjunction with US Bands and require the road closure from 3:30 PM until 11:00 PM (although the road may reopen before 11:00 PM). This event will feature up to ten local high school marching bands and a college band for the exhibition. Pine Street will be used for bus parking and band entrance into the stadium, making it easier for the front ensembles to access the stadium with their equipment. The closure will directly affect four houses and the Lutheran Church of the Holy Spirit. We will contact these residents and the church over the summer to explain the event and its impact. Buses will be parked single file on the school side of the road, allowing space for bands to walk and ensuring access for emergency vehicles if necessary. Additionally, Oakwood Drive will be closed at Pine Street during this time.

The Township can only control Pine Street from Cedar Crest up to the Administration Building. The Macungie Ave/Pine Street intersection is under the Emmaus Borough Control. Mr. Wessner stated the Borough would follow the Township for the closure. Supervisor Zgura asked how the road would be closed. The school has barricades and there will be volunteers. The neighbors will be contacted ahead of time, and they will be able to move in or out of the road if needed along with any EMS if a need were to arise.

MOTION: Supervisor Zgura made a motion to allow the closure of Pine Street for the Band Festival on September 27th, 2025, from 3:30 until 11pm. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 2.) 6620 Crown Lane Conservation Preservation
 - a. Letter from Planning Coordinator Brian Miller

I received the Natural Area Conservation Easement appraisal for 6620 Crown Lane Zionsville, the appraisal valued the easement at \$4,700 per acre, or approximately \$163,442 for the +/- 34.775-acre property. At this time TLS Preservation has agreed to accept that appraised value per acre and would like to move forward with the process for preservation of the property. The next step would be to have a Boundary Retracement Survey and create a Natural Resource Conservation Easement Plan. I spoke with Mike Houston at Aurthur A. Swallow and Associates, they would be able to complete the survey & plan in approximately 5 to 6 weeks at the cost of \$10,000. If you agree to Authorize the survey, I will work with Mike Houston & the applicant to complete the survey & plan.

MOTION: Supervisor Ashbrook made a motion to approve the appraisal request per Brian Miller's letter dated February 19th, 2025. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 3.) Request from Recreation Committee to host event in Jasper Park June 21st with Rain Date June 22 from 10-1. – Olivia Fay

Olivia Fay presented the Jasper Day Celebration and 5K event for June 21st with a rain date of June 22 from 10 am to 1pm. This event is proposed by the Recreation Committee partnering with UMYA. The day will include a 5k trail run through Jasper and Fulmer Preserve. And a 1.5K family stroll through Jasper along with food sales, sports demos and other vendors. The run sign-ups will be through a site called runsignup.com and that also captures waivers. The Recreation Committee is asking for an upfront dollar amount of \$430.00 for race directional signage and paper race bibs to identify runners. This cost will be recouped by offering sponsorships and t-shirt sales. Approval for the use of Special Fire Police are also requested to help with traffic control during the race.

MOTION: Supervisor Zgura made a motion to approve the use of Jasper Park for June 21st with a rain date of June 22nd along with the \$430.00 requested and allow the use of Special Fire Police for traffic control. Supervisor Ashbrook seconded the motion. Lauren Haponski commented that it will be good for community engagement, hearing no other 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.) FIC Phase 1B & 2-time extension until March 1st, 2026.
 - a. Letter from Rick Koze of Kay Builders

Frank D'Amore representing kay Builders was present. There was a discussion over the timeline for finishing this development. Supervisor Zgura questioned the new paper comments from Kay Builders and stated he is only willing to give an extension until the end of the year as he believes no work would get done in January, February or March.

MOTION: Supervisor Zgura made a motion to grant a time extension for Fields at Indian Creek Phase 1B & 2 until December 31st, 2025. Supervisor Ashbrook seconded the motion. Hearing no further 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: No Report

Emmaus Library: No Report

Recreation Commission: No Report

Township Manager:

Bud Carter – manager Carter mentioned the salt concerns. The Township has looked into getting more salt and right now has 500 tons in the shed.

Supervisors:

Angela Ashbrook – No Report

John D. Zgura – No Report

Daniel J. Mohr – He wanted to thank Citizens Fire Company for a 911 call at this Mother In law’s home. The Fire Company arrived before the ambulance and were very professional.

Frank Kuklis – Mill Rd- Stated the extra stop sign at the other end of Mill Rd was good as he would hate to see the evergreens trimmed back far enough to see the original stop sign. He then asked about the right way and tree trimming as the crew did a good job trimming the trees but asked if there was normally advanced notice. He also commented on the water coming down Shimerville road and said that he had offered a solution to Staff but he understands everything costs money. He will suggest a fix again in the future.

Lauren Haponski – Jasper Ridge – She stated that she understands that with the finishing of the Jasper Ridge development that additional time extension is going to be requested. She hopes the Board keeps pressure on the developer but treads lightly as she also understands what the cost may be to the Township if the developer doesn’t finish the project.

EXECUTIVE SESSION: - Executive session to discuss a Real Estate matter – No Decision

ADJOURNMENT: Meeting was adjourned at 7:44 pm.

Chairman Daniel J. Mohr

March 6th, 2025
Date

Secretary Jessi O’Donald

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

Date	Num	Name	Paid Amount
100.01 · PLGIT - General Fund Ckg			
03/06/2025	23662	Ackerman, Lyle	-40.00
03/06/2025	23663	American United Life Insurance Comp	-424.58
03/06/2025	23664	AMERICAN UNITED LIFE INSURANCE COMPANY	-276.26
03/06/2025	23665	ASAP	-1,514.76
03/06/2025	23666	Ascendance Truck Center	-2,491.86
03/06/2025	23667	AutoZone, Inc.	-51.81
03/06/2025	23668	Bailey, Jared - AP	-40.00
03/06/2025	23669	BENCHMARK CIVIL ENGINEERING SERVCIES I...	-16,660.00
03/06/2025	23670	BOYKO AUTOMOTIVE	-37.95
03/06/2025	23671	Brown, David	-40.00
03/06/2025	23672	CHRIN HAULING, INC.	-258.12
03/06/2025	23673	Crystal Springs	-35.35
03/06/2025	23674	Deer Country Farm & Lawn, Inc.	-917.92
03/06/2025	23675	Emmaus Ambulance Corp.	-9,500.00
03/06/2025	23676	EMMAUS PUBLIC LIBRARY - Membership	-12,987.00
03/06/2025	23677	Foster & Foster Acutaries and Consultants	-1,000.00
03/06/2025	23678	Gross McGinley LLP	-1,938.24
03/06/2025	23679	KEYCODE INSPECTION AGENCY	-1,900.60
03/06/2025	23680	Keystone Consulting Engineers, Inc.	-24.38
03/06/2025	23681	Kuhns, Cynthia - AP	-40.00
03/06/2025	23682	Lagler, Todd - AP	-40.00
03/06/2025	23683	Lehigh County Meals on Wheels	-2,300.00
03/06/2025	23684	Lehigh County Senior Citizen Center	-650.00
03/06/2025	23685	Macungie Ambulance Corp.	-9,500.00
03/06/2025	23686	Marks, Lee -ap	-40.00
03/06/2025	23687	MASTER SUPPLY LINE	-31.99
03/06/2025	23688	Miller Municipal Supply, LLC	-164.40
03/06/2025	23689	NAPA AUTO PARTS	-512.28
03/06/2025	23690	O'Donald, Jessi L - AP	-40.00
03/06/2025	23691	Perkiomen Valley Watershed Cons.	-150.00
03/06/2025	23692	PMRS	-2,895.81
03/06/2025	23693	PPL ELECTRIC UTILITIES	-2,933.83
03/06/2025	23694	RED HILL FORD (SANDS)	-239.97
03/06/2025	23695	Schmeltze, Robert C. Jr. - AP	-40.00
03/06/2025	23696	Silt Containment Solutions Inc	-200.00
03/06/2025	23697	Snyder Technologies	-300.00
03/06/2025	23698	Sunoco Universal	-678.78
03/06/2025	23699	TIMES NEWS (East Penn Press)	-526.50
03/06/2025	23700	UGI UTILITIES, INC.	-2,738.87
03/06/2025	23701	unifirst	-211.65
03/06/2025	23702	Upper Milford Youth Association	-7,000.00
03/06/2025	23703	Walbert, Kyle - Ap	-40.00
03/06/2025	23704	Wehrung's Macungie LLC	-136.31
03/06/2025	23705	Zimmerman, Michelle (Hinkle)	-472.50
Total 100.01 · PLGIT - General Fund Ckg			-82,021.72
TOTAL			-82,021.72

UMT-STREET LIGHT FUND
BOS Meeting AP Disbursement Report
March 6, 2025

Date	Num	Name	Paid Amount
100.01 · PLGIT - Street Light Fund Ckg			
03/06/2025	1416	PPL ELECTRIC UTILITIES	-403.55
Total 100.01 · PLGIT - Street Light Fund Ckg			-403.55
TOTAL			-403.55