APPROVED MINUTES

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
October 1st, 2026, 7pm
REGULAR MEETING MINUTES

ATTENDANCE: Supervisors: Daniel Mohr, Angela Ashbrook, John Zgura; Manager Edward Carter, Planning Coordinator Brian Miller, Solicitor Marc Fisher, Secretary Treasurer Kimberly Mory

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 and address 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 and personnel matter.

PUBLIC INPUT:

Upper Milford youth Association (UMYA) Presentation –

Matthew Mecouch, President of the Upper Milford Youth Association (Stone Croft Cir), accompanied by James Hayes, presented an update on the organization. Run by an 11-member volunteer board, UMYA provides youth sports opportunities – including baseball, softball, soccer, volleyball, basketball, and kickball – across two main seasons per year, alongside off-season training sessions. Matthew thanked Township office staff and Public Works for keeping local parks safe and well maintained. He highlighted significant growth over the past three to four years (2023 – 2026), with participation nearly doubling in key programs: baseball grew from 83 to 146, softball from 46 to 100, soccer from 207 to 233, volleyball from 62 to 77, basketball from 105 to 135, while kickball remained steady (65 to 63). To handle this growth, UMYA currently rents fields outside the Township and is seeking Township assistance, specifically requesting permission for sponsorship signs on fences and the installation of field lights to allow night games.

During the discussion, Supervisor Zgura asked if rising registration coincided with increased operation costs. James Hayes confirmed higher expenses for uniforms, equipment, and field rentals, noting that 2023 numbers were still recovering from post-COVID trends. Supervisor Ashbrook inquired about residency requirements and pricing tiers; Matthew and James confirmed UMYA has no residency restrictions or higher fees for non-residents. Supervisor Zgura also inquired about the request for support regarding Macungie Memorial Park fields, where 24 tons of infield mix are needed for rehabilitation. UMYA noted they would only proceed with requesting Township investment if a Memorandum of Understanding (MOU) guaranteed them primary field access; under the proposed arrangement, the Township would drop off the materials while UMYA would spread them and supply all nets and equipment.

In public comment, Colt Hershinger (St. Peters Rd) asked about the cost of infield mix and topsoil. Supervisor Zgura estimated the cost at $400 to $500 per truckload, after which Colt offered to donate the infield mix.

The Board requested a formal written proposal from UMYA, including cost estimates for lights on the Lenape lower field, so the request can be reviewed and evaluated for the 2027 budget.

ACCEPTANCE OF MINUTES:

Approval of September 17th, 2026, regular meeting minutes.

MOTION: Supervisor Mohr made a motion to approve the September 17th, 2026, regular meeting minutes. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:
PLGIT XXXX7209 - Check No's. **2199 to 2225** in the amount of **$56,624.37**
STREET LIGHT FUND:
PLGIT XXXX7125 - Check No. **1435** in the amount of **$481.18**

ACKNOWLEDGEMENT OF BANK TRANSFER:
Transfer No's. 2026-062 to 2026-066

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

Supervisor Ashbrook reported that the Wire Transfer approved in the September 17th, 2026 meeting was processed.

SOLICITOR'S REPORT: No Report

OLD BUSINESS: None

NEW BUSINESS:

1. Western District Fire Company LSA Grant Funding Discussion

President of the Upper Milford Western District Fire Company, Michael Kline, thanked the Board for their support in securing Phase I funding for the new firehouse and requested approval to apply for a Phase II Grant due November 30th, 2026. To meet the tight deadline given current staffing levels, Michael proposed that the Fire Company prepare the application using Phase I documents provided by the Township, with the Township submitting it on their behalf. Manager Carter estimated that former employee Kyle Walbert spent 30 to 40 hours gathering information, narratives, and support letters for Phase I. The Phase II application represents a $1 million grant to continue building the project.

Supervisor Zgura noted this was the first he had heard of Phase II and requested to review a comprehensive plan, timeline, cost structured, and contingency options. Manager Carter suggested

pausing the Phase II discussion to resolve open questions regarding Phase I, which secured $1 million toward the estimated $3 million total cost. Phase I covers a functioning building shell with truck parking, a mechanical room, and a bathroom. Responding to requests for updated figures, Michael explained that firm construction numbers are on hold pending mechanical, electrical, plumbing, structural, and civil engineering drawings. Requests for bids for these design services are currently underway, and the team is awaiting official paperwork from the Department of Community and Economic Development (DCED) following the grant announcement.

Addressing timeline concerns from Supervisor Ashbrook, Michael noted that grant funds typically allow two years to start, with continuance options available. Solicitor Fisher and Manager Carter clarified that professional engineering design services do not require public bidding, though expenses incurred prior to formal grant execution may not be covered. Michael stated that final costs are pending responses from engineering firms. Design plans are expected by December 1st, 2026, followed by a 7-to-9-month period to prepare construction bid packages, meaning groundbreaking is at least a year away. While building in phases may increase total costs, Michael emphasized it is the only viable path for the Fire Company. Engineering drawings will encompass all three phases. Supervisor Zgura added that the upcoming November election could impact future grant availability. Michael noted that Phase I will at minimum secure a functional shell.

Joseph Terrible (St. Peters Rd), representing the Emergency Services Committee (ESC), expressed support for Phase II and offered the committee's assistance. To meet the November deadline, Solicitor Fisher recommended adding a supporting resolution to the Board's next agenda. Manager Carter suggested bypassing the next ESC meeting to place the resolution directly on the October 15th, 2026, Board meeting; two ESC members present in the audience voiced support for this approach. Manager Carter requested a written project description for the resolution, noting that Phase II includes balancing the rooms from Phase I and a second-story addition over the four engine bay garage doors.

Supervisor Ashbrook offered to assist with Phase II application prep, and Manager Carter confirmed access to the Phase I template files. Solicitor Fisher advised framing Phase II as an extension of Phase I rather than a new project. Manager Carter noted that finalizing the engineer's cost estimate is the most time-sensitive requirement, which Michael expects to receive within two weeks. Regarding letters of support for the local LSA grant, Manager Carter recommended contacting Senator Coleman, State Representative Milou Mackenzie, and Congressman Ryan Mackenzie using Township-prepared templates. Supervisor Zgura volunteered to handle those support requests.

In a final update, Michael reported that the Fire Company's new truck is expected in one to two weeks for final outfitting, with delivery and final invoicing anticipated around December 1st, 2026. Township approval and check issuance will be required upon receipt of the final invoice. Michael noted they are currently awaiting final photos verifying requested adjustments before signing off on shipment.

2. Draft 2027 Budget

Manager Carter presented a draft of the balanced 2027 Budget for the Board's review. The draft will remain open for review over the next two weeks and will be available for discussion at the upcoming Board meeting.

Along with the draft, Manager Carter presented the proposed budget schedule, which included a budget workshop meeting set for October 15th, 2026, at 6:30 pm. It was noted that supervisor Mohr

may be unable to attend the October 15th, 2026, meeting if it conflicts with the rain date for the Vera Cruz Community Association Halloween parade. To ensure sufficient coverage, the Board added an additional budget workshop meeting on October 21st, 2026, at 6:30 pm. It was noted that Supervisor Ashbrook will be absent from the November 5th, 2026, meeting scheduled for final adoption.

MOTION: Supervisor Zgura made a motion to schedule 2027 budget workshop meetings on Thursday October 15th, 2026, at 6:30 pm and Wednesday October 21st, 2026, at 6:30 pm. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

3. LCA Buss Acres Public Water Supply Permit Application

Planning Coordinator Miller read the prepared letter:

The Upper Milford Township Planning Commission reviewed Lehigh County Authority's (LCA) notice of intent to seek approval from the Pennsylvania Department of Environmental Protection (DEP) to construct a new water transmission main. As part of LCA's Central Lehigh District, the proposed main would serve Buss Acres, an existing residential community in Upper Milford Township.

The Future Land Use Plan in the current Southwestern Lehigh County Comprehensive Plan identifies the proposed route as an area intended for rural uses, agricultural preservation, and natural resource protection. The plan recommends that these areas continue to rely on on-lot sewer and water systems. It also records residents' strong desire to protect agricultural land and natural areas from development and identifies the preservation of farmland, open space, and natural areas as the region's greatest challenge.

The Planning Commission is concerned that installing the water line at the proposed location would exceed the need to address LCA's existing Buss Acres water-system customers and inadvertently facilitate future development in those adjoining areas which are to be protected from development. That could threaten the rural uses, agricultural preservation, and natural resource protection, intended in the Comprehensive Plan for them.

The Planning Commission therefore adopted a motion recommending that the Board of Supervisors submit the following concerns to DEP's Permitting and Technical Services Section:

1. The copy of the DEP's General Information Form – Authorization Application provided by Edward DiMond of Buchart Horn, Inc. contains the following apparent omissions or inaccuracies:

- *The application answers the question about addressing community concerns as not applicable when the community has concerns.*
- *Under Land Use Information, Question 6 asks whether municipal and County land-use letters are attached. Neither "Yes" nor "No" is selected.*
- *Under Coordination Information, Question 4.02 appears to be incorrectly marked that the project does not discharge or drain to a HQ water area, although the Little Lehigh Watershed is designated HQ-CWF.*

2. The proposed extension would run through and along areas designated Rural, Natural Features, and Agricultural, where on-lot wells and septic systems are recommended in the Southwestern Lehigh County Comprehensive Plan. The project therefore conflicts with the adopted Comprehensive Plan and the uses which it designated for the adjoining areas. The Township and LCA should discuss a municipal agreement restricting future connections to, or extensions of, the transmission main to aid in the protection of those areas.

3. Alternatives Analysis, the application materials do not indicate that alternatives were evaluated, including treatment of the existing water system, alternate routes, or other water sources for Buss Acres.
4. No cost analysis or funding information was provided to explain how the water-line extension would be financed.
5. Fire Protection, the proposed water main does not appear to include fire-service protection features.

Supervisor Ashbrook requested removal of item number 5 from the proposal, expressing concern that it would lead to a higher volume of water runoff and inadvertently facilitate future developments in that area. Planning Coordinator Miller agreed and confirmed that the item could be removed.

MOTION: Supervisor Ashbrook made a motion for Planning Coordinator Miller to send a letter to DEP. Supervisor Zgura seconded the motion.

During public comment on the motion, Michael Kline asked whether fire hydrants could be installed along the proposed line. Planning Coordinator Miller explained that current water pressure is barely sufficient to support the supply and that the storage tank will fill overnight, noting that hydrants can be discussed further with the Lehigh County Authority (LCA) at a later time.

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:

1. Request for Fire Police at Macungie Halloween Parade

Supervisor Ashbrook summarized the letter received from Kalman Sostarecz the Macungie Borough Manager. Requesting Fire Police Assistance for the Macungie Halloween Parade on Saturday October 10th, 2026 from approximately 5 – 10 pm.

MOTION: Supervisor Zgura made a motion to give permission to the Borough of Macungie to request fire police if they are willing and able for the Halloween Parade on October 10th, 2026 as requested in the letter. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

OTHER ISSUES: None

REPORTS:

Emergency Services Committee Report: No Report

Township Emergency Management Coordinator: No Report

Emergency Services Call Report: No Report

Fire Companies: No Report

Emmaus Library: No Report

Recreation Commission: No Report

Township Manager: No Report

Supervisors:

John D. Zgura – No Report

Daniel J. Mohr – Supervisor Mohr reported that the Vera Cruz Community Association Halloween Parade is coming up on Wednesday October 14th, 2026, and rain date set for October 15th, 2026. The parade starts at Mystic Chain Park, line up starts forming between 6 – 6:30 pm, and the parade starts moving at 7 pm. Anyone that wants to join can just show up, there is no preregistering needed. Welcoming volunteers for help.

Angela Ashbrook – No Report

ADJOURNMENT: Meeting was adjourned at 8:00 pm.

EXECUTIVE SESSION: – Not Needed

_____ 10/15/2026

Chair, Angela Ashbrook Date

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Secretary, Kimberly Mory