

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
September 3rd, 2026, 7pm
REGULAR MEETING MINUTES

ATTENDANCE: Supervisors: Daniel Mohr, Angela Ashbrook, John Zgura; Manager Edward Carter, 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 interviews for the Office Assistant / Assistant Zoning Officer Position on Wednesday September 2nd, 2026, from 2 pm to 4 pm.

PUBLIC INPUT: None.

ACCEPTANCE OF MINUTES:

Approval of August 20th, 2026, regular meeting minutes.

MOTION: Supervisor Mohr made a motion to approve the August 20th, 2026, regular meeting minutes. Supervisor Zgura 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. **2141 to 2167** in the amount of **\$45,232.00**

STREET LIGHT FUND:

PLGIT XXXX7125 - Check No. **1434** in the amount of **\$3,253.30**

HIGHWAY AID FUND:

PLGIT XXXX7112 - Check No. **2651** in the amount of **\$147,542.05**

ACKNOWLEDGEMENT OF BANK TRANSFER:

Transfer No. 2026-057

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.

SOLICITOR'S REPORT: No Report

OLD BUSINESS: None.

NEW BUSINESS:

1. Discussion of early payment for Vera Cruz Fire Truck.

Manager Carter read the Vera Cruz Fire Truck Memo:

Bryan Hamscher, President of Vera Cruz Fire Company, reached out to Rosenbauer to determine available prepayment discounts for the new fire truck contract.

Rosenbauer has provided three discount options based on payment timing; paying the entire amount, paying the \$1.2 million that we received from the grant, or payment of the chassis once it arrives at the plant.

- *Full payment of the contract amount \$1,326,526: Saves \$29,122, bringing the total cost of the truck to \$1,297,404.*
- *Applying the \$1.2 million grant: Saves \$28,882, bringing the total cost of the truck to \$1,297,644. Leaving a remaining payoff balance of \$97,644.*
- *Payment of chassis upon arrival at the plant \$592,151: Saves \$22,740, bringing the total cost of the truck to \$1,303,786. Leaving a remaining payoff balance of \$711,635.*

The \$1.2 million grant may earn no more than \$500 in interest; any interest above that amount must be remitted back to the state.

Supervisor Ashbrook asked for clarification regarding the dates associated with the presented options. Manager Carter answered that the chassis is expected to arrive at the plant in early 2027, with the contract amount due as soon as possible. The Board briefly discussed Option 2, noting that the remaining \$97,644.00 could accrue interest if retained. Final approval will be requested after the contract is received from Rosenbauer and a payment resolution is drafted. The Board agreed that paying the \$1.2 million grant was the preferred approach.

2. Defined Benefit and Defined Contribution Plans MMOs for 2027

Manager Carter read the memo regarding the Minimum Municipal Obligation for the Defined Benefit Plan:

Act 205 of 1984 requires that the "chief administrative officer" of the pension plan inform the "governing board" of the municipality of the Minimum Municipal Obligation for the following year by the last business day in September. This memo, provided under the guidance of Foster & Foster (our plan's actuary), is intended to satisfy this legal requirement. Questions on our pension costs can be addressed to me or Foster & Foster at 610-435-9577.

The calculation of the 2027 Minimum Municipal Obligation requires several assumptions relating to projected payroll. The attached 2027 Minimum Municipal Obligation certification details this determination.

Attachment: 2027 MMO Worksheet

MOTION: Supervisor Ashbrook made a motion to approve both the Defined Benefit and Defined Contribution plan MMO as presented. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

3. Employment offer for Office Assistant/Assistant Zoning Officer

Manager Carter read the memo regarding the Office Assistant/Assistant Zoning Officer Offer Letter:

After completing two rounds of interviews with myself and the Board of Supervisors for the open Office Assistant/Assistant Zoning Officer position. I would like to ask the Board to hire GC of Coopersburg for the Township Office Assistant/Assistant Zoning Officer position at a yearly salary of \$55,000 and the terms of the offer letter that is attached.

MOTION: Supervisor Zgura made a motion to send the Offer Letter for acceptance to GC for the Office Assistant/Assistant Zoning Officer position as stated. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

4. Listing truck 3 and truck 17 on Municibid

Manager Carter read the Memo regarding the request to sell used trucks on Municibid:

With the recent purchase of Upper Macungie's pickup truck, I would like to ask the board's approval to sell the 1999 Ford F-350 and the 1999 GMC Sierra 3500 Pickup trucks on Municibid.

MOTION: Supervisor Ashbrook made a motion to approve listing trucks 3 and 17 on Municibid. Supervisor Zgura seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

5. Threefold Ventures LLC Sewage Agreement

Manager Carter outlined the proposed Operations & Maintenance (O&M) sewer agreement for the Crow's Nest ice cream stand, noting a similar agreement existed with the former owners of Countryside. Under the agreement, the owners must self-monitor water flow and report usage bi-monthly. Daily consumption may not exceed 1,440 gallons without triggering the requirement for a new system. Addressing a question from Supervisor Zgura, Manager Carter and Solicitor Fisher explained that while the system is self-monitored, Planning Coordinator Miller, as the Township Sewage Enforcement Officer (SEO), is legally authorized to enter the property to verify readings and ensure compliance.

Public comment:

Colt Hershinger, of St. Peters Rd., inquired if the septic system is shared with adjacent property owners. Manager Carter answered that the systems are separate.

MOTION: Supervisor Ashbrook made a motion to approve the Threefold Ventures LLC Sewage Agreement. Supervisor Mohr 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: None

CORRESPONDENCE:

1. Zionsville Area Food Pantry letter received from David Kick

Manager Carter stated that Boy Scout Cub Pack #31 and Troop #31 submitted a request to utilize the Township parking lot, sidewalk, and ramp on Saturday, November 14th, 2026, between 8:00 am and 12:30 pm for their annual food drive.

MOTION: Supervisor Ashbrook made a motion to approve the request for the use of the parking lot on November 14th, 2026. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

OTHER ISSUES: None

REPORTS:

Emergency Services Committee Report: The next Emergency Services meeting is September 16th, 2026.

Township Emergency Management Coordinator: No Report

Emergency Services Call Report: No Report

Fire Companies: No Report

Emmaus Library: No Report

Recreation Commission: Manager Carter confirmed no meeting in September.

Township Manager: Manager Carter gave an update on the RFP for Engineering Services, 11 were received. Planning Coordinator Miller and Manager Carter will be reviewing the submissions.

Supervisors:

John D. Zgura – Supervisor Zgura reported that the 250th Parade scheduled for this Saturday September 5th, 2026, will start at 12 pm at the Township building. Line up starts at 11 am and proceeds to Lenape Park. Food trucks, face painting, and a petting zoo will be at Lenape Park.

Daniel J. Mohr – Supervisor Mohr reported on the Vera Cruz Homecoming event held on August 16th, 2026, organized by the Vera Cruz Community Association. The final numbers were calculated, and it was estimated to be a \$2,000.00 loss, due to weather. Hoping for sunshine next year. Everyone that went had a good time.

Angela Ashbrook – No Report

ADJOURNMENT: Meeting was adjourned at 7:25 pm.

EXECUTIVE SESSION: – *Upper Milford Board of Supervisors held an executive session at 7:25 pm after the meeting was adjourned to discuss a legal matter.*

Chair, Angela Ashbrook

09/17/2026
Date

Secretary, Kimberly Mory