

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
August 6th, 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 6:40 pm prior to the start of this meeting to discuss a Real Estate Matter and Personnel Matter.

PUBLIC INPUT: None

ACCEPTANCE OF MINUTES:

Approval of July 16th, 2026, regular meeting minutes.

MOTION: Supervisor Mohr made a motion to approve the July 16th, 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. **2069 to 2107** in the amount of **\$69,422.90**

STREET LIGHT FUND:

PLGIT XXXX7125 - Check No. 1433 in the amount of **\$3,177.37**

ACKNOWLEDGEMENT OF BANK TRANSFER:

No Transfers

MOTION: Supervisor Zgura made a motion to pay the bills and acknowledge the bank transfers as read. Supervisor Mohr seconded the motion. Public Comment was made by Colt Hershinger – Colt asked what Suburban Propane for \$6,688.84 was for? Manager Carter answered diesel fuel. All were in favor, motion carried.

SOLICITOR'S REPORT: No Report

OLD BUSINESS: None

NEW BUSINESS:

1. Resolution No. 2026-031

Manager Carter explained Resolution No. 2026-031 pertains to the Fire Truck Funding reviewed by the Board during the July 16th, 2026, meeting. The Fire company had requested minor textual modifications, including:

Page 2 item 2 (c): *“...in no event shall the contribution be paid more than one (1) year from Western District making payment toward its Loan obligation.”*

Page 3 item 2 (e). *“... audit of Western District’s accounts from which the Loan payments are made to confirm payment of the Loan.”*

Page 3 item 3: the Fire Company requested removing the phrase *“no longer being approved by the Township.”* Manager Carter advocated keeping this clause to preserve the original intent.

Solicitor Fisher highlighted the key sentence, *“... into an escrow account with the Township, to be used for the purchase of a new Fire Truck.”* He noted that selling the truck would require Board approval.

During Board discussion, the following additions were requested:

Supervisor Ashbrook asked for a change to *“a new Fire Truck”* to *“new fire apparatus”*, Manager Carter affirmed would also require Board approval upon purchase.

Supervisor Zgura suggested specifying a timeframe for when the equipment could be sold; the Board agreed to add *“after its useful life.”*

The discussed revisions will be incorporated into the resolution and provided to the Fire Company for signature. The finalized document will be brought back to the Board for final approval and signature at the August 20th, 2026, meeting.

2. Part Time Employee Hire

Manager Carter read the prepared memo:

“Jared and I interviewed Donald Kornmeyer for the part-time park workers position and at this time I would like to ask that the Board offer the part-time park workers position to Donald Kornmeyer of Quakertown, PA at a rate of \$16.50 per hour.”

Supervisor Ashbrook inquired if this would be a seasonal position. Manager Carter confirmed it is primarily seasonal for grass cutting and park maintenance, with potential to assist with winter snowplowing if needed.

Supervisor Zgura commented on the stating rate and suggested reviewing part-time pay rates in the future to consider an increase for part-time staff members.

MOTION: Supervisor Zgura made a motion to hire Donald Kornmeyer as a part-time park worker at a rate of \$16.50 per hour. Supervisor Ashbrook 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:

1. Twin Run Security Release #9

Manager Carter presented Security Release #9 for the Twin Run subdivision, as approved by Township Engineer Jeff Ott, in the amount of \$200,482.27.

Supervisor Zgura suggested including a reminder letter with security releases to notify developers to keep all active permits up to date. Manager Carter clarified that while the Board can condition approval on all outstanding fees being paid and permits being current, that requirement is typically more appropriate to apply during time extension requests.

MOTION: Supervisor Zgura made a motion to approve Security Release #9 in the amount of \$200,482.27. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

2. Jasper Ridge Time Extension

The developer failed to complete the required punch list items by the Board-established deadline of July 17th, 2026, and outstanding concerns remain regarding the NPDES permit application currently being processed by Kay Builders.

Joe Black was present on behalf of Kay Builders. When asked what work remains, Mr. Black stated that the primary outstanding items are the spray irrigation system and concrete sidewalk repairs. In response to Supervisor Zgura's question regarding the delay, Mr. Black explained that while crews have completed some concrete and blacktop work, primary efforts were directed toward the Indian Creek project. Manager Carter asked if there was a timeline for the NPDES permit renewal? Mr. Black replied that while there is no fixed timeline, they are actively working through the process.

Solicitor Fished advised that in past instances where the Board elected not to grant a time extension, staff and the Solicitor were directed to notify the applicant of the denial and issue formal correspondence to both the developer and the bonding company.

MOTION: Supervisor Ashbrook made a motion to direct Township staff and the Solicitor to notify Jasper Ridge that the requested time extension was not denied, and to issue formal written notice to both the developer and bonding company. Supervisor Zgura seconded the motion.

Public Comment: Gabriel Natalini of Stole Rd asked about potential alterations to the site's parking plan. Manager Carter explained that the Homeowners Association (HOA) must return to the Board to formally present and discuss any proposed parking plan modification.

Hearing no further comments, all were in favor, motion carried.

CORRESPONDENCE:

1. Light in the Night Safe Zone Block Party Request
 - a. Letter from Upper Milford Mennonite church, Amanda Ritter

Manager Carter presented a standard request from Upper Milford Mennonite Church, and read an excerpt from the letter submitted by Amanda Ritter:

"We are requesting permission to hold a Light in the Night Safe Zones block party in the Upper Milford Township Building on Sunday afternoon, October 18th, from 4-6 p.m. for the purpose of providing a safe and fun environment for our children during the Halloween season. Because we had such a good turnout of parents and children over the past years, we are again expecting a great deal of enthusiastic support from grown-ups and children. We will publicize the event through our church newsletters and fliers to township residents."

Manager Carter noted that the request includes use Fire Police; therefore, both Western District and Citizens Fire Companies should be included in the approval motion to authorize coverage.

MOTION: Supervisor Ashbrook made a motion to approve the block party request and to authorize requesting Fire Police services from Western District and Citizens Fire Companies if they are willing and able to provide services for the event. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

2. LCA – Chlorine Dosing Pump Change to Kohler Tract Booster Pump

Planning Coordinator Miller explained that Lehigh County Authority (LCA) is updating the chlorinators in the well houses across several locations to standardize equipment for routine maintenance.

MOTION: Supervisor Ashbrook made a motion to acknowledge the LCA chlorine dosing pump change for the Kohler Tract booster pump.

3. Kohler Tract (Jasper Ridge) Municipal Notification Letter

Planning Coordinator Miller read his prepared memo:

"Upper Milford Township received the above-mentioned notice (see attached). The purpose is to notify the township of the submittal of a Chapter 102 permit application. In this case it is for a new permit to replace the expired NPDES permit for the Jasper Ridge Subdivision. The Notification lists the land development/subdivision plan, E&S plan & PCSM Plan as information that was submitted to the Township for this project. While those items were submitted to the Township under the original permit, they have not been submitted to the Township as part of this NPDES permit application. In the past, changes have been made and approved during the NPDES renewal process that conflicted with previously recorded

documents and agreements. The acknowledgement section asks for a municipal signature acknowledging that the information reported herein by the applicant regarding municipal plan and ordinance information is true and accurate.

Since the specific documents for this submittal have not been copied to the Township, I would suggest the Township return a copy of the form to the applicants Engineer and copy the Lehigh County Conservation District with a letter stating that the Township would like to be copied on all submitted items involved with this application to determine consistency with previously submitted recorded subdivision requirements, agreements and permit approvals, prior to acknowledging the accuracy of the municipal plan and ordinance information as requested. If you agree I can write the letter making that request.”

MOTION: Supervisor Ashbrook made a motion authorizing Planning Coordinator Miller to draft and send the recommended letter to the applicant's engineer and the Lehigh County Conservation District. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

OTHER ISSUES: None

REPORTS:

Emergency Services Committee Report:

Colt Hershinger reported on the July 15th, 2026, Emergency Services Committee (ESC) meeting:

Citizens Fire Company is looking to purchase an 18-kw generator. Two quotes have been received, both of which are around \$15,000.00. Chief Kristopher Bawden was asked to seek two additional quotes for review at the next meeting on August 19th, 2026.

Michael Kline from Western District Fire Company reported that members completed their pumps 2 class and expect delivery of the new fire truck at the end of August. Collin Sentner, Wayne Shade, Chris Edwards, and Kevin Kleinsmith conducted an inspection of the fire truck; further updates are pending.

Christopher Greb from Macungie Ambulance Corps presented current and prior-year call statistics. He also reviewed rising costs associated with purchasing new ambulances and remounting existing units, as well as anticipated capital expenditures over the next few years.

Township Emergency Management Coordinator: No Report

Emergency Services Call Report: No Report

Fire Companies: No Report

Emmaus Library: No Report

Recreation Commission: Supervisor Ashbrook reported the next meeting is Monday August 17th, 2026, at Arrowhead Park.

Township Manager: Manager Carter received notice from the PennDOT contractor for the Route 29 safety improvements will start with tree trimming, tree removal, and underground utility changes.

Supervisors:

John D. Zgura – Supervisor Zgura reported the 250th parade is coming up on September 5th, 2026. The last meeting will be August 19th, 2026, at Lenape Park at 6:30 pm.

Daniel J. Mohr – Supervisor Mohr reported that the Vera Cruz Homecoming with the Vera Cruz Community Association is coming together. Advertising books have been picked up and distributed to the Board. Two color pages were included this year, to encourage others to select that option for next year. They are waiting for T-shirts and hats that will be sold at the event. An Inversion generator will be used this year. Homecoming will be August 16th, 2026.

Angela Ashbrook – No Report

EXECUTIVE SESSION: – Not Needed

ADJOURNMENT: Meeting was adjourned at 7:44 pm.

Chair, Angela Ashbrook

08/20/2026
Date

Secretary, Kimberly Mory