

**Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
September 17th, 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.

PUBLIC INPUT:

1. Senator Jared Coleman – Deferred to later in the meeting.

2. Emmaus Library Presentation Annual Report

Emmaus Public Library Director Allison Floray presented the Annual Report, accompanied by Upper Milford Library Board Representatives Robin Rotherham and Ruk Chisty.

Director Floray reported that 2,067 registered users reside in Upper Milford Township and highlighted that Emmaus Public Library ranks #1 among the 11 Lehigh Carbon Library Cooperative (LCLC) libraries for highest percentage of population registered for library cards. Completed 2026 upgrades include a redesigned website with a new logo and a renovated front entrance. Planned initiatives for 2027 include renewing the strategic plan, completing a space utilization assessment, improving public restrooms, and continuing technology upgrades.

The proposed 2027 budget includes a 3.5% cost-of-living adjustment for wages and taxes, based on the end-of-June 2026 Consumer Price Index. The budget request from Upper Milford Township is \$55,372.00

During discussion, Supervisor Ashbrook asked whether the 62,654 recorded visits included online users; Director Floray confirmed the number reflects physical walk-ins. In response to Supervisor Ashbrook's inquiry regarding total investment account balances, Director Floray agreed to forward the details to the Board. Supervisor Ashbrook noted that the 3.5% adjustment aligns with prior budget expectations.

During public comment, Lauren Haponski praised the library's continued quality of service during entrance construction and voiced support for the upcoming restroom renovations.

ACCEPTANCE OF MINUTES:

Approval of September 3rd, 2026, regular meeting minutes.

MOTION: Supervisor Mohr made a motion to approve the September 3rd, 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. **2168 to 2198** in the amount of **\$142,415.98**

ACKNOWLEDGEMENT OF BANK TRANSFER:

Transfer No's. 2026-058 to 2026-061

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:

1. Jasper Ridge Parking Plan

Supervisor Ashbrook introduced the item and requested that speakers avoid repetitive statements. Bill Erdman (Keystone Consulting Engineers) and John Duvoe (HOA Vice President) presented a revised parking plan for Jasper Ridge outlining permitted parking areas, updated signage, and street markings.

Manager Carter and Solicitor Fisher reviewed the history of the project, noting that the plan received conditional approval on December 18, 2025. However, the condition to re-record the subdivision plan presents logical difficulties, as it requires adding PIN numbers and securing signature from every lot owner. Solicitor Fisher advised that the Board needs to formally resolve whether this plan is a temporary trial and amend the original motion to remove the re-recording requirement. Manager Carter explained that once the Township accepts dedication of the roads, the Board can enforce parking via ordinance regardless of whether the plan is recorded.

During public comment, Gabriel Natalini and Julia Jurkiewicz (Stole Rd.) and Lauren Haponski expressed safety concerns regarding street parking, double parking, and snow obstruction, noting that weekly HOA notices have not deterred violations. Conversely, Scott Strahler and Joelle Strahler (Mink Rd.) reported that street parking has decreased significantly under HOA enforcement and noted that 87% of residents voted in favor of the revised plan. Colt Hershinger (St. Peters Rd.) questioned liability regarding pedestrian safety, which Solicitor Fisher noted is not a Township matter.

In response to Board inquires regarding enforcement, Solicitor Fisher reiterated that the Township has no legal authority on private roads until dedication. Once dedicated, Township personnel will handle enforcement; Solicitor Fisher will research whether enforcement costs or fines could be assessed to the HOA.

Following discussion on removing specific spaces to mitigate issues on Stole Road, Supervisor Ashbrook suggested proceeding with a temporary trial period. The Board reached consensus to stand by December

18, 2025, motion with two modifications: removing the requirement to re-record the plan and eliminating two proposed parking spaces on Stole Road. The plan will be formally re-examined when the Township considers road dedication.

MOTION: Supervisor Ashbrook made a motion to amend prior motion dated December 18, 2025, to eliminate the requirement of revised plan to be recorded and with the elimination of two identified parking spots in front of lots 43 + 44. Supervisor Mohr seconded the motion. Hearing no questions or comments, Supervisor Ashbrook and Supervisor Mohr were in favor. Supervisor Zgura opposed. Motion carried.

PUBLIC INPUT (CONTINUED):

Senator Jared Coleman

Senator Coleman addressed the Board to announce that Upper Milford Township has secured a \$1,000,000 grant to fund Phase I of the new Upper Milford Western District fire company No. 1 station. He highlighted the operational limitations of the existing facility and explained that the funding will support preliminary work for a safer, more functional station designed to improve equipment storage, training facilities, and overall emergency response. Senator Coleman expressed appreciation for the collaborative partnership behind the grant, acknowledging key support from Representative Milou Mackenzie and the House Republican Caucus. The Board expressed its thanks to Senator Coleman.

OLD BUSINESS CONTINUED:

2. Acceptance of offer for Office Assistant/Assistant Zoning Officer

Manager Carter read the Township Office Assistant/Assistant Zoning Officer Memo:

Gregory Churchill has accepted the offer for the Township Office Assistant/Assistant Zoning Officer position. Greg has completed the required background check and his first day of employment with the Township will be Monday September 28, 2026.

NEW BUSINESS:

1. Offer Letter to MS for the open Public Works Position

Manager Carter read the Full-Time Public Works Employee Memo:

Jared Bailey Public Works Foreman and I have conducted interviews for the open Public Works position. After careful review of all the candidates, both of us agreed that the best candidate for the Public Works position would be M.S. of Wescosville.

At this time If the Board agrees. A motion to hire M.S of Wescosville as a full-time Public Works Employee, at the rate of \$23.00 per hour and terms offered to him in his Employment offer letter would be in order.

MOTION: Supervisor Ashbrook made a motion to the offer letter for MS for the open Public Works Position. Supervisor Mohr seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

2. Prepayment of Vera Cruz Pumper/Tanker

Manager Carter read the Pre-payment of Vera Cruz Pumper/Tanker Memo:

After discussing the options for pre-payment of Vera Cruz Pumper/Tanker with the Board at the last meeting, it seems like the best option would be to make a pre-payment of the entire DCED grant that was received along with any interest that was made from the account.

After speaking with the bank, the best way to move these funds would be a wire transfer. If you agree with this a motion would be in order as follows:

Motion to approve a wire transfer of \$1,200,492.77 from New Tripoli Bank account ending in 4229 to Rosenbauer Minnesota as a prepayment for Vera Cruz's Pumper/Tanker, as noted in Invoice #26231-P. With a \$20 wire transfer fee to be paid. This prepayment will save \$28,882.00 and close out the account.

Supervisor Ashbrook asked if our checks are triple signed how would a wire transfer be initiated? Manager Carter answered that all three supervisors will need to go to New Tripoli Bank to sign the wire transfer documents.

MOTION: Supervisor Ashbrook made a motion to prepay the Vera Cruz Pumper Tanker by wire transfer pursuant to Manager Carters Memo dated September 17, 2026. Supervisor Zgura 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:

1. Lower Macungie Township Zoning Ordinance and SALDO Amendments Letter

Planning Coordinator Brian Miller read his prepared letter regarding the Proposed Lower Macungie Township Data Zoning & SALDO Amendments - August 2026 Letter:

At their meeting on August 31st, 2026, the Planning Commission reviewed the Proposed Lower Macungie Township Zoning & SALDO Amendment as noted in the attached letter dated August 12th, 2026, from Nathan Jones Township Planner for Lower Macungie Township. The Planning Commission recommends thanking Lower Macungie Township for the chance to review the amendment and noting that this amendment appears to be consistent with the SW Lehigh County Comprehensive Plan. If you agree I will gladly send that response to Lower Macungie Township.

MOTION: Supervisor Zgura made a motion for Planning Coordinator Brian Miller to send a thank you letter to Lower Macungie Township for allowing Upper Milford Township to review the Zoning Ordinance and SALDO amendments. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

SUBDIVISIONS – IMPROVEMENTS: None

CORRESPONDENCE:

1. Letter from the Borough of Macungie – Halloween Parade

Supervisor Ashbrook read the letter received from Todd Bernhard:

The Borough of Macungie respectfully requests permission for the use of East Macungie Road in Upper Milford Township as a detour/alternate route during this year's Halloween Parade. The Event will be held Saturday Oct 10th, 2026, from 6:30pm-9:30pm with an alternate/ rain date of Sunday Oct 11th, 2026.

MOTION: Supervisor Zgura made a motion to give the Borough of Macungie permission to close the road as needed for the Halloween Parade on October 10th, 2026, or Sunday October 11th, 2026, as stated in the letter. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

2. Letter from Bally Borough – Request for Fire Police

Supervisor Ashbrook read the letter received from Tammy M Wood:

The Bally Borough, on behalf of Eastern Berks Fire Police, is requesting fire police support for the annual Halloween Parade to be held on Monday, October 19, 2026, at 7:00 pm. There will be no rain date.

MOTION: Supervisor Zgura made a motion to give permission to Bally Borough to request fire police support for the Halloween Parade on Monday October 19, 2026, as stated 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: The September meeting was cancelled. Lauren Haponski mentioned Supervisor Zgura's previous comment about a covering at Arrowhead Park, and she submitted a picture to Supervisor Ashbrook of an example. The next Recreation Commission meeting is in October.

Township Manager: No Report

Supervisors:

John D. Zgura – Supervisor Zgura reported on the 250th Parade that was held on September 5, 2026, noting that even attendance and participation exceeded expectations. He expressed gratitude to all who contributed to the event's success, with special thanks to the community volunteers, the local Fire Department and Ambulance corps, and the Public Works Department for coordinating road closures.

Daniel J. Mohr – Supervisor Mohr commented on his participation in the 250th Parade, noting the high community turnout despite the hot weather. He suggested adding clearer signage for key activities, such as face painting and balloon artists, at future events. Additionally, Supervisor Mohr noted the unpredictable nature of event management, sharing that organizers at the recent Vera Cruz Community Association Homecoming event had to quickly purchase additional restroom supplies after a theft occurred during the event.

Angela Ashbrook – No Report

ADJOURNMENT: Meeting was adjourned at 8:14 pm.

EXECUTIVE SESSION: – Not Needed

Chair, Angela Ashbrook

10/01/2026
Date

Secretary, Kimberly Mory