

Upper Milford Township
Board of Supervisors
Township Building, Old Zionsville, PA 18068
June 19th, 2025, 7pm
REGULAR MEETING MINUTES

ATTENDANCE: Supervisors: Daniel Mohr, Angela Ashbrook, John Zgura; Manager Edward Carter, 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.) Upper Milford Historical Society – Request for Grant application assistance.

Gary Heller, Neil Moser and John Fegley were present to request Township assistance with applying for a \$5,000.00 grant through the Pennsylvania Historical Program. This grant is the same DCED application as the LSA Grants and needs to be done through the Municipality. They explained they are hoping to restore three documents through a company in Philadelphia and have them framed for display within the municipal building. These documents are rare and pertaining directly to the history of the Township.

There was a brief discussion of funding for overages and other concerns. Secretary O'Donald said the application is open until August 1st and she has time to work with the Historical Society to submit the application.

MOTION: Supervisor Mohr made a motion to allow staff to submit the application on behalf of the Historical Society. Supervisor Ashbrook seconded the motion. Hearing no further questions or comments, all were in favor, motion carried.

- 2.) Chris Greb of the Macungie Ambulance Corp gave his yearly report. They are grateful for the support that is given to them from Upper Milford Township. They cover roughly half of the Township for ambulance service along with mutual aid calls when Emmaus may be busy. They have been able to provide standby services, transportation services and educational services throughout the year. The call volume is also up this year after a drop off after Covid.

ACCEPTANCE OF MINUTES:

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

MOTION: Supervisor Zgura made a motion to approve the minutes as presented for the June 5th, 2025, Board of Supervisors meeting. Supervisor Ashbrook seconded the motion. Hearing no further questions or comments, all were in favor, motion carried.

APPROVAL OF PAYMENT OF BILLS:

GENERAL FUND:

PLGIT XXXX7209 - Check No's. **1122 to 1151** in the amount of **\$ 124,879.54**

STREET LIGHT FUND:

PLGIT XXXX7125 - Check No. **1417** in the amount of **\$ 2,451.78**

HIGHWAY AID FUND:

PLGIT XXXX7112 -Check No. **2647** in the amount of **\$ 212,317.00**

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.) Replacement of Public Works Employee discussion

Supervisor Zgura stated he was ready to approve the advertising for a public works employee. Supervisor Mohr agreed.

MOTION: Supervisor Zgura made a motion to advertise for a full-time public works employee. Supervisor Mohr seconded the motion. Hearing no questions or comments, Supervisors Mohr and Zgura were in favor, Supervisor Ashbrook was against, motion carried.

- 2.) Promissory Note for radios - Resolution 2025-030 and Radio Agreement

This was approved pursuant to the ordering of the radios with Lehigh County and has been discussed multiple times. Solicitor Fisher explained that this was needed and then the Township will also be adopting an ordinance for the debt at a future meeting, but this resolution is needed for the county to order the radios.

MOTION: Supervisor Zgura made a motion to approve resolution no. 2025-030 with the county for ordering the emergency radios. Supervisor Ashbrook seconded the motion. Hearing no further questions, all were in favor, motion carried.

The Radio agreement is between the Fire Companies and the Township and agrees that if the Fire Companies were to close service the Township would then own the radios and usage of them.

MOTION: Supervisor _____ made a motion to approve the Radio Agreement with the Fire Companies. Supervisor _____ seconded the motion. Hearing no further questions or comments, all were in favor, motion carried.

3.) Discussion of July 3rd BOS meeting

The July 3rd meeting was discussed. It was decided that if there were no agenda items it would be cancelled.

4.) Discussion of Draft Complaint Policy – Tentative

Supervisor Ashbrook had concerns over the wording of emergency. Otherwise, the discussion was positive on what was presented for the policy. Solicitor Fisher stated that the next step if everyone agrees is to finish out the resolution wording and have it back to the Board at the next meeting.

Everyone agreed.

5.) Permission to place 1996 Backhoe on Municbid for Sale

The backhoe that was purchased from Upper Macungie Township has been received and is transferred to Upper Milford. Permission is being sought to have the 1996 Backhoe placed on Municbid for auction.

MOTION: Supervisor Ashbrook made a motion to place the 1996 Backhoe on Municbid for auction and the sale brought back to the Board of Supervisors on the July 17th agenda for award of sale. 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: None

SUBDIVISIONS – IMPROVEMENTS:

- 1.) Approval – Credit Release No. 4 – Fields at Twin Run in the amount of - \$272,951.40
 - a. Letter from Township Engineer Jeffery Ott

In accordance with the request for release of secured funds dated June 4, 2025 (some items were adjusted per completed field conditions), we the undersigned hereby certify that the improvements required in connection with The Fields at Twin Run, have been completed to the extent that the Irrevocable Letter of Credit can be reduced by the amount of Two Hundred Seventy-Two Thousand, Nine Hundred Fifty-One Dollars and Forty Cents (\$272,951.40), in accordance with the Subdivision Improvements Agreement dated November 7, 2024. This certificate authorizes the First Northern Bank & Trust Company to reduce the said amount, namely Two Hundred Seventy-Two Thousand, Nine Hundred Fifty-One Dollars and Forty Cents (\$272,951.40) to the owner or such other person as said owner shall designate. This authorization shall not be construed as final acceptance of improvements made to date. In no event shall the escrow fund for the construction improvements associated with The Fields at Twin Run, be reduced to any amount less than Two Million, Six Hundred One Thousand, Thirty-One Dollars and Eighty-Nine Cents (\$2,601,031.89).

MOTION: Supervisor Zgura made a motion to approve credit release number 4 for the Fields at Twin Run in the amount of \$272,951.40 per Township Engineer Jeffery Ott's Letter dated June 12th, 2025. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 2.) Approval – Credit Release No. 10 – Fields at Jasper Ridge in the amount of - \$104,375.69
 - a. Letter from Township Engineer Jeffery Ott

In accordance with the request for release of secured funds dated May 27, 2025 (some items were adjusted per completed field conditions), we the undersigned hereby certify that the improvements required in connection with Jasper Ridge, have been completed to the extent that the Irrevocable Letter of Credit can be reduced by the amount of One Hundred Four Thousand, Three Hundred Seventy-Five Dollars and Sixty-Nine Cents (\$104,375.69), in accordance with the Subdivision Improvements Agreement dated August 7, 2018. This certificate authorizes the Peoples Security Bank & Trust Company to reduce said amount, namely One Hundred Four Thousand, Three Hundred Seventy-Five Dollars and Sixty-Nine Cents (\$104,375.69) to owner or such other person as said owner shall designate. This authorization shall not be construed as final acceptance of improvements made to date. In no event, shall the escrow fund for the construction improvements associated with the Jasper Ridge be reduced to any amount less than One Million, Seventy-Four Thousand, Nine Hundred Eighty-Two Dollars and Thirty-Nine Cents (\$1,074,982.39).

MOTION: Supervisor Zgura made a motion to approve credit release number 10 for the Fields at Jasper Ridge in the amount of \$104,375.69 per Township Engineer Jeffery Ott's Letter dated June 12th, 2025. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

CORRESPONDENCE:

- 1.) Request for Traffic Study of Saint Peters Rd and Macungie Mtn/Furnace Hill intersection
 - a. Letter from Ronnie Welch

Ronee Welch of Saint Peters Road requested the Township ask PennDOT for a traffic study of the intersection of Furnace Hill Rd and Macungie Mountain Road where they join Saint Peters Road. This is an offset intersection and has had many accidents.

The Supervisor's concern was the triggering of increased speeds along Saint Peters Road. They directed staff to reach out to PennDOT to see how the traffic study would work for this type of request.

- 2.) Request for Special Fire Police for Lower Milford Fall Festival Sept. 27th 10 am to 5 pm
 - a. Letter from Emily Fucci, Lower Milford Administrator

Lower Milford Township and the Lower Milford Township Fire Police are requesting assistance with traffic control during the 23rd Annual Lower Milford Township Fall Festival, scheduled for Saturday, September 27, 2025, from 10:00AM to 5:00PM. We are requesting any available Fire Police to assist with traffic and parking control beginning at 9:00AM and throughout the duration of the event. If you have any available volunteers, please contact Fire Police Captain Alison Koch at alison.koch@lowermilfordfire.org.

MOTION: Supervisor Zgura made a motion to approve the use of Special Fire Police per the letter from Emily Fucci for the Lower Milford Township Fall Festival on Saturday September 27th, from 10 am until 5pm from Station #19 & #28 if willing and available. Supervisor Ashbrook seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 3.) Request for Special Fire Police for the Emmaus Halloween Parade October 19, 2025, 6pm
 - a. Letter from Deputy Chief Bryan Hamscher.

The Emmaus Police Department requests permission to use your Fire Police for traffic control as mutual aid for the Emmaus Halloween Parade on Saturday, October 18, 2025, at 1900 hours with a rain date of Sunday, October 19, 2025, at 1800 hours. Please contact Deputy Chief Bryan K. Hamscher at 610-967-3113 or bhamscher@emmauspd.org with the names and number of officers who are willing to work the parade, no later than October 7th• 2025. Thank you in advance for your continued assistance.

MOTION: Supervisor Zgura made a motion to approve the use of Special Fire Police per the letter from deputy Chief Bryan Hamscher for the Emmaus Halloween Parade on Saturday October 18th, from 10 am until 5pm from Station #19 & #28 if willing and available. 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: N/A

Emergency Services Call Report: Report on website

Fire Companies: No Report

Macungie Ambulance: - ~~Chris Greb yearly report~~– gave report under public input

Emmaus Library: No Report

Recreation Commission: Lauren Haponski reported the Jasper Day Celebration will be Saturday June 21st. Please join the rec committee at Jasper Park. The committee also received 197 responses to the Survey. They will be going thorough the information.

Township Manager:

Bud Carter – A thank you to Brent Fegley. He has retired after service to the Township for 19 years. We wish him well.

Supervisors:

Angela Ashbrook – No Report

John D. Zgura – No Report

Daniel J. Mohr –Vera Cruz Community Association is collecting ads for their Homecoming Book. They are also looking for new members.

EXECUTIVE SESSION: - Not needed

ADJOURNMENT: Meeting adjourned at 8:16 pm.

Chairman Daniel J. Mohr

July 17th, 2025
Date

Secretary/Treasurer Jessi O’Donald