

**Lower Milford Township**  
Lehigh County, Pennsylvania  
**Board of Supervisors**  
January 5, 2026 Organization Meeting  
**MINUTES**

Present: Timothy Cogle, Chair; Susan LaBrie, Vice-Chair; Jason Flexer, Supervisor; Mark Cappuccio, Township Solicitor; Emily Fucci, Township Administrator/Secretary; and 21 members of the Public.

Cappuccio called the meeting to order at 6:30PM.

All stood for the pledge of allegiance.

Motion by LaBrie to appoint Flexer as temporary Chair. No second received.

Motion by Flexer to appoint Cogle as temporary Chair. Seconded by LaBrie and unanimously approved.

Motion by LaBrie to appoint Fucci as temporary Secretary. Seconded by Flexer and unanimously approved.

Motion by LaBrie to appoint Cogle as Chair. Seconded by Flexer and unanimously approved.

Motion by Flexer to appoint LaBrie as Vice-Chair. Seconded by LaBrie and unanimously approved.

Motion by Flexer to appoint Fucci as Secretary. Seconded by LaBrie and unanimously approved.

Motion by Flexer to appoint Wendy Stryker as Treasurer. Seconded by LaBrie and unanimously approved.

Motion by LaBrie to appoint Mark S. Cappuccio, Esq. and the firm of Eastburn & Gray as the Township Solicitor for 2026. Seconded by Flexer and unanimously approved.

Motion by LaBrie to appoint Mark S. Cappuccio, Esq. and the firm of Eastburn & Gray as the Planning Commission Solicitor for 2026. Seconded by Flexer and unanimously approved.

Motion by Flexer to appoint Joseph Rudolf and the firm of Clark Hill as the Township HR Council for 2026. Seconded by LaBrie and unanimously approved.

Motion by Flexer to authorize Supervisors to work on Township roads in 2026. Seconded by LaBrie and unanimously approved.

Motion by LaBrie to set the regular meetings of the Board of Supervisors for the third Thursday of the month at 6:30PM. Seconded by Flexer and unanimously approved.

Motion by LaBrie to set the workshop meetings of the Board of Supervisors for the first Thursday of the month at 6:30PM. Seconded by Flexer and unanimously approved.

Motion by LaBrie to authorize the advertisement of 2026 Township meetings. Seconded by Flexer and unanimously approved.

Motion by Flexer to designate Cogle as the Board of Supervisors voting delegate at the 2026 PSATS Convention. Cogle advised he was not sure if he would be attending this year. Flexer rescinded his motion to designate Cogle. Motion by Flexer to designate LaBrie as the Board of Supervisors voting delegate at the 2026 PSATS Convention. Seconded by Cogle and unanimously approved.

Motion by LaBrie to appoint Cowan Associates, Inc as the Township Engineer for 2026. Seconded by Flexer and unanimously approved.

Motion by LaBrie to appoint Cowan Associates, Inc as the Building Code Official and Building Inspector to enforce the PA Uniform Construction Code for 2026. Seconded by Flexer and unanimously approved.

Motion by Flexer to designate Embassy Bank and PLGIT as the depositories for 2026. Seconded by LaBrie and unanimously approved.

Motion by LaBrie to authorize the signatures for the Township bank accounts as Timothy Cogle, Susan LaBrie, Jason Flexer and Wendy Stryker. Seconded by Flexer and unanimously approved.

Motion by LaBrie to appoint John Kortvely as the primary Township Sewage Enforcement Officer for 2026 and Ian Farrell as the alternate Township Sewage Enforcement Officer for 2026. Seconded by Flexer and unanimously approved.

Motion by Flexer to appoint Gilmore and Associates, Inc as assistant zoning officer for timber harvest permit applications in 2026. Seconded by LaBrie and unanimously approved.

Motion by LaBrie to appoint Jeffrey Tankred to the Vacancy Board for 2026. Seconded by Flexer and unanimously approved.

Motion by LaBrie to appoint Flexer as the Chair of the Agricultural Advisory Committee. Seconded by Cogle and unanimously approved.

Motion by LaBrie to appoint Sheila Quigley to a five-year term on the Zoning Hearing Board, expiring December 31, 2030. Seconded by Flexer and unanimously approved.

Motion by Flexer to appoint Paul Carey to a three-year term as alternate on the Zoning Hearing Board, expiring December 31, 2028. Seconded by LaBrie and unanimously approved.

Motion by LaBrie to appoint Allison Schaffer to a four-year term on the Planning Commission, expiring 12/31/2029. Seconded by Flexer and unanimously approved.

Discussion was held on the qualifications of remaining applications Cathleen Bannon, Francine Kidd and Jeff Owler for the vacant Planning Commission seat.

Motion by LaBrie to appoint Jeff Owler to a four-year term on the Planning Commission, expiring 12/31/2029. Seconded by Flexer and unanimously approved.

Motion by Flexer to appoint Lowell Linde to a three-year term on the Historical Commission, expiring 12/31/2028. Seconded by LaBrie and unanimously approved.

Motion by Flexer to appoint Wendy Stryker as the representative to the Lehigh County Tax Collection Committee. Seconded by LaBrie and unanimously approved.

Motion by Flexer to appoint Wendy Stryker as the Township Open Records Officer. Seconded by LaBrie and unanimously approved.

Motion by LaBrie to appoint Elizabeth Lembach as the Township Alternate Open Records Officer. Seconded by Flexer and unanimously approved.

Motion by LaBrie to keep the 2026 wages for non-union employees the same as 2025 wages. No second received.

Motion by Flexer to set the 2026 wage for the Township Treasurer at \$61,000, the Township Administrator and Zoning Officer/Planning Administrator at \$75,000 and the Administrative Assistant at \$50,000, providing an increase of \$2,000 to each employee. Seconded by Cogle. 2 ayes and 1 nay.

Cogle announced the 2026 wages for the Public Works Department, as set in the 2026-2028 Collective Bargaining Agreement.

Motion by LaBrie to set the reimbursement rate for employees using personal vehicles for Township business at the 2026 IRS rate of 72.5 cents per mile. Seconded by Flexer and unanimously approved.

Cogle announced the Lehigh County Tax Collection Committee has selected Berkheimer as the Earned Income Tax and Local Service Tax collector for 2026.

Motion by LaBrie to establish the bond for the Township Treasurer at \$2,000,000 and Township Administrator at \$500,000, and requests quotes be received to consider for raising the Treasurer's bond to \$2,500,000 or \$3,000,000. Seconded by Flexer and unanimously approved.

Motion by LaBrie to establish the 2026 holiday schedule for office closures to include January 19, February 16, April 3, May 25, July 3, September 7, November 26, November 27, December 24, December 25 and January 1, 2027. Seconded by Flexer and unanimously approved.

Motion by Flexer to adopt Resolution 2026-1, setting the 2026 Fee Schedule. Seconded by LaBrie and unanimously approved.

Motion by LaBrie to adopt Resolution 2026-2 authorizing the timely payment of certain expenses with the removal of invoices for awarded contracts and invoices with due dates prior to the Board of Supervisors resulting in late fees from the list. Seconded by Flexer and unanimously approved.

Motion by LaBrie to adopt Resolution 2026-3 appointing Sheila Quigley to a five-year term on the Zoning Hearing Board expiring December 31, 2030. Seconded by Flexer and unanimously approved.

Motion by LaBrie to adopt Resolution 2026-4 authorizing a cap of \$100 per acre for Lower Milford Township's purchase of agricultural easements within Township boundaries for 2026. Seconded by Flexer and unanimously approved.

Motion by Flexer to adopt Resolution 2026-5 granting approval of the Fire Police to assist in events outside of Township boundaries for the calendar year 2026. Seconded by LaBrie and unanimously approved.

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Motion by LaBrie to adjourn the meeting. Seconded by Flexer and unanimously approved.

Meeting adjourned at 7:11PM.

Respectfully Submitted,

Emily Fucci  
Township Secretary

APPROVED