

LOWER MILFORD TOWNSHIP
BOARD OF SUPERVISORS
ORGANIZATION MEETING
Monday, January 5, 2026 – 6:30 PM
AGENDA
(Meeting Recorded for the purpose of Minutes)

1. Solicitor to Call Meeting to Order
2. Pledge of Allegiance
3. Solicitor to Call for Appointment of Temporary Chair
4. Solicitor to Call for Appointment of Temporary Secretary
5. Public Comments
6. Organization of Board of Supervisors
 - Chair
 - Vice-Chair
 - Appoint Township Secretary (Previously Emily Fucci)
 - Appoint Township Treasurer (Previously Wendy Stryker)
7. Appoint Township Solicitor for 2026- Currently Mark S. Cappuccio, Esq & the firm of Eastburn & Gray
8. Appoint Planning Commission Solicitor for 2026- Currently Mark S. Cappuccio Esq. & the firm of Eastburn & Gray
9. Appoint HR Council for 2026 - Currently Joseph Rudolf & the firm of Clark Hill
10. Authorize Supervisors to work on Township roads in 2026
11. Set meeting day and time for regular monthly meetings of Board of Supervisors – Currently the third Thursday at 6:30PM
12. Set meeting day and time for monthly Board of Supervisors Workshop meetings – Currently the first Thursday at 6:30PM, as needed
13. Authorize advertisement of 2026 Township meetings
14. Designate Board of Supervisor delegates/voting delegate to the 2026 annual PSATS Convention in Hershey, Pennsylvania – Previously Timothy Cougle
15. Appoint Township Engineer – Currently Cowan Associates, Inc.
16. Appoint Building Code Official and Building Inspector to enforce the PA Uniform Construction Code – Currently Cowan Associates, Inc.

Board of Supervisors Organization Meeting – January 5, 2026

17. Designate depository for Lower Milford Township – Currently Embassy Bank and PLGIT
18. Authorize signatures for Embassy Bank and PLGIT Accounts – Currently Ellen Koplin, Lowell Linde, Timothy Cougle and Wendy Stryker
19. Appoint Township Sewage Enforcement Officers for 2026 – Currently John Kortvely- Primary, PA Certificate #02131 and Ian Farrell - Alternant, PA Certificate #04114
20. Appoint Assistant Township Zoning Officer for Timber Harvest Permit Applications for 2026 – Currently Gilmore and Associates, Inc
21. Appoint resident to the Vacancy Board for 2026 – Previously held by Jeffrey Tankred. New term to expire 12/31/2026. Letter of interest received from Jeffrey Tankred.
22. Appoint Supervisor to Agricultural Advisory Board to serve as Chairperson – Previously Lowell Linde
23. Appoint residents to non-elected boards/commissions:
 - One five-year term on the Zoning Hearing Board expired on 12/31/2025. New term to expire on 12/31/30. Previously held by Allison Schaffer. Letters of interest received from Allison Schaffer, Sheila Quigley and Paul Carey.
 - One three-year term alternate seat on the Zoning Hearing Board, currently vacant, to expire on 12/31/2028. Letter of interest received from Paul Carey.
 - Two four-year terms on the Planning Commission expired on 12/31/2025. New terms to expire on 12/31/2029. Previously held by Cathleen Bannon and Francine Kidd. Letters of interest received from Cathleen Bannon and Francine Kidd.
 - One three-year term on the Historic Commission expired on 12/31/2025. New term to expire on 12/31/2028. Previously held by Lowell Linde. Letter of Interest received from Lowell Linde.
24. Appoint Representative to Lehigh County Tax Collection Committee – Currently Wendy Stryker
25. Appoint Township Open Records Officer – Currently Wendy Stryker
26. Appoint Township Alternate Open Records Officer – Currently Elizabeth Lembach
27. Set wages for 2026 non-union employees

2025 Non-Union Wages:

Township Treasurer	\$ 59,000
Township Administrator	\$ 73,000
Zoning / Planning Administrator	

Board of Supervisors Organization Meeting – January 5, 2026
Administrative Assistant \$ 48,000

28. Announce 2026 Wages for Public Works Department (Per the 2026-2028 Contract)

Public Works Foreman	\$ 39.36
Equipment Operator/Maintenance Person	\$ 32.80
Equipment Operator/Maintenance Person New Employee	\$28.92

29. Establish reimbursement for employees using personal vehicle for township business at the 2026 IRS rate of 72.5 cents per mile

30. Announce Earned Income Tax and Local Services Tax Collector for Lower Milford Township- Berkheimer selected by the Lehigh County Tax Collection Committee to collect for 2026

31. Establish Bond amount for Treasurer and Administrator – Current Bond for Treasurer at \$2,000,000 and current Bond for Administrator at \$500,000

32. Establish the following Holidays the Township Office will be closed in 2026:

January 19 (Martin Luther King Jr. Day)
February 16 (President's Day)
April 3 (Good Friday)
May 25 (Memorial Day)
July 3 (Observed 4th of July)
September 7 (Labor Day)
November 26 (Thanksgiving)
November 27 (Day After Thanksgiving)
December 24 (Christmas Eve)
December 25 (Christmas Day)
January 1, 2027 (New Year's Day)

33. Resolution 2026-1 Setting of 2026 Fee Schedule

34. Resolution 2026-2 Authorizing Payments of Certain Expenses

35. Resolution 2026-3 Appoint Resident to Zoning Hearing Board

36. Resolution 2026-4 Authorizing a Cap for Lower Milford Township's Purchase of Agricultural Easements within Township boundaries for 2026

37. Resolution 2026-5 Granting Approval of Fire Police to Assist in Events Outside of Township Boundaries for 2026

38. Public Comments

39. Adjourn Organization Meeting