

**LOWER MILFORD TOWNSHIP**  
Lehigh County, Pennsylvania  
**Board of Supervisors Regular Meeting Minutes**  
Thursday, April 16, 2026

The Board of Supervisors Regular Meeting was scheduled for Thursday, April 16, 2026, at 6:30 PM and was held at the Lower Milford Township Municipal Building located at 7607 Chestnut Hill Church Road, Coopersburg, PA 18036. The meeting was also livestreamed on Youtube.

In attendance were Timothy Cogle, Chair; Susan LaBrie, Vice-Chair; Jason Flexer, Supervisor; Mark Cappuccio, solicitor; Elizabeth Lembach, secretary; and Daniel Wisser, Public Works Foreman.

Public in Attendance: 7

Cogle called the meeting to order at 6:30 PM and led attendees in the Pledge of Allegiance.

Cogle announced that the meeting was being livestreamed. Ellen Koplín voiced that Cogle's microphone was not working. Cogle attempted to repair the issue and then decided to proceed without the audio system.

Public Comment: None

**Motion** by LaBrie to approve the minutes from the March 19<sup>th</sup> Regular Meeting, with the correction of two noted spelling errors. **Seconded** by Flexer and **unanimously approved**.

**Motion** by Flexer to approve the minutes from the April 2<sup>nd</sup> Workshop Meeting. **Seconded** by LaBrie and **unanimously approved**.

Flexer read through the Treasurer's Report, as of April 6, 2026, as it appeared on the agenda. Flexer made a **motion** to approve the report. **Seconded** by LaBrie and **unanimously approved**.

**Motion** by Flexer to approve paying the April 2026 bills. **Seconded** by LaBrie and **unanimously approved**.

Cogle announced receipt of the interim administrator, public works and zoning reports for the month of March. Cogle asked Lembach and Wisser if there was anything they wanted to point out on the reports and Lembach pointed out in the month of March, five written complaint forms were received per the new policy implemented in February and that out of the five, three were resolved, one was pending and there was no violation found with the fifth. Flexer asked why the reports were no longer made available for residents and Lembach explained that she was going off of the advice she received during a managers and secretaries training presented by PSATS. LaBrie asked what

the response was from residents filling out the complaint forms and if they were beneficial. A discussion was held on making draft documents available publicly, recommendations from PSATS and what is subject to redaction or Right-to-Know Law (RTKL). Flexer said that he would like to see the draft staff reports and minutes made available to the public during meetings. LaBrie agreed that making the draft staff reports available would help to show the public all the work that the Township employees are doing. Cogle asked Lembach to make staff reports and minutes available moving forward. Koplín asked about making bills and invoices available. Cappuccio stated that invoices would be subject to RTKL. Koplín clarified that she was referring to the check register. **Motion** by LaBrie to accept the March 2026 staff reports. **Seconded** by Flexer and **unanimously approved**.

Cogle announced March EMS Reports from Macungie Ambulance and Upper Perkiomen Ambulance Corps and the first quarter report from the fire company. He continued that in that month, Macungie responded to five calls in Lower Milford, Upper Perk responded to one call, and that the fire company had a total of 44 calls in the first quarter. Ed Miller announced the dates for the upcoming Spring Craft Show and Sportsman Bingo events, and the upcoming hoagie sale fundraiser.

#### OLD BUSINESS:

Discussion was held on the draft Ordinances received from Upper Milford Township for updated Zoning and SALDO. Cappuccio recalled attending the recent Planning Commission (PC) meeting and that the PC members requested hard copies for all members at future meetings. Lembach shared that all members had received digital copies via email due to the size of the documents. Cappuccio confirmed that the PC didn't raise any questions or concerns. Members of the Board also did not raise any questions or concerns.

Cogle read through an email from Virginia Haas with the Lehigh County DCED, requesting all municipalities to partake in ringing a bell at Noon on July 4<sup>th</sup> in celebration of the America250 initiative. Cogle stated that the Township did not have a bell and Lembach suggested asking if the local churches would be interested in participating.

Cogle announced that additional information had been received from Powerco and Groff Equipment regarding proposals previously received for a new wheel loader. Wisser voiced that he felt both pieces of equipment were quality pieces but preferred the quality of John Deere and that he thought the John Deere was much more impressive. LaBrie asked if a grapple was available through John Deere and Cogle suggested on waiting to consider any attachments until later. Koplín asked if an articulating loader was being considered. Cogle explained to the audience the two different piece of equipment being considered, a Case and a John Deere, and their quoted prices. Ed Lounsberry asked how many hours were on the current machine the Township owns and what year it was. He also asked if and what issues Public Works had with the current machine. Koplín suggested the transmission slippage issue was caused by not starting in the correct gear,

which Wisser denied, stating it occurs in every gear. Lounsberry suggested putting the current model up for auction to determine its real value versus trade-in. LaBrie asked Wisser if he felt the warranties were adequate. LaBrie asked if Wisser had any insight into either dealers service reputation and if they come with proper lighting. Flexer voiced that he preferred to purchase a new piece of equipment versus continually throwing money at an old machine and his opinion was to go with John Deere. LaBrie agreed that she was in favor of purchasing a new loader. Flexer asked for Wisser's recommendation, which was John Deere. LaBrie asked if Wisser felt that the John Deere justified the \$30,000.00 price difference versus the Case, which he confirmed he thought it was. Flexer asked what changed from the Workshop Meeting, when Wisser's recommendation was the Case. Wisser explained that he had since been able to view and test out the same model we would be purchasing and previously had only been able to see a more basic, five-year-old version of the machine. Cogle raised if it was worth trading in our current wheel loader or trying to sell it on Muncibid. Lounsberry suggested buying a used unit from an auction down south; but Cogle explained that at that price, the Township either has to go out to bid or purchase from an approved COSTARS dealer. Cogle asked if the Board preferred to trade-in the current model or try auctioning it off. Cogle asked what happens if the Township's current wheel loader were to fail before a new model was available, if the trade-in value would change from what was included in the quote. Discussion was tabled until the trade in question could be answered by Groff. Koplin advised considering how the new piece of equipment would be used in deciding which new piece would be most beneficial, suggesting that the metal exterior of the John Deere would hold up better to damage. Lowell Linde suggested not discrediting the fiberglass exterior of the Case.

#### NEW BUSINESS:

**Motion** by LaBrie to appoint Elizabeth Lembach as Township Manager. **Seconded** by Flexer and **unanimously approved**.

Cogle read aloud through proposed Resolution 2026-13, Setting the Manager's Salary, noting that the base annual salary was proposed to be set at \$70,00.00. **Motion** by LaBrie to approve Resolution 2026-13. **Seconded** by Flexer and **unanimously approved**.

Cogle announced receipt of a draft of a new job description for the Township Manager. Koplin asked if it was vastly different from the previous description for the Township Administrator/Manager. **Motion** by LaBrie to approve the new job description for Township Manager. **Seconded** by Flexer and **unanimously approved**.

**Motion** by Flexer to approve hiring Andrea Silvestri for the position of Zoning Officer & Planning Administrator/Administrative Assistant, noting that she seemed to be well qualified. **Seconded** by LaBrie and **unanimously approved**.

Cogle announced receipt of proposed Resolution 2026-14, Restructuring of a Staff Position. Lembach explained that in approving the Resolution and hiring Silvestri, the Board needed to

decide how they would like her salary broken down between the two roles, for budget purposes. Cogle announced that the base salary for the new role would be set at \$58,000.00 in 2026. Cogle suggested a 50/50 split for paying the salary from the budget and Flexer agreed. **Motion** by LaBrie to approve Resolution 2026-14. **Seconded** by Flexer and **unanimously approved**.

**Motion** by LaBrie to approve the new job description for the Zoning Officer & Planning Administrator/Administrative Assistant role. **Seconded** by Flexer and **unanimously approved**.

**Motion** by LaBrie to hire Jeffrey Jiminez as a Public Works Equipment Operator. **Seconded** by Flexer and **unanimously approved**. Cogle explained that the pay rate for the position is set within the current Union Contract.

**Motion** by LaBrie to hire Joshua Roth as a Public Works Laborer. **Seconded** by Flexer and **unanimously approved**. Cogle reminded that his pay rate is determined and set by the current union contract.

Flexer asked to confirm that all three new hires would be starting the following week on April 20<sup>th</sup> and mentioned that the Township would be fully staffed again.

Cogle announced receipt of three Grounds Maintenance Quotes for Spring and Fall Cleanups at the Township building this year, including Hautzinger Landscaping at \$3,925.00, BT's Lawn Care at \$7,310.00 and Classy Cuts Lawn Care at \$6,672.57. **Motion** by LaBrie to accept the quote from Hautzinger Landscaping for the Spring and Fall Cleanups. Flexer asked if Lembach or Wisser had any recommendations or comments. **Motion seconded** by Flexer and **unanimously approved**.

Cogle explained that the agenda item for Maplewood Roadway Concerns would not be discussed. Flexer asked to clarify why and Cappuccio explained it was related to ongoing litigation. Koplin asked Cappuccio why \$50,000.00 wasn't received from the Maplewood developer.

The Board discussed the current cell phone stipend policy which only related to Public Works employees. LaBrie asked about use of a Township-owned cell phone. Cogle asked the Board if they wanted to offer a stipend to office staff. Flexer questioned if the stipend rate would be the same as it was set in Resolution 2023-6 for Public Works employees. The Board discussed which roles would be likely to use their personal devices. Lembach explained that she was aware that the Township Treasurer used her phone to access email out of office, her increased usage of her own phone since she was appointed as Interim Administrator, and reminded the Board that it was offered to Silvestri in her interview. Cogle suggested the rates as \$20.00 each for the Township Manager and Zoning Officer. Flexer suggested a higher rate. Cogle suggested \$10.00 for the Township Treasurer. Lembach was tasked with preparing a new resolution for the next meeting with rates set at the amounts Cogle suggested.

Cogle announced receipt of a letter from PennDOT stating they will be conducting traffic counting on municipal-owned roadways this year. Lembach explained that they conducted the same counting last year, and around late summer early fall, the Township received multiple phone calls asking about black boxes that were popping up on roadways and what they were. Lembach announced the following streets were scheduled for PennDOT's monitoring this year, including Brent Street, Chestnut Hill Church Road, Elementary Road, Hieter Road, Janes Lane, Kraussdale Road, Orchard Road, Overlook Drive, Peach Lane, Pond Road, Urffers Road, and Valley View Road.

Cogle announced receipt of an email from the Southwestern Lehigh County Comprehensive Plan (SWL), which Lower Milford is a member of. Lembach explained that in recent SWL meetings, it has been discussed that we are coming up on needing to renew the plan and the partnering municipalities will need to agree that they want to continue to be a part of it. She also added that the Lehigh Valley Planning Commission (LVPC) have already agreed to assist in the planning and it's been estimated that it will take two years to complete. Koplín asked if the SWL would be putting together a steering committee. Lembach responded that they are not there yet in planning and that the SWL is currently just looking to have each municipality's elected officials approve the continuance of the plan. **Motion** by LaBrie to remain a part of the Southwestern Lehigh County Comprehensive Plan. **Seconded** by Flexer and **unanimously approved**.

Cogle announced receipt of a new draft Data Center Ordinance from Lower Macungie Township. Koplín asked if it's a zoning change. The Board had no questions or comments about the proposed ordinance.

Cogle announced receipt of a letter from the Lehigh County Vector-Borne Disease Control Program about their continued mosquito monitoring program.

LaBrie asked Lembach to verify her request in updating the current Electronics Policy, documented in Resolution 2023-12. Lembach explained the policy outlines the structuring of the staff emails, which was intended to make transitions easier but Lembach said she was finding that it was not working out that way and has been locked out of using an email for an account because someone using it prior did not set the account up correctly. Lembach went on to say that she spoke with the Township's IT representative who explained that the current emails can be set up as "aliases" so that mail can still go to current address but be received by new, personalized email addresses. Cogle suggested that further changes and updates need to be considered before the policy is updated. Discussion tabled.

#### CORRESPONDENCE:

Cogle announced receipt of the following correspondence: April 2026 Social Security Newsletter, an invitation to attend First Responders Grant Seminar, presented by Sen. Jarrett Coleman's office,

and an invitation to attend EMS Week Event at Macungie Ambulance Corps.

Public Comments:

Koplin asked if anyone had looked into the fire company's HVAC grant and Cogle confirmed that prevailing wage will have to be paid. Koplin said that the Township should have never applied for it and that the fire company should have applied for it. Miller recalled being told by a representative from Senator Jarrett Coleman's office that that was how they were told to apply for it. Cogle stated that there is three years to complete the work for the grant.

Lounsberry clarified that he was not saying a new piece of equipment was a bad idea but just wanted to recommend that the Township look at all the options.

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

Meeting adjourned at 8:05 PM.

Respectfully submitted,

Elizabeth Lembach  
Secretary