

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

The Board of Supervisors met for their Regular Meeting on Thursday, July 16, 2026, at the Lower Milford Township Municipal Building located at 7607 Chestnut Hill Church Road, Coopersburg, PA 18036. The meeting was also livestreamed via YouTube.

In attendance were Timothy Cogle, Chair; Susan LaBrie, Vice Chair; Jason Flexer, Supervisor; Mark Cappuccio, solicitor; and Elizabeth Lembach, secretary.

Public in Attendance: 6
Public Watching Virtually: 19

Cogle called the meeting to order at 6:31 PM and led the meeting in the Pledge of Allegiance.

Public Comment: None

Cogle announced that an Executive Session had been held on July 8, 2026, to discuss pending litigation.

Motion by LaBrie to approve the minutes from the June 18, 2026 Regular Meeting. **Seconded** by Flexer and **unanimously approved**.

LaBrie read through the Treasurer's Report as of July 6th. **Motion** by LaBrie to approve the Treasurer's Report as it appeared on the agenda. **Seconded** by Flexer and **unanimously approved**.

Motion by LaBrie to authorize paying the July 2026 bills. **Seconded** by Flexer and **unanimously approved**.

Cogle announced receipt of the June staff reports. Lembach highlighted the Southern Lehigh Public Library's story time on her manager report, which noted that seven children attended in June and she also mentioned that only four attended the July event earlier that week. LaBrie voiced appreciation that the foreman was detailing roadways the crew worked on his Public Works report. Flexer voiced interest in making the staff reports more accessible for public viewing and Cogle suggested adding them to the website, either with the agenda or meeting minutes. **Motion** by LaBrie to approve the June staff reports. **Seconded** by Flexer and **unanimously approved**.

Cogle announced receipt of the May EMS reports, reading that Macungie Ambulance responded to 5 calls in Lower Milford in the month of June, Upper Perk responded to 1 and Lower Milford Fire Co. responded to 9. Ed Bendekovitz shared that the fire company was continuing their monthly hoagie sales and were planning another sportsman bingo event sometime in the fall.

OLD BUSINESS:

Cogle announced that feedback had been received from Upper Milford Township regarding the Township's proposed zoning ordinance update regarding timber harvest and residential solar. Lembach shared that Valerie Liggitt, the township's appointed secondary zoning officer who specifically processes timber harvest permits, supported Upper Milford's suggested edit addressing a typographical/formatting error and clarification in the heritage tree section. Lembach explained that the Township was still under the 30-day review period and more feedback could be received from the Lehigh Valley Planning Commission (LVPC) or other members of the Southwestern Lehigh Comprehensive Plan (SWL).

Cogle announced that an update had been received regarding the vacation of Janes Lane, sharing that one of property owners is still working on easements they are requesting from a neighboring homeowner. Cogle requested another update for the next regular meeting.

Cogle announced that a letter was received from the Township's appointed engineer, Mike Smith, stating that the roadway repairs that were requested within the Maplewood Development had been completed and he was recommending the release of the maintenance security funds. Cogle announced that security funds for Phases I and II of the settlement agreement held \$17,500.00 each. **Motion** by LaBrie to ratify the release of two escrow accounts under the Maplewood Settlement Agreement, each holding \$17,500.00, and authorized on June 29, 2026. **Seconded** by Flexer and **unanimously approved**.

Lembach provided an update on her attempt to get quotes from contractors to repair the damaged curbing in the Maplewood Development, sharing that she's reached out to 13 different companies and most of her inquiries have gone unanswered. She shared that she was hopeful to receive at least one quote from a company that equipment operator Leonard Cerami met with back in June, who was hoping to get better pricing for their mortar work.

Cogle announced receipt of quotes that had been requested during the June Regular Meeting discussion on the Public Works Equipment and Road Priorities list. Discussion was held on each item as follows:

Safety Strobe Lights for Trucks #4 and #5 – Cogle shared the quote for outfitting the GMC Utility Truck (Truck #5) with strobe lights from E.M. Kutz, which came in at \$4,904.19. Flexer pointed out that the pricing included installation of a backrack. Cogle announced the total quote for the F-550 (Truck #4), also from E.M. Kutz, came in at \$5,830.04 and included mud flap installation. Cogle voiced that he thought the quotes were high. Flexer and Cogle shared concern about investing that amount of money in vehicles that are 4- and 5-years-old. LaBrie countered that the Township is not in a position to replace either vehicle anytime soon, especially compared to other pieces of equipment. Flexer pointed out that half the cost of both quotes was labor alone. Flexer suggested requesting quotes from other companies and Cogle agreed.

2022 Case Backhoe Repairs – Cogle read through the estimate from Powerco, which included all bushings and pins for cylinders for the rear hoe swing and extendhoe wear plates and shimming, estimated at \$6,600.00 to repair plus hauling. Flexer said he thought the Township should move forward with the repair. LaBrie asked if any of the items might fall under warranty and Cogle said no. **Motion** by Flexer to authorize the repairs to the Case Backhoe with allowance of additional monies should complications arise. Cogle explained that the quote noted that the estimate does not include complications from broken hardware or other issues seen with construction equipment and that the estimate could total up to 10% more than what was estimated. Flexer **amended motion** to approve the work up to \$7,200.00 total. **Seconded** by LaBrie and **unanimously approved**.

2007 International Dump Body Repairs – Cogle recalled that the quote was requested because the dump body was starting to rot and the frame was beginning to show spots. Flexer corrected that the body wasn't rotting yet but was showing a lot of rust and the work could prevent actual rot from occurring. Cogle read through the pricing from Blastco, who quoted \$4,800.00 to blast, prime and paint the frame, \$4,600.00 to blast, prime and paint the dump body, and \$9,000 for both the frame and body. LaBrie asked if the Township could do the painting and Flexer explained that the blasting was the most expensive part of the job. Cogle said the Township was not set up to do the painting. Flexer said that while it was an older truck, he thought the mileage on the truck was low and that the foreman told him it was a good, running truck. Flexer thought it was worth the money in the long run. Cogle said he was not opposed to making the repairs, hoping the truck could last at least another five years and having not heard of issues with the truck otherwise since he's been supervisor. **Motion** by Flexer to blast, prime and paint both the body and frame with black paint for \$9,000. **Seconded** by LaBrie. Dale Koplin voiced that black paint would not show issues with the body as well as silver paint. Flexer explained that using silver paint on the dump body would be an additional \$500.00. Ellen Koplin said she wanted to mention that when the Township bought the 2020 dump truck, the 2007 was not intended to be kept. Cogle countered that the 2007 runs better than the 2014. Bendekovitz asked if the Township ever considered rhino lining it. **Motion passes unanimously**.

2014 International Truck Repairs – Cogle announced the initial quote from Ascendance Truck Centers for \$7,600.00 to diagnose and repair the truck showed a lot of the same repairs that were just made to it back in December 2025. Cogle then said that the Township manager went back and forth with Ascendance to question it. Lembach explained that the DSI module had been the main issue with the truck, which was just replaced in December, and when she questioned Ascendance on why it needed replacement again they determined the module was under warranty. She further explained that while they were completing the warranty work, they discovered some worn wiring and an air leak which the crew and Ascendance had been aware of but were unable to locate prior. The updated quote for the wiring and air leak repairs came in at \$1,066.80. LaBrie asked where the Township stands budget-wise with vehicle repairs. Lembach said the Township had used 5.54% of the budget for outside service of vehicles. LaBrie asked for verification that the Township had budgeted \$16,000 for service of vehicles this year, which Lembach confirmed. LaBrie was concerned the Township was overall over budget when Lembach shared that the Township was showing as over budget on the line for

internal service of vehicles. LaBrie asked if they'd have to retract any of the motions made to approve repairing the vehicles and Cogle said the money can be pulled from somewhere else in the budget. A discussion was held on where the money could be moved from. **Motion** by Flexer to repair the 2014 International. **Seconded** by LaBrie and **unanimously approved**. Lembach asked for confirmation that all three motions for vehicle repairs remained standing, which Cogle verified.

Lembach explained the reason that the Fire Services Advisory Committee was on the agenda, being that no interest had yet been received from a resident to participate but that she and the fire co. would like to get the meetings started while the resident vacancy remains and the Board representative had yet to be named. **Motion** by Flexer to appoint Cogle as the Board of Supervisors representative on the Fire Services Advisory Committee. **Seconded** by LaBrie. Cogle abstained from voting. **Motion carried.**

NEW BUSINESS:

Cogle announced receipt of a letter from Public Works foreman Dan Wisser, highly recommending Public Works laborer Joshua Roth for a promotion to the vacant equipment operator position, which Flexer read aloud. Flexer asked if the Board should be waiting until all applicants have been interviewed. Discussion was held on the interpretation of the Agreement with Teamster Local 773 on the requirements for promoting personnel from within. Cogle suggested waiting until an August Workshop Meeting to allow time for the contract to be reviewed by Cappuccio and for all interviews to be conducted before making any final decisions. Flexer said he would be comfortable promoting Josh at this point. LaBrie said she was not in a rush and wanted to take time before making any decisions, noting that one applicant appeared to have a long line of credentials. Lembach asked for confirmation that the Board was not interested in hiring two equipment operators. Cogle and LaBrie said they were 50-50 on it and Cogle said he did not want to spend the extra money if he could hire a laborer. Discussion continued on the pros and cons of hiring a laborer versus an equipment operator. Flexer brought up a copy of the Agreement for Cappuccio to review on his Ipad, who interpreted that promoting from within was not mandatory. Flexer asked Lembach if she had reached out to ask the applicant for laborer if he was interested and she confirmed that they spoke earlier that week and that she and the foreman were upfront about the stipulations of the union contract, including pay, during interviews. Flexer commented on the low starting rate and the difference in rates for new employees versus current employees contained within the union agreement. LaBrie reiterated her desire to wait to hire. **Motion** by Flexer to promote Joshua Roth to the position of equipment operator. **Seconded** by Cogle. E. Koplin asked how many employees the public works department currently has and when the union contract expires. Cogle answered there are currently three members on the crew and that the contract was just renewed in December 2025. E. Koplin also commented on the structuring in the contract that qualified laborers move up to equipment operator when the contract renews. Flexer asked if Josh had a tanker endorsement on his CDL, as was required in the job description. Lembach was unsure and said she'd have to check his personnel file. Flexer **revised his motion** to include the stipulation that Josh would have to get his tanker endorsement within six months if he did not already have it. Cogle **seconded** the revision. A brief discussion was held on the tanker requirements and if

the Township's brine tank set up qualified or not. LaBrie refrained from taking part in the motion, stating that she was not against it but wanted to wait. **Motion passes 2-1.** Flexer and Cogle requested that Josh's promotion go into effect with the next pay period.

Flexer stated that he felt the Township had a qualified applicant for laborer and that the Township should hire them. LaBrie reiterated wanting to wait to hire, citing the long list of credentials on one of the applicants that was yet to be interviewed. Flexer stated that the position was advertised for a whole month which he felt was not a quick period of time. Flexer requested verification that the Township interviewed several people, which Lembach confirmed but added that there were two more interviews that were scheduled she would like to conduct. Cogle suggested waiting to finish the two interviews. Flexer was in disagreement to wait, stating he was ready to make a motion to hire but would not if there was not going to be a second.

Cogle announced receipt of the 2026 Culvert and Bridge Report, conducted by Cowan Associates. Flexer asked what the Township now does with the results of the report. Lembach shared some input from the Township's foreman that there was not much attention paid to the structures in the past but that he would like to put together a plan to address them moving forward. Lembach brought attention to two culverts near the intersection of Yeakel and Schultz Bridge Roads which was identified that the Township should begin planning for repairs which could take years. Flexer noted that the plan included installing guard rails where a split rail fence currently stands and he felt the guard rail addition was not necessary. Lembach stated that this type of project was new for her and the foreman and that they would have to research what requirements might exist for such. Flexer stated that the report showed it could last another 5-10 years and Lembach recalled the part of the plan where Cowan suggested it could take years to plan for. LaBrie asked if there's available state funding for the replacement. Flexer shared that he thought another structure included in the report did not require guard rail replacement where a small dent existed. Cogle said that the public works crew could begin working on a lot of the small, noted items in the report, including vegetation cut back and reflector installation. LaBrie asked about two culverts along state roads, which are maintained by PennDOT. Flexer referenced another pipe that goes underneath Schultz Bridge Road which does not get inspected, stating it's in worse shape than the culvert further up the road and has collapsed a couple of times.

Cogle announced receipt of the PennDOT District 5 Project Delivery Schedule and asked Lembach if she could offer insight to what it was. Flexer asked if it was really important to the Township. Lembach explained that it's an update from PennDOT on some of the work that they're planning to conduct over the next year and a half. She further explained that there are some things that are county wide, such as sign maintenance, weather pavement markers, and bridge preservation and repair. Cogle asked if Lower Milford was even on the list and Lembach confirmed it is, noting that there are four Lower Milford specific projects and a couple of district-wide projects that could include work in the Township.

Motion by Flexer to approve Resolution 2026-17, naming the Township treasurer as the appointed liaison between the Township and Berkheimer. **Seconded** by LaBrie and **unanimously approved.**

Cogle announced receipt of a farmland preservation agreement for the Schanzenbach farm, noting that the Township would be paying \$627. **Motion** by Flexer to approve the agreement. **Seconded** by LaBrie and **unanimously approved**.

Cogle announced receipt of the Perkiomen Mapping and Flood Mitigation Plan. Flexer summarized that they suggested the bridge on Schoolhouse between Limeport Pike and the former Spring Drive needed replacement. Lembach explained that they determined the current structure is too low. Flexer stated that he felt the current bridge is one of the better bridges in the Township. Flexer also said it suggested stream bank restoration in E. Koplin's field. E. Koplin argued that another property owner's property was worse and the proposed repair would not correct the issue.

Cogle announced receipt of two quotes from Ed Miller Electric:

The first quote came in at \$1,948.04 to replace the recessed lighting under the canopy at the front of the building, which is currently not working, and upgrade it to LED. **Motion** by LaBrie to accept the quote. **Seconded** by Flexer and **unanimously approved**.

The second quote came in at \$3,019.64 to install emergency exit lighting in the garage and pole barn. Lembach explained that there was some confusion about why the quote was requested, and she was able to determine that the foreman thought she was requesting it based on previous safety inspections that Township's safety committee had conducted which failed to be addressed by the former foreman for over a year. She further explained that the Township isn't required to have lighted exit signs as the Township does not fall under OSHA regulation. The Board agreed not to accept the quote.

Cogle asked Lembach for explanation on the proposal to update the Township's Purchasing Policy. She referenced Section 7 of the policy, which states the policy should be reviewed every two years or as any structuring of Township employees occurs and that both reasons applied. She went on to explain that she requested the update to the Township treasurer and reviewed each of her proposed changes, including raising the base amount for when purchase orders must be utilized, removing the requirement that purchase orders must be used for any vehicle repairs regardless of amount paid, the amount of money kept in the petty cash fund and a full revision of the procurement card policy. Flexer asked to verify that costs are tracked when they fall under the amount to require a purchase order, which Lembach confirmed. Flexer noted that the treasurer was bumping up her procurement card limit to \$15,000 and Cogle commented that she's been paying bills more and more with the card. Flexer asked what happens if she has a bill over \$15,000 she has to pay and Lembach said that a check would be signed instead. Flexer also asked for verification on if the Township confirms if vendors charge additional processing fees before paying by card, saying he understands that the fee sometimes has to be paid and requesting the line be written for accuracy. Cappuccio found a couple additional changes that also needed to be made in the policy, specifically the monetary amounts listed for when quotes or bidding is required.

Lembach shared information she had obtained on her search for quotes to change/update the Township's website. She announced that the Township spent \$580.05 last year on the current website provider, Wix, which does not include ADA compliance and was limited in its options. She obtained

new pricing from PSATS, na|Studios and CivicPlus, noting that the PSATS option utilized WordPress and she felt that it would be pretty equivalent to what the Township has now with Wix. Lembach shared that she found na|Studios, a local company, through Upper Milford Township, who had just launched their website redesign, and had spoken with an employee from Upper Milford to ask about their experience, who offered positive feedback. Lembach summarized that CivicPlus was a national company and that their pricing was more expensive overall. She added that she had spoken with an employee at Lower Macungie Township, who uses CivicPlus, who offered that they felt lost at first and all of the training was online and time consuming but that they also have a larger municipality and utilized more features than Lembach felt Lower Milford would need. LaBrie and Flexer agreed that the Township needed a major overhaul on the website. Lembach noted that both CivicPlus and na|Studios offered seamless transition for viewing between a desktop computer and a cell phone. Flexer suggested to Cogle and LaBrie to do some research and look at examples from other local municipalities. Lembach noted that she liked the look of the premium websites that CivicPlus offered but felt that the expense was not worth it based on the Township's size and smaller departments. Cogle asked how long it would take either website to be built and highlighted na|Studios' 100% satisfaction guarantee. Flexer asked for verification on any monies owed up front by either company.

CORRESPONDENCE:

Cogle announced receipt of a mailer from PA State Rep. Milou Mackenzie's office and the June 2026 Social Security Newsletter.

Cogle announced receipt of a notification from FirstEnergy for Planned Transmission Line Work. Flexer commented that they do not mention the location in the letter.

PUBLIC COMMENTS:

E. Koplin asked for the pricing on the website quotes. Cogle provided the numbers, noting that na|Studios estimated \$8,700 for a startup fee and an average of \$21.98 recurring annually. Lembach clarified that of the \$21.98, there was a \$13.99/year registration fee and a \$7.99/month hosting fee. Cogle added that ADA compliance was included but there was an option for an upgrade that would have to be looked at for consideration. Cogle then provided numbers on CivicPlus, including a startup fee of \$850 with a recurring cost of \$4,664/year plus the ADA compliance fee of \$2,500 annually. He also offered the pricing for the PSATS option, which came with a \$300 startup fee and a recurring cost of \$340 but did not include ADA compliance. Flexer and Cogle discussed the price comparison between the two, with Flexer summarizing that the price was pretty similar for the first year but CivicPlus would be much more expensive the following years.

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

Meeting adjourned at 8:36 PM.