

LOWER MILFORD TOWNSHIP
Lehigh County, Pennsylvania
Board of Supervisors Regular Meeting Minutes
Thursday, August 20, 2026

The Board of Supervisors met for their Regular Meeting on Thursday, August 20, 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 Cougle, Chair; Susan LaBrie, Vice Chair; Jason Flexer, Supervisor; Mark Cappuccio, solicitor; and Elizabeth Lembach, secretary.

Public in Attendance: 12

Public Watching Virtually: 6

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

Cogle announced the Executive Sessions were held on August 6, 13 and 17 regarding personnel.

Motion by Flexer to approve the meeting minutes from July 16, 2026. **Seconded** by LaBrie with the stipulation that grammatical errors she had already brought to Lembach's attention be made. **Motion passed unanimously.**

PUBLIC COMMENT:

Russell Werkheiser of Bridle Path Lane introduced himself and explained that he was here representing himself and neighbors who all had concerns regarding another neighbor who currently has 33 vehicles sitting on his property. Werkheiser stated that many of the vehicles are junk. Werkheiser went on to say that they were requesting the Township's help for providing them safety, mentioning that they thought the vehicles were leaking fluid into the ground, and helping protect their property values. Werkheiser also provided copies of a resident complaint form that he submitted to the Township, copies of Nuisance Ordinance No. 137 to the Board and presented overhead images of the property showing the growth of vehicle storage over 12 years. Werkheiser suggested the Township alter or adopt an ordinance to regulate/prohibit the activities occurring at the neighboring address. Cougle asked if there were any deed restrictions for the subdivision. Werkheiser confirmed there were none. Cougle went on to say that he's been speaking with Cappuccio and the Township's Zoning Officer to discuss the complaints. Cappuccio explained that any enforcement action would be considered litigation and is not something that would be discussed at a public meeting.

Flexer read through the Treasurer's Report as of August 5th, as it appeared on the agenda. **Motion** by LaBrie to approve the Treasurer's Report as it was read. **Seconded** by Flexer and **unanimously approved.**

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

Cogle announced receipt of the July Staff Reports. Flexer asked Lembach about finally being able to close out the Cintas account, which Lembach confirmed the Township was able to do without paying the additional monies they had been attempting to charge. **Motion** by LaBrie to accept the July Staff Reports. **Seconded** by Flexer and **unanimously approved**.

Cogle announced receipt of the July EMS Reports and noted that Macungie Ambulance responded to five calls that month and that Upper Perk responded to one. Cogle added that Upper Perk's financials were provided.

Ed Miller, Deputy Chief, provided an update on the Lower Milford Township Fire Company, starting out with the concern that the tanker was coming up on needing refurbishing but that it was deemed too old to be refurbished by the repair company. Miller continued that the Township would need to decide if they wanted to keep two Class A pumpers in the Township, as has been done in the past; and if so, the tanker will need to be replaced. Miller said the tanker had not been next on their list to replace as the newer engine was due to needing continuous repairs and ultimately being a lemon. Miller noted that not maintaining two Class A tankers will affect the ISO rating. Cogle asked when the certification runs out on the tanker and Miller answered with two or three years. Miller voiced frustration with the inability to refurb the tanker as it only has 8,000 miles on it. Ed Bendekovitz added that NFPA standards are what's enforced today and the 20-year age of the tanker doesn't fit current standards and there was no way the tanker could be refurbished to fit the many new safety standards and features that new pieces of equipment have in place. Cogle asked if the fire company appointed their representatives for the Fire Services Advisory Committee and Miller said he thought Rich DeFiore and Jerry Graham were named as representatives. Lembach offered to follow up with DeFiore. LaBrie asked if there was any opportunity for grants and Miller said that they asked their grant writer who said it was unlikely. Miller explained that a lot of the rules set in place were made by paid and/or big city departments but that the smaller stations with less resources still had to comply. LaBrie asked how the ISO rating affects insurance and Miller said that losing the Class A rating on the tanker could make it very difficult or expensive to have insurance. Flexer asked why this concern wasn't included in the DCED report completed earlier this year and Miller explained that the certification hadn't run out yet but that the fire company was preparing for when it did, considering that it can take a year to get a new truck and explained all of the components that are looked at and updated when a truck is refurbished. LaBrie asked if there were any concerns or questions about the tanker's ability to operate until the certification runs out in three years. Cogle asked LaBrie if she could do some research on the ISO rating and offered to keep it on next month's agenda. Miller asked if there were any updates on the HVAC grant and said he had been unable to find an approved COSTARS HVAC guy and Cogle said he would try to search for one. Miller also noted that hoagie sales were ongoing.

Cogle announced that a conditional final approval had been granted for the planned subdivision at 1200 Beverly hills Road on August 3rd. Cappuccio added that there are agreements that will have to be prepared including financial security and stormwater and that the contractor will be working on those items and getting them over to the Township engineer. **Motion** by LaBrie to ratify the 1200 Beverly

Hills Road conditional final approval. **Seconded** by Cogle and **unanimously approved**. The Lees Subdivision was granted a 6-month extension.

OLD BUSINESS:

Cogle announced comments received from the Lehigh Valley Planning Commission (LVPC) regarding the proposed zoning ordinance update regarding roof-mounted solar and timber harvesting. Flexer voiced wanting to see the update move forward, LaBrie voiced interest in going by the LVPC's recommendation and Cogle voiced wanting to see the feedback go to the Planning Commission (PC) for review and consideration. Cogle and LaBrie were in agreement that they wanted the LVPC's suggestion regarding protection of zone one riparian buffers in regard to timber harvesting to be considered in the ordinance update. Flexer asked if they felt the LVPC's recommendation to consult a professional arborist was necessary. LaBrie and Cogle agreed it was not necessary for all areas but agreed with the suggestion to include it in the sensitive areas noted by LVPC. Flexer voiced concern that it would be an added cost to the landowner, but LaBrie and Cogle countered that the Township has a long history in wanting to protect the Township's steepest slopes. LaBrie was concerned about the potential erosion and runoff that could occur along steep slopes. Flexer continued to express concern over the affordability of hiring a professional arborist by the average property owner versus a developer. Lembach noted that it was suggested by the LVPC as a consideration and asked if it could be interpreted that the need to consult a professional arborist could be on a case-by-case basis. Flexer asked why this consideration was not included with the Penn State Extension example and who enforced following that plan? LaBrie referenced Article X Section 1003 of the proposed update regarding steep slope conservation. Cappuccio clarified that the LVPC was making three suggestions including specifying protection in zone one riparian buffers, hiring an arborist when harvesting in those sensitive areas, and allowing roof-top solar in the RC District. Cappuccio and PC member Ellen Koplin both voiced that they did not recall omitting the RC District from permitting roof-top solar by right. Cappuccio also added that the only other feedback received for the proposed update was from Upper Milford and it was a grammatical correction. Cappuccio added that any significant changes to the proposal would need to go back to the PC. The Board agreed to send the comments from LVPC back to the PC for their consideration. Flexer asked if the corrections suggested by Upper Milford were going to be made and Lembach responded that the zoning officer already had a copy with Upper Milford's suggestions ready to go as they were grammatical and not significantly altering.

There were no updates regarding the vacation of Jane's Lane.

The Board reviewed new and updated quotes for the installation of safety lighting on trucks # 4 and 5, including two quotes from E.M. Kutz that were both over \$10,000, a quote from Levan Machine & Truck Equipment that was almost \$14,000 and a quote from Lehigh Valley Upfitters for \$7,600.00. Cogle read through a brief summary of the different quotes provided by the public works foreman, which noted that Lehigh Valley Upfitters was not only the cheapest but appeared to have the best equipment setup. Flexer asked if anyone had heard of Lehigh Valley Upfitters before. Cogle noted that the equipment Levan uses, Whelen, is top of the line and what he typically uses in his business.

LaBrie asked about the life expectancy of the trucks the lights would be installed on and Lembach provided that, when looking at the full list of equipment Public Works maintains, these two trucks were not high on the list for replacement. Flexer noted truck #4 as a 2022 and #5 as a 2021. The Board held discussion on the quality of the equipment versus the cost, noting that they were all unfamiliar with the Quantum brand Lehigh Valley Upfitters uses. Miller agreed that Whelen was top of the line. LaBrie looked up reviews for the Quantum brand on her phone and read the highlights. She also looked up reviews for Lehigh Valley Upfitters, which were positive. Flexer asked if the mudflaps for truck #4 were included in the quote from Lehigh Valley. **Motion** by Flexer to accept the quote from Lehigh Valley Upfitters for the installation of safety lighting on trucks #4 and #5 and the mudflaps on #4. **Seconded** by LaBrie and **unanimously approved**.

Cogle summarized the review of quotes received to update the Township's website at the last meeting and explained that the Board had had some questions before moving forward. Cogle reviewed the answers from naStudios and CivicPlus regarding deposits and setup time, with naStudios who did not require a deposit and estimated a 3–4-week turnaround time and CivicPlus requiring 50% upon signing and a 15-week implementation time. Lembach added that naStudios, in addition to their 100% satisfaction guarantee, would also provide a link that would allow the Township to watch the progress as the site was being built and offer input and feedback. Cogle reviewed the costs of each provider, noting that naStudios' start-up fee came in at \$8,700.00 with a recurring cost of approximately \$21.98 with options for upgrades for upgraded ADA compliance and maintenance and CivicPlus coming in with a \$850.00 start up fee with an annual recurring cost of \$4,664.00 plus \$2,500.00 annually for ADA compliance. naStudios was also willing to work with the Township on the building of the site based on whether it was a decision the Board was making this year or wanted to wait to budget for it next year, which Lembach explained was mainly based off of his schedule for photography. Flexer voiced that he felt naStudios was the best deal and asked if the photos they provide get updated. The Board agreed to revisit the discussion in September.

Cogle announced receipt of an updated draft version of the Township's Purchasing Policy. **Motion** by Flexer to approve the updated Purchasing Policy. **Seconded** by LaBrie and **unanimously approved**.

Motion by LaBrie to hire two Public Works Laborers – Justin Kane and William Hildebeitel. **Seconded** by Flexer and **unanimously approved**.

Lembach explained an offer the Township had received from Asphalt Maintenance Solutions LLC, the company awarded the bid for roadwork earlier this year, to bill the Township for only half the square yards of Maplewood Drive, as that cul-de-sac had been the only roadway within the development to not be awarded to be coated in a slurry seal. Cappuccio was concerned about accepting the offer as the work had already been rejected through the bidding process and that the offer was outside of bidding requirements. Cappuccio said he would look into it and update the Board on his findings.

Cogle explained that the HOA president of Maplewood reached out to him saying he had received a quote to repair the Belgium block curbing within the development. The quote came in at \$1,050.00.

Cogle asked if the HOA or the Township should authorize the repairs and asked Cappuccio if there was an issue with the Township reimbursing the HOA for the repairs. Cappuccio suggested the quote should go to the Township for the work to be authorized.

NEW BUSINESS:

Cogle read through a memo from Township Treasurer Wendy Stryker, regarding two CDs that matured on July 27th. The total matured amount was \$499,720.00. Her recommendation was to put the full proceeds into a 365-day term account to lock in the estimated rate of 4.20%. **Motion** by LaBrie to reinvest the full proceeds into the suggested 365-day term account. **Seconded** by Flexer and **unanimously approved**.

Cogle announced receipt of a demolition permit application of Class II historic resources for three outbuildings located at 8025 Spinnerstown Road. He noted that the application did go before the Historic Commission (HC) and they recommended approval with conditions, the conditions being the buildings be photographed inside and out, and hand-hewn beams, hinges and hardware be salvaged and an antiques organization be contacted to preserve or repurpose the items. Cappuccio noted that he had had concerns considering the property had multiple settlement agreements, especially relating to the impervious coverage on the property, and hadn't been sure if there were regulations regarding the removal of any buildings; but that he looked over agreements the zoning office had sent him and wasn't able to find anything that made him concerned over the removal of buildings. Cappuccio said the zoning officer was also unable to locate any restrictions noted on the land development plan. Cappuccio said he wanted to ensure that no wells be damaged in the removal of buildings, especially considering the well testing requirements that remain on the property. Flexer was unsure what the wells had to do with the demolition and asked if the Township was aware if wells were involved with any of the three buildings. Flexer also voiced concern over the HC's conditions and asked who would be responsible for enforcing them. A brief discussion was held on the Township's authority for enforcing the stipulations within the Zoning Ordinance regarding neglect and demolition of historic structures. **Motion** by LaBrie to approve the demolition permit application at 8025 Spinnerstown Road with a request to consider the conditions suggested by the HC. **Seconded** by Flexer and **unanimously approved**.

Preliminary budget discussions were tabled for a future meeting.

Cogle announced receipt of a notice from the Pennsylvania Bureau of Labor Law Compliance regarding an awarded LSA grant to Limeport Stadium, explaining the requirement for prevailing wage to be paid for the project.. LaBrie thought the quote for the work came in under the requirement to pay prevailing wage rates and Cogle and Lembach explained it was required because of the amount that grant was awarded for. Cogle asked the notice be sent to the stadium president.

Cogle suggested the idea for livestreaming Planning Commission (PC) meetings, considering the technology was in place. LaBrie said that she thought it was a good idea considering the positive

feedback received for livestreaming the Board meetings. Ellen Koplin, a member of the PC, said that the PC discussed the idea in one of their meetings and determined a PC meeting is different than the Board of Supervisors meetings. She added that Cappuccio had indicated it would memorialize PC interactions that could come back to “bite” them. Koplin further suggested that it could set the Township up for liability and asked if the Board really thought it through. Cogle countered that they are public meetings and that not everyone who is interested in attending the meetings are able to do so in person. Cogle asked what they are hiding in not wanting meetings livestreamed and Koplin responded that that wasn’t the point. She also expressed that some members may quit. Cogle argued that the Township was trying to be more transparent. LaBrie shared that she’s received feedback from residents who have been appreciative of the Board meetings being livestreamed and who have suggested doing the same with the Township commissions. Dale Koplin asked if it could create future legal problems. Lembach countered that any of the information he was suggesting as being a legal problem was already available via the right-to-know law. Cogle asked what the PC has to hide. E. Koplin exclaimed that idea of livestreaming the PC meeting was ridiculous and would raise questions. Cappuccio input that reasons decisions are made are included in letters to the developer. Flexer also argued that the meetings are open to the public. E. Koplin continued that the PC is unable to deliberate behind closed doors like the Board can for conditional use hearings. Flexer voiced that he understands that people may be uncomfortable with being livestreamed. E. Koplin suggested that it may stifle conversation. D. Koplin voiced that the recordings can be used by future developers to question why some decisions were/are made. Flexer asked what time frame Cogle was thinking of. LaBrie asked if the Board had received feedback from every PC member or if it was just coming from E. Koplin’s viewpoint and asked if they could poll each member. Cogle said the only other member he had spoken to about it was John Harbove who had appeared receptive to it at the time. Flexer acknowledged that there may be risks but there could be a lot of positives including getting the community more engaged. The Board agreed to get more information and continue discussions at a later date.

LaBrie voiced that she felt the parking lot was a safety issue and needed to be addressed before the Fall Festival. Cogle suggested reaching out to Cowan to review the area because it’s pervious pavement and they might be able to explain why. Cappuccio said it was part of the Township’s stormwater management. Lembach shared that she tried to do some research about pervious pavement and found that it’s supposed to receive regular maintenance including specialized sweeping two to three times a year, which she doubted ever being done for the parking lot. Lembach added that pervious paving is expected to last 20-30 years when it is properly maintained and that she was working on getting a quote to have the parking lot properly vacuum swept. She shared that the gentleman who is going to be doing the quoting thought it was worth trying to vacuum the parking lot before determining that it was not fixable. She also shared that she has not noticed areas of pooling water that would suggest it is not draining properly. Lembach continued that she found a reference online suggesting that patches with impervious materials is considered acceptable for small areas that would otherwise not greatly affect the overall pervious nature of the paved area. Cogle suggested cold patching the pothole before the Festival.

Cogle announced receipt of Lower Macungie Township's suggested Zoning Ordinance and SALDO Amendments, as members of the Southwestern Lehigh Comprehensive Plan. The Board had no questions, comments or concerns. E. Koplin asked if it had gone to the PC yet. Lembach said she was unsure if the zoning officer had shared it with the PC yet and said it would go to them at their next meeting after the Labor Day holiday if it hadn't already. Cappuccio shared input into the process these suggested amendments usually, but don't always, follow.

CORRESPONDENCE:

Cogle announced receipt of the August 2026 Social Security Newsletter.

Cogle announced receipt of a letter from Chestnut Hill Forestry offering to purchase timber off of Township-owned property. Flexer asked the Board if they would consider timber harvesting on Township properties and they agreed to discuss it at a future meeting.

Cogle announced receipt of a notice from PPL regarding routine vegetation maintenance. Lembach summarized that two trees are being taken down on a Township-owned property during the scheduled maintenance.

Cogle announced invitations to attend the Lehigh Valley General Assembly and the Lehigh County Association of Township Officials Convention.

Cogle announced receipt of the PPL Q3 2026 Newsletter.

Cogle announced receipt of an invitation to attend the Opening Ceremonies at The Great Allentown Fair. LaBrie expressed interest in attending and Lembach said to let her know by the next day as that was when RSVP's are due.

PUBLIC COMMENT: None

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

Meeting adjourned at 9:24 PM.