

Lower Milford Township
Lehigh County, PA
Board of Supervisors Workshop Meeting Minutes
February 5, 2026 – 6:30 PM



The Board of Supervisors Workshop Meeting was held on Thursday, February 5, 2026, at 6:30 PM at the Lower Milford Township Municipal Building, 7607 Chestnut Hill Church Road, Coopersburg, PA 18036.

In attendance were Timothy Cogle, Chair; Susan LaBrie, Vice Chair; Jason Flexer, Supervisor; Mark Cappuccio, Solicitor; and Elizabeth Lembach, Township Administrative Assistant.

Public in Attendance: 17

Cogle called the meeting to order at 6:33 PM.

All stood for the Pledge of Allegiance.

Public Comments: None.

Cogle announced that the Board of Supervisors met for Executive Sessions on January 13th, January 20th, February 2nd and February 5th to discuss personnel and on January 21st to discuss pending litigation.

Discussion to Address Personnel Matters:

Cogle announced that the Board had been informed of Emily Fucci's intention to resign, effective February 5, 2026. **Motion** by LaBrie to accept Fucci's resignation and authorize Cogle to complete and sign any documentation to finalize the process. **Seconded** by Flexer and **unanimously approved**.

Motion by LaBrie to nominate Elizabeth Lembach as Township Secretary. **Seconded** by Flexer and **unanimously approved**.

Motion by LaBrie to nominate Elizabeth Lembach as Interim Township Administrator. **Seconded** by Flexer and **unanimously approved**.

Cogle announced the resignation of John Hagan, effective February 6, 2026. **Motion** by LaBrie to accept Hagan's resignation and authorize Cogle to complete and sign any documentation to finalize the process. **Seconded** by Flexer and **unanimously approved**.

Motion by Flexer to appoint Daniel Wisser as Public Works Working Foreman. **Seconded** by LaBrie and **unanimously approved**.

Motion by LaBrie to ratify and acknowledge the retirement of Public Works Equipment Operator Daniel Widmer. **Seconded** by Flexer and **unanimously approved**.

Motion by LaBrie to ratify the hiring of Daniel Widmer as a Seasonal/As-Needed Public Works Employee. **Seconded** by Flexer and **unanimously approved**.

Lembach announced that letters of support were requested in one final attempt to appeal the Turnpike's total acquisition of 3050 Church View Road. In response to the request, State Representative Milou Mackenzie sent a letter of support directly to Barbara Frederick with the PA State Historic Preservation Office, though no response had been received from the Turnpike since. No response was received from State Senator Jarrett Coleman's office, and the Lehigh County Historical Society notified the Township that they tend to not engage with preservation matters. Cogle requested Lembach to follow up with the homeowners.

Cogle invited members of the Fire Company to come up and discuss the results of the Pennsylvania Department of Community & Economic Development's (DCED) Fire Services Assessment Study within the Township. Fire Chief Rich DeFiore Jr. noted he was pleased with the overall study. DeFiore also mentioned the need to sit down with the Board to discuss the potential need for tax increases to support the inflating costs of vehicles, equipment and gear. The study mentioned the need for the Fire Co. and Board to review any agreements in place and Cogle mentioned wanting to see the Fire Service Agreement between the Fire Co. and Township updated this year. The location for the site of a future fire station was also discussed, with DeFiore and Flexer commenting that the proposed location of Spinnerstown Road and Plover Lane from the DCED study was not really feasible. Fire Marshall Girard Graham explained the fire company's current location was based off a time when they provided services to both Lower Milford and Upper Saucon Townships; but once Upper Saucon established their own fire services, the station's location was no longer central to the area that they covered. Graham mentioned working with the Board 30 years ago to address the fire station's location and that the current location of the Township building was where the new station had been intended to be built. Cogle suggested reinstating the Emergency Services Committee, which used to consist of one resident, a supervisor, the Township Administrator and a representative of the Fire Co. and Graham agreed that it would be beneficial. LaBrie asked how the Fire Co.'s fundraising efforts were going and DeFiore responded that they were really good and they are always looking for volunteers to help out. Flexer asked if there had been thought on what would happen to the current station if and when a new station was built. DeFiore responded with wanting to work with the Township and suggested giving the land back to the Township for a future community and events center that the Fire Co. would also be able to continue to use the space for their fundraisers and interest in building a ball field for little leagues. Deputy Fire Chief Ed Miller Jr. said he had spoken with Senator Jarrett Coleman's office, who agreed to help the Fire Co. with funding for a new station. Flexer asked what other stations help cover the far end of the Township and DeFiore mentioned Upper Milford, East Greenville, Hereford and Alburdis may be dispatched, depending on the call location and call type.

Motion by Flexer to adopt Resolution 2026-7, appointing Paul Carey as an alternate to the Zoning Hearing Board for a three-year term. **Seconded** by LaBrie and **unanimously approved**.

Motion by LaBrie to adopt Resolution 2026-8, updating the Security Policy as discussed at the January Regular Meeting. **Seconded** by Flexer and **unanimously approved**.

The Board held a discussion on the intended yard waste drop-off site at County Line Road. Cogle read an email from Scott McMackin with Cowan Associates, confirming they had not been previously asked to review the buildability of the site and were only tasked with the access drive and easement/approvals for the drive. He had observed there would be challenges for the rear section of the driveway due to rock and clearing needs. Cogle also read a letter from Public Works, noting ways that the County Line lot or another Township-owned property could be utilized to support the department in the future. LaBrie asked what it would cost to put in roadway access to the lot and Cogle replied the construction had not been priced out. The Public Works letter had suggested using fill ground and millings to begin constructing roadway access, when time was available. LaBrie asked if other Township lots had been considered. Ellen Koplín recalled a study being conducted at a four-acre lot off of Pine Tree Road that was not suitable, an easement for a lot off of Bridle Path that has a stipulation for use, and the lot off of East Mill Hill Road was described as a boulder field. LaBrie asked if other alternatives for offering yard waste recycling had been considered, including dumpster rentals or partnering with other communities. Concerns for the lot being used as an illegal dumping site were also mentioned and Cappuccio recalled a gate had been intended to be installed at the end of the driveway. Koplín voiced that two separate issues were being discussed, yard waste recycling and an annex for public works, and that a road should still be put in for access. Cogle suggested using the County Line site for Public Works and filling in the driveway as materials and time were available, after verifying the correct permits are in place, but that it would take years. Rich Bley spoke in support of the lot's use for Public Works. Flexer asked the Board if they'd consider the property on East Mill Hill and agreed he and Wisser would like to see it once the snow cleared.

Discussion was held on the recommended coverage amount of the treasurer's bond versus the amount of funds held in Township accounts at any time. **Motion** by Flexer to increase the treasurer's bond from \$2,000,000 to \$3,000,000. **Seconded** by LaBrie and **unanimously approved**.

Cogle announced the need to appoint a third-party zoning officer to fill in after accepting Fucci's resignation and that proposals had been received from Kraft Municipal Group, Barry Isset & Associates and Gilmore & Associates. Lembach explained that both Kraft and Barry Isset's proposals included mainly working remotely with four hours in-person once a week and that the limited office hours would restrict applications with plans greater than 11"x17" until they could be picked up as the office did not have the capacity to scan anything bigger in size. Flexer voiced liking Gilmore & Associates proposal the most, pointing out that they were the closest option and offered eight in-person hours two days a

week. Cogle mentioned that the Township has experience working with Gilmore & Associates, as they are currently appointed to process the Township's timber harvest permits. Cappuccio spoke highly of Gilmore & Associates, who previously served as an expert witness in a litigation matter. Angela Cogle asked if the Township had the ability to cancel any contract with Gilmore & Associates and move to another firm, if within the 90-day proposal period a new zoning officer had not been hired and Gilmore was too expensive to continue with. A. Cogle voiced that Gilmore & Associate's proposal sounded most lenient while the Township figured out hiring a new zoning officer. **Motion** by Flexer to appoint Gilmore & Associates as the Township's third party zoning officer for the proposed 90 days and to then reassess. **Seconded** by LaBrie and **unanimously approved**.

Discussion was held on the Township's requirements for legal advertising. Cappuccio confirmed legal advertisements must be printed in a paper of general circulation. T. Cogle said he spoke with a representative of The Morning Call, who told him they do not deliver past the Township building. Flexer agreed that he had heard the same. Cogle was concerned about using East Penn Press, as they are a weekly news source and not daily. LaBrie asked if the Township had confirmation in writing of The Morning Call's coverage restrictions. Flexer and Cogle agreed that PSATS stated that legal advertisements would have to be printed for two consecutive weeks in a newspaper of weekly circulation. Cappuccio asked for more time to review the options and regulations.

Lembach discussed quotes she received for a new public works uniform contract. Lembach spoke in favor of the quote received from Clemens Uniform, noting a pleasant experience meeting with the sales representative and that the company was also the cheapest price. She mentioned a negative experience meeting with the representative of UniFirst and that pricing from Dempsey Uniform was incredibly high. Wisser agreed that he thought Clemens was the best route to go. **Motion** by Flexer to request a 90-day to 6-month trial and then enter a five-year contract with Clemens Uniform if trial period goes well. No second received. **Motion** by LaBrie to enter into a three-year contract with Clemens Uniform if a 90-day to 6-month trial was not possible. **Seconded** by Flexer and **unanimously approved**. Discussion continued on purchasing t-shirts and hoodies outright for the public works crew. Flexer and Cogle agreed they would like the products to be personalized with the Township name. The Board requested quotes on bulk pricing options with each company.

Public Comments:

Kara Stever asked for clarification on the announcement of the executive sessions held and what impacts they had on the Township. Cappuccio clarified that the litigation session was to update the current Board on pending litigation matters and T. Cogle noted all other items were in regards to personnel. Stever asked if it included the loss of Emily Fucci, which Cogle confirmed but commented that he could not explain further.

Koplin asked what happens with the Planning Commission (PC) administration. Koplin also asked if Gilmore would be attending the Zoning Hearing Board meetings, which T. Cogle confirmed they would. T. Cogle assured that the needs of the PC were not forgotten.

A. Cogle asked for an update on where the Township is with live streaming meetings, including the timeline for enacting live streaming and if/how commenting will be accepted virtually.

Koplin asked if it would be legal to livestream meetings and not accept comments virtually.

Dale Koplin thought that requiring people interested in making public comments to come up to address the board at a microphone would discourage people from participating.

A. Cogle requested that if public comment was a requirement for offering meetings virtually, would the Board consider visually recording meetings and post them online for viewing later?

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

Meeting adjourned at 8:23 PM.

Respectfully submitted,



Elizabeth Lembach

Board of Supervisors Secretary