

LOWER MILFORD TOWNSHIP
Lehigh County, Pennsylvania
Board of Supervisors Special Meeting Agenda
Thursday, September 10, 2026

The Board of Supervisors met for a Special Meeting on Thursday, September 10, 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; and Elizabeth Lembach, secretary.

Public in Attendance: 5

Public Watching Virtually: 3

Cogle called the meeting to order at 6:33 PM and led attendees in the Pledge of Allegiance.

Public Comment: None

Cogle explained the Board's desire to hold a special meeting to begin discussions about the 2027 Budget, as it was tabled at the August Regular Meeting and the Board did not meet for a September Workshop. Cogle voiced interest in running the meeting less formally and more of as an open discussion, inviting members of the public to voice their opinions at any time.

Preliminary 2027 Budget Discussion (topics appear on the list as they were presented to the Board, in no particular order):

Updated Security – Cogle explained that previous discussions had been held in regards to getting security systems installed in the garage and pole barn and potentially updating the system in the office building and the current cameras. Flexer voiced interest in seeing quotes to update Township security. LaBrie thought there was more pressing matters and suggested only installing new systems for the garage and pole barn. Flexer thought it would be beneficial to update everything at once and get it on one platform. The Board agreed to request quotes for installing/updating security systems and updating the cameras for review at the next budget discussion. LaBrie shared that she received input from a member of staff to update the office window. Lembach shared that she personally was not uncomfortable with greeting visitors at the office window. Cogle recalled that it was previously discussed and would be expensive to properly update.

Digitizing Township Files – Lembach recalled that the Township received a quote about two years ago that was quite expensive, but that the company had also been asked to quote the entire vault. Lembach shared that she did not think the entire vault needed to be digitized but felt it would be beneficial to Township staff and residents to have the permit files digitized for better organization and accessibility. Cogle voiced concern over the cost of digital storage once the files were updated.

The Board agreed that they were interested but would hold off on budgeting the expense for a later year.

Township Website Update – Discussion on the topic had already begun and Lembach assured them that she had updated information for them to review at the September Regular Meeting.

Contracted Tree Trimming – Lembach shared that the topic was included on the list having heard the suggestion earlier in the year from Supervisor Flexer. Flexer recalled the suggestion based on a concern over a loose branch hanging over a Township roadway earlier in the year and thought that tree trimming was done in the Township by outside contractors years ago. Discussion was held on the responsibility of fallen trees. Lembach cited Section 2325. Saving Trees and Shrubbery from the Commonwealth of Pennsylvania's Second-Class Township Code. The Board agreed to add a new line item in the budget for contracted tree trimming at \$5,000. Mike McDonnell shared that PPL does not preemptively address trees of concern near power lines as they wait for them to fall. He continued that it's actually really tough to get rid of a nuisance tree.

Roadway Line Painting – Flexer asked how often line painting is completed. Lembach replied every other year. LaBrie requested double yellow center lines on the northern end of Chestnut Hill Church Road. Flexer suggested double yellow center lines on County Line Road, Landis Lane, Orchard Road, Urffers Road and Cassel Road, stating that he believed the line painting could help control traffic and offer better visibility even on narrow roadways.

Updating Phone Systems – Cogle requested quotes stating the current system is old and antiquated. Flexer asked if there were issues with the current system. Flexer asked if the staff was able to answer phones remotely. Cogle said the current system is digital and that ability requires a voice over internet connection. Cogle anticipated that updating the system could help save the Township money. Flexer said it was worth investigating.

Laptops for Office Personnel – Cogle recalled discussing the possibility of laptops with an employee and thought that some of the office computers were getting old. Cogle then asked Lembach if her computer was bad. Lembach didn't think the towers were that old and stated that she was happy with her current set up. She also added that, when considering snow days, a laptop would only be beneficial with taking a large stack of files home, noting that email was accessible on cell phones and that she used the office cell phone during previous snow days to update the Township website and social media. Flexer thought a laptop could be beneficial to the Zoning Officer when she was out in the field. Lembach offered to discuss it with the Zoning Officer but thought she was more interested in being able to use it at home versus in the field. Flexer asked if there could be any emergency situation that might justify having computer access at home and Lembach responded that she personally felt she'd be more comfortable going into the office off hours to address an emergency. Paul Carey suggested that the file server would also have to be updated to allow remote access.

Community Events – Cogle asked the Board if they wanted to continue hosting Lower Milford Township Night at Limeport Stadium in future years. The Board voiced interest in continuing the event and agreed to budget \$250 for next year. LaBrie suggested increasing the Township's monetary contribution to the Fall Festival. Lembach said that she thought it wasn't necessary, acknowledging that sponsorship for the current year's event was low due to being short-staffed and her limitations to plan for the event on her own during that period. Lembach continued that the Festival budget can be increased in the future by expanding sponsorships without burdening the Township with the cost. Cogle read the next line item suggestion for a community event – a volunteer appreciation luncheon/banquet; and Lembach interjected that there are plenty of ideas to increase the number of community events or sense of community with the Township, but that she was unsure how many events the Township can increase without increasing the amount of help to support planning them. Lembach suggested establishing a new board to assist with events would be beneficial to expand what the Township offers. A trunk-or-treat was also mentioned. The Board agreed to not add any new events for 2027.

2006 Ford Explorer Replacement – Cogle shared that Ron Detwiler Automotive notified the Township that it is likely the last year that the 2006 Ford Explorer will pass inspection. Flexer asked if the Township needed to replace the vehicle and asked how often it was used. Lembach suggested that the need may increase now that the Public Works crew increased in size and recalled that the option to use a Township-owned vehicle was discussed during the Zoning Officer's interview. The Board discussed what types of vehicles should be considered and suggested a small SUV like an Explorer or a crew cab F-150. Ron Tomes asked if leasing was an option. The Board also considered buying new versus used. Lembach to get pricing on both a base-model SUV and F-150.

Equipment Replacement Fund – Lembach shared a suggestion from the Township Treasurer to establish a reserve fund for the planning and preparation of future equipment replacements. Lembach suggested asking the Treasurer for her suggestion on how much money the fund should be established with, and the Board agreed.

A brief recess was held between 7:46 and 7:55 PM.

Public Works Roads & Equipment Priorities List –

Roads – LaBrie read through the foreman's suggestions on roads in need of repair. Lembach explained that it was the foreman's priority list for utilizing State Liquid Fuels (SLF) unless the Township was interested in budgeting additional monies for roadway repairs. LaBrie shared the Treasurer's suggestion to utilize SLF funds solely for roadway repairs, as a portion of the funds have previously been budgeted for equipment purchases. LaBrie shared concerns over the quality of Schoolhouse lane between Limeport Pike and Kings Highway, noting that it is likely to see increased traffic when Limeport Pike gets closed for the bridge repair next year. Cogle noted concerns for the quality of a pipe repair that was completed by the Public Works crew on Grant Road near Natalie Lane last year, stating that the asphalt is sinking around it.

Equipment – LaBrie proposed a discussion on a possible mower replacement for next year. Cogle read a quote from Stephenson Equipment to replace the tiger mower for \$225,000.00. The Board agreed that they wanted to see more quotes before budgeting an amount for the replacement. Flexer asked if there had been a lot of issues with the mower this past season. Lembach replied that it's been consistently working off and on and was not reliable. A discussion was held regarding replacing the mower versus replacing the grader. Flexer asked if the Treasurer could provide a total on what the Township has spent on mower repairs over the past two to three years. LaBrie shared that snowplow replacement(s) should also be considered. Flexer and LaBrie agreed that they would be okay with one snowplow being replaced in 2027. Cogle and Flexer discussed the idea of buying or renting a drag box paver and selling the 2018 Mauldin Paver.

Building Repairs/Maintenance – LaBrie asked if there was anything on the list that could be done in-house. Flexer responded that the two, new laborers should be able to complete some of the work and requested that the foreman have a discussion with them. The Board discussed a quote that was received to make repairs to the salt shed and Lembach noted that based on the price, it would require going out to bid and paying prevailing wage to complete. LaBrie and Cogle suggested removing items to avoid that. Cogle suggested budgeting \$100,000.00 for Capital Construction in 2027. Flexer asked why the salt shed couldn't be addressed in 2026 based on the amount of money budgeted for Capital Construction in 2026. Lembach stated time, explaining that even without having to go through the bidding process, she's been struggling to get three quotes in a timely fashion and then have the work scheduled before the crew begins stockpiling salt. Cogle suggested she reach out to the Township solicitor for clarification on the three-quote process, as he thought the effort to request quotes might count when companies aren't responding. Flexer asked if the garage doors on the salt shed could be addressed in 2026. The Board continued to discuss the possibility of what work could be completed in-house.

Limeport Wastewater Treatment Plant – Cogle explained how the sewer lines were set up when they were first installed and that the Township became/becomes responsible for all grinder pumps after the first year of maintenance. Flexer commented that he thought it should be reversed. Lembach shared that the interim Zoning Officer who served earlier in the year was also very surprised to have learned about the Township's ownership of the grinder pumps. Lembach said she tried discussing the situation with the Township's appointed engineer, who thought the Township's ownership of the grinder pumps was stipulated in a grant that was received for the project. Lembach said she's been able to find evidence of four grants related to the project but has not yet found the agreements. Lembach also noted that she has not found record that the Township has ever completed preventative maintenance on the pumps, either; and continued that 11 original pumps have been replaced and that there are 42 that have not been yet exceeded their lifespan. Questions were raised on why Cowan Associates was not more aware of the situation. The Board also questioned what the process would be to turn ownership over to the property owners. Lembach suggested that the fee schedule should also be reviewed to include better financial protections for

customers of the system that misuse or abuse it. Cogle suggested utilizing Site Specific Design to inspect the pumps. Lembach suggested that a review should also be held for EDU counts at properties, noting that many inconsistencies exist. Cogle noted that rates for sewer clients is already high at \$300.00/EDU a quarter. Cogle also informed the Board that taxpayer funds are not able to be used to support the sewer plant, it has to be self-funded. The Board also questioned what the maximum hook-up capacity was for the plant and if the count went by pumps for EDUs. Cogle questioned extending the lateral up to the stop sign at Beverly Hills and Limeport Pike. The Board hoped to have more information on the system and grant requirements for the next budget discussion in October.

Emergency Services – LaBrie noted that the Township is required to provide emergency services by law. LaBrie read a request from Macungie Ambulance to instate a tax of 0.15 mils. Lembach said she was unable to find record that the Township has an agreement with any of the three current EMS providers that serve the Township. She further added that in speaking with Chris Greb, the Executive Director of Macungie Ambulance, while the Township is required to provide EMS services, the three ambulance corporations that cover the Township are not required to and that they've so far done so without receiving financial support from the Township. Lembach shared stories from other Pennsylvania EMS providers that are unable to continue coverage for some municipalities due to rising costs. LaBrie explained that some of the ambulance corps offer subscription services. LaBrie went on to review the history of the fire services tax within the Township and donations that the Township provided before the tax was enacted. LaBrie asked if the Board would be interested in providing donations to the fire company again. Flexer said he thought that if the fire company needed more money, the Board would have to consider raising the fire tax. Cogle said he thought the fire company had not submitted their 2027 budget yet and Lembach commented that she expected to receive it as the Fire Services Advisory Committee meeting later that month. LaBrie asked about the Township's tax base. Lembach asked about radio funding and which account it was supposed to be paid out of, which will be discussed at the September Regular Meeting.

Public Comment: None

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

Meeting adjourned at 9:24 PM.