

UPPER MACUNGIE TOWNSHIP  
BOARD OF SUPERVISORS

January 6, 2014

The annual re-organization meeting of the Board of Supervisors of Upper Macungie Township was held this date at 7 P.M. in the Municipal Building. Those present were James M. Brunell, Samir P. Ashmar, Kathy A. Rader, Andrew Schantz, and Owen Bastian.

Upon motion by Kathy Rader, seconded by Sam Ashmar and unanimously approved Supervisor James M. Brunell took the position of **Temporary Chair** with Supervisor Kathy A. Rader as **Temporary Secretary**.

A motion was made by Samir P. Ashmar to appoint Kathy Rader as Chairperson. Rader declined.

Upon a motion by Rader, seconded by Ashmar and unanimously approved James M. Brunell was appointed Chairman of the Board of Supervisors.

Upon a motion by Rader, seconded by Brunell and unanimously approved Samir P. Ashmar was appointed Vice Chairman of the Board of Supervisors.

Secretary Rader stated that the Board has a consent agenda. The agenda will be read, if there are any objections they will be acted on separately, if no objections the agenda will be adopted as a whole.

Chairman Brunell then read the agenda:

**SECRETARY** - Kathy A. Rader

**TREASURER/BUSINESS MANAGER** - Barry L. Moyer

**TREASURER'S BOND** - \$1,000,000

**DEPOSITORY FOR TOWNSHIP FUNDS** - First Niagara Bank

**APPOINTMENT OF ROADMASTERS** - Samir P. Ashmar, James M. Brunell & Kathy A. Rader

**APPOINTMENT OF TEAM MANAGERS** - Edgardo Colon, Scott Faust, Grant Grim, Richard Henderson, Ken Molony and Barry Moyer

**TOWNSHIP LEGAL COUNSEL** - (Board of Supervisors, Planning Commission & UMTA) - Andrew V. Schantz Esq. & William E. Schantz, Esq., Davison & McCarthy, P.C.

**ZONING HEARING BOARD COUNSEL** - Steckel & Stopp Law Offices

**TOWNSHIP ENGINEER** - (Board of Supervisors, Planning Commission & UMTA) - Keystone Consulting Engineers Inc.

**THIRD PARTY INSPECTORS** - Base Engineering, Inc. (Primary) - Code Master inspection Services (Secondary)

**AUDITORS** - (UMT & UMTA) France, Anderson, Basile & Company P.C.

**VACANCY BOARD** - John Kuhns

**BUILDING CODE BOARD OF APPEALS** - William Erdman (5 yr. term expires 2018)

**IMPACT FEE COMMITTEE** - John Landis & Dave Reimert (3 yr. term expires 2016)

**PLANNING COMMISSION** - Samir P. Ashmar & Geoffrey A. Legg (4 yr. term expires 2017)

**ZONING HEARING BOARD** - Michael McCrystal (5 yr. term expires 2018); Kenneth Kratz (term expires 2014); Robert Rabe (term expires 2015); **ALTERNATES** - Todd Greenawalt & Nancy Muick (terms expire 2016)

**RECREATION BOARD** - James Adams (5 yr. term expires 2018) - 2 open seats

**UPPER MACUNGIE TOWNSHIP AUTHORITY** - ( 5 yr term) - Owen M. Bastian (expires.2014) , Barry L. Moyer (expires 2015), Edward J. Earley (expires 2016) David Reimert (expires 2017) & Samir P.Ashmar (expires 2018)

**BERKS/LEHIGH POLICE COMMISSION CLOSEOUT** - Samir P. Ashmar & James M. Brunell

**DELEGATES TO PSATS ANNUAL CONFERENCE & NaTAT CONFERENCE** - Samir P. Ashmar, James M. Brunell, and Kathy A. Rader

**CONFERENCE VOTING DELEGATE** - Kathy A. Rader

**2014 MILEAGE RATE** - (IRS 2014 Mileage Rates) 56 cents per mile for business miles driven

**2014 HOLIDAY SCHEDULE**

January 1	New Year's Day
February 17	President' Day
April 18	Good Friday
May 26	Memorial Day
July 4	Independence Day
September 1	Labor Day
November 11	Veterans' Day
November 27 & 28	Thanksgiving Holiday
December 25 & 26	Christmas Holiday

**2014 MEETING SCHEDULE**

All meetings are open to the public and all residents are encouraged to attend.

The **Board of Supervisors** meet on the 1st Thursday of the month at 7:00 P.M. with the exception of January's meeting being January 6, 2014, at 7:00 PM.

The **Sewer Authority** meets the 2nd Thursday in the months of January, April, July and October at 4:00 PM as needed.

The **Zoning Hearing Board** meets the 2nd & 4th Wednesday of the month at 6:30 PM.

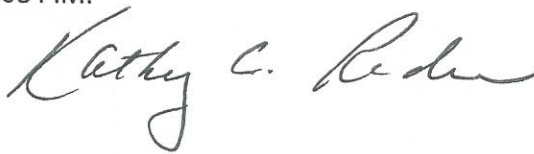
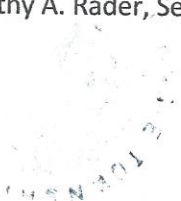
The **Planning Commission** meets the 3rd Wednesday of the month at 7:00 PM. The **Planning Commission Work Session** meets the Monday prior to the meeting at 7:00 PM.

The **Recreation Board** meets the last Thursday of the month at 7:00 PM, with the exception of November's meeting being November 20, 2014 & December's meeting being December 18, 2014.

Chairman Brunell then asked if there were any objections, hearing none, he asked the Board for action on the consent agenda. Secretary Rader moved that the consent agenda be adopted as read, Vice-Chairman Ashmar seconded the motion and it was moved unanimously adopted.

Upon motion by Secretary Rader, seconded by Chairman Brunell and unanimously approved the meeting was adjourned at 7:08 P.M.

Kathy A. Rader, Secretary



## BOARD OF SUPERVISORS

5

The monthly meeting of the Board of Supervisors of Upper Macungie Township was held on January 6, 2014, in the Municipal Building at 7:15 PM. Those present were Chairman James M. Brunell, Vice-Chairman Samir P. Ashmar, Secretary Kathy A. Rader, Solicitor Andrew Schantz, Township Engineers Dean Haas and Scott Stenroos, Treasurer Barry Moyer, DPW Scott Faust, DCD Ken Molony, Fire Commissioner Grant Grim, Chief Edgardo Colon and Assistant Secretary Owen M. Bastian.

Chairman James M. Brunell opened the meeting and asked all present to join him in the Pledge of Allegiance to the flag of the United States.

### MINUTES

Chairman Brunell stated that the minutes of the previous meetings would not be read unless there was some objection. Upon motion by Vice-Chairman Samir P. Ashmar, seconded by Secretary Kathy A. Rader and unanimously approved it was agreed to waive the reading. The minutes of the previous meetings are approved as presented.

PUBLIC COMMENTS - None

### UPPER MACUNGIE TOWNSHIP POLICE REPORT - Promotions

**Chief Colon** - Chief Colon conducted a promotion ceremony to honor three members of the Upper Macungie Township Police Department. Lt. Joseph Wilson was promoted to Deputy Chief; Sgt. Peter V. Nickischer was promoted to Lieutenant; and, Officer Dathan J. Schlegel was promoted to Sergeant. Their families, friends and fellow officers were in attendance.

ORDINANCES - None

### RESOLUTIONS

**Docket #2113 - Ocean Spray Cranberries Inc.** - Solicitor Schantz reviewed the history of the Ocean Spray plant in UMT and the warehouse in Weisenberg Township. A new traffic study has been received and approved by the Planning Commission and recommended for approval by the Supervisors. Traffic Engineer Stenroos described the new truck routes to the Board. Upon a motion by V-C Ashmar, seconded by Sec. Rader and unanimously approved it is Resolved that RESOLUTION #2014-1 "A RESOLUTION OF THE BOARD OF SUPERVISORS ACCEPTING THE NEW TRAFFIC PLAN FOR OCEAN SPRAY TO MOVE TRUCKS FROM THE PLANT IN UMT TO WEISENBERG TOWNSHIP WAREHOUSE" is hereby approved.

### MOTIONS

**Docket #2121 - Woodmont Recreation** - The project consists of 216 two bedroom units and 72 one bedroom units. Upon a motion by Sec. Rader, seconded by VC Ashmar and unanimously approved the Township will require money instead of land to meet the developers obligation for recreation.

**Fogelsville Dam** - Permission to Bid - Engineer Haas reports that plans and specifications are now ready to proceed with bidding for the work at the Fogelsville Dam. Upon a motion by Sec. Rader, seconded by Chm. Brunell and unanimously approved Township Engineer Haas is authorized to proceed with bidding for the Fogelsville Dam project.

**Amendment to Zoning Ordinance** - Solicitor Schantz reports on request to add restaurants with drive-thru service to the Zoning Ordinance. Mr. Jay King and his Attorney Theodore Zeller appeared and gave reasons for the request

**Restructuring** - Tabled

**Purchasing Policy** - Sec. Rader presented a new purchasing policy, all purchases will require 2 signatures, with signed purchase orders on all purchases over \$2,500.00. Upon a motion by Sec. Rader, seconded by Chm. Brunell and unanimously approved the Purchasing Policy is accepted as presented.



**Township Credit Cards** - Sec. Rader reports that the Township currently has 4 credit cards. She recommends all the Township Credit Cards be cancelled except one. That one should be in the hands of the Treasurer. After much discussion, upon a motion by Sec. Rader, seconded by Chm. Brunell and unanimously approved all Township credit cards will be cancelled except one which will remain in the hands of Treasurer Moyer.

**Open 2014 Budget** - Chm. Brunell wants to open the 2014 UMT Budget for further review. Upon a motion by Chm. Brunell, seconded by VC Ashmar and unanimously approved three dates were set for review of the 2014 UMT Budget, January 10 at 5 PM, January 17 at 3 PM, and January 20 at 10 AM.

**Township Manager** Sec. Rader reported on contact with the Meyner Center at Lafayette College. The Center has helped many municipalities in hiring of managers. They charge \$75.00 per hour, not to exceed \$6,000.00. VC Ashmar suggested forming a search committee of 4 to 6 members plus the 3 Supervisors. Upon a motion by Sec. Rader, seconded by VC Ashmar and unanimously approved the Township will pursue the hiring of a Township Manager with the assistance of the Meyner Center at Lafayette College and the search committee. Several members in the audience expressed interest in serving on the search committee, Phil DelVecchio, Joe Corcoran, Charles Deprill, Marna Hayden, Chris Engelbert and Karen Tamerler.

**Meeting With The Fire Companies** - Chm. Brunell then requested that a meeting be set up to meet with the three local Volunteer Fire Co. Chiefs and Presidents. Upon a motion by Chm. Brunell, seconded by VC Ashmar and unanimously approved a meeting with the three Fire Chiefs and the Company Presidents was set up for January 16th at 5 P.M. The public is invited to attend.

**Heatherfield Commercial** - PennDOT has returned a small portion of land to UMT. It has been requested by Richard Koze, the adjoining property owner, that this land be vacated by the Township and conveyed to his property. A public hearing for the vacation will be required. Upon a motion by Sec. Rader, seconded by Chm. Brunell and unanimously approved the public hearing is set for Thursday, March 6, 2014 at 6:30PM.

**South Parkland Youth Association (SPYA)** - Mr. Sean Gill of the SPYA appeared. The Association is making plans and preparing cost estimates for their building at the Grange Road Park. SPYA is requesting that the Township waive all associated permit fees for the construction. After discussion, a motion was made by Sec. Rader, seconded by Chairman Brunell and unanimously approved that all fees for the SPYA building in Grange Road Park are waived.

**TREASURER'S REPORT** - Chm. Brunell presented the bills for the month of December totaling General Fund \$2,083,628.58 and Sewer Fund \$225,114.47. Sec. Rader read letters from VC Ashmar and herself abstaining from voting on the volunteer firemen reimbursements for their two sons in the total amount of \$4,822.50. Sec. Rader then made a motion to approve all of the bills, except for the \$4,822.50 to be voted on separately. This motion was seconded by VC Ashmar and unanimously approved.

Upon a motion by Sec. Rader, seconded by Chm. Brunell and approved with VC Ashmar abstaining, the reimbursement of \$4,170.00 for Joshua Ashmar is approved.

Upon a motion by VC Ashmar, seconded by Chm. Brunell with Sec. Rader abstaining, the reimbursement of \$652.50 for Brad Rader is approved.

VC Ashmar reported that there are about \$95,000.00 in delinquent escrow accounts by developers. Upon a motion by VC Ashmar, seconded by Sec. Rader and unanimously approved Department Heads are to continue to work with developers and not issue any further permits until their escrow accounts are up to date.

**RECREATION BOARD** - Sec. Rader gave a brief review of the upcoming events scheduled in the future. A complete copy of the report is available on the table in the rear of the room.

**PLANNING COMMISSION** - DCD Molony gave a report on new projects coming in the future.

**BERKS/LEHIGH POLICE COMMISSION REPORT** - Update - VC Ashmar - Next meeting is January 13, 2013, AT 7 P.M. Nothing new to report.

**FIRE/EMS COMMISSIONER REPORT** - Fire Commissioner/Emergency Management Coordinator Grant Grim reported that the fire companies answered 70 emergency calls. EMS responses were 223.

**PUBLIC WORKS REPORT** - Complete report available on the table in the rear of the room.

**ZONING REPORT** - The report of the Zoning Officer, Daren J. Martocci, for the month of December was received and showed 30 permits issued, 5 for new residences, 12 for residential additions/alterations, 3 for new commercial/industrial buildings, 6 for commercial/industrial additions/alterations, 4 zoning permits, plus 30 electrical licenses and 15 plumbing licenses.

In December, the Zoning Hearing Board of Adjustment heard one appeal:

#121310 - The appeal of Jeffrey J. Kocher, 533 Wood Lane, Breinigsville, Pa. 8031: for a variance from the requirement of The Upper Macungie Township Zoning Ordinance Section #27-403,4.L.(2) (a) to allow construction of an accessory structure which is proposed to contain one-thousand and two-hundred (1,200) square feet of total floor area which exceeds the maximum total floor area of one-thousand (1,000) square feet permitted by right. The property is located on Wood Lane between the intersections of Adams Road and Arrowhead Lane, and is situated in the RU 1.5 Zoning District. A variance to allow construction of an accessory structure with an area of one-thousand two-hundred (1,200) square feet was granted by the Board on December 11, 2013.

**CHAIRMAN BRUNELL** - Nothing more

**VICE-CHAIRMAN ASHMAR** - Nothing More

**SECRETARY RADER** -

Executive sessions:	Dec. 11, 2013 @7:00 PM	Personnel issues
	Dec. 16, 2013 @5:00 PM	"
	Dec. 19, 2013 @4:00 PM	"
	Jan. 6, 2014 @2:00 PM	"

**PUBLIC COMMENT**

Complaints were received about tractor-trailers parking on Ambassador and Weiler Roads.

Upon motion by VC Ashmar, seconded by Chm. Brunell and unanimously approved the meeting was adjourned at 9:20 P.M. , next regular meeting Thursday, February 6, 2014 at 7 P.M.

Kathy A. Rader, Secretary





## BOARD OF SUPERVISORS

January 13, 2013

A special work session of the Board of Supervisors was held this date at 5:00 PM at the Municipal Building. Those present were Chm. James M. Brunell, VC Samir P. Ashmar, Sec. Kathy A. Rader, Treasurer Barry Moyer, Chief Edgardo Colon, DPW Scott Faust, Fire Commissioner Grant Grim and Assistant Secretary Owen Bastian.

Purpose of meetings as outlined by Chm. Brunell is to review the 2014 Budget to see where possible adjustments could be made to save money. Two more meetings will be held, today is to get an overall view of the budget.

Chm. Brunell led the audience with the Pledge of Allegiance to the Flag of the United States.

**Some of the items reviewed:****Police Budget**

- Berks/Lehigh Regional Police Closeout
- Pennsylvania Municipal Retirement System Shortfall
- Sale of surplus vehicles
- Police Manpower

**Public Works Budget**

- Additional roadcrew employee
- Cost estimates need to be reviewed for 2014 projects
- Purchase of Truck Bodies
- 2014 Park Expenses - cost estimates needed

**Fire Budget**

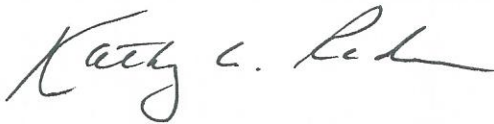
- Amount in budget for heating for fire stations could be reduced by \$15,000
- Amount in budget for telephones could be reduced by \$2,500
- Fire Company fund drive discussed
- Plow could be put on new vehicle 5691 to help with snow removal at fire companies

Sec. Rader then made a motion to have the Public Works Department and the Police Department get real prices on unused equipment and recommend on how to dispose of the equipment, VC Ashmar seconded the motion and it was unanimously passed.

Sec Rader made another motion to have the firm of France, Anderson, Basile & Co. audit the records of Upper Macungie Township and the Upper Macungie Township Authority for the year 2013, seconded by Chm. Brunell and unanimously passed.

Chm. Brunell made a motion, seconded by Sec. Rader to adjourn the meeting at 6:56 P.M. .

Kathy A. Rader, Secretary



UPPER MACUNGIE TOWNSHIP

January 17, 2014

A special work session of the Board of Supervisors was held this date at the Municipal Building at 3 PM. Those present were Chm. James M. Brunell, VC Samir P. Ashmar, Sec. Kathy A. Rader, Treasurer Barry Moyer, Acct. Adm. Greta Slifer, Chief Edgardo Colon, DPW Scott Faust, Fire Commissioner Grant Grim, DCD Ken Molony and Authority Manager Richard Henderson

The session was recorded by Assistant to the Secretary Owen M. Bastian. The purpose of the meeting is to continue work on the 2014 Township Budget.

Chm. Brunell asked the audience to join him in the Pledge of Allegiance to the Flag of the United States

Chm. Brunell then asked Department heads for their updates:

**DPW Scott Faust** - DPW Scott Faust - Has reviewed projects for 2014. Some of the larger projects are finishing the lower floor at Independent Park building, estimated at \$200 thousand, but sounds too high; the Fogelsville Dam; street trees; some grants have been applied for, 4 of the grants have matching fund grants; two new trucks are needed at a cost of about \$85,000; will write up a report. Additional new employees. Purchase of truck bodies. Park expenses.

**DCD Ken Molony** - Administrative costs could be about 17% added to third party inspection fees.

**Fire Commissioner Grant Grim** - Salaries remain about the same; planning to lengthen life of the emergency units by refurbishing some of the units; reviewing insurances; Heating expenses can save about \$15,000; Telephone expense can save \$2500; Fund drives discussed; Plow could be put on new vehicle 5691 to help with snow removal at fire companies.

**Chief Colon** - Can save about \$15,000 dollars from his budget; Discussion on how to get rid of old cars, auction or private sale, remove the equipment or sell as is. Sec. Rader made a motion to have the Chief check with the Chief's Association if any municipality is interested in used equipment but first a price must be set for the vehicles, VC Ashmar seconded the motion and it was unanimously approved. Finger printing youngsters was then discussed, the Chief feels that \$20.00 fee is reasonable. A Resolution is needed for fees.

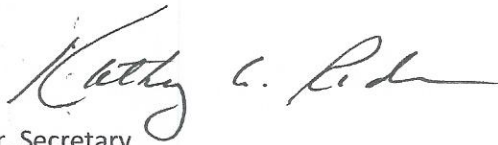
The BLRP closeout is still a problem including the Pa. Municipal Retirement System (PMRS) shortfall.

**Manager Richard Henderson** - The State Police building need a new roof. This should be considered in the 2015 budget.

Sec Rader made a motion to cancel the scheduled Monday meeting and hold another meeting on Thursday, January 23, 2014, to give everyone a chance to put their figures together and for the Supervisors to act on any changes to the Budget, Chm. Brunell seconded the motion and it was unanimously approved. .

Authority Manager Henderson reported on need for a 20 ft easement from the Breinigsville VFW to service the proposed Park with water and sewage. He suggests some type of exchange should be possible. This could be acted on at the Thursday meeting.

Upon a motion by Sec. Rader, seconded by Chm. Brunell and unanimously approved the meeting was adjourned at 4:30 PM.



Kathy A. Rader, Secretary



## BOARD OF SUPERVISORS

January 16, 2014

A special meeting of the Board of Supervisors was held this date at 5 PM. at the Municipal Building. Those present were present - Chm. James A. Brunell, VC Samir P. Ashmar and Sec. Kathy A. Rader. The special meeting was recorded by Assistant to the Secretary Owen M. Bastian. The purpose of the meeting to discuss matters with the three volunteer fire companies in Upper Macungie Township, and other issues that may come before the Board, and to take any necessary action, if appropriate, all as advertised in the Parkland Press.

Chm. Brunell led the audience in the Pledge of Allegiance to the Flag of the United States.

Chm. Brunell opened the meeting. He called the meeting with the officers, volunteers, and interested residents of the three Township Fire Companies. All of you involved with the fire companies are volunteers and are extremely important to the future of the Township. He would like to get opinions on funding, vehicle purchasing, expenses, building conditions, volunteers, and any other issues you may have.

**PUBLIC COMMENT**

Two of the three stations are old and need more maintenance dollars than the third. How can maintenance dollars be the same for all three stations? The stations run different fundraisers, which help to cover maintenance costs. To save some money VC Ashmar made a motion that all three units use the same contractor for maintenance of the generators recently installed, Chm Brunell seconded the motion and it was unanimously approved.

**FIRE COMPANY FINANCE**

Several years ago, a fire study was done, could this study be updated?

VC Ashmar made a motion to have the Fire Study for the Township updated, Chm. Burnell seconded the motion and it was unanimously approved.

All three units run separate fundraisers and all three appear financially healthy.

More oversight of invoices would help, bills for the social club activities should be held separate from the emergency unit invoices. Why did only one chief get a new small truck?

**LEASING OF TRUCKS & INSURANCE** - After much discussion it is decided to be researched and discussed further.

**LEASING OF STATION 56 - Tabled**

In closing Chm. Burnell made a few remarks - Some guidelines are needed for the fire companies. The question was asked, "Do you want to work under Township control or autonomously with financial support from the Township" Everyone seemed to agree that we need to have more conversations between the Board of Supervisors and the fire companies. Everyone was thanked for attending the meeting. Chm. Burnell made a motion to adjourn, Sec. Rader seconded the motion and it was unanimously approved. The meeting was adjourned at 7:00 PM.



Kathy A. Rader, Secretary



## BOARD OF SUPERVISORS

January 23, 2014

A special meeting of the Board of Supervisors was held this date at the Municipal building at 6 P.M. Those present were Chm. James Brunell, VC Samir Ashmar, Sec. Kathy Rader, Chief Edgardo Colon, DPW Scott Faust, Treasurer Barry Moyer. The meeting was recorded by Assistant to the Secretary Owen Bastian. The purpose of meeting to act on recommendations received for the 2014 budget.

Chm. Brunell opened the meeting and asked all present to join him in the Pledge of Allegiance to the flag of the United States.

Chm. Brunell thanked everyone present for the time they put into the review of the 2014 Budget. "We saved a few dollars, about \$38,500". The \$38,500 dollars will be used toward the hiring of a Township Manager.

Sec. Rader made a motion to accept the revised budget and advertise it for public inspection, Chm Brunell seconded the motion and it was unanimously approved. Sec. Rader reported that a final meeting to adopt the 2014 Budget has been set up for February 13, 2014, at 4:00 P.M.

Sec. Rader then introduced a letter of understanding between VFW Post 8282 regarding the availability of public water and sewer service to the Post. The Township Authority will offer in exchange for a water distribution system easement across the VFW Post property located at 1522 Butz Road:

- A. The Township will secure a 20' wide permanent water distribution system easement across the aforementioned VFW property.
- B. In exchange for the 20 foot wide water main easement the Upper Macungie Township/Authority will provide a parallel 10 foot wide private sanitary sewer easement in the name of the VFW along the Township's eastern property line the site of tie-in with the public sewer line.
- C. In addition the Upper Macungie Township Authority will offer the necessary engineering design services.

Upon a motion by Secretary Rader, seconded by VC Ashmar and unanimously approved the letter of understanding between VFW Post 8282 and Upper Macungie Township/Authority is approved. Complete letter is available in the office of the Secretary.

Sec. Rader then reported on two lots where Verizon wants to erect wireless communication towers, one at 8935 Breinigsville Road and one at 8330 Schantz Road. Both lots are owned by the Township. Township approval is needed for both, zoning permits are also needed for both. The Board of Supervisors must approve Verizon application for a zoning permit.

Upon a motion by Secretary Rader, seconded by VC Ashmar and unanimously approved Verizon Wireless is hereby authorized to apply for two zoning permits to erect two towers, one at 8935 Breinigsville Road and one at 8330 Schantz Road.

VC Ashmar reported on request to prepay \$500,000 on the new fire apparatus. The supplier will give the Township a discount of 2.5%. Upon a motion by VC Ashmar, seconded by Chm. Brunell and unanimously approved the Township will pay \$500,000 in advance on the fire apparatus and take the discount.

Upon a motion by Sec. Rader, seconded by Chm. Brunell and unanimously approved the meeting was adjourned at 6:25 P.M.