

**I. CALL TO ORDER – PLEDGE TO THE FLAG**

The General Business Meeting of the Board of Supervisors of Upper Macungie Township was called to order on February 7, 2019 at 7:00 p.m. in the Municipal Building, 8330 Schantz Road, Breinigsville, PA 18031. Present were James M. Brunell, Chairman; John P. "Sean" Gill, Vice-Chairman; Kathy A. Rader, Supervisor; Robert R. Ibach, Jr., Township Manager; Kalman A. Sostarecz, Jr., Township Secretary; Daren J. Martocci, Director of Community Development; Dave Alban, Township Engineer; Andrew V. Schantz, Esq., Solicitor; Grant Grim, Director, Bureau of Fire; Scott Faust, Public Works Director; Bruce Koller, Finance Director; and Lynn Matula, Recreation & Events Coordinator.

Chairman Brunell opened the meeting and asked all present to join him in reciting the Pledge of Allegiance to the Flag of the United States of America.

**II. MINUTES**

**A. *February 7, 2019***

Chairman Brunell stated that he would dispense with the reading of the minutes of the previous meeting unless there was an objection.

**Motion by Chairman Brunell to waive the reading of the minutes of the February 7, 2019 meeting and approve them as presented. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**III. PRESENTATIONS**

None

**IV. DISCUSSIONS & UPDATES**

None

**V. ORDINANCES**

None

**VI. RESOLUTIONS**

**A. *Resolution #2019-12 – Application for Traffic Signal Approval – Mill Creek Road & Grange Road/West Grange Road***

Mr. Alban stated that this resolution and the four that follow are to allow the Township Manager to submit applications to PennDOT for modifications to traffic signals where work is being completed as part of the Air Products Land Development. Chairman Brunell read the list of intersections affected by the applications.

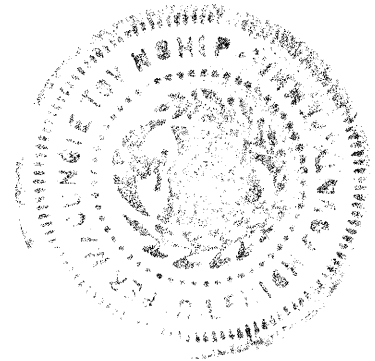
**Motion by Chairman Brunell to approve Resolutions #2019-12, #2019-13, #2019-14, #2019-15, and #2019-16, authorizing the Township Manager to submit an Application for Traffic Signal Approval for the mentioned intersections. Seconded by Supervisor Rader. The motion passed unanimously. BE IT RESOLVED, Resolutions #2019-12, #2019-13, #2019-14, #2019-15, and #2019-16 are hereby approved.**

**B. *Resolution #2019-13 – Application for Traffic Signal Approval – SR-0222 & Mill Creek Road/Grange Road***

This item combined with A above.

**C. *Resolution #2019-14 – Application for Traffic Signal Approval – Cetronia Road & Grange Road***

This item combined with A above.



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**D. Resolution #2019-15 – Application for Traffic Signal Approval – Cetronia Road & West Grange Road**

This item combined with A above.

**E. Resolution #2019-16 – Application for Traffic Signal Approval – Mill Creek Road & Uline Way/Air Products Drive**

This item combined with A above.

**VII. MOTIONS**

**A. Authorization to Purchase Infield Machine, Pick-Up Truck, Lawn Mowers, and Milling Head for Skid Steer**

Mr. Faust stated that all of the requested items have been budgeted for in the 2019 budget and he is requesting that their purchase be authorized at this time.

**Motion by Supervisor Rader to authorize the purchase of the Infield Machine, Pick-Up Truck, two (2) Lawn Mowers, and the Milling Head for the Skid Steer which were included in the 2019 budget. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**B. Authorization to Approve Weisenberg Township's Purchase of Leaf Vac**

Mr. Faust stated that Weisenberg Township would like to purchase our used 1991 Leaf Vac for \$3,000.00.

**Motion by Chairman Brunell to authorize Weisenberg Township's purchase of the 1991 Leaf Vac in the amount of \$3,000.00. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**C. Awarding of Bid for Sale of 2013 Ford Police Interceptor**

Mr. Faust stated that this vehicle was placed on Municibid and received a high bid of \$5,500.00 from Timothy Seyfert of Shoemakersville, PA. This amount matched the trade-in price that was previously quoted.

**Motion by Vice-Chairman Gill to award a bid for the sale of a 2013 Ford Police Interceptor to Timothy Syfert of Shoemakersville, PA in the amount of \$5,500.00. Seconded by Supervisor Rader. The motion passed unanimously.**

**D. Awarding of Bid for 2019 Ultra Thin Friction Course Project**

Mr. Alban stated that this project was put out for bid jointly with Lower Macungie Township and one bid was received from Asphalt Maintenance Solutions, LLC for a total amount of \$428,510.70, of which \$238,675.70 is Upper Macungie's portion.

**Motion by Chairman Brunell to award the bid for the 2019 Ultra Thin Friction Course project to Asphalt Maintenance Solutions, LLC for Upper Macungie Township's portion, in the amount of \$238,675.70. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**E. Authorizing Staff to Prepare an Ordinance Establishing a 35 MPH Speed Limit on Packhouse Road**

Manager Ibach stated that Weisenberg Township studied and lowered the posted speed limit of Packhouse Road in their township to 35 MPH and has requested that Upper Macungie also post its portion of the roadway as well, which they offered to complete. Keystone Engineering completed a brief study of our portion and concluded 35 MPH would be appropriate.

**Motion by Supervisor Rader to authorize staff to prepare an Ordinance amending Chapter 15, Part 2, Traffic Regulations of Upper Macungie Township, establishing a 35 MPH speed limit on Packhouse Road between Church Street and the Township boundary with Weisenberg Township. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**F. Authorizing Staff to Prepare an Ordinance for Regulating Commercial Communication Antennas**

Mr. Martocci stated that current technological advances in modern wireless communications have surpassed current Township zoning requirements. Staff is requesting permission to develop an amendment to the Zoning Ordinance which would address both tower-based and non-tower-based antennas, such as micro cell systems.

**Motion by Chairman Brunell to authorize staff to research and prepare an Ordinance amending Chapter 27 – Zoning, of the Upper Macungie Township Code, specifically related to Commercial Communications and/or Antennas. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**G. Authorizing Staff to Prepare an Ordinance Amending the Park Rules**

Solicitor Schantz stated that the Township Code prohibits alcoholic beverages in our parks; however, there is a desire to amend the code to allow them on a case-by-case basis for special events following review by the Board of Supervisors. He has model ordinances by the City of Allentown and City of Bethlehem to use as a template.

**Motion by Supervisor Rader to authorize staff to prepare an ordinance amending Chapter 16 of the Upper Macungie Township Code regarding alcoholic beverages being permitted in Township parks for special events and subject to review and approval by the Board of Supervisors. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**H. Approval of New Recreation Program – Children’s Business Fair**

Ms. Matula stated that the non-profit, The Nanny Loft, organizes and hosts a Children’s Business Fair, and would like to hold one on June 7<sup>th</sup> at Lone Lane Park prior to the Movies in the Park event that evening. The Fair involves entrepreneurial children who sell a product or service at a booth, and the children keep all profits that they may receive. Up to 36 “businesses” will be accepted. The Recreation Board reviewed and approved this event at their February meeting.

**Motion by Supervisor Rader to approve a co-hosting/sponsorship by Upper Macungie Township of the Children’s Business Fair, prior to Movies in the Park, with a pavilion rental fee waiver at Lone Lane Park, on Friday June 7, 2019. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**I. Award of Contract for Document Scanning Services**

Mr. Sostarecz stated that the paper archives of the Township are significant and the space available to store them is filling quickly. In addition, the filing system used for permits and planning files has historically been done by docket number, which isn’t the most efficient way to file because when information on a property is needed, information needs to be pulled from multiple locations. Staff received quotes from three companies to scan the archives into digital PDF format which will allow quick access via computer, and will ultimately allow the destruction of the paper archives once PHMC adopts retention period rule changes. Staff also recommends re-filing the paper permit and planning files by street address prior to their return to the archive room to allow for easier file retrieval. Staff toured the facilities of Scantek and phoned other government agencies which have utilized them in the past, and recommends a contract be awarded to Scantek to complete these items in the amount of approximately \$121,880.18; the final amount billed will be dependent on the actual number of documents scanned. Scantek participates with the COSTARS program.

**Motion by Chairman Brunell to award Scantek Infomanagement Solutions a contract to scan the archived documents of Upper Macungie Township, and to re-file the planning/permit files into a format sorted by street address, at an approximate cost of \$121,880.18. Seconded by Supervisor Rader. The motion passed unanimously.**

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**J. *Recognizing Samuel Adams Brewery for their Contributions to Upper Macungie Fire Departments***

Manager Ibach stated that a cornhole tournament sponsored by Sam Adams Brewery was very successful. The proceeds went to the volunteer fire departments in Upper Macungie. Mr. Grim read a list of additional individuals and businesses that also donated goods or services for an auction, the proceeds of which also went to the fire departments.

**Motion by Supervisor Rader to request the Township Manager send a letter of thanks to Samuel Adams Brewery for sponsoring the 2019 Cornhole Tournament and to all those individuals and businesses which donated goods or services which benefited the Upper Macungie Township Fire Departments. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**VIII. BOARD AND STAFF REPORTS**

**A. *Treasurer***

Mr. Koller reported that the total bills from all funds for February 2019 was \$1,246,219.89.

**Motion by Chairman Brunell to pay the bills for February 2019 in the amount of \$1,246,219.89. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**B. *Recreation Board***

Ms. Matula listed a number of community programs which have been scheduled for the coming year. She also asked for volunteers that would be willing to help coach volleyball. Further details appear in the February Recreation Board Report.

**C. *Community Development***

Mr. Martocci reported that for the month of February, 73 Building and Zoning Permits, 4 Plumbing Licenses, and 10 Electric Licenses were issued. Regarding the Comprehensive Plan Update, a public information session will be scheduled for March 28<sup>th</sup>, the Planning Commission will review the draft at their 17<sup>th</sup> meeting, it will then need to be reviewed by the Lehigh Valley Planning Commission, and then finally a Public Hearing will be held prior to adoption by the Board. Further details appear in the February Community Development Report.

**D. *Engineer***

Mr. Alban reported repairs have been made to the Rt. 100 Traffic Signal system, with one outstanding which is awaiting a piece of equipment to complete. Regarding Whispering Farms, the storm sewer pipe and inlet were completed, and the landscape berm and trees will be completed during warmer weather. Finally, the Township received a complaint that trucks are utilizing Bastian Lane as a route to travel between Bluebarn Road and Schantz Road, due to existing truck restrictions on surrounding roads. Staff would like authorization to move forward with a No Trucks study for Bastian Lane.

**Motion by Chairman Brunell to authorize Keystone Consulting Engineers to proceed with a study to determine if a No Trucks restriction is warranted for Bastian Lane. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

Further details appear in the February Engineer's Report.

**E. *Police***

Manager Ibach, in Chief Colón's absence, reported on the total calls for service for February 2019. Further details appear in the February UMTPD Report.

776	Total Calls for Service
21	Reportable MVAs
53	Non-Reportable MVAs

7	Private Property MVAs
25	Criminal Arrest (Misdemeanor/Felony)
7	Non-Traffic Citations (Summary)
266	Traffic Citations
28	Parking Tickets
146	Written Warnings
82	False Alarms
0	Arsons
2	Assaults
0	Burglaries
15	Disturbing the Peace
8	Drug/Alcohol Violations
13	DUI Offenses
5	Fraud Crimes
1	Homicides
0	Motor Vehicle Thefts
0	Robberies
0	Sex Offenses
7	Thefts
0	Vandalism/Criminal Mischiefs
2	Vehicle Break-In/Thefts
0	Weapon Offenses



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**F. Fire/EMS**

Mr. Grim reported that there were 59 Fire Inspections in February. There were a total of 97 Emergency Responses: Fogelsville = 38; Trexlertown = 23; UMT Station 56 = 36. Further details appear in the February Bureau of Fire Director’s Report.

**G. Public Works**

Details appear in the February Public Works Report.

**H. Secretary**

Mr. Sostarecz stated that one Executive Session was held on February 8, 2019 at 10:00 a.m. regarding personnel.

**I. Manager**

Manager Ibach reported that the sewer lines in the Trexlertown area near the 1760 House have had significant issues for the past several months and that sewage has been backing up into people’s homes and businesses. The Township has been in communication with Lehigh County Authority (LCA), but staff believes that the Township should move forward immediately to develop and advertise a bid to complete work to correct the problem. Supervisor Rader stated this directly affects the health, safety, and welfare of individuals in the township.

**Motion by Chairman Brunell to authorize staff to develop and advertise a bid to complete work to repair sewer systems for a total of five residences and businesses in the Trexlertown area. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

Manager Ibach stated that staff will continue discussions with LCA regarding repairs in the area as well as cost-sharing.

**Motion by Chairman Brunell to authorize the Township Manager and Solicitor to approach Lehigh County Authority to “back-charge” for repairs made in the Trexlertown area. Seconded by Supervisor Rader. The motion passed unanimously.**

**J. Board**

**i. Chairman Brunell**  
Nothing to add.

**ii. Vice-Chairman Gill**  
Nothing to add.

**iii. Supervisor Rader**  
Nothing to add.

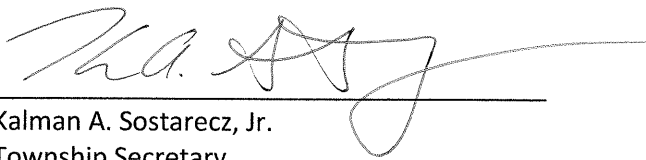
**IX. PUBLIC COMMENT/COURTESY OF THE FLOOR**

Mr. Martin Hetrick of Sawgrass Drive commented on three topics: regarding flags on fire hydrants so that fire trucks can see them – he wished to thank Mr. Grim for helping to have that work completed quickly; regarding the intersection of Cetronia and Krocks Road, he questioned the study to install a traffic signal – Mr. Alban stated that at the present time it does not meet PennDOT standards for a traffic signal, however, should additional development occur across Rt. 222 from Hamilton Crossings, it may end up qualifying; regarding the school bus stop at Short Hill Lane and Krocks Road, he stated that he has personally witnessed many times children being nearly struck by vehicles as there are 43 kids who get on the bus there and many are dropped off by parents, so the shoulders of the roads are parked up with cars, making it dangerous. Manager Ibach stated that he would be in contact with Parkland School District to look for a solution.

**X. ADJOURNMENT**

There being no other business, **Chairman Brunell made a motion to adjourn the meeting at 8:03 p.m. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

Submitted by:

  
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Kalman A. Sostarecz, Jr.  
Township Secretary