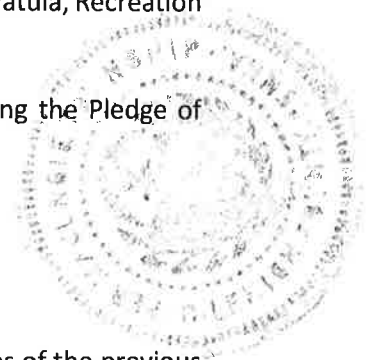


**I. CALL TO ORDER – PLEDGE TO THE FLAG**

The General Business Meeting of the Board of Supervisors of Upper Macungie Township was called to order on November 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; David Alban, Township Engineer; Andrew V. Schantz, Esq., Solicitor; Michael Sitoski, Lieutenant, UMTPD; 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. *October 3, 2019***
- B. *October 8, 2019***
- C. *October 22, 2019***

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

**Motion by Chairman Brunell to waive the reading of the minutes of the October 3<sup>rd</sup>, October 8<sup>th</sup>, and October 22, 2019 meetings and approve them as presented. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**III. PRESENTATIONS**

**A. *Lehigh Valley Economic Development Corporation – Made Possible in Lehigh Valley***

Andrew Kleiner from Lehigh Valley Economic Development Corporation presented information regarding the role that LVEDC plays in the Lehigh Valley, displaying a PowerPoint presentation and marketing video.

**B. *Proclamation Honoring Emergency Personnel for the Heather Glen Fire***

Chairman Brunell stated that a proclamation has been prepared honoring the emergency services personnel who responded to the Heather Glen Fire. It will be presented at a ceremony on Saturday, November 9<sup>th</sup> at 11:00 a.m. at the Fogelsville Fire Company.

**Motion by Chairman Brunell to issue a Proclamation Honoring Emergency Personnel for the Heather Glen Fire. Seconded by Supervisor Rader. The motion passed unanimously.**

**C. *2020 Proposed Budget***

Finance Director Koller provided a brief presentation on the 2020 Proposed Budget which was developed after budget meetings held in October. The budget will be posted on the township website and he requests it be advertised for adoption at the December 5<sup>th</sup> meeting.

**Motion by Chairman Brunell to advertise the 2020 Proposed Budget. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**IV. DISCUSSIONS & UPDATES**

**A. *Krocks Road Traffic Concerns***

Mr. Alban stated that he is seeking authorization to collaborate with Lower Macungie Township for a truck restriction study and ordinance along Krocks Road, and to assist Lower Macungie Township in coordination with PennDOT for advanced truck restriction signage at the intersection of SR-222 and Krocks Road.

**Motion by Supervisor Rader to allow the Township Engineer to work with Lower Macungie Township and PennDOT to address truck traffic on Krocks Road. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**B. *Cetronia Road Traffic Concerns***

Mr. Alban stated that he continues to be in discussion with PennDOT and the signage has been ordered and is currently being made. Due to the change over to winter maintenance, they did not offer a timeline for installation.

**V. ORDINANCES**

**A. *Ordinance #2019-09 – Road Occupancy and Excavation***

Manager Ibach stated that this Ordinance would provide a much-needed update to the Township's current code which hasn't changed in many years. It would provide for a permitting process for items to be placed in the right-of-way, such as storage PODS, as well as updated language when Township roadways are opened.

**Motion by Chairman Brunell to adopt Ordinance #2019-09. Seconded by Vice-Chairman Gill. The ordinance passed unanimously. BE IT RESOLVED, Ordinance #2019-09 is hereby adopted.**

**B. *Ordinance #2019-12 – Road Vacation – Moyer Road***

Solicitor Schantz stated that a Public Hearing regarding the vacation of Moyer Road was held prior to this meeting, and the proposed Ordinance is ready to be acted upon. He noted that although the hearing dealt with the entire roadway, the Ordinance only vacates a portion of it, and a second Ordinance will be needed at a later date to vacate the remainder.

**Motion by Chairman Brunell to adopt Ordinance #2019-12. Seconded by Vice-Chairman Gill. The ordinance passed unanimously. BE IT RESOLVED, Ordinance #2019-12 is hereby adopted.**

**C. *Ordinance #2019-13 – Road Vacation – Twin Ponds Road***

Solicitor Schantz stated that a Public Hearing regarding the vacation of Twin Ponds Road was held prior to this meeting, and the proposed Ordinance is ready to be acted upon.

**Motion by Chairman Brunell to adopt Ordinance #2019-13. Seconded by Vice-Chairman Gill. The ordinance passed unanimously. BE IT RESOLVED, Ordinance #2019-13 is hereby adopted.**

**VI. RESOLUTIONS**

**A. *Resolution #2019-54 – Docket #2274 – ATAS Manufacturing Facility – Preliminary/Final Land Development Approval***

Mr. Martocci stated that at a public meeting held on October 16, 2019, the Upper Macungie Township Planning Commission reviewed and made recommendations on this land development plan which complies with the UMT Subdivision and Land Development Ordinance as well as the Zoning Ordinance. Supervisor Rader thanked ATAS for listening to neighbor concerns and altering the plan to accommodate them as much as possible.

**Motion by Chairman Brunell to approve Resolution #2019-54, granting Preliminary/Final Approval to Docket #2274 – ATAS International, conditioned upon comments found in Staff and Engineering Review Letters dated October 14, 2019, and granting of Waiver numbers 1, 3, 4, and 5, and Deferral numbers 2, 6, 7, 8, and 9 as outlined in a letter from The Pidcock Company dated September 25, 2019. Seconded Supervisor Rader. The motion passed unanimously. BE IT RESOLVED, Resolution #2019-54 is hereby approved.**

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**B. Resolution #2019-55 – Sewage Planning Module – Isett Office Building**

Manager Ibach stated that the Sewage Planning Modules for the Isett Office Building and Route 100 Proposed Warehouse have been prepared and were reviewed by Keystone Consulting Engineers, who deemed them complete and ready for action by the Board. They will then be forwarded to the PA DEP.

**Motion by Chairman Brunell to approve Resolutions #2019-55 and #2019-56, amending the Township's Official Sewage Facilities Plan for the Isett Office Building and Route 100 Proposed Warehouse. Seconded by Supervisor Rader. The motion passed unanimously. BE IT RESOLVED, Resolutions #2019-55 and #2019-56 are hereby approved.**

**C. Resolution #2019-56 – Sewage Planning Module – Route 100 Proposed Warehouse**

This agenda item combined with Item VI.B. above.

**D. Resolution #2019-57 – Updated Consortium Agreement for the Adams Road Interchange Point of Access Study**

Manager Ibach stated that a meeting was recently held among the partners of the consortium, and they have asked for a change in the manner in which the consultant's fees have been paid; they would now like the Township to have control of the funds and payment for invoices. Additionally, the original agreement did not allow the Township to introduce new partners to the consortium – the updated agreement would allow the Township to do that.

**Motion by Supervisor Rader to approve Resolution #2019-57, authorizing the signing and processing of the March 3, 2016 agreement and establishing funding to pay for a contract to perform a Point of Access Study for a new Interchange for Interstate 78 at a location near Adams Road in Upper Macungie Township. Seconded by Vice-Chairman Gill. The motion passed unanimously. BE IT RESOLVED, Resolution #2019-57 is hereby approved.**

**VII. MOTIONS**

**A. Rejecting Bids for 2019 Sanitary Sewer System Lateral Rehabilitation Project, Phase 2**

Manager Ibach stated that three bids were received ranging from \$732,470.00 to \$796,840.300, all well above the Engineer's estimate of \$406,648.00; therefore, he recommends that all bids be rejected and the project be re-bid as another lining project or a replacement project instead.

**Motion by Vice-Chairman Gill to reject all bids for the 2019 Sanitary Sewer System Lateral Rehabilitation Project, Phase 2, and authorize staff to re-bid the project as another lining project or as a replacement project. Seconded by Chairman Brunell. The motion passed unanimously.**

**B. Authorizing Preparation and Advertisement of a Fats, Oils, and Greases Ordinance Update**

Manager Ibach stated that Upper Macungie partners with the City of Allentown and Lehigh County Authority to manage extra strengths released into the system, which includes periodic testing of effluent from Township businesses including Fats, Oils, and Greases. This ordinance would allow staff to proactively monitor this and encourage proper maintenance and cleaning of grease traps in an effort to reduce FOG from entering our system.

**Motion by Supervisor Rader to authorize staff to prepare and advertise an Ordinance amending Chapter 18 – Sewers and Sewer Disposal of the Upper Macungie Township Code. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**C. Authorizing Purchase of Timekeeping HR Software**

Mr. Koller stated that the Township currently uses paper timesheets to keep track of employee time worked and the Human Resources Manager manually reviews and enters payroll into a web-based system, using Excel to track and monitor paid time off. A new system through Jetpay, which

has been our payroll servicer, would allow everything to be automated. Staff also requests the purchase of one timeclock to be installed in public works; the administration building would "punch in" on their computers. Vice-Chairman Gill suggested that a second time clock be purchased for the administration building as well.

**Motion by Chairman Brunell to purchase Workforce Today Core Payroll system from JetPay and two time clocks at a cost not to exceed \$25,640.00. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**D. Authorizing Agreement with Sanctuary at Haafsville to Provide Stray Animal Services**

Lieutenant Sitoski stated that we have been using the Sanctuary for our stray animal services for many years and it is a good working relationship. Having them in the Township is an asset as we can drop off animals at any time.

**Motion by Chairman Brunell to authorize the execution of an agreement with The Sanctuary at Haafsville to provide assistance with stray animals for the year 2020 at a cost not to exceed \$5,500.00. Seconded by Supervisor Rader. The motion passed unanimously.**

**E. Approving Recreation Program – Pickleball Tournament**

Ms. Matula stated that the Recreation Board would like to run a pickleball tournament in May of 2020 in Grange Park. The registration fees would cover costs.

**Motion by Vice-Chairman Gill to approve a Pickleball Tournament be held at Grange Park the weekend of May 16 and 17, 2020. Seconded by Supervisor Rader. The motion passed unanimously.**

**VIII. BOARD AND STAFF REPORTS**

**A. Treasurer**

The total bills from all funds for October 2019 was \$4,419,361.36

**Motion by Chairman Brunell to pay the bills for October 2019 in the amount of \$4,419,361.36. Seconded by Supervisor Rader. The motion passed unanimously.**

**B. Recreation Board**

Ms. Matula stated that recently held events were Zentangle, Barktoberfest, Pickleball Clinics, and a Photo Scavenger Hunt in the parks. Coming up at the end of the year is the popular Kids' Noon Year's Eve on December 29<sup>th</sup>. Further details appear in the October Recreation Report.

**C. Community Development**

Mr. Martocci stated at the Planning Commission Meeting on November 20<sup>th</sup> they will begin discussing implementation of the just-passed Comprehensive Plan. The department issued 253 permits in October, 182 of which were building permits, and an additional 10 permits for new structures. Further details appear in the October Community Development Report.

**D. Engineer**

Mr. Alban stated that for the Rt. 100 Traffic Adaptive project, the contractor is continuing to pull the necessary wiring, equipment will be installed mid to late November and it will be placed in detector mode; it is anticipated to have the system be fully functional the week of December 16<sup>th</sup>. Further details appear in the October Engineer's Report.

Mr. Jacque Creamer stated that in front of 7350 and 7450 Tilghman Street, vehicles are creating a problem by turning left – it appears to him that the striping is incorrect, and the signs need to be bigger to prohibit that from happening. Mr. Alban stated he would investigate it.

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**General Business Meeting  
November 7, 2019**

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**E. Police**

Lt. Sitoski stated that it is No Shave November and officers are raising funds for the Parkland Food Pantry; also, that the PD will be hosting an Open House on November 13<sup>th</sup> at 6:00 p.m. Further details appear in the October UMTPD Report.

903	Total Calls for Service
35	Reportable MVAs
65	Non-Reportable MVAs
11	Private Property MVAs
26	Criminal Arrest (Misdemeanor/Felony)
11	Non-Traffic Citations (Summary)
391	Traffic Citations
28	Parking Tickets
73	Written Warnings
88	False Alarms
0	Arsons
1	Assaults
0	Burglaries
10	Disturbing the Peace
11	Drug/Alcohol Violations
16	DUI Offenses
7	Fraud Crimes
0	Homicides
0	Motor Vehicle Thefts
0	Robberies
1	Sex Offenses
14	Thefts
4	Vandalism/Criminal Mischiefs
4	Vehicle Break-In/Thefts
1	Weapon Offenses



**F. Fire/EMS**

Mr. Grim reported that it is Fire Prevention Month and that with the change in Daylight Saving Time, everyone should check the batteries in their smoke detectors. He reiterated the proclamation ceremony taking place at Fogelsville Fire the upcoming Saturday. Further details appear in the October Bureau of Fire Director's Report.

**G. Public Works**

Mr. Faust had nothing to add. Further details appear in the October Public Works Report.

**H. Secretary**

Mr. Sostarecz stated that the Board of Supervisors conducted three Executive Sessions: October 3, 2019 at 9:45 p.m.; October 22, 2019 at 7:57 p.m.; and November 7, 2019 at 5:50 p.m. The topic of all three sessions was Personnel.

**I. Manager**

Manage Ibach stated that our intern Nina Schnyder and Heather Willever from Keystone Consulting presented at the Watershed Conference which was held at Lehigh University this year.

**J. Solicitor**

Solicitor Schantz stated that he is preparing the appeal to the Zoning Hearing Board's finding of the Americold Variance, and it would be filed by the following week.

**K. Board**

**i. Chairman Brunell**

Nothing to add.

**ii. Vice-Chairman Gill**

Offered congratulations to Chairman Brunell for being re-elected to another six-year term.

**iii. Supervisor Rader**

Nothing to add.

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

Mr. Jeff Graves, 307 Sawgrass Drive, spoke as a representative for approximately 70 homeowners from the Parkland Fields Development, 20 of which were in attendance at the meeting. The homeowners all recently received a Notice of Violation regarding their driveways being installed without a permit. They have been in communication with the Township and do realize that permits should have been gotten before installation, but they were under the assumption that the contractor and developer had followed proper procedures. They are asking for advice on how to proceed, and for the Township to take a look at the Ordinance for clarification. Mr. Martocci stated that two of the concerns overall are the impervious coverage and amended soils, and that the Lehigh County Conservation District is the deciding body for those items, and it may be out of the Township's hands.

**Motion by Chairman Brunell for staff to pull plans, request to meet with the builder, and to contact all affected property owners. Seconded by Supervisor Rader. The motion passed unanimously.**

Ms. Peg Konnick inquired about the Township's Newsletter printing cost which had been brought up at a budget meeting. Manager Ibach stated he met with them and they did provide a small reduction on their invoice. We will be soliciting competitive quotes for future newsletters.

**X. ADJOURNMENT**

There being no other business, **Chairman Brunell made a motion to adjourn the meeting at 9:38 p.m. Seconded by Supervisor Rader. The motion passed unanimously.**

Submitted by:

Kalman A. Sostarecz, Jr.  
Township Secretary



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