

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 December 5, 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; Edgardo Colón, Chief of Police, UMTPD; Scott Faust, Public Works 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. *November 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 November 7, 2019 meeting and approve them as presented. Seconded by Vice-Chairman Gill. The motion passed unanimously.

III. PRESENTATIONS**A. *Certificate of Valor for the Heather Glen Fire***

This agenda item continued to a future meeting.

IV. DISCUSSIONS & UPDATES**A. *Cetronia Road S-Turns***

Mr. Alban stated that signage was installed by PennDOT; afterward he met at the site with a nearby property owner who was pleased they were installed. However, adjustments to the sign placement and height are needed which he will communicate to PennDOT for correction. Chief Colón stated that the Good Neighbor Coalition met and both the resident and Uline were in attendance; a good discussion was had on how to better direct trucks leaving their property.

V. ORDINANCES**A. *Ordinance #2019-14 – Restricting Truck Traffic on Krocks Road***

Mr. Alban stated that based upon engineering and traffic studies performed on Krocks Road, a restriction on trucks on Krocks Road between Cetronia Road and the Township line is warranted.

Motion by Chairman Brunell to adopt Ordinance #2019-14. Seconded by Supervisor Rader. The ordinance passed unanimously. BE IT RESOLVED, Ordinance #2019-14 is hereby adopted.

B. *Ordinance #2019-15 – Establishing Speed Restrictions in the Oakland Park Development*

Mr. Alban stated that based upon engineering and traffic studies performed in the Oakland Park Development, a speed limit of 25 miles per hour is warranted on the roadways within it.

Motion by Vice-Chairman Gill to adopt Ordinance #2019-15. Seconded by Supervisor Rader. The ordinance passed unanimously. BE IT RESOLVED, Ordinance #2019-15 is hereby adopted.

C. *Ordinance #2019-16 – Fat, Oil, & Grease Trap Requirements and Maintenance*

Manager Ibach stated that the Township 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 & Greases. We currently do not have a program of monitoring or enforcement, and this ordinance would establish one.

Motion by Supervisor Rader to adopt Ordinance #2019-16. Seconded by Chairman Brunell. The ordinance passed unanimously. BE IT RESOLVED, Ordinance #2019-16 is hereby adopted.

D. Ordinance #2019-17 – Police Pension Plan Update

E. Ordinance #2019-18 – Establishing a Secondary Police Pension Plan

F. Ordinance #2019-19 – Stormwater Management Update

Mr. Sostarecz stated that agenda items V, D, E, & F. require additional time for staff review and will be continued to a future meeting for consideration of adoption.

VI. RESOLUTIONS

A. Resolution #2019-58 – Tax Rates Effective January 1, 2020

Manager Ibach stated that staff proposes no increase in tax rates and they will provide sufficient funding for the 2020 budget.

Motion by Chairman Brunell to approve Resolution #2019-58, establishing the Upper Macungie Township tax rates effective January 1, 2020. Seconded Supervisor Rader. The motion passed 2-1 (Vice-Chairman Gill – No). BE IT RESOLVED, Resolution #2019-58 is hereby approved.

B. Resolution #2019-59 – 2020 Budget Adoption

Manager Ibach stated the 2020 Preliminary Budget was presented to the Board and public at the November 7, 2019 meeting and was advertised for a minimum of 20 days for public comment and inspection; no comments have been received and the budget is ready for adoption.

Motion by Supervisor Rader to approve Resolution #2019-59, adopting the Upper Macungie Township Budget for the year 2020. Seconded by Vice-Chairman Gill. The motion passed unanimously. BE IT RESOLVED, Resolution #2019-59 is hereby approved.

C. Resolution #2019-60 – Sewage Planning Module – ATAS Manufacturing Facility

Manager Ibach stated that a resolution is required by the PA DEP to submit a modification to the Township's official sewage facilities plan for the proposed ATAS Manufacturing Facility. The application has been reviewed by Keystone Consulting Engineers who recommends its adoption.

Motion by Chairman Brunell to approve Resolution #2019-60, amending the Township's Official Sewage Facilities Plan for the ATAS Manufacturing Facility. Seconded by Vice-Chairman Gill. The motion passed unanimously. BE IT RESOLVED, Resolution #2019-60 is hereby approved.

D. Resolution #2019-61 – Authorization to Dispose of Township Records

Mr. Sostarecz stated that the PA Municipal Record Manual prescribes a retention and disposal schedule for various types of documents. The disposal of records must comply with this manual and be approved by the Board.

Motion by Supervisor Rader to approve Resolution #2019-61, allowing staff to dispose of Township records following the schedules and procedures as set forth in the PA Municipal Records Manual. Seconded by Vice-Chairman Gill. The motion passed unanimously. BE IT RESOLVED, Resolution #2019-61 is hereby approved.

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VII. MOTIONS

A. Advertising the Reorganization and General Business Meeting Date of January 6, 2020

Mr. Sostarecz stated that the Second Class Township Code requires the Board of Supervisors to hold a reorganization meeting on the first Monday of the year providing it is not a holiday. This year the date will be January 6, 2020. Staff proposes the General Business Meeting for January to follow shortly thereafter.

Motion by Supervisor Rader to advertise the Board of Supervisors' Reorganization Meeting at 6:45 p.m. and the General Business Meeting at 7:00 p.m. on Monday, January 6, 2020. Seconded by Vice-Chairman Gill. The motion passed unanimously.

B. Parkland Fields Development – Sidewalk Waiver Request

Mr. Martocci stated that the developer of Parkland Fields has requested a waiver of SALDO Section 22-704.9.A. which requires construction of a sidewalk on both sides of a street. The request is for a waiver of partial construction of sidewalk on the east side of Krocks Road due to significant design and maintenance issues. Chairman Brunell stated he would like to forward this to the Planning Commission for their review and input prior to voting on it.

Motion by Chairman Brunell to forward this waiver request to the Planning Commission for their review and comment. Seconded by Vice-Chairman Gill. The motion passed unanimously.

C. Authorizing Execution of Agreement with Certified Public Accountant to Provide Auditing Services

Manager Ibach stated that a Request for Proposals was advertised for a CPA to provide auditing services for fiscal years ending 2019, 2020, and 2021, with an option for 2022 and 2023. Nine submissions were received, reviewed, and scored by him, Mr. Koller, and Mr. Sostarecz. The three firms scoring the highest were interviewed and all interviewers felt the most qualified is Baker Tilly, who meets all the scope of services in the request, provided the best staffing for the cost, the highest value, and their office is in Upper Macungie Township.

Motion by Chairman Brunell to authorize the Township Manager to execute an agreement with Baker Tilly Virchow Krause, LLP to provide an independent audit of the Township's financial records for the years 2019, 2020, and 2021, with options for 2022 and 2023, for an aggregate amount not to exceed \$127,500.00. And to advertise the Township's intent to appoint them per the Second Class Township Code. Seconded by Vice-Chairman Gill. The motion passed unanimously.

D. Awarding of Bid for Secondary Winter Salt Supplier

Mr. Sostarecz stated that the Township's primary supplier for winter road salt is through COSTARS; however, we participate with seven other municipalities to bid for a secondary supplier should the need arise. The price per ton is \$69.90 per ton delivered.

Motion by Supervisor Rader to authorize the Township to enter into an agreement with Eastern Salt Company, Inc. to provide salt as a secondary supplier at a cost of \$69.90 per ton. Seconded by Chairman Brunell. The motion passed unanimously.

E. Authorizing Staff to Proceed with 2020 Vehicle Purchases

Mr. Faust stated that staff is requesting approval to purchase vehicles that are included in the 2020 budget. By moving forward with the purchases now the Township locks in rates prior to them going up after January 1st, and we will also be able to receive them sooner. Funds will not be expended until the vehicles come in next year.

Motion by Vice-Chairman Gill to authorize the purchase of three (3) 2020 Ford Utility AWD vehicles at a total cost of \$100,395.00 and the purchase of one (1) TARCO Typhoon Leaf

Machine at a cost of \$113,450.00. Seconded by Chairman Brunell. The motion passed unanimously.

F. Approving Requests for Fire Police Assistance

Mr. Ibach stated that a request was received from St. Luke's University Health Network for Fire Police assistance at their Wreaths Across America event to be held at Resurrection Cemetery on Krocks Road.

Motion by Chairman Brunell approve Fire Police assistance for Wreaths Across America at Resurrection Cemetery on December 14th from 11:00 a.m. until all wreaths are placed. Seconded by Supervisor Rader. The motion passed unanimously.

VIII. BOARD AND STAFF REPORTS

A. Treasurer

The total bills from all funds for November 2019 was \$1,535,055.35.

Motion by Chairman Brunell to pay the bills for November 2019 in the amount of \$1,535,055.35. Seconded by Supervisor Rader. The motion passed unanimously.

B. Recreation Board

Ms. Matula stated that a holiday party and magic show was scheduled to be held at the Township building on December 6th, and the very popular Kids' Noon Year's Eve will be held at Trexlertown Fire Company on December 29th from 10:30 a.m. to 1:30 p.m. Further details appear in the November Recreation Report.

C. Community Development

Mr. Martocci stated that the Township granted extensions for the Parkland Fields driveway permits until April 2020. Staff will continue working with residents and the developer, whose NPDES permit will be impacted by the installation of impervious coverage. The department issued 124 permits in November, 85 of which were building permits, and an additional 11 permits for new structures. Further details appear in the November Community Development Report.

D. Engineer

Mr. Alban stated that for the Rt. 100 Traffic Adaptive project, the contractor installed the system and placed it into detector mode on November 22nd, at which point it began collecting data. It is anticipated that the system will be turned on fully on December 16th. Further details appear in the November Engineer's Report.

E. Police

Chief Colón stated that several successful events were recently held including No Shave November, Heroes & Helpers, and Toys for Tots; additionally, the PD is collecting coats for a Coat Drive. Further details appear in the November UMTDP Report.

814	Total Calls for Service
29	Reportable MVAs
41	Non-Reportable MVAs
4	Private Property MVAs
25	Criminal Arrest (Misdemeanor/Felony)
9	Non-Traffic Citations (Summary)
306	Traffic Citations
23	Parking Tickets
68	Written Warnings
109	False Alarms

**General Business Meeting
December 5, 2019**

0	Arsons
5	Assaults
5	Burglaries
15	Disturbing the Peace
7	Drug/Alcohol Violations
17	DUI Offenses
5	Fraud Crimes
0	Homicides
1	Motor Vehicle Thefts
0	Robberies
0	Sex Offenses
8	Thefts
2	Vandalism/Criminal Mischiefs
7	Vehicle Break-In/Thefts
1	Weapon Offenses

F. Fire/EMS

Mr. Sostarecz reported that donations were received from Wakefern, who donated 100 discount cards for Volunteer Firefighters, and from Amazon for stuffed animals for Fire Company Santa Runs, the schedules for which can be found on the Township website. Further details appear in the November Bureau of Fire Director's Report.

G. Public Works

Mr. Faust stated he is seeking approval to sell two used vehicles which were bid on through Muncibid.

Motion by Supervisor Rader to authorize the sale of the 2013 Ford Interceptor to Shahid Mahmood for \$5,800.00; and the 2006 Ford F-150 Pick-Up to Gerald Cichonski for \$6,500.00.

Seconded by Vice-Chairman Gill. The motion passed unanimously.

Further details appear in the November Public Works Report.

H. Secretary

Mr. Sostarecz stated that the Board of Supervisors conducted one Executive Session: December 5, 2020 at 6:20 p.m. – the topic was Personnel.

I. Manager

Manager Ibach stated that Nestle Waters sponsored a cleanup of the Iron Run Stream and displayed a photo of the work being done.

J. Solicitor

Nothing to add.

K. Board

i. Chairman Brunell

Thanked Senator Browne and his staff for helping to secure the funding for the Adams Road Interchange, Rt. 100 Interchange, and other work along I-78. He also wished everyone a Merry Christmas and Happy New Year.

ii. Vice-Chairman Gill

Also offered thanks to Senator Browne; the Township Staff has been working hard for three years to develop a plan for the Interchange and we originally thought it would be decades

before funding would be found. He also wished everyone a Merry Christmas and Happy New Year.

iii. Supervisor Rader

She also thanked Senator Browne and his staff and wishes everyone a Merry Christmas and Happy New Year.

IX. PUBLIC COMMENT/COURTESY OF THE FLOOR

Mr. Randy Gregory stated that the NFI Warehouse at 910 Nestle Way has reconfigured their gates along Oldt Road to be an employee-only entrance, yet trucks destined for NFI are still going down there and when they can't get in, they either have to back all the way up, turn around, or go through the neighborhood. He suggested the road be restricted from trucks since there are no other reasons for a truck to go down it. Mr. Alban stated that staff would research this.

Mr. Jacque Creamer stated that he announced his retirement from the fire department and would like to thank the Township staff and Board of Supervisors for all their support over the years.

Ms. Peg Konnick asked Vice-Chairman Gill if he voted against the 2020 tax rate resolution because he thought the rate should be higher? He stated no, that it should be lower.

X. ADJOURNMENT

There being no other business, **Chairman Brunell made a motion to adjourn the meeting at 8:02 p.m. Seconded by Supervisor Rader. The motion passed unanimously.**

Submitted by:



Kalman A. Sostarecz, Jr.
Township Secretary



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