

**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 April 2, 2020 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 (via telephone); Andrew V. Schantz, Esq., Solicitor; Michael Sitoski, Lieutenant, UMTPD; Scott Faust, Public Works Director; Bruce Koller, Finance Director (via telephone); Grant Grim, Director, Bureau of Fire; and Lynn Matula, Recreation & Events Coordinator (via telephone).

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. *March 5, 2020***

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 March 5, 2020 meeting and approve them as presented. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**III. PRESENTATIONS****IV. DISCUSSIONS & UPDATES****V. ORDINANCES****VI. RESOLUTIONS****A. *Resolution #2020-09 – Docket #1999 – Weilers Road Lot Consolidation Plan Approval***

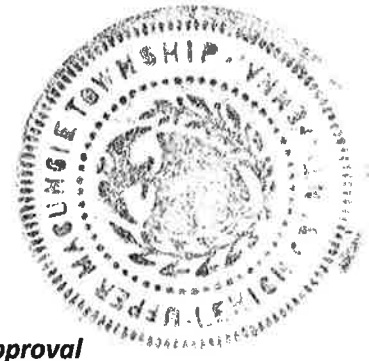
Mr. Martocci stated that the plan complies with the UMT Subdivision and Land Development Ordinance and Zoning Ordinance. The UMT Planning Commission reviewed and made recommendations at their meeting, and it is ready for action by the Board.

**Motion by Chairman Brunell to approve Resolution #2020-09, granting Preliminary/Final Approval to Docket #1999, Weilers Road Townhouse Development – Lot Consolidation Plan conditioned upon comments found in the Engineering Review Letter dated March 18, 2020. Seconded by Vice-Chairman Gill. The motion passed unanimously. BE IT RESOLVED, Resolution #2020-09 is hereby adopted.**

**B. *Resolution #2020-10 – Docket #2286 – Cetronia Road Apartment Building – Preliminary/Final Plan Approval***

Mr. Martocci stated that the plan complies with the UMT Subdivision and Land Development Ordinance and Zoning Ordinance. The UMT Planning Commission reviewed and made recommendations at their meeting, and it is ready for action by the Board.

**Motion by Chairman Brunell to approve Resolution #2020-10, granting Preliminary/Final Approval to Docket #2286 – 1047 Cetronia Road Apartments, conditioned upon comments found in the Staff Review Letter dated March 16, 2020 and the Engineering Review Letter dated March 18, 2020; and the granting of waivers 1 through 4 as outlined in the letter from Keystone Consulting Engineers dated March 18, 2020. Seconded by Supervisor Rader. The motion passed unanimously. BE IT RESOLVED, Resolution #2020-10 is hereby adopted.**



**C. Resolution #2020-11 – Local Government Week**

Mr. Sostarecz stated that the PA Legislature each year designates a week in April as “Local Government Week” to recognize all of those who either serve as a public official or employee. This resolution recognizes April 6 – 10, 2020 as Local Government Week in Pennsylvania. Staff was in the planning stages to hold an open house for residents to visit our facility and speak with staff from each department; however, with the current Coronavirus concerns, that had to be postponed to a future time.

**Motion by Vice-Chairman Gill to approve Resolution #2020-11, recognizing April 6 – April 10, 2020 as Local Government Week in Pennsylvania. Seconded by Chairman Brunell. The motion passed unanimously. BE IT RESOLVED, Resolution #2020-11 is hereby adopted.**

**VII. MOTIONS**

**A. Appointing Assistant Director of Community Development/Zoning Officer**

Manager Ibach stated that the Board previously authorized creating the position of Assistant Director of Community Development/Zoning Officer and for which funds were included in the 2020 budget. Eight resumes were received, and he is recommending the position be offered to Daniel DeMeno who is the most qualified and best fit for the position – he has his BCO Certification, is a Certified Zoning Officer, a Notary Public, and has a BA in Political Science.

**Motion by Supervisor Rader to appoint Daniel DeMeno as the Assistant Director of Community Development/Zoning Officer at a rate of \$33.90 per hour effective Wednesday, March 25, 2020. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**B. Authorizing Redistribution of Sewer Capital Funds**

Manager Ibach stated that there were sewer projects which were funded and estimated to be completed in 2019, but were not, and it was well into the 2020 budget process before that was confirmed. The funds were carried into the 2020 budget as cash into the unappropriated capital reserve fund. Staff is requesting a transfer of \$2,590,000.00 from that fund into the sewer capital fund to complete those projects as well as those budgeted for this year.

**Motion by Chairman Brunell to authorize the transfer of funds from the Sewer Unappropriated Capital Reserve Fund to the Sewer Capital Fund in the amount of \$2,590,000.00. Seconded by Supervisor Rader. The motion passed unanimously.**

**C. Awarding of Bid – Applewood Pump Station Sanitary Sewer Gravity System Upgrade**

Manager Ibach stated that this project is for the replacement of existing sanitary sewer main to increase capacity as a result of the Applewood Pump Station improvements. Eight bids were received ranging from approximately \$1.4 million to \$2.9 million. Mr. Alban stated that they do have a working relationship with the low bidder, Joao and Bradley Construction on various sewer and water related projects in the area.

**Motion by Supervisor Rader to award the Applewood Pump Station Downstream Sanitary Sewer Gravity System Improvements Project to Joao and Bradley Construction Company of Bethlehem, PA in the amount of \$1,414,746.00. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**D. Awarding of Bid – Spring Creek Meter Manhole Replacement**

Manager Ibach stated that this project is for the replacement of the meter manhole along Spring Creek Road that was destroyed last August as a result of a sinkhole. Two bids were received for \$58,900.00 and \$82,150.00.

**Motion by Chairman Brunell to award the Spring Creek Meter Manhole Replacement Project to Scheuermann Excavating of Whitehall, PA in the amount of \$58,900.00. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

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**E. Awarding of Bid – 2020 Polymer Modified Crack Seal Project**

Mr. Alban stated that this project is part of the ongoing yearly roadway maintenance and will be funded from Liquid Fuels monies. One bid was received and the price per gallon quoted is less expensive than the previous year by more than fifty cents due to market fluctuations.

**Motion by Chairman Brunell to award the 2020 Polymer Modified Crack Seal Project to Asphalt Maintenance Solutions of Emmaus, PA in the amount of \$59,280.00. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**F. Awarding of Bid – 2020 Ultra-Thin Friction Course Project**

Mr. Alban stated that this project is part of the ongoing yearly roadway maintenance and will be funded from Liquid Fuels monies. One bid was received, and pricing was in line with the previous year's costs.

**Motion by Chairman Brunell to award the 2020 Ultra-Thin Friction Course Project, with Option 1, to Asphalt Maintenance Solutions of Emmaus, PA in the amount of \$187,393.50. Seconded by Supervisor Rader. The motion passed unanimously.**

**G. Awarding of Bid – 2020 Bituminous Seal Coat with Slurry Seal Project**

Mr. Alban stated that this project is part of the ongoing yearly roadway maintenance and will be funded from Liquid Fuels monies. One bid was received, and cumulative pricing between the seal coat and slurry is a few cents less than the previous year.

**Motion by Supervisor Rader to award the 2020 Bituminous Seal Coat with Slurry Seal Project, with Option 1, to Asphalt Maintenance Solutions of Emmaus, PA in the amount of \$473,861.58. Seconded by Chairman Brunell. The motion passed unanimously.**

**H. Awarding of Bid – 2020 Lawn Mowing Contract**

Mr. Faust stated that the Township contracts out a portion of the lawn mowing work each year. Three bids were received ranging from \$9,180.00 to \$12,960.00.

**Motion by Vice-Chairman Gill to award the 2020 Lawn Mowing Contract to All American Property Maintenance, LLC of Allentown, PA in the amount of \$9,180.00. Seconded by Supervisor Rader. The motion passed unanimously.**

**Authorizing Advertisement of a Public Hearing for Amendments to the Zoning Ordinance**

Mr. Martocci stated that an amendment to our Zoning Ordinance has been prepared which corrects several typographical errors and brings it into line with how the ordinance is being applied today. The MPC requires a Public Hearing to be held prior to its consideration of adoption. He suggests fifteen minutes prior to the next Board of Supervisors meeting on May 14, 2020.

**Motion by Chairman Brunell to authorize the advertisement of a Public Hearing for amendments to the Zoning Ordinance on Thursday, May 14, 2020 at 6:45 p.m. Seconded by Supervisor Rader. The motion passed unanimously.**

**VIII. BOARD AND STAFF REPORTS**

**A. Treasurer**

The total bills from all funds for March 2020 was \$1,485,729.48.

**Motion by Chairman Brunell to pay the bills for March 2020 in the amount of \$1,485,729.48. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**B. Recreation Board**

Ms. Matula stated that the Recreation Board meeting in March as well as all scheduled events were cancelled due to the Coronavirus. Further details appear in the March Recreation Report.

**C. Community Development**

Mr. Martocci stated that due to the Coronavirus, the homeowners involved in the Parkland Fields Driveway issue have been issued an extension to submit permits or appeals to July 31, 2020, and a deadline to complete any work by April 30, 2021. Additionally, Mr. Martocci stated that the Planning Commission reviewed four applications in March and the Zoning Hearing Board hearing was continued. The department issued 86 permits in March, 52 of which were building permits, and an additional 4 permits for new structures. Further details appear in the March Community Development Report.

**D. Engineer**

Mr. Alban stated that the replacement radar units have been received by Telco and are now waiting on replacement circuits from Rhythm for the Rt. 100 Traffic Adaptive project. Once they are replaced a field meeting with PennDOT will take place which will start a 30-day test period; after its conclusion PennDOT will issue a Letter of Acceptance. The Township is also requesting that the Warranty period be deferred until after the Rt. 100 Betterment project is completed, which is currently on hold due to the Coronavirus. Further details appear in the March Engineer's Report.

**E. Police**

Lieutenant Sitoski stated that due to the Coronavirus community events and officer training were cancelled in March. Further details appear in the March UMTPD Report.

820	Total Calls for Service
24	Reportable MVAs
50	Non-Reportable MVAs
9	Private Property MVAs
21	Criminal Arrest (Misdemeanor/Felony)
19	Non-Traffic Citations (Summary)
165	Traffic Citations
16	Parking Tickets
76	Written Warnings
72	False Alarms
1	Arsons
1	Assaults
2	Burglaries
16	Disturbing the Peace
12	Drug/Alcohol Violations
15	DUI Offenses
2	Fraud Crimes
0	Homicides
0	Motor Vehicle Thefts
0	Robberies
0	Sex Offenses
10	Thefts
2	Vandalism/Criminal Mischiefs
2	Vehicle Break-In/Thefts
0	Weapon Offenses



**F. Fire/EMS**

Mr. Grim stated that his focus has been on the Coronavirus and they are continuing to try to source supplies of N95 masks, gloves, safety glasses, and disinfectant to keep on hand for our first

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responders and staff. There was one new member added to Station 8. Further details appear in the March Bureau of Fire Director’s Report.

**G. Public Works**

Nothing to add. Further details appear in the March Public Works Report.

**H. Secretary**

Mr. Sostarecz stated that there were Executive Sessions of the BOS held on the following dates, the topics for which was Personnel: March 10<sup>th</sup> at 7pm; March 20<sup>th</sup> at 1:15 p.m.; April 1<sup>st</sup> at 5:00 p.m.; and April 2<sup>nd</sup> at 6:10 p.m.; there was also one Executive Session held on March 25<sup>th</sup> at 2:00 p.m. and the topic was Emergency Response.

**I. Manager**

Manager Ibach stated that a significant portion of his time has been spent on matters related to the Coronavirus. Discussion was had on whether future meetings of the various Boards and Commissions should be cancelled or postponed. Solicitor Schantz stated that it would be up to each of those bodies to decide that, however, if the Township closes the building there would not be anywhere for them to meet, which would end in the same result. Manager Ibach stated that he has been in discussion with Senator Browne’s office as to the effects of declaring a local disaster emergency and that may be beneficial at some point.

**Motion by Chairman Brunell to authorize the Township Manager to take any level of emergency action as he deems necessary. Seconded by Supervisor Rader. The motion passed unanimously.**

**J. Solicitor**

Nothing to add.

**K. Board**

**i. Chairman Brunell**

Wishes to thank Fire, EMS, and Police for being on the front lines during this pandemic.

**ii. Vice-Chairman Gill**

Also wishes to thank Fire, EMS, and Police.

**iii. Supervisor Rader**

She also thanks Fire, EMS, and Police.

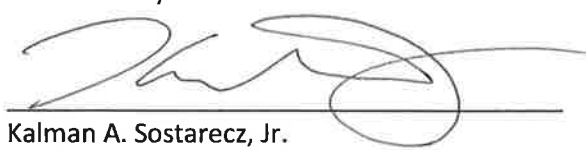
**IX. PUBLIC COMMENT/COURTESY OF THE FLOOR**

None.

**X. ADJOURNMENT**

There being no other business, **Chairman Brunell made a motion to adjourn the meeting at 8:16 p.m. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

Submitted by:



Kalman A. Sostarecz, Jr.  
Township Secretary

