

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 July 9, 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; Andrew V. Schantz, Esq., Solicitor; Michael Sitoski, Interim Chief, UMTPD; Scott Faust, Public Works Director; Bruce Koller, Finance Director; Peter Christ, Interim Director, Bureau of Fire; 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. June 4, 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 June 4, 2020 meeting and approve them as presented. Seconded by Supervisor Rader. The motion passed unanimously.

III. PRESENTATIONS**A. Introduction of New Police Officer Kyle S. Wehr**

Interim Chief of Police Sitoski introduced Patrolman Wehr whose family was in attendance and pinned his badge on him.

B. Baker Tilly, LLP – Report on 2019 Audit

Director of Finance Bruce Koller introduced Andrew Caladie and Tom Feister from Baker Tilly who presented a synopsis of the 2019 Audit Report. Their presentation as well as the full audit is available on the Upper Macungie Township website.

Motion by Supervisor Rader to accept the 2019 Financial Audit as presented to the Board of Supervisors by Baker Tilly, LLP. Seconded by Vice-Chairman Gill. The motion passed unanimously.

IV. DISCUSSIONS & UPDATES

None

V. ORDINANCES**A. Ordinance #2020-08 – Zoning Ordinance Amendments**

Mr. Martocci stated that many of the proposed amendments to the Zoning Ordinance are clerical in nature and some are related to the recommendations made in the Comprehensive Plan. Attorney Schantz stated that a Public Hearing was held prior to the meeting where testimony was entered into the record, and that no members of the public were present.

Motion by Vice-Chairman Gill to approve Ordinance #2020-08, amending Chapter 27, Zoning, of the Code of the Township of Upper Macungie. Seconded by Supervisor Rader. The motion passed unanimously. BE IT RESOLVED, Ordinance #2020-08 is hereby adopted.

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VI. RESOLUTIONS

A. Resolution #2020-18 – Docket #1901 – Hidden Meadows Phase II – Waiver Request from Sanitary Sewer and Landscape Standards

Mr. Martocci stated that the applicant is requesting waivers to allow for construction of sanitary sewer lines which do not provide for gravity basement service and to permit preparation of a landscape plan by a Professional Engineer rather than a Registered Landscape Architect. The Upper Macungie Township Planning Commission reviewed and recommended granting the waivers at their June 17, 2020 meeting. Chairman Brunell stated regarding the landscape plan, it would be appropriate for a Landscape Architect to review and stamp the plans as they have the most knowledge in that regard. Mr. Alban stated that a Landscape Architect did review the overall plan, which the phased plan will also follow.

Motion by Chairman Brunell to grant the waiver request for the landscape plan to be prepared by a Professional Engineer. Seconded by Vice-Chairman Gill. The motion passed unanimously.

Chairman Brunell asked why a waiver for the sanitary sewer lines was being requested. Mr. Stephen Lampmann of Sal Lapio Homes was present and stated that due to the shallow depth of bedrock it would be difficult to install traditional sanitary sewer to any homes which buyers would request a finished basement. Chairman Brunell asked if it would be physically possible to complete a traditional installation – Mr. Lampmann stated that it would be; however, at greater cost than installing a “grinder pump.”

Motion by Chairman Brunell to deny the waiver request for the construction of sanitary sewer lines which do not provide for gravity basement service. Seconded by Vice-Chairman Gill. The motion passed unanimously.

B. Resolution #2020-19 – Verizon Right of Way for Construction of Aerial Facilities

Mr. Martocci stated that Verizon is requesting a grant of Right of Way to construct aerial communication facilities across Township property on Schantz Road. There is an agricultural easement in the area, but it will not be impacted by the construction.

Motion by Chairman Brunell to approve Resolution #2020-19, authorizing the execution of a Right of Way Aerial Grant to Verizon Pennsylvania LLC to construct Aerial Facilities along Schantz Road in Upper Macungie Township. Seconded by Vice-Chairman Gill. The motion passed unanimously.

C. Resolution #2020-20 – Parkland School District/PennDOT Deed Execution for Schantz Road

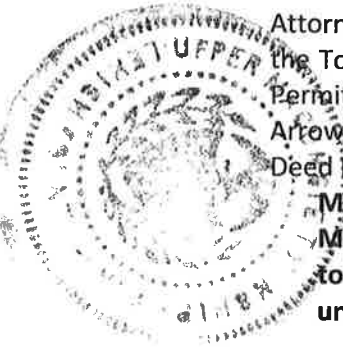
Attorney Schantz stated that in conjunction with the new Veterans Memorial Elementary School, the Township will submit an application to PennDOT for the issuance of a Highway Occupancy Permit for access to Schantz Road to perform improvements at the intersection of Schantz and Arrowhead Lane/Twin Ponds Road. The Resolution permits the Township Manager to execute the Deed Fee Simple on behalf of the Township.

Motion by Chairman Brunell to approve Resolution #2020-20, authorizing the Township Manager to execute a PennDOT Deed for the Parkland School District Improvements related to the new Veterans Memorial School. Seconded by Supervisor Rader. The motion passed unanimously.

VII. MOTIONS

A. Authorizing Creation of a Proclamation Honoring Owen M. Bastian, Jr.

Supervisor Rader stated that Owen Bastian, who recently passed away, was involved in government in Upper Macungie Township for many years, including as Township Secretary. She would like to see a proclamation created to honor him.



Motion by Supervisor Rader to authorize the creation of a proclamation for Owen M. Bastian, Jr. Seconded by Vice-Chairman Gill. The motion passed unanimously.

B. *Authorizing Renewal of Township Insurance Policy*

Mr. Koller stated that our current insurance provider, Brown & Brown of Lehigh Valley, has proposed coverage in which the premium is slightly less than the previous year and is within a few dollars of the budgeted amount. This coverage provides all insurance other than Worker's Comp.

Motion by Supervisor Rader to approve the insurance proposal from Brown & Brown Lehigh Valley in the amount of \$151,971.00 for the policy period July 15, 2020 through July 15, 2021. Seconded by Vice-Chairman Gill. The motion passed unanimously.

C. *Authorizing Letter of Engagement with Stevens & Lee*

Mr. Ibach stated that the Township previously engaged with Attorney Blake Marles of Stevens & Lee in 2017 to represent the Township during planning and discussions of the Adams Road Interchange Project. A revised engagement letter has been provided which restates past terms and also includes additional terms now that we are further along in the process.

Motion by Supervisor Rader to authorize the Township Manager to execute a Letter of Engagement with Stevens & Lee for the Adams Road Interchange Project. Seconded by Vice-Chairman Gill. The motion passed unanimously.

D. *Award of Contract for Document Scanning Services*

Mr. Sostarecz stated that the Township engaged Scantek last year to complete the scanning of over one million archived documents, and the project went very smoothly. Staff would like to continue with a second phase to scan additional permit files, plan sets, docket files, and Zoning Hearing Board files. The scanning permits documents to be more easily accessed through electronic means and will allow the hard copies to be destroyed creating more room in our archives, which are very full. There are funds included in the 2020 budget for this purpose.

Motion by Supervisor Rader to execute an agreement with Scantek Infomanagement Solutions of Willow Grove, PA to scan archived documents of Upper Macungie Township at an approximate cost of \$101,570.83. Seconded by Chairman Brunell. The motion passed unanimously.

E. *Authorization to Prepare and Execute an Easement for 1534 Randi Lane*

Mr. Faust stated that he property owner at 1534 Randi Lane installed a brick driveway on Township property many years ago with permission from a previous Township employee with no formal agreement. The owner was told to install, utilize, and maintain it properly, which he has done a very good job for twenty-five years. Staff would like to formalize the agreement through the execution of an easement.

Motion by Chairman Brunell to authorize the preparation and execution of an easement for 1534 Randi Lane. Seconded by Supervisor Rader. The motion passed unanimously.

F. *Authorizing Advertisement of a Public Hearing and Ordinance for the Vacation of a Portion of Oldt Road*

Mr. Alban stated that staff recommends that the cul-de-sac on Oldt Road be returned to NFI for them to maintain due to the elimination of the truck entrance, subsequent truck restrictions, and a possible future realignment of the roadway. This would be done by Ordinance and require a Public Hearing which he recommends be held prior to the next Board meeting.

Motion by Supervisor Rader to authorize the advertisement of a Public Hearing on August 6, 2020 at 6:45 p.m. and the drafting of an Ordinance to consider the vacation of a portion

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of an approximately 58,000 square foot portion of Oldt Road. Seconded by Vice-Chairman Gill. The motion passed unanimously.

G. Approving Recreation Board By-Laws

Ms. Matula stated that amendments to the Recreation Board By-Laws were made by the herself, the Parks and Recreation Board Chairperson, Township Manager, and Township Solicitor to clarify or simplify sections that were redundant or unnecessary. No changes were made to how the Board operates. The Recreation Board did recommend the changes as well.

Motion by Chairman Brunell to approve the amended Park and Recreation Board By-Laws as presented. Seconded by Vice-Chairman Gill. The motion passed unanimously.

H. Approving Banner Sponsorship Program

Ms. Matula stated that this sponsorship program offers local businesses and organizations the opportunity to advertise in UMT parks by donating a specified amount and purchasing a banner or sign to be hung at a spot in a UMT park. The Township would order the banners to assure quality and standardization, and UMT Parks Staff would hang them and periodically check them.

Motion by Vice-Chairman Gill to approve the proposed Township Sponsorship Banner Program to be displayed at designated locations in Upper Macungie Township in accordance with all Township and Park Rule guidance. Seconded by Supervisor Rader. The motion passed unanimously.

The Board of Supervisors recessed from 8:11 p.m. until 8:13 p.m.

VIII. BOARD AND STAFF REPORTS

A. Treasurer

The total bills from all funds for June 2020 was \$1,369,120.21. Additionally, an Electronics Recycling Event will be held on October 10th, and a Shredding Event will be held on October 24th. Both will be at Grange Road park from 9am – 1pm on their respective days.

Motion by Vice-Chairman Gill to pay the bills for June 2020 in the amount of \$1,369,120.21 Seconded by Supervisor Rader. The motion passed unanimously.

B. Recreation Board

Ms. Matula stated that currently a Photo Scavenger Hunt is running through September; Tennis will begin on August 10th; a Spring Shoot Out Pickleball Tournament will be held the weekend of August 8th and 9th at Grange Park, and Movies in the Park will be July 31st and August 14th. Further details appear in the June Recreation Department Report.

C. Community Development

Mr. Martocci stated that Americold is scheduled to be heard at the Zoning Hearing Board on July 22nd for a Special Exception. The department issued 210 permits in June, 114 of which were building permits, and an additional 5 permits for new structures. Further details appear in the June Community Development Report.

D. Engineer

Mr. Alban stated that for the Rt. 100 Adaptive Project, 30-day PennDOT test revealed some detection issues which are being worked out. Regarding the Rt. 100 Betterment Project, the traffic pattern currently in place will switch on July 26th in order to work on the southbound lanes. Further details appear in the June Engineer's Report.

E. Police

Interim Chief Sitoski asked everyone to be safe, especially if using fireworks, during the Independence Day holiday. Resident Bret Spangler asked that the PD keep an eye on Chapmans Road for speeding vehicles, especially during rush hour. Interim Chief Sitoski stated that he would be sure enforcement would take place and then a speed trailer be parked there to help deter speeders. Additional details appear in the June Police Department Report.

809	Total Calls for Service
21	Reportable MVAs
36	Non-Reportable MVAs
6	Private Property MVAs
10	Criminal Arrest (Misdemeanor/Felony)
24	Non-Traffic Citations (Summary)
229	Traffic Citations
33	Parking Tickets
91	Written Warnings
82	False Alarms
0	Arsons
3	Assaults
2	Burglaries
10	Disturbing the Peace
9	Drug/Alcohol Violations
8	DUI Offenses
0	Fraud Crimes
0	Homicides
0	Motor Vehicle Thefts
0	Robberies
0	Sex Offenses
5	Thefts
0	Vandalism/Criminal Mischiefs
0	Vehicle Break-In/Thefts
0	Weapon Offenses

F. Fire/EMS

Mr. Christ stated that all Fire Department Knox Boxes in apparatus have been updated with the list provided by the Fire Chiefs. Some boxes were unable to be updated do to their age and staff will work on a budget request to replace them. Further details appear in the June Bureau of Fire Report.

G. Public Works

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

H. Secretary

Mr. Sostarecz stated that an Executive Session was held by the Board of Supervisors on July 9, 2020 at 6:00 p.m. and the topic was personnel. Additionally, he reminded everyone that Census 2020 is ongoing and for everyone to be sure to respond as soon as possible.

I. Manager

Nothing to add.

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**General Business Meeting
July 9, 2020**

J. Solicitor

Attorney Schantz stated that a hearing on the Zoning Appeal of Americold was held on June 15th but that no decision has yet been rendered.

K. 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. David Kraft of 320 N. Krocks Road asked about a sewer bill issue. It was explained to him that because he rents the property, the bill is the responsibility of his landlord.

Ms. Donna Woodman of 4488 Bellflower Way presented to the Board a petition of eleven of her fellow neighbors to not replace the recently removed dead trees from the cul-de-sac portion of Bellflower Way. She stated that there is insufficient space for a tree to be planted and allow for root growth without breaking the water and sewer lines or lift the sidewalks. She requests that the trees be planted elsewhere in the development. Mr. Martocci stated that he has spoken with the residents and reviewed the plans and agrees that there could be other more suitable areas designated for planting.

Motion by Chairman Brunell to authorize Keystone Consulting Engineers to review the Bellflower cul-de-sac area with respect to the tree requirements on the plan and work with the Homeowners Association, and Kay Builders to come up with a solution for the street trees. Seconded by Vice-Chairman Gill. The motion passed unanimously.

X. ADJOURNMENT

There being no other business, **Chairman Brunell made a motion to adjourn the meeting at 8:59 p.m. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

Submitted by:



Kalman A. Sostarecz, Jr.
Township Secretary

