

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 October 1, 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; Andrew V. Schantz, Esq., Solicitor; Michael Sitoski, Chief, UMTPD; Scott Faust, Public Works Director; Bruce Koller, Finance Director; Peter Christ, 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. September 3rd, 8th, & 22nd 2020**

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

Motion by Chairman Brunell to waive the reading of the minutes of the September 3rd, 8th, & 22nd 2020 meetings and approve them as presented. Seconded by Vice-Chairman Gill. The motion passed unanimously.

III. PRESENTATIONS**A. Proclamation Honoring Makala Ashmar**

Tabled until the November 5, 2020 meeting.

IV. DISCUSSIONS & UPDATES

None

V. ORDINANCES**A. Ordinance #2020-11 – Fire Inspections**

Mr. Christ stated that the proposed ordinance establishes rules requiring the fire inspection of commercial buildings in the Township which brings the Township Code in line with the inspection program as it is currently being operated today.

Motion by Chairman Brunell to adopt Ordinance #2020-11, updating Chapter 7 – Fire Prevention and Protection, of the Township of Upper Macungie Code of Ordinances. Seconded by Supervisor Rader. The motion passed unanimously. BE IT RESOLVED, Ordinance #2020-11 is hereby adopted.

B. Ordinance #2020-12 – Solid Waste

Staff requests this Ordinance and Ordinance #2020-13 that follows both be tabled.

Motion by Chairman Brunell to table Ordinance #2020-12 and #2020-13 to a future meeting. Seconded by Vice-Chairman Gill. The motion passed unanimously.

C. Ordinance #2020-13 – Delinquent Tax Collection

Included in Item V. B. above.

VI. RESOLUTIONS**A. Resolution #2020-26 – Docket #2300 – Krocksville Produce Stand – Conditional Use Request**

Mr. Martocci stated that a Public Hearing on the matter was held prior to this General Business Meeting during which the applicant provided testimony for the proposed retail sale of agricultural products at 5179 Cetronia Road, which is within a Low Density Residential District.



B. Resolution #2020-27 – Docket #2296 – NFI Real Estate – 910 Nestle Way – Lot Line Adjustment Plan

Mr. Martocci stated that at a public meeting held on August 19, 2020, the Upper Macungie Township Planning Commission reviewed and made a recommendation of approval for this project. The Plan complies with the UMT Subdivision and Land Development Ordinance as well as the Zoning Ordinance.

Motion by Supervisor Rader to approve Resolution #2020-27, granting Preliminary/Final approval to Docket #2296, 910 Nestle Way Lot Consolidation Plan, conditioned upon the letter from Keystone Consulting Engineers dated August 17, 2020. Seconded by Vice-Chairman Gill. The motion passed unanimously.

C. Resolution #2020-28 – Submission of PA DCED Multimodal Grant Application for SR-222 & Grange Road

Mr. Martocci stated that the intersection of SR-222 and Grange Road/Mill Creek Road is being proposed to include a dual-lane southbound right turn, signalization, and other improvements. The Multimodal Transportation Fund Grant requires a 30% Township match which was budgeted for in 2020 but would need to be carried over into next year's budget.

Motion by Supervisor Rader to approve Resolution #2020-28, granting the submission of a Multimodal Transportation Fund Grant Application in the amount of \$200,000 for the intersection of SR-222 and Grange Road/Mill Creek Road. Seconded by Vice-Chairman Gill. The motion passed unanimously.

VII. MOTIONS

A. Appointing Michael Sitoski as Chief of Police

Manager Ibach stated that after the retirement of the previous Chief of Police earlier in the year, staff recommended and the Board approved Michael Sitoski as an Interim Chief of Police – a position that he has filled admirably since he was appointed. After reviewing his background, working with him as Interim Chief, and speaking with his fellow officers, he recommends that Michael Sitoski be appointed to the position permanently. An Evaluation of Qualifications was conducted by Matrix Consulting who concluded that he has the necessary qualifications to become the Chief of Police.

Motion by Chairman Brunell to appoint Michael Sitoski as Chief of Police at an annual salary of \$108,448.29 effective October 2, 2020. Seconded by Supervisor Rader. The motion passed unanimously.

A ceremony was held in which Chief Sitoski's badge was pinned on him by his wife and son. Many officers from the UMTPD, State Police, and surrounding police departments were in attendance.

B. Authorizing the Filling of Vacant Police Lieutenant Position

Manager Ibach stated that with the promotion of Mike Sitoski to Chief of Police, there is now an open Lieutenant position. Staff requests that they begin the process of backfilling the position.

Motion by Vice-Chairman Gill to authorize staff to advertise and hire for the vacant Police Lieutenant position. Seconded by Chairman Brunell. The motion passed unanimously.

C. Accepting Letter of Resignation from Roger Conrad as Deputy Emergency Management Coordinator

Mr. Christ stated that Roger Conrad has submitted his letter of resignation as Deputy EMC but would like to continue assisting the Township in any capacity that he can.

Motion by Supervisor Rader to accept the letter of resignation from Roger Conrad as Deputy Emergency Management Coordinator. Seconded by Vice-Chairman Gill. The motion passed unanimously.

D. *Appointing Deputy Emergency Management Coordinator*

Mr. Christ stated that with Mr. Conrad's resignation, the position needs to be filled and he is recommending that Chuck Deprill be appointed as Deputy Emergency Management Coordinator. Mr. Deprill has extensive knowledge about many aspects of emergency management, has many contacts in the field, and holds all proper certifications.

Motion by Supervisor Rader to appoint Charles Deprill as the Deputy Emergency Management Coordinator. Seconded by Chairman Brunell. The motion passed unanimously.

E. *Approving Township Emergency Operations Plan*

Mr. Christ stated that the Township Emergency Operations Plan had not been updated since 2014 and he and other staff members have reviewed and updated it extensively, including to the current standard of PEMA. It has been reviewed and approved by Lehigh County Emergency Management.

Motion by Supervisor Rader to approve the Township Emergency Operations Plan update. Seconded Chairman Brunell. The motion passed unanimously.

F. *Authorizing Purchase of Materials for Emergency Operations Center*

Mr. Christ stated that the Bureau of Fire in conjunction with the UMTPD have recommended the PD Training Room as an Operations Center to be used during Township emergencies. No current EOC exists within the Township. Additional equipment is required to be able to function as an EOC, including radios, television monitors, and related hardware.

Motion by Supervisor Rader to authorize the purchase of Emergency Operations Center equipment not to exceed \$12,000.00. Seconded by Chairman Brunell. The motion passed unanimously.

G. *Authorizing Donation to UMT Fire Station #56 for Fire Training Grounds*

Mr. Christ stated that the property to be used as the Fire Training Grounds has been prepared to receive the Training Prop which will not only be useful for Fire Department personnel, but the Police Department as well. Staff is recommending a donation to UMT Fire Station #56 which will complete the purchase of the training simulator.

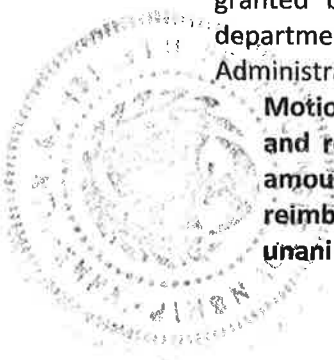
Motion by Vice-Chairman Gill to authorize the donation of \$150,000.00 to Upper Macungie Township Station #56 to purchase a training simulator for the Fire Training Grounds located at the Township's North Quarry. Seconded by Supervisor Rader. The motion passed unanimously.

H. *Authorizing Purchase of Access Control Systems for Fire Department Facilities*

Mr. Christ stated that currently Cetronia EMS controls the electronic access systems to each of the Township Fire Departments. Any changes to the system or additional access needs must be granted by them. Staff recommends installation of new access control systems at each department which will be controlled by the system currently in place at the Township Administration Building.

Motion by Chairman Brunell to authorize the purchase of access control systems to upgrade and replace existing systems at the three fire departments from AACE Security in the amount of \$14,063.00, and that any item which can be turned over to insurance for reimbursement should be. Seconded by Vice-Chairman Gill. The motion passed unanimously.

160104



I. *Appointing Jamie Keenhold as Fire Inspector*

Mr. Christ stated that seven resumes were received for the vacant Fire Inspector position and that Ms. Keenhold is the most qualified and the best fit for the position. She has strong communication skills, she holds several certifications and has the education background for the job duties, and has work experience as a Fire Fighter and EMT.

Motion by Vice-Chairman Gill to appoint Jamie Keenhold as Fire Inspector at a rate of \$21.50 per hour effective October 19, 2020. Seconded by Supervisor Rader. The motion passed unanimously.

J. *Awarding of Bid – 2020 Sanitary Sewer System Manhole Maintenance and Rehabilitation Project*

Mr. Ibach stated that this project is part of the Township's I&I Program to comply with the U.S. Environmental Protection Agency's Administrative Order. There were four bidders, with the lowest one being PIM Corporation, which we have used in the past. This was a cooperative bid with the Coplay-Whitehall Sewer Authority. The project is funded in the 2020 budget.

Motion by Chairman Brunell to award the 2020 Sanitary Sewer System Manhole Maintenance and Rehabilitation Project Contract "A" for Upper Macungie Township in the amount of \$66,459.00 to PIM Corporation as recommended by Keystone Consulting Engineers. Seconded by Vice-Chairman Gill. The motion passed unanimously.

K. *Appointing Bret Spangler to Upper Macungie Community Fund Board of Directors*

Ms. Matula stated that the Upper Macungie Community Fund Board of Directors must include a representative from the UMT Parks & Recreation Board. That Board discussed the expectations of their representative and Mr. Spangler nominated himself, with the rest of the P&R Board unanimously approving.

Motion by Chairman Brunell to appoint Bret Spangler to the Board of Directors of the Upper Macungie Community Fund, representing the UMT Parks & Recreation Board. Seconded by Vice-Chairman Gill. The motion passed unanimously.

Mr. Ibach stated that a member of the Board of Supervisors is also required to be appointed to the Community Fund's Board as well. The appointment could occur now or in the near future.

Motion by Chairman Brunell to appoint Sean Gill to the Board of Directors of the Upper Macungie Community Fund, representing the UMT Board of Supervisors. Seconded by Supervisor Rader. The motion passed 2 – 0 (Vice-Chairman Gill – abstain)

VIII. BOARD AND STAFF REPORTS

A. *Treasurer*

The total bills from all funds for September 2020 was \$2,578,911.29

Motion by Chairman Brunell to pay the bills for August 2020 in the amount of \$2,578,911.29. Seconded by Supervisor Rader. The motion passed unanimously.

B. *Recreation Board*

Ms. Matula stated that the second Movies in the Park Drive-In was held, and it was very successful. For the Splash Park, there were 665 memberships sold in what was essentially a half season. 58% of them were from non-residents. Further details appear in the September 2020 Recreation Department Report.

C. *Community Development*

Mr. Martocci stated that the Zoning Hearing Board continued to hear appeals regarding the Parkland Fields Driveways, although numerous residents did withdraw their application and the department is working on refunding as much of their fees as possible. The department issued 102

permits in September, 52 of which were building permits, and an additional 11 permits for new structures. Further details appear in the September Community Development Report.

D. Engineer

Mr. Martocci stated that regarding Rt. 100 Traffic Adaptive project, all equipment damaged by the lightning strike has been installed or repaired, and they are working with PennDOT on the 30-day test. For the Rt. 100 Betterment project, the traffic pattern has switched to Segment 1 Stage 4, and we are awaiting a schedule from the contractor for any wintertime work. For the Parkland School District project, it is anticipated that Twin Ponds Road will be closed between October 9th and December 12th. Final paving will be completed in Spring of 2021. Regarding the SR-222 & Schantz Road Roundabout, PennDOT issued a notice to proceed to the contractor who is about to begin site work. The project is expected to continue for several years, potentially into 2024. Further details appear in the September Engineer's Report.

E. Police

Chief Sitoski stated that three officers received the PA DUI Association's Top Gun Award for their DUI Enforcement efforts – Officers Schlegel, Shedaker, and Devery. Additional details appear in the September Police Department Report.

832	Total Calls for Service
19	Reportable MVAs
27	Non-Reportable MVAs
10	Private Property MVAs
16	Criminal Arrest (Misdemeanor/Felony)
15	Non-Traffic Citations (Summary)
153	Traffic Citations
21	Parking Tickets
10	Written Warnings
74	False Alarms
0	Arsons
0	Assaults
1	Burglaries
16	Disturbing the Peace
10	Drug/Alcohol Violations
12	DUI Offenses
5	Fraud Crimes
0	Homicides
1	Motor Vehicle Thefts
0	Robberies
0	Sex Offenses
8	Thefts
4	Vandalism/Criminal Mischiefs
1	Vehicle Break-In/Thefts
10	Weapon Offenses

F. Fire/EMS

Mr. Christ stated that they learned of work being done to multiple Norfolk Southern Railroad Crossings throughout the Township. Unfortunately, NFS did not notify anyone and just decided to close the roads. He will attempt to obtain contact information for those persons in charge to gain more of an understand, as well as for the future. Further details appear in the September Bureau of Fire Report.

160104



**General Business Meeting
October 1, 2020**

G. Public Works

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

H. Secretary

Mr. Sostarecz stated that the Board of Supervisors held two Executive Sessions – one on September 22, 2020 at 8:55 p.m. and one on October 1, 2020 at 5:30 p.m. The topic for both was personnel. He also reminded everyone of the Budget Meetings which are schedule in October, and that the Fire Department meeting with Upper Macungie Station #56 was rescheduled to October 8th following that evening's budget meeting.

I. Manager

Manager Ibach stated that there will be a ribbon cutting ceremony for the completed Breinigsville Park Path Bridge on Friday, October 23rd and all are welcome. Also, that Trick or Treat will continue as scheduled on Friday, October 30th.

J. Solicitor

Nothing to add.

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

Several residents of the Parkland Fields development spoke regarding the ongoing driveway issue. Mr. Jeff Graves stated that he believes the NPDES Permit for the development is up for renewal and that a 30-day comment period begins on Saturday, October 3rd.

X. ADJOURNMENT

There being no other business, **Chairman Brunell made a motion to adjourn the meeting at 8:50 p.m. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

Submitted by:



Kalman A. Sostarecz, Jr.
Township Secretary

