

**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 3, 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; Keith Richard, Inspector, 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. *November 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 November 5, 2020 meeting and approve them as presented. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**III. PRESENTATIONS****A. *Proclamation Honoring Barry L. Moyer***

The Board presented a proclamation to Barry Moyer in honor of his service to the Township.

**IV. DISCUSSIONS & UPDATES****A. *Water Rescue Boat***

Mr. Richard stated that research was conducted on the origin of the Water Rescue Boat and the fire chiefs were polled. The consensus was that due to the infrequent use of the boat in Upper Macungie Township, that it be disposed of by selling or donating.

**Motion by Supervisor Rader to authorize the disposing of the Water Rescue Boat by donating or selling it. Seconded by Chairman Brunell. The motion passed unanimously.**

**V. ORDINANCES****A. *Ordinance #2020-16 – Fire Prevention & Fire Protection***

Mr. Richard stated that this ordinance would update the Township Code to align it with the current fire prevention codes and best practices. Most of the updates are "housekeeping" in nature. There are new sections regarding ornamental fire pits and other similar appliances.

**Motion by Chairman Brunell to adopt Ordinance #2020-16, updating Chapter 7 – Fire Prevention and Fire Protection, of the Township of Upper Macungie Code of Ordinances. Seconded by Supervisor Rader. The motion passed unanimously. BE IT RESOLVED, Ordinance #2020-16 is hereby adopted.**

**B. *Ordinance #2020-17 – Sewers and Sewage Disposal***

Mr. Ibach stated that the proposed ordinance would consolidate the many definitions from various parts of the current code and move them to their own section at the beginning; also, the fees have been removed and would be re-located to the Township's Fee Schedule.

**Motion by Vice-Chairman Gill to adopt Ordinance #2020-17, updating Chapter 18 – Sewers and Sewage Disposal, of the Township of Upper Macungie Code of Ordinances. Seconded by Supervisor Rader. The motion passed unanimously. BE IT RESOLVED, Ordinance #2020-17 is hereby adopted.**

## VI. RESOLUTIONS

### A. *Resolution #2020-31 – 2021 Budget Adoption*

Mr. Koller stated that the Township's 2021 Budget has gone through the annual process of budget meetings and has been advertised for public display. It is balanced at \$34,147,671.00 and is ready for adoption by the Board.

**Motion by Supervisor Rader to approve Resolution #2020-31, adopting the Upper Macungie Township Budget for the year 2021. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

### B. *Resolution #2020-32 – Authorization to Dispose of Township Records*

Mr. Sostarecz stated that the PA Municipal Records Manual stipulates how long physical copies of various Township records must be kept. We annually purge our archives of the oldest documents permitted to be destroyed.

**Motion by Vice-Chairman Gill to approve Resolution #2020-32, authorizing staff to dispose of Township records following the schedules and procedures as set forth in the PA Municipal Records Manual. Seconded by Supervisor Rader. The motion passed unanimously.**

### C. *Resolution #2020-33 – Docket #2291A – Yourway Facility Expansion – Preliminary/Final Plan Approval*

Mr. Martocci stated that the plan complies with the UMT Subdivision and Land Development Ordinance and Zoning Ordinance, and that the UMT Planning Commission reviewed and made a recommendation for approval of the project at their public meeting held on November 18, 2020.

**Motion by Chairman Brunell to approve Resolution #2020-33, granting Preliminary/Final Land Development Approval to Docket #2291A, Yourway Building Expansion, 6681 Snowdrift Road, conditioned upon Staff and Engineering review letters dated November 16, 2020. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

## VII. MOTIONS

### A. *Accepting Resignation of Barry L. Moyer Effective January 1, 2021*

Mr. Ibach stated that Barry submitted his resignation effective January 1<sup>st</sup>, and the Board must take official action to accept the resignation. All three Board members stated that Barry has been a tremendous asset to the Township, and it is very difficult to accept this resignation.

**Motion by Chairman Brunell to accept the resignation of Barry L. Moyer as Tax Collector of Upper Macungie Township effective January 1, 2021. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

### B. *Appointing Tracy Hodrick as Tax Collector Effective January 1, 2021*

Mr. Ibach stated that this agenda item goes hand-in-hand with Barry's retirement. Barry was instrumental in finding Tracy to fill out the remainder of his term. Ms. Hodrick has a financial background and he along with Mr. Moyer interviewed her; they both feel she would be great fit.

**Motion by Chairman Brunell to appoint Tracy Hodrick as Tax Collector of Upper Macungie Township effective January 1, 2021. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

### C. *Appointing Anna Grayek as GIS Technician Intern*

Mr. Ibach stated that we have successfully used Kutztown University students as GIS data collection personnel in the past, and this position has a defined scope of work to update our inventory of streetlights to better establish the procedures for collecting our fees. The position is funded in the 2021 budget.

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**Motion by Supervisor Rader to appoint Anna Grayek as GIS Technician Intern at a rate of \$13.50 per hour, pending successful completion of all background checks and qualifications. Seconded by Chairman Brunell. The motion passed unanimously.**

***D. Appointing Cory Reader as Police Lieutenant***

Chief Sitoski stated that due to his promotion to the Chief's position, the Lieutenant position was made vacant. An interview process was conducted, and he recommends Cory Reader be appointed at this time.

**Motion by Chairman Brunell to appoint Cory Reader as Police Patrol Lieutenant effective December 4, 2020 at an annual salary of \$95,929.60. Seconded by Supervisor Rader. The motion passed unanimously.**

***E. Authorizing Advertisement of Reorganization and General Business Meeting Date of January 4, 2021***

Mr. Sostarecz stated that the Second Class Township Code dictates that the annual Reorganization Meeting be held on the first Monday in January of each year. This would be followed by the General Business Meeting.

**Motion by Chairman Brunell to authorize the advertisement of the Reorganization meeting on Monday, January 4, 2021 at 6:00 p.m. and the General Business Meeting at 7:00 p.m. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

***F. Authorizing Advertisement of Conditional Use Hearing for Sheetz Store***

Mr. Martocci stated that Sheetz has submitted a Conditional Use Application which requires a Conditional Use Hearing be held by the Board of Supervisors. This is regarding their proposed convenience store at 951 Trexlertown Road, Allentown, PA 18106.

**Motion by Supervisor Rader to authorize the advertisement of a Conditional Use Hearing for a proposed Sheetz Convenience Store for Monday, January 4, 2021 at 6:15 p.m. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

***G. Authorizing Advertisement of Intent to Appoint BakerTilly as Independent Auditors for Fiscal Year 2020***

Mr. Sostarecz stated that the Board must advertise its intent to appoint independent auditors at least thirty days prior to their appointment at the Reorganization Meeting. Mr. Koller stated that we are in year two of a multi-year agreement with BakerTilly which was a result of an RFP.

**Motion by Chairman Brunell to authorize the advertisement of the appointment of BakerTilly as Independent Auditors for Fiscal Year 2020. Seconded by Supervisor Rader. The motion passed unanimously.**

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

Chief Sitoski stated that the Sanctuary at Haafsville provides valuable stray animal services to the Township. Not only do they pick up animals on their own, but provide a location for officers to drop off animals as well. We have been utilizing them for many years.

**Motion by Vice-Chairman Gill to authorize the execution of an agreement with the Sanctuary at Haafsville to provide Stray Animal Services for 2021. Seconded by Supervisor Rader. The motion passed unanimously.**

***I. Authorizing Payment of Stipends to Volunteer Fire Companies for 2020***

Mr. Ibach stated that our Volunteer Firefighters are given stipends by each of their respective Fire Companies based on the number of calls they go on and the amount of training they complete during the year. The Township reimburses the Fire Company for these stipends.

Motion by Vice-Chairman Gill to authorize the payment of stipends to Volunteer Fire Companies for the year 2020 in the following amounts: Fogelsville Fire Station #8 - \$34,595.00; Good Will Fire Company #1 of Trexlertown - \$54,845.00; and UMT Station #56 - \$45,840.00. Seconded by Chairman Brunell. The motion passed unanimously.

**J. Authorizing the Proceeding with Purchase of 2021 Vehicles**

Mr. Faust stated he would like authorization to proceed with the purchase of vehicles from next year's budget; funds would not be expended until 2021.

Motion by Chairman Brunell to authorizing proceeding with the 2021 vehicle purchases. Seconded by Vice-Chairman Gill. The motion passed unanimously.

**VIII. BOARD AND STAFF REPORTS**

**A. Treasurer**

The total bills from all funds for November 2020 was \$2,403,661.68.

Motion by Chairman Brunell to pay the bills for November 2020 in the amount of \$2,403,661.68. Seconded by Vice-Chairman Gill. The motion passed unanimously.

**B. Recreation Board**

Ms. Matula stated that the Healthy Kids Running Series was very successful an ran on Sundays at Grange Park. 137 children registered and it received news coverage by WFMZ. Also, Safe Sitter classes are schedule for January and February 2021. Further details appear in the November 2020 Recreation Department Report.

**C. Community Development**

Mr. Martocci stated that there are six plans on the Planning Commissions agenda; the department issued 79 permits in November, 6 of which were building permits, and an additional 24 permits for new structures. Further details appear in the November Community Development Report.

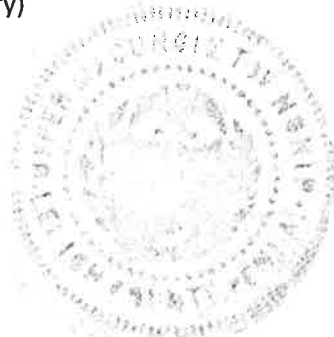
**D. Engineer**

Mr. Martocci stated that he and Mr. Alban have been working on the flooding complaint brought forth at the previous meeting. Further details appear in the November Engineer's Report.

**E. Police**

Chief Sitoski stated that due to the COVID-19 pandemic there will be no Coat Drive this year. Additional details appear in the November Police Department Report.

- 788 Total Calls for Service
- 27 Reportable MVAs
- 62 Non-Reportable MVAs
- 8 Private Property MVAs
- 10 Criminal Arrest (Misdemeanor/Felony)
- 13 Non-Traffic Citations (Summary)
- 110 Traffic Citations
- 5 Parking Tickets
- 49 Written Warnings
- 65 False Alarms
- 1 Arsons
- 1 Assaults
- 2 Burglaries
- 15 Disturbing the Peace
- 6 Drug/Alcohol Violations



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**General Business Meeting  
December 3, 2020**

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5	DUI Offenses
2	Fraud Crimes
0	Homicides
1	Motor Vehicle Thefts
0	Robberies
0	Sex Offenses
6	Thefts
2	Vandalism/Criminal Mischiefs
0	Vehicle Break-In/Thefts
0	Weapon Offenses

**F. Fire/EMS**

Nothing to add. Further details appear in the November Bureau of Fire Report.

**G. Public Works**

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

**H. Secretary**

Nothing to add.

**I. Manager**

Mr. Ibach stated that even though it was difficult year with the pandemic, he's proud to say that UMT stayed "in business" and is grateful for all of the hard work from the employees.

**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.

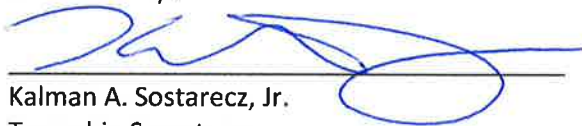
**IX. PUBLIC COMMENT/COURTESY OF THE FLOOR**

Mr. Robert Mateff, Interim CEO of Cetronia Ambulance, introduced himself and stated that he is eager to get to work and provide a high level of service to the Township.

**X. ADJOURNMENT**

There being no other business, **Chairman Brunell made a motion to adjourn the meeting at 7:57 p.m. Seconded by Supervisor Rader. The motion passed unanimously.**

Submitted by:

  
Kalman A. Sostarecz, Jr.  
Township Secretary

