

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 February 4, 2021 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, Chief, UMTPD; Peter Christ, Director, Bureau of Fire; Scott Faust, Public Works Director; Bruce Koller, Finance 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. *January 4, 2021 Reorganization & General Business Meeting***

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

Motion by Chairman Brunell to waive the reading of the minutes of the January 4, 2021 Reorganization and General Business meetings and approve them as presented. Seconded by Vice-Chairman Gill. The motion passed unanimously.

III. PRESENTATIONS

None

IV. DISCUSSIONS & UPDATES

None

V. ORDINANCES**A. *Ordinance #2021-02 – Crackersport Road Weight Restriction***

Manager Ibach stated that staff and consultants have a concern with the age and condition of the Crackersport Road culvert. A structural assessment was completed, and the recommendation is to impose a 25-ton weight limit. South Whitehall Township is aware of this restriction.

Motion by Chairman Brunell to adopt Ordinance #2021-02, establishing a weight restriction for the Crackersport Road Culvert. Seconded by Vice-Chairman Gill. The motion passed unanimously. BE IT RESOLVED, Ordinance #2020-02 is hereby adopted.

VI. RESOLUTIONS**A. *Resolution #2021-02 – Establishing the Tax Collector Compensation Rate for the Years 2022 through 2025***

Manager Ibach stated that the second-class Township Code requires any changes to tax collector compensation to occur prior to February 15th of the year the tax collector position appears on the ballot. The changes take effect when the new tax collector takes office the following January 1st. He checked with surrounding municipalities and Upper Macungie's current rate of \$16,000 is in line with others, and he recommends maintaining that and adding to the resolution that the Township would provide postage, office supplies, IT software and supplies, and the actual cost of the Tax Collector's Bond.

Motion by Vice-Chairman Gill to approve Resolution #2021-02, establishing the tax collector compensation rate for the years 2022 through 2025. Seconded by Chairman Brunell. The motion passed unanimously.



B. Resolution #2021-03 – Docket #2084 – Lehigh Hills Lot 5 Subdivision, Phase 2 Supplemental – 1670 PA Route 100 – Revised Final Phasing Plan

Mr. Martocci stated that this plan was previously approved with no phasing involved, and the plans have not yet been recorded. The applicant would now like to divide the project into two phases, with a portion being recorded now, and the second phase in the future. This is permitted by the UMT SALDO and the plan has received a recommendation of approval by the UMT Planning Commission. Chairman Brunell questioned whether staff was in support of the request; Mr. Martocci said they were.

Motion by Vice-Chairman Gill to approve Resolution #2021-03, granting Revised Final Phasing Plan Approval to Docket #2084, Lehigh Hills Lot 5 Subdivision, conditioned on Staff and Engineering review letters dated January 18, 2021. Seconded by Supervisor Rader. The motion passed unanimously.

C. Resolution #2021-04 – Docket #2291 – Yourway Facility Expansion, 6681 Snowdrift Road – Preliminary Land Development Plan

Mr. Martocci stated that the Board previously granted approval to a separate project at Yourway, and they are now back before them with an additional expansion project that proposes the construction of a 76,417 sf warehouse, a 14,180 sf five-story testing facility, a 2,957 sf entrance building, and a pedestrian bridge. The UMT Planning Commission reviewed the project at its January 20, 2021 meeting and made favorable recommendations on the plan and the waiver requested. This plan is only up for preliminary approval at this time. Vice-Chairman Gill asked what type of trucks would use the driveway since there is a waiver associated with it. Mr. Gulam Jaffer, President of Yourway, stated it would only be smaller single unit trucks of 30 feet or less.

Motion by Chairman Brunell to approve Resolution #2021-04, granting Preliminary Plan Approval to Docket #2291, Yourway Facility Expansion, and a waiver of Section 22-703.D.1. of the Upper Macungie Township Subdivision and Land Development Ordinance, conditioned on review comments as outlined in Staff and Engineering review letters dated January 18, 2021. Seconded by Supervisor Rader. The motion passed unanimously.

D. Resolution #2021-05 – Docket #2295 – 400 Nestle Way – Preliminary/Final Land Development Plan

Mr. Martocci stated that the application proposes the construction of an accessory trailer parking lot containing eleven spaces along Nestle Way. The lot is intended to provide temporary staging for incoming trailers and serve 400 Nestle Way. The UMT Planning Commission reviewed and gave a favorable recommendation at their meeting of January 20, 2021; staff is also in favor of approval. Vice-Chairman Gill recommended that snow scrapers be installed at the property, and that he requests staff to look into possibly adding it to our SALDO in the future.

Motion by Chairman Brunell to approve Resolution #2021-05, granting Preliminary/Final Plan Approval to Docket #2295, 400 Nestle Way, and a waiver of Section 22-503.1 of the Upper Macungie Township Subdivision and Land Development Ordinance, conditioned on review comments as outlined in Staff and Engineering review letters dated January 18, 2021. Seconded by Supervisor Rader. The motion passed unanimously.

VII. MOTIONS

A. Appointing Paul Jarrett to the Building Code Board of Appeals

Mr. Martocci stated that a vacancy currently exists on our Building Code Board of Appeals; he and Manager Ibach interviewed Mr. Jarrett who is a Certified Building Code Official and Inspector in PA, and they believe that he would be a good fit for the BCBOA.

Motion by Vice-Chairman Gill to appoint Paul Jarrett to the Building Code Board of Appeals, filling the unexpired term ending December 31, 2025. Seconded by Supervisor Rader. The motion passed unanimously.

B. Appointing Laurie Gostley-Hackett to the Upper Macungie Township Community Fund

Manager Ibach stated that there remains an opening on the Board of the newly created Upper Macungie Township Community Fund and he recommends the appointment of Laurie Gostley-Hackett who is the director of community relations and philanthropy at Air Products and Chemicals, Inc. She holds leadership roles in nonprofit organizations around the valley including LV Workforce Board, United Way, Chamber of Commerce, and many others. Her experience, background, knowledge of fundraising, and the operation of non-profits would make her an invaluable part of the UMTCF.

Motion by Supervisor Rader to appoint Laurie Gostley-Hackett to the Upper Macungie Township Community Fund Board of Directors. Seconded by Vice-Chairman Gill. The motion passed unanimously.

C. Authorizing Preparation and Advertisement of an Ordinance Setting Fees for Tax Collector Services

Manager Ibach stated that there is no statutory basis for tax collectors to charge fees for ancillary services, such as tax certifications. In the absence of that authorization, the Township may enact fees through the adoption of an Ordinance. He recommends that we create and advertise such an ordinance for adoption at a future meeting.

Motion by Chairman Brunell to authorize the preparation and advertisement of an ordinance setting the fees for other tax collector services. Seconded by Supervisor Rader. The motion passed unanimously.

D. Authorizing Renewal of the 2020 Retention Pond Lawn Mowing Contract

Mr. Faust stated that the 2020 Retention Pond Lawn Mowing Bid was awarded to All-American Property Maintenance. The contract was for one year with two possible annual extensions. All-American did a very good job and has confirmed they will maintain their pricing; therefore, he recommends an extension be granted for an additional year.

Motion by Vice-Chairman Gill to authorize the renewal of the 2020 Retention Pond Lawn Mowing contract with All-American Property Maintenance at a cost of \$9,180.00. Seconded by Supervisor Rader. The motion passed unanimously.

E. Authorizing Advertisement of a Bid for the 2021 Lawn Mowing Contract for Additional Retention Ponds

Mr. Faust stated that there is a second set of retention ponds which we contract out maintenance for that is separate from the last agenda item. This set of ponds equals approximately 17.61 acres and he would like permission to prepare and advertise a bid.

Motion by Chairman Brunell to authorize the advertisement of a bid for the 2021 Lawn Mowing Contract for additional retention ponds. Seconded by Vice-Chairman Gill. The motion passed unanimously.

F. Authorizing Advertisement of Bids for 2021 Paving Projects

Mr. Faust stated that he would like permission to advertise for bids for the 2021 paving projects which were approved in the budget. Keystone Consulting Engineers would prepare and advertise the bids.

Motion by Vice-Chairman Gill to authorize the preparation and advertisement of bids for 2021 paving projects. Seconded by Supervisor Rader. The motion passed unanimously.

G. Authorizing Codification of Ordinances #2020-03 through #2020-17

Mr. Sostarecz stated that the Township utilizes General Code to codify its ordinances on an annual basis into both physical and digital formats. He requests permission to have ordinances from 2020 codified at a cost of \$9,430.00.

Motion by Supervisor Rader to authorize the codification of Ordinances #2020-03 through #2020-17 by General Code at a cost of \$9,430.00. The motion passed unanimously.

H. Authorizing the Township Manager to Coordinate with PennDOT for the Erik Hirner Memorial Motorcycle Ride

Manager Ibach stated that he received a request from Red Knights PA Chapter 10 which is coordinating a memorial motorcycle ride for Erik Hirner, who was full-time firefighter with the City of Reading and a volunteer Assistant Chief for North Catasauqua. The ride starts at the Lehigh Valley Mall and ends near Reading, traveling through Upper Macungie via Tilghman Street and Old Route 22. Although Township assistance will not be needed, PennDOT requires a letter from each municipality stating that they are aware it is going to occur.

Motion by Chairman Brunell to authorize the Township Manager to provide a letter to PennDOT for the Erik Hirner Memorial Motorcycle Ride through Upper Macungie Township. Seconded by Supervisor Rader. The motion passed unanimously.

I. Authorizing New Recreation Program – Girls on the Run

Ms. Matula stated that Girls on the Run is a national organization committed to developing confidence and physical/emotional health to young girls through an introduction to running and educational curriculum in an after-school program. They would handle all registration, fees, and volunteers to run the program, and are requesting to use Grange Park due to its size and ability to social-distance; they typically have been held at schools, but are displaced due to the pandemic. The organization has indicated an interest in remaining at Grange even after schools open. As a UMT Recreation program partnership, there would be no fees charged to the organization.

Motion by Chairman Brunell to authorize the new recreation program, Girls on the Run. Seconded by Supervisor Rader. The motion passed unanimously.

J. Authorizing New Recreation Program – Wildlands Conservancy Camps

Ms. Matula stated that Wildlands Conservancy runs many summer nature camps at its location and throughout the area. They create the curriculum, staff the camp, and have all proper clearances and insurance coverages. They would handle the registration and payments. By offering this through a partnership with UMT Recreation, it would fill a need of offering summer camps but without incurring all the costs. Three week-long camps would be held at three different parks.

Motion by Vice-Chairman Gill to authorize the new recreation program, Wildlands Conservancy Camps, for three full-day week-long nature camps to be held in three UMT Parks. Seconded by Supervisor Rader. The motion passed unanimously.

K. Approving Request for Special Fire Police Assistance at Cupid's Chase 5K

Mr. Christ stated that each year Cupid's Chase 5K requests fire police assistance at their event which takes place at St. Paul's Church on Hamilton Boulevard. The run utilizes Weilers Road, Cetronia Road, and Mosser Road, with the start and end point being at the church.

Motion by Supervisor Rader to approve Special Fire Police assistance at Cupid's Chase 5K on Saturday, February 13, 2021. Seconded by Vice-Chairman Gill. The motion passed unanimously.

VIII. BOARD AND STAFF REPORTS

A. Treasurer

The total bills from all funds for January 2021 was \$3,139,531.01, which includes approximately \$1.7 million for the sewer department comprised primarily of LCA fees and charges for the Applewood Pump Station project.

Motion by Chairman Brunell to pay the bills for January 2021 in the amount of \$3,139,531.01. Seconded by Vice-Chairman Gill. The motion passed unanimously.

B. Recreation Board

Ms. Matula stated that the Recreation Board reorganized at the January meeting and Bret Spangler will remain Chair, Andrea Russell will remain Vice-Chair, and Jackie Svetcov will be the Secretary. The St. Luke's Chair Strength and Mobility class has been rescheduled for May, and the Bunny Hop Trunk Hunt will take place on March 28th at Grange Park. Further details appear in the January Recreation Department Report.

C. Community Development

Mr. Martocci stated that there were a large number of approved residential dwelling units in January due to the Lehigh Hills development, including 273 apartments. The department continues to be very busy with 11 current projects in the planning process. The department issued 138 permits in January, 59 of which were building permits, and an additional 294 permits for new structures. Further details appear in the January Community Development Report.

D. Engineer

Mr. Alban provided updates on the Rt. 100 Traffic Adaptive, Rt. 100 Betterment, and Schantz Road Roundabout Project. Further details appear in the January Engineer's Report.

E. Police

Chief Sitoski stated that the department is wrapping up its "Let it Grow" fundraising effort which began with "No Shave November" and continued for two additional months due to the popularity and the amount that was raised. In all, it's estimated that the events have raised \$3,000 for charity. Additional details appear in the January Police Department Report.

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| 805 | Total Calls for Service |
| 19 | Reportable MVAs |
| 36 | Non-Reportable MVAs |
| 3 | Private Property MVAs |
| 9 | Criminal Arrest (Misdemeanor/Felony) |
| 28 | Non-Traffic Citations (Summary) |
| 150 | Traffic Citations |
| 21 | Parking Tickets |
| 73 | Written Warnings |
| 120 | False Alarms |
| 0 | Arsons |
| 2 | Assaults |
| 1 | Burglaries |
| 13 | Disturbing the Peace |
| 9 | Drug/Alcohol Violations |
| 4 | DUI Offenses |
| 8 | Fraud Crimes |
| 0 | Homicides |
| 0 | Motor Vehicle Thefts |



160104

**General Business Meeting
February 4, 2021**

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| 0 | Robberies |
| 1 | Sex Offenses |
| 5 | Thefts |
| 4 | Vandalism/Criminal Mischiefs |
| 1 | Vehicle Break-In/Thefts |
| 1 | Weapon Offenses |

F. Fire/EMS

Mr. Christ stated that he has begun installing new Knox Boxes in department apparatus. Further details appear in the January Bureau of Fire Report.

G. Public Works

Details appear in the January Public Works Report.

H. Secretary

Mr. Sostarecz stated that one Executive Session was held by the Board of Supervisors on Thursday, February 4, 2021 at 6:30 p.m., the topic was personnel. He also reminded everyone that Whitetail Disposal provides text alerts regarding service updates; to receive them text UPPERMAC to 24587.

I. Manager

Manager Ibach stated that the Board of Auditors held their annual reorganization meeting on Tuesday, January 5, 2021. Their report was provided to the Board of Supervisors.

J. Solicitor

Nothing to add.

K. Board

i. Chairman Brunell

Nothing to add.

ii. Vice-Chairman Gill

Nothing to add.

iii. Supervisor Rader

Wishes to compliment staff on having very efficient meetings.



IX. PUBLIC COMMENT/COURTESY OF THE FLOOR

Ms. Linda Gorr stated that Goodwill Fire Company No. 1 has canceled the annual Fastnacht sale due to COVID which results in thousands of dollars in funding being lost, but that Bell Hardware has stepped up to help recoup some of that by donating a portion of their proceeds from some items.

X. ADJOURNMENT

There being no other business, **Chairman Brunell made a motion to adjourn the meeting at 8:01 p.m. Seconded by Supervisor Rader. The motion passed unanimously.**

Submitted by:



Kalman A. Sostarecz, Jr.
Township Secretary