

**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 2, 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; Cory Reader, Lieutenant, UMTPD; Peter Christ, Director, Bureau of Fire (via telephone); 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.

Mr. Sostarecz stated that the Board of Supervisors met in Executive Session prior to the meeting at 6:00 p.m. and the discussion was related to building security.

**Motion by Chairman Brunell to authorize the purchase of security cameras from The Wire Guys at a cost of \$53,558.70. Seconded by Supervisor Rader. The motion passed unanimously.**

**II. ADDITIONS/DELETIONS TO THE AGENDA**

None

**III. MINUTES****A. November 4, 2021**

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

**Motion by Chairman Brunell to waive the reading of the minutes of the November 4, 2021 meeting and approve them as presented. Seconded by Supervisor Rader. The motion passed unanimously.**

**IV. PRESENTATIONS**

None

**V. DISCUSSIONS & UPDATES**

None

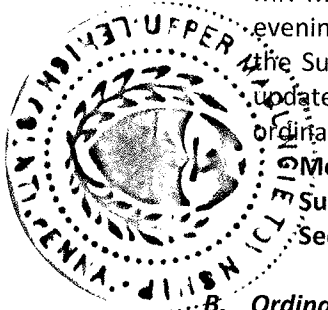
**VI. ORDINANCES****A. Ordinance #2021-14 – Amendments to Chapter 22 – Subdivision & Land Development**

Mr. Martocci stated that the Board of Supervisors conducted a Public Hearing earlier in the evening to hear testimony and comment regarding this proposed ordinance which would update the Subdivision & Land Development Ordinance. He briefly reviewed the items that would be updated and stated that no residents offered any testimony or comment opposed to the ordinance at the hearing.

**Motion by Supervisor Rader to adopt Ordinance #2021-14, amending Chapter 22, Subdivision & Land Development, of the Township of Upper Macungie Code of Ordinances. Seconded by Chairman Brunell. The motion passed unanimously.**

**B. Ordinance #2021-15 – Small Wireless Facilities**

Mr. Martocci stated that the Township currently regulates wireless communications facilities in the public right-of-way through zoning, and that the existing standards have not been updated to reflect the current telecommunications trends or necessary legal requirements. The wireless



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communications industry has expressed interest in submitting applications to lease space in public rights-of-way for the installation of "small cell" wireless facilities. The intent of the ordinance is to ensure that the installation, augmentation, and relocation of small cell installations in the public rights-of-way are conducted in such a manner as to balance the legal rights of applicants with the rights, privacy, property, and security of residents in the Township.

**Motion by Supervisor Rader to adopt Ordinance #2021-15, amending Chapter 13, Licenses, Permits, and General Business Regulations, of the Township of Upper Macungie Code of Ordinances. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**C. Ordinance #2021-16 – Lime Street Speed Limit**

Mr. Alban stated that the Board authorized an engineering study to be completed in order to establish a speed limit on Lime Street in Fogelsville; however, because the roadway is classified as a local roadway and is within a residence district, a study is not needed and the speed limit may be set at 25 miles per hour per the PA Motor Vehicle Code.

**Motion by Chairman Brunell to adopt Ordinance #2021-16, establishing a 25 mile per hour speed limit on Lime Street in Upper Macungie Township. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**D. Ordinance #2021-17 – Repealing the Fire Hydrant Tax and District**

Manager Ibach stated that Lehigh County Authority's water system has expanded significantly in Upper Macungie Township since the first ordinance creating that fire hydrant tax was passed in 1984. Areas outside of the water service are provided fire protection through tankers that fill from existing hydrants, thus all residents benefit. Repealing the fire hydrant tax and district will spread the cost to all property owners through the real estate tax assessment. The 2022 budget was presented without the fire hydrant tax revenue and the cost of the hydrants will be absorbed by the General Fund.

**Motion by Vice-Chairman Gill to adopt Ordinance #2021-17, repealing Ordinance #2-81 which created a Fire Hydrant Tax and District. Seconded by Chairman Brunell. The motion passed unanimously.**

**VII. RESOLUTIONS**

**A. Resolution #2021-45 – Tax Rates Effective January 1, 2022**

Mr. Koller stated that this resolution establishes the tax rates for 2022 which are all identical to the previous year, except for the elimination of the Fire Hydrant Tax was just repealed with the passage of Ordinance #2021-17.

**Motion by Vice-Chairman Gill to approve Resolution #2021-45, setting the tax rates to be levied in Upper Macungie Township effective January 1, 2022. Seconded by Supervisor Rader. The motion passed unanimously.**

**B. Resolution #2021-46 – 2022 Budget Adoption**

Mr. Koller stated that the 2022 budget was developed by staff and discussed with the Board during public budget meetings held in October, a proposed budget presented to the Board at their November 4<sup>th</sup> meeting, then advertised in a local newspaper and available for public inspection for twenty days, per The Second Class Township Code. No comments were received as a result.

**Motion by Chairman Brunell to approve Resolution #2021-46, adopting the Upper Macungie Township 2022 Final Budget. Seconded by Supervisor Rader. The motion passed unanimously.**

**C. Resolution #2021-47 – Authorization to Dispose of Township Records**

Mr. Sostarecz stated that the Pennsylvania Municipal Records Manual contains a schedule and procedures for the disposition of records. Each year the Township passes an updated resolution to authorize the destruction of the oldest documents. The Township does maintain all its community development records permanently in digital PDF/A format.

**Motion by Supervisor Rader to approve Resolution #2021-47 authorizing the disposal of certain Township records per the PA Municipal Records Manual. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**D. Resolution #2021-48 – Docket #2311 – 10543 Schantz Rd – Preliminary/Final Subdivision Plan**

Mr. Martocci stated that the project proposes to subdivide a 4-acre parcel to create an additional lot intended for the construction of a single-family dwelling served by on-lot water and sewer. The Upper Macungie Township Planning Commission reviewed the application at their October 20, 2021 meeting and recommended the Board grant approval.

**Motion by Supervisor Rader to approve Resolution #2021-48 granting Preliminary/Final Minor Subdivision Plan Approval to Docket #2311, 10543 Schantz Road, conditioned on Staff and Engineering review letters dated October 18, 2021. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**E. Resolution #2021-49 – Meeting Streaming Guidelines**

Mr. Sostarecz stated that this resolution was discussed at the previous Board meeting but tabled to allow more time to review. The Board had previously approved the purchase of a camera to be mounted in the meeting room which would allow the streaming of meetings over the internet. This resolution was prepared which would set the guidelines by which the streaming would occur.

**Motion by Supervisor Rader to approve Resolution #2021-49, establishing rules and procedures by which certain public meetings of the Board of Supervisors shall be made available utilizing an internet streaming service. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**VIII. MOTIONS**

**A. Authorizing Advertisement of Reorganization and General Business Meeting Date of January 3, 2022**

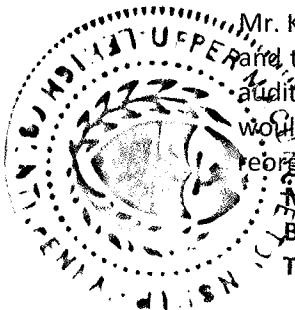
Mr. Sostarecz stated that The Second Class Township Code requires that the Board of Supervisors reorganize on the first Monday of the year, unless that day is a legal holiday. This year January 3, 2022 is not a legal holiday, therefore staff recommends the Board schedule their reorganization meeting at 6:30 p.m., and the January General Business Meeting to follow at 7:00 p.m.

**Motion by Vice-Chairman Gill to authorize the advertisement of the Reorganization meeting on Monday, January 3, 2022 at 6:30 p.m. and the General Business Meeting at 7:00 p.m. Seconded by Supervisor Rader. The motion passed unanimously.**

**B. Authorizing the Advertisement of Intent to Appoint BakerTilly as Independent Auditors for Fiscal Year 2021**

Mr. Koller stated that BakerTilly has completed the two previous audits ending in 2019 and 2020, and their contract is for three years with an option for two one-year renewals. The fee for their audit would be \$25,500 which has been included in the 2022 budget. The motion this evening would be to authorize the advertisement of the intent to appoint BakerTilly at the January 3<sup>rd</sup> reorganization meeting.

**Motion by Chairman Brunell to authorize the advertisement of the intent to appoint BakerTilly as Independent Auditors for Fiscal Year 2021. Seconded by Vice-Chairman Gill. The motion passed unanimously.**



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

Lieutenant Reader stated that the Sanctuary has been providing stray animal services to the Township for several years and it is a good relationship that works well since they are located within our borders. They provide a location for officers to drop off stray animals at all hours of the day, and they have agreed to charge the same amount in 2022.

**Motion by Supervisors Rader to authorizing an agreement with The Sanctuary at Haafsville to provide stray animal services for 2022 at a cost of \$5,500.00. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**D. Authorizing Staff to Proceed with 2022 Vehicle Purchases**

Mr. Ibach stated that staff is requesting to begin the ordering process for all vehicles that are included in the 2022 budget. This is an annual request by staff, but it's even more important this year as delays in manufacturing and shipping are getting longer as the pandemic continues.

**Motion by Vice-Chairman Gill to authorize Township Staff to proceed with vehicle purchases included in the approved 2022 budget. Seconded by Chairman Brunell. The motion passed unanimously.**

**E. Authorizing Purchase of Fire Department Apparatus**

Mr. Christ stated that the replacement of unit #5611 is part of the Township's Fire Apparatus Capital Plan and is scheduled for replacement in 2022. The Township has previously reserved funds in the amount of \$535,000 and has budgeted an additional \$310,000 in the 2022 budget. To lock in pricing and gain a significant discount, staff is requesting authorization to sign the contract for the apparatus at this time and pay for the equipment in January. The equipment will be scheduled for delivery 15-16 months after acceptance. The manufacturer will provide a performance bond for the full purchase price to protect the payment.

**Motion by Supervisor Rader to authorize the purchase of a new Heavy Duty Pumper Rescue to replace current unit #5611 from Pierce Manufacturing at a cost of \$825,025.00. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**F. Authorizing Payment of Stipends to Volunteer Fire Companies for 2021**

Mr. Ibach stated that each year the three volunteer fire companies receive a stipend based upon the number of calls responded to by their volunteers. This helps with the recruitment and retention of volunteers.

**Motion by Vice-Chairman Gill to authorize the payment of stipends to Volunteer Fire Companies for the year 2021 in the following amounts: Fogelsville Fire Station #8 - \$37,470.00; Good Will Fire Company No. 1 of Trexlertown PA - \$54,865.00; and UMT Station #56 - \$59,355.00. Seconded by Chairman Brunell. The motion passed unanimously.**

**G. Awarding of RFP for Trail Connectivity and Walkability Plan**

Mr. Ibach stated that the Board previously authorized an RFP for a consultant to complete a Trail and Walkability Plan for the Township, and funds are included in the 2022 budget to complete the study. The Township received ten responses to the RFP and staff ranked them to arrive at the top three candidates, all of which were interviewed. Staff has also learned that the Township was awarded a PA DCED Grant in the amount of \$59,075 to be used for the study.

**Motion by Chairman Brunell to award a contract to Simone Collins, Inc. in the amount of \$64,918.00 for the completion of a Trail Connectivity and Walkability Plan as outlined in RFP #2021-02. Seconded by Supervisor Rader. The motion passed unanimously.**



**H. Awarding of Bid for Tilghman Street & Mill Road Traffic Signalization Update Project**

Mr. Alban stated that a bid was advertised for the Tilghman Street & Mill Road Traffic Signalization Update Project. Three responses were received ranging from \$79,800 to \$140,720 for the based bid. Keystone Consulting Engineers is recommending that the contract be awarded to the low bidder, CM High Inc, as they have worked with the company several times in the past with good results. They are also recommending to not award the Bid Option A at this time, as the installation of the pad mounted controller cabinet could be installed in the future, if needed.

**Motion by Supervisor Rader to award the Base Bid only for the Tilghman Street and Mill Road Traffic Signalization Update project to C.M. High, Inc. at a cost of \$79,800.00. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**I. Awarding of Bid for Grange Park Phase 2 Spray Irrigation System Materials**

Mr. Alban stated that a bid was advertised for the materials needed to complete Phase 2 of the Grange Park Spray Irrigation System. The project is needed as part of the NPDES permit requirements for the Grange Road park.

**Motion by Chairman Brunell to award the Base Bid and Bid Option #1 for the Grange Road Park Phase 2 Spray Irrigation System Materials to LB Water at a cost of \$98,345.83. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**J. Authorizing Agreement for New Township Website**

Mr. Sostarecz stated that Upper Macungie Township's website is in great need of updating and modernizing. A new, modern design will allow residents and businesses to find the information they are looking for much more quickly and on any common electronic device, be it computer, mobile phone, or tablet. The website will allow residents to automatically be informed when certain aspects of it are updated. Township Staff researched many companies providing website services and narrowed it down to three of the most popular that are used by government. Staff interviewed each of the three firms and were provided a demonstration. In addition, current clients of each company were spoken to and provided feedback on their experiences. The cost difference between the top three picks are marginal. Considering all the information given, staff is unanimous in recommending Granicus to create and host the new Township website. Funds will be expended from the American Rescue Plan Act.

**Motion by Supervisor Rader to authorize an agreement with Granicus, LLC for the creation and hosting of a new Township website at a cost of \$35,700.00, subject to approval by the Township Manager and Solicitor. Funds to be used are from the American Rescue Plan Act. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**K. Authorizing Agreement for Community Development Records Management System**

Mr. Dan DeMeno, Assistant Director of Community Development, stated that the Township has been using a provider for permit management software since 2012. As the Township has experiences significant growth since then, the need for a modern government management suite with additional functionality has become clear. Township Staff reviewed several software providers that would allow the Township to move to a more fully online permit submission system that has superior GIS integration, allowing significantly increased staff efficiency and a smoother, more convenient experience for property owners and their contractors. Staff decided that GovPilot would be best suited for the Township. American Rescue Plan Act funds were budgeted for in the 2022 budget for such a system.

**Motion by Vice-Chairman Gill to authorize an agreement with PropertyPilot LLC DBA GovPilot to provide a government management platform to Upper Macungie Township at a cost of \$36,364.00 per year for a five-year term. Funds to be used are from the American Rescue Plan Act. Seconded by Supervisor Rader. The motion passed unanimously.**

160104



**L. *Accepting Donation of LED Lights by SPYA***

Ms. Matula stated that the South Parkland Youth Association would like to donate LED lights to the lower athletic fields near the dog parks at Grange Park. The donation of the LED lights is valued at approximately \$150,000 and would cover the cost of the lights and their installation, including any materials needed. UMT Public Works would assist with some aspects of the installation. GraybaR Electric has determined the optimal installation areas of the lights so that the light does not leave the property. Mr. Martin Hetrick stated that there have been issues with lights at the park already. Mr. Bret Spangler stated that the fields are already lit by portable light systems, which are required to be moved around, raised and lowered, and the lights angled each time they are used, which makes it difficult to keep the light on the field only. The new LED lights will be permanently mounted and aimed to minimize the amount of light leaving the property.

**Motion by Chairman Brunell to accept a donation from the South Parkland Youth Association of LED field lights and their installation to the lower athletic fields at Grange Park. Seconded by Supervisor Rader. The motion passed unanimously.**

**M. *Appointing Jacob Werley as an Assistant Road Crew Team Leader***

Mr. Faust stated that the Township advertised for the vacant Assistant Road Crew Team Leader position and received six applications. Mr. Werley was the most qualified and best fit for the position. He is a heavy equipment operator, has some supervisory experience, has a Class A CDL, and previously worked for the Lynn Township Public Works Department.

**Motion by Chairman Brunell to appoint Jacob Werley as an Assistant Road Crew Team Leader effective December 9, 2021 at a rate of \$24.54 per hour, pending successful completion of all background checks and clearances. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**IX. BOARD AND STAFF REPORTS**

**A. *Treasurer***

The total bills from all funds for November 2021 was \$2,751,529.67. Further details appear in the November Treasurer’s Report.

**Motion by Chairman Brunell to pay the bills for November 2021 in the amount of \$2,751,529.67. Seconded by Vice-Chairman Gill. The motion passed unanimously.**

**B. *Recreation Board***

Ms. Matula stated that she is working on Kid’s Noon Year’s Eve and beginning to work on the Bunny Hop and other spring and summer events. Discussion was had regarding the Kaybrook Park equipment. Further details appear in the November Recreation Department Report.

**C. *Community Development***

Mr. Martocci discussed the Planning Commission and Zoning Hearing Board agendas which occurred in November, and those planned for December coming up. He stated that there are currently ten plans being tracked through various stages of approval either before the Planning Commission or Board of Supervisors. Additionally, the department issued 111 permits in November, 72 of which were building permits, and an additional 35 permits for new structures. Further details appear in the November Community Development Report.

**D. *Engineer***

Mr. Alban provided updates on the Rt. 100 Traffic Adaptive Signals, Rt. 100 Betterment project, Route 863 stop sign sight distance, and Tilghman Street No Parking update. Mr. Paul McNemar stated that the widening of Tilghman Street should be looked into getting on the TIP. Further details appear in the November Engineer’s Report.



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**E. Police**

Lt. Reader stated that No Shave November was a success and they are continuing into December. The department is currently accepting applications for employment and the consortium will be completing physical and written tests later in the month. Additional details appear in the November Police Department Report.

880	Total Calls for Service
27	Reportable MVAs
36	Non-Reportable MVAs
7	Private Property MVAs
15	Criminal Arrest (Misdemeanor/Felony)
10	Non-Traffic Citations (Summary)
345	Traffic Citations
11	Parking Tickets
25	Written Warnings
88	False Alarms
0	Arsons
2	Assaults
1	Burglaries
11	Disturbing the Peace
2	Drug/Alcohol Violations
7	DUI Offenses
12	Fraud Crimes
0	Homicides
1	Motor Vehicle Thefts
0	Robberies
0	Sex Offenses
11	Thefts
6	Vandalism/Criminal Mischiefs
1	Vehicle Break-In/Thefts
0	Weapon Offenses



**Motion by Chairman Brunell for Keystone Consulting Engineers to look into No Parking areas on Schantz Road. Seconded by Supervisor Rader. The motion passed unanimously.**

**F. Fire/EMS**

Mr. Keith Richard, Fire Inspector, stated that they assisted Weisenberg Township FD with the fire prevention trailer at Weisenberg Elementary for fire safety day, provided Heartsaver CPR/AED and Stop the Bleed class for Township employees, and EMC Director Christ and Deputy EMC Deprill attended the TEMA Conference in State College. Further details appear in the November Bureau of Fire Report.

**G. Public Works**

Mr. Faust stated that leaf collection has been extended until December 10<sup>th</sup> due to the warm weather. Further details appear in the November Public Works Department Report.

**H. Secretary**

Mr. Sostarecz reminded everyone that the Township's Reorganization meeting will be held on Monday, January 3, 2022 at 6:30 p.m., which will be followed by the January General Business meeting at 7:00 p.m.

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**I. Manager**

Manager Ibach stated that staff from UMT met with South Whitehall Township and North Whitehall Township to discuss expanding the recreation programs of all three municipalities to work with each other and cross-promoting to all residents. Additional details will be brought to the Board in the future.

**J. Solicitor**

Nothing to add.

**K. Board**

**i. Chairman Brunell**

Stated that on behalf of the Board of Supervisors and all the residents of the Township, he wants to thank Sean Gill for his service and for being an extreme advocate of the residents of the Township.

**ii. Vice-Chairman Gill**

Provided many heartfelt thanks to the Board, Township Staff, Police, Fire, EMS, and many others, and stated that it has been a privilege to serve the residents of Upper Macungie Township for the past seven years.

**iii. Supervisor Rader**

Nothing to add.

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

Mr. Chuck Deprill, on behalf of the Fogelsville Fire Company, thanked Sean for his service.

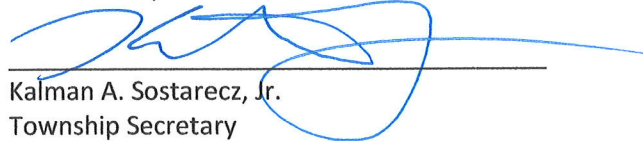
Mr. Paul McNemar stated that trucks coming out of the truck stop on Tilghman Street and making illegal turning movements should be addressed.

Mr. Jacque Creamer stated that he would like addressed utilities leaving items hanging from poles after they have finished their work.

**XI. ADJOURNMENT**

There being no other business, **Vice-Chairman Gill made a motion to adjourn the meeting at 9:42 p.m. Seconded by Chairman Brunell. The motion passed unanimously.**

Submitted by:

  
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Kalman A. Sostarecz, Jr.  
Township Secretary

