

**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 November 3, 2022, at 7:00 p.m. in the Municipal Building, 8330 Schantz Road, Breinigsville, PA 18031. Present were James M. Brunell, Chairman; Sunny Ghai, Vice-Chairman; Kathy A. Rader, Supervisor; Robert R. Ibach, Jr., Township Manager; Kalman A. Sostarecz, Jr., Assistant Township Manager and Director of Community Development; Jazmin Vazquez, Township Secretary; Andrew V. Schantz, Esq., Solicitor; Michael Sitoski, Chief, UMTPD; Peter Christ, Director, Bureau of Fire; Dave Alban, Township Engineer; Scott Faust, Public Works Director; Bruce Koller, Finance Director; Mike Kukitz, Recreation Manager; and Daren Martocci, Planning Consultant.

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. ADDITIONS/DELETIONS TO THE AGENDA**

**Motion by Chairman Brunell to remove item VIII.B. from the agenda authorizing Bureau of Fire Director Job Description Update. Seconded by Supervisor Rader. The motion passed unanimously.**

**III. MINUTES****A. October 6<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> & 25<sup>th</sup>, 2022**

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 October 6<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> & 25<sup>th</sup>, 2022 meetings and approve them as presented. Seconded by Supervisor Rader. The motion passed unanimously.**

**IV. PRESENTATIONS****A. Introduction of New Police Patrolman David Gilber**

Chief Sitoski introduced Patrolman David Gilber who took his oath of office before Magisterial District Judge Michael J. Faulkner on October 4<sup>th</sup>, 2022. His family helped in the tradition of pinning the badge on his uniform.

**B. 2021 Audit Report – Baker Tilly LLP**

Mr. Koller presented Mike Wascura, Senior Manager of Baker Tilly, who offered a presentation on the 2021 Financial Audit Report.

**Motion by Chairman Brunell to approve the 2021 Audit Report as presented by Baker Tilly LLP. Seconded by Supervisor Rader. The motion passed unanimously.**

**C. 2023 Budget Presentation**

Mr. Koller provided a brief presentation of the 2023 Proposed Budget.

**Motion by Supervisor Rader to adopt the 2023 Proposed Budget and authorize an advertisement for its public display. Seconded by Chairman Brunell. The motion passed unanimously.**

**V. DISCUSSIONS & UPDATES****A. Petition to Change Zoning Map – Ferber Construction Management North, LLC**

Mr. Sostarecz stated that Ferber Construction Management North, LLC has submitted a petition to make a change to the Zoning Map and that the Board of Supervisors can choose to do nothing, authorize staff or consultants to research it, or progress by any other means that they see fit. Keith Mooney from the Law Offices of Barley Snyder, Mark Murphy from Ferber Construction, John Alana from Bohler Engineers, and Tom Commita, Planner, presented the proposed changes. Vice-



Chairman Ghai expressed his concern about the proposed plan. Mr. Richard Trumbauer, resident of the area that is proposed to be re-zoned, stated that he has concerns about traffic safety.

**Motion by Chairman Brunell to forward the Zoning Petition of Ferber Construction Management North, LLC to internal staff, Keystone Consulting Engineers, and Michael Baker the Township's Zoning/SALDO/Official Map Consultant for consideration during their study. Seconded by Supervisor Rader. The motion passed 2-1; Vice-Chairman Ghai – No.**

**B. Project Updates- Docket #1910- Trexler Fields; Docket # 1961- Laurel Fields**

Mr. Martocci stated that Laurel Fields is nearly complete with their punch list, and no action is required on that development by the Board. Kay Builders has made substantial progress on Trexler Fields and the items that remain on the punch lists are landscaping, detention basin conversions, and sewer maintenance improvements. Mr. Martocci recommends granting an extension on the timeline to match the NPDES timeline until May 6<sup>th</sup> 2023 for the Trexler Fields Twin Home Project.

**Motion by Chairman Bunnell to extend Kay Builders Docket #1910 Trexler Fields completion date to May 6<sup>th</sup>, 2023. Seconded by Supervisor Rader. The motion passed unanimously.**

**VI. ORDINANCES**

**A. Ordinance #2022-15- Additional No Parking Areas**

Mr. Alban stated that due to recent development the Township is looking to add additional no parking areas along Trexlertown Road from Cetronia Road to the Bypass and along Cetronia Road from Trexlertown Road to the railroad tracks. This was a concern that was raised after the development of this area. Signage will be coordinated with Public Works

**Motion by Vice-Chairman Ghai to adopt Ordinance #2022-15, establishing No Parking Areas on Trexlertown Road and Cetronia Road. Seconded by Supervisor Rader. The motion passes unanimously.**

**B. Ordinance # 2022-16 – Amending Chapter 7, Part 3 – Fire Prevention Administration**

Mr. Ibach stated that this item is a “housekeeping” item where titles are called out by name in the code and staff would like to use job titles generically to read Township Manager or Designee. The designee title will be referenced in individual job descriptions. This change will eliminate the need for changes to the ordinance if a job title changes.

**Motion by Chairman Brunell to adopt Ordinance #2022-16, amending Chapter 7, Part 3 – Fire Prevention Administration, of the Township of Upper Macungie Code of Ordinances. Seconded by Supervisor Rader. The motion passed unanimously.**

**VII. RESOLUTIONS**

**A. Resolution #2022-37 – Deed of Easement for PennDOT HOP – Brookdale Road**

Solicitor Schantz stated that in approving the Deed of Easement, the Township will be granting a highway easement in accordance with PennDot regulations and Highway Occupancy Permits related to improvements along Brookdale Road. Solicitor Schantz recommends its approval.

**Motion by Chairman Brunell to adopt Resolution #2022-37, authorizing the signing of a Deed of Easement for Brookdale Road. Seconded by Supervisor Rader. The motion passed unanimously.**

**VIII. MOTIONS**

**A. Authorizing an Extension of Time Limitations for Plan Recording of Various Land Development Plans**

Mr. Sostarecz stated that once a plan has received final approval from the Board of Supervisors Township Ordinance states that the items needed to record the plans must to be submitted to the Township within 90 days to facilitate the approval process. All plans that are seeking the

extension a very close to being completed. Mr. Sostarecz recommends granting an additional 90-day extension for: Docket #2299- Hidden Meadows Phase 3; Docket #2303 – 7312 Windsor Drive; Docket 32305 – Heeps Meats; Docket #2323 – LRE Allentown Distribution Center Expansion; and Docket #2341 – Newtown Road Subdivision. With the upcoming rewrite of the SALDO there may be an extension of time limitations from 90 days to 180 days to reduce the number of extensions that will have to be made in the future.

**Motion by Supervisor Rader to authorize the extension from the required time period for the recording of various plans for an additional 90 days for: Docket #2299- Hidden Meadows Phase 3; Docket #2303 – 7312 Windsor Drive; Docket 32305 – Heeps Meats; Docket #2323 – LRE Allentown Distribution Center Expansion; and Docket #2341 – Newtown Road Subdivision. Seconded by Vice-Chairman Ghai. The motion passed unanimously.**

**B. Authorizing Bureau of Fire Director Job Description Update**

Removed from agenda.

**C. Authorizing Execution of Agreement with Simone Collins for Creation of an Action Plan.**

Mr. Sostarecz stated that Simone Collins is wrapping up a Trail and Walkability Plan that they have been working on since early this year. They have informed the township that through the Federal Bi-Partisan Infrastructure Law a grant program was created worth five billion dollars over five years which is called Safe Street and Roads for All. To begin the application process for the grant program there must be an Action Plan completed prior to applying. Most of the requirements for the Action Plan have been satisfied with the Trail Study, and Simone Collins recommends moving forward with the needed steps to complete the Action Plan which staff is in support of.

**Motion by Chairman Brunell to authorize the execution of an agreement with Simone Collins Landscape Architecture for the creation of an Action Plan at a cost of \$21,670.00. Seconded by Vice-Chairman Ghai. The motion passed unanimously.**

**D. Authorizing the Creation of an ADA Policy for Public Streets**

Mr. Beach states that the township has received requests from residents for the designation of an ADA parking spot on a public road. There is currently no policy that would allow for this request. Mr. Beach requests that with the assistance of Solicitor Shantz and Mr. Alban a policy be created and presented to the Board of Supervisors for approval. Elizabeth Shaughnessy, a resident of the township, states that she was the person that made the request to alleviate parking for her mother. She suggested that this can be done on a yearly basis to ensure that the designated spot is still being used.

**Motion by Vice-Chairman Ghai to authorize Township staff and consultants to create an ADA Parking Spot Policy for Public Streets within Upper Macungie Township. Seconded by Supervisor Rader. The motion passed unanimously.**

**E. Authorizing Reimbursement of Fogelsville Station 8 for Boiler Replacements.**

Mr. Christ stated that the existing four boilers have had repairs done to them over the past few years, are at the end of their useful life, and they should be replaced. The cost of replacing these units is \$39,988.00 and Mr. Christ requests that a reimbursement be made to Station 8 for the boiler replacements using funds from the American Rescue Plan Act.

**Motion by Vice-Chairman Ghai to authorize the reimbursement of Fogelsville Station 8 for boiler replacements in the amount of \$39,988.00, with funds to be utilized from the American Rescue Plan Act.**

F. **Authorizing Execution of Agreement for IT services for the Police Department**

Mr. Sostarecz stated that IT services in the PD are currently being provided by IntegraOne at a very high level; their contract will expire at the end of 2022. Day-to-day IT services have been provided by Detective Simmers who is very knowledgeable and has done a fantastic job; however, the execution of this agreement will allow him to spend less time on IT work and more time on police work. Quotes were requested from two companies and the Integra quote was the less expensive of the two.

**Motion by Vice-Chairman Ghai to authorize the execution of a 12-month agreement with IntegraOne to provide Information Technology Consulting Services for the Police Department at a cost of \$2,590.00 per month effective January 1, 2023; said agreement to be drafted to the satisfaction of the Township Manager and Solicitor. Seconded by Chairman Brunell. The motion passed unanimously.**

IX. **BOARD AND STAFF REPORTS**

A. **Treasurer**

The total bills from all funds for October 2022 was \$3,365,782.05. Further details appear in the October Treasurer’s Report.

**Motion by Chairman Brunell to pay the bills for October 2022 in the amount of \$3,365,782.05. Seconded by Supervisor Rader. The motion passed unanimously.**

B. **Police**

Chief Sitoski stated that Officers enjoyed participating once again in the Annual Trick-or-Treat Night. He also mentioned that the Police Department will be participating in No Shave November that will benefit Parkland Food Pantry. He also mentioned that retired K-9 Bico passed away on Saturday, October 29<sup>th</sup> due to medical complications.

C. **Secretary**

Ms. Vazquez stated that an executive session was held prior to the meeting at 5:45 p.m. and the topics were legal issues and personnel.

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

Mr. Chuck Deprill spoke regarding a safety concern with trailers being parked on Walker Way between the hours of 5:00 a.m. and 9:00 a.m.

Mr. Francis Stopp stated that he has a concern about water that is running on to his property from an adjoining property. He asked that the Township look into this issue.

XI. **ADJOURNMENT**

There being no other business, **Chairman Burnell made a motion to adjourn the meeting at 8:17 p.m. Seconded by Vice-Chairman Ghai. The motion passed unanimously.**

Submitted by:



Jazmin Vazquez  
Township Secretary

