

**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 May 4, 2023, at 7:00 p.m. in the Municipal Building, 8330 Schantz Road, Breinigsville, PA 18031. Sunny Ghai, Chairman; Kathy A. Rader, Vice-Chairwoman; James M. Brunell, 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, Fire Commissioner; Dave Alban, Township Engineer; Daren Martocci, Planning Consultant; Scott Faust, Public Works Director; Bruce Koller, Finance Director; and Mike Kukitz, Recreation Manager.

Chairman Ghai 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**

Mr. Sostarecz requested that a motion be made to remove Resolution G – Valley Pallets Conditional Use, the applicant has requested a continuance to September 7<sup>th</sup>, 2023, at the hearing held on May 4<sup>th</sup>, 2023, at 6:15 p.m. The continuance was granted by the Board, therefore there is no need for this Resolution.

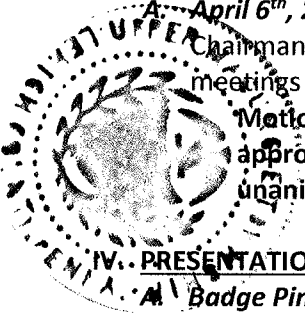
**Motion by Chairman Ghai to delete Resolution G from the agenda. Seconded by Vice-Chairwoman Rader. Motion passed unanimously.**

**III. MINUTES**

**A. April 6<sup>th</sup>, 2023**

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

**Motion by Chairman Ghai to waive the reading of the minutes of the April 6<sup>th</sup>, meeting and approve them as presented. Seconded by Vice-Chairwoman Rader. The motion passed unanimously.**



**IV. PRESENTATIONS**

**A. Badge Pinning Ceremony for New Police Officers.**

Chief Sitoski presented two new officers during the Badge Pinning Ceremony. The first Officer was James Baker Jr., he is a graduate of East Stroudsburg University and completed his Act 21 Certification in 2018 with the Allentown Police Department. James is also a 1<sup>st</sup> Lieutenant in the US Army. James' fiancée Lauren Madiack was present for the Pinning Ceremony. Riley Miller was the second Officer that was presented during the ceremony, He is a graduate of Kutztown University and completed his Act 21 certification in 2019 from the Montgomery County Community College. Francis Miller, Riley's father was present for the ceremony. Both candidates took their Oath of Office in front of Magisterial District Judge Michael Faulkner on March 14<sup>th</sup>, 2023, where they swore to uphold and obey the Constitution of the United States, Laws Pennsylvania and Upper Macungie Township.

**B. Proclamation Honoring Jenaye P. Saunders, Girl Scout Gold Award Recipient.**

Chairman Ghai presented a proclamation for Distinguished Service Award to Jenaye P. Saunders for her outstanding achievement of obtaining her Girl Scout Gold Award. She has been a resident of the Township since 2014 and is a 2022 graduate of Parkland High School, where she obtained 3<sup>rd</sup> place in the State Female Wrestling Champion, she was also the first female Eagle Scout in the Lehigh Valley.

**C. 2022 Audit Presentation – Buckno Lisicky.**

Mr. Chris Betley from Buckno Lisicky presented an overview of the 2022 Audit.

**Motion by Chairman Ghai to accept the 2022 audit as presented. Seconded by Supervisor Brunell. Motion passed unanimously.**

**V. DISCUSSIONS & UPDATES**

None

**VI. ORDINANCES**

**A. Ordinance #2023-04-Amending Chapter 22 – Subdivision and Land Development**

Mr. Sostarecz stated that this is a housekeeping item as the Subdivision and Land Development Plan is currently being reviewed by Michael Baker International. The Upper Macungie Township Planning Commission reviewed the Draft Ordinance at its March 15, 2023, meeting and recommended adoption. A draft was sent to the Lehigh Valley Planning Commission for review and input; however, none was received. The UMT Board of Supervisors conducted a Public Hearing on May 4, 2023, at 6:45 p.m. to take testimony and comment from interested parties and the general public, there were no objectors to this Resolution for an “interim update.”

**Motion by Vice-Chairwoman Rader to adopt Ordinance #2023-04, amending Chapter 22 – Subdivision and Land Development, of the Township of Upper Macungie Code of Ordinances. Seconded by Supervisor Brunell. Motion passed unanimously.**

**B. Ordinance #2023-05 – Amending Chapter 27 – Zoning**

Mr. Sostarecz stated that this ordinance was also discussed at the hearing held on May 4, 2023, at 6:45 p.m., there were no objectors to this ordinance. This update is being requested to provide clarification on terms and definitions that are provided throughout the ordinance, as well as changes to the use table. Vice-Chairwoman Rader stated that the Lehigh Valley Planning Commission commended the Township for working proactively. Vice-Chairwoman Rader thanked the Staff and consultants for all their hard work.

**Motion by Supervisor Brunell to adopt Ordinance #2023-05, amending Chapter 27 – Zoning, of the Township of Upper Macungie Code of Ordinances. Seconded by Vice-Chairwoman Rader. Motion passed unanimously.**

**C. Ordinance #2023-06 – Dog Park Rules**

Mr. Sostarecz stated that the rules for the dog parks have been in place and posted for some time, this ordinance will be part of the Codified Ordinances under Parks and Recreation. This is a housekeeping item.

**Motion by Chairman Ghai to adopt Ordinance #2023-06, establishing rules and regulations for the use of Township owned dog parks. Seconded by Vice-Chairwoman Rader.**

**D. Ordinance #2023-07 – ADA Parking Policy**

Mr. Ibach stated that the creation of this policy was through the request of a resident for an ADA parking spot on a public street. Staff consulted with the Township Engineer, Solicitor, and surrounding municipalities for the creation of this policy.

**Motion by Vice-Chairwoman Rader to adopt Ordinance #2023-07, establishing an ADA Parking Space Policy for public streets. Seconded by Supervisor Brunell. Motion passed unanimously.**



**VII. RESOLUTIONS**

**A. Resolution #2023-18 – Vision Zero Policy**

Mr. Sostarecz stated that the Township has been undergoing a Trail and Walkability Plan with Simone Collins Landscape Architecture for the past 15 months, and the final public meeting was held on May 2, 2023. The consultant informed the Township that there is federal funding that is available through the Safe Streets for All Grant. One of the requirements for this grant is to have an action plan. The Vision Zero Policy is the first policy of this action plan and states that the Township is committed to having no traffic related fatalities or serious injuries by the year 2032.

**Motion by Chairman Ghai to adopt Resolution 2023 –18, adopting the Vision Zero Policy in an effort to eliminate all traffic fatalities and serious injuries. Seconded by Supervisor Brunell. The motion passed unanimously.**

**B. Resolution #2023-19 – Complete Streets Policy**

Mr. Sostarecz stated that this policy is also a requirement for the Vision Zero Plan, this policy states that all of our roads will be accessible for all including cyclists, pedestrians and vehicles. This policy will be used by the Township to ensure multimodal roads.

**Motion by Chairman Ghai to adopt Resolution #2023-19, Complete Streets Policy in an effort to ensure all streets and sidewalks are accessible and safe for all users. Seconded by Supervisor Brunell. Motion passed unanimously.**

**C. Resolution #2023-20 – Trexler Point Residential Development – Recreation Fee**

Mr. Sostarecz stated that Trexler Point Residential Development received final plan approval on April 6<sup>th</sup>, 2023, they were granted a credit for the installation of a path in the amount of \$40,000.00. This calculation was provided years ago, with inflation the cost has risen and the cost estimate for the installation of the path is now \$114,652.15; therefore, the developer requests an additional Recreation Fee Credit in the amount of \$74,652.15. Mr. Sean Gil inquired if the path was going to be accessible to the public; Mr. Sostarecz confirmed that it will be open to the public.

**Motion by Vice-Chairwoman Rader to adopt Resolution #2023-20, providing an additional Recreation Fee Credit of \$74,652.15 to Docket #2304B – Trexler Point Residential Development, due to the increased cost of installation of a recreational path. Seconded by Chairman Ghai. The motion passed unanimously.**

**D. Resolution #2023-21 – Updating Fee Schedule – ADA Parking Fees**

Mr. Sostarecz stated that this update will be to reflect the fees created in the creation of the Ordinance #2023-07 ADA Parking Space Policy. The fees would include a \$75.00 Application Fee and a \$650.00 ADA Parking Installation Fee.

**Motion by Vice-Chairwoman Rader to adopt Resolution 2023-21, updating the Township's Fee Schedule to include a \$75.00 application fee and a \$650.00 ADA parking space installation fee. Seconded by Supervisor Brunell. Motion passed unanimously.**

**E. Resolution #2023-22 – DCED – Keystone Communities Program Grant**

Mr. Kukitz stated that the Township seeks to submit a grant through the DCED Keystone Communities Program Grant Program. This grant is an additional appropriation to the \$250,000.00 received through the Local Share Account Grant, this requires a match from the Township. This grant will be used for the future Community Center.

**Motion by Vice-Chairwoman Rader to adopt Resolution 2023-22, authorizing the submission of a Department of Community and Economic Development (DCED) Keystone Communities Program Grant Application in the amount of \$250,000.00. Seconded by Supervisor Brunell. Motion passed unanimously.**

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**F. Resolution #2023-23 – Recognizing Peace Officers Memorial Day and Police Week**

Chief Sitoski stated that every year the Government designates May 15<sup>th</sup> as Peace Officers Memorial Day and the calendar week which it falls as “Police Week”. This year “Police Week” will be from May 14<sup>th</sup> – 20<sup>th</sup>, 2023. Chief Sitoski recognized Lieutenant Reader, Officer Cardell and Sergeant Schlegel who are a members of a non-profit organization called Law Enforcement United. This is a grassroots organization that was founded in 2009, the organizations mission is to honor the fallen and support the survivors of fatal incidents. This is a volunteer organization, each year during “Police Week” there is a three-day bicycle trek from Reading to Washington D.C., all three Officers will be participating in this ride this year. The Township and the Police Department wish them all a safe trip.

**Motion by Vice-Chairwoman Rader to adopt Resolution 2023-23, recognizing Peace Officers Memorial Day and Police Week. Seconded by Supervisor Brunell. Motion passed unanimously.**

**VIII. MOTIONS**

**A. Appointing Beverly Mittlestadt as Full-Time Receptionist**

Mr. Vazquez stated Beverly has been with the Township for six months on a temporary basis and has proven to be an integral part of the team. She has excellent customer service skills as well as is eager to learn her position as well as helping in other departments as well.

**Motion by Supervisor Brunell to appoint Beverly Mittlestadt to the position of full-time receptionist, effective on May 30, 2023, at a starting base salary of \$19 per hour. Seconded by Vice-Chairwoman Rader. Motion passed unanimously.**

**B. Appointing Larry Worsham and Steven Ring to the Zoning Hearing Board.**

Mr. Sostarecz stated that we have several volunteer positions on our Boards, including two on the Planning Commission as well as both Alternate positions on the Zoning Hearing Board. Interest forms were received from Mr. Larry Worsham and Steven Ring for the Zoning Hearing Board. After meeting with Staff there is a recommendation to appoint both Mr. Worsham and Mr. Ring to the Zoning Hearing Board with terms expiring 12/31/2025. Chairman Ghai stated how important it is to fill the vacant volunteer opportunities that are available, to help make a difference within the community.

**Motion by Supervisor Brunell to appoint Larry Worsham and Steven Ring to the Zoning Hearing Board as Alternate Members, with terms expiring 12/31/2025. Seconded by Vice-Chairwoman Rader. Motion passed unanimously.**

**C. Authorizing the Extension for Time Limitations for the Recording of Plans**

Mr. Sostarecz stated there was previously a 90-day time limitation, the Ordinance that was passed earlier in the meeting will push this time limitation to 120 days, to limit the number of extensions that will be given moving forward. Mr. Sostarecz stated that at this time there are four Dockets that are within the 90-day period and are very close to recording. This extension will allow for the signing and recording of the plans.

**Motion by Supervisor Brunell 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 #2316 – Fallbrooke Residential Subdivision; Docket #2324 – Glenlivet Drive West Extension and Residential Subdivision; and Docket #2351 \_Newtown Road Division. Seconded by Vice-Chairwoman Rader. Motion Passed unanimously.**

**D. Authorizing the Execution of Agreement with Simone Collins Landscape Architecture for the Preparation of Grant Proposals.**

Mr. Sostarecz stated that the Township is finalizing work on its Vision Zero Actin Plan/Trail Study & Walkability Plan. This Action Plan is a requirement to apply for the Federal Safe Streets and Roads for All Grant that will be used to implement the new plan. Simone Collins Landscape Architecture has been the consulting firm creating the plan, and they have done an incredible job. Because the submission of this Federal Grant is a time intensive process requiring specialized knowledge, staff would like to utilize the services of Simone Collins to prepare and submit a grant in the amount of \$5 million to Safe Streets for All, and a secondary grant to PA DCED for Multimodal Funds in the amount of \$1.25 million that would serve as matching funds.

**Motion by Chairman Ghai to authorize the execution of an agreement with Simone Collins Landscape Architecture to prepare grant applications for the Federal Safe Streets and Roads for all grant and the PA DCED Multimodal Grant, at a total cost of \$18,000.00 with funds to be utilized from the American Rescue Plan Act. Seconded by Vice-Chairwoman Rader. Motion Passed unanimously.**

**E. Awarding Contract for Office Furniture for the State Police Barracks**

Mr. Ibach stated that this contract is part of the renovation process, as part of the upgrades that were approved in the April meeting, the State Police would like to standardize the furniture from barracks to barracks. The cost of these upgrades will be paid back through the lease agreement and will be purchased through a state contract.

**Motion by Supervisor Brunell to award a contract for the purchase of office furniture for the Pennsylvania State Police Barracks to Supplysource, Inc. in the amount of \$38,860.44 and Datum Filing Systems, Inc. in the amount of \$14,333.05. Seconded by Vice-Chairwoman Rader. Motion Passed unanimously.**

**F. Authorizing Township Staff to Prepare and Advertise an Ordinance Vacating a Portion of Tercha Road in Cooperation and Coordination with Weisenberg Township**

Mr. Ibach stated that Weisenberg Township has started the process of vacating a section of Tercha Road, the vacation of Tercha Road would leave the Township with a one-hundred and six (106) foot long dead-end road. Mr. Ibach recommended that the Township also vacate their portion of Tercha Road.

**Motion by Chairman Ghai to authorize Township staff to prepare and advertise an ordinance vacating a portion of Tercha Road in cooperation and coordination with Weisenberg Township. Seconded by Supervisor Brunell. Motion Passed unanimously.**

**G. Awarding of Bid for 2023 Bituminous Seal Coat/Type 2 Slurry Seal**

Mr. Faust stated that would like a motion to authorize the sale of a 2007 Mack Granite Dump Truck to Lynn Township at a price of \$65,000.00.

**Motion by Vice-Chairwoman Rader to authorize the sale of a 2007 Mack Granite Dump Truck to Lynn Township at a price of \$65,000.00. Seconded by Supervisor Brunell. Motion Passed unanimously.**

**H. Authorizing Fire Police Assistance for Victory in the Valley**

Commissioner Christ stated that this is an annual request from Victory in The Valley, that is a motorcycle charity ride that benefits Victory Junction Camp. This is a camp for children with serious illness. They are requesting Fire Police assistance at various intersections in the Township on June 11<sup>th</sup>, 2023.

**Motion by Chairman Ghai to authorize Fire Police Assistance for traffic control on June 11<sup>th</sup>, 2023, at various intersections in Upper Macungie Township for a charity motorcycle ride, at the request of Victory in the Valley. Seconded by Vice-Chairwoman Rader. Motion Passed unanimously.**

**I. Authorizing the Purchase of a Quick Response Unit**

Commissioner Christ stated that the purchase of a Quick Response Vehicle that would include light suppression capabilities and handle smaller incidents during the time of day when there is minimal staff at the volunteer fire companies. This vehicle would be used by members of the Bureau of Fire and Public Works employees that form part of the Volunteer Fire Departments.

**Motion by Supervisor Brunell to authorize the purchase of a 2022 Ford F-550 from Ray Price Ford, Mount Pocono PA, in the amount of \$82,900 and have the vehicle outfitted by Witmer Public Safety Group in the amount of #34,975.00 for a total of \$117,875.00 with funds utilized from the American Rescue Plan Act. Seconded by Vice-Chairwoman Rader. Motion Passed unanimously.**

**J. Authorizing the Release of Capital Reserve Funds for the Purchase of Fire Radios**

Commissioner Christ stated that he would like to recommend a motion for the purchase of mobile and portable radios for the new vehicles that will be delivered in 2023. Models and manufactures have been discussed with the Chiefs of all three Fire Companies and they all agree with the models that will be purchased with funds being utilized from the Capital Reserve in the amount of \$172,221.10.

**Motion by Vice-Chairwoman Rader to authorize the purchase of mobile and portable radios from Motorola Solutions at a cost of \$172,221.10, with funds to be used from the Capital Reserve. Seconded by Supervisor Brunell. Motion Passed unanimously.**

**IX. BOARD AND STAFF REPORTS**

**A. Treasurer**

The total bills from all funds for April 2023 was \$3,756,132.07. Further details appear in the December Treasurer's Report.

**Motion by Chairman Ghai to pay the bills for April 2023 in the amount of \$3,756,132.07. Seconded by Supervisor Brunell. The motion passed unanimously.**

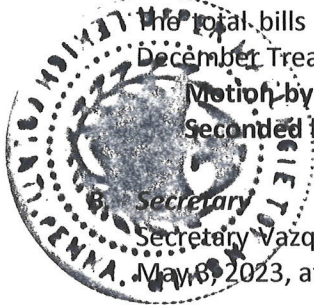
Secretary Vazquez announced there were Executive Sessions held on May 1, 2023, at 3:00 pm; May 3, 2023, at 10:00 a.m.; and May 4, 2023, at 5:00 p.m., the topic was personnel.

**C. Engineer**

Mr. Alban stated that a request has been submitted to PennDOT to perform a speed limit study for Adams Road as well as suggestions for traffic calming solutions.

**D. Assistant Township Manager & Director of Community Development**

Mr. Sostarecz mentioned that Trexler Fields will complete their recording of the plans and will not require any further time extensions. He also mentioned that there is a new feature on our website that will allow residents to receive an email when certain sections of the website are updated. There are 8- 10 topics that you can select to receive an e-blast from when updates are made to these topics.



**E. Finance Director**

Mr. Koller mentioned that the Electronic Recycling Event will be held on Saturday May 6<sup>th</sup>, 2023 at Grange Park from 9:00 a.m. to 1:00 p.m.

**F. Recreation Manager**

Mr. Kukitz stated that the Community Center has been identified as part of the Comprehensive Plan and, the 501c3 is currently talking to local business leaders that are interested in becoming a part of this project as a founding partner. There is a line item in the Budget for RCAP money that is not a guarantee in the amount of \$10,000,000. There was an award of a HUD Grant through Susan Wild's Office, and \$250,000 through LSA Grant. There will be further updates in the upcoming months.

**G. Township Manager**

Mr. Ibach mentioned that it is the time of year where meetings are held with the Chiefs and Board Members of the three Fire Companies. These meetings will be advertised and posted once the have been coordinated.

**H. Fire Commissioner**

Commissioner Christ mentioned that registration for the Jr. Emergency Service Academy is now open it will run from July 17<sup>th</sup> – the 23<sup>rd</sup>. Registration can be done through the RecDesk Portal.

**I. Supervisors**

Vice-Chairwoman Rader mentioned that the Lehigh Valley Chamber Event Paws in the Park will be held on Sunday, May 7, 2023, from 12:00 p.m. – 3:00 p.m. at Grange Park.

Chairman Ghai inquired to when the mulch will be available for pick from Public Works. Mr. Faust mentioned that it will be available on Saturdays and Sundays in the month of May.

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

Ms. Marine Yutz stated that she has continuing concerns over the speeding that has been seen on Scenic View. She suggested that a 3-way stop sign be placed on Scenic View to help reduce the speeding that has been seen in the 8300 block of this road. Chief Sitoski mentioned that the data that has been recovered showed that the average speed on this road has been 22 mph. Barry Kanick also mentioned that he has witnessed the speeding that is occurring on this road. Chief Sitoski mentioned that he will place the speed monitoring device in the 8300 block of Scenic View.

Mr. Jeff Suykl mentioned that he understands that decisions must be made by the Township regarding the Fire Companies, but also understands that these issues should be communicated with the Fire Companies prior to making these decisions.

Ms. Susan Jasorka thanked the Upper Macungie Township Police Department for the actions that have been taken regarding their concerns about speeding issues on Adams Road. She also questioned if the speed monitoring devices provide data in both directions. Chief Sitoski confirmed that the devices do provide data in both directions.

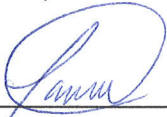
**XI. ADJOURNMENT**

There being no other business, **Chairman Ghai made a motion to adjourn the meeting at 8:36 p.m. Seconded by Vice-Chairwoman Rader. The motion passed unanimously.**

**General Business Meeting**  
**May 4, 2023**

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Submitted by:



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Jazmin Vazquez  
Township Secretary

