

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 2, 2023, at 7:00 p.m. in the Municipal Building, 8330 Schantz Road, Breinigsville, PA 18031. Present were Sunny Ghai, Chairman; Kathy A. Rader, Vice-Chairwoman; James M. Brunell, Supervisor; Robert R. Ibach, Jr., Township Manager; Kalman Sostarecz, Assistant Township Manager and Director of Community Development; Jazmin Vazquez, Township Secretary; Andrew V. Schantz, Esq., Solicitor; Michael Sitoski, Chief, UMLPD; Peter Christ, Fire Commissioner; Dave Alban, Township Engineer; Scott Faust, Public Works Director; Bruce Koller, Finance Director; Michelle Souls, Assistant 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**III. MINUTES****A. *October 5th, 10th & 17th, 2023***

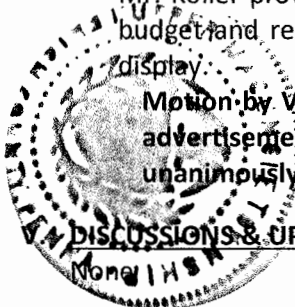
Chairman Ghai stated that he would dispense with the reading of the minutes of the previous meeting unless there were any objections.

Motion by Chairman Ghai to waive the reading of the minutes of the October 5th, 10th & 17th meetings and approve them as presented. Seconded by Supervisor Brunell. The motion passed unanimously.

IV. PRESENTATIONS**A. *2024 Budget Presentation***

Mr. Koller provided an overview of the 2024 Proposed Budget and stated that it is a balanced budget and recommended that the Board accept and authorize the advertisement for public display.

Motion by Vice-Chairwoman Rader to accept the 2024 Proposed Budget and authorize the advertisement for its public display. Seconded by Supervisor Brunell. Motion passed unanimously.

**DISCUSSIONS & UPDATES****VI. ORDINANCES****A. *Ordinance #2023-12 – Multiway Stop – Glenlivet Drive and Nursery Street***

Mr. Alban stated that the existing arrangement of the intersection was a temporary multiway stop due to construction operations. Since this condition has been in place for the duration of the Lehigh Hills construction the motorist operational perception of this intersection is a multiway stop, therefore this intersection was evaluated and determined that a multiway stop is warranted.

Motion by Supervisor Brunell to adopt Ordinance #2023-12, amending Chapter 15 of the Township of Upper Macungie Code of Ordinances regarding the placement of a multiway stop sign on the intersection of Glenlivet Drive and Nursery Street. Seconded by Chairman Ghai. The motion passed unanimously.

VII. RESOLUTIONS**A. *Resolution #2023-42 – Docket #2358 – Schaefer Run West, Waterbury Court – Revised Final Plan***

Mr. Sostarecz stated that the applicant is proposing to revise the recorded Waterbury Court Condo Twin Homes Plan. The private roadway, serving eight residential units within Lot II, was constructed not according to the recorded plan. The application reflects existing conditions and

proposed improvements to meet the recorded plan. The developer has met with the Township and residents of Waterbury Court to determine the most favorable plan to move forward.

Motion by Chairman Ghai to adopt Resolution #2023-42, granting Revised Final Plan Approval to Docket #2358 - Schaefer Run West, Lot II, Waterbury Court, as well as Wavier #1, all conditioned upon the Township's Engineer's review letter dated November 2, 2023. Seconded by Vice-Chairwoman Rader. The motion passed unanimously.

B. Resolution #2023-43 – Docket #2048A – Mosser Road Subdivision – Revised Final Plan

Mr. Sostarecz stated that the applicant is proposing to revise the recorded Mosser Road Subdivision Plan to show changes to the sanitary sewer system. The system was initially approved as a gravity system using 8-inch diameter PVC sanitary sewer pipe. Due to conflicts within Weilers Road with an already installed water line, the gravity system is no longer viable, and the applicant is proposing a low-pressure force main consisting of HDPE.

Motion by Supervisor Brunell to adopt Resolution #2023-43, granting Revised Final Plan Approval to Docket #2048A – Mosser Road Subdivision, condition upon the Township Engineer's review letter dated November 2, 2023. Seconded by Vice-Chairwoman Rader. The motion passed unanimously.

C. Resolution #2023-44 – Berkheimer Appointment

Mr. Koller stated that all Berkheimer Agreements need to be approved by the Board of supervisors, to allow Berkheimer to collect the Local Services Tax on behalf of the Township.

Motion by Supervisor Brunell to adopt Resolution #2023-44, appointing Berkheimer for the collection of the Local Services Tax (LST); Resolution #2023-45, authorizing the Township Manager to enter into a Confidentiality Agreement with Berkheimer; Resolution #2023-46, authorizing the Township Manager to enter into a Cost Agreement with Berkheimer; and Resolution #2023-47, authorizing the Township Manager to enter into an agreement appointing Berkheimer as the Tax Hearing Officer. Seconded by Vice-Chairwoman Rader. The motion passed unanimously.

D. Resolution #2023-45 – Berkheimer Confidentiality Agreement

(Included with motion "C" above)

E. Resolution #2023-46 – Berkheimer Cost Agreement

(Included with motion "C" above)

Resolution #2023-47 – Berkheimer Tax Hearing Officer Agreement

(Included with motion "C" above)

VIII. MOTIONS

A. Authorizing the Remittance of a Letter to Parkland School District acknowledging the termination of the Local Tax Services Collection Agreement

Mr. Ibach stated that Parkland School District notified Upper Macungie Township in writing on July 23, 2023, that the district will no longer collect the Local Services Tax on behalf of the townships located within the district. The district will be using Berkheimer and all the municipalities are doing the same. No formal response to the July 23rd correspondence has been sent by the Board. The remittance of this letter will acknowledge the termination of the Local Services Tax Agreement with the School District.

Motion by Chairman Ghai to authorize the remittance of a letter to Parkland School District acknowledging the termination of the local service tax agreement dated December 18, 2007 (and the corresponding amendment dated July 30, 2012) and notifying Parkland School District that Upper Macungie Township has selected Berkheimer as the collection agent for

the Local Services Tax and not to enter into any additional agreements with Parkland School District. Seconded by Supervisor Brunell. Motion passed unanimously.

B. Appointing Marvin Walton as a Zoning Officer

Mr. Sostarecz stated that Upper Macungie Township currently has three Zoning Officers, due to the high number of submissions requiring zoning reviews it is recommended that a fourth officer be appointed. Mr. Walton has extensive experience as a Zoning Officer in other municipalities.

Motion by Chairman Ghai to appoint Marvin Walton as a Zoning Officer for Upper Macungie Township. Seconded by Vice-Chairwoman Rader. Motion passed unanimously.

C. Authorizing Fire Police Assistance for Carbon County Veterans Day Parade

Commissioner Christ stated that he received a request for Fire Police assistance from the City of Allentown to assist with traffic control for the 2023 St. Luke’s D & L RaceFest Marathon to be held on November 12, 2023.

Motion by Supervisor Brunell to authorize Upper Macungie Township Fire Police to assist with traffic control on November 12th, for the 2023 St. Luke’s D & L RaceFest Marathon at the request of the City of Allentown. Seconded by Chairman Ghai. Motion passed unanimously.

IX. BOARD AND STAFF REPORTS

A. Treasurer

The total bills from all funds for October 2023 was \$4,308,611.34. Further details appear in the October Treasurer’s Report.

Motion by Chairman Ghai to pay the bills for October 2023 in the amount of \$4,308.611.34. Seconded by Supervisor Brunell. The motion passed unanimously.

B. Township Secretary

Ms. Vazquez stated that there were executive sessions held on October 17th, 2023, at 7:10 pm and the topic discussed was personnel and on November 2nd, at 6:00 p.m. and the topic was personnel and legal matters. She also mentioned that Lehigh County will be holding a Hazardous Waste Event that will be held on November 18th from 8:00 a.m. to 3:00 p.m. at Coca Cola Park. Pre-registration is required and can be done on their website Lehighcounty.org.



Chief Stoski stated that the Police Department participated in numerous Halloween events throughout the month of October, and they were all a success and were able to maintain the safety of the residents during these events. He also mentioned that the Police Department will be participating in “No Shave November” that will benefit Turning Point, which is a Domestic Violence Service that is available in the Lehigh Valley, in memory of Maria Guzman.

X. PUBLIC COMMENT/COURTESY OF THE FLOOR

None

XI. ADJOURNMENT

There being no other business, **Supervisor Brunell made a motion to adjourn the meeting at 7:32 p.m. Seconded by Vice-Chairwoman Rader. The motion passed unanimously.**

Submitted by:

Jazmin Vazquez
Township Secretary

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