

**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 7, 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; Peter Nickischer, Lieutenant, UMTPD; 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. *November 2<sup>nd</sup> & 17<sup>th</sup>, 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 Vice-Chairwoman Rader to waive the reading of the minutes of the November 2<sup>nd</sup> & 17<sup>th</sup> meetings and approve them as presented. Seconded by Chairman Ghai. The motion passed unanimously.**

**IV. PRESENTATIONS****A. *Legislative Updates***

Representative Mike Schlossberg, Representative Ryan McKenzie and Former Representative Gary Day on behalf of Senator Jarrett Coleman all honored Vice-Chairwoman Rader with Citations for her 38-years of dedicated service to the residents of Upper Macungie Township.

**B. *LCA Presentation – Sanitary Sewer System Improvements***

Ms. Liesel Gross provided a presentation on the current state of the sanitary sewer system that services the Township as well as future improvements that will be made to correct the issues. There were concerns with the cost of these projects, Ms. Gross stated that she would come back in the first quarter of the year with a cost estimate.

**C. *C.E.R.T. Proclamation***

Chairman Ghai presented the Community Emergency Response Team (C.E.R.T.) with a proclamation for their 15-year anniversary. C.E.R.T. has continued to grow over the past 15 years by recruiting additional members as well as continued community outreach.

**V. DISCUSSIONS & UPDATES**

None

**VI. ORDINANCES**

None

**VII. RESOLUTIONS****A. *Resolution #2023-48 – Tax Rates Effective January 1, 2024***

Mr. Koller stated that the tax rates that have been set for 2024 would be the same that were levied in 2023 as there were no increases made.

**Motion by Vice-Chairwoman Rader to adopt Resolution #2023-48, setting the tax rates to be levied in Upper Macungie Township effective January 1, 2024. Seconded by Supervisor Brunell The motion passed unanimously.**

**B. Resolution #2023-49 – 2024 Budget Adoption**

Mr. Koller stated that the 2024 Proposed Budget was advertised, placed on the website and available for review at the Township Building. As no comments were received, he requested that the 2024 Budget be adopted.

**Motion by Supervisor Brunell to adopt Resolution #2023-49, adopting the Upper Macungie Township 2024 Final Budget. Seconded by Vice-Chairwoman Rader. The motion passed unanimously.**

**C. Resolution #2023-50 – Authorization to Dispose of Township Records**

Ms. Vazquez stated that this is a “housekeeping” item, where the Township Municipal Records Manual contains a schedule and procedure for the disposition of records. Each year the Township passes an updated resolution to authorize the destruction of the oldest documents. However, the Township does maintain all Community Development records permanently on a digital format.

**Motion by Chairman Ghai to adopt Resolution #2023-50, authorizing the disposal of certain Township records as per the PA Municipal Records Manual. Seconded by Vice-Chairwoman Rader. The motion passed unanimously.**

**D. Resolution #2023-51 – Docket #2360 – Valley Pallets – 818 Hickory Lane – Conditional Use Request**

Solicitor Schantz stated this matter was on the September 5<sup>th</sup> agenda where there was a Public Hearing held prior to that meeting, at the conclusion of which the record on the application was closed. The matter was then brought before the Board for a decision during the general business meeting during which the applicant was asked to work with Township Staff and Consultants to provide the necessary documents which had not been submitted, such as a site plan. This plan was received by Township Staff but could not be considered when making the decision because it was submitted after the record was closed. Solicitor Schantz stated that the applicant may request that this matter be reopened, and another public hearing be scheduled for the limited purpose of entering new pieces of evidence, mainly the site plan and the review letters. The applicant requested to reopen this matter and schedule another hearing.

**Motion by Supervisor Brunell to reopen the hearing to include additional information to the record that was provided by the applicant. The hearing will be held on January 2, 2023, after the Organization Meeting and prior to the General Business Meeting. Seconded by Chairman Ghai. Motion passed unanimously.**

**E. Resolution #2023-52 – Docket #1961 – Laurel Fields Phase V – Maureen & Werley Roads – Waiver Request**

Mr. Sostarecz stated that the applicant has requested a waiver of the Township Infrastructure Construction Standards from the requirements for paving and trench settlement time frame. The project is located within the Medium High Density Residential – R5 Zoning District and is currently under construction. The Planning Commission made a favorable recommendation on their request at their November 15<sup>th</sup> meeting.

**Motion by Supervisor Brunell to adopt Resolution #2023-52, granting a waiver from the UMT SALDO T.I.C.S. Section 611.11.g for Docket #1961, Laurel Fields Phase V, conditioned upon 1) the Township Engineer’s Review Letter dated December 1, 2023; 2) That item #5 on the applicant’s request, regarding lift thickness, be to the satisfaction of the Township Engineer;**

and 3) that the applicant post security in the form of an 18-month maintenance bond with the HOA. Seconded by Vice-Chairwoman Rader. Motion passed unanimously.

**F. Resolution #2023-53 – Docket #2325 – Green Hills Commerce Center – 5924 Tilghman Street – Waiver Request**

Mr. Sostarecz stated that the applicant has requested a waiver of the Township's SALDO Section 22-704.9. C. to eliminate curbing along the north side of the driveway. The project, situated within the Highway Commercial District has been constructed. The Planning Commission made a favorable recommendation on their request at their September 20, 2023, meeting.

**Motion by Chairman Ghai to adopt Resolution #2023-53, granting a waiver of Section 22-704.9. C. of the Township's SALDO for Docket #2325 Green Hills Commerce Center, conditioned upon the Township Engineer's review letter dated December 1, 2023. Seconded by Supervisor Brunell. Motion passed unanimously.**

**VIII. MOTIONS**

**A. Authorizing the Execution of an Easement Agreement with Lehigh County Authority**

Mr. Ibach stated that this easement is directly related to Lehigh County Authority's interim solution to solving the capacity issue in the Trexlertown Interceptor. LCA will be constructing a pump station at the pretreatment plant with a force main through Grange Park connecting to our trunkline. This easement will allow a force main to remove flow from the Trexlertown Interceptor and direct the flow into Upper Macungie's trunkline. This agreement has been reviewed by the solicitor to his satisfaction.

**Motion by Vice-Chairwoman Rader to authorize the Township Manager to sign an easement agreement between Upper Macungie Township and Lehigh County Authority providing for the construction and maintenance of a sanitary sewer force main through Grange Road Park. Seconded by Supervisor Brunell. Motion passed unanimously.**

**B. Appointing Execution of an Inter-Municipal Sanitary Sewer Transportation Agreement**

Mr. Ibach stated that the trunkline is also used by Lower Macungie Township to transport wastewater from sections of their Township to the LCA Spring Creek Interceptor. Both Township's Engineers have confirmed current capacity needed by both townships will not be impacted by the new flow. The trunkline will use SCADA to monitor and control the flow from the new pump station into our system. The solicitor has reviewed this agreement to his satisfaction.

**Motion by Supervisor Brunell to authorize the Township Manager to sign an inter-municipal agreement between Upper Macungie Township, Lower Macungie Township and Lehigh County Authority providing for the transportation of wastewater through Upper Macungie Township's sanitary sewer system. Seconded by Chairman Ghai. Motion passed unanimously.**

**C. Authorizing the Advertisement of the Organization and General Business Meeting Date of January 2, 2024**

Ms. Vazquez stated that the Second-Class Township Code requires the Board of Supervisors to organize the first Monday of the year unless that day is a legal holiday. This year Monday, January 1<sup>st</sup> is a legal holiday; therefore, staff recommends that the Board schedule their Organization Meeting on Tuesday, January 2<sup>nd</sup> at 6:00 p.m. followed by the General Business Meeting at 7:00 p.m.

**Motion by Vice-Chairwoman Rader to authorize the advertisement of the Organization Meeting on Tuesday, January 2, 2024, at 6:00 p.m., and the General Meeting at 7:00 p.m. Seconded by Supervisor Brunell. Motion passed unanimously.**

**D. Awarding of Bids for the Sale of Used Township Vehicles**

Mr. Faust stated that the vehicles were advertised on Municibid from November 22, 2023, through December 1, 2023. The successful bidders were as follows: 2010 Crown Vic to Mario Robles at a price of \$3,600.00; and a 2005 Harley Davidson Road King Police to Paul Smith at a price of \$5,200.00.

**Motion by Supervisor Brunell to authorize the sale of used equipment as follows:**

- **2010 Crown Vic to Mario Robles at a price of \$3,600.00**
- **2005 Harley Davidson Road King Police to Paul Smith at a price of \$5,200.00**

**Seconded by Chairman Ghai. Motion passed unanimously.**

**E. Authorizing Payment of Stipends to Volunteer Fire Companies**

Commissioner Christ stated that these stipends are given to the volunteer firefighters as part of the retention and recruitment program. The stipend received by each firefighter is based on the number of calls that are attended as well as participation in trainings over the past year. Vice-Chairwoman Rader asked that the motion be amended to approve the payment of stipends for Station #25 and Station #26. She then asked that another motion be made for the payment of stipends for Station #8 as her son and her grandson are a part of this company and creates a conflict of interest.

**Motion by Supervisor Brunell to authorize the payment of stipends to the Volunteer Fire Companies for the year 2023 in the following amounts: Good Will Fire Company No. 1 of Trexlertown PA - \$64,916.00 and UMT Station 56 -\$30,822.50. Seconded by Chairman Ghai. Motion passed unanimously.**

**Motion by Supervisor Brunell to authorize the payment of stipends to the Volunteer Fire Company for the year 2023 in the following amount: Fogelsville Fire Station #8 - \$37,164.00. Seconded by Chairman Ghai. Motion passed 2-1; Rader abstained.**

**F. Authorizing a One Year Extension of the Current Refuse and Recycling Contract**

Mr. Koller stated that this addendum will be to extend the current refuse and recycling contract for one year between Upper Macungie Township and Whitetail Disposal.

**Motion by Chairman Ghai to authorize the execution of an addendum to the current Refuse and Recycling Contract, extending the contract for one year. Seconded by Supervisor Brunell. Motion passed unanimously.**

**IX. BOARD AND STAFF REPORTS**

**A. *Treasurer***

The total bills from all funds for November 2023 was \$3,096,339.74. Further details appear in the October Treasurer's Report.

**Motion by Chairman Ghai to pay the bills for November 2023 in the amount of \$3,096,339.74. Seconded by Supervisor Brunell. The motion passed unanimously.**

**B. *Township Secretary***

Ms. Vazquez stated that there were executive sessions held at 6:00 p.m. the topic discussed was personnel.

**C. *Fire Commissioner***

Commissioner Christ stated that Santa Claus will be visiting neighborhoods throughout Upper Macungie, the dates and times have been posted on the Township's Website as well as Facebook and Instagram.

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**D. Supervisor Brunell**

Supervisor Brunell expressed his gratitude to Vice-Chairwoman Rader for her dedication and service that she has provided to the residents of the Township over her many years of service.

**E. Chairman Ghai**

Chairman Ghai also thanked Vice-Chairwomen Rader for her 38 years of service to the Township.

**F. Township Manager**

Mr. Ibach thanked Vice-Chairwoman Rader for not only her years of service but also for being, a boss, a leader, a supervisor, a partner, and a friend.

**G. Vice-Chairwoman Rader**

Vice-Chairwoman Rader read a brief statement where she expressed her gratitude for all that have worked with her over the years. She stated that the staff at the Township work hard to keep the best interests of the residents in mind. As a final thought she stressed the importance of being involved in the Township with the many volunteer opportunities that are available.

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

Tori Morgan thanked Vice-Chairwoman Rader for all of her support and for all of the things that she was able to learn from her mentorship.

**XI. ADJOURNMENT**

There being no other business, Vice-Chairwoman Rader **made a motion to adjourn the meeting at 8:31 p.m. Seconded by Supervisor Brunell. The motion passed unanimously.**

Submitted by:



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Jazmin Vazquez  
Township Secretary

