

General Business Meeting
January 2, 2024

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 January 2, 2024, at 7:00 p.m. in the Municipal Building, 8330 Schantz Road, Breinigsville, PA 18031. Present were Jeff Fleischaker, Chairman; Sunny Ghai, Vice-Chairman; 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, Director, Bureau of Fire; Dave Alban, Township Engineer; Scott Faust, Public Works Director; Bruce Koller, Finance Director; Michelle Souls, Assistant Finance Director; and Mike Kukitz, Recreation Manager.

Chairman Fleischaker 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

Chairman Fleischaker stated that item "B" under Resolutions for Docket #2360 – Valley Pallets – 818 Hickory Road – Conditional Use Request has been continued and has been removed from the agenda.

III. MINUTES

A. December 7, 2023

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

Motion by Supervisor Brunell to waive the reading of the minutes of the December 7, 2023, meeting and approve them as presented. Seconded by Vice-Chairman Ghai. The motion passed unanimously.

IV. PRESENTATIONS

Chief Sitoski welcomed new Police Officer Courtney Funk, who is a 2010 graduate of Dover Area High School. She received her Bachelors' Degree in Health Science from Lock Haven University in 2014 and obtained her Act 120 Certification with the Allentown Police Academy on December 15th, 2023. Courtney worked as a Physical Therapy Assistant for St. Luke's prior to beginning her law enforcement career. She was also the first police recruit that the Township has put through the Police Academy. Officer Funk's mother, Dawn Funk was present to pin her daughter's badge on her uniform.

V. DISCUSSIONS & UPDATES

None.

VI. ORDINANCES

A. Ordinance #2024-01 – Manager's Ordinance Update

Mr. Ibach stated that the current ordinance limits actions to the regular monthly General Business meeting; however, providing more flexibility for the Township Manager and the Board of Supervisors will improve response time and efficiency.

Motion by Supervisor Brunell to adopt Ordinance #2024-01, authorizing an update to the Township Manager's Ordinance further defining the process of the hiring, suspending and termination of employees. Seconded by Chairman Fleischaker. The motion passed unanimously.

VII. Resolutions

A. Resolution 2024-01 - Adoption of 2024 Fee Schedule

Ms. Vazquez stated that the Township must adopt a Fee Schedule annually to impose the fees upon its residents and any other person or entity conducting business within the Township.

Motion by Chairman Fleischaker to adopt Resolution #2024-01 – Upper Macungie Townships 2024 Fee Schedule. Seconded by Vice-Chairman Ghai. Motion passes unanimously.

B. Resolution 2024-02 – Docket #2360 – Valley Pallets – 818 Hickory Road – Conditional Use Request

Resolution was removed from the agenda.

C. Resolution 2024-03 – 9230 Hamilton Boulevard – Sewage Facilities Planning Module

Mr. Sostarecz stated that this is an administrative item. The applicant previously appeared before the Board and have since completed their Sewer Planning Module to be submitted to the DEP for approval. The Township Engineer has reviewed the plan and agrees that the plan is ready for submission.

Motion by Supervisor Brunell to adopt Resolution #2024-03, approving the submission of a Sewage Planning Module for 9230 Hamilton Boulevard. Seconded by Chairman Fleischaker. The motion passed unanimously.

D. Resolution 2024-04 – Docket #2265A – Trexlertown Retail Center, 5917 W. Tilghman Street – Preliminary Land Development Plan

Mr. Sostarecz stated that the applicant has submitted a plan for a project that involves the demolition of existing structures and construction of an Auto Service Station with a convenience store, car wash, and retail space. The applicant has also submitted waiver request for eight sections of the Township’s S.A.L.D.O. Township Staff and Consultants recommend that the Board grant Preliminary Land Development Plan Approval, as well as waiver request numbers 3 through 8: however, denying waiver request numbers 1 and 2.

Motion by Chairman Fleischaker to adopt Resolution #2024-04, granting Preliminary Land Development Plan approval to Docket #2265A, Trexlertown Retail Center, as well as waiver request number 3 through 8; however, denying waiver request numbers 1 and 2; all conditioned upon the Engineer’s Review Letter dated December 21, 2023, and the Zoning Officer’s Review Letter dated December 27, 2023. Seconded by Supervisor Brunell. The motion passed unanimously.



E. Resolution 2024-05 – Docket #2349 – Fogelsville Elementary School Parking & Driveway Improvements, 312 PA Route 100 – Preliminary Land Development

Mr. Sostarecz stated that the applicant is proposing to modify and expand the front parking lot area to improve traffic circulation, as well as the repaving of the side parking area. The applicant has also requested six waivers from the Township’s S.A.L.D.O. Township Staff and Consultants recommend that the Board grant Preliminary Land Development Plan approval, as well as waiver request numbers 4 and 6.

Motion by Chairman Fleischaker to adopt Resolution #2024-05, granting Preliminary Land Development Plan approval to Docket #2349, Fogelsville Elementary Parking Lot & Driveway Improvements, as well as waiver request numbers 4 and 6; all conditioned upon the Township Engineer’s Review Letter dated December 21, 2023. Seconded by Supervisor Brunell. The motion passed unanimously.

VIII. Motions

A. Authorizing Memorandum of Understanding with Township Manager

Mr. Ibach stated that this memorandum memorializes the terms and conditions of the employment of the Township Manager and needs to be renewed upon the election of a new supervisor.

Motion by Supervisor Brunell to authorize the execution of a renewal of a Memorandum of Understanding with Township Manager, Robert R. Ibach, Jr. for the period of January 2nd, 2024, through January 5th, 2026. Seconded by Chairman Fleischaker. Motion passes unanimously.

B. *Authorizing Health Insurance Copay Holiday for Township Staff*

Mr. Ibach stated that township employees contribute a 12.5 % copay to health care based on annual billing; however, the Township does receive a dividend if our claims are low, and the employees continue to pay list price. Mr. Ibach requests that 12.5% of the dividend received be returned to our employees and in the form of a copay holiday where for two pay periods out of the year (2024) they will not have to contribute to their health insurance.

Motion by Vice-Chairman Ghai to suspend employee health care contributions for a total of two pay periods in 2024. Seconded by Supervisor Brunell. Motion passes unanimously.

C. *Appointing Kathy Rader to the Upper Macungie Township Community Fund Board of Directors*

Mr. Ibach stated that Ms. Rader has been involved with the Community Center and the Fund since the beginning of the project and has all of the knowledge of the project, the organization as well as the connections to the community. The Upper Macungie Township Community Fund Board of Directors made the recommendation to appoint Ms. Rader to the open position.

Motion by Chairman Fleischaker to appoint Kathy Rader to the Upper Macungie Township Community Fund Board of Directors. Seconded by Supervisor Brunell. Motion passes unanimously.

D. *Authorizing the Hiring of Meredith Keller as Township Planner*

Mr. Sostarecz stated that the Township Planner is an evolution from the Planning and Zoning Specialist position that was previously vacated by John Toner. The Township Planner will be responsible to ensure that the S.A.L.D.O and Zoning Ordinances are consistent with each other as well as putting the Comprehensive Plan into action. The Township received nine applications, and the top three were interviewed. After two rounds of interviews, Ms. Meredith Keller was identified as being the best candidate to fill the Township Planner position.

Motion by Vice-Chairman Ghai to appoint Meredith Keller as Township Planner, effective January 10th, 2024, at a salary of \$101,000.00 per year, pending successful completion of all background checks and clearances. Seconded by Chairman Fleischaker. Motion passes unanimously.

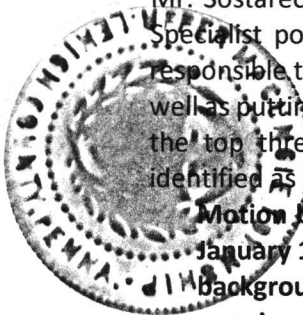
E. *Authorizing Extension of Time Limit for the Recording of Docket #2616 – Fallbrooke Residential Subdivision, Schantz and Twin Pond Roads*

Mr. Sostarecz stated that in accordance with the Township's S.A.L.D.O, the applicant must meet all the Township's conditions and supply a recordable plan, as well as all associated documentation within 120 days of the resolution of approval. The items that are required for the recording of the plan are nearing completion and the applicant is requesting an extension of the time limits for the plan recording.

Motion by Supervisor Brunell to authorize the extension from the required time period for the recording of Docket #2316 – Fallbrooke Residential Subdivision for an additional 120 days. Seconded by Vice-Chairman Ghai. Motion passes unanimously.

F. *Authorizing the Liquidation of Excess Township Equipment for 2024*

Mr. Faust stated that he was requesting authorization to liquidate excess township equipment for 2024.



Motion by Chairman Fleischaker to authorize the Director of Public Works to liquidate any excess township equipment, with the approval of the Township Manager. Seconded by Supervisor Brunell. Motion passes unanimously.

G. Awarding Bid #2023-12.01 for Janitorial Services

Ms. Vazquez stated that the Township previously had a full-time custodian, and the position has been vacant. Janitorial services have been performed by Vanguard Cleaning Systems of Northeastern Pennsylvania. Bid #2023-12.01 was placed in the Parkland Press on December 13th and 20th, 2023, and only one bid was received from Vanguard Cleaning Systems of Northeastern Pennsylvania. Township Staff recommended that this bid be awarded to Vanguard Cleaning Systems of Northeastern Pennsylvania.

Motion by Chairman Fleischaker, to authorize a one-year agreement for Janitorial Services for Upper Macungie Township and Station 56 in the amount of \$3,700.00 per month from Quality Services LLC, DBA Vanguard Cleaning System of Northeastern Pennsylvania. Seconded by Supervisor Brunell. Motion passes unanimously.

H. Authorizing Stray Cat Services Agreement

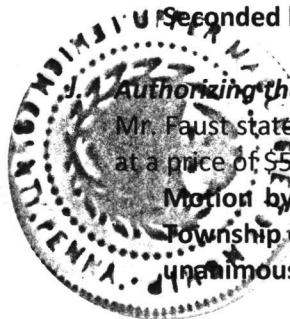
Chief Sitoski stated that the Sanctuary at Haafsville has agreed to provide assistance for stray cats within the Township. This agreement will no longer include neutering services as had been offered in previous years.

Motion by Supervisor Brunell, to authorize agreement with the Sanctuary at Haafsville as the agency that provides services for stray cats. Seconded by Chairman Fleischaker. Motion passes unanimously.

I. Authorizing No Nonsense Neutering Agreement for 2024

Chief Sitoski stated that No Nonsense Neutering will provide neutering services for free roaming feral cats. Township residents will receive a voucher from the Township to allow for the services. This is part of the Trap, Neuter and Release Program for feral cats.

Motion by Chairman Fleischaker, to authorize an agreement with No Nonsense Neutering to provide neutering/vaccination services for feral/free roaming cats in the Township. Seconded by Vice-Chairman Ghai. Motion passes unanimously.



J. Authorizing the Sale of Township Vehicle to Greenwich Township

Mr. Faust stated that he would like to have the sale of a 2014 Ford F550 to Greenwich Township at a price of \$50,000.00.

Motion by Supervisor Brunell, to authorize the sale of a 2015 Ford F550 to Greenwich Township on the amount of \$50,000.00. Seconded by Chairman Fleischaker. Motion passes unanimously.

IX. BOARD AND STAFF REPORTS

A. Treasurer

The total bills from all funds for December 2023 was \$2,529,192.38. Further details appear in the December Treasurer's Report.

Motion by Chairman Fleischaker to pay the bills for December 2023 in the amount of \$2,529,192.38. Seconded by Supervisor Brunell. The motion passed unanimously.

B. Secretary

Ms. Vazquez stated that an Executive Session was held at 5:00 p.m. on January 2, 2024, and the topic was personnel.

C. Township Engineer

Mr. Alban thanked the Township for reappointing Keystone Consulting Engineers as the Township Engineer for 2024.

D. Township Manager

Mr. Ibach stated that Chief Sitoski has been accepted to attend the 12-week FBI National Academy in Quantico.

E. Chief Sitoski

Chief Sitoski thanked the Township for the support and opportunity for allowing him to attend the academy for 12 weeks.

X. PUBLIC COMMENT/COURTESY OF THE FLOOR

Mr. Eric Linde III and Paul G. Rutledge residents of Hamilton Walk stated that the residents of their community have concerns with the safety and security due to the traffic flow on Route 100. They submitted a petition to the Board requesting that a traffic study be conducted to help address the concerns, of the community. Mr. Alban stated that Route 100 is a state road and that he will forward their concerns as well as the documentation that was submitted to the Township to PennDOT for their review. There was a recommendation that they should contact their local representatives to assist with these concerns as well.

Mr. Mark Worth of Lower Saucon Township stated that he had questions at to when the Sunset Orchard Project that is being developed by D.R. Horton will be appearing before the Board of Supervisors.

XI. ADJOURNMENT

There being no other business, **Vice-Chairman Ghai made a motion to adjourn the meeting at 8:28 p.m. Seconded by Supervisor Brunell. The motion passed unanimously.**

Submitted by:

Jazmin Vazquez
Township Secretary



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