

**General Business Meeting  
July 3, 2024**

Commissioner Christ stated that the Northwestern Recreation Committee will be holding their annual event A Night in the Country on August 17 with a rain date of August 18 and have requested assistance from the Upper Macungie Township Fire Police.

**Motion by Supervisor Brunell to authorize Fire Police Assistance to aid with traffic control at various intersections within the Township for A Night in the Country at the request of the Northwestern Recreation Commission on August 17, 2024, with a rain date of August 18, 2024. Seconded by Vice-Chairman Brunell. Motion passed unanimously.**

**IX. BOARD AND STAFF REPORTS**

**A. *Township Manager***

Mr. Ibach mentioned that Butz has reported that there has been very strong interest from contractors for the construction of the Community Center. He also stated that staff has had conversations with the Parkland Library and Lehigh County Adult and Aging Services, that have expressed interest in providing some programming in the community center once it is built. Mr. Ibach introduced Ryan Griffiths, who has joined the Township as the Recreation Manager.

**B. *Township Secretary***

Ms. Vazquez stated that there was an Executive Session that was held on July 11, 2024, at 6:00 p.m. where the topic discussed was personnel.

**C. *Township Engineer***

Mr. Alban mentioned that the Grange Road Roundabout Project will be starting around July 15<sup>th</sup> and that the main entrance to the park will be closed to allow for the project's construction. To aid with traffic control there will be temporary signals that will be placed as well as a temporary stoned access road into the park via Grange Road. The construction of this project should be completed in approximately two months.

**D. *Community Development Director***

Mr. Sostarecz stated that Simone Collins has begun the Comprehensive Park, Recreation, and Open Space Study. He mentioned that there will be multiple public hearings that will be held and the importance of participating in these meetings.

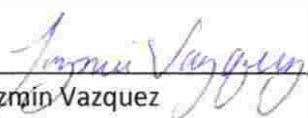
**X. PUBLIC COMMENT/COURTESY OF THE FLOOR**

Jaime Alvor mentioned his concerns with the access to the Sheetz and need for better signage to reduce the amount of vehicles using private driveways to turn around to access the Sheetz. He also mentioned that Sheetz has been used as a truck stop that was not an approved use. Mr. Ibach stated that this is currently being addressed to find a resolution.

**XI. ADJOURNMENT**

There being no other business, **Vice-Chairman Ghai made a motion to adjourn the meeting at 8:48 p.m. Seconded by Supervisor Brunell. The motion passed unanimously.**

Submitted by:

  
\_\_\_\_\_  
Jazmin Vazquez  
Township Secretary

General Business Meeting  
August 1, 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 August 1, 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; Pete Nickischer, Lieutenant, UMTPD; Peter Christ, Commissioner, Bureau of Fire; Dave Alban, Township Engineer; Scott Faust, Public Works Director; Bruce Koller, Finance Director; Michelle Souls, Assistant Finance Director; and Ryan Griffiths, 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

Deletion of Moti on "G" from the agenda.

III. MINUTES & FINANCIALS

A. *Minutes – July 3, 2024*

B. *Financials–July 2024*

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

Motion by Chairman Fleischaker to dispense with the reading of meeting minutes from the General Business Meeting held on July 3, 2024, and approve as submitted, and authorize the payment of the bills for July 2024 in the amount of \$4,062,473.14. Seconded by Supervisor Brunell. The motion passed unanimously.

IV. PRESENTATIONS

None

V. DISCUSSIONS & UPDATES

None

VI. ORDINANCES

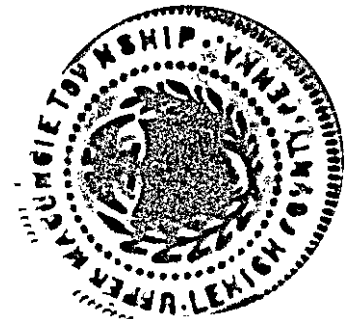
None

VII. RESOLUTIONS

A. *Resolution #2024-35 – Granting Right-of-Way Tree Easement to PP&L for Route 100 Park*

Mr. Sostarecz stated that PPL Electric Utilities has a critical underground line currently in place and which has failed at the southern end of Township property at 1423 N. PA Route 100. PPL is converting that line to an aboveground facility for future maintenance ease, utilizing 45' wooden poles. The line and poles will run south of the quarry property at 7510 Walker Way, but within 25 feet of the property line where trees exist; therefore, PPL is requesting to be permitted to perform tree maintenance within their 25-foot buffer.

Motion by Supervisor Brunell to adopt Resolution #2024-35, granting a Right-of-Way for Tree Work to PPL Electric Utilities Corporation for 7510 Walker Way, and authorizing the Township Manager to sign all documents related to such grant. Seconded by Chairman Fleischaker. Motion passed unanimously.



**VIII. MOTIONS**

**A. Authorizing Township Staff and PFM to Begin the Process of Financing the Construction of the Community Center.**

Mr. Ibach stated that unless the Board decides to use reserves to fund the construction of the project, we will need to provide funding for the project over the next 24 months. Use of donations and grants can provide opportunities to lower the debt faster, but these funds would not be available until construction was completed. This motion will allow Staff to begin the process of financing the construction of the Community Center by providing information to PFM to obtain a better estimate of what financing would look like. Jamie Schlesinger, from PFM Financial Advisors, LLC, provided a presentation on what the financing will look like if the town decides to take this route for the financing of the construction of the Community Center.

**Motion by Supervisor Brunell to authorize staff and PFM to begin the process of financing the construction of the Community Center. Seconded by Chairman Fleischaker. Motion passed unanimously.**

**B. Awarding of Bids for the Construction of the Community Center.**

Mr. Ibach stated these contracts need to be awarded so that construction can begin prior to the start of winter and each of these trades will need to communicate and coordinate from the beginning. These contracts are part of 28 separate bids for all aspects of the building's construction. The remaining apparent low bidders are still in the vetting process and will be considered at the September Board meeting. Several residents spoke on their views and concerns on the future community center.

**Motion by Chairman Fleischaker to award bids for the construction of the Community Center as follows:**

PC Package	Description	Lowest Qualified Bidder	Bid Package Total
PC-01	Structural Excavation	Semmel Excavating, LLC	\$1,580,373.00
PC-02	Site & Concrete Paving	Semmel Excavating, LLC	\$1,478,576.00
PC-03	Structural Concrete	Macri Concrete, Inc.	\$2,224,088.00
PC-04	Structural Timber	StructureCraft Builders USA, Inc.	\$14,385,200.00
PC-07	Masonry & Pre-Cast	Silfies Masonry, LLC.	\$1,061,200.00
PC-08	Roofing & Water proofing	Alan Kunsman Roofing & Siding, Inc.	\$3,102,700.00
PC-09	Exterior Wall Systems	Duggan & Marcon, Inc.	\$4,074,762.00
PC-10	Interior Carpentry	Duggan & Marcon, Inc.	\$2,123,278.00
PC-11	Aluminum, Glass, and Glazing	Entrance Systems, Inc.	\$663,950.00
PC-25	Fire Protection	Wayman Fire Protection, Inc.	\$620,350.00
PC-26	Plumbing	Worth and Company, Inc.	\$1,124,000.00
PC-27	HVAC	Tri-County Mechanical, Inc.	\$2,716,000.00
PC-28	Electrical	Ace Electrical, Inc.	\$3,365,886.00
<b>TOTAL:</b>			<b>\$38,520,363.00</b>

**Seconded by Supervisor Brunell. Motion passed 2-1; Ghai – No.**

**C. Authorization to Fill a Zoning Officer Position**

Mr. Sostarecz stated that Upper Macungie Township is the fourth fastest growing municipality in all of Pennsylvania. This has resulted in a large increase in services related to Zoning and the Township now averages 91 zoning requests per month. The number of requests will only increase as time advances as property owners will want to complete improvements. Although the Township does appoint staff members as Zoning Officers, it is not their primary job duty and is mainly done as a "back-up." Historically, the Township has appointed third-party consultants

through Keystone Consulting Engineers as its full-time Zoning Officers. The Township had previously appointed a staff member to this role as a primary part of his duties; however, he resigned from his position in 2022 to pursue opportunities elsewhere.

**Motion by Supervisor Brunell to authorize Township Staff to begin the steps necessary to fill a Full-Time Staff Zoning Officer position. Seconded by Chairman Fleischaker. Motion passed unanimously.**

***D. Authorizing the Creation of a Code Enforcement Officer Position***

Mr. Sostarecz stated that the population growth that has been seen in Upper Merion Township has resulted in a large increase in services related to Code Enforcement and the township now averages 30-35 new "cases" per month. Historically, the Township has appointed three-party consultants, either Barry Isett & Associates or Keystone Consulting Engineers, to provide its Code Enforcement Officer. This is not ideal, as the Township's ability to directly oversee this position is encumbered by the structure of the consultant, and the Officer is not available at times due to assignments in other municipalities. Hiring a full-time staff-based Code Enforcement Officer would enable the township to have consistent oversight on a daily basis and afford the position a full-time schedule that code enforcement requires.

**Motion by Supervisor Brunell to authorize the creation of a Full-Time Staff Code Enforcement Officer Position and for Township Staff to begin the steps necessary to fill the position. Seconded by Vice-Chairman Ghai. Motion passed unanimously.**

***E. Authorizing Salary Adjustment for Township Planner, Meredith Keller***

Mr. Ibach stated that when Ms. Keller was hired, management agreed to review her abilities and salary six months after her start date. After reviewing her performance, staff believes her skills and abilities are deserving of the recommended salary.

**Motion by Chairman Fleischaker to authorize an adjustment of the yearly salary for the Township Planner, Meredith Keller, to \$110,000.00. Seconded by Supervisor Brunell. Motion passed unanimously.**

***F. Authorizing Salary Adjustment for Assistant Township Manager, Kalman Sostarecz***

Mr. Ibach stated that an adjustment for this position would bring the salary in line with other department managers and Police Lieutenants.

**Motion by Supervisor Brunell to authorize an adjustment of the yearly salary for the Assistant Township Manager, Kalman Sostarecz, to \$114,000.00. Seconded by Chairman Fleischaker. Motion passed unanimously.**

***G. Authorize the Scheduling of a Public Hearing Repealing Certain Sections Related to Noise in the Zoning Ordinance***

Chairman Fleischaker stated that this item was removed from the agenda.

***H. Authorize the Extension of Time for the Recording of Docket #2349 – Fogelsville Elementary School Access Improvements***

Mr. Sostarecz stated that Docket #2349- Fogelsville Elementary School Access Improvements was granted Conditional Final Plan approval on April 4, 2024. The conditions of approval included the requirement to provide all plans and documents needed for the recording of the plan to the Township Engineer within 120 days. Although the developer is very near to completing this requirement, it will not occur by the original deadline of August 2, 2024.

Motion by Chairman Fleischaker to authorize an extension of the time limitation for the recording of Docket #2349—Fogelsville Elementary School for an additional 120 days ending on November 30, 2024. Seconded by Supervisor Brunell. Motion passed unanimously.

***I. Authorizing Fire Police Assistance for 8<sup>th</sup> Annual Fall Bash***

Commissioner Christ stated that the Community Fire Company of New Tripoli will be holding their 8<sup>th</sup> Annual Fall Bash Event on September 21, 2024, and have requested assistance from the Upper Macungie Township Fire Police.

Motion by Supervisor Brunell to authorize Upper Macungie Township Fire Police to assist with traffic control at the 8<sup>th</sup> Annual Fall Bash at the request of Lynn Township on behalf of the Community Fire Co. of New Tripoli on September 21st, 2024. Seconded by Chairman Fleischaker. Motion passed unanimously.

**IX. BOARD AND STAFF REPORTS**

***A. Township Secretary***

Ms. Vazquez stated that there was an Executive Session that was held on August 1, 2024 at 5:45 p.m. where the topic discussed was legal matters.

***B. Police Department***

Lieutenant Nickischer mentioned that National Night Out will be held on August 6, 2024 at 5:00- 8:00 pm at Grange Park.

***C. Recycling Department***

Ms. Souls stated that the Township will be holding a shredding event on September 7, 2024, from 9:00 a.m. – 11:00a.m. at Grange Park.

***D. Parks and Recreation***

Mr. Griffiths mentioned that the Township's Summer Camp has hosted 389 campers across three sites this year and has been very successful. He went on to mention that there will be a link on the website for residents to participate in a public opinion survey to kick off the UMT Comprehensive Parks, Recreation, and Open Space Plan.

***E. Community Development***

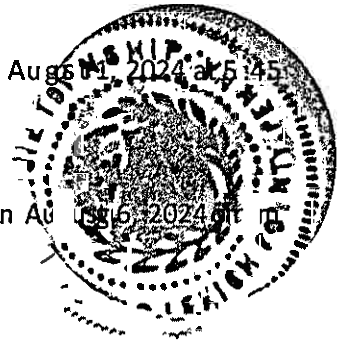
Mr. Sostarecz stated that the Township has been awarded a Green Light Go Grant through PennDOT for improvements on both Tilghman Street and Hamilton Boulevard in the amount of \$550,000.00. The Township was the only municipality that was awarded in the Lehigh Valley

***F. Board of Supervisors***

Vice-Chairman Ghai congratulated Officer Schlegel for the excellent job that he is doing to keep our community safe.

Supervisor Brunell thanked Howard Kulp for all the work that has been done for the future Community Center, as well as being present at meetings.

Chairman Fleischaker mentioned that the first meeting was held with the Steering Committee for the Future of Fire Services in UMT, and it went very well. The group believes that there should be a plan ready within the next 4-6 months.



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X. PUBLIC COMMENT/COURTESY OF THE FLOOR

XI. ADJOURNMENT

There being no other business, Supervisor Brunell made a motion to adjourn the meeting at 9:38 p.m. Seconded by Vice-Chairman Ghai. The motion passed unanimously.

Submitted by:

  
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Jazmin Vazquez  
Tow nship Secretary



