

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 5, 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; Keith Richard, Fire Inspector, 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

III. MINUTES & FINANCIALS

A. *Minutes – November 7, 2024*

B. *Financials – November 2024*

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

Motion by Chairman Fleischaker to dispense with the reading of meeting minutes from the General Business Meeting held on November 7, 2024, and approve as submitted, and authorize the payment of the bills for November 2024 in the amount of \$2,444,928.07. Seconded by Vice-Chairman Ghai. Motion passed unanimously.

IV. PRESENTATIONS

A. *Lehigh County Farmland Preservation, Donna Wright*

Donna Wright presented information on the importance and process of preserving farmland within the community. She also mentioned that the Upper Macungie Township has 960 acres that have been preserved and that there are other properties that could be included in the program in the future.

V. DISCUSSIONS & UPDATES

NONE

VI. ORDINANCES

None

VII. RESOLUTIONS

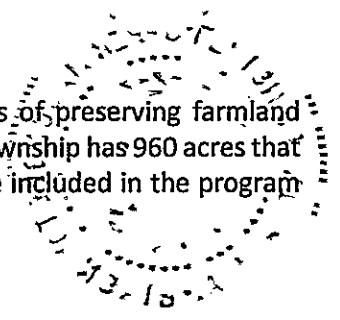
A. *Resolution #2024-50 - 2025 Budget Adoption*

Mr. Ibach stated that the 2025 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 2025 Budget be adopted.

Motion by Chairman Fleischaker to adopt Resolution #2024-50, adopting the Upper Macungie Township 2025 Final Budget. Seconded by Vice-Chairman Ghai. Motion passed unanimously.

B. *Resolution #2024-51 – Tercha Farmland Preservation*

Mr. Ibach stated that the Township created an Agricultural Security Area (ASA) in 1998 and landowner's whose land meet the criteria of the Agricultural Security Area Law may add their



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lands to the ASA. The properties that meet the criteria and are identified in the Township's Comprehensive Plan for continued agricultural use and security. Upper Macungie Township currently has 960.47 acres in security.

Motion by Vice-Chairman Ghai to adopt Resolution #2024-51, adding approximately 80.88 acres of the lands of K. Tercha, et al, to the Upper Macungie Township Agricultural Security Area. Seconded by Chairman Fleischaker. Motion passed unanimously.

Resolution #2024-52 – 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 Vice-Chairman Ghai to adopt Resolution #2024-52, authorizing the disposal of certain Township records as per the PA Municipal Records Manual. Seconded by Chairman Fleischaker. Motion passed unanimously.

D. Resolution #2024-53 – Authorizing the Submission of a DCED Grant for the Purchase of a Leaf Collection Truck

Mr. Griffiths mentioned that the submission of a DCED grant for the purchase of a leaf collection truck will improve the efficiency of leaf collection and maintenance within the Township.

Motion by Supervisor Brunell to adopt Resolution # 2024-53, authorizing the submission of a Pennsylvania Department of Community and Economic Development Local Share Account Grant Application in the amount of \$449,518.00 for the purchase of a leaf collection truck. Seconded by Chairman Fleischaker. Motion passed unanimously.

E. Resolution #2024-54 – Authorizing the Submission of a DCED Grant for the Purchase and Installation of Playground Equipment at Earl Adams Memorial Park

Mr. Griffiths stated that the playground equipment currently installed at Earl Adams Park is 25 years old and near the end of its lifespan. If the grant is awarded, it will cover the cost of purchasing and installing the new equipment.

Motion by Chairman Fleischaker to adopt Resolution #2024-54, authorizing the submission of a Pennsylvania Department of Community and Economic Development Local Share Account Grant Application in the amount of \$391,449.00 for the purchase and installation of playground equipment at Earl Adams Memorial Park. Seconded by Vice-Chairman Ghai. Motion passed unanimously.

F. Resolution #2024-55 – Authorizing the Submission of a DCED Grant Application for Improvements to the Grange Park Basketball Courts

Mr. Griffiths mentioned that the improvements to the Grange Park basketball courts included in the DCED grant submission would allow for increased recreational opportunities and revenue generating activities.

Motion by Supervisor Brunell to adopt Resolution #2024-55, authorizing the submission of a Pennsylvania Department of Community Development Local Share Account Grant Application in the amount of \$193,053.00 for improvements to the Grange Parks basketball courts. Seconded by Chairman Fleischaker. Motion passed unanimously.

VIII. MOTIONS

- A. Authorizing the Advertisement of the Organization and General Business Meeting Date of January 6, 2025**

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. Staff recommends that the Board schedule their Organization Meeting on Monday, January 6th at 6:30 p.m. followed by the General Business Meeting at 7:00 p.m.

Motion by Chairman Fleischaker to authorize the advertisement of the Organization Meeting on Monday, January 6, 2025, at 6:30 p.m., and the General Business Meeting at 7:00 p.m. Seconded by Vice-Chairman Ghai. Motion passed unanimously.

B. Authorizing the Advertisement of the Auditors Organization Meeting on January 7, 2025

Ms. Vazquez stated that the Second-Class Township Code requires the Board of Auditors to organize the day after the Organization Meeting of the Board of Supervisors. Staff recommends that the Board of Auditors schedule their Organization Meeting on Tuesday, January 7th at 10:00 a.m.

Motion by Chairman Fleischaker authorizing the advertisement of the Auditors Organization Meeting to be held on Tuesday, January 7, 2025, at 10:00 a.m. Seconded by Supervisor Brunell. Motion passed unanimously.

C. Authorizing Volunteer Fire Department Recruitment and Retention Stipends

Mr. Richard stated 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.

Motion by Supervisor Brunell to authorize the payment of stipends to the Volunteer Fire Companies for the year 2024 in the following amounts: Fogelsville Fire Station #8 - \$49,981.00, Goodwill Fire Company No. 1 of Trexlertown PA - \$94,240.00, and UMT Station 56 - \$57,426.00. Seconded by Chairman Fleischaker. Motion passed unanimously.

D. Ratification of Upper Macungie Township Fire and Rescue By-Laws

Mr. Ibach stated that during the 2023 annual Fire Companies and Board of Supervisors Meetings, there was a discussion and a request to the Township to provide different options for the future of fire services in Upper Macungie Township. Through a Fire Steering Committee, staffing solutions and suggestions were taken into consideration that resulted in the formation of a new 501(c)(3) company. After legal, staff, and Steering Committee review, the by-laws are ready for approval.

Motion by Supervisor Brunell to approve the by-laws of Upper Macungie Township Fire and Rescue. Seconded by Chairman Fleischaker. Motion passed unanimously.

E. Awarding of Bid for the 2024 UMT PRP Vegetated Swale #2

Mr. Sostarecz stated that this project is part of the Township's Pollution Reduction Plan (PRP) that is part of the Township's Municipal Separate Storm Sewer System (MS4) permit renewal to comply with the PADEP requirements. This project was previously identified by Keystone Consulting Engineers as meeting those requirements, and the PRP and bid for specifications were developed by Entech Engineering.

Motion by Supervisor Brunell to award the 2024 UMT PRP Vegetated Swale #2 Project to Western Lehigh Services, Inc. in the amount of \$77,487.00. Seconded by Chairman Fleischaker. Motion passed unanimously.

F. Authorizing the Acquisition of Builders Risk Insurance for the Community Center

Mr. Ibach stated that as the owner of the community center project, it is in the Township's best interest to acquire this policy to cover the project for unexpected issues. The proposed policy is for an 18-month period and the Township will be reimbursed should the project be completed

within the insured timeline. Additionally if the project were to extend longer than the insured timeline, the Township could purchase additional monthly coverage to the plan.

Motion by Chairman Fleischaker authorizing the Township to purchase a Builders Risk Insurance Policy from Brown & Brown in the amount of \$360,409.33. Seconded by Supervisor Brunell. Motion passed unanimously.

G. Awarding Community Center Contracts – Security and ADA Lift

Mr. Ibach mentioned that access control and camera systems are being purchased through a PA COSTARS contract to maintain uniformity with the Township's current surveillance systems. The ADA Lift was bid two times in the past with no responses; purchasing regulations allows to negotiate a price with any vendor. Alvin H. Butz has worked with Garaventa in the past and believes that the price is competitive, and that they are a reliable vendor.

Motion by Chairman Fleischaker to award and authorize the Township Manager to execute the following contracts: access control & cameras to TWG Security in the amount of \$324,912.95; and ADA Lift to Garaventa Lift in the amount of \$40,500.00. Seconded by Supervisor Brunell. Motion passed unanimously.

H. Awarding Community Center Contract – Entrance Sign

Mr. Griffiths stated that the purchase of a digital electronic message board is needed to continue the Township's goal of increasing communication with the residents about upcoming meetings, events, and programs throughout the Township. Grange Park is currently the most visited park within the Township and the volume will continue to increase with the construction of the future Community Center.

Motion by Chairman Fleischaker to authorize the purchase of a double-sided digital message board for the UMT Community Center at Grange Park in the amount of \$61,690.00 from KC Sign and Awning. Seconded by Supervisor Brunell. Motion passed unanimously.

I. Ratification of Upper Macungie Township Community Fund By-Laws Update

Mr. Ibach mentioned that the UMTCF is a registered 501(c)(3) created for the purpose of fundraising and accepting contributions for the Upper Macungie Township Community Lifestyle Center. It is recommended that the by-laws need to be amended at this time in order for the Board to be well positioned to collaborate with Founding Partners and to continue to successfully fundraise.

Motion by Chairman Fleischaker to approve the updated by-laws as presented for the Upper Macungie Township Community Fund. Seconded by Supervisor Brunell. Motion passed unanimously.

Employee Handbook Update – Drug and Alcohol-Free Workplace

Mr. Ibach mentioned that this update to the employee handbook is to include a Drug and Alcohol-Free Workplace Policy, to ensure the Township remains compliant with the laws and regulations. This policy covers all township employees, both Non-CDL and CDL drivers.

Motion by Chairman Fleischaker updating the Drug and Alcohol-Free Workplace Policy. Seconded by Vice-Chairman Ghai. Motion passed unanimously.

IX. BOARD AND STAFF REPORTS

A. Township Secretary

Ms. Vazquez mentioned that there was an executive session that was held at 6:00 p.m. and the topic discussed was legal matters. She also mentioned that the Santa Run schedules for Stations #8, #25, and #56 have been posted on the Website and Facebook.

B. Police Department

Lieutenant Nickischer mentioned that the Police Department will be holding an Elder Fraud Prevention Seminar on December 9, 2025. He also mentioned that Officer Poapst is holding the Christmas Lights Contest this year. To participate residents should contact her.

C. Parks & Recreation

Mr. Griffiths mentioned that Kids Noon Years Eve will be held on December 31, 2024, from 10:00 a.m. to 12:30 p.m. He also mentioned that the Comprehensive Park Recreation and Open Space Plan survey has received 1,047 responses.

D. Finance Department

Mr. Koller stated that the Township was awarded a 902 Grant in the amount of \$2,000.00, that will be used to offset the cost of a new grinder.

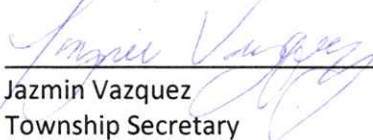
X. PUBLIC COMMENT/COURTESY OF THE FLOOR

Mike Sicinski stated that he was pleased with the information that was being provided in regard to the Community Center as well as the 2025 Budget not including a tax increase for the residents of the Township.

XI. ADJOURNMENT

There being no other business, **Chairman Fleischaker made a motion to adjourn the meeting at 8:25 p.m. Seconded by Supervisor Brunell. The motion passed unanimously.**

Submitted by:



Jazmin Vazquez
Township Secretary







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