

**General Business Meeting
May 1, 2025**

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 May 1, 2025, 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; Meredith Keller, Director of Community Development; Jazmin Vazquez, Township Secretary; Andrew V. Schantz, Esq., Solicitor; Michael Sitoski, Chief, UMTPD; Ryan Kern, Township Engineer; Scott Faust, Public Works 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

None

III. MINUTES & FINANCIALS

A. Minutes – April 3, 2025

B. Financials – April 2025

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

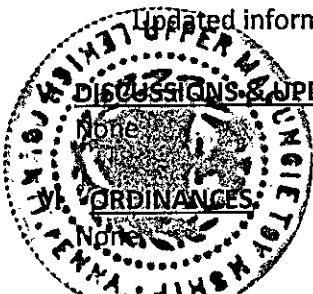
Motion by Chairman Fleischaker to dispense with the reading of meeting minutes from the General Business Meeting held on April 3, 2025, and approve as submitted, and authorize the payment of the bills for April 2025 in the amount of \$7,710,610.39. Seconded by Supervisor Brunell. Motion passed unanimously.

IV. PRESENTATIONS

A. Upper Macungie Township Community Fund Update, Laura McHugh

Ms. McHugh provided a brief update on the progress of the Community Fund's fundraising efforts. She noted that both small- and large-scale giving opportunities are currently available.

Updated information is accessible on the Fund's website at www.uppermacfund.org.



VII. RESOLUTIONS

A. Resolution 2025-21 Recognizing Peace Officer's Memorial Day

Chief Sitoski stated that in accordance with a proclamation passed by the United States Congress and signed into law by President John F. Kennedy in 1962, May 15 of each year is designated as Peace Officers Memorial Day. Furthermore, the calendar week in which May 15 falls is recognized as National Police Week. This observance honors and pays tribute to the brave Federal, State, and Municipal law enforcement officers who have made the ultimate sacrifice in the line of duty, as well as those who continue to serve and protect our communities with courage and dedication.

Motion by Supervisor Brunell to adopt Resolution #2025-21, recognizing May 15, 2025 as Peace Officer's Memorial Day and May 11-18, 2025, as "Police Week" Seconded by Chairman Fleischaker. Motion passed unanimously.

B. Resolution #2025-22 – Docket #2368 – 617 N. Krocks Mixed Use – Minor Subdivision Plan

Solicitor Schantz stated that the applicant is seeking approval of a Land Development Plan for the mixed-use development located at 617 N. Krocks Road. The improvements related to the land development plan are located within Lower Macungie Township. While the Land Development Plans will not be formally reviewed and approved by Upper Macungie Township, the applicant is working with Township Staff and Consultants on its driveway access to and from the site which will require road improvements that extend, by the way of tapering, into Upper Macungie Township along with a new traffic signal at the driveway intersection.

Motion by Chairman Fleischaker to adopt Resolution #2025-22, granting Minor Subdivision Plan approval to Docket #2368, 617 N. Krocks Mixed Use, including approval of Waiver Request #1, conditions upon the Township Engineer Review Letter dated April 23, 2025.

Seconded by Supervisor Brunell. Motion passed unanimously.

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VIII. MOTIONS

A. Authorizing the Township Manager to Sign the Agreement of Sale for the Purchase of Property at 6517 Cetronia Road

Mr. Ibach stated

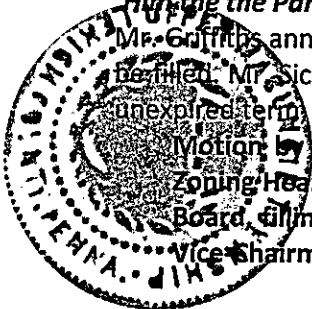
Motion by Chairman Fleischaker to sign the Agreement of Sale for the Purchase of property at 6517 Cetronia Road, Allentown PA for a cost of \$700,00.00 and further authorizing the Township Manager and Solicitor to execute all documents to complete the purchase.

Seconded by Supervisor Brunell. Motion passed unanimously.

B. Accepting the Resignation of Michael Sicinski from the Zoning Hearing Board and Appointing Him to the Parks and Recreation Board

Mr. Griffiths announced that a vacancy has opened on the Parks and Recreation Board that must be filled. Mr. Sicinski was interviewed by Township staff and has expressed interest in filling the unexpired term, which expires on December 31, 2028.

Motion by Chairman Fleischaker to accept the resignation of Michael Sicinski from the Zoning Hearing Board effective May 1, 2025, and appoint him to the Parks and Recreation Board, filling a vacancy with an unexpired term ending December 31, 2025. Seconded by Vice Chairman Ghai. Motion passed unanimously.



C. Approving the Park and Recreation Board Recommendation to Officially Name the Park Located at 1525 Russett Road as Kay Brook Green Hills Park

Mr. Griffiths stated that approving official names for Township facilities provides clarity in wayfinding, consistency in advertising and promotion, and improved response times in emergency situations. The Parks and Recreation Board recommends officially naming this location to facilitate the production of a new entryway sign, which will include the official park name, address, and Township contact information.

Motion by Supervisor Brunell to approve the Park and Recreation Board recommendation to officially name the park located at 1525 Russett Road as Kay Brook Green Hills Park. Seconded by Chairman Fleischaker. Motion passed unanimously.

D. Authorizing an Update to the Open Records Policy

Ms. Vazquez mentioned that the updated policy that is being proposed is to ensure that the Township remains in compliance with Right-to-Know Law.

Motion by Chairman Fleischaker to authorize an update to the Open Records Policy. Seconded by Supervisor Brunell. Motion passed unanimously.

E. Authorizing the Renewal of the 2023 Retention Pond Lawn Mowing Contract

Mr. Faust stated that this would be the third and final renewal for the 2023 Retention Pond Lawn Mowing Contract and will go out for bid in 2026. All American Property Maintenance has agreed to hold their price of \$11,934.00 from 2024 for their services.

Motion by Chairman Fleischaker to authorize the renewal of the 2023 Retention Pond Lawn Mowing Contract with American Property Maintenance LLC at a cost of \$11,934.00. Seconded by Vice-Chairman Ghai. Motion passed unanimously.

F. Authorizing the Renewal of 2024 Lawn Mowing Contract

Mr. Faust stated that Pennsylvania Lawn and Landscaping have agreed to hold their price of \$16,651.08. This would be the second of three possible extensions.

Motion by Chairman Fleischaker to authorize the renewal of the 2024 Lawn Mowing Contract with Pennsylvania Lawn and Landscaping, LLC at a cost of \$16,651.08. Seconded by Vice-Chairman Ghai. Motion passed unanimously.

G. Authorizing the Sale of a 2018 Ford 350 Pickup Truck to Weisenberg Township

Mr. Faust mentioned that Weisenberg Township has agreed to purchase a 2018 Ford 350 Pickup Truck in the amount of \$30,500.00.

Motion by Chairman Fleischaker to authorize the sale of a 2018 Ford F350 Pickup Truck to Weisenberg Township at a price of \$30,500.00. Seconded by Supervisor Brunell. Motion passed unanimously.

Authorizing the Township Secretary to Vote on the 2025 PSATS Resolutions, Based on the Executive Director's Memo Dated March 26, 2025

Mr. Faust stated that this motion would authorize the Township Secretary to vote on the 2025 Resolutions based on the Executive Director's Memo.

Motion by Chairman Fleischaker to support the PSATS 2025 proposed Resolutions and authorizing the Township Secretary to vote on behalf of the Township, based on the Executive Director's Memo dated March 26, 2025. Seconded by Vice-Chairman Ghai. Motion passed unanimously.



I. Appointing Delegates to the Lehigh Tax Collection Committee

Mr. Sostarecz mentioned that Bruce Koller is currently the primary delegate for Upper Macungie Township and is planning to retire this summer, and the Lehigh Tax Collection Committee will be reorganizing at its next meeting.

Motion by Supervisor Brunell to appoint the following personnel as delegates to the Lehigh Tax Collection Committee; Kalman Sostarecz, Delegate; Michelle Souls, Alternate Delegate #1; Robert Ibach, Alternate Delegate #2. Seconded by Chairman Fleischaker. Motion passed unanimously.

J. Authorizing the Township Manager to Execute an Agreement for IT Consulting

Mr. Sostarecz stated that the Township received IT consulting quotes from both IntegraOne and ET&T. Staff recommends the renewal with ET&T as they have provided exceptional service over the past three years.

Motion by Chairman Fleischaker to authorize the execution of an agreement with Eastern Telephone & Telecommunications, Inc. to provide Information Technology Services at a cost of \$7,941.00 per month effective May 6, 2025. Seconded by Supervisor Brunell. Motion passed unanimously.

IX. BOARD AND STAFF REPORTS

A. *Township Manager*

Mr. Ibach mentioned that the Finance Director, Bruce Koller received an award of appreciation for dedicated leadership and support of high standards and professional development in public financial management as a member of the GFOA-PA board of directors. He also mentioned that the Township Secretary, Jazmin Vazquez, will receive her Certificate from the Pennsylvania Municipal Government Academy in the Administrative Track at the 2025 PSATS Annual Conference.

B. *Township Secretary*

Ms. Vazquez stated that there was an executive session held at 5:30 p.m. prior to the meeting the topic discussed was personnel. She mentioned that there will be a survey that will be sent out to receive input on ideas for a Township Mascot. She also mentioned that the Open House that was held in the month of April was very well attended and that the event return in 2026. The Township was also awarded Third Place in the Citizen Communication Awards from PSATS for the Township's Website.

C. *Director of Community Development*

Ms. Keller mentioned that the Zoning Rewrite is underway and updates will be provided in the near future.

D. *Township Engineer*

Mr. Kern stated that HRG has continued to work with Staff and the Township to meet their needs.

E. *Public Works*

Mr. Faust mentioned that there will be an electronic recycling event will be held on May 3rd from 9:00 -- 11:00 a.m. at Grange Park. To participate in this event you will need an id that states that you are a resident of the Township.

F. *Parks and Recreation*

Mr. Griffiths mentioned that Spring programs are full and Summer Camp is also at full capacity. The first Grub and Groove at Grange will be held on May 15, and will continue on Thursdays over the summer.

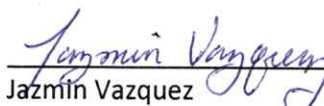
X. PUBLIC COMMENT/COURTESY OF THE FLOOR

None

XI. ADJOURNMENT

There being no other business, **Supervisor Brunell made a motion to adjourn the meeting at 7:54 p.m. Seconded by Vice-Chairman Ghai. The motion passed unanimously.**

Submitted by:



Jazmin Vazquez
Township Secretary

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