

## BOARD OF SUPERVISORS

A special meeting of the Board of Supervisors of Upper Macungie Township was held on October 18, 2016, at 6:30 PM, in the Municipal Building at 8330 Schantz Road, Breinigsville, PA 18031. Those present were Chairman, James M. Brunell; Vice-Chairman, John "Sean" Gill; Supervisor, Kathy A. Rader; Township Secretary, Ashley Godshall; Finance Director/Treasurer, Bruce Koller; Accounting Administrator, Greta Slifer; Assistant Township Manager/Director of Sewer & Refuse Operations, Robert Ibach; Fire Commissioner, Grant Grim; Director of Planning, Zoning, & Code Enforcement, Daren Martocci; and Public Works Director, Scott Faust. Township Manager, Daniel P. Olpere was present via phone.

Chairman Brunell opened the meeting and asked all present to join him in the Pledge of Allegiance to the Flag of the United States of America.

The purpose of this meeting is to discuss issues relating to the 2017 Township Budget. Also, any other business that may come before the Board; and, to take any necessary action, if appropriate.

The agenda for the meeting focuses on: Fire; Public Works; Planning, Zoning, & IT; Administration

**MOTIONS**

**Amazon Peak Access** – Director Martocci presented a request from Amazon for UMT to sign an agreement allowing for the seasonal opening of the overflow parking lot gate from October 20, 2016 to January 4, 2017. **A motion was made by Chairman Brunell, seconded Supervisor Rader and unanimously approved, to allow the Amazon overflow parking lot gate to be opened during the proposed time, conditioned upon the drafting of an agreement by Director Martocci and Solicitor Schantz stating a member of the Board of Supervisors or Upper Macungie Staff Member will ensure gate closure at the end of the season.**

**A second motion was made by Chairman Brunell, seconded by VC Gill and unanimously approved, to authorize Solicitor Schantz to draft a letter to Amazon reiterating authorized-only use of the Knox-Box at the gate.**

**Replacement Unit #2561** – Commissioner Grim requested approval to move forward with a financial commitment to the bidder, Smeal, securing the 3% reduced price of the chassis at \$116,765. This reduced price is only good through November 3, 2016. The Board would like to see a detailed committee document outlining the reasons for rejecting the other bids. The motion was tabled until the October 25<sup>th</sup> Budget Meeting.

**FIRE BUDGET**

Funds: 1 – General Fund; 31 – Capital Equipment Fund; 4 – Fire Fund (Alarms).

--Commissioner Grant noted that for proprietary reasons, the same manufacturer as that built Unit #831 would handle the refurbishment.

--In response of thanks to the exceptional relief efforts received at the October 9, 2016 fire call at Parkland View Apartments, **a motion was made by Chairman Brunell, seconded by Supervisor Rader and unanimously approved to donate an amount not exceeding \$1,500 to the North Penn Goodwill in 2016.**

**PLANNING, ZONING, & IT BUDGET**

Funds: 1 – General Fund.

--Director Martocci proposed an increase from 20% to 35% to the administrative fees for commercial permits but the legalities need to be checked.

--The Township received two bids in response to the RFP for a Comprehensive Plan. We are extending the RFP in an effort to obtain more bids.

--The Township has starting using Integra One to assist with IT issues. Director Martocci proposed sending out an RFP to IT firms for about five hours of service/day to meet the Township's growing IT needs.

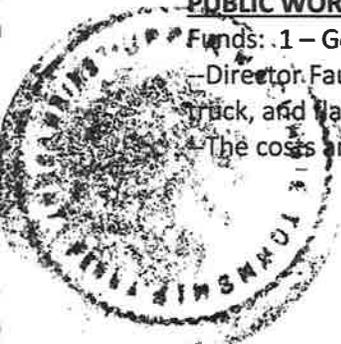
--Township Engineering Services Budget (408.313) will be increased from the originally-proposed \$200,000 to \$225,000.

**PUBLIC WORKS BUDGET**

Funds: 1 – General Fund; 31 – Capital Equipment Fund.

--Director Faust explained the necessity of his requests for a laser lawnmower, snow plow, F-350 pickup truck, and nail mower.

--The costs and potential fees for the incoming Splash Park were reviewed.



**ADMINISTRATION BUDGET**

Funds: 1 – General Fund; 31 – Capital Equipment Fund.

--Director Koller reviewed the financial software needs proposed in the Capital budget. The Board would like more detail on vehicle tracking software and cost estimates for Human Resources software.

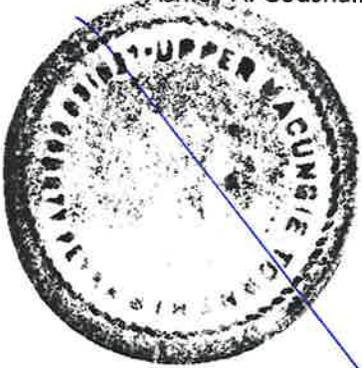
--The Board discussed reducing the Board Members Salary (400.111) and Subscriptions/Memberships (400.461) budgets.

The next budget meeting is scheduled for Tuesday, October 25, 2016, at 6:30 PM.

**Upon a motion by Chairman Brunell, seconded by Supervisor Rader and unanimous, the meeting is adjourned at 9:10 PM.**

*Ashley A. Godshall*

Ashley A. Godshall, Township Secretary



*Ashley A. Godshall*