

BOARD OF SUPERVISORS

The annual re-organization meeting of the Board of Supervisors of Upper Macungie Township was held on January 4, 2016, at 7:00 PM, in the Municipal Building, 8330 Schantz Road, Breinigsville, PA 18031. Those present were James M. Brunell; John P. "Sean" Gill; Kathy A. Rader; Solicitor, Andrew Schantz; Township Engineer, Scott Stenroos; Township Manager, Daniel Olpere; Treasurer, Bruce Koller; Director of Public Works, Scott Faust; Fire Commissioner, Grant Grim; Deputy Chief Joseph Wilson; and, Ashley Godshall.

Supervisor James M. 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.

Upon a motion by Kathy Rader, seconded by Sean Gill and unanimously approved, Supervisor James M. Brunell took the position of **Temporary Chairman**. Upon a motion by Brunell, seconded by Gill and unanimous, Supervisor Kathy A. Rader took the position as **Temporary Secretary**.

Upon a motion by Rader, seconded by Gill and unanimous, James M. Brunell is appointed 2016 Chairman.

Upon a motion by Brunell, seconded by Rader, and unanimous, John P. "Sean" Gill is appointed 2016 Vice-Chairman.

Upon a motion by Chairman Brunell, seconded by VC Gill and unanimous, Kathy A. Rader is appointed 2016 Township Secretary.

Upon a motion by Chairman Brunell, seconded by Secretary Rader and unanimous, Bruce T. Koller is appointed 2016 Township Treasurer.

Chairman Brunell stated that the Board of Supervisors has agreed to act upon the items on the Consent Agenda as one vote. Each item will be discussed, and if not agreed upon, that particular item will be separated for a later vote on that item. The remaining items will remain in the Consent Agenda to be acted upon as one voting item.

Chairman Brunell then read the Consent Agenda:

TREASURER'S BOND - \$1,000,000

DEPOSITORY FOR TOWNSHIP FUNDS – First Niagara Bank

APPOINTMENT OF ROADMASTERS – James M. Brunell, John P. "Sean" Gill, & Kathy A. Rader

TOWNSHIP LEGAL COUNSEL - (Board of Supervisors, Planning Commission, & UMTA) – Andrew V. Schantz, Esq., Davison & McCarthy, P.C.

ZONING HEARING BOARD COUNSEL – Steckel & Stopp Law Offices

TOWNSHIP ENGINEER - (Board of Supervisors, Planning Commission, & UMTA) - Keystone Consulting Engineers, Inc.

THIRD PARTY INSPECTORS – Base Engineering, Inc. (Primary); CodeMaster Inspection Services, Inc. (Secondary); and, Keycodes Inspection Agency (Secondary)

AUDITORS – Maillie, LLP

VACANCY BOARD – John Kuhns

BUILDING CODE BOARD OF APPEALS – Kenneth Kratz (5 yr. term expires 2020)

IMPACT FEE COMMITTEE – Joel Koehler (3 yr. term expires 2018) – plus 3 open seats

PLANNING COMMISSION – Makala Ashmar and Kenneth Pavkovic (4 yr. terms expire 2019)

ZONING HEARING BOARD – Robert R. Rabe (term expires 2020)

RECREATION BOARD – Brian Kresge (5 yr. term expires 2020) – plus 1 open seat

UPPER MACUNGIE TOWNSHIP AUTHORITY – Barry L. Moyer (5 yr. term expires 2020)

DELEGATES TO PSATS ANNUAL CONFERENCE & NaTAT CONFERENCE – James M. Brunell, John P. “Sean” Gill, Kathy A. Rader, & Daniel P. Olpere

CONFERENCE VOTING DELEGATE – Kathy A. Rader

2016 MILEAGE RATE – (IRS 2016 Mileage Rate) 54 cents per mile for business miles driven

2016 HOLIDAY SCHEDULE

January 1	New Year's Day
February 15	Presidents' Day
March 25	Good Friday
May 30	Memorial Day
July 4	Independence Day
September 5	Labor Day
November 11	Veterans' Day
November 24 & 25	Thanksgiving Holiday
December 26	Christmas Holiday

2016 MEETING SCHEDULE

All meetings, unless stated otherwise, will be held at the Upper Macungie Township Building, 8330 Schantz Road, Breinigsville, PA 18031. Meetings are open to the public and all residents are encouraged to attend.

The **Board of Supervisors** meet on the 1st Thursday of the month at 7:00 PM, with the exception of January's meeting being January 4, 2015, at 7:00 PM.

The **Board of Supervisors** will hold special quarterly meetings with the Fire Chiefs and Presidents on: January 11th, April 11th, July 11th, and October 10th, 2015, at 7:00 PM. The purpose of these meetings is to discuss matters with the three volunteer fire companies in Upper Macungie Township; any other issues that may come before the Board; and, to take any necessary action, if appropriate.

The **Sewer Authority** meets the 2nd Thursday of the month, at 4:00 PM, as needed.


The **Zoning Hearing Board** meets the 2nd & 4th Wednesday of the month at 6:30 PM.


The **Planning Commission** meets the 3rd Wednesday of the month at 7:00 PM. The **Planning Commission Work Session** will be held the Monday prior to the meeting at 7:00 PM.

The **Recreation Board** meets the Last Thursday of the month at 7:00 PM, with the exception of November's meeting being November 17, 2016. There will be no meeting in December.

Chairman Brunell then asked if there were any objections, hearing none, he asked the Board for action on the Consent Agenda. Chairman Brunell moved that the Consent Agenda be adopted as read, VC Gill seconded the motion and it was unanimously approved.

Upon a motion by Chairman Brunell, seconded by VC Gill and unanimous, the meeting is adjourned at 7:06 PM


Kathy A. Rader,
Secretary



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BOARD OF SUPERVISORS

The monthly meeting of the Board of Supervisors of Upper Macungie Township was held on January 4, 2016, immediately following the Reorganizational Meeting at 7:00 PM, in the Municipal Building, 8330 Schantz Road, Breinigsville, PA 18031. Those present were Chairman, James M. Brunell; Vice-Chairman, John P. "Sean" Gill; Secretary, Kathy A. Rader; Township Manager, Daniel Olpere; Township Engineer, Scott Stenroos; Zoning Officer, Daren Martocci; Solicitor, Andrew V. Schantz, Esq.; Finance Director, Bruce Koller; Deputy Chief of Police, Joseph Wilson; and Ashley Godshall.

Chairman James M. 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.

MINUTES - Chairman Brunell stated that the minutes of the previous meeting of December 3, 2015, would not be read unless there was some objection. **Upon a motion by Chairman Brunell, seconded by VC Gill, and unanimously approved, it was agreed to waive the reading of the minutes of the previous meeting and approve the minutes as presented.**

PUBLIC COMMENT - None

PRESENTATIONS/COURTESY OF THE FLOOR

--**Desal Hotel Proposal** – Attorney Joseph Zator, II, appeared with Engineer Justin Massie to present a plan for Townplace Suites by Marriott on the southwest corner of Memorial Road and Blue Barn Road. The purpose of the presentation was to explain the concept and seek Board approval to proceed. After much discussion, it was decided that the applicant should continue working with Township staff and consultants to submit for formal reviews and approvals.

ORDINANCE – None

RESOLUTIONS

Resolution - #2016-01 – 2016 Fee Schedule - RESOLUTION ADOPTING THE 2016 FEE SCHEDULE, BY UPPER MACUNGIE TOWNSHIP, SETTING, ESTABLISHING AND AMENDING CERTAIN FEES IMPOSED BY UPPER MACUNGIE TOWNSHIP AS SET FORTH IN GREATER DETAIL IN THE BODY OF THIS RESOLUTION – **Upon a motion by Secretary Rader, seconded by Chairman Brunell and unanimous, BE IT RESOLVED, Resolution #2016-01 is hereby adopted.**

Resolution #2016-02 – SR 222 and Grim Road/Cetronia Road – TE 160 - RESOLUTION GRANTING AUTHORIZATION FOR CERTAIN TOWNSHIP REPRESENTATIVES TO EXECUTE AND SUBMIT A CERTAIN APPLICATION FOR THE MODIFICATION OF AN EXISTING TRAFFIC SIGNAL APPROVAL TO THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION – **Upon a motion by Chairman Brunell, seconded by Secretary Rader and unanimous, BE IT RESOLVED, Resolution #2016-02 is hereby adopted.**

MOTIONS

--**Amgen Property – 7175 Mill Road** – Atty. Blake Marles appeared on behalf of his client to formally withdraw from the agenda and their request for consideration in reducing the required traffic contribution. Marles also urged the Board to consider taking a hard look at the whole Strategic Development Area with the \$1,000,000.00 encumbrance on the property, consider the tax loss and the fact that the property will not probably be developed, with the encumbrance, until after 2022.

--**Request for Zoning Map Modification – Lots, 9, 10, & 11 – Lehigh Valley West, near Nestle Way & Oldt Road** – Tabled at the request of the applicant

--**Township Manager's Contract** – Chairman Brunell announced that Manager Olpere's contract is up for renewal. The two significant changes to the contract are the base salary and the monthly car allowance. **Upon a motion by Chairman Brunell, seconded by VC Gill and unanimous, the new 2016-2017 Manager's Contract is hereby approved.**

--**Bid Awarding – Kaybrook Sewage Pump Station Improvements** – Three bids have been received for the Hydraulic Open-Channel Grinder Unit, with installation, for the Kaybrook Pump Station: Derstine Company LLC - \$55,000.00; Eastern Environmental Contractors - \$66,660.00; and MGK Industries, Inc. - \$72,470.00. **Upon a motion by Secretary Rader, seconded by VC Gill, and unanimous, the bid is awarded to the low bidder, Derstine Company, LLC.**

--**Right to Know Policy** – The Township has created a policy to comply with the Commonwealth's Act 3 of 2008, 65 P.S. §§ 67.101 et seq., commonly known as the "Right to Know Law." With certain exceptions, members of the public have the right to inspect and/or copy such records upon request. **Upon a motion by Secretary Rader, seconded by VC Gill, and unanimous, the Right to Know Policy is hereby adopted.**

--**Drone Restrictions** – Solicitor Schantz reported that legal issues, regarding drones, are on the rise. He suggested that perhaps drone use in Upper Macungie Parks should be investigated, regulated, and incorporated into the park rules. **After some discussion, a motion was made by Secretary Rader, seconded by Chairman Brunell and unanimous to continue with the research on drone use for future consideration.**

--**Consolidation of Lots at Grange Road Park** – Engineer Stenroos reported that since Grange Road Park is made up of several lots, that were acquired over time, a consolidation plan is needed to put some or all of the lots on one large parcel and, for grant purposes, to designate certain areas to be only for recreation. **A motion was made by Secretary Rader, seconded by VC Gill and unanimous, to send the consolidation plan to the Planning Commission for their approval.**

DISCUSSIONS & UPDATES – None

REPORTS

Treasurer’s Report – December – Total bills from all funds \$2,135,679.17
Secretary Rader reported that she must abstain from the firefighter reimbursement, in the sum of \$720.00 for Brad Rader. With Brad being her son, this creates a conflict of interest for this vote. She, therefore, requested that the full Board vote on the other payments, excluding Brad’s reimbursement. Then, after that action, Supervisors Brunell and Gill vote on this issue. **A motion was then made by Secretary Rader, seconded by Chairman Brunell, and unanimous to pay the bills, less the \$720.00 for Brad Rader’s reimbursement. A motion was then made by Chairman Brunell, seconded by VC Gill to pay the reimbursement for Brad Rader.**

Recreation Board Report – No meeting in December. No Report.

Planning Commission Report – Scott Stenroos reported on the December PC Meeting:

--**Hale Brake and Wheel** – The applicant withdrew from the agenda to address plan review comments and obtain Lehigh Valley Planning Commission letter.

--**Infinera** – The applicant’s engineer discussed waivers, traffic and storm drainage for the project site. The Planning Commission inquired about the number of loading docks; hazardous gases and chemicals; intended use for the site; building expansion; and, truck traffic. There was no action by the Planning Commission and the plan was tabled.

Upper Macungie Township Police Report – Deputy Chief Wilson

767	Total Calls for Service
31	Reportable MVAs
66	Non-Reportable MVAs
9	Criminal Arrest (Misdemeanor/Felony)
9	Non-Traffic Citations (summary)
243	Traffic Citations
41	Parking Tickets
18	Written Warnings
111	False Alarms
4	Assaults
2	Burglaries
1	Disturbing the Peace Crimes
4	DUI Offenses
5	Fraud Crimes
2	Motor Vehicle Thefts
1	Robberies
15	Thefts
4	Vandalism/Criminal Mischief
1	Vehicle Break-in/Thefts

Deputy Chief Wilson reported that UMTPD will be accepting applications for police officers. Applications need to be filed by noon on Thursday, February 25, 2016. The written exam and physical agility test will be conducted on Saturday, March 5, 2016 at Muhlenberg College.

Fire/EMS Report – Commissioner Grim gave report: Fire Inspections - 55. Emergency responses: Station 8-- 23; Station 25 – 30; Station 56 - 33; Total 86 responses. EMS Responses: Priority 1 – 75; Priority 2 – 50; Priority 3 – 64; Mutual Aid Required – 1; Total 190. VC Gill questioned the progress of the Recruitment and Retention Committee. Shohn Montano, President of the Recruitment and Retention Committee was present for the meeting and gave an update. It was requested that an update be given at all future monthly meetings.

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Public Works Report – DPW Faust had nothing to report at this time.

Zoning Report – The report of the Zoning Officer for the month of December was received and showed 75 Building and Zoning Permits were issued. (Commercial – 21; Residential – 42; Zoning Permits – 12) 26 Plumbing Licenses and 44 Electric Licenses were issued.
December 2015 Zoning Hearing Board Meetings: None

January 2016 Zoning Hearing Board Meetings:

January 13th, 2016 Zoning Hearing Board Meeting:

#01 16 001 The Zoning Appeal of **Fisher Clinical Services, 7554 Schantz Road, Allentown, PA 18106**; for variances of; Section §27-403.4.F(3)(d.) & Section §27-603.7.B(1)(b) To permit a fence to be constructed within a paved area setback required under § 27-603; Section §27-603.7.C(2). To permit a paved storage area within the required fifty (50') foot wide paved area setback; Section §27-403.4.F(5). To construct a fence with gates or other suitable passageways at intervals greater than 250 feet. The property is located along Schantz Road near the intersection of Covance Way and is situated in the LI (Light Industrial) Zoning District.

January 27th, 2016 Zoning Hearing Board Meeting:

The deadline to receive Zoning Appeal Applications for the January 27th, Meeting occurred subsequent to preparation of this report.

Lehigh Tax Collection Committee Report – None

TOWNSHIP MANAGER'S REPORT – Manager Olpere thanked the Board for the confidence in him and the help with his health issues. The Township has had a lot of accomplishments in 2015 and there are more to come for 2016. Olpere also announced that there will be a meeting with the Board of Supervisors and the Fire Companies, next Monday, January 11, 2016, at 7:00 PM

SUPERVISORS

Chairman BRUNELL – Nothing More

Vice Chairman GILL – Reported that Chairman Brunell & VC Gill met with residents of Highgate to investigate the complaints made at the December meeting. Zoning Officer Martocci and Engineer Stenroos are handling the complaints with Liberty Property Trust, the developer of the Home Depot Parking Lot Expansion.

Secretary RADER – Executive Sessions: December 17, 2015, at 5:30 PM; December 22, 2015, at 1:45 PM – Personnel Issues; and January 4, 2016, at 5:30 PM – Personnel & Land Issues.

The Elected Auditor Reorganization Meeting will be held on Tuesday, January 5, 2016, at 2:00 PM.

PUBLIC COMMENT – None

Upon a motion by Chairman Brunell, seconded by VC Gill, and unanimous, the meeting is adjourned at 8:20 PM.



Kathy A. Rader, Secretary



BOARD OF SUPERVISORS

A special meeting of the Board of Supervisors of Upper Macungie Township was held on January 11, 2016, at 7:00 PM, in the Municipal Building at 8330 Schantz Road, Breinigsville, PA 18031. Those present were Chairman, James M. Brunell; Vice-Chairman, John "Sean" Gill; Secretary, Kathy A. Rader; Township Manager, Daniel P. Olpere; Fire Commissioner Grant Grim; Fire Chiefs: Jacque Creamer – Station 8; Arlan Wright – Station 25; and, Leroy Gross – Station 56. Also, the Presidents: Jeff Grim – Station 8; Gary Gorr – Station 25; and Joe Corcoran – Station 56; and, Solicitor, Andrew V. Schantz.

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 matters with the three volunteer fire companies in Upper Macungie Township; any other issues that may come before the Board; and, to take any necessary action, if appropriate.

The agenda for this meeting focuses on a review of recommendations that resulted from the "2015 Fire Department Study and Review of Upper Macungie Township," conducted by Kent Greene, from Emergency Services Consulting International (ESCI). The intention is to formulate an Action Plan for the Fire Companies.

Chairman Brunell reported that the 41 recommendations have been sent to the three fire companies, Commissioner Grim and Fire Inspectors Peter Christ and Keith Richard for their review and comment. Each recommendation, with the comments, was reviewed by the Board. **After much discussion and review of Recommendations up to and including #22 of the 41, a motion was made by Chairman Brunell, seconded by VC Gill, and unanimous to recess this meeting and continue on Monday, February 22, 2016, at 7:00 PM.**

Prior to adjourning, Shohn Montano, Chairman of the Recruitment & Retention Committee, requested that an additional \$5,000 (to the budgeted \$10,000) was needed to meet the efforts planned by the Recruitment & Retention Committee. **Upon a motion by Chairman Brunell, seconded by Secretary Rader, and unanimous, the request for the additional \$5,000 is hereby approved.**

Upon a motion by Chairman Brunell, seconded by VC Gill and unanimous, the meeting is adjourned, and in recess, at 9:49 PM.



Kathy A. Rader, Secretary

