

**LOWER MACUNGIE TOWNSHIP  
BOARD OF COMMISSIONERS MEETING MINUTES**

The Board of Commissioners met on April 1, 2021 via Zoom.com, an online audio/video meeting due to the Coronavirus pandemic. To test a hybrid meeting, two Board members and two staff members were at the Township Building, 3400 Brookside Road, Macungie, PA 18062 and the remaining staff and Board members were via Zoom.com from other locations.

1. CALL MEETING TO ORDER

President Beitler called the regular meeting to order at 7:01 p.m.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Ronald W. Beitler, President	Present
Richard V. Ward, Vice President	Present
Ron R. Beitler, Commissioner	Present via Zoom
Brian P. Higgins, Commissioner	Present via Zoom
Maury G. Robert, Commissioner	Present via Zoom
Bruce Beitel, Township Manager	Present
Renea Flexer, Asst. Township Manager/Secretary	Present
Nathan Jones, Director of Planning	Present via Zoom
David Brooman, Township Solicitor	Present via Zoom
Bryan McAdam, Township Engineer	Present via Zoom

4. AGENDA MODIFICATIONS (At Discretion of Board President) – None

5. ANNOUNCEMENTS & PRESENTATIONS

5.1. An Executive Session was held on March 22, 2021 and will be held after this meeting to discuss land acquisition.

6. HEARINGS & APPROVALS

6.1. Resolution 2021-11 – A RESOLUTION GRANTING FINAL APPROVAL TO R & S HOFFMAN BUILDERS, LLC (RANDALL N. HOFFMAN, MEMBER) FOR THE MINOR SUBDIVISION PLAN FOR PROPERTY LOCATED AT 1591-1601 GREYSTONE CIRCLE

This is an in-fill subdivision development in Heritage Heights where townhomes were supposed to exist before the Rt. 100 relocation. This is to build a twin home with three parking spaces each. Lot 376A will be restricted for the rear of the lot due to being in the state right-of-way. The other lot has a restriction with a utility easement close to the home. The project received zoning relief. The plan was submitted without land development detail and the applicant submitted revised plans. Staff is comfortable with approving with conditions in the resolution.

**Motion by Commissioner Higgins, seconded by Commissioner Robert, to approve Resolution 2021-11. There were 5 ayes. Motion carried.**

6.2. Consider Approval of Nine Fire Hydrants for Grandview Crossings (Weis Market/Woodmont Apartments) – The developers, Weis Market and Woodmont, paid the hydrant fee.

**Motion by Commissioner Robert, seconded by Commissioner Higgins, to approve nine fire hydrants for the Grandview Crossings development. There were 5 ayes. Motion carried.**

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6.3. Resolution 2021-12 – A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LOWER MACUNGIE TOWNSHIP, LEHIGH COUNTY, EXTENDING THE GUIDELINES AND POLICY FOR OUTDOOR SALES OF FOOD AND MERCHANDISE OF EXISTING BUSINESS IN THE TOWNSHIP DURING THE CORONAVIRUS PANDEMIC

This extends the policy for businesses until November 1<sup>st</sup>. Some of the temporary structures can only be permitted for a year according to the building code standards. This resolution does not waive that requirement and the existing temporary structures need to be in compliance. Moving forward, there should be permanent structures instead of the tents.

**Motion by Commissioner Robert, seconded by Commissioner Higgins, to approve Resolution 2021-12. There were 5 ayes. Motion carried.**

7. PUBLIC COMMENT ON NON-AGENDA TOPICS – None

8. COMMUNICATIONS

- 8.1. Richard Kaiser, 1082 Kressler Road – Statement of Interest for the Emergency Management Organization.
- 8.2. Betsy Lees, 8115 Heritage Drive – Statement of Interest for the Library Board.
- 8.3. ADDED – Nancy Latanision, 1124 Eagle Street, Statement of Interest for the Library Board

9. APPOINTMENTS TO VARIOUS BOARDS, COMMITTEES, AND COMMISSIONS – None

10. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

**Motion by Commissioner Higgins, seconded by Commissioner Ward, to approve the March 18, 2021 minutes as drafted. There were 5 ayes. Motion carried.**

11. APPROVAL OF TRANSFERS, BILL LIST AND PAYROLL

11.1. Mr. Beitel reviewed the April 1, 2021 Bill List.

General Fund	\$404,995.14	37	Developers Impact	
Sewer Fund	\$7,832.29	01	Payroll	\$153,129.53
Capital Projects Fund		36	Developers Escrow	\$21,824.87
Liquid Fuels			<b>Total Funds</b>	<b>\$587,781.83</b>

**Motion by Commissioner Robert, seconded by Commissioner Higgins, to approve the April 1, 2021 Bill List as drafted. There were 5 ayes. Motion carried.**

12. DEPARTMENTAL MATTERS

12.1. **Engineering**

12.1.1. Consideration of Bid Award for Fog Seal – There was only one bidder.

**Motion by Commissioner Robert, seconded by Commissioner Higgins, to award the 2021 High Performance Chip Seal/Quick Set Fog Seal to Asphalt Maintenance Solutions in the amount of \$233,760.54. There were 5 ayes. Motion carried.**

12.1.2. Consideration of Bid Award for Crack Seal Projects – There were six bids. It is recommended to award to the low bidder.

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**Motion by Commissioner Robert, seconded by Commissioner Higgins, to award the 2021 Roadway Crack Sealing bid to Asphalt Maintenance Solutions in the amount of \$60,307.50. There were 5 ayes. Motion carried.**

- 12.1.3. Consideration of Bid Award for Sewer Relining and Manhole Rehab Project – The bids came in higher than the budget and Mr. McAdam is working with the low bidder to reduce amount to be lined and remove the manhole rehab to meet the budget. There were eight bids and it is recommended to award to the low bidder.

**Motion by Commissioner Higgins, seconded by Commissioner Ward, to award the 2021 Sanitary Sewer Relining and Manhole Rehabilitation Project to SWERP, Inc. in the amount of \$647,160.00. There were 5 ayes. Motion carried.**

- 12.1.4. Engineer's Report – None
- 12.2. **Planning**
- 12.2.1. Planner's Report: 1) Due to several submissions, there will be two meetings for the Planning Commission and no Workshop. The agenda is posted on the website. They will continue to hold two meetings for the months having a lot of submissions.
- 12.3. **Solicitor**
- 12.3.1. Solicitor's Report – None
- 12.4. **Township Manager**
- 12.4.1. Consideration of Bid Award for Line Striping – This is part of the Lehigh Valley Co-Op Purchasing Council (LVCPC). There was one bidder. This is for a 21-month period with a possible one-year extension. Staff recommends approval.

**Motion by Commissioner Robert, seconded by Commissioner Higgins, to award the 2021 LVCPC Traffic Line Striping Bid to A-1 Traffic Control Products in the amount of \$287,742.57 for the 15 municipalities. There were 5 ayes. Motion carried.**

- 12.4.2. Consideration of Bid Award for Equipment Rental – This is to rent equipment for projects; mainly paving. There was one bid received and staff recommends award. It is a one year contract with three possible one year extensions.

**Motion by Commissioner Robert, seconded by Commissioner Ward, to award the 2021-2024 Paving Equipment Rental Contract to Kuhns and Anthony Paving Company, Inc. in the amount of \$110,543.00. There were 5 ayes. Motion carried.**

- 12.4.3. Resolution 2021-13 – A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LOWER MACUNGIE TOWNSHIP, LEHIGH COUNTY APPROVING AGREEMENT WITH EMMAUS AQUATIC CLUB

We're looking to have EMAC assist us with our 2021 pool season. This resolution approves a pool management agreement for Memorial Day to September. Staff continues to work with EMAC to finalize the agreement, but is asking the Board's approval, but allow some small revisions. Any major revisions will be brought

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back to the Board. The Board thanked staff and the Solicitor for their work on this contract.

**Motion by Commissioner Robert, seconded by Commissioner Higgins, to approve Resolution 2021-13. There were 5 ayes. Motion carried.**

12.4.4. Manager's Report: 1) Thanks were given to the Recreation Department as they work through the difficult programming through this COVID pandemic. 2) Staff completed CPR semi-annual training. Macungie Ambulance was thanked for providing the training for free.

13. COMMITTEE REPORTS – No Committees have met individually since the last meeting. A workshop will be held on the 4<sup>th</sup> Monday of each month at 7 p.m., as needed.

13.1. **Planning & Zoning** (Ward, Robert)

13.1.1. Workshop 4<sup>th</sup> Monday of the Month at 7 p.m.

13.2. **Budget & Finance** (R.W. Beitler, R.R. Beitler)

13.2.1. Workshop 4<sup>th</sup> Monday of the Month at 7 p.m.

13.3. **Public Works: Parks & Facilities** (Higgins, Ward)

13.3.1. Workshop 4<sup>th</sup> Monday of the Month at 7 p.m.

13.4. **General Administration** (Robert, R.W. Beitler)

13.4.1. Workshop 4<sup>th</sup> Monday of the Month at 7 p.m.

13.5. **Public Works: Roads & Sewers** (R. R. Beitler, Higgins)

13.5.1. Workshop 4<sup>th</sup> Monday of the Month at 7 p.m.

14. OTHER BUSINESS

14.1. **Old Business**

14.1.1. Crossing Guard Agreement with EPSD (Notified of No Cost Sharing)

14.1.2. Comprehensive SALDO Amendment (Being Drafted)

14.1.3. Grease Trap Ordinance (Being Drafted)

14.1.4. Revision of Language for Recreation Fee in Lieu of Dedication (Being Finalized)

14.1.5. Bids for Ultra-Thin and Micro Surfacing Projects and (Bid Opening April 22<sup>nd</sup>)

14.1.6. Library Board Vacancy (Possibly Appoint in May)

14.1.7. Planning Commission Vacancy (Interview May 24<sup>th</sup>)

14.2. **New Business** – None

15. BOARD OF COMMISSIONERS REPORT – None

16. PUBLIC COMMENT – None

17. EXECUTIVE SESSION

17.1. An Executive Session was held immediately following this meeting to discuss possible property acquisition.

18. ADJOURNMENT

President Beitler adjourned the meeting at 7:37 p.m.

Bruce Beitel  
Township Manager

Renea Flexer  
Asst. Township Manager/Secretary  
April 8, 2021