

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

The Board of Commissioners met on May 4, 2023 for a regular meeting. The meeting was held both via Zoom.com, an online audio/video meeting, and at the Township Building, 3400 Brookside Road, Macungie, PA 18062.

1. CALL MEETING TO ORDER

Vice President Ward called the meeting to order at 6:00 p.m.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Brian P. Higgins, President	Absent
Richard V. Ward, Vice President	Present
Ron R. Beitler, Commissioner	Present
Maury G. Robert, Commissioner	Present
Brian L. Shoemaker, Commissioner	Present
Bruce Beitel, Township Manager	Present
David Brooman, Township Solicitor	Absent
Renea Flexer, Asst. Manager/Secretary	Present
Nathan Jones, Director of Planning	Present
Bryan McAdam, Township Engineer	Absent
Mark Fischer, Solicitor	Present
Brian Cicak, Engineer	Present

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

5. ANNOUNCEMENTS & PRESENTATIONS

5.1. An Executive Session was held after the April 24th Workshop to discuss personnel.

6. HEARINGS & APPROVALS

6.1. Resolution 2023-28 – A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LOWER MACUNGIE TOWNSHIP, LEHIGH COUNTY PROVIDING FOR THE DISPOSITION OF SPECIFIC DOCUMENTS AND RECORDS ACCORDING TO THE MUNICIPAL RECORDS MANUAL

This is our annual approval for destruction of records at our shredding event.

Motion by Commissioner Robert, seconded by Commissioner Beitler, to approve Resolution 2023-28. There were 4 ayes. Motion carried.

6.2. Consideration to Create a Street Light District for Mountain View Estates and Authorize Execution of PPL Outdoor Light Service Order – The necessary petition was signed by the developer to create the district and this will allow the lights to be installed during development.

Motion by Commissioner Robert, seconded by Commissioner Beitler, to approve the creation of a Street Light District for Mountain View Estates and authorize execution of the PPL Outdoor Light Service Order. There were 4 ayes. Motion carried.

6.3. Resolution 2023-29 – A RESOLUTION AMENDING THE 2022 YEAR END BUDGET BY TRANSFERRING FUNDS AMONGST CERTAIN APPROPRIATION ITEMS FOR PURPOSES OF BALANCING THE 2022 YEAR END BUDGET

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This is provided by the Finance Department and is part of the year-end financial closeout for the 2022 budget as per the current policy.

Motion by Commissioner Robert, seconded by Commissioner Beitler, to approve Resolution 2023-29. There were 4 ayes. Motion carried.

- 6.4. Resolution 2023-30 – RESOLUTION AUTHORIZING THE TOWNSHIP OF LOWER MACUNGIE TO JOIN WITH OTHER PENNSYLVANIA LOCAL GOVERNMENT ENTITIES AND SCHOOL DISTRICTS AS A SETTLOR OF THE PENNSYLVANIA SCHOOL DISTRICT LIQUID ASSET FUND FOR THE PURPOSE OF INVESTING FUNDS ON A POOLED BASIS WITH FUNDS OF OTHER PENNSYLVANIA LOCAL GOVERNMENT ENTITIES AND SCHOOL DISTRICTS

Staff asked the Board to table the resolution.

Motion by Commissioner Robert, seconded by Commissioner Beitler, to table Resolution 2023-30. There were 4 ayes. Motion carried.

7. PUBLIC COMMENT ON NON-AGENDA TOPICS

- 7.1. Dennis Seman, 1375 Heather Circle West, came to speak about basketball hoops in the right of way. He mentioned that he attends meetings and provides comments for those that may think they do not have a voice.

8. COMMUNICATIONS

- 8.1. Jim Schwartz, AARP – Letter of thanks for the use of the Wescosville Recreation Center for their tax preparation services for seniors. There were able to help over 200 people.
- 8.2. Sharon Yurick, 6139 Shepherd Hills Avenue – Concern with feral cats in neighborhood.
- 8.3. Lisa Fedullo, Shepherd Hills – Concern with feral cats in neighborhood.

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

10. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

Motion by Commissioner Robert, seconded by Commissioner Beitler, to approve the April 20, 2023 minutes as drafted. There were 4 ayes. Motion carried.

11. APPROVAL OF TRANSFERS, BILL LIST AND PAYROLL

- 11.1. Mr. Beitel reviewed the May 4, 2023 Bill List, which is always available to view on the Township’s website prior to the meeting.

01	General Fund	\$254,251.87		33	Open Space Fund	
08	Sewer Fund	\$17,131.45		35	Liquid Fuels	
19	Debt Service Fund			37	Developers Impact	
30	Capital Projects Fund	\$100,744.17		01	Payroll	\$154,337.63
32	Federal Grants Fund			36	Developers Escrow	\$45,176.09
					Total Funds	\$571,641.21

Motion by Commissioner Robert, seconded by Commissioner Beitler, to approve the May 4, 2023 Bill List as drafted. There were 4 ayes. Motion carried.

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12. DEPARTMENTAL MATTERS

12.1. Engineering

- 12.1.1. Consideration of Bid Award for the Community Center Expansion Public Improvements Completion Project – This is for work to complete the raingarden. There was one bid received.

Motion by Commissioner Robert, seconded by Commissioner Beitler, to award the bid for the Community Center Expansion Public Improvements Completion Project to CMR Construction, Inc. in the amount of \$92,768, which includes the alternate item. There were 4 ayes. Motion carried.

- 12.1.2. Engineer’s Report – No further report.

12.2. Planning

- 12.2.1. Resolution 2023-31 – A RESOLUTION REDUCING THE FINANCIAL SECURITY FOR THE COMMERCIAL LAND DEVELOPMENT OF ELK INVESTMENTS, LLC, DOING BUSINESS AS GREEN ACRES OUTDOOR LIVING, AT 219 SCHANTZ RD., WESCOSVILLE, PA

Motion by Commissioner Robert, seconded by Commissioner Beitler, to approve Resolution 2023-31. There were 4 ayes. Motion carried.

- 12.2.2. Planner’s Report: 1) The Planning Commission meets May 9th at 6 p.m. and will review a several of old items and two new submissions; Raising Cane’s and the conditional use for Lehigh Valley Town Center/Top Golf.

12.3. Solicitor

- 12.3.1. Resolution 2023-32 – RESOLUTION TO ACCEPT EASEMENT AGREEMENT AND COVENANT RUNNING WITH THE LAND BETWEEN LOWER MACUNGIE TOWNSHIP, WILLIAM J. BRADER, II AND KRISTIN RONCO, AND NATHAN A. MILLER

Accepting an Easement Agreement and Covenant Running with the Land in Relation to the Wolbach Subdivision with Miller, Brader and Ronco – This easement agreement is part of the original Wolbach Subdivision on Lower Macungie Road, off Hidden Valley Road. There is a force main sanitary sewer line in place and a neighbor wants to connect, which triggers the execution of an easement and dedication of the line to the Township.

Motion by Commissioner Robert, seconded by Commissioner Beitler, to approve Resolution 2023-32. There were 4 ayes. Motion carried.

- 12.3.2. Solicitor’s Report – No further report.

12.4. Township Manager

- 12.4.1. Consideration to Complete the Campus Pickleball Court Project and Skate Park Project in the Amount of \$213,460 with Pavement Maintenance Contractors, Inc. (Costars Contract # 014-176) – The price is within budget. It is anticipated to be done by fall.

Motion by Commissioner Robert, seconded by Commissioner Beitler, to approve the transformation of the tennis courts into pickleball courts and to resurface the skate park at the municipal complex in the amount of \$213,460 with Pavement Maintenance Contractors. There were 4 ayes. Motion carried.

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- 12.4.2. Consideration to Contract with Randy Rhoades for Pension Analysis Consulting – This will allow the Manager and Solicitor to work with the consultant to make sure we have all compliance necessary.

Motion by Commissioner Robert, seconded by Commissioner Beitler, to authorize a contract with Randy Rhoades for pension analysis consulting. There were 4 ayes. Motion carried.

- 12.4.3. Consideration to Appoint Vincent Tranguch as Zoning Officer – Mr. Best, who recently retired, was thanked for his work as Zoning Officer. This appointment would fill that position.

Motion by Commissioner Robert, seconded by Commissioner Beitler, to appoint Vincent Tranguch as Zoning Officer. There were 4 ayes. Motion carried.

- 12.4.4. Manager's Report: 1) Thanks were given to staff for their hard work on Community Day and to the residents and vendors that attended. The Board was also thanked for their support every year.

13. OTHER BUSINESS

13.1. Old Business

- 13.1.1. Chapter 18 Sewers Amendment for Updates (To Be Drafted)
- 13.1.2. Chapter 27 Zoning Amendment, Lookback (To Be Drafted)
- 13.1.3. Update Lower Macungie Emergency Operation Plan (Being Drafted)
- 13.1.4. Chapter 15 Ordinance for Bridge Weights, Parking & Stop Signs (To be drafted)
- 13.1.5. Liberty Lane Rezoning Request (To Be Drafted)
- 13.1.6. Park and Recreation Committee Vacancy (Application Deadline June 10th)
- 13.1.7. Annex Roof Project (Award June 1st)
- 13.1.8. Bridge Rehabilitation Project (Bids Due May 11th)
- 13.1.9. MS4 Projects (Bids Due May 12th)
- 13.1.10. Traffic Signal Applications (TE-160) for Signal Timing Modifications on Rt. 100 at Albutis Road, Gehman Road & Willow Lane (Consider May 18th)
- 13.1.11. Accepting a Deed of Dedication for the Property Located at 1900 Mill Creek Road from the Lehigh County Authority (Awaiting Environmental Review)

13.2. New Business – None

14. BOARD OF COMMISSIONERS REPORT

- 14.1. The next Board Regular Meeting is May 18, 2023 at 6 p.m.
- 14.2. The next Board Workshop is May 22, 2023 at 6 p.m.
- 14.3. Commissioner Robert encouraged residents to vote in the primary election on May 16th.

15. EXECUTIVE SESSION – None

16. ADJOURNMENT

Vice President Ward adjourned the meeting at 6:16 p.m.

Bruce Beitel
Township Manager

Renea Flexer
Asst. Township Manager/Secretary
May 9, 2023