

BOARD OF SUPERVISORS
MINUTES OF MONTHLY MEETING
JULY 23, 2013

The monthly meeting of the Longswamp Township Board of Supervisors was held at the Longswamp Township Municipal Building, 1112 State Street, Longswamp Township, Mertztown, Pennsylvania, 7:00 p.m., prevailing time as previously advertised and posted.

PLEDGE TO THE FLAG/ROLL CALL

Officials Present: Maryann Lantz, Chairman; Steve Wyka, Vice Chairman; Michael Sacks, Supervisor; Jill Nagy, Esquire, representing the Solicitor; Jill Smith, representing the Engineer; David Fatzinger, Treasurer; and Jennifer Wassell-Bonser, Secretary.

CALL TO ORDER

Chairman Maryann Lantz called the meeting to order at 7:10 p.m. and announced the reading of the minutes of the regular meeting of June 11 and June 25, 2013 would not take place. Draft copies of those minutes were available in the Meeting Hall.

Chairman Lantz announced that an Executive Session of the Board of Supervisors was held from approximately 6:55 p.m. to 7:10 p.m. prior to the Board Meeting.

APPROVAL OF MEETING MINUTES

Mike Sacks made a **motion** approving the Minutes of the regular meeting of June 11, 2013 as presented; Steve Wyka seconded the motion. All in favor.

Mike Sacks made a **motion** approving the Minutes of the regular meeting of June 25, 2013 as presented; Steve Wyka seconded the motion. All in favor.

APPROVAL OF TREASURER'S REPORT

The Township Treasurer reviewed the Treasurer's Report for the month of June, 2013 as presented for the Board of Supervisor's further review. The Treasurer's Report for the month of June, 2013 indicated \$1,132,323.03 total Township General Funds for the period, \$468,208.42 total Township Additional Funds for the period for a total of \$1,600,531.45 in Account Funds for the period.

Mike Sacks made a **motion** accepting the Treasurer's Report for the month of June, 2013 subject to further review; Steve Wyka seconded the motion. All in favor.

The Township Treasurer provided the Board with the results of the recent Pension State Audit. David stated there were two verbal observations made by the Auditors which were minor in nature and noted that one has since been withdrawn.

Mike Sacks made a **motion** appointing Township Treasurer, David Fatzinger as Chief Administrative Officer of the Longswamp Township Pension Plan by signing Resolution No. 2013-8; Steve Wyka seconded the motion. All in favor.

ANNOUNCEMENTS

None at this time.

PUBLIC COMMENTS

None at this time.

ENGINEERING AND PLANNING COMMISSION REPORT

Topton American Legion Community Ambulance Service – Security Release Request

The Township Engineer announced Hanover Engineering has reviewed the Security Release Request dated July 18, 2013 submitted by the Developer for the Topton Community Ambulance Service. Based on their review, Hanover Engineering is recommending the Board of Supervisors authorize the release of security in the amount of \$182,440.41 for improvements completed and approved by their office. It was noted that the Township shall retain the balance totaling \$44,831.54 for outstanding items which include the concrete monuments and as-built drawings.

Steve Wyka made a **motion** authorizing approval of the request for release of security in the amount of \$182,440.41 from the Letter of Credit being held by the Township for the Topton Community Ambulance Project; Mike Sacks seconded the motion. All in favor.

SEO REPORT

Vice Chairman Wyka provided the Board of Supervisors with an update on the status of the Township Sewage Management Program. Steve noted 376 reminders were sent to property owners in Cycle 1 who did not have their systems pumped by the required June 30, 2013 deadline. Steve also noted a high volume of calls were received at the Township Office from property owners stating their system was pumped, but the Record of Pumping form had not been submitted to the Township Office by the sewage hauler prior to the cycle deadline. Steve explained the Township records reflect properties which have a hauler form on file and noted the importance of timely submission of the forms by the sewage haulers before the deadline as a crucial step for accuracy in maintaining the Township's records.

The Township Solicitor suggested the Board may want to consider sending notices to the sewage haulers informing them they need to submit the pumping forms by the required deadline in order to continue to remain on the Township's registered sewage hauler list.

ZONING AND CODES ENFORCEMENT

LTL Consultants, Ltd. Report for May 30, 2013 to June 26, 2013

Chairman Lantz reviewed the activities as noted in the Zoning and Codes Enforcement Report for the period of May 30, 2013 to June 26, 2013.

SOLICITOR'S REPORT

Dogwood Drive Right-of-Way Deed of Dedication and Resolution

This agenda item was tabled.

Municipal Planning Code Changes

The Township Solicitor informed the Board of the recent amendment to the Pennsylvania Municipalities Planning Code requiring Municipalities to notify property owners in advance of public hearings for certain proceedings. Jill Nagy explained the amendment requires that an electronic or mailed notice be sent to a property owner, who has made a timely request to be notified, before voting on the enactment of a zoning ordinance or amendment.

Mike Sacks made a **motion** authorizing the Township Solicitor to review the procedures with

the Township Zoning Hearing Board Solicitor and Township Zoning Officer in order to draft a Resolution addressing the amendment of the Pennsylvania Municipalities Planning Code to include e-mail notification to property owners; Steve Wyka seconded the motion. All in favor.

Agricultural Area Security District

The Township Solicitor requested the Board's approval to open the Agricultural Area Security District application period for residents interested in having their property considered for admission into or modification within the Ag Security Area. Interested property owners are required to submit their written application to the Township within the required 30-day period.

Mike Sacks made a **motion** to authorize the Township Solicitor to advertise the opening of the Agricultural Area Security District for 2013 for the required 30-day period; Steve Wyka seconded the motion. All in favor.

RECREATION REPORT

Vice Chairman/Park and Recreation Director, Steve Wyka announced the August Park & Recreation Commission Meeting is cancelled.

Topton Soccer Club 2013 Field Utilization Agreement

The Board of Supervisors approved and signed the 2013 Field Utilization Agreements for the Topton Soccer Club.

Proposed Soccer Field Project Presentation

Steve Wyka informed the Board he recently received an invitation from the Longswamp Lions Club to attend an upcoming Membership Meeting to review details relative to the proposed Township Park Soccer Field Project.

ROADMASTER REPORT

None at this time.

OLD BUSINESS

None at this time.

NEW BUSINESS

EAC Rain Garden Expense – Approval for Donation of Fees Incurred by Township

Supervisor Mike Sacks reviewed details related to an expense incurred by the Township for the installation and construction of a rain garden by the Township EAC at the Township Park. Mike explained that the Township Environmental Advisory Council had received a \$5,000.00 grant through the WREN Program for the project. Mike stated it was the group's understanding that the former Park and Recreation Director arranged for the time spent by the Township Road Crew to grade the area to be considered a donation by the Township.

The Board members discussed the expense that was incurred and the requirement for prior Board approval for donations to be made on behalf of the Township. The Township Treasurer also reminded the members of the Township EAC they need to submit expense reports for mileage costs, as well as receipts, so invoices can be paid by the Township.

Supervisor Sacks and representatives from the Environmental Advisory Council requested the

Board's consideration to approve the time for the services performed by the Township Road Crew to be donated by the Township. Supervisor Sacks and the EAC members in attendance also thanked Hanover Engineering and the Township Engineer for services donated toward the project.

Mike Sacks made a **motion** authorizing the expense incurred by the Township as an approved donation to the Township Environmental Council in order to support the Rain Garden Project at the Township Park; Steve Wyka seconded the motion. All in favor.

Adoption of Hazard Mitigation Plan Resolution

Mike Sacks made a **motion** to adopt the Hazard Vulnerability Assessment and Mitigation Plan Update as presented by adopting Resolution No. 2013-7; Steve Wyka seconded the motion. All in favor.

APPROVAL OF BILLS

Mike Sacks made a **motion** to approve processing for payment, bills totaling \$172,020.15 and transfers totaling \$62,563.48 for the period of June 12, 2013 through July 23, 2013; Steve Wyka seconded that motion. All in favor.

Vote: Mike Sacks, Yes; Maryann Lantz, Yes; Steve Wyka, Yes

ADJOURNMENT

Mike Sacks made a **motion** to adjourn the meeting at 7:51 p.m.; Steve Wyka seconded the motion. All in favor.

Respectfully submitted,

Jennifer A. Wassell-Bonser
Township Secretary