

LEHIGH TOWNSHIP BOARD OF SUPERVISORS

August 22, 2023

I. CALL TO ORDER. The Lehigh Township Board of Supervisors held their regular monthly meeting on August 22, 2023, at 7:00 p.m. The meeting was held at the Lehigh Township Municipal Building, 1069 Municipal Road, Walnutport Pa. 18088. Vice Chairman Cindy Miller called the meeting to order with the Pledge of Allegiance and roll call.

Present: Cindy Miller
Phil Gogel
David Hess
Jerry Pritchard (via telephone)
Attorney David Backenstoe
Alice Rehrig

Absent: Mike Jones

II. APPROVAL OF THE MINUTES

A. Minutes of August 8, 2023. David Hess made a motion to approve these minutes. Phil Gogel seconded the motion. All voted aye. Motion carried.

III. APPROVAL OF BILLS.

A. General Fund Checks 27020 to 27055. Phil Gogel made a motion to approve these checks. Jerry Pritchard seconded the motion. All voted aye. Motion carried.

B. State Fund Check 1583. David Hess made a motion to approve this check. Phil Gogel seconded the motion. All voted aye. Motion carried.

IV. PLANNING RELATED ITEMS

A. Plan for Approval

1. David Roman Lot Line Adjustment. David Roman was present to represent this plan. A review letter dated August 22, 2023, was received from Hanover Engineering indicating that the only outstanding items were the abstract of title and signatures on the plan. Phil Gogel made a motion to grant this plan conditional approval subject to the outstanding items in the Engineer's letter dated August 22, 2023. David Hess seconded the motion. All voted aye. Motion carried.

B. Plan for Extension for Recording or Revocation of Approval

1. J & T Enterprises. No one was present to represent this plan. Attorney Backenstoe noted the plan received conditional approval in June of 2023 and was subject to complying with the outstanding items in the Township Engineer's letter. The only remaining outstanding items were the owner needed to submit an

abstract of title and his final plan in order to meet the conditions of his final approval. The plan expires on August 31, 2023, and nothing has been submitted. The Board had previously granted him an extension of time to complete the abstract of title, sent him a letter outlining what needed to be done, but nothing was submitted leaving them no alternative but to revoke the final plan approval and deny the plan.

Cindy Miller made a motion to revoke the final plan approval and deny the plan for failure to comply with the conditions of approval as stated by Attorney Backenstoe. David Hess seconded the motion. David Hess commented he wishes the owner would have done the right things and completed the plan. All voted aye. Motion carried.

V. OLD BUSINESS

A. Maintenance Building

1. Bracy Construction, Draft Payment Request #2. Bracy Construction submitted their second payment request in the amount of \$89,707.37. The majority of the costs are coming from the rebar that was delivered to the site and the concrete. They are currently in the process of completing the footers for the building. David Hess made a motion approve Payment Request #2 in the amount of \$89,707.37. Jerry Pritchard seconded the motion. All voted aye. Motion carried.

VI. NEW BUSINESS

A. Awarding of Bids for Road Project. Three bids were received for the road project with the lowest bid being \$470,912.10 from Barker and Barker. Alice Rehrig commented in reviewing the State Fund, there will not be enough money to complete the project because there is an outstanding line painting bill that has not yet been received of approximately \$35,000. Her suggestion would be to pay the road project from the State Fund and then when the line painting bill is received pay that from the General Fund using either additional revenues received, contingency, or possibly American Relief Funds. By doing this, there would still be enough money left in the State Fund for some of the road repairs that Frank Zamadics needs to complete. The other option would be to cut back on the length of paving on Cottonwood or since it is late in the season, reject the bids and push the project off until spring. Cindy Miller commented another possibility would be to rebid the project. Phil Gogel commented he doesn't see the prices of petroleum coming down and feels we should accept what was received.

Phil Gogel questioned if a resolution would be needed to switch the funding around. Alice Rehrig commented at some point, she will need the resolution, but that wouldn't be until the bill is received for the line painting. Right now, she just needs to know if the Board is in agreement with awarding the bid. Phil Gogel commented

he is in agreement with what is being proposed. Jerry Pritchard commented he would be in agreement with awarding the bid and then approving the resolution at a later date.

Cindy Miller commented she doesn't like taking it from Contingency because we already committed \$70,000 to the Fire Company. We don't want to keep pulling from Contingency because you never know when an emergency would come up. We should be keeping 10 percent in contingency. Alice Rehrig commented she is not suggesting pulling money from the Contingency Fund. She has a line item in the budget for contingency which is separate from the fund. When she did the 2023 Budget, the contingency line item included enough money to get the contingency back up to 10 percent plus some extra in the event something did come up throughout the year.

Phil Gogel made a motion to award the paying project for Cottonwood Road to Graver Construction dba Barker and Barker at a price of \$470,912.10. David Hess seconded the motion. All voted aye. Motion carried.

- B. Zoning/SALDO Update Proposals. The proposals for the updates to the Zoning Ordinance and SALDO were received on August 21, 2023, and distributed to the Board for review. This item will be placed on the agenda in two weeks.
- C. Manager's Report. Alice Rehrig reported she has spent the better part of the last two weeks working through the paperwork that is required for the RACP grant. The Township will not be eligible for reimbursement of expenses until all the conditions have been met.

The first submission for reimbursement under the LSA grant has been submitted to DCED.

Alice Rehrig set up a budget within Fund 20, Sinking Fund which will allow the Board to track the receipts from the grants and transfers from the building fund for the project and the expenses for each of the contracts.

- 1. 2024 Capital Improvements Plan. The Board was provided with the Capital Improvements Plan for 2024. In reviewing the plan, the Police computers were also purchased in 2019 and are five years old. In order to stagger things, they were pushed into 2025 and 2026. With the Board's permission, Alice Rehrig would like to apply for the Northampton County Gaming Grant for the police computer upgrade. She will also be applying for the Monroe County Gaming Grant for the technology upgrades in the Municipal Building. The Board had no objection to Alice Rehrig applying for both grants.

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As part of the technology upgrades, Keystone Technology is recommending we consider switching to a hosted server. The down side to making that switch is that it would result in an annual maintenance expense of \$7,200 per server. The benefit of the hosted server is that there would be offsite storage of our data with a generator backup of the data as well as a third off site location as a backup. This would mean that in the event of a power outage or if there was an issue with the server, we could automatically be switch to the second server and not have any down time. There would also not be a concern with parts availability. They are also in the process of creating an air gap to prevent ransomware from passing into the computer. The cost of having on site servers would be a one time cost of \$10,000 to \$12,000. Cindy Miller noted that there is no generator backup for the Municipal Building. Phil Gogel commented the computers could be placed on a UPS. Alice Rehrig noted that they don't last long enough to allow you to keep functioning. Cindy Miller questioned the status of a generator for this building. Alice Rehrig commented it never was completed because of the cost. We currently have \$8,500 that was received in private grant funding. The cost of a generator is around \$30,000. Alice Rehrig also noted that as part of the grant application, she was going to include an upgrade to the phone system which would allow the phone to be taken off site to an area where there is internet access so they could continue to function. Phil Gogel questioned if there was a generator going to be in place for the maintenance building. If so, the Police Station may be able to be connected to it. Alice Rehrig commented that may be possible. As part of the technology plan, we are also looking to have internet supplied by both RCN and Blue Ridge so that if one goes down, we would be able to utilize the other.

The email hosting through Go Daddy expires in January. It is recommended that we switch from Go Daddy to Google Workspace for email hosting. There is not a significant cost difference between the two companies. It is approximately \$300 per year difference.

Alice Rehrig will continue to get quotes for the technology and proceed with submitting grant applications.

There are no police vehicles due for replacement in 2024. It is designated that we put money aside for when the truck is due for replacement in the next three or four years.

The Maintenance Department is scheduled to have a small truck or a single axle truck replaced. Frank Zamadics will need to determine which one is the priority. Because of the increase in the cost of vehicles, there should be consideration given to increasing the amount of money that is set aside for equipment.

The Fire Department has been plotted based upon the discussions pertaining to the replacement of the ladder truck.

Recreation has not yet had an opportunity to review their portion.

Phil Gogel questioned if the School had to pay Recreation Fees with the building of the new school. Cindy Miller commented they were supposed to. Phil Gogel questioned if there wasn't a certain amount of time in which the funds needed to be replaced if they were not used. Attorney Backenstoe commented it typically is three years or they have the right to ask for them back. In most cases, the fees are addressed in the improvements agreement and they waive that right. The MPC was also amended to relax the requirements as well. Phil Gogel commented he saw they want to redo the tennis court in Danielsville. He doesn't believe there is a water issue at the court as much as a blacktop issue in the way that it shrinks over time in a certain area. If it was padded out correctly, it would help. Alice Rehrig commented that at the last meeting Cindy Miller suggested moving the tennis court as a solution to having to continuously repair the court. Phil Gogel commented he thinks the tennis court may be in the driest area of the park. Alice Rehrig commented a possibility would be to move over closer to the homes, the base could be drained into the stormwater ditch. Then the parking lot could be expanded into the area where the tennis courts are. Jerry Pritchard commented if the court is moved, we would be building a new court. Cindy Miller commented if the base is needed to be repaired, we would essentially be building a new court regardless. She thinks it should be looked at both ways.

2. 2024 Budget Meetings. It was agreed that the next meeting would start at 6 PM to address the budget.

The final draft of the Comprehensive Plan was provided to the Board for their review. The electronic copy has not yet been received. The last item that needs to be determined is whether or not another public hearing will be needed or if it can be placed on an agenda for adoption. Attorney Backenstoe commented he will have to review the history to determine if there were any substantial changes. Cindy Miller commented the Board held at least two public meetings on this. They didn't make substantial changes on this.

D. Solicitor's Report. Attorney Backenstoe did not have anything specific to report.

- VII. PUBLIC COMMENT. Janet Scheats announced that the Fire Company has two upcoming events. On Friday, September 22nd, they will be holding bingo night at 6:00 p.m., the doors open at 5:00 p.m. They are bringing bingo back four times per year. There will also be a community yard sale on Saturday, September 9th at 8:00 a.m.

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- VIII. EXECUTIVE SESSION. The Board went into Executive Session to discuss personnel matters. Upon returning from the Executive Session, David Hess made a motion to authorize the Solicitor to send a letter to the Tax Collector. Jerry Pritchard seconded the motion. All voted aye. Motion carried.
- IX. ADJOURN. David Hess made a motion to adjourn. Phil Gogel seconded the motion. All voted aye. Motion carried.