

**Board of Supervisors  
Regular Meeting**

**February 5, 2024 6:30 PM  
East Penn Township Community Center**

The East Penn Township Board of Supervisors conducted their February 5, 2024 regular meeting at the East Penn Township Community Center. Chairman John M. Strockoz called the meeting to order at 6:30 PM followed by the Pledge of Allegiance.

**Roll Call:**

Supervisors Present	Chairman John M. Strockoz Vice Chairman Gary Kuehner Keith House Dennis L. Pearson William G. Schwab
Supervisors Absent	None
Other Township Officials Present	Township Manager/Secretary/Treasurer Jillyan A. Sterling Roadmaster Brandon Bradford

**ANNOUNCE TO PUBLIC:**

The Board of Supervisors held an Executive Session prior to the meeting to discuss legal matters.

2024 Electronic Recycling Event will be held March 9, 2024 from 9 am till 11 am, at the East Penn Township Community Center. If the Truck is full before 11 then the event will cease at that time.

**COURTESY of the FLOOR:**

**Kathy Long & Jason Shupp- William Penn Road, Lehighon: “Discuss Historical Matters”-** Ms. Long and Mr. Shupp were present to discuss what the Lehighon Area Heritage Alliance is working on throughout the Lehighon Area including what if any interest the Township would have in a satellite museum/historical site.

**Dot Eberts- 405 McCool Lane: “Why isn’t the agenda and dates of the meeting on site”-** They are on the website, posted outside the Township Building and Community Center more than 24 hrs. in advance.

**William & Sarah Swartz – 364 Berger Creek Rd., Lehighon: “We would like to resolve our current issue with the Township to get this taken care of as we are now living at the property I have since got rid of some equipment there is another trailer being removed this month we just want this to end and have a clean slate to move forward zoning officer stated he seen no problem anymore.”** The Zoning Officer will be contacted.

**APPROVALS:**

1	Minutes-	<i>Motion by William G. Schwab, seconded by Gary Kuehner, to approve</i>
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		<i>the minutes of the January 2, 2024 Reorganization &amp; Regular Meeting as presented. AIF. Motion Carried.</i>
2	<b>Treasurer's Report-</b>	<i>Motion by Gary Kuehner, seconded by William G. Schwab, to approve the Treasurer's Report for January 1 through January 31, 2024 as presented. AIF. Motion Carried.</i>
3	<b>Invoices for Payment-</b>	<i>Motion by Keith House, seconded by Dennis L. Pearson, to approve the transfers and invoices for payment as presented. AIF. Motion Carried.</i>  <b>(House abstains from any Union or Employee payments)</b>

**ROADS:**

4	<b>Road Report-</b>	<p>Roadmaster Bradford relayed the following road report for the month of January:</p> <ul style="list-style-type: none"> <li>-The roadcrew was out 9 days for storms in January to plow and salt.</li> <li>-Finished servicing the following: Roller, Ford 5610, Box Truck, Weedwhackers, Push Mower, Push Trimmer, Zero Turn and the F-250.</li> <li>-The F-250 received new universals in the drive shaft, new upper and lower ball joints on both sides, new sway bar ends, new shocks in the front end, new stabilizer shock, new universals in the front axels, and front brakes and rotos to date.</li> <li>-Items to be completed for the F-250: rust repair on both rocker panels and cab corners. New flatbed to be installed.</li> <li>-Hauled in material to keep salt and mixed buildings full after storms.</li> <li>-Truck 21 had a hole in the oil pan, new after market pan was purchased and installed.</li> <li>-Filled in washouts on Hollow Rd, Stone Mtn. and Nothstein Rd.</li> <li>-Replaced cutting edges on 3 plows.</li> <li>-Pressured washed equipment after storms.</li> <li>-Drain and pipe clearing during and after flooding.</li> </ul>
	<b>Motion to Amend Agenda-</b>	<i>Motion made by William G. Schwab, seconded by Gary Kuehner to amend the agenda to add a motion for flatbed body purchase. AIF. Motion Carried.</i>
	<b>Motion- Flatbed</b>	<i>Motion made by William G. Schwab, seconded by Gary Kuehner to authorize the purchase of a flatbed body for the F-250 not to exceed the cost of \$3,600.00. AIF. Motion Carried.</i>
5	<b>2024 Road Project List-</b>	<p><i>Motion made by John M. Stroczok, seconded by William G. Schwab to approve the 2024 Road Project List as submitted by the Roadmaster. AIF. Motion Carried.</i></p> <p>2024 Roads: Seal coat (LQ)- Highpoint Road; Picnic Woods Rd., Church View Rd., Municipal Rd., Gilberts Hill Rd., Sherwood Forest Rd.          General Fund Project: Ashfield Rd.          Roadcrew Work (LQ)- Sunridge Road and Evergreen Rd.</p>

6	Salt Contract August 2024-July 2025	<i>Motion made by Gary Kuehner, seconded by John M. Stroczko to authorize the Roadmaster to complete the contract submission for CoStars Salt Contract for August 2024-July 2025. Tonnage will be at the discretion of the Roadmaster. AIF. Motion Carried.</i>
7	Road Material Bids-	<i>Motion by William G. Schwab, seconded by Keith House to advertise for the 2024 Road Materials bids for April 6, 2024 to April 5, 2025 as recommended by the Roadmaster with bids to be received by 10:00 AM, opened and read at the Township office at 2:00 PM, Thursday, March 28, 2024 and acted on at the April 1, 2024 Board meeting. Bid packages to be available at the office. Recommendation for materials and quantities to be determined by the Roadmaster. AIF. Motion Carried.</i>
8	Resolution 2024-09 dotGrants	<i>Motion made by Gary Kuehner, seconded by Keith House to approve Resolution 2024-09 authorizing the Roadmaster, Brandon Bradford and the Manager, Jillyan A. Sterling to be the designated officers to use on-line reporting for annual forms including but not limited to the MS-965, MS-329 and MS-999 forms. AIF. Motion Carried.</i>

**SUBDIVISIONS, LAND DEVELOPMENT, STORMWATER MANAGEMENT:**

9	Poll of the Board- Loft Alternate Parking Layout	<i>Motion made by Gary Kuehner, seconded by William G. Schwab to ratify the poll of the board taken on 1/19/24 for having the East Penn Township Planning Commission review the Loft's revised alternate parking layout prior to the Board of Supervisors. AIF. Motion Carried.</i>
10	McFarland/Colonial Surveying & Mapping- Construction Site Building Request-	<i>Motion made by Gary Kuehner, seconded by Dennis L. Pearson to not permit Troy McFarland DBA McFarland's Garage per the Township Engineer and Township ZO/BCO construction of his pole barn prior to an approved Stormwater Plan and released permits. AIF. Motion Carried.</i>
11	Schleicher/Fogel Farm-	An extension reminder was sent to Mr. Schleicher via email on 1/29/24. The last extension was granted in 2022, the current extension expires February 27, 2024. The planning commission reviewed the plan in the past and noted all deficiencies and timetable therefore they are not obligated to make any further recommendations to the Board.  <i>Motion made by Keith House seconded by Gary Kuehner to reject a 3-year extension for the Duane A. Schleicher Preliminary Major Subdivision AKA as the Fogel Farm. AIF. Motion Carried.</i>

**UNFINISHED BUSINESS:**

12	Updates on civil	
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	<b>complaints:</b>  <b>Berger Creek Rd. –</b>  <b>Poll of the Board</b>	<i>Motion made by Gary Kuehner, seconded by Keith House to ratify the poll of the board taken on 1/5/24 requesting the Township Solicitor to submit an updated expense sheet related to the Swartz matters prior to the 2/5/24 meeting. AIF. Motion Carried.</i>
13	<b>GRANTS-</b>  <b>D&amp;L Trail Development Grant-</b>  <b>LSA Lehigh County- (Community Center)</b>  <b>LSA Monroe County (Recreation)-</b>  <b>DCNR Land Acquisition Grant (2<sup>nd</sup> Submittal)-</b>  <b>T-Mobile Grant-</b>	No updates on any of the grants.
14	<b>Sewer:</b>  <b>Budget-</b>  <b>Infiltration Issues-</b>  <b>Request to Bowmanstown Borough-</b>	No update  Routine manhole checks were performed earlier in the month. There still has been no determination of why we are having infiltration issues, smoke testing will be scheduled with PA Rural Water to find illegal connections or if cleanout pipes are taking on stormwater.  <i>Motion made by William G. Schwab, seconded by Dennis L. Pearson to request that the Township Solicitor draft a letter to Bowmanstown Borough to notify East Penn Township of sanitary sewer system projects that will become expenses to the Township and to inform the Township of their expected financial obligations. AIF. Motion Carried.</i>
15	<b>Community Center Propane Tank Proposals-</b>	Two proposals were received: Liberty Oil- \$6,250.00 Suburban Propane- \$7,724.53  <i>Motion made by John M. Strockoz, seconded by William G.</i>

		<i>Schwab to accept the proposal from Liberty Oil for a 1,000 gallon above ground propane tank at the East Penn Township Community Center for a cost not to exceed \$6,250.00. AIF. Motion Carried.</i>
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**NEW BUSINESS:**

16	<b>Poll of the Board- Motion to Ratify-</b>	<i>Motion made by Gary Kuehner, seconded by Keith House, to ratify the poll of the Board taken on 1/5/2024 to accept the proposal and schedule the asbestos abatement of the kitchen floor at the EPT Community Center for a cost not to exceed \$4,000.00. Schwab/No, House/Yes, Pearson/Yes, Strockoz/Yes, Kuehner/Yes. 1- No; 4-Yes. The Yes have it. Motion Carried.</i>
17	<b>Exoneration &amp; Delinquent Lists-</b>	<i>Motion made by William G. Schwab, seconded by Gary Kuehner, to approve the 2023 Exoneration &amp; Delinquent list of township Per Capita tax as prepared by the Township Tax Collector and authorize the Secretary to forward the delinquent list to Berkheimer. AIF. Motion Carried.</i>
18	<b>Barry Issett- UCC/ZO additional hours-</b>	<i>Motion made by John M. Strockoz, seconded by William G. Schwab to increase the Zoning Officer/BCO hours by 2 hours, one day a month for the ability to inspect complaints and zoning/building issues that may arise during the month. AIF. Motion Carried.</i>
19	<b>Redline Floor Covering, Inc. Proposal-</b>	<i>Motion made by William G. Schwab, seconded by Gary Kuehner to accept the proposal from Redline Floor and schedule the installation of vinyl flooring at the EPT Community Center kitchen at a cost not to exceed \$7,500.00. AIF. Motion Carried.</i>
20	<b>EPT Community Center Kitchenette Discussion-</b>	Kitchenette is necessary.
21	<b>Township Entrance Signs-</b>	<i>Motion made by Dennis L. Pearson, seconded by William G. Schwab to authorize the Roadmaster to purchase 30 "Welcome to East Penn Township" signs as chosen by the Board of Supervisors. AIF. Motion Carried.</i>
22	<b>Amendment to Resolution #2024-06 Fee Schedule-</b>	<i>Motion made by William G. Schwab, seconded by Keith House to amend "Section V – UCC-Uniform Construction Code" to read as follows: "All Building Permits require a refundable \$100.00 check made out to the Township to ensure building permits are closed out and a Final Certificate of Occupancy is received. Upon the final inspection a refund will be issued within 30-days. If failure to finish construction with a final inspection within 18-months of permit issuance the \$100.00 will be forfeited unless an extension is requested and paid for." AIF. Motion Carried.</i>

**PARKS AND RECREATION:**

23	Recreation Committee Appointment- 5 Year Term 2024-2028	<i>Motion by Dennis L. Pearson, seconded by William G. Schwab to appoint <u>Tammy Hosier</u> to the East Penn Township Recreation Committee for a 5-year term to serve from 2024-2028. AIF. Motion Carried.</i>
24	D&L Trail Speed Limit-	Draft Ordinance was received.

**Reports, Communication, Minutes:**

√- Park Commission    no mtg- Planning Commission    √- Recreation Board    √- Zoning/Building    √-SEO

**Adjournment:** Being nothing further before the Board, *motion by John M. Strockoz, seconded by Gary Kuehner, to adjourn the meeting at 7:34 PM. MOTION CARRIED, House, Strockoz, Kuehner, Pearson and Schwab voting yes.*

Respectfully Submitted,

Jillyan A. Sterling  
Township Manager/Secretary/Treasurer