

South Manheim Township Board of Supervisors

Regular Monthly Meeting Minutes

Date: Wednesday, May 14, 2025

Time: 6:00 p.m.

Location: South Manheim Township Municipal Office

Attendees:

- Supervisor John Brennan
- Supervisor Chris Ingaglio
- Supervisor Christy Joy
- Secretary Kelly Handling
- Road Master Corby Lewis
- Solicitor Shane Hobbs

A complete list of additional attendees is maintained on file at the municipal office.

1. Call to Order

Chairman Brennan called the meeting to order at 6:01 p.m., followed by the Pledge of Allegiance.

2. Approval of Minutes

A motion was made by Supervisor Ingaglio, seconded by Supervisor Joy, to approve the minutes of the regular meeting held on April 2, 2025, as presented. The motion carried unanimously.

3. Road Report

Road Master Lewis presented his monthly report, which is attached becoming part of the **office copy** of the minutes.

- **Tree Trimming:** Tree trimming is completed on Hickory. Easements for tree trimming on Burma Road have been sent to property owners.
- **Spring Clean-up:** The Township will be accepting brush, leaves, and yard clippings for residents. Yard debris should be placed on the pile behind the salt shed at the shale bank, Monday thru Friday, 7 a.m. to 3 p.m.
- **Pickup Broom and Mill:** The pickup broom and mill head have been received.
- **Keystone Purchasing and Lobar:** Road Master Lewis had a meeting with representatives from Keystone Purchasing and Lobar to go over costs and planning for

the bridge replacement. Mr. Lewis also spoke with grant writers at PSATS and is awaiting information on their services.

- **Seasonal Employees:** The Board gave approval for seasonal employees, Curtis Derr and Richard Christman, to begin work this week.
- **West Deerview Water Line Issue:** At the March 2025 meeting, **Road** Master Lewis reported a spring-fed water line crossing West Deer View Drive had ruptured, creating a roadway hazard. The owner, Elizabeth Chismar, has contractors coming out this week and next to provide estimates for repair. Road Master Lewis suggested she might consider “doing away with the pipe.” He will discuss with Ms. Chismar.
- **Upper Macungie Township Truck Sale:** Upper Macungie Township is offering two trucks for sale. A 2014 F150 Crew Cab with 83,000 miles for \$13,400 and a 2016 F350 Extended Cab Service Body truck with 67,000 miles for \$28,000.00. Upon motion of Supervisor Joy, seconded by Supervisor Ingaglio, authorization was given to offer \$28,000 for the 2016 F350 Extended Cab Service Body truck through a sealed bid. This motion unanimously carried.
- **Road Program 2025:** South Manheim Township is participating in a multi-municipal road program this year with several neighboring Townships (West Brunswick, East Brunswick, Wayne, and Washington). Road Master Lewis reported that the sealcoating bid results were opened at the West Brunswick Township meeting held, Wednesday, May 7, 2025. The results for South Manheim Township are as follows:

Asphalt Maintenance Solutions	\$108,659.52
Martin Paving	\$123,022.56
Russell Standard	\$114,592.08

The project is for a double seal coat on Deibert’s Valley Road from Berne Drive to Meadow Drive and West Deerview Drive from SR895 traveling north to Summer Hill Road. Upon motion of Supervisor Ingaglio, seconded by Supervisor Joy, the low bid of \$108,659.52 from Asphalt Maintenance Solutions was accepted. This motion unanimously carried.

- **File Room Addition:** Road Master Lewis provided 4 draft bid packets for the file room addition (lumber, concrete floor, precast concrete, and HVAC). Road Master Lewis suggested having System’s Design Engineering or Keystone Purchasing Network review the bid packs for compliance. He will get estimated costs for both.

4. Receipts & Treasurer’s Report

The May 14, 2025 Report of Receipts showed the following:

- General Fund Checking Receipts: \$92,159.09
- PLIGIT Invest. Receipts (Earned Income): \$57,651.70

The Treasurer’s Report as of May 14, 2025, indicated the following balances:

- General Fund Checking: \$ 6,934.22
- General Fund Investment: \$1,544,596.98
- Liquid Fuels Investment: \$330,700.28

Total Balance in All Accounts: \$1,882,231.48

March 2025 Interest Earnings:

- General Fund Checking (Mid-Penn): \$44.83
- General Fund Investment (PLGIT): \$5,348.77
- Liquid Fuels Account (PLGIT): \$1,134.32

A motion to approve the Receipts and Treasurer's Report was made by Supervisor Ingaglio, seconded by Supervisor Joy. The motion carried unanimously.

5. Correspondence

The Board reviewed the following correspondence:

- 1) Kelly Handling, Tax Collector-tax collector's remittance report for 2nd ½ March 2025, 1st and 2nd ½ of April 2025;
- 2) Forty-six (46) Township Residents-Upon motion of Supervisor Ingaglio, seconded by Supervisor Joy, forty-six (46) residents' requests for exemption from the 2025 South Manheim Township Per Capita tax were approved. This motion unanimously carried. A list of names will be kept on file in the Municipal Office.
- 3) Congressman Dan Meuser-May 10, 2025, e-newsletter;
- 4) Rep. Barton- "Capitol Report," May 9, 2025;
- 5) Senator Argall-May 9, 2025, e-newsletter;
- 6) Townley Sorge, Temple University-request that the Township include information about their research study on the effects of well water on children's health on their website, newsletter, etc. to recruit participants;
- 7) Rob Potts-email from website-request for permit applications;
- 8) LTAP-information on their upcoming pavement preservation seminar, May 22, 2025, Allentown;
- 9) Donald Freiler-email from website-request for information on future taxes;
- 10) Joe Harrison, ReWild Renewables-request for copy of solar ordinance and Steve Moyer's email;
- 11) LTAP-information on upcoming training, "PennDOT Traffic Calming Guidelines Update".
- 12) Janelle Wilde, Sch. Conservation-reminder that the Dir & Gravel, Low Volume Roads Program application deadline for 2025 is 6/1/25;
- 13) Francis Smith, Edwards Business Systems-follow-up on technical issues with new laptop;
- 14) LTAP-"Trucks on Local Roads: Issues and Solutions," training to be rescheduled to 5/6/25;
- 15) Rep. Barton-"Capitol Report," May 2, 2025;
- 16) Senator Argall-May 2, 2025, e-newsletter;

- 17) PennDOT-"STIC Innovation in Motion," May 1, 2025 e-newsletter;
- 18) Susan Smith, Sch. County Planning-list of municipalities who have not completed NFIP Assessment & PEMA meeting. South Manheim was erroneously on the list. Steve Moyer reached out to Sch. Cty. Planning Commission and they noted their mistake and agreed to take South Manheim off the list;
- 19) TownWeb-postcard w/ information on their "ClerkMinutes," product;
- 20) Daniel Webber, Jr., Auburn Fire Chief-April 2025 fire calls;
- 21) Auburn Fire Co. & Ambulance-donation request.
- 22) PennDOT-"Moving Forward," spring 2025 e-newsletter;
- 23) LTAP-information on PennDOT's 2025 Municipal Road Maintenance & Safety Symposium;
- 24) PA L & I, Office of Unemployment-invitation to attend Unemployment Compensation Seminar, 5/14/25;
- 25) Senator Argall-April 25, 2025, e-newsletter;
- 26) Rep. Barton-"Capitol Report," 4/25/25, e-newsletter;
- 27) PA DCED-DCED e-newsletter, April 2025;
- 28) Costars-information on their webinar series, "Searching for Contracts";
- 29) Carrot-Top Industries-2025 catalog;
- 30) PSATS-"PSATS News Bulletin," April 2025;
- 31) Spotts, Stevens and McCoy-letter noting that SSM is submitting grant applications to PA DCED and requesting the Planning Commission provide a letter of project support and approval for the PCMA Water Main Replacement Project;
- 32) Sch. Cty. Court of Common Pleas-Petition for Confirmation of Schedule of Distribution of Judicial Sale Proceeds;
- 33) LTAP-2025 public comment period for 12-year program-Transportation Survey;
- 34) Elzbieta Mendron-email from website-question about permits for replacement windows and door, and restrictions on historic homes;
- 35) LTAP-"Stop Signs & Intersection Traffic Control," training class, 5/20/25, Allentown;
- 36) Senator Argall-April 18, 2025, e-newsletter;
- 37) PA Bureau of Work. Comp., Health & Safety Division-list of upcoming training classes and certifications;
- 38) Professional Recyclers of PA-PROP 2025 Recycling & Organics Conference, July 23-25, 2025;
- 39) Rep. Barton-"Capitol Report," April 17, 2025;
- 40) Sch. Action Network-April 14, 2025, e-newsletter;
- 41) Rep. Barton-"Capitol Report," April 11, 2025;
- 42) Senator Argall-April 11, 2025, e-newsletter;
- 43) Kyle Swetz, County Recycling Coordinator-Quarter 1 summary of work completed on the 10 year solid waste plan;
- 44) Daniel Yelito, NEPA-information on three upcoming chainsaw trainings;
- 45) Jennifer Youndt, Penn State Extension-information on the Food, Families, and Communities programming that Penn State Extension has to offer;
- 46) PCMA-minutes and Treasurer's report to their March 18, 2025 meeting;
- 47) Angela Toomey, Sch. Co. Tax Claim-judicial sale bidder list;
- 48) PCMA-invite Township Supervisors to the PCMA April 15, 2025 meeting, 6:00 p.m. at LWPOA Basement Meeting Room to discuss the Water-well resources and quality of water;
- 49) Sch. County Assessment-notice of change of assessments;

- 50) Rep. Barton-April 4, 2025, “Capitol Report”;
- 51) PSATS-reminder to contact legislators to vote against state mandated OSHA rules for townships and first responders;
- 52) LTAP-list of upcoming educational opportunities;
- 53) Senator Argall, April 4, 2025, e-newsletter;
- 54) Jean Mintz-notecard and letter regarding “Noise Pollution,” specifically target shooting and atv vehicles/dirt bikes. Additionally, a check for \$25.00 was enclosed for copy fees which was returned as no records request was received. The BOS had requested documents from Solicitor Wallbillich be sent to Ms. Mintz;
- 55) Peggy Pritchard, West Brunswick Twp.-suggested appointing James Moore of Lehigh Engineering to UCC Board of Appeals;
- 56) South Sch. COG-reminder that the Spring meeting will be held May 14, 2025, 7 p.m.;
- 57) PSATS-“PSATS Morning News”, - April 3, 2025 –May 13, 2025.

Supervisor Brennan requested that the matter of a donation to the Auburn Fire Company be added to the June 2025 agenda.

6. Solicitor’s Report

- **Fire Escrow Ordinance:** Solicitor Hobbs presented a draft Fire Escrow Ordinance. The Board will review for the June meeting.
 - **McMullen Release of Escrow:** Solicitor Hobbs reported that Attorney Matt Rossi reached out to him regarding a release of escrow funds related to Mr. McMullen’s property in the Hill View Drive subdivision. Mr. McMullen no longer wants to go forward and is asking that the escrow funds be released to him. Solicitor Hobbs noted that he wanted to speak with Steve Moyer, ZEO prior to advising the Board on the matter, therefore the matter was tabled until the next meeting.
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7. Planning and Zoning Commission

- The April & May 2025 Planning Commission minutes were reviewed.
- **Russial/Seltzer Subdivision/Annexation:** Upon motion of Supervisor Ingaglio, seconded by Supervisor Joy, the 90-day written time extension dated April 24, 2025, submitted for the Russial/Seltzer Subdivision/Annexation was acknowledged. This motion unanimously carried.

Upon motion of Supervisor Joy, seconded by Supervisor Ingaglio, the Russial/Seltzer Annexation/Subdivision request for waiver from section 100-30.C (wells) of the South Manheim Township SALDO was granted. This motion unanimously carried.

Upon motion of Supervisor Joy, seconded by Supervisor Ingaglio, the Russial/Seltzer Subdivision/Annexation was granted preliminary plan approval. This motion unanimously carried.

- **Felty Subdivision:** Upon motion of Supervisor Ingaglio, seconded by Supervisor Joy, the Steven Felty Subdivision 60-day written time extension dated May 1, 2025, was acknowledged. This motion unanimously carried.
 - **Klinger Annexation:** Upon motion of Supervisor Ingaglio, seconded by Supervisor Joy, the Klinger Annexation Plan was approved. This motion unanimously carried.
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8. Zoning Enforcement Officer's Report

The ZEO report for the period of March 16, 2025, through April 19, 2025, was reviewed. Upon motion of Supervisor Joy, seconded by Supervisor Ingaglio, this report was accepted as presented.

Upon motion of Supervisor Ingaglio, seconded by Supervisor Joy, the March and April 2025 UCC Administration reports of Light-Heigel were accepted as presented. This motion unanimously carried.

Copies of these reports are attached, becoming part of the **office copy** of the minutes.

9. Sewage Enforcement Officer's Report

The PCMA report of PIRs as of March 31, 2025, was reviewed and accepted upon motion of Supervisor Joy, seconded by Supervisor Ingaglio, carried by all. A copy of this report is attached becoming part of the **office copy** of the minutes.

10. Unfinished Business

- **Act 537 Plan:** Supervisor Brennan reported that the requirement to do a soil sample on each lot was waived.
- **Complaint 1-24-(616 Berne Drive):** At the April regular meeting it was noted that a civil complaint was prepared by Steve Moyer, ZEO and reviewed and approved by Solicitor Hobbs. However, Mr. Moyer suggested that a final enforcement letter be sent w/ a definitive date for compliance prior to filing the complaint. He also suggested the letter be sent by the Solicitor. The Board authorized Solicitor Hobbs to send a final enforcement notice to the property owner.
- **762 Cheyenne Drive:** A Continuance has been granted until May 15, 2025.
- **Complaint 3-24 (2148 Montana Drive):** Marty Sowers of Light-Heigel stated that a citation had been issued although the Township has not received a copy.
- **457(b) Retirement Plan:** Upon motion of Supervisor Joy, seconded by Supervisor Ingaglio, resolution 2-25 was adopted, authorizing the participation of South Manheim Township in the Pennsylvania Municipalities Pension Trust. This motion unanimously carried.

Upon motion of Supervisor Joy, seconded by Supervisor Ingaglio, a Supplemental Participation Agreement between South Manheim Township and the Trustees of the Pennsylvania Municipalities Pension Trust was adopted. This motion unanimously carried.

Upon motion of Supervisor Joy, seconded by Supervisor Ingaglio, resolution 3-25 was adopted, entering into the supplemental participation agreement and adopting matching contributions for eligible employees participating in the PA Municipalities Pension Trust's PSATS 457 plan. This agreement adopts matching contributions of up to 3% of each eligible employees' annual salary provided the employee contributes an equal amount. This motion unanimously carried.

- **Solar Fee Schedule:** Secretary Handling was not able to obtain a solar fee schedule template but has reached out to PSATS.
 - **Complaint 1-25:** The Conservation District reached out to Steve Moyer, ZEO regarding a complaint they received related to earth moving, and pipes at 1480 Summer Hill Road. They requested that the Township Zoning Enforcement Officer or Stormwater personnel attend a site visit with the Conservation District and noted the Complainant wanted to attend the visit. The site visit was scheduled for May 12, 2025, however, the Complainant asked that the visit be put on hold due to health issues. No new date has been scheduled as of this meeting.
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11. New Business

- **Orwigsburg Library Donation:** Upon motion of Supervisor Ingaglio, seconded by Supervisor Joy, carried by all, a donation of \$500.00 to the Orwigsburg Free Public Library was authorized.
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12. Approval and Payment of Bills

A motion was made by Supervisor Brennan, seconded by Supervisor Ingaglio, to approve all bills for payment and authorize the transfer of \$20,000 from the General Fund Checking account to the PLGIT Investment Fund. Motion carried unanimously.

13. Public Participation

- **JoAnne Wolfe, 61 Burma Road:** Ms. Wolfe noted she received an easement notice in the mail for tree trimming. She was uncomfortable signing the easement as it had no expiration date. Road Master Lewis explained that they intended to tree trim to prepare for paving the road in the fall. Ms. Wolfe also noted that there is a well on the east side of the barn and they had asked the Road Master to place a pipe so that they could get water to their barn. The Road Master informed them that they would have to pay for the pipe,

blacktop, etc. Ms. Wolfe noted that now's the time to put a pipe in, before the road is blacktopped. She also noted Burma was never paved and expressed concern that vehicles already speed on it. Ms. Wolfe questioned what the expenses would be and asked if the road department was technically allowed to dig in the fields for catch basins, noting the right-of-way is 16' 6" and the pipe is in their field. She stated that the road department clears it out every few years and the water washes their driveway out. The Board asked that Road Master Lewis look at the area to see what could be done. Supervisor Brennan noted they could write up a document if they came to an agreement and it could come before the Board for approval.

- **Lorraine Phillips, 99 E. Jefferson Lane:** Lorraine Phillips thanked the Township for the beautiful planters and outside work that they had done.

14. Adjournment

There being no further business, a motion was made by Supervisor Brennan, seconded by Supervisor Ingaglio, to adjourn the meeting at 7:45 p.m. The motion carried unanimously.

Respectfully Submitted,
Kelly Handling
Secretary/Treasurer