LONGSWAMP TOWNSHIP
BOARD OF SUPERVISORS MEETING DRAFT MINUTES
~ October 13, 2026 ~

Pledge of Allegiance & Roll Call
Meeting called to Order by Chairman, Don Hickman at 7:00 p.m.

Present
- Don Hickman, Chairman
- Mike Sacks, Vice Chairperson
- Mark Hilbert, Supervisor

Present
- Candace Cameron, Secretary/Treasurer
- Allison Fuller, Office Administrator
- Beth Kohl, Solicitor

Present
- Jill Smith, Township Engineer

Absent
- Brad Pflum, Township Zoning Officer

Announcements
Don Hickman announced that this meeting is being recorded principally to aid in the preparation of the minutes and for such other purposes as the Board sees fit. Please state your name and address when addressing the Board, and before speaking please be aware that attending visitors may also be recording the meeting without your knowledge. We have 3 Vacancies on the Environmental Advisory Council Committee and 1 vacancy on the Township Historical Commission.

Public Comments on Agenda Items - None

Public Comments on Non-Agenda Items - None

Secretary/Treasurer Report

1. Minutes from September 22, 2026, Board of Supervisors Business Meeting

Motion made by Mike Sacks to approve the meeting minutes as presented from September 22, 2026. Mark Hilbert seconded the motion. All were in favor.

2. Approval of Bills: Current disbursements: **$94,359.69** Interim disbursements: **$419,288.54**; fund transfers: **$17,870.79** for a total of **$513,648.23** for the period of September 23, 2026 – October 13, 2026.

Motion made by Mike Sacks to approve processing for payment as presented. Mark Hilbert seconded the motion. Roll call vote taken; Mike Sacks, yes; Mark Hilbert, yes; Don Hickman, yes. All were in favor.

3. Treasurers Report – September 2026: General Funds **$3,349,496.42**; Other Funds **$544,251.44**; total **$3,893,747.86**.

Motion made by Mike Sacks to accept the September 2026 Treasurer's Report. Mark Hilbert seconded the motion. All were in favor.

4. Verification of Monthly Bank Account Reconciliations – September 2026

Motion made by Mike Sacks to approve the Monthly Bank Account Verification Form for September 2026. Mark Hilbert seconded the motion. All were in favor.

5. Memo Requesting Approval to Disburse the 2026 Volunteer Fire Relief Allocation to Topton Fire Company

Motion made by Mike Sacks to approve the Disbursement of the 2026 Volunteer Fire Relief Allocation to Topton Fire Company in the amount of **$37,535.84**. Mark Hilbert seconded the motion. All were in favor.

6. Memo Requesting Cancelation of the October 27, 2026, Board of Supervisors Meeting and Budget Meeting

Motion made by Mike Sacks to cancel the Board of Supervisors regular meeting and Budget Committee meeting previously scheduled for October 27, 2026. Mark Hilbert seconded the motion. All were in favor.

Office Administration Report

1. September Office Administrator Report
   - Sewage Management Program: For Cycle 1, two properties remained outstanding. For Cycle 2, which ended June 30, 2026, 2 percent still needed a pump. Notices of Violation were issued on September 18, and any properties still non-compliant after October 31 will be sent to the solicitor. Alli reported that outstanding Cycle 2 matters had decreased from 51 to 9 as of 5 p.m. on the meeting date. For Cycle 3, the current cycle, 73 percent need to pump.
     - Beth confirmed the Board's continuing sewage management enforcement policy: if a property is one cycle delinquent within the first three years, the Township pursues a civil matter at the district justice; if a property is two cycles delinquent, the Township takes action to enforce the issue. Beth asked whether the Board still wanted her to proceed without waiting for further board authorization once cases are referred, and Don confirmed that the policy remains in place.
   - Open Resident Complaints: There are no new resident complaints all of the complaints are also listed on Brads Zoning Report.
2. Memo - Electronic Recycling Day: Alli Fuller requested approval to reserve the Township's 2027 electronics recycling event date with Responsible Recycling Services. She reported that the vendor would hold the same rate as 2026 if the Township locks in early. The Board approved holding the event on July 17, 2027, and paying Responsible Recycling Services **$930**. Alli reported that the Township's certificate for electronic waste documented 2,977 pounds in 2025 and 4,016 pounds in 2026. Don remarked that the value of the event is that this electronic waste did not end up along roadsides.

Motion made by Mike Sacks to approved scheduling the July 17, 2027, event and authorized the **$930.00** payment. Mark Hilbert seconded the motion. All were in favor.

Engineer and Planning Commission Report

1. Engineer and Planning Commission Report for September 2026
   - Hunsicker's Grove Athletic Field-NPDES Permit (L25-23): The county conservation district has closed out the relevant permit, and Jill states she is following up with DEP regarding the Township's **$500**.
   - Longswamp Road & Schlossburg Street Sight Distance (L26-25): Jill is preparing educational materials on sight distance and clear sight triangle requirements. Jill said the materials would include general information, diagrams or exhibits suitable for the website or distribution to property owners, and a softer courtesy version of a notice that can be used before formal enforcement. Don asked that the topic also be included in a future newsletter, especially to inform farmers and property owners with shrubs or obstructions that they may be subject to liability if vegetation blocks sight distance.
2. Municipal Maintenance Building Status Update: Here is the summary rewritten completely in standard paragraph form, with no bullet points: Jill Smith committed to delivering PDF copies of all bid documents and obtaining a missing alternate bid document within the next week. This review of bid submission was conducted for discussion purposes only. Official contract awards are anticipated to take place at the next board meeting at the earliest.
   - **Project Overview & Financial Summary:** The overall project cost came in significantly lower than original estimates, which had ranged between **$1.5 million** and **$2.0 million**. Combining the base bids across all contracts with contingencies—excluding any add alternates—brings the project total to **$1,017,855**. When including all add alternates, the total project investment rises to **$1,118,760**.
   - **Contract Breakdown & Bidding Results:** The bidding process is segmented into three main contracts. For Contract 1, which encompasses Building and Site Work, seven bids were submitted, with Peterson Builders emerging as the lowest bidder at a base bid and contingency total of **$738,460**, significantly undercutting the second-place contractor. Including add alternates for a concrete generator pad and an epoxy slab coating, the total rises to **$792,760**. Hanover Engineering highlighted that Peterson Builders attended the pre-bid meeting and has prior experience with the firm. Contract 2, focused on Electrical Components, attracted five bids, with the decision hinging on the board's choice regarding a backup generator. Shannon A. Smith submitted the lowest base bid at **$140,395**, while Berkshire Mechanical provided the most competitive complete package, including the add alternate, at **$201,931**. During discussions, Don noted that Public Works Superintendent Scott Miller strongly advocates for the inclusion of the backup generator, a stance that Don supports. Lastly, Contract 3, which pertains to Mechanical work, received four bids, with KC Mechanical offering the lowest base bid of **$139,000**, excluding any add alternates or contingencies. Hanover Engineering is currently collaborating with KC Mechanical on an ongoing project in another township.
   - **Anticipated Costs Excluded from Bids Received:** In-house efforts led by Scott and his team have notably reduced the overall project costs, although a precise figure for the remaining expenses is still pending. The majority of the interior work primarily involves labor, while the exterior tasks will require relocating storm sewer lines, installing inlets and piping, regrading the drive and parking area, and ultimately paving. Aside from the costs associated with storm sewer materials and potential paving supplies, additional material expenses are anticipated to be minimal. Most core engineering tasks have been completed, but there are still several outstanding invoices from consultants, including an estimated **$7,000** from Slate Structural and approximately **$7,000** to **$8,000** for recent soil bearing tests. Verbal confirmation from the soil testing indicates that the compaction and footer design are adequate, eliminating the need for any structural design changes. Overall, the remaining administrative, inspection, and consultant pass-through expenses for Hanover Engineering are projected to be around **$30,000**.
   - **Next Steps:** The final project plans will be presented to Brad for a comprehensive review to obtain the required permits. After the permits are granted, the remaining engineering tasks will mainly involve site inspections and a couple of days dedicated to field stakeout activities.

SEO Report – None (Cycle 3 Pumping is in effect. Deadline June 30, 2027)

1. Sewage Offer Report for September 2026: 0-Sewage Permits Issued, 0-Sewage Systems Being Installed, and 0-Final Inspections completed, 0-soil testing and miscellaneous
2. Appoint Ross Wolford as a Sewage Enforcement Officer: LTL submitted a request for the township to appoint a new/additional sewage enforcement officer, Ross Wolford (Certification No. 0022276). The board confirmed that a formal appointment was necessary even outside the January reorganization.

Motion made by Mike Sacks to Appoint Ross Wolford (Certification No. 0022276) as a Sewage Enforcement Officer. Mark Hilbert seconded the motion. All were in favor.

Zoning and Codes Enforcement

1. 11 permits were processed and 17 building inspections, of which 8 were final. Property enforcement items included 2130 State Street, where warrants remain active; 1160 State Street, where another court hearing has been scheduled; and 1109 State Street, where the resident was arrested, paid a fine, the grass was mowed, and the matter was closed.
2. Zoning Issues: 9
   - 2130 State St – Warrants are still active. The court was asked to prioritize their serving. No change with this issue.
   - 702 Kennedy Ave – Letter was sent to the owner regarding the grass and an inoperable vehicle on the property.
   - 609 State St – Resident was fined. Additional citations will be filed after the 30-day appeal period has ended.
   - 1160 State St – Owner to pay for Twp time & will clean up property. Court hearing scheduled, property still in violation.
   - 307 Clover St – The next court date has been set.
   - Rentals – NOV's sent. Some landlords are reaching out to resolve the issue. Citations to be filed those still in violation.
   - 8635 Hensingersville Rd – Resident found guilty, fines were issued. Additional citations filed, property still not mowed.
   - 1109 State St – Fine was paid, grass has been mowed, property will continue to be monitored, matter is closed.
   - 9044 Mountain Rd – This matter is closed.

Solicitor's Report

1. Solicitors Report – September 2026
   - Service Electric Franchise Agreement Renewal. Beth contacted a representative from Service Electric who informed her, and the letter was sent now because they have to by law send it 3 years prior to the renewal date. There's nothing that they're actively looking to have done now. Renewal conversations can start two years from now or more.
2. Resolution/Agreement for Joint Co-Op Purchase of a 2018" Bomag BW161ADO-5 Roller - Tabled
3. Authorization to obtain RFPs from potential lenders to obtain loan terms for maintenance building project: Beth recalled prior discussions indicating that once project bids were received, a representative of or on behalf of the Township would solicit financing proposals from lenders to cover up to the required loan amount. A formal request for proposals (RFP) asking lenders to provide rates for a 10-year term alongside a few alternative term options for the potentially needed funds. Obtaining these standardized responses will allow the Township to run the numbers and compare loan structures directly. Don stated that if the board concurred, he would handle this process and return to the board with a recommended approach. To ensure all lenders respond to identical specifications, a standardized RFP form will be used. Don will receive a copy of the form allowing the Township to gather comparable rates without needing a formal public advertisement.

Motion made by Mike Sacks to authorize the chairman to obtain proposals from potential lenders for a range of loan terms. Mark Hilbert seconded the motion. All were in favor.

4. Authorization for Solicitor to prepare and advertise debt ordinance for maintenance building project: Enacting a debt ordinance, which does not have to be number specific has to be advertised and enacted prior to signing any formal loan documents with the bank. If the board wants to award the contracts in November, enacting the ordinance at that time would be necessary.

Motion made by Mike Sacks to authorize the solicitor to prepare and advertise a debt ordinance for the maintenance building project not to exceed **$1 million** Mark Hilbert seconded the motion. All were in favor.

Park and Recreation Report

1. Pumpkin Hunt was held on October 3rd: There were roughly 150 attendees and roughly 30 people participated in the costume contest. **$104** in donations was received.
2. Park and Recreation Board participated in the Topton Parade on October 10, 2026.
3. Park and Recreation Board will be participating in the Alburtis Parade on October 24, 2026.
4. Christmas tree lighting on December 5, complete with "candy cane ice cream".
5. Park & Recreation Board Boot Camp: Beth will work on preparing dates for the boot camp to be held in 2026. Park & Rec would be trained first (ideally pre-year-end) as a dedicated two-hour session—not during a regular meeting. Other committees would follow after New Year.

Human Resource Direct Report - None

Roadmaster Report

1. September 2026 Roadmasters Report: 1 holiday, 9 days walking roads and paving, 6 days cutting grass & 2 days cleaning drains in preparation for winter.

Old Business

1. 1036 Woodside Ave Tax Refund Approval: Prior questions regarding amount to be refunded was resolved through a documented breakdown from the tax collector. Township - **$390.64**; Fire - **$172.35**, EMS – **$72.38**; Debt – **$101.11**

Motion made by Mike Sacks to approve a refund in the amount of **$736.48** to BSRE Holdings LLC (1036 Woodside Avenue). Mark Hilbert seconded the motion. All were in favor.

New Business

1. Longswamp Township Historical Society Sign Request – Tabled pending proposal.
2. Brandywine Heights Education Foundation Special Event Permit: Brandywine Heights Education Foundation submitted a Special Events Permit Application for their Brisk 5K Special Event Permit scheduled for May 2027. Documentation was complete, fee reduced to **$50**, with Topton Fire Police directing traffic, and hold-harmless on file.

Motion made by Mike Sacks to approve the Brandywine Heights Education Foundation Brisk 5K Special Event Permit for May 2027. Mark Hilbert seconded the motion. All were in favor.

Closing Remarks

Mike Sacks briefed on the Lions Club topics discussed at the last Board of Supervisors meeting.

1. Longswamp Lions Club Pavilion Roof Repair/Replacement at Hunsicker's Grove:
   - The Club is currently obtaining pricing for project materials.
   - Funding & Labor Proposal: If the materials cost exceeds the Club's available funds, the Lions Club is prepared to provide 100% of the project labor if the Township will cover the cost of materials.
2. Longswamp Lions Club Kitchen Facility Upgrades at Hunsicker's Grove: exploring capital improvements to the kitchen at Hunsicker's Grove, focused primarily on structural and electrical upgrades rather than appliance replacement:
   - Scope of Work: Proposed work includes repairing the ceiling, updating lighting, insulating the ceiling, and rewiring the electrical systems.
   - Phased Approach: The project may be completed in stages to manage timelines and costs effectively.

   Items 1 & 2 Project Management: Two designated contractors will act as project foremen to develop detailed project plans and supervise both projects. Beth emphasized risk management: licensed contractors with their own insurance (that work would fall under their insurance). Don requested a consolidated proposal with scope, licenses, insurance, timelines, and a possible lease framework to streamline "games of chance" permitting. A band shell proposal would be included.

3. Longswamp Lions Club Request to Lease an area at Hunsicker's Grove:
   - Tax-Exempt Status & Contributions: The Longswamp Lions Club operates as a 501(c)(4) social welfare organization. Unlike a 501(c)(3) public charity, donations made directly to our general organization are not tax-deductible for donors.
   - Use of Public Property: As a recognized civic and social welfare organization, the Lions Club meets the regulatory criteria to lease and utilize municipal public land for community service activities and civic events.
   - Small Games of Chance (SGOC) Licensing: The Club maintains a valid Small Games of Chance permit issued by the County Treasurer. In accordance with Pennsylvania small games of chance regulations, their license is transferable to leased premises upon formal notification of the venue location to the county licensing authority.

Adjournment

Motion by Mike Sacks to adjourn, seconded by Mark Hilbert. All were in favor. The meeting adjourned at 8:00 p.m.

Respectfully Submitted by:

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Candace L. Cameron
Township Secretary/Treasurer

Attest: