LONGSWAMP TOWNSHIP
BOARD OF SUPERVISORS MEETING MINUTES
~ April 14, 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

Not Present
- 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 Non-Agenda Items - NONE

Public Comments on Agenda Items - NONE

Secretary/Treasurer Report

1. Minutes from March 24, 2026, Board of Supervisors Business Meeting

Motion made by Mike Sacks to approve the meeting minutes from March 24, 2026. Mark Hilbert seconded the motion. All were in favor.

2. Treasurer's Report – March 1, 2026 – March 31, 2026, General Funds: **$3,044,955.16**; Additional funds **$558,926.07**; Total Funds **$3,603,881.23**.

Motion made by Mike Sacks to approve the Treasurers Report for the month of March 2026 as presented. Mark Hilbert seconded the motion. All were in favor

3. Verification of the March 2026 Monthly Bank Account Reconciliations

Motion made by Mike Sacks to acknowledge the verification review of the March 2026 bank account reconciliations signed by Don Hickman as presented. Mark Hilbert seconded the motion. All were in favor.

4. Approval of Bills: Current disbursements: **$167,969.11**; Interim disbursements: **$57,649.03**; fund transfers: **$12,732.35** for a total of **$225,618.14** for the period of March 24, 2026 – April 14, 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.

5. Memo: Office Closure Request: Candace requested the office be closed for the days that the supervisors and office staff will be attending the PSATS Conference in Hershey (April 20th-22nd). She also requested an additional day (April 23rd) for the office to be closed noting that the Public Works Department will be closing the parking lot and surrounding areas of the municipal building from dawn to 4:00 p.m. to ensure safe and efficient resurfacing of the roadways, walkways and parking areas. Candace's memo noted that for the business hours on April 23, 2026, she is suggesting that office staff work remotely to provide the residents with the opportunity to reach them via phone or email.

Office Administration Report

1. March 2026 Office Administrators Report
   - 2 Properties from Cycle 1 need to be pump
   - 54% of the Properties in Cycle 2 need to be pumped
   - Final reminder cards for Cycle 2 will be going out in the coming weeks
   - 9 Resident Complaints

2. Municipal Leaders Meet and Greet – Thursday, April 16, 6-8 p.m. There were 10-15 RSVPs from other municipal leaders. Allison stated that she will stay on Thursday to assist the senator's representatives in setting up.

3. America 250 Committee Report
   - Next Meeting will be April 23, 2026, at 6:30 p.m.
   - America250 will be incorporating events into the Park & Recreation Swamp Fest event on June 13, 2026

4. Boy Scout Troop 575 Service Hours
   - Sunday, May 3rd (Time TBD): Pulling weeds and cleaning up trash
   - Saturday, May 9th (Time TBD): Mulching of flowerbeds

5. Swamp Fest Fireworks Permit Fee Request: Allison requested a waiver of the permit application fee ($50) and the permit fee ($200) for a total of $250 to be waived.

Motion made by Mike Sacks to waive the permit fees associated with the fireworks to be displayed at Swamp Fest on June 13, 2026. Mark Hilbert seconded the motion. All were in favor.

- Allison noted that Celebration contacted the fire company to schedule the fire company to standby during the fireworks.

Engineer and Planning Commission Report

1. Act 537 Plan Status Update: Jill noted that the Teams Meeting with DEP regarding the request for extension is scheduled for Wednesday, April 22nd at 9:00 a.m. to discuss the Act 537 plan. SEO Jake Schray from Hanover Engineering will also be on the call. Part of the discussion with DEP will be about what's going to change in the next 3 years. Beth suggested that short summary of what has been done so far to justify why we should be granted the extension as well as what we are looking at doing going forward be sent to them prior to the meeting. Beth would like to have a phone call with those available to prepare for the meeting to outline talking points, highlights and requests. Mr. Ron Young of Walker Road asked for a summary as to what has happened over the years regarding Act 537.

   Act 537 Summary Provided by Jill Smith: A needs assessment and alternative analysis were conducted, leading to the development of a plan to address various issues. The township explored the possibility of establishing its own treatment plant and considered utilizing the Topton Borough treatment plant, but neither option proved viable. Although a plan for community systems was approved, the costs became prohibitive during implementation. Consequently, the township sought an extension from the DEP, allowing professionals to revise the plan to find a more economical and feasible solution. Currently, the focus is on utilizing on-lot systems, as existing issues have been addressed through repairs and replacements. The goal is to gain DEP approval while also preparing a contingency plan for high-need areas identified by the DEP, where standard systems may not be suitable due to small lot sizes. The township is now reconsidering community systems, aiming for smaller neighborhood setups instead of two large systems with costly infrastructure, particularly in challenging locations like railroad crossings and state rights-of-way. This approach is intended as a proactive measure in case of future system failures.

2. Municipal Maintenance Building Update: Continuing with the revised schedule for construction to begin in April of 2026

3. Township Office Roof – Signing of Contract & Issuing Notice to Proceed for Anticipated Start Date of 4/21/26: Contractor will begin work on Tuesday, April 21, 2026. The material submittals are done. The color chosen is charcoal gray to match the pavilion roof, all other materials have been reviewed and approved. The contract is available to be signed. Jill will be issuing the notice to proceed on 4/15/26. Construction should be finished possibly early in the week of April 27, 2026. No further action was taken; all supervisors signed the contract.

SEO Report (Cycle 2 is in effect. The pumping deadline is June 30, 2026)

1. March 2026 Sewage Enforcement Officer Report: The annual report was completed and sent to PA DEP.
   Sewage Permits Issued – 1 Sewage Systems being installed – None
   Soils Testing & Miscellaneous – 1 (1204 State Street) Final Inspections Completed – None

Zoning and Codes Enforcement

1. March 2026 Zoning and Code Enforcement Officer Report
   Permits Processed - 9 Building Inspections – 6, 4 of which are final
   Zoning Issues – 11 (Warrants for 2130 State Street are still active)

Solicitor's Report

1. Solicitors Report for March 2026: Written report was given to the board, but the following items were highlighted verbally during the meeting.
   - Comcast Franchise Agreement: Negotiations with Comcast are moving forward and Beth anticipates having a draft for the board at the next Board of Supervisors meeting. Beth noted that an ordinance will be required for actual agreement approval.
   - Data Center Ordinance: Revisions to the draft data center ordinance have been made in response to the planning commission's feedback from February. During the April meeting, additional concerns were identified, prompting further follow-up and modifications. This ordinance will also include updates to the Township's accessory solar regulations, specifically removing the prohibition on front-facing solar panels.
   - Sewage Management Program: The amount of litigation for the sewage management program is continuing to shrink the first one listed has now been withdrawn so there are now 3 properties in litigation. *The names and locations for items in litigation are confidential.*
   - Clover Street Ordinance: Further research and recommendations will be forthcoming.
   - Conference Call with Diakon Regarding Water/Sewer Service: Topton Borough has developed new draft of Intermunicipal Agreements in response to Diakon's requests for Luther Meadows and Heilman House, which were submitted in late December. A thorough review of the agreements will be completed, and Beth will reach out to the Borough and/or Board of Supervisors for further discussion. Beth noted that there is new solicitor for Topton Borough. A conference call regarding this request will be held on Friday, 4/17/26.

2. Follow-up on Land Preservation Request: Mr. and Mrs. Schlegel own three parcels of farmland located just north of East Penn Manufacturing's Topton facility (Parcels 59547301160361, 59546300956553, and 59546300964482) and would like to preserve this land through the County's Agricultural Conservation Easement (ACE) program, similar to other farmland they own and have preserved in the County. A county representative informed them that the County Comprehensive Plan designates this area as a Future Growth zone, rendering it ineligible for the ACE program but indicated that the Comp Plan is currently under revision, and with support from the Township, there may be an opportunity to reconsider this designation. The land is zoned as "Rural" according to Longswamp's zoning regulations, aligning with the Township's future land use plan. Beth confirmed that the county is developing a new County Comprehensive Plan and Future Land Use Plan, and they are open to discussions with the Township regarding this property and others that may be prioritized for preservation or development. The county will hold a regional meeting at the Boyertown Museum of Historic Vehicles on May 14th at 8 am, and they strongly encouraged Beth and the supervisors to attend to gain insights into the comprehensive plan's development. Beth suggested sending a letter to the county stating that both our zoning and comprehensive plan treat it as rural and that we would request the county no longer view this land as a future growth area. Each board member expressed their interest in preserving the land and noted they would like the letter to be drafted by Beth in favor of supporting the Schlegel's request/intentions to preserve the land.

Motion made by Mike Sacks to authorize the solicitor to prepare and send a letter to the county regarding the request that the County remove the Future Growth designation, to help facilitate preservation of the land. Mark Hilbert seconded the motion. All were in favor.

Park and Recreation Report -
Egg Hunt was held on April 5th roughly 30 families that were present had their photos taken.
Swamp Fest/America 250th: June 13th

Human Resource Direct Report - None

Roadmaster Report

1. Roadmasters Report for March 2026: The Road Crew worked 23 days with park and roads, 1 day in meetings in Upper Bucks County.

Old Business

1. Longswamp Township Historical Society Storage Shed **- Tabled**
2. Longswamp Township Historical Society – Meeting Room Request **- Tabled**
3. Signage Request for Smith Street and Longswamp Road – Jill stated an ordinance would be required for a restriction to be placed on Smith Street. Beth suggested an informational sign stating that there is a truck restriction ahead instead of spending the money to enact an ordinance. Beth will confirm this is a viable option.

New Business

1. Employee Pavilion Rental: Mark stated that he wouldn't mind each employee being given one free rental a year, stating that he thinks it would be nice benefit for employees for all the hard work they do for the township. Mike suggested giving full-time employees 1 pavilion rental per year at the reduced cost ($50) just as the township does for non-profits.

Motion made by Mike Sacks to extend the reduced cost for pavilion rentals to full-time employees for 1 pavilion rental per year. Mark Hilbert seconded the motion. All were in favor.

2. Ehrlich Quote for Bait Stations: A quote for 6 outdoor bait stations totaling $210 was received. This would be a one-time fee and would be serviced each time Ehrlich is out for normal service.

Motion made by Mike Sacks to pay the one-time fee for 6 outdoor bait stations as quoted by Ehrlich on 3/25/26. Mark Hilbert seconded the motion. All were in favor.

3. Longswamp Township Historical Society – Reduced Fee Application (Lecture – May 9, 2026)

Motion made by Mike Sacks to grant the Longswamp Township Historical Society Reduced Fee Application. Mark Hilbert seconded the motion. All were in favor.

4. Topton Fire Company: Radio Upgrades and the Expected Cost with Options Being Offered: Daryl George, Assistant Chief of Topton Fire Company, provided the board with all the information currently available regarding the upgrades to the radios for which the fire company uses daily. The current Public Safety P25 radio system has been online since 2013 and has come to an end the radio parts and service have been discontinued. The fire company has roughly 53 radios and support is only available for one of them. They would likely be replacing 90% of the radios they own. Daryl stated that the county put together a "deal of a lifetime" for Emergency Management, Police, Fire, EMS and Public Works of 50- 60% off the cost per radio; after this purchase radios needing to be purchased will be at full price. The radio price per radio is based on a 1 for 1 trade in. The new radios are multiband, and it is estimated that they will be able to be used for a minimum of 10-15 years with support. Orders are due at the end of January 2027 for this discounted price, if pushed out passed this date the price will increase. The fire company is not going to be replacing all the radios due to some not being in use. Daryl informed the board that the estimated cost to replace the necessary radios is roughly **$350,000** (not including accessories), which if paid up front it will hurt their plan of having the ladder truck that they currently have on order paid off prior to delivery. The county is offering a 7-year interest loan (estimated interest rate 4.58%) unlike the last time the loan was interest free but this offer is only being extended to the municipalities, the loans will not be extended to organizations/departments individually. If the loan is paid off early all interest would still need to be paid in full. Radio payments will not be due for 1 year from date of delivery. Chief Jason Robinson, Topton Fire Company, stated the fire company will likely put some money up front for the purchase of their radios noting that they do not expect the municipalities to foot the entire bill. The fire company will likely need the townships and referral if they need to float the loan. Jason provided an example stating that they would likely do it the same way they did with the aerial where they put up some of their own funds and municipal funds go up with it as well, the splits would likely be 70/20/10 between Longswamp, Maxatawny and Topton. Daryl inquired whether the township would need to replace any of their radios because he would need to submit paperwork stating how many they would possibly be purchasing. More information is to follow.

5. Topton Fire Company: Alburtis Gun Club Property on State Street – Address Designation for Emergency Response: Topton fire company provides all the gun clubs with stop the bleed kits which includes tourniquets and other items needed for stopping bleeding if a life threating issue arises. The fire company is purchasing 3 stations for the Alburtis Gun Club locations. The location on State Street, though it is separated by State Street, currently shares an address which is posted on the south side of the property on the old paintball field. The concern is that if there is an issue on the north side of the property the injured would need to cross State Street to get to the stop the bleed kit. The problem is that the kits are labeled with a phone number to call along with the address from which they are calling. If they are labeled with the address that is used for both the north and south side of the property, emergency services won't know where they are calling from. The fire company plans to put one on each side. Daryl stated that after speaking with the county it was recommended that the fire company take GPS coordinates and GeoBase on each side north and south using State Street as a divider. The request is to separate the 2 locations on State Street to be designated by North and South the location would be identified by GPS Coordinates. For example, the labels could be Alburtis Gun Club Property North and Alburtis Gun Club Property South based on the pin. If someone were to call 9-1-1 and doesn't know where they are they could see based on the GPS coordinates which location, they are at. The municipality would need to approve of that being a physical location. Daryl is going to get the information form for formal approval at a board of supervisors meeting.

Closing Remarks

Adjournment
Motion by Mike Sacks to adjourn, seconded by Mark Hilbert. All were in favor. The meeting adjourned at 8:27 p.m.

Respectfully Submitted by:

_____
Candace L. Cameron
Township Secretary/Treasurer

Attest: