

**Longswamp Township Board of Supervisors**  
**Minutes of Monthly Meeting**  
**May 13, 2025**

**Approved**  
**5/27/25**

The monthly meeting of the Longswamp Township Board of Supervisors was held at the Longswamp Township Municipal Building, 1112 State Street, Longswamp Township, Mertztown, Pennsylvania, 7:00 p.m., prevailing time as previously advertised and posted.

**CALL TO ORDER:**

Chairman Don Hickman called the meeting to order at 7:00 pm.

**PLEDGE TO THE FLAG/ROLL CALL:**

Officials present: Don Hickman, Chairman, Mark Hilbert, Vice Chairperson; Mike Sacks, Supervisor; Candace Cameron, Secretary/Treasurer; Allison Fuller, Office Administrator; Beth Kohl, Solicitor, and Jill Smith, Township Engineer. Brad Pflum, Township Zoning Officer not present.

**ANNOUNCEMENTS:**

Chairman 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. For that reason, each person wanting to give any comments during this meeting, please state your name and address for the record, and address your comments to the Board of Supervisors and before speaking please be aware that attending visitors may also be recording the meeting without your knowledge.
- We still have 3 Vacancies on the Environmental Advisory Council Committee
- We still have 1 vacancy on the Township Historical Commission
- The Township Office will be closed Monday, Monday, May 26, 2025 in Observation of Memorial Holiday

**PUBLIC COMMENTS ON AGENDA ITEMS:**

No comments.

**SECRETARY/TREASURER REPORT:**

**Minutes from April 22, 2025 BOS Business Meeting:**

**Motion** made by Mike Sacks to approve the Minutes from April 22, 2025, which was seconded by Mark Hilbert. The motion passed with unanimous support.

**Verification of the April 2025 Monthly Bank Account Reconciliations:**

**Motion** made by Mike Sacks to recognize the Verification review of the April 2025 Bank Account Reconciliations, which was dated 5/13/2025 and signed by Don Hickman. Mark Hilbert seconded the motion. Motion approved.

**Treasurer Report for the Month of April 2025:**

Don Hickman presented the Treasurer's Report for April 2025 to the Board of Supervisors for their consideration. The report showed that the total General Funds for the Township amounted to \$2,667,274.99, while the Additional Township funds totaled \$931,843.92, bringing the overall total to \$3,599,118.91 for the period.

**Motion** made by Mike Sacks to approve the report, which was seconded by Mark Hilbert. Motion approved.

**Approval to release (2) Two On-Lot Sewer Escrow Refunds from SWMF Account:**

**Motion** made by Mike Sacks to release two On-Lot Sewer Escrow Refunds from the SWMF Account, amounting to \$578.22. Mark Hilbert supported the motion. Motion approved.

**Approval of Bills:**

**Motion** made by Mike Sacks to approve the payment processing for interim disbursements amounting to \$146,617.97 and fund transfers of \$15,223.04 for the period from April 22, 2025, to May 13, 2025. Mark Hilbert seconded the motion. A roll call vote was conducted, with all members—Mark Hilbert, Mike Sacks, and Don Hickman—voting in favor.

## **OFFICE ADMINISTRATION REPORT**

The Sewage Management Plan was discussed by Office Allison Fuller, who highlighted that Cycle One will conclude on June 30, 2025, with 49% of properties still requiring pumping. Notably, there are no properties with pump records exceeding 36 months. The supervisors expressed their gratitude for her dedication and congratulated her on the progress achieved.

Allison reported that there are three non-traffic complaints currently filed, with action underway on these issues. One of these complaints is also referenced in the Township Zoning Officer's Report.

The America 250 Committee, as shared by Allison, will hold its next meeting on Wednesday, May 21, 2025, at 6:30 p.m. The committee is organizing two events: one scheduled for September 20, 2025, and another that will coincide with Swamp Fest on June 13, 2026.

Allison informed the board that she has contacted four companies to gather pricing for the fireworks for Swamp Fest 2026, as requested. She has met with two of these companies and received a response from a third. However, she noted that the fireworks companies are reluctant to provide pricing due to tariffs. She is working to obtain something in writing to give the board a clearer idea of the potential costs involved.

## **ENGINEERING REPORT:**

### **Update on Act 537 Plan Status**

Jill Smith updated the board on her attempts to contact someone from the DEP, but she has not received a response. Supervisor Mark Hilbert shared that during his discussion with DEP at PSATS, he learned there is currently no representative for the South East Region. However, he did manage to get a phone number (which he will provide to Jill) for the State Manager, who should be contacted about the extension needed to replace the existing flawed Act 537 Plan.

### **Update on Township Municipal Maintenance Building**

Jill reported that they met with the structural engineer to review the site plan and interior layout. The engineer is currently developing the structural plans, which Jill will send to Brad Pflum for review to ensure compliance with sprinkler system and building code requirements. Once Brad approves the plans, they can request a cost estimate from a contractor. Don has asked for this to be completed by July to facilitate the bidding process. Jill also noted that renovating the existing building might incur higher costs than constructing a new one. She plans to obtain the necessary plans and cost estimates from the structural engineer, who is working on a similar project in another municipality.

### **Hunsickers Grove Athlete Field – NPDES Notice of Termination**

The County Conservation District has reminded us that the NPDES Permit, which expired in 2021, has not yet been closed out. Jill discussed with Scott Miller the necessary final improvements, which include removing silt sacks from two inlets, filling and stabilizing two swales at the corners of the athletic fields where water is ponding, and addressing the bleachers as outlined in the original plans. During her conversation with Scott, he mentioned he would install a roof drain to manage the water accumulation caused by a spring that emerged after the work was completed. Mark pointed out that there are bleachers at the top field that could be relocated to Hunsicker's Grove if needed. Jill has completed the notice of termination document, which she and Don will need to sign. The submission deadline is June 1st, and she plans to send it in while allowing Scott time to finish the required improvements. **Motion** made by Mike Sacks for Don to sign the Notice of Termination, which Mark Hilbert seconded. Motion approved.

## **SEO REPORT:**

The Sewage Enforcement Officer's report for April 2025 indicates that one sewage permit was issued, with no sewage systems installed, no final inspections completed, and no soil tests conducted.

## **ZONING AND CODES ENFORCEMENT:**

The Zoning and Code Enforcement report for April 2025 indicates that 11 permits were processed, along with 23 building inspections, of which 10 were final. There were also 3 zoning issues reported. Specifically, the court hearing for 1705 State St has been postponed by an additional 30 days, while warrants for 2130 State Street remain active in court. A court hearing for 120 Benfield Drive resulted in a guilty verdict, leading to a fine and court costs, with a 30-day window for appeal noted by Beth.

## **SOLICITOR REPORT:**

### **PARK & RECREATION REPORT:**

The next meeting will be held on May 21, 2025, held outside weather permitting.

#### **Sheila Sacks preparing the 2025 Swampfest Advertising Booklet;**

A motion was put forward to approve Sheila Sacks for the creation of the 2025 Swamp Fest Advertising Booklet, with a budget not exceeding \$500.00.

**Motion** made by Mark Hilbert made the motion, which was seconded by Don Hickman. Motion approved.

#### **Discuss sponsor banners and cost.**

A conversation took place regarding the purchase of sponsor banners to acknowledge the sponsors of Swamp Fest activities. However, no information about the costs was provided, and as a result, no decisions were made.

#### **Discuss purchase/sale of Swamp Fest merchandise**

A discussion took place about allocating revenue from merchandise sales into a dedicated account for park and recreation, aiming for self-funding. It was concluded that for these funds to be managed separately and achieve self-sufficiency, the park and recreation department would need to operate as an independent entity, no decisions were made.

#### **Hunsicker's Grove Fishing**

Year to date, we have about **\$2,200** in donations for fish (12-15 inches) and around **\$350** in donations for large fish.

The kids fishing contest is May 31<sup>st</sup>. Prizes for the event have been donated. Gates open at 7:00 a.m., fishing to begin at 8:00 a.m. Badge holders may fish starting at 2:00 p.m. Kids will receive a free hotdog lunch provided through donations. Food & coffee will be available for purchase in the morning. The total money of sold fishing badges is \$1,620.00

Mike Sacks made mention that grant money is available for a Bandshell that could be constructed at Hunsicker's Grove. He mentioned the Lions Club may be willing to make a donation to the construction of the bandshell. Mike Sacks stated that he would be willing to look into all the options available if the board would be ok with that.

### **HUMAN RESOURCE DIRECTOR REPORT:**

#### **Discuss closing the Township Office to the public on Friday's.**

A discussion was held to explore the option of closing the office to the public on Fridays. Don Hickman noted that although the office staff would remain accessible for tasks such as pavilion key pickups, having uninterrupted time would enable them to be more productive. Mike Sacks voiced his opposition to the idea. Following this, **Motion** made by Don Hickman to close the office on Fridays throughout the summer, beginning June 1st, which Mark Hilbert seconded. The motion passed with a vote of 2 to 1.

#### **Add Candace Cameron as a signer to all Bank Accounts.**

Don entertained a motion to add Treasurer Candace Cameron to all township bank accounts, while Joni McPike will continue serving as assistant treasurer. **Motion** made by Mike Sacks, which was seconded by Mark Hilbert. Motion approved.

### **ROADMASTER'S REPORT:**

The report for the Roadmaster indicated that the public works crew dedicated 10 days to park preparations, 6 days to road and drain maintenance, 1 day to snow plowing, and 4 days collaborating with Hereford and Rockland Township under an intermunicipal agreement, along with 1 holiday.

### **OLD BUSINESS:**

#### **Special Events Permit Application – Judi Bates Mourar Celebration of Life - 06/01/2025**

**Motion** made by Mike Sacks to approve the special events permit. Mark Hilbert seconded the motion. All in favor.

#### **93 Cider Mill Rd – Hardscaping in Township Right-of-Way**

A discussion took place with the property owner regarding the hardscaping located within the Township Right-of-Way. It was concluded that the hardscaping must be removed to ensure compliance with the township ordinance.

**NEW BUSINESS:**

**Adopt Resolution No. 2025-15 To Authorize Disposition Records**

**Motion** made by Mike Sacks to approve Resolution No. 2025-15, which authorizes the disposition of records. Mark Hilbert seconded the motion. Motion approved.

**Discuss Township Security System Permissions**

Don Hickman informed Mike and Mark to contact Candace Cameron for access to the security system. No further action is required.

**Historical Society Tree Planting Request**

**Motion** made by Mike Sacks to permit Longswamp Township Historical Society to plant a Red Bud Tree near their building on the rental property leased from the Township. Mark Hilbert seconded the motion. Motion approved.

**Request for Fee Waiver – Kutztown Rotary Club/Foundation**

**Motion** made by Mike Sacks to waive the pavilion rental fee for the Kutztown Rotary Club/Foundation, with Mark Hilbert seconding the motion. Motion approved.

**Request for Field Access for Youth Speed & Mobility Training**

A discussion took place regarding field access for youth speed and mobility training for Kutztown youth and middle school football teams. The board indicated that a field usage agreement, along with all required information and fees, would need to be submitted. No further action is required at this time.

**Employee request to approve the use of Sick Bank hours**

**Motion** made by Mike Sacks to approve Joni McPike's request to use her Sick Bank hours for her upcoming time off in June and July, with payment based on the salary at the time the hours were accrued. Mark Hilbert seconded the motion. Motion approved.

**PUBLIC COMMENTS (Non-agenda items):**

Mike Sacks expressed his concern with the truck traffic on Kennedy Ave. damaging the road repairs.

Tyrene Christman addressed the board regarding hole in the grass that goes to the playground. She suggested a plant stand over it to cover it where it will still drain but not stop the water flow.

Randy Sicher from the Tipton Fire Company spoke to the board about the ongoing issue of Seisholtzville Fire Company not responding to mutual aid requests. He emphasized that Tipton Fire Company has decided not to call for assistance from Seisholtzville during the day, as they have found that they cannot rely on receiving either equipment or personnel when needed.

**ADJOURNMENT:**

**Motion** made by Mike Sacks to adjourn the meeting, which was seconded by Mark Hilbert. The motion received unanimous support, and Don Hickman officially closed the business meeting at 8:49 PM.

Respectfully Submitted by:

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Candace L. Cameron  
Township Secretary/Treasurer

Attest: