

I. OPENING

over →

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Announcement of Executive Session (if applicable)

II. PUBLIC COMMENT / CITIZEN AGENDA ITEMS

III. INITIAL REORGANIZATION

- A. Election of Council President (yearly)
- B. Election of Vice President of Council (yearly)
- C. Designation of Council Meeting Time, Place & Date for 2011
- D. Resolution #01-2011: Depository of Funds (yearly)
- E. Resolution #02-2011: Secondary Signatures for Disbursements (yearly)

IV. APPOINTMENTS BY COUNCIL

- A. Township Secretary – Resolution #03-2011
- B. Township Planning/Zoning Administrator – Resolution #04-2011
- C. Township Solicitors
 - 1. General/Civil (yearly): Resolution #05-2011
 - 2. General/Civil (alternate): Resolution #26-2011
 - 3. Labor Attorney (yearly): Resolution #06-2011
 - 4. Planning Commission (yearly): Resolution #07-2011
 - 5. Zoning Hearing Board (yearly): Resolution #08-2011
- D. Township Engineer (yearly): Resolution #09-2011
- E. Township Landfill Consultants (yearly): Resolution #10-2011
- F. Township Environmental Solicitor (yearly): Resolution #23-2011
- G. Township EAC/Open Space Solicitor (yearly): Resolution #24-2011
- H. Sewage Enforcement Officers (yearly)
- I. Township Auditor (yearly): Resolution #11-2011
- J. Township Actuary (yearly): Resolution #25-2011
- K. Township Planner (yearly): Resolution #12-2011
- L. Council Appointment to the Lower Saucon Authority (1 appointment, 5 year term)
- M. Council Liaisons (yearly)

V. REORGANIZATION RESOLUTIONS AND FEE SCHEDULES

- A. Resolution #13-2011 – Manager Salary
- B. Resolution #14-2011 – Assistant Manager Salary
- C. Resolution #15-2011 – Chief of Police Salary
- D. Resolution #16-2011 – Director of Finance Salary
- E. Resolution #17-2011 – Director of Public Works Salary
- F. Resolution #18-2011 – Zoning Officer Salary
- G. Resolution #21-2011 – Administrative Assistant Salary
- H. Resolution #19-2011 – Adopting Pay Scale for Non-Uniformed Employees
- I. Resolution #20-2011 – Adopting Pay Scale for Uniformed Employees
- J. Resolution #22-2011 – Adopting Fee Schedule

VI. MANAGER'S APPOINTMENTS WITH COUNCIL CONSENT

- Fire Marshall (one year term, one appointment)
- Parks and Recreation Board (one year term 12/31/11)
- Bethlehem Area Public Library Representative (one year term 12/31/11)
- Township Library Committee (one year term 12/31/11)
- Hugh Moore Parkway Commission (one year term 12/31/11)
- Emergency Management Coordinator (one year term 12/31/11)
- Zoning Hearing Board (five year term 12/31/16):
- Township Historian (one year term 12/31/11)
- Township Historic Committee (one year term 12/31/11)
- Environmental Advisory Council (three year term 12/31/13)

- Planning Commission (4 year term 12/31/14): landfill committee (2 year term 12/31/12)
- Pension Advisory Committee Representatives (2 resident members/1 uniform member and 1 non-uniform member 12/31/14)
- Yard Waste Recycling Committee (1 year term, 1 council liaison/2 Township representatives/1 citizen representative 12/31/11)
- Saucon Rail Trail Advisory Committee Representatives(1 year term, 2 Township citizen reps 12/31/11)
- Building Code Board of Appeal (5 year term 12/31/15)
- Hellertown-LS Chamber of Commerce (1 year term 12/31/11)

VIII. ADJOURN REORGANIZATIONAL MEETING

GENERAL BUSINESS MEETING

I. PRESENTATIONS/PUBLIC HEARINGS

- A. Ordinance No. 2011-01 – Amending and Revising Chapter 170, Sections 170 – 15 (snow and ice removal) by Adding Additional Streets and Restricting Parking Thereon During Periods of Snow Removal

II. DEVELOPER ITEMS

III. TOWNSHIP BUSINESS ITEMS

- A. Zoning Hearing Board Variance – David & Sharon Kuhn – 1443 Greenwood Court – Request Variance to Increase Impervious Area
- B. Resolution #29-2011 – Establishing the Police Officer Contribution to the Uniformed Pension Fund for 2011
- C. Authorize Signing of Engagement Letter with Hutchinson, Gillahan & Freeh
- D. Authorize Attendance at PSATS Conference

IV. MISCELLANEOUS BUSINESS ITEMS

Approval of Minutes – December 15, 2010 Council Meeting

V. PUBLIC COMMENT/CITIZEN NON-AGENDA ITEMS

VI. COUNCIL AND STAFF REPORTS

- A. Township Manager
- B. Council/Jr. Council
- C. Solicitor
- D. Engineer
- E. Planner

VII. ADJOURNMENT

Next EAC Meeting: January 11, 2011
Next Planning Commission Meeting: January 20, 2011
Next Zoning Hearing Board Meeting: January 17, 2011
Next Council Meeting: January 19, 2011
Next Parks & Rec Meeting: February 7, 2011

www.lowersaucontownship.org

I. OPENING

CALL TO ORDER: The Reorganization meeting of Lower Saucon Township Council was called to order on Monday, January 3, 2011 at 7:03 P.M., at 3700 Old Philadelphia Pike, Bethlehem, PA, with Mr. Glenn Kern, Council President, presiding.

ROLL CALL: Present –Glenn Kern, President; Tom Maxfield, Vice President; Ron Horiszny, Priscilla deLeon, Sandra Yerger, Council members; Jack Cahalan, Township Manager; and Leslie Huhn, Assistant Township Manager.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT OF ANY EXECUTIVE SESSION (IF APPLICABLE)

<p>Mr. Kern said Council did not meet in Executive Session between this meeting and last meeting.</p>

II. PUBLIC COMMENT/CITIZEN AGENDA ITEMS

Mr. Kern said there are none.

III. INITIAL REORGANIZATION

A. ELECTION OF COUNCIL PRESIDENT (YEARLY)

MOTION TO NOMINATE: Mr. Horiszny moved to nominate Glenn Kern as Council President.

SECOND OF NOMINATION: Mr. Maxfield

Mr. Kern asked if there were any other nominations? No one raised their hand.

Mr. Kern asked if anyone had any questions or comments? No one raised their hand.

ROLL CALL: 5-0

B. ELECTION OF VICE PRESIDENT OF COUNCIL (YEARLY)

MOTION TO NOMINATE: Mr. Kern moved to nominate Tom Maxfield as Council Vice President.

SECOND OF NOMINATION: Mr. Horiszny

Mr. Kern asked if there were any other nominations? No one raised their hand.

ROLL CALL: 5-0

C. DESIGNATION OF COUNCIL MEETING TIME, PLACE & DATE FOR 2009

Mr. Kern said Council meeting time, place and date for 2011 is the First & Third Wednesdays of the Month – General Business/Developer Items at 7:00 p.m. at Town Hall.

MOTION BY: Mr. Maxfield moved for approval of the first and third Wednesday of the month, 7:00 PM at Town Hall.

SECOND BY: Mr. Horiszny

**Reorganization & General Business Meeting
January 3, 2011**

Mr. Kern asked if anyone had any questions or comments? Mrs. deLeon asked what was going to be done in July and August? Mr. Cahalan said when we advertise it, we usually just do the one meeting.

ROLL CALL: 5-0

D. RESOLUTION #01-2011: DEPOSITORY OF FUNDS (YEARLY)

Mr. Kern said the staff recommends continuing with Lafayette Ambassador Bank, PLGIT and Fulton Financial Advisors.

DESIGNATING FINANCIAL INSTITUTIONS AS DEPOSITORIES FOR THE YEAR 2011

WHEREAS, the Council of Lower Saucon Township, Northampton County, in the Commonwealth of Pennsylvania, recognizes the need to benefit from the best interest rates available when investing Township monies; and,

WHEREAS, the Council of Lower Saucon Township also recognizes the need to transfer monies in a timely manner without further approval, do appoint and designate the following financial institutions as depositories for the year 2011:

**LAFAYETTE AMBASSADOR BANK/FULTON FINANCIAL ADVISORS/PA LOCAL
GOVERNMENT INVESTMENT**

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the above listed financial institutions be designated as depositories established for the year 2011, retroactive to January 1, 2011.

MOTION BY: Mr. Maxfield moved for approval of Resolution #01-2011 – Designating Financial Institutions as Depositories for the Year 2011.

SECOND BY: Mr. Horiszny

Mr. Kern asked if anyone had any questions or comments? No one raised their hand.

ROLL CALL: 5-0

E. RESOLUTION #02-2011: SECONDARY SIGNATURES FOR DISBURSEMENTS (YEARLY)

Mr. Kern said Council should appoint two (2) members of Council for secondary signatures for disbursements. Council may wish to also name an alternate in the case of three signatories being unavailable.

AUTHORIZING THE SIGNATURE OF CHECKS FOR THE YEAR 2011

WHEREAS, the disbursement of Township Funds requires two authorized signatures on any draft for such payment; and

WHEREAS, the Township intends and desires to authorize primary individuals to sign such drafts; and

WHEREAS, the Township intends and desires to authorize alternate individuals to sign such drafts in the absence of any of the primary individuals,

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower Saucon, Northampton County, Pennsylvania as follows:

**Reorganization & General Business Meeting
January 3, 2011**

1. A draft to disburse Township Funds shall be valid if signed by two (2) of the following primary individuals,

<u>NAME</u>	<u>TITLE</u>
Lou Mahlman	Township Controller
John F. Cahalan	Township Manager

2. In the absence of any of the above primary individuals, any of the following secondary individuals are authorized to sign a draft in order to satisfy the requirement that two (2) authorized signatures appear thereon:

<u>NAME</u>	<u>TITLE</u>
Glenn C. Kern	President of Council

In the absence of the President of Council, another available Council person shall be:

Thomas Maxfield	Vice President
-----------------	----------------

3. In the absence of more than three of any of the above named individuals, the following alternate individual is authorized to sign a draft in order to satisfy the requirement of two (2) authorized signatures:

Ronald Horiszny	Council Member
-----------------	----------------

4. Any other ordinance, resolution, or motion, or any part thereof inconsistent with the provisions of this resolution, or any parts hereof, is expressly repealed hereby.

MOTION BY: Mr. Maxfield moved for approval to have Glenn Kern as Primary Signature, Tom Maxfield as Secondary Signature and Ron Horiszny for Alternate for disbursements, for Year 2011.

SECOND BY: Mrs. deLeon

Mr. Kern asked if anyone had any questions or comments? No one raised their hand.

ROLL CALL: 5-0

IV. APPOINTMENTS BY COUNCIL

A. TOWNSHIP SECRETARY – RESOLUTION #03-2011

Mr. Kern said Resolution #03-2011 has been prepared appointing the Township Manager as Township Secretary.

DESIGNATING TOWNSHIP SECRETARY

WHEREAS, the Council of Lower Saucon Township appoints the Township Manager as the Township Secretary for the year 2011; and

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that Jack Cahalan be appointed as Township Secretary and is instructed to carry out the duties associated with this position for the year 2011, retroactive to January 1, 2011.

MOTION BY: Mr. Horiszny moved for approval of Resolution #03-2011.

SECOND BY: Mrs. Yerger

Mr. Kern asked if anyone had any questions or comments? No one raised their hand.

ROLL CALL: 5-0

**Reorganization & General Business Meeting
January 3, 2011**

B. TOWNSHIP PLANNING/ZONING ADMINISTRATOR – RESOLUTION #04-2011

Mr. Kern said Resolution #04-2011 has been prepared appointing the Township Manager, Jack Cahalan, as Planning/Zoning Administrator.

DESIGNATING PLANNING/ZONING ADMINISTRATOR

WHEREAS, the Council of Lower Saucon Township appoints the Township Manager as the Township’s Planning/Zoning Administrator for the year 2011; and

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that Jack Cahalan be appointed as Planning/Zoning Administrator and is instructed to carry out the duties associated with this position for the year 2011, retroactive to January 1, 2011.

MOTION BY: Mr. Horiszny moved for approval of Resolution #04-2011.

SECOND BY: Mrs. Yerger

Mr. Kern asked if anyone had any questions or comments? No one raised their hand.

ROLL CALL: 5-0

C. TOWNSHIP SOLICITORS

1. GENERAL/CIVIL (YEARLY): RESOLUTION #05-2011

Mr. Kern said this Resolution has been prepared that reappoints Linc Treadwell as the Township’s General/Civil Solicitor at a rate of \$180.00 per hour and sets fees for agreement preparation as stated in the Resolution.

TOWNSHIP’S GENERAL/CIVIL SOLICITOR FEE SCHEDULE FOR 2011

WHEREAS, the Council of Lower Saucon Township appoints B. Lincoln Treadwell, Jr. as the Township’s General/Civil Solicitor, for the year 2011; and

WHEREAS, the fee schedule to reimburse the services of B. Lincoln Treadwell, Jr. are as follows:

Hourly Rate & Attendance at Meetings (Hourly) – Solicitor	\$180.00
Hourly Rate & Attendance at Meetings – Other Attorney	\$150.00
Hourly Rate & Attendance at Meetings – Paralegal	\$ 50.00
Preparation of:	
Easements & Deeds of Dedication	\$ 200.00
Subdivision/Development & Financial Security Agreements (Flat fee each)	\$1,000.00
Subdivision/Development Maintenance Agreements	\$500.00
Stormwater Management Maintenance Agreements	\$500.00
Holding Tank Agreements	\$300.00
Hold Harmless Agreements	\$350.00
Extension Agreements	\$150.00
Agreement of Sale	\$300.00
Operation Spray Irrigation Agreements	\$500.00
Sewer Service Agreement	\$500.00

**Reorganization & General Business Meeting
January 3, 2011**

Limited Construction & Improvements Agreement	\$450.00
Operation & Maintenance Agreement	\$500.00
Temporary Construction & Access Easement	\$200.00
Addendum to Financial Security Agreement	\$300.00

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the above listed fee schedule is hereby established for the year 2011, retroactive to January 1, 2011.

MOTION BY: Mr. Kern moved for approval of Resolution #05-2011.
SECOND BY: Mr. Horiszny
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

2. GENERAL/CIVIL (ALTERNATE): RESOLUTION #26-2011

Mr. Kern said this Resolution has been prepared to appoint David Backenstoe as the alternate General/Civil Solicitor at a rate of \$150.00 per hour on an as needed basis and sets fees in accordance with Resolution #26-2011.

TOWNSHIP'S GENERAL/CIVIL SOLICITOR ALTERNATE

WHEREAS, the Council of Lower Saucon Township appoints David Backenstoe as the Township's General/Civil Solicitor alternate in the absence of B. Lincoln Treadwell, for the year 2011; and

WHEREAS, the fee schedule to reimburse the services of David Backenstoe are as follows:

Hourly Rate & Attendance at Meetings (Hourly) – Solicitor	\$ 150.00
Hourly Rate & Attendance at Meetings – Paralegal	\$50.00

Preparation of Legal Documents in accordance with Resolution #05-2011

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the above listed fee schedule is hereby established for the year 2011, retroactive to January 1, 2011.

Mr. Cahalan said they asked Mr. Backenstoe if he'd be willing to serve as the alternate. We previously had Mr. Shafkowitz who was down south and more remote. Mr. Backenstoe has agreed. He has an office in Hellertown, so he is available to serve.

MOTION BY: Mrs. Yerger moved for approval of Resolution #26-2011.
SECOND BY: Mr. Horiszny
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

3. LABOR ATTORNEY (YEARLY): RESOLUTION #06-2011

Mr. Kern said Resolution #06-2011 has been prepared reappointing Stevens and Lee, at the rate of \$335.00 per hour.

TOWNSHIP'S LABOR SOLICITOR FEE SCHEDULE FOR 2011

WHEREAS, the Council of Lower Saucon Township appoints the law firm of Stevens & Lee as the Township's Labor Solicitors, for the year 2011; and

WHEREAS, the fee schedule to reimburse the services of Stevens & Lee is \$335.00 per hour and paralegals would be at the rate of \$135 per hour.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the above listed fee schedule is hereby established for the year 2011, retroactive to January 1, 2011.

Mr. Maxfield said they do a great job at exorbitant fees, and we should send that sort of message that we hope they can keep their fees under control. Mr. Horiszny said do they normally have more than one person there? Mr. Cahalan said no, it's usually Mike Carr from the firm of Stevens & Lee. They will contact Stevens & Lee and relay the message. Mr. Maxfield said it's kind of tough for a rise like this during tough times.

- MOTION BY:** Mr. Maxfield moved for approval of Resolution #06-2011 and also send a statement to their law firm as stated above.
SECOND BY: Mr. Horiszny
ROLL CALL: Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
5-0

4. PLANNING COMMISSION (YEARLY): RESOLUTION #07-2011

Mr. Kern said Resolution #07-2011 has been prepared appointing Linc Treadwell as the Planning Commission Solicitor at the rate of \$180.00 per hour and David Backenstoe as the alternate per the rate schedule as established in Resolution #05-2011.

TOWNSHIP'S PLANNING COMMISSION SOLICITOR FEE SCHEDULE - 2011

WHEREAS, the Council of Lower Saucon Township appoints B. Lincoln Treadwell, Jr., Esq. as the Township's Planning Commission Solicitor and David Backenstoe as the alternate Planning Commission Solicitor in accordance with Resolution #26-2011, for the year 2011; and

WHEREAS, the fee schedule to reimburse their services are as follows:

Hourly Rate & Attendance at Planning Commission meetings	\$180.00/hr.
Hourly Rate & Attendance at Planning Commission meetings (alternate)	\$150.00/hr.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the above listed fee schedule is hereby established for the year 2011, retroactive to January 1, 2011.

- MOTION BY:** Mr. Horiszny moved for approval of Resolution #07-2011.
SECOND BY: Mr. Maxfield
ROLL CALL: Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
5-0

5. ZONING HEARING BOARD SOLICITOR (YEARLY): RESOLUTION #08-2011

Mr. Kern said the Resolution #08-2011 has been prepared appointing George Heitzman as the Zoning Hearing Board Solicitor at the rate of \$180.00 per hour.

TOWNSHIP'S ZONING HEARING BOARD SOLICITOR FEE SCHEDULE

WHEREAS, the Council of Lower Saucon Township appoints George Heitzman as the Township's Zoning Hearing Board Solicitor, for the year 2011; and

WHEREAS, the fee schedule to reimburse the services of George Heitzman are as follows:

Hourly Rate & Attendance at Zoning Hearing Board meetings \$180.00/hr.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the above listed fee schedule is hereby established for the year 2011, retroactive to January 1, 2011.

MOTION BY: Mr. Maxfield moved for approval of Resolution #08-2011.

SECOND BY: Mrs. deLeon

Mr. Kern asked if anyone had any questions or comments? No one raised their hand.

ROLL CALL: 5-0

D. TOWNSHIP ENGINEER (YEARLY): RESOLUTION #09-2011

Mr. Kern said Resolution #09-2011 has been prepared appointing Hanover Engineering as the Township Engineer. Please note the fee schedule for services is attached.

TOWNSHIP ENGINEER'S FEE SCHEDULE FOR 2011

WHEREAS, the Council of Lower Saucon Township appoints Hanover Engineering as the Township's Engineer, for the year 2011 to include the following duties: Township Engineer, Landfill Engineer, Host Municipal Inspector and Sewage Enforcement per the attached fee schedule for services.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the above listed services and attached fee schedule are hereby established for the year 2011, retroactive to January 1, 2011.

MOTION BY: Mr. Maxfield moved for approval of Resolution #09-2011.

SECOND BY: Mr. Horiszny

Mr. Kern asked if anyone had any questions or comments? No one raised their hand.

ROLL CALL: 5-0

E. TOWNSHIP LANDFILL CONSULTANTS (YEARLY): RESOLUTION #10-2011

Mr. Kern said Resolution #10-2011 has been prepared appointing Tri-C Corp. and Rich Sichler from Neversink Environmental, Inc. as Township Landfill Consultants (as needed) per their attached fee schedules.

TOWNSHIP'S LANDFILL CONSULTANTS FEE SCHEDULE FOR 2011

WHEREAS, the Council of Lower Saucon Township appoints Laressa McNemar, Tri-C Corporation and Rich Sichler, Neversink Environmental, Inc. as the Township's Landfill Consultants, for the year 2011 per their 2011 fee schedules; and

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the above listed consultants are hereby established for the year on an as needed basis for 2011, retroactive to January 1, 2011.

MOTION BY: Mrs. deLeon moved for approval of Resolution #10-2011.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

F. TOWNSHIP ENVIRONMENTAL SOLICITOR (YEARLY): RESOLUTION #23-2011

Mr. Kern said Resolution #23-2011 has been prepared appointing Charles Elliott as the Township Landfill Solicitor (as needed) at the hourly rate of \$160.00

TOWNSHIP'S ENVIRONMENTAL SOLICITOR FEE SCHEDULE FOR 2011

WHEREAS, the Council of Lower Saucon Township appoints Charles Elliott as the Township's Consulting Solicitor to the Landfill Committee and any other environmental special projects and/or assignments which will be given on an as needed basis with prior consent of Council, for the year 2011; and

WHEREAS, the fee schedule to reimburse the services of Charles Elliott is \$160.00 per hour.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the above listed fee schedule is hereby established for the year 2011, retroactive to January 1, 2011.

MOTION BY: Mr. Maxfield moved for approval of Resolution #23-2011.
SECOND BY: Mr. Horiszny
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

G. TOWNSHIP EAC/OPEN SPACE SOLICITOR (YEARLY): RESOLUTION #24-2011

Mr. Kern said Resolution #24-2011 has been prepared appointing Terry Clemons (as needed) as the Solicitor to the EAC at the hourly rate of \$150.00.

**TOWNSHIP'S ENVIRONMENTAL ADVISORY COUNCIL/OPEN SPACE SOLICITOR
FEE SCHEDULE FOR 2011**

WHEREAS, the Council of Lower Saucon Township appoints Terry Clemons as the Township's Consulting Solicitor to the Environmental Advisory Council, for the year 2011; and

WHEREAS, any special projects and/or assignments will be given on an as needed basis with prior consent of Council, and

WHEREAS, the fee schedule to reimburse the services of Terry Clemons is \$150.00 per hour.

**Reorganization & General Business Meeting
January 3, 2011**

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the above listed fee schedule is hereby established for the year 2011, retroactive to January 1, 2011.

MOTION BY: Mrs. Yerger moved for approval of Resolution #24-2011.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

H. SEWAGE ENFORCEMENT OFFICERS (YEARLY)

Mr. Kern said Hanover Engineering requests the following individuals be appointed as the 2011 SEO's: Scott Brown, Christopher Taylor, Janice Buskirk, Jacob Schray, Jeffery Huff.

Mr. Maxfield said is Scott Brown still an SEO as he's not in the area anymore? Mrs. deLeon said he can still be an SEO, and he can be on standby. Mr. Cahalan said he couldn't be the full time Host Municipal Inspector.

MOTION BY: Mrs. deLeon moved for approval of the SEO's as stated above.
SECOND BY: Mrs. Yerger
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

I. TOWNSHIP AUDITOR (YEARLY): RESOLUTION #11-2011

Mr. Kern said the staff recommends continuing the services of Hutchinson, Gillahan & Freeh per their December 1, 2010 letter. The base rate for the 2010 audit will not exceed \$16,000.00. Additional services will be payable at a rate of \$95.00 per hour.

TOWNSHIP AUDITOR

WHEREAS, the Council of Lower Saucon Township appoints Hutchinson, Gillahan & Freeh as the Township's Auditor, for the year 2011; and

WHEREAS, the reimbursement for the 2010 audit will be subject to the December 1, 2010 letter with the following rates:

Base Fee	\$16,000.00
Single Audit (if required)	\$2,700.00
Hourly Rate for Additional Services	\$95.00

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the above listed fee schedule is hereby established for the year 2011 retroactive to January 1, 2011.

MOTION BY: Mrs. deLeon moved for approval of Resolution #11-2011.
SECOND BY: Mrs. Yerger
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

J. TOWNSHIP ACTUARY (YEARLY): RESOLUTION #25-2011

Mr. Kern said the staff recommends continuing the services of Chuck Friedlander of Municipal Finance Partners per their contract.

**Reorganization & General Business Meeting
January 3, 2011**

APPOINTING MUNICIPAL FINANCE PARTNERS AS THE TOWNSHIP'S ACTUARY

WHEREAS, the Council of Lower Saucon Township appoints Charles Friedlander and Municipal Finance Partners as the Township's Actuary for the Uniform and Non-Uniform Pensions Plans, for the year 2011; and

WHEREAS, any special projects and/or assignments will be given on an as needed basis with prior consent of Council, and

WHEREAS, the fee schedule to reimburse the services of Municipal Finance Partners is in accordance with the Management Agreement signed by Charles Friedlander.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the above listed agreement is hereby established for the year 2011, retroactive to January 1, 2011.

MOTION BY: Mrs. Yerger moved for approval of Resolution #25-2011.
SECOND BY: Mr. Horiszny
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

K. TOWNSHIP PLANNER (YEARLY): RESOLUTION #12-2011

Mr. Kern said Resolution #12-2011 has been prepared appointing Boucher and James (Judy Stern-Goldstein and Kevin Kochanski) as the Township Planner. The rate for 2011 is \$116.00 per hour.

TOWNSHIP'S PLANNING CONSULTANT FEE SCHEDULE FOR 2011

WHEREAS, the Council of Lower Saucon Township appoints Boucher & James as the Township's Planning Consultant, for the year 2011; and

WHEREAS, the fee schedule to reimburse the services of Boucher & James are as follows:

Principal	\$116.00/hour
Planner/Landscape Architect I	\$98.00/hour
Planner/Landscape Architect II	\$85.00/hour
Planner/Designer	\$75.00/hour
Admin. Asst. /Secretary	\$48.00/hour

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the above listed fee schedule is hereby established for the year 2011, retroactive to January 1, 2011.

MOTION BY: Mr. Maxfield moved for approval of Resolution #12-2011.
SECOND BY: Mrs. Yerger
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

L. COUNCIL APPOINTMENT TO THE LOWER SAUCON AUTHORITY (1 APPOINTMENT, 5 YEAR TERM)

Mr. Kern said recommendation to appoint David Green to a new five year term that will expire 12/31/2015.

**Reorganization & General Business Meeting
January 3, 2011**

MOTION BY: Mr. Horiszny moved for approval of David Green to a five year term which will expire 12/31/2015.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

M. COUNCIL LIAISON (YEARLY) AS FOLLOWS:

Park & Recreation	Township Manager/Glenn Kern/Tom Maxfield
Saucon Valley Conservancy	Priscilla deLeon
Lower Saucon Authority	Ron Horiszny
Saucon Valley Partnership	Glenn Kern /Priscilla deLeon
	Tom Maxfield/Ron Horiszny/Sandra Yerger (Alternates)
Landfill Committee	Priscilla deLeon
Lutz-Franklin Schoolhouse	Glenn Kern/Ron Horiszny (Alternate)
Environmental Advisory Council	Tom Maxfield
Pension Advisory Committee	Priscilla deLeon
Fire Companies	Glenn Kern/Priscilla deLeon
Library Consolidation Task Force	Tom Maxfield
LVPC Watershed	Ron Horiszny/Tom Maxfield (Alternate)
Saucon Creek Watershed	Sandra Yerger/Tom Maxfield (Alternate)
Cook's Creek Watershed	Sandra Yerger
LVPC Greenways Outreach	Sandra Yerger/Tom Maxfield (Alternate)
Joint Recreation Study	Glenn Kern
PA Highlands Trail Network	Sandra Yerger

MOTION BY: Mr. Horiszny moved for approval of Council Liaisons (yearly) as indicated above.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

V. REORGANIZATION RESOLUTIONS AND FEE SCHEDULES

A. RESOLUTION #13-2011:

Mr. Kern said Resolution #13-2011 sets the Manager's salary at \$82,732.69 with no longevity pay.

MANAGER'S SALARY FOR 2011

WHEREAS, the Council of Lower Saucon Township has approved that the Manager's Salary shall not exceed the 2011 budgetary amount of \$82,732.69, with no longevity pay.

WHEREAS, Council has also established a required payment, equal to 1% of the Manager's monthly compensation be paid into the Non-Uniformed Pension Fund for the year 2011.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the Manager's Salary as set forth in the 2010 budget, is hereby established for the year 2011, retroactive to January 1, 2011 and implement same.

MOTION BY: Mr. Horiszny moved for approval of Resolution #13-2011.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments?
ROLL CALL: 5-0

**Reorganization & General Business Meeting
January 3, 2011**

B. RESOLUTION #14-2011:

Mr. Kern said Resolution #14-2011 sets the Assistant Manager's salary at \$59,030.13 which includes longevity pay capped at \$350.

ASSISTANT MANAGER'S SALARY FOR 2011

WHEREAS, the Council of Lower Saucon Township has approved the Assistant Manager's Salary at \$59,030.13, which includes longevity pay capped at \$350.

WHEREAS, Council has also established a required payment, equal to 1% of the Assistant Manager's monthly compensation be paid into the Non-Uniformed Pension Fund for the year 2011.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the Assistant Manager's Salary as set forth above, is hereby established for the year 2011, retroactive to January 1, 2011 and implement same.

MOTION BY: Mrs. deLeon moved for approval of Resolution #14-2011.

SECOND BY: Mr. Horiszny

Mr. Kern asked if anyone had any questions or comments? No one raised their hand.

ROLL CALL: 5-0

C. RESOLUTION #15-2011:

Mr. Kern said Resolution #15-2011 sets the Chief of Police's salary at \$82,035.53 which includes longevity pay capped at \$1,746.

CHIEF OF POLICE SALARY FOR 2011

WHEREAS, the Council of Lower Saucon Township has approved the Chief of Police's salary at \$82,035.53, which includes longevity pay capped at \$1,746.

WHEREAS, Council has also established a required payment, equal to 1% of the Chief of Police's monthly compensation be paid into the Non-Uniformed Pension Fund for the year 2011.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the Chief of Police's salary as set forth above is hereby established for the year 2011, retroactive to January 1, 2011 and implement same.

MOTION BY: Mr. Horiszny moved for approval of Resolution #15-2011.

SECOND BY: Mr. Maxfield

Mr. Kern asked if anyone had any questions or comments? No one raised their hand.

ROLL CALL: 5-0

D. RESOLUTION #16-2011:

Mr. Kern said Resolution #16-2011 sets the Director of Finance's salary at \$53,412.71 with no longevity pay.

DIRECTOR OF FINANCE'S SALARY FOR 2011

WHEREAS, the Council of Lower Saucon Township has approved the Director of Finance's salary at \$53,412.71, with no longevity pay.

WHEREAS, Council has also established a required payment, equal to 1% of the Director of Finance's monthly compensation be paid into the Non-Uniformed Pension Fund for the year 2011.

**Reorganization & General Business Meeting
January 3, 2011**

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the Director of Finance's salary as set forth above is hereby established for the year 2011, retroactive to January 1, 2011 and implement same.

MOTION BY: Mrs. deLeon moved for approval of Resolution #16-2011.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

E. RESOLUTION #17-2011:

Mr. Kern said Resolution #17-2011 sets the Director of Public Works' salary at \$60,128.47 which includes longevity pay capped at \$750 and \$2,000 for MIS duties.

DIRECTOR OF PUBLIC WORKS' SALARY FOR 2011

WHEREAS, the Council of Lower Saucon Township has approved the Director of Public Works' salary at \$62,128.47, which includes \$750 longevity pay and \$2,000 for MIS duties.

WHEREAS, Council has also established a required payment, equal to 1% of the Director of Public Works' monthly compensation be paid into the Non-Uniformed Pension Fund for the year 2011.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the Director of Public Works' salary as set forth above is hereby established for the year 2011, retroactive to January 1, 2011 and implement same.

MOTION BY: Mrs. Yerger moved for approval of Resolution #17-2011.
SECOND BY: Mrs. deLeon
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

F. RESOLUTION #18-2011:

Mr. Kern said Resolution #18-2011 sets the Zoning Officer's salary at \$64,379.12 with no longevity pay.

ZONING OFFICER'S SALARY FOR 2011

WHEREAS, the Council of Lower Saucon Township has approved that the Zoning Officer's salary at \$64,379.12, with no longevity pay.

WHEREAS, Council has also established a required payment, equal to 1% of the Zoning Officer's monthly compensation be paid into the Non-Uniformed Pension Fund for the year 2011.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the Zoning Officer's salary as set forth above is hereby established for the year 2011, retroactive to January 1, 2011 and implement same.

MOTION BY: Mr. Horiszny moved for approval of Resolution #18-2011.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

**Reorganization & General Business Meeting
January 3, 2011**

G. RESOLUTION #21-2011:

Mr. Kern said Resolution #21-2011 sets the Administrative Assistant's salary at \$31,827.00 with no longevity pay.

ADMINISTRATIVE ASSISTANT'S SALARY FOR 2011

WHEREAS, the Council of Lower Saucon Township has approved that the Administrative Assistant's salary at \$31,827.00, with no longevity pay.

WHEREAS, Council has also established a required payment, equal to 1% of the Administrative Assistant's monthly compensation be paid into the Non-Uniformed Pension Fund for the year 2011.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the Administrative Assistant's salary as set forth above is hereby established for the year 2011, retroactive to January 1, 2011 and implement same.

MOTION BY: Mrs. Yerger moved for approval of Resolution #21-2011.

SECOND BY: Mrs. deLeon

Mr. Kern asked if anyone had any questions or comments? No one raised their hand.

ROLL CALL: 5-0

H. RESOLUTION #19-2011:

Mr. Kern said Resolution #19-2011 adopts the pay scale for Non-Uniformed Employees per their current union contract.

**A RESOLUTION ADOPTING A PAY SCALE FOR THE YEAR 2011 FOR TOWNSHIP
NON-UNIFORM EMPLOYEES**

WHEREAS, the Council of Lower Saucon Township adopted the amended Chapter Two of Personnel Rules entitled "Job Classification and Pay Plan" on October 15, 1980, (Resolution No. 21-80); for the year 2011; and

WHEREAS, the Council of Lower Saucon Township has entered into a Collective Bargaining Agreement, which was executed on December 17, 2009 and approved retroactive to June 1, 2009 by the Council of Lower Saucon Township, for the period of June 1, 2009 to May 31, 2011 with the United Automobile, Aerospace and Agricultural Implement Workers of America, UAW Local 677 Amalgamated Union; and

WHEREAS, the Council of Lower Saucon Township wishes to maintain equity between full-time, part-time and non-union hourly employees of the Township in regard to wages; and

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township that the following pay scale is hereby established for the June 1, 2009 to May 31, 2011 period for Township employees, and that the Township Manager is hereby directed to implement same:

PAY SCALE

<u>GRADE</u>	<u>MINIMUM RATE</u>	<u>MAXIMUM RATE</u>
Roadmaster (interim)	n/a	\$21.31
Laborer	\$14.94	15.71
Clerk/Typist	16.84	17.83
Admin. Clerk/Crewmember	18.01	20.02

**Reorganization & General Business Meeting
January 3, 2011**

Laborer (part-time)	n/a	11.96
Receptionist	n/a	12.36

MOTION BY: Mr. Horiszny moved for approval of Resolution #19-2011.
SECOND BY: Mr. Maxfield
 Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

I. RESOLUTION #20-2011:

Mr. Kern said Resolution #20-2011 adopts the Uniformed pay schedule for the Police Department per their current union contract.

A RESOLUTION ADOPTING A PAY SCALE FOR THE YEAR 2011 FOR TOWNSHIP UNIFORMED EMPLOYEES

WHEREAS, the Council of Lower Saucon Township adopted the amended Chapter Two of Personnel Rules entitled “Job Classification and Pay Plan” on October 15, 1980, (Resolution No. 21-80); for the year 2011; and

WHEREAS, the Council of Lower Saucon Township has entered into a Collective Bargaining Agreement, for the year 2011 with the full time non-supervisory Police Officers of the Township which was approved April 1, 2009; and

WHEREAS, the Council of Lower Saucon Township wishes to maintain equity between full-time and part-time Police employees of the Township in regard to wages, by granting a pay increase.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township that the following pay scale is hereby established for the year 2011 for full-time and part-time Township uniformed employees, and that the Township Manager is hereby directed to implement same, retroactive to January 1, 2011:

<u>PAY SCALE FULL-TIME</u>	
<u>MINIMUM</u>	<u>MAXIMUM</u>
\$25.43	\$32.41
<u>PAY SCALE PART-TIME</u>	
<u>MINIMUM</u>	<u>MAXIMUM</u>
\$19.28	\$20.34

MOTION BY: Mr. Horiszny moved for approval of Resolution #20-2011.
SECOND BY: Mrs. Yerger
 Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 4-1 (Mrs. deLeon – No)

J. RESOLUTION #22-2011: FEE SCHEDULES.

Mr. Kern said Resolution #22-2011 is the fee schedule setting various township fees. Mr. Cahalan said there’s one change. We made an adjustment in the escrow amount for the storm water management applications. It’s increased to \$750. That was based on the cost of the Solicitor and the Engineer preparing those documents.

ZONING, SUBDIVISION, AND LAND DEVELOPMENT FEE SCHEDULE RESOLUTION

WHEREAS, the Lower Saucon Township Zoning Ordinance #88-2, as amended, and Subdivision and Land Development Ordinance #92-1, as amended provide for certain fees that are to be paid to the Township General Fund for reviewing applications and processing plans and applications; and

WHEREAS, these fees are to be established to provide for general reimbursement to the Township General Fund for administrative costs associated with processing the applications and plans, distributing the applications and plans to various review agencies, and

WHEREAS, the Township of Lower Saucon is desirous of establishing a uniform Fee Schedule for such applications so that the general administration costs associated with processing each application does not have to be calculated on a case-by-case basis,

NOW, THEREFORE, be it resolved and it is hereby resolved as follows:

1. All “whereas” clauses are incorporated herein by reference,
2. The Lower Saucon Township Council hereby repeals fees in Resolution #22-2000, #17-2002, #19-2003, #23-2004, #22-2005, #22.1-2005, #31-2005, #49-2005, #22-2006, #45-2006, #22-2007, #31-2007, #36-2007, #22-2008, #41-2008, #22-2009, and #22-2010 and Schedule for Submission Fees for Zoning, Subdivision and Land Development Applications and other schedules and sets forth fees as follows, amended by motion of a majority of Council at a duly advertised meeting from time to time:

FEE SCHEDULE NOTE: Services provided by Township Professional Staff Engineer/Planner) will be billed at their approved hourly rate.

1. Zoning Permit Fee Schedule

A.	All Permits Requiring Uniform Construction Code Approval	\$4
B.	Residential	
1.	New Residential	\$200
2.	Additions	\$100
3.	Interior & Exterior Alterations	\$30
C.	Commercial/Industrial with Change in Use (new construction, additions, alterations, changes in occupancy)	\$500
D.	Commercial/Industrial with no Change in Use (new construction, additions, alterations, changes in occupancy)	\$250
E.	Signs	
1.	Up to 50 s.f.	\$50
2.	Greater than 50 s.f.	\$50 + \$1/s.f. over 50 s.f.
F.	Accessory and Miscellaneous Uses	
1.	Decks under 250 s.f.	\$25
2.	Sheds under 250 s.f.	\$25
3.	Fences and other miscellaneous structures	\$20
4.	Tree removal (excluding Forestry)	\$20
5.	Decks over 250 s.f.	\$50
6.	Sheds/accessory buildings over 250 s.f. requiring a foundation	\$50
7.	Swimming Pools	\$50
8.	Demolition	\$30
G.	Road Encroachment Permit	\$50
H.	Moving Permit	\$5
I.	Occupancy Permit (not associated with an accessory uses building permit)	\$10

**Reorganization & General Business Meeting
January 3, 2011**

J.	Temporary Occupancy Permit		\$75
K.	Home Business and Accessory Uses Permits		\$10
L.	Road Weight Limit Permit		\$50
M.	Grading & SESC Permit (includes review of one re-submission)		\$400
	1. Additional Resubmission Fee		\$100
	2. Carbonate Geology Review		\$85
N.	Stormwater Management Applications		
	1. Application Fee		\$50
	2. Escrow		\$750
O.	Ground Source Heat Pump		
	1. Application Fee		\$50
	2. Review & Inspection Escrow		\$500
2. Temporary Zoning Permits			
A.	Portable Signs for Temporary Use		\$50
B.	Temporary Structure Permit (sales trailer, etc.)		\$50
3. Miscellaneous			
A.	Zoning Ordinance with map		\$25
B.	Zoning Map		\$5
C.	Subdivision and Land Development Ordinance		\$17
D.	Comprehensive Plan		\$25
E.	Natural Resource Inventory		\$20
F.	Stormwater Ordinance		\$20
G.	Copies		\$.25
H.	Returned Check		\$50
I.	Pavilion Rental (Town Hall, Southeastern & Steel City Parks)		
	1. Resident		\$100
	2. Non-Resident		\$150
	3. Deposit		\$50
J.	Ballfield Rental Fee (Required for leagues requesting usage at one night/week)		
	1. Resident		\$175
	2. Non-Resident		\$200
K.	Rental of Seidersville Hall (certificate of insurance and \$50 deposit required)		
	1. Resident		\$25/2 hrs. \$35/4 hrs. \$65/5+ hrs.
	2. Non-Resident		\$35/2 hrs. \$45/4 hrs. \$75/5+ hrs.
4. Licenses			
A.	Junkyard License		\$250
5. Finance Charges			
A.	Tax Collection Services		\$20
B.	Duplicate Tax Bill		\$10
		<u>Application</u>	<u>Escrow</u>
6. Subdivision/Land Development			
A.	Site Plan or Formal Sketch	\$75	\$1,500
B.	Site Plan for Landfill/Quarries	\$75	\$5,000
C.	Lot Line Changes	\$75	\$1,500

**Reorganization & General Business Meeting
January 3, 2011**

D. Minor Subdivisions	\$100	\$1,500
E. Major Subdivisions		
1. Preliminary	\$400 + \$5/lot	\$3,000 + \$50/lot
2. Final	\$100	
F. Land Development		
1. Preliminary	\$400 + \$50/1,000 s.f. of building area	\$3,000 + \$50/1,000 s.f. of building area
2. Final	\$400 + \$50/1,000 s.f. of building area	Escrow brought up to original deposit
G. Revised Submissions	½ of Filing Fee	Replenish
H. Act 537 Planning Module Review		
1. 1 or 2 lots	\$100	\$500
2. 3 to 6 lots	\$250	\$500
3. 7 or more	\$500	\$500

7. Application for Hearing (ZHB, Council, or Bldg. Code Board of Appeals)

A. Residential	\$375	None
B. Multi-Family Residential	\$450	None
C. Institutional/Recreational	\$1,200	None
D. Commercial	\$1,200	None
E. Shopping Center	\$1,200	None
F. Industrial	\$1,200	None
G. Challenge to Validity of Zoning Ordinance	\$10,000	\$500
H. Conditional Use	\$1,500	\$500
I. Curative Amendment	\$10,000	\$500
J. Application for Rezoning	\$1,500	\$500
K. Miscellaneous (Involving requests to Council requiring the Township Attorney or Engineer to review or render a decision or opinion)	\$50	\$500

MOTION BY: Mrs. Yerger moved for approval of Resolution #22-2011.

SECOND BY: Mr. Horiszny

Mr. Kern asked if anyone had any questions or comments? No one raised their hand.

ROLL CALL: 5-0

VI. MANAGER’S APPOINTMENTS WITH COUNCIL CONSENT

Mr. Kern said we’ll go the following and just do one motion. If anyone in the audience has any comment, just raise your hand.

- **FIRE MARSHALL (ONE YEAR TERM, ONE APPOINTMENT):**
Mr. Kern said the Manager is recommending the reappointment of Ken Luybli as Fire Marshall.
- **PARKS AND RECREATION BOARD (ONE YEAR TERM 12/31/2011, 6APPOINTMENTS)**
Mr. Kern said the Manager is recommending that David Spirk, Judie Rossell, Bill Ross, Scott Schanzenbach, Thomas Butera, and Sheri Herman be re-appointed. There is one vacancy. Mr. Cahalan said Donna Bristol asked not to be appointed.
- **BETHLEHEM AREA PUBLIC LIBRARY REPRESENTATIVE (ONE YEAR TERM 12/31/2011, ONE APPOINTMENT)**
Mr. Kern said the Manager is recommending Lynn Koehler be re-appointed as the representative.

**Reorganization & General Business Meeting
January 3, 2011**

- **TOWNSHIP LIBRARY COMMITTEE (ONE YEAR TERM 12/31/2011, FOUR APPOINTMENTS)**
Mr. Kern said the Manager is recommending the following members continue: Michael Karabin, Sheri Herman and Allan Johnson in addition to Lynn Koehler.
- **HUGH MOORE PARKWAY COMMISSION (ONE YEAR TERM 12/31/2011, ONE APPOINTMENT)**
Mr. Kern said the Manager is recommending that Joe Colosi be re-appointed to serve on this commission.
- **EMERGENCY MANAGEMENT COORDINATOR (ONE YEAR TERM 12/31/2011, ONE APPOINTMENT)**
Mr. Kern said the Manager is recommending that Bill Csaszar be re-appointed as Emergency Management Coordinator.
- **ZONING HEARING BOARD (FIVE YEAR TERM 12/31/2015, ONE APPOINTMENT)**
Mr. Kern said the Manager is recommending Lachlan Peeke be re-appointed for a five year term which will expire December 31, 2015.
- **TOWNSHIP HISTORIAN (ONE YEAR TERM 12/31/2011, ONE APPOINTMENT)**
Mr. Kern said the Manager is recommending that Sandra Yerger be re-appointed.
- **TOWNSHIP HISTORIC COMMITTEE (ONE YEAR TERM 12/31/2011, FIVE APPOINTMENTS)**
Mr. Kern said the Manager is recommending that Sandra Yerger, Karen Samuels, Jody Hijazi, Dorothy Eyer and Lenny Szy be re-appointed.
- **ENVIRONMENTAL ADVISORY COUNCIL (THREE YEAR TERM 12/31/2013, THREE APPOINTMENTS)**
Mr. Kern said the Manager is recommending that Haz Hijazi (voting), Laura Ray (voting), Tom McCormick (non-voting), Glenn Kaye (non-voting), and Dru Germanowski (non-voting). There is one non-voting vacancy. Mr. Cahalan said Karen Dancho asked not to be reappointed.
- **PLANNING COMMISSION (4 YEAR TERM 12/31/2014, TWO APPOINTMENTS)**
Mr. Kern said the Manager is recommending that Haz Hijazi and Scott Kennedy be reappointed.
- **LANDFILL COMMITTEE (2 YEAR TERM 12/31/2012, ONE VACANCY)**
Mr. Kern said is recommending Haz Hijazi. There is one vacancy which will expire on December 31, 2012.
- **PENSION ADVISORY COMMITTEE REPRESENTATIVES (2 RESIDENT MEMBERS/1 UNIFORM MEMBER AND 1 NON-UNIFORM MEMBER 12/31/2014)**
Mr. Kern said there he is recommending Lou Mahlman, Resident Member; Chris Leidy, Uniform Member; Molly Bender/Michele Hirner, Co-Non-Uniform members be appointed which will expire on December 31, 2014.
- **YARD WASTE RECYCLING COMMITTEE (1 YEAR TERM 12/31/2011, 1 COUNCIL LIAISON/2 TOWNSHIP REPRESENTATIVES/1 CITIZEN REPRESENTATIVE)**
Mr. Kern said Ron Horiszny be re-appointed as Council Liaison; Jack Cahalan, Township Manager and Roger Rasich, Public Works Director as Township Representatives . There is a vacancy for a Citizen Representative
- **SAUCON RAIL TRAIL ADVISORY COMMITTEE REPRESENTATIVES (1 YEAR TERM 12/31/2011, 2 TOWNSHIP CITIZEN REPRESENTSATIVES)**
Mr. Kern said Donna Bristol and Jerry Holum be appointed as Saucon Rail Trail Advisory Committee representatives.
- **BUILDING CODE OF APPEALS BOARDS (5 YEAR TERM 12/31/2015)**
Mr. Kern said Dennis Bettler, Mark Walters and John Blair be appointed as Building Code of Appeal Board representatives.
- **COUNCIL REPRESENTATIVE TO THE HELLERTOWN-LOWER SAUCON CHAMBER OF COMMERCE OF THE GREATER LEHIGH VALLEY CHAMBER OF COMMERCE (1 YEAR TERM/1 TOWNSHIP REP)**
Mr. Kern said Priscilla deLeon is the Council Representative to the Hellertown-Lower Saucon Chamber of Commerce.

**Reorganization & General Business Meeting
January 3, 2011**

Mrs. deLeon said the years for the Chamber of Commerce are June to July term, so technically, the Board serves at that time.

MOTION BY: Mr. Horiszny moved for approval the Manager's appointments, as stated above.
SECOND BY: Mrs. Yerger
Mr. Kern asked if anyone had any questions or comments?
ROLL CALL: 5-0

V. ADJOURNMENT OF REORGANIZATION MEETING

MOTION BY: Mrs. Yerger moved for adjournment of the Reorganization meeting. The time was 7:30 PM.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

**GENERAL BUSINESS MEETING
JANUARY 3, 2011**

OPENING

CALL TO ORDER: The General Business meeting of Lower Saucon Township Council was called to order on Monday, January 3, 2011 at 7:31 P.M., at 3700 Old Philadelphia Pike, Bethlehem, PA, with Mr. Glenn Kern, Council President, presiding.

ROLL CALL: Present –Glenn Kern, President; Tom Maxfield, Vice President; Ron Horiszny, Priscilla deLeon, Sandra Yerger, Council members; Jack Cahalan, Township Manager; and Leslie Huhn, Assistant Township Manager.

I. PRESENTATIONS/PUBLIC HEARINGS

A. ORDINANCE NO. 2011-01 – AMENDING AND REVISING CHAPTER 170, SECTIONS 170 – 15 (SNOW AND ICE REMOVAL) BY ADDING ADDITIONAL STREETS AND RESTRICTING PARKING THEREON DURING PERIODS OF SNOW REMOVAL – PUBLIC HEARING & CONSIDERATION OF ADOPTION

Mr. Kern said Ordinance No. 2011-01 has been advertised for a public hearing and consideration of adoption which will amend the vehicle code to provide no parking restrictions on cul-de-sacs and dead end streets during periods of snow/ice removal.

MOTION BY: Mrs. Yerger moved to open the public hearing.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

Mr. Cahalan said this ordinance has been advertised correctly. We had brought to the Township Council's attention that the Township has approximately 132 cul-de-sacs and dead end streets. During the winter months, where the snow accumulates on these roads, it's difficult and time-consuming for our Public Works Department to clear these roadways as many of the cul-de-sacs do not have center islands where snow can be dumped. Since our snow plows do not have the ability to lift and carry the snow out of the cul-de-sac and dead end streets to another area, the snow must be pushed up and over curbs between driveways, fire hydrants and mailboxes. This operation is made even more difficult when cars are parked in these cul-de-sacs and dead end streets. On new developments that are begin approved by Council, the Townships is requiring that a snow easement area in the cul-de-sac be approved. That's an area where the snow can be dumped in the removal

**Reorganization & General Business Meeting
January 3, 2011**

operations. This ordinance would address this issue and it would restrict parking in cul-de-sacs and dead end streets during periods of snow removal and that's before Council for consideration.

Mr. Horiszny said do we have to decree that as a snow emergency period or is that an understood thing to get them out of there? Mr. Cahalan said if there's an accumulation that should be understood. Mrs. deLeon said speaking of snow emergencies, how does that work in Lower Saucon? Mr. Cahalan said to comply with the CDL requirements, after a certain period of time, we declare a snow emergency. It's normally 12 hours after the crews are working as it extends the CDL requirements. Mrs. deLeon said did we do that for the last snow storm? Mr. Cahalan said yes, it began at 3:00 AM in the morning. Some of the Boroughs and other ones that have restrictions do it a lot sooner and just say emergency is in effect until further notice. Mrs. deLeon said do we notify the press? Mr. Cahalan said we notify Channel 69 and it's posted on WFMZ. That's normally where all the emergencies are reported and posted. Mr. Maxfield said have we ever had any interference as there was one statement made about them being next to fire hydrants and things like that? Mr. Cahalan said not any interference. We've urged residents who have a fire hydrant in front of their house to help us out and the fire companies by shoveling it out. Mr. Maxfield said we wouldn't accidentally plow in a fire hydrant? Mr. Cahalan said there could be snow if the road is plowed and the snow is pushed to the side and it could accumulate in front of a fire hydrant. That's something we post and ask residents to assist us. In some cases, the fire companies have gone out and shoveled out the fire hydrants.

Mr. Kern asked if there was any public comment? No one raised their hand.

MOTION BY: Mr. Horiszny moved to close the public hearing.

SECOND BY: Mr. Maxfield

Mr. Kern asked if anyone had any questions or comments? No one raised their hand.

ROLL CALL: 5-0

MOTION BY: Mr. Horiszny moved for approval of Ordinance 2011-01.

SECOND BY: Mr. Maxfield

Mr. Kern asked if anyone had any questions or comments? No one raised their hand.

ROLL CALL: 5-0

II. DEVELOPER ITEMS – None

III. TOWNSHIP BUSINESS ITEMS

A. ZONING HEARING BOARD VARIANCE – DAVID & SHARON KUHNS – 1443 GREENWOOD COURT – REQUEST VARIANCE TO INCREASE IMPERVIOUS AREA

Mr. Kern said the applicant is requesting to increase the impervious area by 242 sq. ft. to construct a patio.

Mr. & Mrs. Kuhns were present. Mr. Kuhns said they applied for a variance to have the patio constructed. After the footer was in, they were advised that they didn't have the permission and they were over the 25% impervious area. We applied for the variance to allow us to continue the patio. Right now, it's only a footer and a roof. The patio slab has not been poured yet. It didn't come to that point in construction yet.

Mr. Maxfield said he had some questions about this request and spoke to Chris Garges this afternoon and he filled Mr. Maxfield in a little bit about the conditions of the property. He said there were a few trees removed. Mr. Kuhns said the builder moved seven in total. Mr. Maxfield said the back part of the property is pretty much wooded and your intention is to keep those woods as much as possible? Mr. Kuhns said they are going to keep the woods. Mr. Maxfield said Mr.

**Reorganization & General Business Meeting
January 3, 2011**

Garges had a good suggestion. Since trees were removed for that, and knowing the one end of your property faces out towards Route 78, Mr. Garges thought possibly some replacement trees, not necessarily the same size trees, but maybe some pines. Mr. Kuhns said it was suggested to them to plant pine trees at the lower part, which is probably what they will do. They grow rather quickly compared to other trees and will cut down on the sound. They plan to do the trees on the lower half of the property. They also plan on putting arborvitae on the right side of their property. They are going to get rid of the sticker bushes and put the arborvitae along the wooded area. Mrs. Yerger said do you have a deer issue there? Mrs. Kuhns said one time she was down there and saw three deer, but hasn't seen them since. Mrs. Yerger said you may want to think about the arborvitae as you'll have some real decorative topiary with deer. You may want to talk to someone and consider some smaller type pines. They love arborvitae. You will not be happy with that. Mr. Kuhns said they will check that out. Maybe they will put pine trees on that side also. Mr. Maxfield said the deer don't seem to bother the Colorado Blue Spruce. They will eat white pines, but the Colorado Blues, they don't touch. Mrs. Kuhns said they have a fence and an open area where the deer do come in. Can they put the fence back up as it's down? Mr. Maxfield said check with Chris Garges just to make sure, but if it's existing, he doesn't think it would be a problem. Mr. Horiszny said we should indicate that even though they are over 25%, in actuality versus the 20,000 square foot lot, it's only at 19%. Mr. Kuhn said he doesn't know why they don't allow the 6,000 for the woodland in the calculations. Mr. Maxfield said it comes off the top first, then what's left is what the number is you figure on. Keeping in mind, after looking at the property from the aerial view, there's not identified water problems there, he doesn't think it's that big of an issue.

Council took no action.

B. RESOLUTION #29-2011 – ESTABLISHING THE POLICE OFFICER CONTRIBUTION TO THE UNIFORMED PENSION FUND FOR 2011

Mr. Kern said Resolution #29-2011 has been prepared establishing the payment by Police Officer's of 2% of their monthly compensation to the Uniformed Employee Pension for the year 2011.

WHEREAS, Section 38-14(B) of the Code of the Township of Lower Saucon provides that the Township Council may eliminate payments into the Uniformed Employee Pension fund by police officers; and

WHEREAS, the Council of the Township of Lower Saucon previously established that the required payment, by each individual Police Officer, into the Uniformed Employee Pension fund for the year 2009 would be equal to 1% of their monthly compensation during the year 2009; and

WHEREAS, for the year 2011, the required payment, by each individual Police Officer, to the Uniformed Employee Pension fund shall be increased to 2% of their monthly compensation during the year 2011, in accordance with the terms of the Uniformed Police Contract dated April 1, 2009.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township that police officer payments into the Uniformed Employee Pension fund were eliminated and confirmed to be eliminated for the calendar years 2006, 2007 and 2008; and that the required police officer payment, into the Uniformed Employee Pension fund for the calendar year 2011, is hereby established at 2% of each individual police officer's monthly compensation during the year 2011, retroactive to January 1, 2011.

MOTION BY: Mr. Maxfield moved for approval of Resolution #29-2011.

SECOND BY: Mrs. Yerger

Mr. Kern asked if anyone had any questions or comments? No one raised their hand.

ROLL CALL: 5-0

**Reorganization & General Business Meeting
January 3, 2011**

C. AUTHORIZE SIGNING OF ENGAGEMENT LETTER WITH HUTCHINSON, GILLAHAN & FREEH

Mr. Kern said Council received an engagement letter for the 2010 annual audit to be conducted by Hutchinson, Gillahan & Freeh. The base rate to do the audit is \$16,000.

MOTION BY: Mrs. deLeon moved for approval to authorize signing of engagement letter with Hutchinson, Gillahan & Freeh.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

D. AUTHORIZE ATTENDANCE AT PSATS CONFERENCE

Mr. Kern said Council should authorize the voting delegate and attendees for the PSATS convention to be held in April.

MOTION BY: Mr. Maxfield said he'd like to re-nominate Mrs. deLeon as the voting delegate.
SECOND BY: Mrs. Yerger
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

Ms. Huhn said she'd like to know as soon as possible so she can get it into the lottery. Mr. Kern, Mr. Maxfield, and Mrs. Yerger said they will go Saturday and Sunday and leaving Monday night. Mrs. deLeon will be going Saturday through Tuesday evening. Mr. Horiszny said he has not decided, so let's say no and not commit any money. Mrs. deLeon said you can cancel so many days in advance.

MOTION BY: Mr. Horiszny moved to authorize the five Council members and Mr. Cahalan and Ms. Huhn, as approved in the Second Class Code to attend the PSATS conference, the days as stated above.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

IV. MISCELLANEOUS BUSINESS ITEMS

A. APPROVAL OF DECEMBER 15, 2010 COUNCIL MINUTES

Mr. Kern said the minutes of the December 15, 2010 Council meeting have been prepared for Council's review and approval.

MOTION BY: Mrs. deLeon moved for approval of the December 15, 2010 Council minutes.
SECOND BY: Mrs. Yerger
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 4-1 (Mr. Horiszny - No)

VI. PUBLIC COMMENT / CITIZEN NON-AGENDA ITEMS – None

VII. COUNCIL AND STAFF REPORTS

A. TOWNSHIP MANAGER – No report

B. COUNCIL/JR. COUNCIL

**Reorganization & General Business Meeting
January 3, 2011**

Mr. Maxfield – No report

Mrs. Yerger – No report

Mr. Horiszny – No report

Mr. Kern – No report

Mrs. deLeon

- She said she had a chance to read the email that Diane sent on the 28th regarding the western expansion of the landfill and she asked Mr. Cahalan to provide a copy. It's asking DEP for approval of certain procedures. She thinks our Landfill Consultants should look at it to see if it complies with our zoning. If you recall, they needed to do some investigations to see where the carbonate geology was so they could do their preliminary work for an expansion and they talked about 50 acres. She didn't realize there would be 50 acres along there. She has a map and if it's okay with Council, she'd like the Landfill Consultants to review the data that we have so far. They want to get this going by the end of January and we only have another meeting and it can't wait until the second meeting. Our host agreement talked about the Fox property as being off limits for future land filling. It was long and a skinny property. It seems it's in the LI zone that's on the north part of Applebutter Road. She just wants to make sure they are in land that is approved for land filling. Mr. Cahalan said they sent everything but the map, so he will make sure they get the map to look at. Mr. Maxfield said he'd like to ask the Landfill Committee to address with the plan expansion, the notice of violations. It seems we got a lot lately for offsite odors and if an expansion does occur, it seems a lot of it will be happening closer to the road and closer to residences. Mr. Kern asked what was causing the odors? Mr. Maxfield said uncovered garbage, he would think. Mrs. deLeon said there's gas issues and wells that are leaking. There wasn't enough cover over the daily trash area and there was some leachate seeps, which she wasn't aware of. They discovered this in the middle of November 2010 and there were reports from air quality regarding the incident, then DEP issued the NOV at the end of December. We meet as a committee in February, so hopefully, they will have all of this. They need to stay on top of this. Mr. Kern said was the odor issue from not covering properly at the end of the day? Mrs. deLeon said there are gas wells that are leaking, the methane. Mr. Maxfield said the last time he and Mrs. Yerger were up there, Sam Donato told them what the were smelling was not methane because methane has no smell. They were smelling rotting garbage. It's different at different times of the day. In the afternoon, he doesn't smell it, but he does smell it in the morning as the cool air is coming down the mountain, it's really nasty. It smells halfway down to the sewage disposal plant, and then you pick up the sewage disposal plant. Mrs. deLeon said when you smell that, you should call the Township and let someone know there's an odor and they in turn will call Sam and let him know. Mr. Maxfield said he'd be calling almost every day. Mrs. deLeon said then we need to know that because she was unaware that people were smelling it on Applebutter Road and she was just made aware of that in November when a resident called. Mr. Horiszny said have they already started to dump when Mr. Maxfield goes by? Mr. Maxfield said he goes by at 6:55 AM and he sees a line of trucks. Mr. Maxfield said he smells it before the trucks. Mr. Horiszny said he's wondering if it's because the trucks are all down by the road before they dumped it. It may be coming from the trucks. Mr. Maxfield said no, he's there before them. He catches them on Applebutter Road before they get to the dump. Mrs. deLeon said the landfill opens at 7:00 AM and they are allowed to stage at 6:45 AM so many trucks inside. Mr. Maxfield said he's never seen trucks staged inside at that time. He's had a feeling as he sees about 15 coming up the road, that's the start of the line. Mr. Kern said the dump area is way at the top. Mr. Maxfield said the top of the hill has been consistently moving towards the road and as it does, there's a lot more garbage blowing around down there and the smell is

**Reorganization & General Business Meeting
January 3, 2011**

stronger too. Mrs. deLeon said she knows some of the numbers have gone up again with the leachate. Mr. Maxfield said he's concerned because any plans at all in the future for residents to be maintained in that area, we need to get a handle on that smell because smelling it on a daily basis and trying to live on Applebutter Road is tough. Some of the people who have decided to stay there and not sell their property to the landfill are going to be right in front of the new fill area. It should be a concern for us.

D. ADJOURNMENT

MOTION BY: Mrs. Yerger moved for adjournment. The time was 7:55 PM.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions? No one raised their hand.
ROLL CALL: 5-0

Submitted by:

Jack Cahalan
Township Manager

Glenn Kern
President of Council