

REORGANIZATION MEETING

I. OPENING

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

over →

II. PUBLIC COMMENT/CITIZEN AGENDA ITEMS

III. INITIAL REORGANIZATION

- A. Election of President of Council
- B. Election of Vice President of Council
- C. Designation of Council Meeting Time, Place and Date for 2010
- D. Resolution #01-2010 - Depository of Funds (Yearly)
- E. Resolution #02-2010 - Secondary Signatures for Disbursements (Yearly)

IV. APPOINTMENTS BY COUNCIL

- A. Township Secretary – Resolution #03-2010
- B. Township Planning/Zoning Administrator – Resolution #04-2010
- C. Township Solicitors (Yearly)
 - 1. General/Civil – Resolution #05-2010 & Resolution #26-2010 (Alternate)
 - 2. Labor – Resolution #06-2010
 - 3. Planning Commission – Resolution #07-2010
 - 4. Zoning Hearing Board – Resolution #08-2010
- D. Township Engineer (Yearly) – Resolution #09-2010
- E. Township Landfill Consultants (Yearly) – Resolution #10-2010
- F. Township Environmental Solicitor (Yearly) – Resolution #23-2010
- G. Township EAC/Open Space Solicitor (Yearly) – Resolution #24-2010
- H. Sewage Enforcement Officers (Yearly)
- I. Township Auditor (Yearly) – Resolution #11-2010
- J. Township Actuary (Yearly) – Resolution #25-2010
- K. Township Planner (Yearly) – Resolution #12-2010
- L. Council Appointments to the Lower Saucon Authority (5 year term/2 appointments)
- M. Council Liaison and Alternates to the Park and Recreation Board (Yearly)
- N. Council Liaison to the Saucon Valley Conservancy (Yearly)
- O. Council Liaison to the Lower Saucon Authority (Yearly)
- P. Council Representatives to the Saucon Valley Partnership (2 members – Yearly)
- Q. Council Liaison to the Landfill Committee (Yearly)
- R. Council Liaison to the Route 412 Corridor Study (Yearly)
- S. Council Liaison to the Lutz-Franklin Schoolhouse (Yearly)
- T. Council Liaison to the Environmental Advisory Council (Yearly)
- U. Council Liaison to the Pension Advisory Committee (Yearly)
- V. Council Liaison to the Fire Companies (Yearly)
- W. Council Liaison to the LVPC Watershed Advisory Committee (Yearly)
- X. Council Liaison to the Saucon Creek Watershed Committee (Yearly)
- Y. Council Liaison to the Cook’s Creek Watershed Committee and Ad Hoc Committee (Yearly)
- Z. Council Liaison to the LVPC Greenways Education and Outreach Committee Liaison (Yearly)
- AA. Council Representative to the Joint Recreation Study Committee (Yearly)
- AB. Council Representative to the PA Highlands Trail Network Steering Committee (Yearly)

V. REORGANIZATION RESOLUTIONS AND FEE SCHEDULES

- A. Resolution #13-2010 – Manager Salary
- B. Resolution #14-2010 – Assistant Manager Salary
- C. Resolution #15-2010 – Chief of Police Salary
- D. Resolution #16-2010 – Director of Finance Salary
- E. Resolution #17-2010 – Director of Public Works Salary
- F. Resolution #18-2010 – Zoning Officer Salary

- G. Resolution #21-2010 – Administrative Assistant Salary
- H. Resolution #19-2010 – Adopting Pay Scale for Non-Uniformed Employees
- I. Resolution #20-2010 – Adopting Pay Scale for Uniformed Employees
- J. Resolution #22-2010 – Adopting Fee Schedule
- K. Resolution #27-2010 – Approval of On Lot Sewage Disposal Permit Fee Schedule

VI. MANAGER'S APPOINTMENTS WITH COUNCIL CONSENT

- A. Fire Marshall / 1 year term: (1) appointment
- B. Parks and Recreation Board / 1 year term: (6) appointments
- C. Lower Saucon Township Library Representative / 1 year term: (1) appointment
- D. Township Library Committee / 1 year term: (5) appointments
- E. Hugh Moore Parkway Commission / 1 year term: (1) appointment
- F. Emergency Management Coordinator / 1 year term: (1) appointment
- G. Zoning Hearing Board / 5 year term: (1) appointment
- H. Lower Saucon Township Historian / 1 year term: (1) appointment
- I. Lower Saucon Township Historical Committee / 1 year term: (4) appointments
- J. Environmental Advisory Council / 3 year term: (2) appointments
- K. Planning Commission / 4 year term: (1) appointment
- L. Landfill Committee / 2 year term: (1) appointment
- M. Pension Advisory Committee Reps. / (1) Resident Member appointment
- N. Yard Waste Recycling Committee/1 year term: (1) Citizen Representative appointment

VII. ADJOURNMENT OF REORGANIZATION MEETING

GENERAL BUSINESS MEETING

I. PRESENTATIONS/PUBLIC HEARINGS

- A. Ordinance No. 2010-01 – Amending and Revising Chapter 170, Providing for the Placement of Stop Signs on Springtown Hill Road and Kohas Drive – Public Hearing & Consideration of Adoption

II. DEVELOPER ITEMS

III. TOWNSHIP BUSINESS ITEMS

- A. Resolution #28-2010 – Authorizing Dewey Fire Co. #1 Ambulance Squad as the Township BLS & ALS Provider
- B. Resolution #29-2010 – Establishing the Police Officer Contribution to the Uniformed Pension Fund for 2010
- C. Authorize Signing of Engagement Letter with Hutchinson, Gillahan & Freeh
- D. Authorize Signing Contract with Hough Associates to Collect Recycling Data
- E. Authorize Attendance at PSATS Conference

IV. MISCELLANEOUS BUSINESS ITEMS

- A. Approval of Minutes – December 16, 2009 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 12, 2010
Next Planning Commission Meeting: January 21, 2010
Next Zoning Hearing Board Meeting: January 18, 2010
Next Council Meeting: January 20, 2010
Next Parks & Rec Meeting: February 1, 2010

I. OPENING

CALL TO ORDER: The Reorganization meeting of Lower Saucon Township Council was called to order on Monday, January 4, 2010 at 7:04 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)

Mr. Kern said Council did not meet in Executive Session between the last meeting and this meeting.

II. PUBLIC COMMENT/CITIZEN AGENDA ITEMS

Mr. Kern said for citizen agenda items – Council operates under Robert’s Rules. What that means is during agenda items, Council will talk amongst themselves and amongst staff and the interested parties. At the conclusion of that, we open it up to the public for public comment. There is an opportunity for non-agenda items at the end of the meeting to discuss whatever your business might be. We do have a microphone and there are microphones up at the table. There is a sign-in sheet in the back of the room. Please print your name and address and email address. It is very helpful in transcribing the minutes. For those who want to receive emailed agendas, please give your email address to Leslie or Jack or call the Township office. Please state your name and address. If you can’t hear, please let us know. You can check the minutes on the website, which is www.lowersaucontownship.org.

III. INITIAL REORGANIZATION

A. ELECTION OF COUNCIL PRESIDENT (YEARLY)

MOTION TO NOMINATE: Mrs. deLeon 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.
MOTION TO CLOSE NOMINATION: Mr. Horiszny
SECOND TO CLOSE NOMINATION: Mrs. Yerger
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. Horiszny moved to nominate Tom Maxfield as Vice President.
SECOND OF NOMINATION: Mrs. Yerger
Mr. Kern asked if there were any other nominations? No one raised their hand.

**Reorganization & General Business Meeting
January 4, 2010**

MOTION TO CLOSE NOMINATION: Mr. Maxfield

SECOND TO CLOSE NOMINATION: Mrs. deLeon

Mr. Kern asked if anyone had any questions or comments? 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 2010 is the First & Third Wednesdays of the Month – General Business/Developer Items at 7:00 p.m. at Town Hall.

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

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 #01-2010: DEPOSITORY OF FUNDS (YEARLY)

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

RESOLUTION #01-2010

DESIGNATING FINANCIAL INSTITUTIONS AS DEPOSITORIES FOR THE YEAR 2010

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 2010:

**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 2010, retroactive to January 1, 2010.

MOTION BY: Mr. Maxfield moved for approval of Resolution #01-2010 – Designating Financial Institutions as Depositories for the Year 2010.

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 #02-2010: 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.

**RESOLUTION #02-2010
AUTHORIZING THE SIGNATURE OF CHECKS FOR THE YEAR 2010**

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:

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 Kern	President of Council

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

Tom Maxfield	Vice President
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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:

Ron Horiszny	Council Member
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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: Mrs. deLeon moved for approval to have Glenn Kern as Primary Signature, Tom Maxfield as Secondary Signature and Ron Horiszny for Alternate for disbursements, for Year 2010.

SECOND BY: Mrs. Yerger

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

ROLL CALL: 5-0

IV. APPOINTMENTS BY COUNCIL

Mr. Kern said he will go through items A to AB, and then we will do one motion for approval.

**Reorganization & General Business Meeting
January 4, 2010**

A. TOWNSHIP SECRETARY – RESOLUTION #03-2010

Mr. Kern said Resolution #03-2010 has been prepared appointing the Township Manager as Township Secretary.

**RESOLUTION #03-2010
DESIGNATING TOWNSHIP SECRETARY**

WHEREAS, the Council of Lower Saucon Township appoints the Township Manager as the Township Secretary for the year 2010; 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 2010, retroactive to January 1, 2010.

B. TOWNSHIP PLANNING/ZONING ADMINISTRATOR – RESOLUTION #04-2010

Mr. Kern said Resolution #04-2010 has been prepared appointing the Township Manager, Jack Cahalan, as Planning/Zoning Administrator.

**RESOLUTION #04-2010
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 2010; 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 2010, retroactive to January 1, 2010.

C. TOWNSHIP SOLICITORS

1. GENERAL/CIVIL (YEARLY): RESOLUTION #05-2010

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.

**RESOLUTION #05-2010
TOWNSHIP'S GENERAL/CIVIL SOLICITOR FEE SCHEDULE FOR 2010**

WHEREAS, the Council of Lower Saucon Township appoints B. Lincoln Treadwell, Jr. as the Township's General/Civil Solicitor, for the year 2010; 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:

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Easements & Deeds of Dedication	\$175.00
Subdivision/Development & Financial Security Agreements (Flat fee each)	\$900.00
Subdivision/Development Maintenance Agreements	\$500.00
Stormwater Management Maintenance Agreements	\$500.00
Holding Tank Agreements	\$150.00
Hold Harmless Agreements	\$250.00
Extension Agreements	\$125.00
Operation Spray Irrigation Agreements	\$400.00
Sewer Service Agreement	\$400.00
Limited Construction & Improvements Agreement	\$275.00
Operation & Maintenance Agreement	\$450.00
Agreement of Sale	\$200.00
Temporary Construction & Access Easement	\$175.00
Addendum to Financial Security Agreement	\$200.00

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 2010, retroactive to January 1, 2010.

GENERAL/CIVIL (ALTERNATE): RESOLUTION #26-2010

Mr. Kern said this Resolution has been prepared to appoint David Shafkowitz 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 #05-2010.

**RESOLUTION #26-2010
TOWNSHIP'S GENERAL/CIVIL SOLICITOR ALTERNATE**

WHEREAS, the Council of Lower Saucon Township appoints David Shafkowitz as the Township's General/Civil Solicitor alternate in the absence of B. Lincoln Treadwell, for the year 2010; and

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

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

Hourly Rate & Attendance at Meetings – Paralegal \$50.00

Preparation of:

Easements & Deeds of Dedication	\$175.00
Subdivision/Development & Financial Security Agreements (Flat fee each)	\$900.00
Subdivision/Development Maintenance Agreements	\$500.00
Stormwater Management Maintenance Agreements	\$500.00
Holding Tank Agreements	\$150.00
Hold Harmless Agreements	\$250.00
Extension Agreements	\$125.00
Operation Spray Irrigation Agreements	\$400.00

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Sewer Service Agreement	\$400.00
Limited Construction & Improvements Agreement	\$275.00
Operation & Maintenance Agreement	\$450.00
Agreement of Sale	\$200.00
Temporary Construction & Access Easement	\$175.00
Addendum to Financial Security Agreement	\$200.00

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 2010, retroactive to January 1, 2010.

2. LABOR ATTORNEY (YEARLY): RESOLUTION #06-2010

Mr. Kern said Resolution #06-2010 has been prepared reappointing Stevens and Lee, at the rate of \$315.00 per hour.

**RESOLUTION #06-2010
TOWNSHIP'S LABOR SOLICITOR FEE SCHEDULE FOR 2010**

WHEREAS, the Council of Lower Saucon Township appoints the law firm of Stevens & Lee as the Township's Labor Solicitors, for the year 2010; and

WHEREAS, the fee schedule to reimburse the services of Stevens & Lee is \$315.00 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 2010, retroactive to January 1, 2010.

3. PLANNING COMMISSION (YEARLY): RESOLUTION #07-2010

Mr. Kern said Resolution #07-2010 has been prepared appointing Linc Treadwell as the Planning Commission Solicitor at the rate of \$180.00 per hour and David Shafkowitz as the alternate per the rate schedule as established in Resolution #05-2009.

**RESOLUTION #07-2010
TOWNSHIP'S PLANNING COMMISSION SOLICITOR FEE SCHEDULE FOR
2010**

WHEREAS, the Council of Lower Saucon Township appoints B. Lincoln Treadwell, Jr., Esq. as the Township's Planning Commission Solicitor and David Shafkowitz as the alternate Planning Commission Solicitor in accordance with Resolution #26-2010, for the year 2010; 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 2010, retroactive to January 1, 2010.

4. **ZONING HEARING BOARD SOLICITOR (YEARLY): RESOLUTION #08-2010**

Mr. Kern said the Resolution #08-2010 has been prepared appointing George Heitzman as the Zoning Hearing Board Solicitor at the rate of \$175.00 per hour.

**RESOLUTION #08-2010
TOWNSHIP'S ZONING HEARING BOARD SOLICITOR FEE SCHEDULE FOR
2010**

WHEREAS, the Council of Lower Saucon Township appoints George Heitzman as the Township's Zoning Hearing Board Solicitor, for the year 2010; and

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

Hourly Rate & Attendance at Zoning Hearing Board meetings \$175.00/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 2010, retroactive to January 1, 2010.

D. **TOWNSHIP ENGINEER (YEARLY): RESOLUTION #09-2010**

Mr. Kern said Resolution #09-2010 has been prepared appointing Hanover Engineering as the Township Engineer. Please note the fee schedule for services is attached.

**RESOLUTION #09-2010
TOWNSHIP ENGINEER'S FEE SCHEDULE FOR 2010**

WHEREAS, the Council of Lower Saucon Township appoints Hanover Engineering as the Township's Engineer, for the year 2010 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 2010, retroactive to January 1, 2010.

E. **TOWNSHIP LANDFILL CONSULTANTS (YEARLY): RESOLUTION #10-2010**

Mr. Kern said Resolution #10-2010 has been prepared appointing Tri-C Corp. and Rich Sichler from Spotts, Stevens and McCoy, as Township Landfill Consultants (as needed) per their attached fee schedules.

**RESOLUTION #10-2010
TOWNSHIP'S LANDFILL CONSULTANTS FEE SCHEDULE FOR 2010**

WHEREAS, the Council of Lower Saucon Township appoints Laressa McNemar, Tri-C Corporation and Rich Sichler, Spotts, Stevens & McCoy as the Township's Landfill Consultants, for the year 2010 per their 2010 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 2010, retroactive to January 1, 2010.

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Mr. Horiszny said isn't it time to look at alternate sources for these services or a possible single person to do both? We could not do that right now, so go ahead with this one, but maybe ask Jack to get a quote and/or an RFP. Mrs. deLeon said she's not really in favor of that as she's involved with the landfill for many, many years, and there's so much history at the landfill that the current consultants know. It's not like the Solicitor where you have an issue that comes up. This is the environmental problems that come up with the landfill. It goes back to the original landfill. The consultants we have on board are doing an excellent job. She just can't imagine having to pay a consultant to do all that research if there's an issue when these people know it all. We have had unresolved issues for years now with the suspected tear in the liner and other issues. She's completely happy with them. Mr. Maxfield said it wouldn't hurt to do what Ron is suggesting. If you did RFP's, they'd have to be examined. You could do an interim appointment so we're always covered. He doesn't think it would hurt to re-examine it. Maybe we should do that with a lot of our consultants on a periodic basis. Maybe a few a year, or something like that. Mrs. deLeon said getting an RFP asking for services is an hourly quote. That's never going to include the research back into the history. It's not like getting a new Labor Attorney. He has to read one contract. Look at the landfill books we get on a quarterly, monthly basis. She thinks we should keep tabs on our consultants. She doesn't want to ever think anybody is in there "forever" type of thing. Mr. Kern asked Mr. Horiszny if there were issues he was aware of? Mr. Horiszny said maybe we could get it concentrated so one person and one company was doing it instead of having both Tri C and Spotts, Stevens. Mrs. deLeon said they each have different technical expertise. Laressa can't do what Rich does and Rich can't do what Laressa does. Mr. Horiszny said maybe someone else could. Maybe there are companies that would do both. Mrs. deLeon said again, you get into the research issue. They are going to have to research years and years of problems. Mr. Horiszny said he thinks that could be covered in the RFP and state they have to be able to get some background in it and find out what's happening. Mrs. deLeon said, yes, we have to pay them to do that, they are not going to go through years and years of research for free. Mr. Horiszny said that could be part of the RFP. Mr. Cahalan said when you are talking about Landfill Consultants, you are talking about three people, Laressa, Rich and also Jim Birdsall. Mrs. deLeon said we also have the Landfill Inspectors. It's all a unit. Mr. Kern said from a staff perspective, do you see a way to streamline it? Mr. Cahalan said we discussed this a couple years back and asked Jim and Scott to come to a meeting, and they went over a description of the landfill duties, and apparently, from what they gathered, there was a sharing of responsibilities between the three or four of them. From that, they did come up with a scope of services. We do have that. Mrs. deLeon said we already did this, maybe we could move on to another consultant, the Planner or the Solicitor. Mr. Cahalan said we didn't do an RFP; we discussed the duties of all of the consultants at the landfill. We have a scope of those services. Mr. Horiszny said Hanover has already been appointed in the previous resolution, would that cover Jim and Scott? Mr. Cahalan said that is correct. Mr. Horiszny said then we'd have Tri C, Spots, Stevens and McCoy, and Lou Militana as needed. Mr. Cahalan said we don't appoint Lou. Mr. Maxfield said he doesn't see a real problem with it as we review the Manager, Assistant Manager, and all department heads. All those reviews happen on a yearly basis. If we do a review of the services that are provided, we'll find out if the history part of it is really, really important and important to our management of the landfill. He has to go through a review process on his job on a year-to-year basis. Mrs. deLeon said let's call the consultants in then and interview them. We don't put out an RFP for Managers when we do Jack's yearly review or any of the lawyers. Mr. Maxfield said he'd guess we have to do an RFP to address what Ron was mentioning for consolidation of services. One of the things we did run into last time was we did think there was some overlap on what people were doing. Jim and Laressa, for instance, were doing things that one of them could do. Mrs. deLeon said who is going to write up the RFP? Mr. Maxfield said he would imagine Jack would. Mr. Cahalan said we could put an RFP together. Mrs. deLeon said that's a waste right now. We already did this two years ago and we should have gone to the next consultant we have. Mr. Kern said would the purpose of it be more of a check of fees? Mr. Horiszny said fees and services. Mr. Maxfield said we are always trying to get a better bargain for the residents. Mrs. deLeon said it's a shame as these fees are public notice and it's

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going to be kind of hard to compete. Mr. Kern said right. Where do we go from here? Mr. Maxfield said we have to decide if we want to go through the RFP process for this and possibly other consultants. Mr. Horiszny said can we come back to this? Mr. Kern said sure, we can move on. Mr. Horiszny said go ahead and approve it at this time, but we can come back later and discuss it at the next meeting. Mr. Maxfield said if we approve them now, as stated, we are going to be approving them for a year. That's why he suggested an interim period so we can get back the information we are asking for and decide after that. If we're getting the best buck right now, it will come out, and we'll just reappoint them. Mrs. deLeon said in all fairness to our existing consultants, maybe an Executive Session to go over their performance would be in order. Mr. Kern said that would be a good idea. Mrs. deLeon said yes, we review everyone else except them and now you're having an issue with them, and haven't really even talked to them. Mr. Maxfield said we still have to think about an interim appointment if we are going to be reviewing these positions. Mrs. deLeon said just because we make it a yearly appointment, it doesn't mean it has to be. If we're at issue with any of our consultants we appoint at the beginning of the year, it doesn't mean we are bound to it. You are really going to have to sell her on a replacement. Mr. Horiszny said if it's an as-needed basis, we can change it at any time we desire. Mrs. deLeon said that's what she just said. Mr. Kern said this is a yearly appointment. Mrs. deLeon said so is Jack's appointment. If we're not happy with Jack, it doesn't mean he'll be here the rest of the year. Mr. Kern said we can just appoint them, and if it doesn't work out, not use them. Mr. Maxfield said he'd like to follow up on Ron's suggestion with a review.

F. TOWNSHIP ENVIRONMENTAL SOLICITOR (YEARLY): RESOLUTION #23-2010

Mr. Kern said Resolution #23-2010 has been prepared appointing Charles Elliott as the Township Landfill Solicitor (as needed) at the hourly rate of \$160.00

**RESOLUTION #23-2010
TOWNSHIP'S ENVIRONMENTAL SOLICITOR FEE SCHEDULE FOR 2010**

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 2009; 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 2010, retroactive to January 1, 2010.

Mrs. deLeon said she doesn't think we've ever sat down and interviewed him. We were all in favor of his appointment, but that was year's ago.

G. TOWNSHIP EAC/OPEN SPACE SOLICITOR (YEARLY): RESOLUTION #24-2010

Mr. Kern said Resolution #24-2010 has been prepared appointing Terry Clemons (as needed) as the Solicitor to the EAC at the hourly rate of \$150.00.

**RESOLUTION #24-2010
TOWNSHIP'S ENVIRONMENTAL ADVISORY COUNCIL/OPEN SPACE SOLICITOR
FEE SCHEDULE FOR 2010**

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WHEREAS, the Council of Lower Saucon Township appoints Terry Clemons as the Township's Consulting Solicitor to the Environmental Advisory Council, for the year 2010; 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.

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 2010, retroactive to January 1, 2010.

Mrs. deLeon said again, we've never followed up on his review. Mr. Maxfield said we have to be realistic here. The EAC Solicitor and Environmental Solicitor are people we use on occasion. Tri C is somebody we use on a monthly basis. It is a little bit different. Mrs. deLeon said she doesn't see it that way. Mr. Cahalan said a clarification on the EAC/Open Space Solicitor, the Council's intention was to give Open Space applications to the Solicitor? Mr. Maxfield said that's what they discussed. Mr. Cahalan said he'd be working with applicants who approached the Township wishing to preserve their property as open space? Mr. Maxfield said yes. Terry would also work with Jeff Marshall from Heritage Conservancy.

H. SEWAGE ENFORCEMENT OFFICERS (YEARLY)

Mr. Kern said Hanover Engineering requests the following individuals be appointed as the 2010 SEO's: Scott Brown, Christopher Taylor, Janice Buskirk, Jacob Schray, Jeffery Huff.

I. TOWNSHIP AUDITOR (YEARLY): RESOLUTION #11-2010

Mr. Kern said the staff recommends continuing the services of Hutchinson, Gillahan & Freeh per their November 17, 2009 letter. The base rate for the 2009 audit will not exceed \$15,700.00. Additional services will be payable at a rate of \$90.00 per hour.

**RESOLUTION #11-2010
TOWNSHIP AUDITOR**

WHEREAS, the Council of Lower Saucon Township appoints Hutchinson, Gillahan & Freeh as the Township's Auditor, for the year 2010; and

WHEREAS, the reimbursement for the 2009 audit will be subject to the November 17, 2009 letter with the following rates:

Base Fee	\$15,700.00
Single Audit (if required)	\$2,700.00
Hourly Rate for Additional Services	\$90.00

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 2010, retroactive to January 1, 2010.

Mrs. deLeon asked when we appointed them? Mr. Cahalan said this is probably their fourth year.

J. TOWNSHIP ACTUARY (YEARLY): RESOLUTION #25-2010

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

**RESOLUTION #25-2010
APPOINTING MUNICIPAL FINANCE PARTNERS AS THE
TOWNSHIP'S ACTUARY FOR THE YEAR 2010**

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 2010; 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 2010, retroactive to January 1, 2010.

K. TOWNSHIP PLANNER (YEARLY): RESOLUTION #12-2010

Mr. Kern said Resolution #12-2010 has been prepared appointing Boucher and James (Judy Stern-Goldstein and Kevin Kochanski) as the Township Planner. The rate for 2010 is \$116.00 per hour.

**RESOLUTION #12-2010
TOWNSHIP'S PLANNING CONSULTANT
FEE SCHEDULE FOR 2010**

WHEREAS, the Council of Lower Saucon Township appoints Boucher & James as the Township's Planning Consultant, for the year 2010; 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 2010, retroactive to January 1, 2010.

L. COUNCIL APPOINTMENT TO THE LOWER SAUCON AUTHORITY (2 APPOINTMENTS, 5 YEAR TERM)

Mr. Kern said recommendation to appoint William Ross and Allan Cheung to a new five year term that will expire 12/31/2014.

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- M. COUNCIL LIAISON AND ALTERNATES TO THE PARKS AND RECREATION BOARD (YEARLY)**
- Mr. Kern said the Jack Cahalan, Township Manager has served as the liaison to the Park & Rec. Board with Council President Glenn Kern and Council Vice President Tom Maxfield as Alternates, and if Council desires, they will continue to do so.
- N. COUNCIL LIAISON TO THE SAUCON VALLEY CONSERVANCY (YEARLY)**
- Mr. Kern said Council should appoint a liaison to the Conservancy. Priscilla deLeon has served as liaison in the past.
- O. COUNCIL LIAISON TO THE LOWER SAUCON AUTHORITY (YEARLY)**
- Mr. Kern said Council should appoint a liaison. Ron Horiszny has served in the past.
- P. COUNCIL REPRESENTATIVES TO THE SAUCON VALLEY PARTNERSHIP (2 COUNCIL MEMBERS/YEARLY)**
- Mr. Kern said Council should appoint two representatives. In the past, Glenn Kern and Priscilla deLeon have represented Council at the Partnership. Tom Maxfield, Ron Horiszny and Sandra Yerger have acted as alternates.
- Q. COUNCIL LIAISON TO THE LANDFILL COMMITTEE (YEARLY)**
- Mr. Kern said Council should appoint a liaison. Priscilla deLeon has served as liaison.
- Mrs. deLeon said she doesn't have a problem continuing this. Anyone is invited to come; we are allowed to have one more Council person there. The meetings are the third Thursday of the month at the Landfill at 1:00 PM. Quarterly meetings are held at the Township and anyone can also attend those if you want to see the Landfill Committee in action.
- R. COUNCIL LIAISON TO THE ROUTE 412 CORRIDOR STUDY (YEARLY)**
- Mr. Kern said request Council appoint the Manager, Jack Cahalan, as liaison.
- S. COUNCIL LIAISON TO THE LUTZ-FRANKLIN SCHOOLHOUSE (YEARLY)**
- Mr. Kern said Council should appoint a liaison. Glenn Kern has served in the past, with Ron Horiszny as the alternate.
- T. COUNCIL LIAISON TO THE ENVIRONMENTAL ADVISORY COUNCIL (YEARLY)**
- Mr. Kern said Council should appoint a liaison. Tom Maxfield has been the liaison.
- U. COUNCIL LIAISON TO THE PENSION ADVISORY COMMITTEE (YEARLY)**
- Mr. Kern said Council should appoint a liaison. Priscilla deLeon has served in the past.
- V. COUNCIL LIAISON TO THE FIRE COMPANIES (YEARLY)**
- Mr. Kern said Council should appoint two liaisons. Priscilla deLeon & Glenn Kern have served in the past.

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W. LVPC WATERSHED ADVISORY LIAISON

Mr. Kern said these meetings are usually held during the day. Ron Horiszny was appointed last year.

X. SAUCON CREEK WATERSHED ASSOCIATION LIAISON

Mr. Kern said Council should appoint a liaison. Sandra Yerger has been the liaison and Tom Maxfield has been the alternate liaison.

Y. COOK'S CREEK WATERSHED COMMITTEE AND AD HOC COMMITTEE LIAISON

Mr. Kern said Council should appoint a liaison. Sandra Yerger has been serving as the liaison in the past to the Watershed Committee and Ad Hoc Committee.

Z. LVPC GREENWAYS EDUCATION AND OUTREACH COMMITTEE LIAISON

Mr. Kern said Council should appoint a liaison and an alternate. Sandra Yerger has served as the liaison. Tom Maxfield has been an alternate.

AA. COUNCIL REPRESENTATIVE TO THE JOINT RECREATION STUDY COMMITTEE

Mr. Kern said Council should reaffirm the appointment of Glenn Kern as the Council Representative to the Joint Recreation Study Committee.

AB. COUNCIL REPRESENTATIVE TO THE PA HIGHLANDS TRAIL NETWORKING STEERING COMMITTEE (YEARLY)

Mr. Kern said Council should reaffirm the appointment of Sandy Yerger as the Council Representative to the PA Highlands Trail Network Steering Committee.

MOTION BY: Mrs. deLeon moved for approval of the motions above from A to AB, as discussed.

SECOND BY: Mrs. Yerger

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 #13-2010:

Mr. Kern said Resolution #13-2010 sets the Manager's salary at \$82,732.69 with no longevity pay.

**RESOLUTION #13-2010
MANAGER'S SALARY FOR 2010**

WHEREAS, the Council of Lower Saucon Township has approved that the Manager's Salary shall not exceed the 2010 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 2010.

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 2010, retroactive to January 1, 2010 and implement same.

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MOTION BY: Mr. Horiszny moved for approval of Resolution #13-2010.

SECOND BY: Mr. Maxfield

Mr. Kern asked if anyone had any questions or comments? Mrs. deLeon said Jack does a great job here, but she has issues with the way the budget was for the line items. She was sick for the December 16 meeting and she couldn't attend, but she would have voted no for the budget, so she's going to have to vote no for this. Mr. Cahalan said are there some specifics you are concerned about with the line items? Mrs. deLeon said there were several issues. She wasn't happy with the pension thing. She had issues with the 3% raise and 1% was for the pension reimbursement. She didn't think the ratio was right. Mr. Cahalan said that was agreed on by Council. It wasn't the Manager who put that in the budget, Council approved that. Mrs. deLeon said the line item for your Manager's salary was approved in the budget, and she can't support that. It isn't anything against Mr. Cahalan personally.

ROLL CALL: 4-1 (Mrs. deLeon – No)

Mr. Maxfield said Mr. Cahalan does a great job. Mrs. deLeon said she didn't say he didn't do a great job, he does do a great job.

B. RESOLUTION #14-2010:

Mr. Kern said Resolution #14-2010 sets the Assistant Manager's salary at \$59,030.13 which includes longevity pay capped at \$350.

**RESOLUTION #14-2010
ASSISTANT MANAGER'S SALARY FOR 2010**

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 2010.

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 2010, retroactive to January 1, 2010 and implement same.

MOTION BY: Mr. Horiszny moved for approval of Resolution #14-2010.

SECOND BY: Mr. Maxfield

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

ROLL CALL: 4-1 (Mrs. deLeon – No)

Mrs. deLeon said if she can't support the budget, she can't support this line item. This has nothing to do personally with Leslie, she does a great job, and ditto for the rest of the staff. This is not for your appointment, it's for your salary. Please understand that.

C. RESOLUTION #15-2010:

Mr. Kern said Resolution #15-2009 sets the Chief of Police's salary at \$82,035.53 which includes longevity pay capped at \$1,746.

**RESOLUTION #15-2010
CHIEF OF POLICE SALARY FOR 2010**

WHEREAS, the Council of Lower Saucon Township has approved the Chief of Police's salary at

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\$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 2010.

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 2010, retroactive to January 1, 2010 and implement same.

MOTION BY: Mr. Maxfield moved for approval of Resolution #15-2010.
SECOND BY: Mr. Horiszny
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 4-1 (Mrs. deLeon – No)

D. RESOLUTION #16-2010:

Mr. Kern said Resolution #16-2010 sets the Director of Finance's salary at \$53,412.71 with no longevity pay.

**RESOLUTION #16-2010
DIRECTOR OF FINANCE'S SALARY FOR 2010**

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 2010.

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 2010, retroactive to January 1, 2010 and implement same.

MOTION BY: Mr. Maxfield moved for approval of Resolution #16-2010.
SECOND BY: Mr. Horiszny
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 4-1 (Mrs. deLeon – No)

E. RESOLUTION #17-2010:

Mr. Kern said Resolution #17-2010 sets the Director of Public Works' salary at \$60,128.47 which includes longevity pay capped at \$750.

**RESOLUTION #17-2010
DIRECTOR OF PUBLIC WORKS' SALARY FOR 2010**

WHEREAS, the Council of Lower Saucon Township has approved the Director of Public Works' salary at \$60,128.47, which includes \$750 longevity pay.

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 2010.

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 2010, retroactive to January 1, 2010 and implement same.

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MOTION BY: Mr. Maxfield moved for approval of Resolution #17-2010.
SECOND BY: Mr. Horiszny
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 4-1 (Mrs. deLeon – No)

F. RESOLUTION #18-2010:

Mr. Kern said Resolution #18-2010 sets the Zoning Officer's salary at \$64,379.12 with no longevity pay.

**RESOLUTION #18-2010
ZONING OFFICER'S SALARY FOR 2010**

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 2010.

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 2010, retroactive to January 1, 2010 and implement same.

MOTION BY: Mr. Horiszny moved for approval of Resolution #18-2010.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 4-1 (Mrs. deLeon – No)

G. RESOLUTION #21-2010:

Mr. Kern said Resolution #21-2010 sets the Administrative Assistant's salary at \$31,827.00 with no longevity pay.

**RESOLUTION #21-2010
ADMINISTRATIVE ASSISTANT'S SALARY FOR 2010**

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 2010.

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 2010, retroactive to January 1, 2010 and implement same.

MOTION BY: Mr. Maxfield moved for approval of Resolution #21-2010.
SECOND BY: Mr. Horiszny
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 4-1 (Mrs. deLeon – No)

H. RESOLUTION #19-2010:

Mr. Kern said Resolution #19-2010 adopts the pay scale for Non-Uniformed Employees per their current union contract.

**RESOLUTION #19-2010
A RESOLUTION ADOPTING A PAY SCALE FOR THE YEAR 2010 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 2010; 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, 2010 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	\$20.59
Laborer	\$14.43	15.18
Clerk/Typist	16.27	17.23
Admin. Clerk/Crewmember	17.40	19.34
Laborer (part-time)	n/a	11.56
Receptionist	n/a	11.94

MOTION BY: Mr. Horiszny moved for approval of Resolution #19-2010.

SECOND BY: Mr. Maxfield

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

ROLL CALL: 4-1 (Mrs. deLeon – No)

I. RESOLUTION #20-2010:

Mr. Kern said Resolution #20-2010 adopts the Uniformed pay schedule for the Police Department per their current union contract.

**RESOLUTION #20-2010
A RESOLUTION ADOPTING A PAY SCALE FOR THE YEAR
2010 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 2010; and

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WHEREAS, the Council of Lower Saucon Township has entered into a Collective Bargaining Agreement, for the year 2010 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 2010 for full-time and part-time Township uniformed employees, and that the Township Manager is hereby directed to implement same, retroactive to January 1, 2010:

PAY SCALE FULL-TIME

<u>MINIMUM</u>	<u>MAXIMUM</u>
\$24.45	\$31.16

PAY SCALE PART-TIME

<u>MINIMUM</u>	<u>MAXIMUM</u>
\$18.55	\$19.56

MOTION BY: Mr. Horiszny moved for approval of Resolution #20-2010.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 4-1 (Mrs. deLeon – No)

J. RESOLUTION #22-2010: FEE SCHEDULES.

Mr. Kern said Resolution #22-2010 is the fee schedule setting various township fees.

RESOLUTION #22-2010

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 and #22-2009 and Schedule for Submission Fees for Zoning, Subdivision and Land Development Applications and other schedules and

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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
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	\$500
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

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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 Park)	
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
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5. Finance Charges

A.	Tax Collection Services	\$20
B.	Duplicate Tax Bill	\$10

6. Subdivision/Land Development

	<u>Application</u>	<u>Escrow</u>
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
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	1/2 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

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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: Mr. Maxfield moved for approval of Resolution #22-2010.
SECOND BY: Mr. Horiszny
 Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

K. RESOLUTION #27-2010: APPROVAL OF ON LOT SEWAGE DISPOSAL PERMIT FEE SCHEDULE

**RESOLUTION #27-2010
 A RESOLUTION AMENDING RESOLUTION #27-2009
 ESTABLISHING A PERMIT APPLICATION FEE SCHEDULE**

WHEREAS, the Council of Lower Saucon Township has enacted Ordinance No. 87-13 (as amended by Ordinance No. 89-6 and 95-5), entitled “AN ORDINANCE DEFINING AND REGULATING THE INSTALLATION, CONSTRUCTION, ALTERATION AND REPAIR OF INDIVIDUAL AND COMMUNITY ONLOT SEWAGE DISPOSAL SYSTEMS; REQUIRING PERMITS FOR AND PROVIDING FOR INSPECTION AND PRESCRIBING PENALTIES”; and further codified by (Township Code Chapter 130, Article II) entitled “ONLOT SEWAGE DISPOSAL SYSTEMS”; and

WHEREAS, the Council of Lower Saucon Township wishes to improve the administration of the application process for Onlot Sewage Permits; and

WHEREAS, the Council of Lower Saucon wishes to establish a schedule of fees for Onlot Sewage Permits, Land Developments, and Subdivisions.

NOW, THEREFORE, be it resolved and it is hereby resolved by the Council of Lower Saucon Township that the Schedule of Fees for Onlot Sewage Permits are fixed as follows:

1. All “whereas” clauses are incorporated herein by reference.
2. All fees be made payable to Lower Saucon Township.
3. The total fees paid at the time of permit issuance must be equal to the most recently adopted fee schedule.
4. All site evaluations be conducted as per Section 130-15.D(3) of the “Lower Saucon Township Onlot Sanitary Sewer Ordinance §130.7, and in accordance with the Pennsylvania Department of Environmental Protection’s Regulations.
5. Actual permit fees, soil testing fees, and inspection fees are non-refundable even in case of failure or rejection.

I. Individual Permits

- A. Fees for Non-Carbonate Areas
 1. Application Fee \$500.00

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- a. Includes up to four (4) soil probe observations, initial design review and one (1) revised design review; (additional soil probes evaluated at \$50.00 each, additional revised design reviews are \$60.00 each submission).
- B. Fees for Carbonate Areas
 - 1. Application Fee \$600.00
 - a. Includes up to four (4) soil probe observations, initial design review and one (1) revised design review; (additional soil probes evaluated at \$50.00 each, additional revised design reviews are \$60.00 each submission).
- C. Fees for Repairs to Existing Systems
 - 1. Application Fee \$300.00
 - a. Includes up to two (2) soil probes, observations, initial design review, and one (1) revised design review; (additional probes evaluated at \$50.00 each, additional revised design reviews are \$60.00 each submission).
- D. Soil Testing
 - 1. Percolation Test (each) \$410.00
 - a. Prepared and conducted by the Township Sewage Enforcement Officer.
 - 2. Percolation Test Witnessing \$300.00
 - a. Maximum of two (2) sites tested simultaneously.
- E. Inspections (New and Repair Permits)
 - 1. Inspections – Elevated Systems \$550.00
 - a. One (1) preconstruction meeting and four (4) inspections.
 - 2. Inspections – In-Ground Systems \$200.00
 - a. One (1) preconstruction meeting and two (2) inspections.
- F. Callback Fee \$100.00
 - 1. A callback fee will be imposed under the following circumstances:
 - a. A contractor or consultant for the application is not present at the scheduled time and requires the Sewage Enforcement Officers to reschedule the appointment.
 - b. The Sewage Enforcement Officer is required to conduct an additional inspection because the Contractor was not ready as scheduled or the installation to be inspected was not installed correctly, and would require the Sewage Enforcement Officer to conduct an additional inspection.
 - c. If a percolation test is canceled after one (1) of the Sewage Enforcement Officer required observations has already been conducted, i.e., the Sewage Enforcement Officer observed the required initial presoak of the percolation test the day before the test was to be conducted and the following day the applicant of consultant canceled the remainder of the test. Therefore, when the testing is reschedule, the Sewage Enforcement Officer would have to re-observe the initial presoak the day before the rescheduled test.

II. Subdivision and Land Development

- A. Initial escrow deposit with the Township of \$250.00 per lot or \$1,500.00 minimum, to cover soils testing and planning module review (NOTE: This work does not qualify for the 50% reimbursement by the State.)

NOTE: All testing and planning costs shall be reimbursed by the Developer to the Township. The costs of services to be reimbursed by the Developer will be in accordance with the adopted Township Engineer Fee Schedule in place at the time the services were provided.

MOTION BY: Mrs. deLeon moved for approval of Resolution #27-2010.

SECOND BY: Mr. Maxfield

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

ROLL CALL: 5-0

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VI. MANAGER'S APPOINTMENTS WITH COUNCIL CONSENT

Mr. Kern said we'll go through A to M and just do one motion. If anyone in the audience has any comment, just raise your hand.

A. FIRE MARSHALL (ONE YEAR TERM, ONE APPOINTMENT):

Mr. Kern said the Manager is recommending the reappointment of Ken Luybli as Fire Marshall.

B. PARKS AND RECREATION BOARD (ONE YEAR TERM, 6APPOINTMENTS)

Mr. Kern said the Manager is recommending that David Spirk, Bill Ross, Thomas Butera, Donna Bristol, Sheri Herman and Scott Schanzenbach be re-appointed. There is one vacancy.

C. BETHLEHEM AREA PUBLIC LIBRARY REPRESENTATIVE (ONE YEAR TERM, ONE APPOINTMENT)

Mr. Kern said the Manager is recommending Lynn Koehler be re-appointed as the representative.

D. TOWNSHIP LIBRARY COMMITTEE (ONE YEAR TERM, 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.

E. HUGH MOORE PARKWAY COMMISSION (ONE YEAR TERM, ONE APPOINTMENT)

Mr. Kern said the Manager is recommending that Joe Colosi be re-appointed to serve on this commission.

F. EMERGENCY MANAGEMENT COORDINATOR (ONE YEAR TERM, ONE APPOINTMENT)

Mr. Kern said the Manager is recommending that Bill Cszasz be re-appointed as Emergency Management Coordinator.

G. ZONING HEARING BOARD (FIVE YEAR TERM, ONE APPOINTMENT)

Mr. Kern said the Manager is recommending Keith Easley be re-appointed for a five year term which will expire December 31, 2014.

H. TOWNSHIP HISTORIAN (ONE YEAR TERM, ONE APPOINTMENT)

Mr. Kern said the Manager is recommending that Sandra Yerger be re-appointed.

I. TOWNSHIP HISTORIC COMMITTEE (ONE YEAR TERM, FIVE APPOINTMENTS)

Mr. Kern said the Manager is recommending that Sandra Yerger, Karen Samuels, Jody Hijazi, Jim Sturm and Lenny Szy be re-appointed.

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J. ENVIRONMENTAL ADVISORY COUNCIL (THREE YEAR TERM, THREE APPOINTMENTS)

Mr. Kern said the Manager is recommending that Ted Beardsley (voting) and Colin Guerra (non-voting) be re-appointed to December 31, 2012. There is one non-voting vacancy.

K. PLANNING COMMISSION (4 YEAR TERM, TWO APPOINTMENTS)

Mr. Kern said the Manager is recommending that Craig Kologie be reappointed to December 31, 2013. There is one vacancy.

L. LANDFILL COMMITTEE (2 YEAR TERM, ONE VACANCY)

Mr. Kern said there is one vacancy which will expire on December 31, 2011. Mrs. deLeon said one of the committees she is on, on the website, there is a vacancy. She thinks it's the Landfill.

M. PENSION ADVISORY COMMITTEE REPRESENTATIVES (2 RESIDENT MEMBERS/1 UNIFORM MEMBER AND 1 NON-UNIFORM MEMBER)

Mr. Kern said there is one vacancy which will expire on December 31, 2011 for a resident member and one vacancy for a Uniform Representative which will expire on December 31, 2010.

N. YARD WASTE RECYCLING COMMITTEE (1 YEAR TERM, 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

MOTION BY: Mr. Horiszny moved for approval of items A through N, as stated above.

SECOND BY: Mrs. deLeon

Mr. Kern asked if anyone had any questions or comments? Mrs. deLeon said on one of these above, there was a reaffirmation. She is the representative from Lower Saucon Township for the Hellertown-Lower Saucon Chamber, and she doesn't think she was reappointed last year. She doesn't see her name down for that. Their term goes from June to June or July to July. It might be a good idea to add that. It would be O. Hellertown-Lower Saucon Chamber of Commerce Representative of the Greater Lehigh Valley Chamber of Commerce. Mr. Cahalan said it should be in Council Appointments. Mrs. deLeon said let's do the first motion, then do this motion for the Hellertown-Lower Saucon Chamber of Commerce Representative.

ROLL CALL: 5-0

MOTION BY: Mr. Maxfield moved to appoint Priscilla deLeon as Council Representative to the Hellertown-Lower Saucon Chamber of Commerce of the Greater Lehigh Valley Chamber of Commerce.

SECOND BY: Mr. Horiszny

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

ROLL CALL: 5-0

V. ADJOURNMENT OF REORGANIZATION MEETING

MOTION BY: Mr. Maxfield moved for adjournment of the Reorganization meeting. The time was 7:50 PM.

SECOND BY: Mrs. deLeon

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

ROLL CALL: 5-0

GENERAL BUSINESS MEETING
JANUARY 4, 2010

I. OPENING

CALL TO ORDER: The General Business meeting of Lower Saucon Township Council was called to order on Monday, January 4, 2009 at 7:50 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.

II. PRESENTATIONS/PUBLIC HEARINGS

A. ORDINANCE NO. 2010-01 – AMENDING AND REVISING CHAPTER 170, PROVIDING FOR THE PLACEMENT OF STOP SIGNS ON SPRINGTOWN HILL ROAD AND KOHAS DRIVE – PUBLIC HEARING & CONSIDERATION OF ADOPTION

Mr. Kern said Ordinance No. 2010-01 has been advertised for a public hearing and consideration of adoption which will amend the vehicle code to provide stop signs at Kohas Drive and Springtown Hill Road.

MOTION BY: Mrs. Yerger moved to open the public hearing.

SECOND BY: Mrs. deLeon

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

ROLL CALL: 5-0

Mr. Cahalan said this is the ordinance needed to amend the Vehicle Code to provide for the stop signs that we had previously recommended and Council had approved to be placed at the Springtown Hill Road and Kohas Drive intersection, which would make it a three way stop intersection with some other improvements being done to that intersection.

Mr. Kern asked if there was any comment from Council? No one raised their hand. Mr. Kern asked if there was any comment from anyone in the audience? Stephanie Brown, Meadows Brown, asked how this came about, were there accidents or resident concern? What prompted these changes to be made? Mr. Cahalan said both – accidents and residents concerns. Ms. Brown said when the resident complained, what process did the resident follow to have this followed up on? Mr. Cahalan said they contacted the Township Manager and the Township Manager asked the Township Engineer and Director of Public Works to look into the situation. They reported back that the Council had previously approved a three way stop intersection at this location and it had not been put in place. That's why it was brought to Council's attention and Council has since approved putting the three way stop intersection at that location. Ms. Brown said a few meetings ago you stated the resident who lives at that intersection contacted Public Works regarding this. She's wondering how far the policy regarding residents who are requesting signs on their roads goes? If she wants a stop sign on her road, does she need to write a letter like she did when she requested Deer Crossing signs? How far does that policy go? Mr. Cahalan said it has to be approved by the Council, so he would recommend that she write a letter. Ms. Brown said did the resident that wanted the stop signs write a letter or is that different? Mr. Cahalan said the resident was not requesting the stop signs. The resident was bringing to his attention that there were issues at that location. Mr. Kern said that was done, in writing, in an email. Mr. Cahalan said there was an investigation and what it revealed was there should have been a three way stop intersection there back to when this subdivision was approved and that had not been done. Ms. Brown said a "Stop Except Right Turn" stop sign

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combination is being removed from that intersection? Mr. Cahalan said correct. Ms. Brown said is the Township going to consider removing all such signs within the Township? Mr. Cahalan said no, not at this point.

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

MOTION BY: Mr. Maxfield moved for approval of Ordinance 2010-01.
SECOND BY: Mrs. Yerger
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

III. DEVELOPER ITEMS - None

IV. TOWNSHIP BUSINESS ITEMS

A. RESOLUTION #28-2010 – AUTHORIZING DEWEY FIRE CO. #1 AMBULANCE SQUAD AS THE TOWNSHIP BLS & ALS PROVIDER

Mr. Kern said Resolution #28-2010 has been prepared designating Dewey Fire Company No. 1 Ambulance Squad as the official Basic and Advanced Life Support (BLS & ALS) service in Lower Saucon Township.

RESOLUTION DESIGNATING DEWEY FIRE COMPANY NO. 1 AMBULANCE SQUAD AS THE OFFICIAL BASIC AND ADVANCED LIFE SUPPORT (BLS & ALS) SERVICE IN LOWER SAUCON TOWNSHIP

WHEREAS, Dewey Fire Company No. 1 Ambulance Squad has been providing Basic Life Support to Lower Saucon Township since 1948; and,

WHEREAS, Dewey Fire Company No. 1 Ambulance Squad now is licensed by the Commonwealth of Pennsylvania to provide both Basic Life Support (BLS) and Advanced Life Support (ALS); and,

WHEREAS, Lower Saucon Township had previously designated Bethlehem Township Volunteer Fire Company EMS (Medic 1) as the primary Advanced Life Support (ALS) responder in Lower Saucon.

NOW, THEREFORE, BE IT RESOLVED, that effective January 9, 2010, the Dewey Fire Company No. 1 Ambulance Squad shall be the designated responder to all Basic and Advanced Life Support requests by residents in Lower Saucon Township.

Mr. Cahalan said Capt. John Bate was here previously and provided an overview to Council. He indicated that as of today, they received approval from the State for the ALS services. He also indicated the Borough of Hellertown has previously approved them to provide ALS Services to Hellertown.

MOTION BY: Mr. Horiszny moved for approval of Resolution #28-2010.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

B. RESOLUTION #29-2010 – ESTABLISHING THE POLICE OFFICER CONTRIBUTION TO THE UNIFORMED PENSION FUND FOR 2010

Mr. Kern said Resolution #29-2010 has been prepared establishing the payment by Police Officer's of 1 ½% of their monthly compensation to the Uniformed Employee Pension for the year 2010.

A RESOLUTION OF THE TOWNSHIP OF LOWER SAUCON ESTABLISHING POLICE OFFICER PAYMENTS INTO THE UNIFORMED EMPLOYEE PENSION FUND FOR 2010

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 2010, the required payment, by each individual Police Officer, to the Uniformed Employee Pension fund shall be increased to 1 ½% of their monthly compensation during the year 2010, 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 2010, is hereby established at 1 ½% of each individual police officer's monthly compensation during the year 2010.

MOTION BY: Mr. Maxfield moved for approval of Resolution #29-2010.
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)

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

Mr. Kern said Council received an engagement letter for the 2009 annual audit to be conducted by Hutchinson, Gillahan & Freeh. The base rate to do the audit is \$15,700.

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

D. AUTHORIZE SIGNING CONTRACT WITH HOUGH ASSOCIATES TO COLLECT RECYCLING DATA

Mr. Kern said Council should authorize entering into an agreement, not to exceed \$4,000, with Hough Associates to collect and submit Township recycling data to DEP.

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MOTION BY: Mr. Horiszny moved for approval to authorize signing the contract with Hough Associates to collect recycling data.
SECOND BY: Mrs. Yerger
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

E. 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.

Mrs. deLeon said we have to authorize the specifics of the spending. Mr. Horiszny said Priscilla was the voting delegate last year. Mrs. deLeon said she plans on attending. She agreed to be the voting delegate for this year. Mr. Cahalan said we have a budgeted amount for the PSATS conference. Mrs. deLeon said we have to approve the expenses per the Second Class Code. Ms. Huhn said let her know if you will be attending ASAP. Council said they were all attending, and would let Ms. Huhn know the dates.

MOTION BY: Mr. Horiszny moved to authorize attendance for Priscilla deLeon as the voting delegate, and expenses for attendees to the extent we have budgeted for.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

V. MISCELLANEOUS BUSINESS ITEMS

A. APPROVAL OF DECEMBER 16, 2009 COUNCIL MINUTES

Mr. Kern said the minutes of the December 16, 2009 Council meeting have been prepared for Council's review and approval.

Mrs. deLeon said on page 5, line 35 should read "Mr. Kern said that the Township owned Old Mill Bridge".

MOTION BY: Mrs. Yerger moved for approval of the December 16, 2009 Council minutes, with correction as stated above.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 3-1 (Mrs. deLeon – Abstained; Mr. Horiszny - No)

VI. PUBLIC COMMENT / CITIZEN NON-AGENDA ITEMS

- Stephanie Brown, resident, said she wanted to know the status of the Meadows Banquet facility, and what is going on with the public hearing and the applications to the Township. Mr. Cahalan said it will come before Council at the next Council meeting for their review before going to the Zoning Hearing Board on February 15, 2010. Ms. Brown said there were yellow notices posted and they disappeared. She wonders if it will be reposted. She's curious, as a 36 year resident of Meadows Road, how the picnic grove functions as both a bar and restaurant? Is the Township aware they have a liquor license? Mr. Cahalan said we have nothing to do with liquor licenses. In response to the notice on the door, they were required to post it for a certain amount of time. He will have to check and see if they complied with that requirement. Ms. Brown asked if the Township doesn't get involved with liquor licenses? Mr. Cahalan said the Township Council has no authority to grant liquor licenses. Mrs. deLeon said only in instances where they are transferred.

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Ms. Brown said she sat here many years ago when a license was transferred from Ray Matey to the Old Belmont Inn. When did the liquor license ever get transferred to the Meadows? Mr. Cahalan said he has no knowledge of that, but she could contact the Liquor Control Board for that information. Ms. Brown said she looked into that and it's a little overwhelming. The liquor license is owned by Kasey Lynn's. Kasey Lynn's was a business in Hellertown and when they lost their lease and building, they must have transferred it unless they've been selling liquor for a lot longer. She doesn't know if they are selling it or just providing it. There was a big buffet for Christmas and a New Year's Eve party, and she's wondering what's going on down there. Mr. Maxfield said the establishment known as Kasey Lynn's when he frequented it, never served any liquor and he knows the Meadows has served it for years now. It might be under a corporate name. He would guess if they have a legal license, it's been in place for a long, long time. Mrs. Yerger said they may be working under a process whereas the parties that are there, the attending parties purchase the alcohol. Where she works, they do not have a liquor license, but alcohol is served because it is purchased by the bride and grooms of the wedding party. It's perfectly legal. There are other ways of serving alcohol without having a liquor license on the premises. Ms. Brown said when she looked at the ad for the Meadows New Years Eve party, it said open bar, so she assumes they are selling it. That's not a banquet function. It's a function you pay individually to go to. Mrs. deLeon said that's the Liquor Control Board, it's not the Township. Ms. Brown said the Township has no say in zoning to say whether they can serve liquor or not. It's questionable. The zoning is questionable again as to why they are operating as a restaurant. She's just curious as to what's going on down there.

VII. COUNCIL AND STAFF REPORTS

A. TOWNSHIP MANAGER – No report

B. COUNCIL/JR. COUNCIL

Mr. Maxfield

➤ He said what Ron brought up before is a very beneficial process and maybe we ought to start doing this on a yearly basis – reviewing all of our currently un-reviewed consultants. We should select a few each year so we don't bog ourselves down. It should be a standardized review process. He'd like to see that process put into place. It doesn't hurt to have anyone reviewed, ever. Mrs. deLeon said it can be a staggered throughout the year process for the other consultants so we're not meeting in November and December to review everybody. Mr. Maxfield said we could have it all in place before the budget comes up for approval. Mr. Cahalan said they can come back with a RFP or an RFQ process. We outlined some of that in the budget document with a tab where there was information about that. We had suggested that an RFP or an RFQ process be done on an annual basis similar to what Mr. Maxfield is saying. We could come back with the specifics on that, and you could choose and give direction on how you would like to implement that. Mrs. deLeon said we'd have standard questions depending on the specialty. Mr. Maxfield said it's important because they are presently un-reviewed and we are paying Township money to these consultants, so there should be a review process in place.

Mrs. Yerger

➤ She said as a reminder, we have approved the change in schedule for the EAC meetings. They are the second Tuesday of the month at 7:00 PM. She also wishes everyone a Happy New Year.

Mr. Horiszny

➤ He wished everyone a Happy New Decade.

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Mr. Kern – No report

Mrs. deLeon

- She wished everyone a Happy New Year.
- She said on January 2010 calendar on the website, thank you for putting the Gaming Authority meeting on there. The time is 5:30 PM. She still doesn't know the exact name of the Authority, but they will be meeting at Northampton County Courthouse on the fourth Monday of the month except for December when it will be the second Monday.
- She said she mentioned about the Landfill Committee being missed on the website.
- She said back in December we got an email from Tom Harp, and she doesn't know if it was in the meeting minutes from the quarterly COG meeting held in December, but he requested that if any of the COGs in the County would like to host a quarterly meeting to let him know. We have the facility here. Would anybody be opposed to having the County hold one of their quarterly meetings here? Council said that would be okay. Mrs. deLeon asked Mr. Cahalan to contact Tom Harp and we can bring it up at our COG meeting. Mr. Cahalan said he will contact Tom Harp.
- She said a while back a resident suggested that in addition to the minutes being posted on the website, in the beginning of all the minutes there should be an agenda. That's not happening. Mrs. Huhn said we will be doing that in 2010.
- She said last month she suggested a meeting with the County regarding the Meadows Road Bridge, and to invite Stephanie Brown to come. She had suggested it being at the end of January, beginning of February. She doesn't know if Mr. Cahalan wants to handle that and call the County and see what dates they have available, and then check with us to see when we are available. Mr. Cahalan said if it has to do with the bridge, he'd go through John Stoffa and ask him if he wants to have the County Engineer there, Steve Desalva, and then the Bridge Superintendent, Tom Kohler. The last time they were there, they had their consulting engineers there. He's going to have quite a team that he's going to have to line up, so he thought he'd ask him and then he would get in touch with Mrs. deLeon, Stephanie and any other Council members. Mr. Maxfield said should we have our Engineer in attendance? Mr. Cahalan said he was in attendance last time. He can bring back the information to Council, and hopefully, have something by the next meeting. Mrs. deLeon said she's sure you have a little packet with background information on the bridge. Mr. Cahalan said he does.

D. ADJOURNMENT

MOTION BY: Mr. Horiszny moved for adjournment. The time was 8:15 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