

**I. OPENING**

**CALL TO ORDER:** The Reorganization meeting of Lower Saucon Township Council was called to order on Monday, January 6, 2014 at 7:02 P.M., at 3700 Old Philadelphia Pike, Bethlehem, PA, with Mr. Tom Maxfield, Vice-President, presiding.

**ROLL CALL:** Present – Tom Maxfield, Vice President; Ron Horiszny, Priscilla deLeon, David Willard, Council members; Jack Cahalan, Township Manager; and Leslie Huhn, Assistant Township Manager; and Carolyn Brooks, Jr. Council person. Absent: Glenn Kern, President; Judy Stern Goldstein, Township Planner; B. Lincoln Treadwell, Township Solicitor and Dan Miller, Township Engineer.

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENT OF ANY EXECUTIVE SESSION (IF APPLICABLE)**

**Mr. Maxfield said Council did not meet in Executive Session since our last meeting.**

**II. PUBLIC COMMENT PROCEDURE**

Mr. Maxfield said tonight is the reorganization meeting. We will go through nomination and election procedures and then we will adjourn the reorganization meeting and pick up with the regular meeting after that.

**III. INITIAL REORGANIZATION**

**A. ELECTION OF COUNCIL PRESIDENT (YEARLY)**

**MOTION TO NOMINATE:** Mr. Maxfield moved to nominate Mr. Horiszny as Council President.

**SECOND OF NOMINATION:** Mr. Willard  
Mr. Maxfield asked if anyone had any questions or comments? No one raised their hand.

**ROLL CALL:** 4-0 (Mr. Kern – Absent)

**B. ELECTION OF VICE PRESIDENT OF COUNCIL (YEARLY)**

**MOTION TO NOMINATE:** Mr. Horiszny moved to nominate Mr. Maxfield as Council Vice President.  
Mrs. deLeon said she'd like to nominate Mr. Willard also.

Attorney Treadwell said you don't need a second for a nomination, but according to your code, you should probably vote by paper ballot as there are two nominations, so which one would you do first. Everybody should get a paper ballot with Dave and Tom's name on it, then you check it off. If there were no other nominations, then you should close the nominations.

**MOTION:** Mrs. deLeon moved to close the nominations.

**SECOND:** Mr. Horiszny

**ROLL CALL:** 4-0 (Mr. Kern – Absent)

Attorney Treadwell said nomination for Vice President of Council is a tie, two for Dave Willard and two for Tom Maxfield. Mrs. deLeon said doesn't the code say something about who had the most votes in the last election, but that doesn't apply here, but if it goes back to the previous election, Dave had more votes than Tom. Attorney Treadwell said the code says after five ballots,

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taken over the period of the two days subsequent to the reorganization meeting, then if you cannot chose either a President or Vice President, then it is the Council member who got the last votes at the last election that they were elected at. Technically, you would have to do five ballots over the next two days. Mrs. deLeon said we don't have a meeting. Attorney Treadwell said unfortunately your code doesn't have a procedure for that. He would guess that the procedure would be if it doesn't appear to contemplate having a meeting for the next two days that the ballots would have to be submitted by each individual Council member to the Township building to be counted over the next two days. That's the only practical way he can see to do it unless you were to do another one right now and see what happens. Mr. Horiszny said that would be a good idea to have one now, and if it's the same result, delay it for two days and vote again. Mr. Maxfield said once it goes past the five days, that's not just between him and Dave, it's every Council member. Attorney Treadwell said if Council cannot choose a V.P. the V.P. becomes the person who got the most votes at the election. The nominations for V.P. were closed so there are only two candidates for V.P. His interpretation of that would be the votes based on the two candidates. Mr. Maxfield said if we are balloting votes, shouldn't we also have a ballot for Mr. Kern? Attorney Treadwell said Mr. Kern is not here. If the ballot is extended and takes place over the next two days, and each Council member if voting from home, then you would give a ballot to all five Council members. The results of the second ballot are 2-2 as well. Mrs. deLeon said we are making history here.

- MOTION:** Mr. Willard said rather than go with the multiple ballot procedure as Linc just outlined, he will withdraw his name from consideration and recommend we re-elected Tom Maxfield as V.P. of the Council.
- SECOND:** Mr. Horiszny
- ROLL CALL:** 4-0 (Mr. Kern – Absent)

**C. DESIGNATION OF COUNCIL MEETING TIME, PLACE & DATE FOR 2014**

Mr. Horiszny said Council meeting time, place and date for 2014 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. Willard  
Mr. Horiszny asked if anyone had any questions or comments? Mrs. deLeon asked if we advertised these meetings? Ms. Huhn said no. Mrs. deLeon said are we going to do the July and August ones like we usually do? Ms. Huhn said if Council wants to. Mr. Horiszny said should we delay the January 15<sup>th</sup> meeting since it's so close to this one? Mrs. deLeon said what about the budget meeting for 6:00 PM on October 22<sup>nd</sup>, that will all be included?
- ROLL CALL:** 4-0 (Mr. Kern – Absent)

**D. RESOLUTION #01-2014: DEPOSITORY OF FUNDS (YEARLY)**

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

**DESIGNATING FINANCIAL INSTITUTIONS AS DEPOSITORIES FOR THE YEAR 2014**

**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 2014:

**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 2014, retroactive to January 1, 2014.

- MOTION BY:** Mr. Maxfield moved for approval of Resolution #01-2014 – Designating Financial Institutions as Depositories for the Year 2014.
- SECOND BY:** Mrs. deLeon  
Mr. Horiszny asked if anyone had any questions or comments? No one raised their hand.
- ROLL CALL:** 4-0 (Mr. Kern – Absent)

**E. RESOLUTION #02-2014: SECONDARY SIGNATURES FOR DISBURSEMENTS (YEARLY)**

Mr. Horiszny 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. Mr. Willard volunteered to be the third alternate.

**AUTHORIZING THE SIGNATURE OF CHECKS FOR THE YEAR 2014**

**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>
Ronald Horiszny	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:

David Willard

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. Horiszny moved for approval of Resolution #02-2014 and that Dave Willard be the third signatory.

**SECOND BY:** Mrs. deLeon

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

**ROLL CALL:** 4-0 (Mr. Kern – Absent)

**IV. APPOINTMENTS BY COUNCIL**

**A. TOWNSHIP SECRETARY – RESOLUTION #03-2014**

Mr. Horiszny said we have about 25 resolutions, all of them are straight forward, no choices like adding a person. He wondered if we could do those in mass. Mrs. deLeon said how will these be reflected in the minutes? Ms. Huhn said they will all be in the minutes. Mr. Horiszny said they will go from Resolution #03-2014 through #30-2014. The minutes would say we voted for all of them. Mr. Willard said the appointment of the Township Engineer, #12-2014, all the other ones that involve professional fees indicate the hourly rate. He was looking for a Hanover letter as an attachment. Mr. Cahalan said they have a fee schedule HEA sends in every year similar to what the Planner has.

Mr. Horiszny said Resolution #03-2014 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 2014; 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 2014, retroactive to January 1, 2014.

**B. TOWNSHIP PLANNING/ZONING ADMINISTRATOR – RESOLUTION #04-2014**

Mr. Horiszny said Resolution #04-2014 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 2014; 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 2014, retroactive to January 1, 2014.

C. TOWNSHIP SOLICITORS

1. GENERAL/CIVIL (YEARLY): RESOLUTION #05-2013

Resolution has been prepared that reappoints Linc Treadwell, Esq. 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 2014**

**WHEREAS**, the Council of Lower Saucon Township appoints B. Lincoln Treadwell, Jr., Esq. as the Township's General/Civil Solicitor, for the year 2014; and

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

Hourly Rate & Attendance at Meetings – Solicitor	\$ 180.00
Hourly Rate & Attendance at Meetings – Other Attorney	\$ 150.00
Hourly rate – Paralegal	\$50.00
Preparation of:	
Easements & Deeds of Dedication	\$300.00
Subdivision/Development & Financial Security Agreements (Flat fee each)	\$1,250.00
Subdivision/Development Maintenance Agreements	\$500.00
Stormwater Management Maintenance Agreements	\$600.00
Holding Tank Agreements	\$500.00
Indemnification Agreements	\$500.00
Extension Agreements	\$150.00
Agreement of Sale	\$600.00
Operation Spray Irrigation Agreements	\$500.00
Sewer Service Agreement	\$600.00
Limited Construction & Improvements Agreement	\$600.00
Temporary Construction & Access Easement	\$300.00
Operation & Maintenance Agreement	\$600.00
Addendum to Improvement Security Agreement	\$300.00

2. GENERAL/CIVIL (ALTERNATE): RESOLUTION #06-2014

Resolution has been prepared to appoint David Backenstoe, Esq. 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 #05-2014.

**TOWNSHIP'S GENERAL/CIVIL SOLICITOR ALTERNATE**

**WHEREAS**, the Council of Lower Saucon Township appoints David Backenstoe, Esq. as the Township's General/Civil Solicitor alternate in the absence of B. Lincoln Treadwell, for the year 2014; and

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

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

Hourly Rate & Attendance at Meetings – Paralegal \$50.00

Preparation of Legal Documents in accordance with  
Resolution #05-2014

3. **LABOR ATTORNEY (YEARLY): RESOLUTION #07-2014**

Resolution #07-2014 has been prepared reappointing Stevens and Lee, at the rate of \$345.00 per hour.

**TOWNSHIP'S LABOR SOLICITOR FEE SCHEDULE FOR 2014**

**WHEREAS**, the Council of Lower Saucon Township appoints the law firm of Stevens & Lee as the Township's Labor Solicitors, for the year 2014; and

**WHEREAS**, the fee schedule to reimburse the services of Stevens & Lee is \$345.00 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 2014, retroactive to January 1, 2014.

4. **PLANNING COMMISSION (YEARLY): RESOLUTION #08-2014**

Resolution #08-2014 has been prepared appointing Linc Treadwell, Esq. as the Planning Commission Solicitor at the rate of \$180.00 per hour and David Backenstoe, Esq. at \$150.00 as the alternate.

**TOWNSHIP'S PLANNING COMMISSION SOLICITOR FEE SCHEDULE  
FOR 2014**

**WHEREAS**, the Council of Lower Saucon Township appoints B. Lincoln Treadwell, Jr., Esq. as the Township's Planning Commission Solicitor and David Backenstoe, Esq. as the alternate Planning Commission Solicitor in accordance with Resolution #06-2014, for the year 2014; 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 2014, retroactive to January 1, 2014.

5. **ZONING HEARING BOARD SOLICITOR (YEARLY): RESOLUTION #09-2014**

Resolution #09-2014 has been prepared appointing George Heitzman, Esq. as the Zoning Hearing Board Solicitor at the rate of \$180.00 per hour.

**TOWNSHIP'S ZONING HEARING BOARD SOLICITOR FEE SCHEDULE  
FOR 2014**

**WHEREAS**, the Council of Lower Saucon Township appoints George Heitzman, Esq. as the Township's Zoning Hearing Board Solicitor, for the year 2014; 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 2014, retroactive to January 1, 2014.

**6. TOWNSHIP ENVIRONMENTAL SOLICITOR (YEARLY): RESOLUTION #10-2014**

Resolution #10-2014 has been prepared appointing Charles Elliott, Esq. as the Township Landfill Solicitor (as needed) at the hourly rate of \$165.00.

**TOWNSHIP'S ENVIRONMENTAL SOLICITOR FEE SCHEDULE FOR 2014**

**WHEREAS**, the Council of Lower Saucon Township appoints Charles Elliott, Esq. as the Township's Consulting Solicitor on Landfill matters and any other environmental special projects and/or assignments which will be assigned on an as-needed basis with the prior consent of Council, for the year 2014; and

**WHEREAS**, the fee schedule to reimburse the services of Charles Elliott is \$165.00 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 2014, retroactive to January 1, 2014.

**7. TOWNSHIP EAC/OPEN SPACE SOLICITOR (YEARLY): RESOLUTION #11-2014**

Resolution #11-2014 has been prepared appointing Terry Clemons, Esq. (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 2014**

**WHEREAS**, the Council of Lower Saucon Township appoints Terry Clemons, Esq. as the Township's Consulting Solicitor to the Environmental Advisory Council, for the year 2014; and

**WHEREAS**, any special projects and/or assignments will be assigned on an as needed basis with the 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 2014, retroactive to January 1, 2014.

**D. TOWNSHIP ENGINEER (YEARLY): RESOLUTION #12-2014**

Resolution #12-2014 has been prepared appointing Hanover Engineering as the Township Engineer, per their 2014 fee schedule.

**TOWNSHIP ENGINEER'S FEE SCHEDULE FOR 2014**

**WHEREAS**, the Council of Lower Saucon Township appoints Hanover Engineering as the Township's Engineer for the year 2014 to include the following duties: Township Engineer, Landfill Engineer, Host Municipal Inspector and Sewage Enforcement Officer per the 2014 fee schedule for services.

**WHEREAS**, the partial fee schedule to reimburse the services of Hanover Engineering are as follows:

Engineer – Registered	\$ 98.00/hour
Engineer – Non-Registered	\$ 81.00/hour
Secretary	\$ 34.00/hour

**NOW, THEREFORE, BE IT RESOLVED**, and it is hereby resolved by the Council of Lower Saucon Township, that the above listed services and the fee schedule are hereby established for the year 2014, retroactive to January 1, 2014.

**E. TOWNSHIP PLANNER (YEARLY): RESOLUTION #13-2014**

Resolution #13-2014 has been prepared appointing Boucher and James (Judy Stern-Goldstein and Karen Mallo) as the Township Planner, per their 2014 fee schedule.

**TOWNSHIP'S PLANNING CONSULTANT FEE SCHEDULE FOR 2014**

**WHEREAS**, the Council of Lower Saucon Township appoints Boucher & James as the Township's Planning Consultant, for the year 2014; and

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

Principal	\$122.00/hour
Planner/Landscape Architect I	\$103.00/hour
Planner/Landscape Architect II	\$ 89.00/hour
Planner/Designer	\$ 79.00/hour
Designer III	\$ 52.00/hour
Admin. Asst. /Secretary	\$ 50.00/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 2014, retroactive to January 1, 2014.

**F. TOWNSHIP AUDITOR (YEARLY): RESOLUTION #14-2014**

The staff recommends continuing the services of Hutchinson, Gillahan & Freeh per their November 1, 2013 letter. The base rate for the 2013 audit will not exceed \$16,700.00. 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 2014; and

**WHEREAS**, the reimbursement for the 2013 audit will be subject to the November 1, 2013 letter with the following rates:

Base Fee	\$16,700.00
Single Audit (if required)	\$ 3,200.00
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 2014, retroactive to January 1, 2014.

**G. TOWNSHIP ACTUARY (YEARLY): RESOLUTION #15-2014**

The staff recommends continuing the services of Chuck Friedlander and Municipal Finance Partners, per their Engagement Letter.

**APPOINTING MUNICIPAL FINANCE PARTNERS AS THE TOWNSHIP'S ACTUARY FOR THE YEAR 2014**

**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 2014; and

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

**WHEREAS**, the fee schedule to reimburse the services of Municipal Finance Partners is in accordance with their Engagement Letter.

**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 2014, retroactive to January 1, 2014.

**H. TOWNSHIP LANDFILL CONSULTANTS (YEARLY): RESOLUTION #16-2014**

Resolution #16-2014 has been prepared appointing Laressa McNemar from Tri-C Corp. at \$110.00/hour and Rich Sichler from Neversink Environmental, Inc. at \$95.00/hour as Township Landfill Consultants (as needed).

**TOWNSHIP'S LANDFILL CONSULTANTS FEE SCHEDULE FOR 2014**

**WHEREAS**, the Council of Lower Saucon Township appoints Laressa McNemar, Tri-C Corporation at \$110.00/hour and Rich Sichler, Neversink Environmental, Inc. at \$95.00/hour, as the Township's Landfill Consultants, for the year 2014; 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 2014, retroactive to January 1, 2014.

**I. TOWNSHIP EAC/OPEN SPACE CONSULTANT (YEARLY): RESOLUTION #17-2014**

Resolution #17-2014 has been prepared appointing Laura Baird as the Open Space Consultant to the EAC (as needed) as per the \$65.00/hour rate schedule from Heritage Conservancy.

**TOWNSHIP'S ENVIRONMENTAL ADVISORY COUNCIL/OPEN SPACE  
CONSULTANT FEE SCHEDULE FOR 2014**

**WHEREAS**, the Council of Lower Saucon Township appoints Laura Baird from Heritage Conservancy as the Township's Open Space Consultant to the Environmental Advisory Council, for the year 2014; 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 Heritage Conservancy is \$65.00/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 2014, retroactive to January 1, 2014.

**¶J. SEWAGE ENFORCEMENT OFFICERS (YEARLY) – RESOLUTION #18-2014**

Hanover Engineering requests the following individuals be appointed as the 2014 SEO's: Scott Brown, Christopher Taylor, Austin Young, Jacob Schray, and Jeffery Huff. The Sewage Officer rate for 2014 is \$72.50.

**TOWNSHIP SEWAGE ENFORCEMENT OFFICERS FEE SCHEDULE FOR 2014**

**WHEREAS**, the Council of Lower Saucon Township appoints Jeffrey Huff, Jacob Schray, Scott Brown, Christopher Taylor and Austin Young as the Township Sewage Enforcement Officers, for the year 2014; and

**WHEREAS**, the fee to reimburse the services of the Township Sewage Enforcement Officers shall be \$72.50 per hour; and

**WHEREAS**, Resolution #30-2014 has established a Permit Application Fee Schedule for onlot sewage systems in Lower Saucon Township.

**NOW, THEREFORE, BE IT RESOLVED**, and it is hereby resolved by the Council of Lower Saucon Township, that the above listed fee schedules are hereby established for the year 2014, retroactive to January 1, 2014.

**K. COUNCIL LIAISON (YEARLY) AS FOLLOWS:**

Park & Recreation	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/Dave Willard (Alternates)
Landfill Committee	Priscilla deLeon

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Lutz-Franklin Schoolhouse	Ron Horiszny/ Glenn Kern/ (Alternate)
Environmental Advisory Council	Tom Maxfield
Pension Advisory Committee	Priscilla deLeon
Fire Services	Glenn Kern/Dave Willard
LVPC Watershed	Ron Horiszny/Tom Maxfield (Alternate)
Saucon Creek Watershed	Tom Maxfield/Dave Willard (Alternate)
Cook's Creek Watershed	Vacant
LVPC Greenways Outreach	Dave Willard (Primary), Tom Maxfield (Alternate)
PA Highlands Trail Network	Dave Willard/Ron Horiszny (Alternate)
Hellertown-Lower Saucon Chamber	Priscilla deLeon
Yard Waste Recycling Committee	Ron Horiszny
Northampton County Gaming Rev. & Economic Redevelopment Authority	Dave Willard

Mr. Horiszny said we need to make changes possibly and need suggestions. He would suggest he becomes the Primary on the Lutz-Franklin Schoolhouse and have Glenn Kern be secondary.

Mrs. deLeon said the Cooks Creek is vacant, when do they meet? Mr. Cahalan said he thinks it's in the evening and may be quarterly, but we can get that information. Mr. Maxfield said he believes Sandy Yerger and she is getting re-involved with the Cooks Creek Watershed, so she may be interested in that position. Mrs. deLeon said this is Council liaison, she's not on Council.

Mr. Willard said on the PA Highlands Trail Network, he only attended one meeting. Roger Jurczak has been at a number of meetings and Mr. Willard does monitor their agendas. If there's another Council member who would like to have that liaison position, they meet every quarter or so and they do move around. It was an evening meeting. Mr. Horiszny said he'd be willing to be an alternate on that in case Mr. Willard runs into attendance problems. Mr. Willard said he does intend to make the Parks & Recreation meetings as he can while Glenn is out. His appointment to the Gaming Authority is for several years. Mr. Maxfield said we talked about that last time if you were a liaison and also a member. It seemed there were a lot of different boards affected with that. He doesn't see a problem with being a liaison and a member. Mrs. deLeon said her and Linc were talking on the side about the Gaming thinking the Northampton County Council appoints the Gaming person, not us. Attorney Treadwell said it's technically not a liaison to the Authority, you are actually a member of the Authority and that's the same with Ron Horiszny as you were a liaison to the Authority before you were a member and then you became a member, now technically you are both a member and a liaison. Mrs. deLeon said that may have happened as there wasn't an opening on the board and then when one opened, it was more appropriate to be on. Mr. Horiszny said we need a motion to accept this list as it is with the two changes.

**MOTION BY:** Mr. Maxfield moved for approval of the Council Liaisons as presented above with the exception of Ron Horiszny and Glenn Kern switching places as lead and alternate for Lutz-Franklin Schoolhouse and Ron Horiszny being added on as an alternate to Dave under the PA Highland Trails Network.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 4-0 (Mr. Kern – Absent)

**V. REORGANIZATION RESOLUTIONS AND FEE SCHEDULES**

**A. RESOLUTION #19-2014:**

Resolution #19-2014 sets the Manager's salary at \$87,796.58 with no longevity pay.

**MANAGER'S SALARY FOR 2014**

**WHEREAS**, the Council of Lower Saucon Township has approved that the Manager's Salary shall not exceed the 2014 budgetary amount of \$87,796.58, 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 2014.

**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 2014 budget, is hereby established for the year 2014, retroactive to January 1, 2014 and implement same.

**B. RESOLUTION #20-2014:**

Resolution #20-2014 sets the Assistant Manager's salary at \$62,621.82 which includes longevity pay capped at \$350.

**ASSISTANT MANAGER'S SALARY FOR 2014**

**WHEREAS**, the Council of Lower Saucon Township has approved the Assistant Manager's Salary at \$62,621.82, 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 2014.

**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 2014, retroactive to January 1, 2014 and implement same.

**C. RESOLUTION #21-2014:**

Resolution #21-2014 sets the Chief of Police's salary at \$87,043.22 which includes longevity pay capped at \$1,746.

**CHIEF OF POLICE SALARY FOR 2014**

**WHEREAS**, the Council of Lower Saucon Township has approved the Chief of Police's salary at \$87,043.22, 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 Uniformed Pension Fund for the year 2014.

**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 2014, retroactive to January 1, 2014 and implement same.

**D. RESOLUTION #22-2014:**

Resolution #22-2014 sets the Director of Finance's salary at \$56,681.73 with no longevity pay.

**DIRECTOR OF FINANCE'S SALARY FOR 2014**

**WHEREAS**, the Council of Lower Saucon Township has approved the Director of Finance's salary at \$56,681.73, 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 2014.

**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 2014, retroactive to January 1, 2014 and implement same.

**E. RESOLUTION #23-2014:**

Resolution #23-2014 sets the Director of Public Works' salary at \$63,762.94 which includes longevity pay capped at \$750 and a \$2,000 stipend for MIS duties.

**DIRECTOR OF PUBLIC WORKS' SALARY FOR 2014**

**WHEREAS**, the Council of Lower Saucon Township has approved the Director of Public Works' salary at \$63,762.94, which includes \$750 longevity pay and a \$2,000 stipend 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 2014.

**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 2014, retroactive to January 1, 2014 and implement same.

**F. RESOLUTION #24-2014:**

Resolution #24-2014 sets the Zoning Officer's salary at \$68,319.63 with no longevity pay.

**ZONING OFFICER'S SALARY FOR 2014**

**WHEREAS**, the Council of Lower Saucon Township has approved that the Zoning Officer's salary at \$68,319.63, 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 2014.

**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 2014, retroactive to January 1, 2014 and implement same.

**G. RESOLUTION #25-2014:**

Resolution #25-2014 sets the Administrative Assistant's salary at \$38,212.81 with no longevity pay.

**ADMINISTRATIVE ASSISTANT'S SALARY FOR 2014**

**WHEREAS**, the Council of Lower Saucon Township has approved that the Administrative Assistant's salary at \$38,212.81, 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 2014.

**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 2014, retroactive to January 1, 2014 and implement same.

**H. RESOLUTION #26-2014:**

Resolution #26-2014 adopts the pay scale for Non-Uniformed Employees per their current union contract.

**A RESOLUTION ADOPTING A PAY SCALE FOR THE YEAR 2014 FOR TOWNSHIP  
NON-UNIFORM EMPLOYEES**

**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**, this agreement of consent of both parties was renewed until May 31, 2014; 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 2013 for Township employees, and that the Township Manager is hereby directed to implement same:

**PAY SCALE**

<b><u>GRADE</u></b>	<b><u>MINIMUM RATE</u></b>	<b><u>MAXIMUM RATE</u></b>
Roadmaster (interim)	n/a	\$21.31
Laborer	\$14.94	15.71
Clerk/Typist	16.84	17.83
Admin. Clerk/Crewmember	18.01	20.02
Laborer (part-time)	n/a	11.96
Receptionist	n/a	12.36

**I. RESOLUTION #27-2014:**

Resolution #27-2014 adopts the Uniform pay schedule for the Police Department per their current union contract.

**A RESOLUTION ADOPTING A PAY SCALE FOR THE YEAR 2014 FOR TOWNSHIP  
UNIFORMED EMPLOYEES**

**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 February 13, 2012; 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 2013 for full-time and part-time Township uniformed employees, and that the Township Manager is hereby directed to implement same, retroactive to January 1, 2014:

<u>PAY SCALE FULL-TIME</u>	
<u>MINIMUM</u>	<u>MAXIMUM</u>
\$27.38	\$34.90
<u>PAY SCALE PART-TIME</u>	
<u>MINIMUM</u>	<u>MAXIMUM</u>
\$20.66	\$21.90

**J. RESOLUTION #28-2014:**

Resolution #28-2014 sets the various Township fees.

**A RESOLUTION ESTABLISHING APPLICATION AND ESCROW FEES, PERMIT FEES, UNIFORM CONSTRUCTION CODE FEES, FEES FOR THE USE OF FACILITIES, AND OTHER FEES FOR SERVICES PROVIDED BY LOWER SAUCON TOWNSHIP**

**WHEREAS**, Lower Saucon Township is authorized pursuant to the Code of the Township of Lower Saucon, the Second Class Township Code, the Pennsylvania Municipalities Planning Code, the Uniform Constriction Code, and other applicable statutes to establish a schedule for certain fees that are to be paid to the Township General Fund for the submission of applications, the use of Township facilities, the acquisition of permits, the provision of financial and tax services and police department services, fees associated with Right-to- Know Act requests, and other authorized and associated fees; and

**WHEREAS**, these fees are to be established to provide for general reimbursement to the Township General Fund for administrative costs associated with processing applications and permits, maintaining facilities, scheduling and reserving Township fields and pavilions, as well as other incidental costs; and

**WHEREAS**, the Township of Lower Saucon is desirous of establishing a uniform Fee Schedule for such applications, permits, and other enumerated services so that the general administration costs associated with the provision of these services are specifically set forth and established.

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

1. The “whereas” clauses set forth above are incorporated herein by reference.
2. All other resolutions inconsistent herewith are repealed.
3. The Lower Saucon Township Fees established for 2014 are as follows:

**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	
1.	New Construction	\$30
2.	Additions/Change in Use	\$30
3.	Alterations	\$30
D.	Signs	

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1.	Up to 50 s.f.		\$50
2.	Greater than 50 s.f.		\$50 + \$1/s.f. over 50 s.f.
E.	Accessory and Miscellaneous Uses		
1.	Decks, patios, sheds, etc under 250 s.f.		\$25
2.	Fences and other miscellaneous structures		\$20
3.	Tree removal (excluding Forestry)		\$20
4.	Decks, patios, sheds, accessory buildings, etc over 250 s.f.		\$50
5.	Swimming Pools		\$50
6.	Demolition		\$30
F.	Road Encroachment/Driveway Permit		\$50
G.	Occupancy, Home Business & Accessory Use Permits		\$5
H.	Temporary Occupancy Permit		\$75
I.	Grading & SESC Permit (includes review of one re-submission)		\$500
1.	Additional Resubmission Fee		\$100
2.	Carbonate Geology Review		\$85
J.	Stormwater Management Applications		
1.	Application Fee		\$50
2.	Escrow		\$750
K.	Ground Source Heat Pump		
1.	Application Fee		\$50
2.	Review & Inspection Escrow		\$750
<b>2.</b>	<b><u>Temporary Zoning Permits</u></b>		
A.	Portable Signs for Temporary Use		\$50
B.	Temporary Structure Permit (sales trailer, etc.)		\$50
<b>3.</b>	<b>Subdivision/Land Development</b>		
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	\$2,000
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
<b>4.</b>	<b>Licenses</b>		
A.	Junkyard License		\$250

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**5. Finance Charges**

A. Tax Collection Services		\$20
B. Duplicate Tax Bill		\$10
C. Returned Check		\$25

**6. 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	\$250	\$5,000
H. Conditional Use	\$1,500	\$750
I. Curative Amendment	\$250	\$5,000
J. Application for Rezoning	\$1,500	\$750
K. Miscellaneous (Involving requests to Council requiring the Township Attorney or Engineer to review or render a decision or opinion)	\$50	\$750

**7. Documents (paper or disk)**

A. Zoning Ordinance w/map		\$25
B. Zoning Map		\$5
C. Subdivision and Land Development Ordinance		\$20
D. Comprehensive Plan (disk only)		\$25
E. Stormwater Ordinance		\$20
F. Copies (up to 11 x 17)		\$.25
G. Copies (large scale)		\$6.50
H. Information on Disk		\$5

**8. Rental Fees and Permits**

A. Pavilion Rental		
1. Resident		\$100
2. Non-Resident		\$150
3. Deposit		\$50
B. Ballfield Rental Fee		
1. Resident		\$175
2. Non-Resident		\$200
C. Rental of Seidersville Hall		
1. Resident		\$25/2 hrs. \$35/4 hrs. \$65/5+ hrs.
Deposit		\$50.00
2. Non-Resident		\$35/2 hrs. \$45/4 hrs. \$75/5+ hrs.
Deposit		\$50.00
D. Metal Detecting Permit		\$5.00

**9. Dog Control**

A. Retrieval and Containment (per dog)		\$50
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10. Police Department

A. Home Alarm Registration (one time)	\$5
B. Accident Reports	\$15
C. Incident Reports – Subject to Right-To-Know Act	*
D. False Alarms (no charge for first 2 in 6 month period)	
1. 3-4 call outs	\$25
2. 5-9 call outs	\$50
E. Peddling/Soliciting Permit	\$100

K. **RESOLUTION #29-2014**

Resolution #29-2014 establishes the Police Officer contribution to the Uniformed Pension Fund for 2014.

**A RESOLUTION OF THE TOWNSHIP OF LOWER SAUCON ESTABLISHING POLICE OFFICER PAYMENTS INTO THE UNIFORMED EMPLOYEE PENSION FUND FOR 2014**

**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**, for the year 2014, the required payment, by each individual Police Officer, to the Uniformed Employee Pension fund shall be 2% of their monthly compensation during the year 2014, in accordance with the terms of the Uniformed Police Contract dated February 13, 2012.

**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 2014, is hereby established at 2% of each individual police officer’s monthly compensation during the year 2014, retroactive to January 1, 2014.

L. **RESOLUTION #30-2014**

Resolution #30-2014 establishes a permit application fee schedule on onlot sewage systems.

**A RESOLUTION ESTABLISHING A PERMIT APPLICATION FEE SCHEDULE FOR ONLOT SEWAGE SYSTEMS IN LOWER SAUCON TOWNSHIP**

**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 DESPOSAL SYSTEMS; REQUIRING PERMITS FOR AND PROVIDEDING 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, and Sewage Facilities Planning for Land Developments and Subdivisions.

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**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 therein 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 evaluation 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.
6. All other resolutions inconsistent herewith are repealed.

**I. Individual Permits**

**A. Fees for Non-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 \$60.00 each, additional revised design reviews are \$60.00 each submission.)

**B. Fees for Carbonate Geology Areas**

1. Application Fee \$700.00
  - a. Includes up to four (4) soil probe observations, initial design review and one (1) revised design review; (additional soil probes evaluated at \$60.00 each, additional revised design reviews are \$60.00 each submission).

**C. Fees for Repairs to Existing Systems**

1. Application Fee \$350.00
  - a. Includes up to two (2) soil probes, observations, initial design review, and (additional probes evaluated at \$60.00 each revised design reviews are \$60.00 each submission).

**D. Soil Testing**

1. Percolation Test (each) \$425.00
  - a. Prepared and conducted by the Township Sewage Enforcement Officer.
2. Percolation Test Witnessing \$360.00
  - a. Maximum of two (2) sites tested simultaneously on the same lot.

**E. Inspections (New and Repair Permits)**

1. Inspections – Elevated Systems \$575.00
  - a. One (1) preconstruction meeting and four (4) inspections.
2. Inspections – In-Ground systems \$315.00
  - a. One (1) preconstruction meeting and two (2) inspections.

**F. Callback Fee/Minor Repairs/Modifications**

1. A callback fee will be imposed under the following circumstances: \$115.00
  - 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 Office 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 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.

- d. The issuance of Permit and inspection of minor repairs such as; treatment tank baffle repair, repair or replace broken building sewer or delivery pipe, installation of tank manhole extensions, etc.

**II. Subdivision and Land Development**

- A. Initial escrow deposit with the Township of \$250.00 per lot or \$2,000.00 minimum, to cover soils testing and planning module review (NOTE: this work does not qualify for reimbursement by the State.)

NOTE: All testing and planning cost 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:** Mr. Horiszny moved for approval of Resolution #04-2014 through Resolution #30-2014, with the addition of the Hanover letter with their fee schedule.

**SECOND BY:** Mr. Willard

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

**ROLL CALL:** 4-0 (Mr. Kern – Absent)

**M. RESOLUTION #31-2014**

Mr. Horiszny said this resolution sets the terms for Township Committees and Commissions. The Council went through the appointments listed below.

**A RESOLUTION SETTING THE TERMS FOR TOWNSHIP COMMITTEES AND COMMISSIONS NOT ESTABLISHED BY STATUTE OR ORDINANCE**

**WHEREAS**, Lower Saucon Township has adopted the Code of Lower Saucon Township which established a Council-Manager optional plan form of government and sets out the powers and authorities of the local government consistent with the constitutions of the United States and Commonwealth of Pennsylvania and the Home Rule Charter and Optional Plans Law; and

**WHEREAS**, The Township Code establishes boards, commissions, authorities and councils, such as the Zoning Hearing Board, the Pension Advisory Committee, the Parks and Recreation Board, the Environmental Advisory Council, and the Planning Commission, which sets the terms of the members of these bodies for definite periods; and

**WHEREAS**, per the Township Code, appointments of volunteers to serve on Township Boards and Commissions are made by the Township Manager with the advice and consent of the Council; and

**WHEREAS**, the Township Council has created additional Boards and Commissions which, following the Manager’s recommendations, Council has approved the appointment of residents to serve on these bodies.

**NOW THEREFORE, BE IT RESOLVED**, that it is the desire of Council to fix the terms of these Board and Commissions as follows:

<u>Board/Committee</u>	<u>Term</u>
Fire Marshall	One Year
Township Historian	One Year
Township Historical Committee	One Year
Hugh Moore Parkway Representative	One Year
Landfill Committee	One Year

**MOTION BY:** Mr. Maxfield moved for approval of Resolution #31-2014.  
**SECOND BY:** Mr. Horiszny  
**ROLL CALL:** 4-0 (Mr. Kern – Absent)

**VI. MANAGER'S APPOINTMENTS WITH COUNCIL CONSENT**

- **ZONING HEARING BOARD: (2018)**  
Mr. Maxfield said the Manager is recommending Jay Lazar.
- **LOWER SAUCON AUTHORITY: (2018)**  
Mr. Maxfield said the Manager is recommending Ken Niewoehner.
- **SAUCON RAIL TRAIL OVERSIGHT COMMISSION: (2017)**  
Mr. Maxfield said the Manager is recommending Roger Jurczak and Jerry Holum.
- **PLANNING COMMISSION: (2017)**  
Mr. Maxfield said the Manager is recommending Craig Kologie.
- **HELLERTOWN AREA LIBRARY BOARD: (2016)**  
Mr. Maxfield said the Manager is recommending Tom Maxfield, Janie Hecker and Robert Sterling.
- **ENVIRONMENTAL ADVISORY COUNCIL:**  
Mr. Maxfield said the Manager is recommending Members Laura Ray, Dru Germanoski (2016) and Associate Members Glenn Kaye, Sarah Stanlick and Michael Boyle (2014).
- **FIRE MARSHALL: (2014)**  
Mr. Maxfield said the Manager is recommending Ken Luybli.
- **TOWNSHIP HISTORIAN: (2014)**  
Mr. Maxfield said the Manager is recommending Sandra Yerger.
- **TOWNSHIP HISTORICAL COMMITTEE: (2014)**  
Mr. Maxfield said the Manager is recommending Sandra Yerger, Karen Samuels, Jody Hijazi and Lenny Szy.
- **HUGH MOORE PARKWAY COMMISSION: (2014)**  
Mr. Maxfield said the Manager is recommending Roger Whitely.
- **LANDFILL COMMITTEE: (2014)**  
Mr. Maxfield said the Manager is recommending Haz Hijazi and Donna Louder.
- **PARKS AND RECREATION BOARD: (2014)**  
Mr. Maxfield said the Manager is recommending David Spirk, Tom Butera, Bill Ross, Priscilla Oren and Alan Hall.
- **YARD WASTE RECYCLING COMMITTEE: (2014)**  
Mr. Maxfield said the Manager is recommending Charlie Luthar.
- **LOWER SAUCON AUTHORITY: (2018)**  
Mr. Maxfield said the Manager is recommending Ken Niewoehner.

Mr. Maxfield said he'd like the Landfill Committee to be removed from the list for voting. We can vote on everything else but the Landfill Committee and come back to that later.

**MOTION BY:** Mr. Maxfield moved for approval of the Manager's appointments with Council consent on everything listed above except the Landfill Committee.  
**SECOND BY:** Mr. Horiszny  
Mrs. deLeon said are any of these people in the audience? Mr. Cahalan said he was going to introduce Mr. Sterling and Mrs. Hecker after the vote.  
**ROLL CALL:** 4-0 (Mr. Kern – Absent)

Mr. Horiszny said do we have to cover the Landfill Committee at this point or wait until Mr. Cahalan gives new candidates? Attorney Treadwell said all he heard was that the Landfill Committee wasn't going to be part of the overall vote. We need to discuss what you want to do with the Landfill Committee. Mr. Maxfield said he asked that it be removed because he wanted to vote on that as a separate item. Mrs. deLeon said we need a Landfill Committee as it's in the Host Agreement. Mr. Maxfield said yes, we do

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need one, he agrees. Mr. Willard said there are two appointees. Has Haz served before? Mr. Maxfield said yes.

**MOTION BY:** Mrs. deLeon moved for approval of Haz and Donna for the Landfill Committee.  
**SECOND BY:** Mr. Willard

Mrs. deLeon said she's served as the Landfill liaison for the committee. They bring different aspects to the committee and we have a good monthly meeting. Allan is in the audience. Ron served on the Landfill Committee. We talk about the different things going on and ask questions appropriately. We have two residents of our community interested. Mr. Horiszny said his thought is because we had a lot of contentious things going on with the landfill over the last year, we should probably at least ask those two people if they want to continue or see if there are other people who want to step into that. Mr. Cahalan said they do that regularly at the end of the year and they both indicated they want to stay on. Mrs. deLeon said the Landfill Committee meetings are open to the public and they've always been very receptive of anybody who is interested in attending. If any community member wants to see what it's all about, they are more than welcome to come on a regular basis and see if they are interested. So far they haven't had anyone come to the meetings on a regular basis except for them.

Mr. Sam Donato, District Manager, said one of the things he'd like to propose is that he and Allan have had numerous discussions about asking the Council to move the Landfill Committee meetings to this hall. It is Township business. After that one incident that occurred at the Township several months ago, his staff has stated numerous times that it is a public meeting. They don't have security over there and he would like to bring that out to see if Council would consider that. The facility, they have an open door policy, so anyone is always welcome to come and tour their facility providing they make an appointment. At the end of the Landfill Committee meetings, he and Al would be available for a tour as some of the members do now. Some of the members do not. He doesn't know if it's something this board would consider.

Mrs. deLeon said she shares his concern for safety as she was at that meeting when it became a little disruptive and it should never have happened and it could happen again. It could happen here too. She doesn't always go on the tours, but she does a couple times a year. They have a host inspector who goes on the tours and issues reports. They have DEP inspectors who issue reports and Allan issues reports at their monthly meetings.

Mr. Maxfield said we should address this as a separate issue.

**ROLL CALL:** 3-1 (Mr. Maxfield – No; Mr. Kern – Absent)

Mrs. deLeon said she doesn't have the host agreement language in front of her. Attorney Treadwell said he recalls the language of it and he thinks it said at the time and place which is either convenient for both or to be determined. It didn't say it had to be specifically at the landfill. Mrs. deLeon said the only disadvantage is we smell odors coming from somewhere along Applebutter Road. Going on the monthly meetings, it gives the Landfill Committee an opportunity to ask questions regarding the odor and we wouldn't have that opportunity here at the Township. Mr. Horiszny said except you can drive by anytime. Mrs. deLeon said yes, you can. Mr. Horiszny said if you can stand going go by the treatment plant. Mr. Maxfield said from safety standpoint, we are much closer to the PD here. Mrs. deLeon said the PD did respond very quickly. Mr. Maxfield said we have the technology here with the projection boards and recording abilities. Mr. Horiszny said the staff had expressed some concern over some missing minutes so they would be willing to prepare the agenda, the recording and agenda of the minutes, posting them on the website, so that would give us better exposure to the community, even more quickly than it's been done in the past. Mrs. deLeon said there were missing minutes? Mr. Maxfield said that was on email. Mrs. deLeon said how long ago what that? Mr. Horiszny said the answer came out a few days ago about the missing minutes which were five months in 2013. Mrs. deLeon said she missed that email. Mr.

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Cahalan said they were looking for landfill meeting minutes on the website about a week ago and he discovered there were six meeting minutes not posted. He asked the staff to look into that and contact the Host Municipal Inspector to see where the minutes were. Ms. Huhn said she did a quick search today of 2011, 2012 and 2013 of receiving the minutes and logging them in through the mail log, and then having them posted on the website by Diane. It appears we were getting them pretty consistently for a couple of years and then for some reason in 2013, there were five meeting minutes that were not received and not on the website then. Mr. Cahalan said they were not received either by email or hard copy. Ms. Huhn said as far as she could tell. Some were received, via email, some were received in the mail, and some were not. Mr. Horiszny said because we are in the organizational meeting, this is a subject we couldn't even vote on. We should bring it up at the next meeting or hold it for the next hour in the subsequent meeting. We should probably hold it for an agenda item at our next meeting or soon thereafter. Mrs. deLeon said she agrees with that. Mr. Willard also agreed.

**V. ADJOURNMENT OF REORGANIZATION MEETING**

**MOTION BY:** Mr. Maxfield moved for adjournment of the Reorganization meeting. The time was 7:43 PM.

**SECOND BY:** Mrs. deLeon

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

**ROLL CALL:** 4-0 (Mr. Kern – Absent)

**GENERAL BUSINESS MEETING  
JANUARY 6, 2014**

**OPENING**

**CALL TO ORDER:** The General Business meeting of Lower Saucon Township Council was called to order on Monday, January 6, 2014 at 7:44 P.M., at 3700 Old Philadelphia Pike, Bethlehem, PA, with Mr. Ron Horiszny, Council President, presiding.

**ROLL CALL:** Present – Ron Horiszny, President; Tom Maxfield, Vice President; Ron Horiszny, Priscilla deLeon, David Willard, Council members; Jack Cahalan, Township Manager; and Leslie Huhn, Assistant Township Manager; B. Lincoln Treadwell, Township Solicitor. Absent: Glenn Kern, President; Judy Stern Goldstein, Township Planner; B. Kocher, Township Engineer.

**I. PRESENTATIONS/PUBLIC HEARINGS** – None

**II. DEVELOPER ITEMS** – None

**III. TOWNSHIP BUSINESS ITEMS**

**A. RATIFICATION OF SNOW EMERGENCY**

Mr. Horiszny said due to the snow event of Thursday, January 2, 2014, the Manager declared a snow emergency effective at 10:00 P.M. to comply with the Commercial Motor Vehicle (CMV) requirement.

Mr. Cahalan said we do this primarily because of the CDL requirements of the snow operators.

**MOTION BY:** Mr. Maxfield moved for approval to ratify the snow emergency.

**SECOND BY:** Mr. Willard

Mr. Horiszny asked if anyone had any questions or comments? Mr. Willard asked the declaration of a snow emergency qualify for a special funding from the state? Mr. Cahalan said only if the county and the state declares an emergency which also has to come from FEMA, then from PEMA, then to the County and it trickles down to us. This is not that type of an emergency. It could be if it

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was a prolonged storm. Mr. Horiszny said it doesn't generate money, but there could be fine money as the guys could go over their time limit if we didn't have a snow emergency. Mr. Cahalan said there are limits on operating hours for drivers who hold commercial drivers license. This declaration allows him to extend hours during the snow event. Mr. Horiszny said it was very effective, they did a good job on their roads again which we appreciate.

**ROLL CALL:** 4-0 (Mr. Kern – Absent)

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

Mr. Kern said Council received an engagement letter for the 2013 annual audit to be conducted by Hutchinson, Gillahan & Freeh. The base rate to do the audit is \$16,700.00.

Mr. Cahalan said we've been satisfied with the audit they've been doing and delivered the audit promptly in June. They recommend retaining them for 2014.

Mr. Willard said the peer review letter is dated 2012, is that an annual process? It seems to be the first one from last year issued in June 2012 and he wondered if it was an annual process or a per review for 2013? Mr. Cahalan said he can follow up on that and see if there's a more current one.

Mr. Willard said in their engagement letter in the management responsibility section, the first three paragraphs and the fifth paragraph begin with management is responsible. The fourth paragraph is you are responsible. It seems for auditors who are supposed to be very precise, it's really stupid wording and he'd like them to correct it when they present it for 2015.

**MOTION BY:** Mr. Maxfield moved for approval to authorize signing of engagement letter with Hutchinson, Gillahan & Freeh, with the changes suggested by Mr. Willard.

**SECOND BY:** Mr. Horiszny

Mr. Horiszny asked if anyone had any questions or comments? Mr. Gene Boyer said he reviewed a lot of the reports as well and he was wondering why the special funds are not broken out in any detail. They don't exist in that report. Could we ask the accountants why they do or don't that. It goes on line and the special funds don't show up as a detailed item, not all of them. Mr. Cahalan said he'd have to ask them why that is but they usually follow standard practices. Mr. Maxfield said Cathy had said it was an organizational style they follow that is consistent with most others, but our budget is set up differently. Mrs. deLeon said could we ask them. Mr. Cahalan said he would ask them. Mr. Willard said that also led him to question with the plan for accounting review this year, is there any relationship or correlation, as they are looking at the 2013 numbers for practices going forward, but he would hope in the 2016, 2017, if there needed some back and forth for whomever we appointed for the accounting review, they do make some comments. Mr. Cahalan said that would be part of the process.

**ROLL CALL:** 4-0 (Mr. Kern – Absent)

**C. AUTHORIZE SIGNING OF ENGAGEMENT LETTER WITH CHUCK FRIEDLANDER AND MUNICIPAL PARTNERS, INC.**

Council received an engagement letter from Chuck Friedlander and Municipal Finance Partners, Inc. for actuarial services to the pension plans in 2014.

Mr. Cahalan said this is the actuary who handles both of the plans. His proposal is the same from 2006.

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**MOTION BY:** Mr. Maxfield moved for approval to authorize signing of engagement letter with Chuck Friedlander and Municipal Partners, Inc.  
**SECOND BY:** Mrs. deLeon  
Mr. Horiszny asked if anyone had any questions or comments? No one raised their hand.  
**ROLL CALL:** 4-0 (Mr. Kern – Absent)

**D. AUTHORIZE ATTENDANCE AT PSATS CONFERENCE**

Mr. Maxfield said Council should authorize the voting delegate and attendees for the PSATS convention to be held on April 13 – 16, 2014. The deadline to register is January 31, 2014. Mrs. deLeon said she'd like to try to go. Mr. Willard said he would like to also attend. Mr. Maxfield said he'll pass this year.

**MOTION BY:** Mr. Maxfield said he'd like to re-nominate Mrs. deLeon as the voting delegate and for Mr. Willard to attend.  
**SECOND BY:** Mr. Willard  
Mr. Horiszny asked if anyone had any questions or comments? No one raised their hand.  
**ROLL CALL:** 4-0 (Mr. Kern – Absent)

**III. MISCELLANEOUS BUSINESS ITEMS**

**A. APPROVAL OF DECEMBER 18, 2013 COUNCIL MINUTES**

Mr. Maxfield said the minutes of the December 18, 2013 Council meeting have been prepared for Council's review and approval.

Mr. Horiszny said he made corrections earlier mostly on vote corrections.

Mr. Willard said on page 1, line 26, it's the second by Ron, and then it says "Mr. Willard said he doesn't know if this should be on the motion, but this is based on the performance and evaluations that were conducted for the staff. " The word "and" should be eliminated between performance and evaluations.

**MOTION BY:** Mr. Maxfield moved for approval of the December 18, 2013 Council minutes, with corrections.  
**SECOND BY:** Mrs. deLeon  
Mr. Maxfield asked if anyone had any questions or comments? No one raised their hand.  
**ROLL CALL:** 3-1 (Mr. Horiszny – No; Mr. Kern – Absent)

**VI. PUBLIC COMMENT / CITIZEN NON-AGENDA ITEMS**

- Mr. Janie Hecker said she would thank Council for appointing her to the Library Board. She thinks she has a little bit of a history with the library and wants to make sure the library serves everybody in the community of Saucon Valley.

**VII. COUNCIL AND STAFF REPORTS**

**A. TOWNSHIP MANAGER**

- Mr. Cahalan said since Janie introduced herself, he'll give Bob Sterling equal time. He has been appointed as the other representative to the HAL. Both of them have very good background working with libraries and Janie especially with the HAL. She was one of the founding members of that facility. She lived in Hellertown and now lives in the Township. Bob has had experience working in the library at Moravian College and at the HAL, so we did get a good response from residents who were willing to serve. It was a difficult decision, but these are two good members for the Library Board and will make good

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representatives for the Township. Mr. Maxfield will be serving as a representative. They have put out announcements for sign-up for residents who want to obtain their new HAL card. The important thing is they'll get the ACCESS PA sticker on it and if they want to, they can go to the BAPL and continue using that facility. This Saturday we had a sign-up event and had several people come and pick up their cards. One of the residents actually wanted the card with the ACCESS PA sticker so they could go to the Southern Lehigh library. They can use the library of their choice. They can continue to pick up the cards at the library during normal business hours and we'll be giving you updates as we moved along. We are now working on the transition plan to put into effect the new technology and the renovations that were talked about in the library consolidation report.

**B. COUNCIL**

**Mr. Maxfield** – No report

**Mr. Willard**

➤ He said the first round of the municipal gaming grant, the criteria was posted on the website today and the deadline for submission is Monday, March 3.

**Mr. Horiszny**

➤ He said he thanked you for your support as having him as President and he'll appreciate your patience.

**Mr. Kern** – Absent

**Mrs. deLeon** – No report

**Solicitor's Report** – None

**D. ADJOURNMENT**

**MOTION BY:** Mr. Maxfield moved for adjournment. The time was 8:01 PM.

**SECOND BY:** Mr. Willard

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

**ROLL CALL:** 4-0 (Mr. Kern – Absent)

Mr. Horiszny said he had one more thing. The Nurture Nature Center that Mrs. Maxfield works for has a program on the 23<sup>rd</sup> of January where the LVPC is going to be there talking about regional housing. If you are interested, that's the place to go.

Submitted by:

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Jack Cahalan  
Township Manager

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Ron Horiszny  
President of Council