

I. OPENING

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

II. PUBLIC COMMENT / CITIZEN AGENDA ITEMS

III. INITIAL REORGANIZATION

- A. Election of Council President (yearly)
- B. Election of Vice President of Council (yearly)
- C. Designation of Council Meeting Time, Place & Date for 2013
- D. Resolution #01-2013: Depository of Funds (yearly)
- E. Resolution #02-2013: Secondary Signatures for Disbursements (yearly)

IV. APPOINTMENTS BY COUNCIL

- A. Township Secretary – Resolution #03-2013
- B. Township Planning/Zoning Administrator – Resolution #04-2013
- C. Township Solicitors
 1. General/Civil (yearly): Resolution #05-2013
 2. General/Civil (alternate): Resolution #06-2013
 3. Labor Attorney (yearly): Resolution #07-2013
 4. Planning Commission (yearly): Resolution #08-2013
 5. Zoning Hearing Board (yearly): Resolution #09-2013
 6. Township Environmental Solicitor (yearly): Resolution #10-2013
 7. Township EAC/Open Space Solicitor (yearly): Resolution #11-2013
- D. Township Engineer (yearly): Resolution #12-2013
- E. Township Planner (yearly): Resolution #13-2013
- F. Township Auditor (yearly): Resolution #14-2013
- G. Township Actuary (yearly): Resolution #15-2013
- H. Township Landfill Consultants (yearly): Resolution #16-2013
- I. Township EAC/Open Space Consultant (yearly): Resolution #17-2013
- J. Sewage Enforcement Officers (yearly): Resolution #18-2013
- K. Council Liaisons (yearly)

V. REORGANIZATION RESOLUTIONS AND FEE SCHEDULES

- A. Resolution #19-2013 – Manager Salary
- B. Resolution #20-2013 – Assistant Manager Salary
- C. Resolution #21-2013 – Chief of Police Salary
- D. Resolution #22-2013 – Director of Finance Salary
- E. Resolution #23-2013 – Director of Public Works Salary
- F. Resolution #24-2013 – Zoning Officer Salary
- G. Resolution #25-2013 – Administrative Assistant Salary
- H. Resolution #26-2013 – Adopting Pay Scale for Non-Uniformed Employees
- I. Resolution #27-2013 – Adopting Pay Scale for Uniformed Employees
- J. Resolution #28-2013 – Adopting Fee Schedule
- K. Resolution #29-2013 – Establishing the Police Officer Contribution to the Uniformed Pension Fund for 2013
- L. Resolution #30-2013 – Establishing a Permit Application Fee Schedule for Onlot Sewage Systems in Lower Saucon Township

VI. MANAGER'S APPOINTMENTS WITH COUNCIL CONSENT

- Fire Marshall (one year term, one appointment)
- Parks and Recreation Board (one year term 12/31/13)
- Bethlehem Area Public Library Representative (one year term 12/31/13)
- Township Library Committee (one year term 12/31/13)
- Hugh Moore Parkway Commission (one year term 12/31/13)

- Emergency Management Coordinator (one year term 12/31/13)
- Zoning Hearing Board (five year term 12/31/17)
- Township Historian (one year term 12/31/13)
- Township Historical Committee (one year term 12/31/13)
- Environmental Advisory Council (three year term 12/31/15 – Member; one year term – Associate 12/31/13)
- Planning Commission (four year term 12/31/16)
- Landfill Committee (two year term 12/31/14)
- Yard Waste Recycling Committee (3 Township representatives/1 citizen representative 12/31/13)
- Pension Advisory Committee (four year term 12/31/2016)
- Lower Saucon Authority (five year term 12/31/2017)

VII. ADJOURN REORGANIZATIONAL MEETING

GENERAL BUSINESS MEETING

I. PRESENTATIONS/PUBLIC HEARINGS

II. DEVELOPER ITEMS

III. TOWNSHIP BUSINESS ITEMS

- A. Authorize Signing of Engagement Letter with Hutchinson, Gillahan & Freeh
- B. Authorize Signing of Engagement Letter with Chuck Friedlander and Municipal Partners, Inc.
- C. Authorize Attendance at PSATS Conference

IV. MISCELLANEOUS BUSINESS ITEMS

Approval of Minutes – December 19, 2012 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 8, 2013
SVP Meeting: January 9, 2013@ HB
Next Council Meeting: January 16, 2013
Next Zoning Hearing Board Meeting: January 21, 2013
Next Planning Commission Meeting: January 24, 2013
Next Parks & Rec Meeting: February 4, 2013

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I. OPENING

CALL TO ORDER: The Reorganization meeting of Lower Saucon Township Council was called to order on Monday, January 7, 2013 at 7:00 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, David Willard, Council members; Jack Cahalan, Township Manager; and Leslie Huhn, Assistant Township Manager; and Carolyn Brooks, Jr. Council person. Absent: 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. Kern said Council did not meet in Executive Session between our last meeting and this meeting.

II. PUBLIC COMMENT/CITIZEN AGENDA ITEMS

Mr. Kern said asked if there was anyone in the audience that wanted to talk about an item not on the agenda. Ms. Misczanski said she lives at 4231 Roberts Avenue and she was wondering what the situation was with the Applebutter Road. Mr. Kern said there is nothing to report because there's no news. Ms. Misczanski said when the P/C met last time, they said no to rezoning and then you were going to go back and look at certain items. Mr. Kern said correct. That's in the process as far as researching the further items. Ms. Misczanski said she wants to make it clear that there are a group of them that oppose the rezoning and when you look at the rezoning, you are still reviewing your information, but it does go against the Comprehensive Plan and it will affect them. She lives in Steel City. It does actually matter to them. She actually feels since it goes against the Comprehensive Plan, and it effects a small area of that land, it's definitely looks like it's toward the landfill, more than anything else, and she doesn't think you are going to find any businesses that want to jump in that area where you want to rezone. She wishes you would take into account that there are people who live there. This area is not somewhere where you can brush it aside and say let's let the landfill come. She knows they have a lot of money they can re-contribute, but they had a box and they should stay within the box. They shouldn't expand and that's the way they feel about it and she wants to make it clear we're still against the rezoning of Applebutter Road.

III. INITIAL REORGANIZATION

A. ELECTION OF COUNCIL PRESIDENT (YEARLY)

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

SECOND OF NOMINATION: Mr. Horiszny
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 Council Vice President.

SECOND OF NOMINATION: Mr. Willard
Mr. Kern asked if there were any other nominations? No one raised their hand.

ROLL CALL: 5-0

C. DESIGNATION OF COUNCIL MEETING TIME, PLACE & DATE FOR 2013

Mr. Kern said Council meeting time, place and date for 2013 is the First & Third Wednesdays of the Month – General Business/Developer Items at 7:00 p.m. at Town Hall. Mr. Horiszny said he'd like to look at the November date again, is it going to be before Thanksgiving? No one had a calendar. Mr. Horiszny said forget it.

MOTION BY: Mr. Horiszny 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?
ROLL CALL: 5-0

D. RESOLUTION #01-2013: DEPOSITORY OF FUNDS (YEARLY)

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

DESIGNATING FINANCIAL INSTITUTIONS AS DEPOSITORIES FOR THE YEAR 2013

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 2013:

**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 2013, retroactive to January 1, 2013.

MOTION BY: Mr. Maxfield moved for approval of Resolution #01-2013 – Designating Financial Institutions as Depositories for the Year 2013.
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 #02-2013: SECONDARY SIGNATURES FOR DISBURSEMENTS (YEARLY)

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

AUTHORIZING THE SIGNATURE OF CHECKS FOR THE YEAR 2013

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

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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 C. Kern	President of Council

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

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

Ronald Horiszny	Council Member
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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: Mr. Maxfield for approval to have Glenn Kern as Primary Signature, Tom Maxfield as Secondary Signature and Ron Horiszny for Alternate for disbursements, for Year 2013.

SECOND BY: Mr. Horiszny

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

ROLL CALL: 5-0

IV. APPOINTMENTS BY COUNCIL

A. TOWNSHIP SECRETARY – RESOLUTION #03-2013

Mr. Kern said Resolution #03-2013 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 2013; 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 2013, retroactive to January 1, 2013.

MOTION BY: Mr. Horiszny moved for approval of Resolution #03-2013.

SECOND BY: Mr. Maxfield

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

ROLL CALL: 5-0

B. TOWNSHIP PLANNING/ZONING ADMINISTRATOR – RESOLUTION #04-2013

Mr. Kern said Resolution #04-2012 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 2013; 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 2013, retroactive to January 1, 2013.

MOTION BY: Mr. Horiszny moved for approval of Resolution #04-2013.
SECOND BY: Mrs. deLeon
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

C. TOWNSHIP SOLICITORS

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

Mr. Kern said this 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 2013

WHEREAS, the Council of Lower Saucon Township appoints B. Lincoln Treadwell, Jr., Esq. as the Township’s General/Civil Solicitor, for the year 2013; 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	\$ 500.00
Holding Tank Agreements	\$ 400.00
Indemnification Agreements	\$ 400.00
Extension Agreements	\$ 150.00
Agreement of Sale	\$ 400.00
Operation Spray Irrigation Agreements	\$ 500.00
Sewer Service Agreement	\$ 600.00

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Limited Construction & Improvements Agreement	\$ 600.00
Temporary Construction & Access Easement	\$ 300.00
Operation & Maintenance Agreement	\$ 600.00
Addendum to Improvement Security	\$ 300.00

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the above listed fee schedule is hereby established for the year 2013, retroactive to January 1, 2013.

MOTION BY: Mr. Maxfield moved for approval of Resolution #05-2013.
SECOND BY: Mr. Horiszny
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

2. GENERAL/CIVIL (ALTERNATE): RESOLUTION #06-2013

Mr. Kern said this 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 #05-2013.

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, Esq. for the year 2013; and

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

Hourly Rate & Attendance at Meetings (Hourly) – Solicitor	\$ 150.00
Hourly Rate & Attendance at Meetings – Paralegal	\$ 50.00
Preparation of Legal Documents in accordance with Resolution #05-2013	

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 2013, retroactive to January 1, 2013.

MOTION BY: Mr. Horiszny moved for approval of Resolution #06-2013.
SECOND BY: Mrs. deLeon
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 4-0 (Mr. Maxfield – Abstained as he is Mr. Maxfield’s personal attorney)

3. LABOR ATTORNEY (YEARLY): RESOLUTION #07-2013

Mr. Kern said Resolution #07-2013 has been prepared reappointing Stevens and Lee, at the rate of \$335.00 per hour.

TOWNSHIP’S LABOR SOLICITOR FEE SCHEDULE FOR 2013

WHEREAS, the Council of Lower Saucon Township appoints the law firm of Stevens & Lee as the Township’s Labor Solicitors, for the year 2013; and

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

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the above listed fee schedule is hereby established for the year 2013, retroactive to January 1, 2013.

MOTION BY: Mr. Horiszny moved for approval of Resolution #07-2013.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

4. PLANNING COMMISSION (YEARLY): RESOLUTION #08-2013

Mr. Kern said Resolution #08-2013 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 per the rate schedule as established in Resolution #05-2013.

TOWNSHIP’S PLANNING COMMISSION SOLICITOR FEE SCHEDULE - 2013

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 #05-2013, for the year 2013; 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 2013, retroactive to January 1, 2013.

MOTION BY: Mr. Horiszny moved for approval of Resolution #08-2013.
SECOND BY: Mrs. deLeon
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 4-0 (Mr. Maxfield – Abstained)

5. ZONING HEARING BOARD SOLICITOR (YEARLY): RESOLUTION #09-2013

Mr. Kern said the Resolution #09-2013 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

WHEREAS, the Council of Lower Saucon Township appoints George Heitzman, Esq. as the Township’s Zoning Hearing Board Solicitor, for the year 2013; 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 2013, retroactive to January 1, 2013.

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MOTION BY: Mr. Maxfield moved for approval of Resolution #09-2013.
SECOND BY: Mrs. deLeon
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

6. TOWNSHIP ENVIRONMENTAL SOLICITOR (YEARLY): RESOLUTION #10-2013

Mr. Kern said Resolution #10-2013 has been prepared appointing Charles Elliott, Esq. as the Township Landfill Solicitor (as needed) at the hourly rate of \$160.00.

TOWNSHIP'S ENVIRONMENTAL SOLICITOR FEE SCHEDULE FOR 2013

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 will be assigned on an as-needed basis with the prior consent of Council, for the year 2013; 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 2013, retroactive to January 1, 2013.

MOTION BY: Mr. Maxfield moved for approval of Resolution #10-2013.
SECOND BY: Mr. Horiszny
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

7. TOWNSHIP EAC/OPEN SPACE SOLICITOR (YEARLY): RESOLUTION #11-2013

Mr. Kern said Resolution #11-2013 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 2013**

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 2013; 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 2013, retroactive to January 1, 2013.

MOTION BY: Mr. Willard moved for approval of Resolution #11-2013.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

D. TOWNSHIP ENGINEER (YEARLY): RESOLUTION #12-2013

Mr. Kern said Resolution #12-2013 has been prepared appointing Hanover Engineering as the Township Engineer. Please note the fee schedule for services is attached.

TOWNSHIP ENGINEER'S FEE SCHEDULE FOR 2013

WHEREAS, the Council of Lower Saucon Township appoints Hanover Engineering as the Township's Engineer for the year 2013 to include the following duties: Township Engineer, Landfill Engineer, Host Municipal Inspector and Sewage Enforcement Officer 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 2013, retroactive to January 1, 2013.

MOTION BY: Mr. Maxfield moved for approval of Resolution #12-2013.
SECOND BY: Mrs. deLeon
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

E. TOWNSHIP PLANNER (YEARLY): RESOLUTION #13-2013

Mr. Kern said Resolution #13-2013 has been prepared appointing Boucher and James (Judy Stern-Goldstein and Karen Mallo) as the Township Planner, per the attached fee schedule.

TOWNSHIP'S PLANNING CONSULTANT FEE SCHEDULE FOR 2013

WHEREAS, the Council of Lower Saucon Township appoints Boucher & James as the Township's Planning Consultant, for the year 2013; 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 2013, retroactive to January 1, 2013.

MOTION BY: Mr. Maxfield moved for approval of Resolution #13-2013.
SECOND BY: Mr. Horiszny
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

F. TOWNSHIP AUDITOR (YEARLY): RESOLUTION #14-2013

Mr. Kern said the staff recommends continuing the services of Hutchinson, Gillahan & Freeh per their November 1, 2012 letter. The base rate for the 2012 audit will not exceed \$16,300.00. 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 2012; and

WHEREAS, the reimbursement for the 2012 audit will be subject to the November 1, 2012 letter with the following rates:

Base Fee	\$16,300.00
Single Audit (if required)	\$2,700.00
Hourly Rate for Additional Services	\$95.00

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Council of Lower Saucon Township, that the above listed fee schedule is hereby established for the year 2013 retroactive to January 1, 2013.

MOTION BY: Mr. Horiszny moved for approval of Resolution #14-2013.

SECOND BY: Mr. Maxfield

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

ROLL CALL: 5-0

G. TOWNSHIP ACTUARY (YEARLY): RESOLUTION #15-2013

Mr. Kern said 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

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 2013; 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 Engagement Letter 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 2013, retroactive to January 1, 2013.

MOTION BY: Mr. Maxfield moved for approval of Resolution #15-2013.

SECOND BY: Mr. Horiszny

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

ROLL CALL: 5-0

H. TOWNSHIP LANDFILL CONSULTANTS (YEARLY): RESOLUTION #16-2013

Mr. Kern said Resolution #16-2013 has been prepared appointing Tri-C Corp. and Rich Sichler from Neversink Environmental, Inc. as Township Landfill Consultants (as needed) per their attached fee schedules.

TOWNSHIP'S LANDFILL CONSULTANTS FEE SCHEDULE FOR 2013

WHEREAS, the Council of Lower Saucon Township appoints Laressa McNemar, Tri-C Corporation at \$108.00/hour and Rich Sichler, Neversink Environmental, Inc. at \$90.00/hour as the Township's Landfill Consultants, for the year 2013; 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 2013, retroactive to January 1, 2013.

MOTION BY: Mrs. deLeon moved for approval of Resolution #16-2013.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

I. TOWNSHIP EAC/OPEN SPACE CONSULTANT (YEARLY): RESOLUTION #17-2013

Mr. Kern said Resolution #17-2013 has been prepared appointing Laura Baird (as needed) as the Open Space Consultant to the EAC as per the attached rate schedule from Heritage Conservancy.

**TOWNSHIP'S ENVIRONMENTAL ADVISORY COUNCIL/OPEN SPACE
CONSULTANT FEE SCHEDULE FOR 2013**

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 2013; 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 attached.

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 2013, retroactive to January 1, 2013.

MOTION BY: Mr. Maxfield moved for approval of Resolution #17-2013.
SECOND BY: Mr. Willard
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

I.J. SEWAGE ENFORCEMENT OFFICERS (YEARLY) – RESOLUTION #18-2013

Mr. Kern said Hanover Engineering requests the following individuals be appointed as the 2013 SEO's: Scott Brown, Christopher Taylor, Janice Buskirk, Jacob Schray, Ian Huff, and Jeffery Huff at a rate of \$71.00 per hour for on lot percolation tests and lump sum of \$415.00.

TOWNSHIP SEWAGE ENFORCEMENT OFFICERS FEE SCHEDULE FOR 2013

WHEREAS, the Council of Lower Saucon Township appoints Jeffrey Huff, Ian Huff, Janice Buskirk, Jacob Schray, Scott Brown and Christopher Taylor as the Township Sewage Enforcement Officers, for the year 2013; and

WHEREAS, the fee to reimburse the services of the Township Sewage Enforcement Officers shall be \$71.00 per hour; and

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WHEREAS, Resolution #30-2013 will establish a Permit Application Fee Schedule for on-lot 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 2013, retroactive to January 1, 2013.

MOTION BY: Mr. Horiszny moved for approval Resolution #18-2013.

SECOND BY: Mrs. deLeon

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

ROLL CALL: 5-0

K. COUNCIL LIAISON (YEARLY) AS FOLLOWS:

Park & Recreation	Township Manager/Glenn Kern/Tom Maxfield
Saucon Valley Conservancy	Priscilla deLeon
Lower Saucon Authority	Ron Horiszny
Saucon Valley Partnership	Glenn Kern /Priscilla deLeon Tom Maxfield/Ron Horiszny/Dave Willard (Alternates)
Landfill Committee	Priscilla deLeon
Lutz-Franklin Schoolhouse	Glenn Kern/Ron Horiszny (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)
Joint Recreation Study	Glenn Kern
PA Highlands Trail Network	Dave Willard
Hellertown-Lower Saucon Chamber	Priscilla deLeon
Yard Waste Recycling Committee	Ron Horiszny
Northampton County Gaming Rev. & Economic Redevelopment Authority	Dave Willard

MOTION BY: Mr. Horiszny moved for approval of Council Liaisons (yearly) as indicated above.

SECOND BY: Mr. Maxfield

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

ROLL CALL: 5-0

V. REORGANIZATION RESOLUTIONS AND FEE SCHEDULES

A. RESOLUTION #19-2013:

Mr. Kern said Resolution #19-2013 sets the Manager's salary at \$86,075.08 with no longevity pay.

MANAGER'S SALARY FOR 2013

WHEREAS, the Council of Lower Saucon Township has approved that the Manager's Salary shall not exceed the 2013 budgetary amount of \$86,075.08 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 2013.

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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 2013 budget, is hereby established for the year 2013, retroactive to January 1, 2013 and implement same.

MOTION BY: Mr. Horiszny moved for approval of Resolution #19-2013.

SECOND BY: Mr. Maxfield

Mr. Kern asked if anyone had any questions or comments?

ROLL CALL: 5-0

B. RESOLUTION #20-2013:

Mr. Kern said Resolution #20-2013 sets the Assistant Manager's salary at \$61,400.80 which includes longevity pay capped at \$350.

ASSISTANT MANAGER'S SALARY FOR 2013

WHEREAS, the Council of Lower Saucon Township has approved the Assistant Manager's Salary at \$61,400.80, 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 2013.

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 2013, retroactive to January 1, 2013 and implement same.

MOTION BY: Mr. Horiszny moved for approval of Resolution #20-2013.

SECOND BY: Mr. Maxfield

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

ROLL CALL: 5-0

C. RESOLUTION #21-2012:

Mr. Kern said Resolution #21-2013 sets the Chief of Police's salary at \$85,297.22 which includes longevity pay capped at \$1,746.

CHIEF OF POLICE SALARY FOR 2013

WHEREAS, the Council of Lower Saucon Township has approved the Chief of Police's salary at \$85,297.22, 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 2013.

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 2013, retroactive to January 1, 2013 and implement same.

MOTION BY: Mr. Horiszny moved for approval of Resolution #21-2013.

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 #22-2013:

Mr. Kern said Resolution #22-2013 sets the Director of Finance's salary at \$55,570.32 with no longevity pay.

DIRECTOR OF FINANCE'S SALARY FOR 2013

WHEREAS, the Council of Lower Saucon Township has approved the Director of Finance's salary at \$55,570.32, 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 2012.

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 2013, retroactive to January 1, 2013 and implement same.

MOTION BY: Mr. Maxfield moved for approval of Resolution #22-2013.

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 #23-2013:

Mr. Kern said Resolution #23-2013 sets the Director of Public Works' salary at \$62,527.39 which includes longevity pay capped at \$750 and a \$2,000 stipend for MIS duties.

DIRECTOR OF PUBLIC WORKS' SALARY FOR 2013

WHEREAS, the Council of Lower Saucon Township has approved the Director of Public Works' salary at \$62,527.39, which includes \$750 longevity pay and \$2,000 for MIS duties.

WHEREAS, Council has also established a required payment, equal to 1% of the Director of Public Works' monthly compensation be paid into the Non-Uniformed Pension Fund for the year 2013.

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 2013, retroactive to January 1, 2013 and implement same.

MOTION BY: Mr. Maxfield moved for approval of Resolution #23-2013.

SECOND BY: Mr. Horiszny

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

ROLL CALL: 5-0

F. RESOLUTION #24-2013:

Mr. Kern said Resolution #24-2013 sets the Zoning Officer's salary at \$66,980.03 with no longevity pay.

ZONING OFFICER'S SALARY FOR 2013

WHEREAS, the Council of Lower Saucon Township has approved that the Zoning Officer's salary at \$66,980.03, 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 2013.

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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 2013, retroactive to January 1, 2013 and implement same.

MOTION BY: Mr. Horiszny moved for approval of Resolution #24-2013.

SECOND BY: Mr. Maxfield

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

ROLL CALL: 5-0

G. RESOLUTION #25-2013:

Mr. Kern said Resolution #25-2013 sets the Administrative Assistant's salary at \$37,463.54 with no longevity pay.

ADMINISTRATIVE ASSISTANT'S SALARY FOR 2012

WHEREAS, the Council of Lower Saucon Township has approved that the Administrative Assistant's salary at \$37,463.54, 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 2013.

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 2013, retroactive to January 1, 2013 and implement same.

MOTION BY: Mr. Maxfield moved for approval of Resolution #25-2013.

SECOND BY: Mr. Willard

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

ROLL CALL: 5-0

H. RESOLUTION #26-2013:

Mr. Kern said Resolution #26-2013 adopts the pay scale for Non-Uniformed Employees per their current union contract.

**A RESOLUTION ADOPTING A PAY SCALE FOR THE YEAR 2013 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, 2013; 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

GRADE	MINIMUM RATE	MAXIMUM RATE
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

MOTION BY: Mr. Horiszny moved for approval of Resolution #26-2013.
SECOND BY: Mrs. deLeon
 Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

I. RESOLUTION #27-2013:

Mr. Kern said Resolution #27-2013 adopts the Uniform pay schedule for the Police Department per their current union contract.

A RESOLUTION ADOPTING A PAY SCALE FOR THE YEAR 2013 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, 2013:

<u>PAY SCALE FULL-TIME</u>	
<u>MINIMUM</u>	<u>MAXIMUM</u>
\$26.59	\$33.88
<u>PAY SCALE PART-TIME</u>	
<u>MINIMUM</u>	<u>MAXIMUM</u>
\$20.16	\$21.28

MOTION BY: Mr. Horiszny moved for approval of Resolution #27-2013.
SECOND BY: Mr. Maxfield
 Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

J. RESOLUTION #28-2013:

FEE SCHEDULES

Mr. Kern said Resolution #28-2013 is the fee schedule setting various township fees.

ZONING, SUBDIVISION, AND LAND DEVELOPMENT FEE SCHEDULE RESOLUTION

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

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

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

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

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

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

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, 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
G.	Road Encroachment / Driveway Permit	\$50
H.	Moving Permit	\$5
I.	Occupancy , Home Business & Accessory Use Permits	\$10
J.	Temporary Occupancy Permit	\$75
K.	Road Weight Limit Permit	\$50
L.	Grading & SESC Permit (includes review of one re-submission)	\$500
1.	Additional Resubmission Fee	\$100

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2.	Carbonate Geology Review		\$85
M.	Stormwater Management Applications		
1.	Application Fee		\$50
2.	Escrow		\$750
N.	Ground Source Heat Pump		
1.	Application Fee		\$50
2.	Review & Inspection Escrow		\$750
2.	<u>Temporary Zoning Permits</u>		
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		\$20
D.	Comprehensive Plan		\$25
E.	Natural Resource Inventory		\$20
F.	Stormwater Ordinance		\$20
G.	Copies		\$.25
H.	Returned Check		\$50
I.	Pavilion Rental (Town Hall, Southeastern & Steel City Parks)		
1.	Resident		\$100
2.	Non-Resident		\$150
3.	Deposit		\$50
J.	Ballfield Rental Fee (Required for leagues requesting usage at one night/week)		
1.	Resident		\$175
2.	Non-Resident		\$200
K.	Rental of Seidersville Hall (certificate of insurance and \$50 deposit required)		
1.	Resident		\$25/2 hrs. \$35/4 hrs. \$65/5+ hrs.
2.	Non-Resident		\$35/2 hrs. \$45/4 hrs. \$75/5+ hrs.
4.	Licenses		
A.	Junkyard License		\$250
5.	Finance Charges		
A.	Tax Collection Services		\$20
B.	Duplicate Tax Bill		\$10
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	\$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	\$3,000 + \$50/1,000 s.f.

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

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

A. Residential	\$375	None
B. Multi-Family Residential	\$450	None
C. Institutional/Recreational	\$1,200	None
D. Commercial	\$1,200	None
E. Shopping Center	\$1,200	None
F. Industrial	\$1,200	None
G. Challenge to Validity of Zoning Ordinance	\$10,000	\$750
H. Conditional Use	\$1,500	\$750
I. Curative Amendment	\$10,000	\$750
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

IN WITNESS WHEREOF, this Resolution has been duly enacted this 7th day of January, 2013, retroactive to January 1, 2013.

MOTION BY: Mr. Maxfield moved for approval of Resolution #28-2013.

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 #29-2013

Mr. Kern said Resolution #29-2013 establishes the Police Officer contribution to the Uniformed Pension Fund for 2013.

**A RESOLUTION OF THE TOWNSHIP OF LOWER SAUCON ESTABLISHING POLICE
OFFICER PAYMENTS INTO THE UNIFORMED EMPLOYEE
PENSION FUND FOR 2013**

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 2013, the required payment, by each individual Police Officer, to the Uniformed Employee Pension fund shall be 2% of their monthly compensation during the year 2012, 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

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year 2013, is hereby established at 2% of each individual police officer's monthly compensation during the year 2013, retroactive to January 1, 2013.

MOTION BY: Mr. Maxfield moved for approval of Resolution #29-2013.
SECOND BY: Mrs. deLeon
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

L. RESOLUTION #30-2013

Mr. Kern said Resolution #29-2013 establishes the Police Officer contribution to the Uniformed Pension Fund for 2013.

A RESOLUTION AMENDING RESOLUTION #27-2012 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.

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.

I. Individual Permits

A. Fees for Non-Carbonate Areas

1. Application Fee \$550.00
 - 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 Areas

1. Application Fee \$650.00
 - 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

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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) \$415.00
 - a. Prepared and conducted by the Township Sewage Enforcement Officer.
 2. Percolation Test Witnessing \$350.00
 - a. Maximum of two (2) sites tested simultaneously on the same lot.
- 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 \$300.00
 - a. One (1) preconstruction meeting and two (2) inspections.
- F. Callback Fee/Minor Repairs/Modifications \$110.00
 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 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 #30-2013.

SECOND BY: Mr. Maxfield

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

ROLL CALL: 5-0

VI. MANAGER’S APPOINTMENTS WITH COUNCIL CONSENT

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

• **FIRE MARSHALL (ONE YEAR TERM, ONE APPOINTMENT):**

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

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- **PARKS AND RECREATION BOARD (ONE YEAR TERM 12/31/2013, 6 APPOINTMENTS)**
Mr. Kern said the Manager is recommending that David Spirk, Bill Ross, Thomas Butera, Bernadette Fong, Priscilla Oren and Gary Gorman. There is one vacancy.
- **BETHLEHEM AREA PUBLIC LIBRARY REPRESENTATIVE (ONE YEAR TERM 12/31/2013, ONE APPOINTMENT)**
Mr. Kern said the Manager is recommending Cathy Gorman be appointed as the representative.
- **TOWNSHIP LIBRARY COMMITTEE (ONE YEAR TERM 12/31/2013, 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. There is one vacancy.
- **HUGH MOORE PARKWAY COMMISSION (ONE YEAR TERM 12/31/2013, ONE APPOINTMENT)**
Mr. Kern said the Manager is recommending Roger Whiteley be re-appointed as the representative.
- **EMERGENCY MANAGEMENT COORDINATOR (ONE YEAR TERM 12/31/2013, ONE APPOINTMENT)**
Mr. Kern said the Manager is recommending that Bill Cszasz be appointed as Emergency Management Coordinator.
- **ZONING HEARING BOARD (FIVE YEAR TERM 12/31/2017, ONE APPOINTMENT)**
Mr. Kern said the Manager is recommending Jason Banonis be re-appointed for a five year term which will expire December 31, 2017.
- **TOWNSHIP HISTORIAN (ONE YEAR TERM 12/31/2013, ONE APPOINTMENT)**
Mr. Kern said the Manager is recommending that Sandra Yerger be re-appointed.
- **TOWNSHIP HISTORIC COMMITTEE (ONE YEAR TERM 12/31/2013, FIVE APPOINTMENTS)**
Mr. Kern said the Manager is recommending that Sandra Yerger, Karen Samuels, Jody Hijazi, Dorothy Eyer and Lenny Szy be re-appointed.
- **ENVIRONMENTAL ADVISORY COUNCIL (MEMBER – THREE YEAR TERM 12/31/15; ASSOCIATE – ONE YEAR TERM 12/31/13):** Mr. Kern said the Manager is recommending that Member, Ted Beardsley be re-appointed; and Glenn Kaye and Hazem Hijazi be re-appointed as Associates. There is one Member vacancy and three Associate vacancies.
- **PLANNING COMMISSION (4 YEAR TERM 12/31/2016, TWO APPOINTMENTS)**
Mr. Kern said the Manager is recommending that John Noble and Scott Kennedy be re-appointed.
- **LANDFILL COMMITTEE (2 YEAR TERM 12/31/2014, TWO VACANCIES)**
Mr. Kern said the Manager is recommending that Hazem Hijazi and Donna Louder be re-appointed.
- **YARD WASTE RECYCLING COMMITTEE (1 YEAR TERM 12/31/2013, 1 COUNCIL LIAISON/2 TOWNSHIP REPRESENTATIVES/1 CITIZEN REPRESENTATIVE)**
Mr. Kern said Ron Horiszny be re-appointed as Council Liaison; Jack Cahalan, Township Manager, Cathy Gorman and Roger Rasich, Public Works Director as Township Representatives; and Charlie Luthar as a Citizen Representative.
- **COUNCIL REPRESENTATIVE TO THE HELLERTOWN-LOWER SAUCON CHAMBER OF COMMERCE OF THE GREATER LEHIGH VALLEY CHAMBER OF COMMERCE (ONE YEAR TERM/1 TOWNSHIP REP. 12/31/13)**
Mr. Kern said the Manager is recommending Priscilla deLeon be re-appointed.
- **PENSION ADVISORY COMMITTEE (FOUR YEAR TERM 12/31/2016)**
Mr. Kern said the Manager is recommending Mary Curtin be re-appointed.
- **LOWER SAUCON AUTHORITY (FIVE YEAR TERM 12/31/2017)**
Mr. Kern said the Manager is recommending Thomas Anderson be re-appointed.

Mrs. deLeon said for the BAPL, Cathy Gorman is appointed, what happened to Lynn Koehler? Mr. Cahalan said she has a job conflict and couldn't make the meetings at 5:30 PM so Cathy will be attending. Mrs. deLeon said did she resign? Mr. Cahalan said she stepped down. Mrs. deLeon said Cathy is a Township resident and she's also an employee of the Township. She would prefer to have some of these positions with Township residents. She knows there are hard to find, but that would be her preference. She doesn't have a problem with Cathy filling this, but really, it should be a resident, rather than a Township

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employee. Mr. Cahalan said they have been focusing on lately is finances. Mrs. deLeon said she can be a partner. Mr. Cahalan said she will provide a good liaison to Council. Mrs. deLeon said the purpose of these appointments are for the residents, not for the Township employees. This is the checks and balances in government.

Mr. Kern said it's open to any public member, come one, come all. Mr. Horiszny said would we be advertising the other vacancies on the website soon? Mr. Cahalan said yes, they will be on the website this week.

Mrs. deLeon said there should be some kind of a term that we can make her like an alternate and still have a vacancy in that position and have it out there just in case somebody wants to fill it.

Mr. Willard said if there was a resident who was not a Township employee, could we do a system like the Recycling Committee where there are Township representatives, and have Cathy and then citizen representatives?

Mrs. deLeon said she feels very strongly that the checks and balances are with the residents and this is part of the residents partnership with the Township. She doesn't have a problem with Cathy, Roger or anybody else filling in, but there should be an opportunity for an opening should a resident want it and have Cathy still be part of it because of the finances.

Mr. Horiszny said is that something like you could say an ex officio member if it's an employee on the board, would that be appropriate in this situation? Mr. Cahalan said what Priscilla is saying is on historical, but the other participating municipalities now have the Township Managers and Township elected officials as the representatives.

Mr. Maxfield said before we had a citizen who sat on the Library Board and one of the problems was the conflict and dual role there that the person was absolutely clear on and as a Township employee, Cathy would be absolutely clear about who she represents. She's going to put her vote in for Cathy.

Mrs. deLeon said she disagrees with that. Did anyone ask Mike Karabin, Sherri Herman or Allan Johnson if they wanted to have that role? They are part of the Library Committee. It wasn't put out there for the residents to apply for. Mr. Cahalan said it's the Manager's recommendation. He's recommending Cathy Gorman. If you want to change that, we can do that. Mr. Kern said is it only one person? Mr. Maxfield said yes. Mrs. deLeon said we have a procedure in the Township Administrative Code or Polices that sets the letters of applications to residents and there's a process that residents are supposed to go through.

Mr. Maxfield said he thinks this is a Manager's appointment and the Manager has decided this is the best person he's aware of to fill the position and Mr. Maxfield agrees with that. He thinks we should stick with it. Cathy was an invaluable person on the Library Task Force and he thinks she should be our representative to the Library. Mrs. deLeon said she'd like to vote separately on this one issue. Mr. Maxfield said we decide as a Council if we want to vote separately on that, he doesn't. Mr. Kern said we have no public representatives now from the LST. Cathy was perfectly suited for that, and we can always advertise for that on the website that there is position and see if anyone is interested.

Mr. Willard said who filled this role the last time? Mr. Cahalan said Lynn Koehler. Mrs. deLeon said it's always been a resident. Mr. Kern said there was a bit of a conflict as she was a resident and was also on the BAPL board.

Mr. Maxfield said can Mr. Cahalan tell us who are some of the other representatives that are Township employees that are representing their libraries on the Library Board? Mr. Cahalan said Hanover Township has the Manager and Bethlehem Township has one of the elected Supervisors. Mr. Maxfield said he's not really interested in what we've done in the past. He's interested in where we go in the future and the future is pointing to someone who is real knowledgeable in finances, especially reading in the paper what's going

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on with the library. He's going to stick with his recommendation of not separating this out for a single vote and support Cathy Gorman for this position. He thinks it's the smartest thing we can do.

Mr. Kern said if Priscilla doesn't want to vote for that particular item, we can just separate it and vote for the rest. Mrs. deLeon said thank you for considering that.

Mr. Willard said he understands Priscilla's comment in principle, but hearing the discussion, he would be inclined for voting for the Township Manager's recommendation and see if there was a citizen who could also be involved as the year goes on. Mrs. deLeon said how are you going to do that if this position is filled? Mr. Maxfield said it's a one-year position and nobody has stepped forward. Mrs. deLeon said and if the Manager continues to make that recommendation, nobody is going to apply to a position that's filled. You don't put on the website that these are vacant positions and who's out there. All it is, is a rubber stamp from year-to-year, and if somebody doesn't resign, it just continues. Mr. Maxfield said he thinks we are missing the point here. Mrs. deLeon said she's not missing the point. That's your interpretation. Mr. Maxfield said it's the Manager's recommendation. He's made his recommendation and we should stick to. Mr. Kern said unless you don't want to. Mr. Maxfield said if you don't want to, then don't vote for it.

Mr. Gene Boyer, Saucon Avenue, said he's been listening to this and he disagrees with what Mr. Maxfield is saying. He thinks there should be an ability for a resident to be on those committees for a balance. Not that Cathy shouldn't be there, he believes it's true Cathy may be a good financial person, but he doesn't think that we should eliminate the fact that there may be...he's been to many meetings and he's been to one tonight that there's only two people here and you people are going to make the decision and not the people. He's been to meetings where the Library people have been here and there's been a number of people. He doesn't think they were all staff of the Council or the Township or all staff of the BAPL. There were people who were concerned about the library who maybe just haven't been able to get the notification or the understanding that there is an open vacancy. If you close the vacancy, as Tom suggested, he thinks that's inaccurate and not proper in the sense of not giving the people of the Township the opportunity to be on that committee. If there is a position or if you make a position for Cathy, title it something it, not to take it away. He agrees with Priscilla. He agrees with Tom that she's a very good financial person, but he doesn't think you should close the opportunity to the Township people and the public that there would be an opportunity to be on that committee. Mr. Maxfield said this is a position for one person, it's the liaison for the BAPL. It is not the Library Committee which has all citizens on it. This person, just like Lynn did, will come and talk to the Library Committee. This is the Manager's appointment for Council's representative to the Library. Mr. Kern said he understands what you are saying, and as Tom said, this is one appointment as our representative to the issues that are going on between the BAPL and what we may or may not want. If Jack were to recommend someone out of all the lists of all the people here, he would agree with Cathy Gorman as the best representative. Mr. Maxfield said he doesn't want to have someone representing us on the library who may not be qualified to represent us simply because they are a citizen and Cathy is an employee. That doesn't make sense to him. He wants the best advice to make a decision. Mr. Boyer said then why is it open to the citizenship and just limited to people who are the employees of the Township. Mr. Kern said say that again. Mr. Boyer said he can be completely misunderstood here and misunderstanding the situation, but what he thought Priscilla was talking about and what he thinks Tom is also saying and what Jack has the ability to do is why is it even open to a person who is a citizen of the Township as a possibility to be a liaison. Mr. Kern said they may be more qualified than Cathy Gorman to attend these meetings and have more qualifications than Cathy. It's a possibility. That's why it's open to anyone. Jack is the one who decides or makes a recommendation to Council to which one he thinks will make the best to fill the position. In this case, he's recommending Cathy Gorman and in this case he agrees. Mr. Boyer said how many people applied for this? Mr. Kern said Jack could have asked anyone to apply, but no one applied. These are open every year. The only reason Mr. Boyer knows about it is because he's come to the meeting and now you know about it. It's not a mystery. It's not being kept a secret. This is what happens every year. It has happened every year since this Council has been in existence. We do it openly in the public. It's not hidden behind doors. If someone wants to apply, Jack reviews it or whoever the Manager is at the time, and makes a recommendation. Mr. Boyer said where were all these listed? Mr. Kern said they are listed every year at Reorganization time since time began. Mr. Boyer said where? Mr. Kern said right here. Mr. Maxfield said every one of these names is on the

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agenda you received in the email. Mr. Kern said we are going to move on now. Mr. Kern said he'd like to take out the BAPL representative and vote on the list without that representative.

MOTION BY: Mr. Horiszny moved for approval the Manager's appointments, as stated above, minus the BAPL representative, Cathy Gorman.

SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments? Mr. Maxfield said are you sure you want to vote for Roger Rasich, he's a Township employee. Mrs. deLeon said that's a different committee, that's our recycling committee.

ROLL CALL: 5-0

Mr. Kern said now we're voting on the BAPL representative, Cathy Gorman.

MOTION BY: Mr. Horiszny moved for approval of Cathy Gorman as the BAPL representative.

SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments? Mr. Willard said can we clarify for the record that she is a Township resident. It was stated, but he'd like to have it on the record.

ROLL CALL: 4-1 (Mrs. deLeon – No)

V. ADJOURNMENT OF REORGANIZATION MEETING

MOTION BY: Mr. Horiszny moved for adjournment of the Reorganization meeting. The time was 7:35 PM.

SECOND BY: Mr. Maxfield

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

ROLL CALL: 5-0

**GENERAL BUSINESS MEETING
JANUARY 7, 2013**

OPENING

CALL TO ORDER: The General Business meeting of Lower Saucon Township Council was called to order on Monday, January 7, 2013 at 7:36 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, David Willard, Council members; Jack Cahalan, Township Manager; and Leslie Huhn, Assistant Township Manager. Absent: Judy Stern Goldstein, Township Planner; B. Lincoln Treadwell, Township Solicitor; B. Kocher, Township Engineer; and Carolyn Brooks, Jr. Council person.

I. PRESENTATIONS/PUBLIC HEARINGS – None

II. DEVELOPER ITEMS – None

III. TOWNSHIP BUSINESS ITEMS

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

Mr. Kern said Council received an engagement letter for the 2012 annual audit to be conducted by Hutchinson, Gillahan & Freeh. The base rate to do the audit is \$16,300.00.

Mr. Cahalan said this is a standard engagement letter, it sets down the cost to them for performing the annual audit and we gave the cost for that previously. We appointed them. This is just to approve the engagement letter in the amount of \$16,300.00 for the annual audit.

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

B. 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 2013.

MOTION BY: Mr. Horiszny moved for approval to authorize signing of engagement letter with Chuck Friedlander and Municipal Partners, Inc.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

C. AUTHORIZE ATTENDANCE AT PSATS CONFERENCE

Mr. Kern said Council should authorize the voting delegate and attendees for the PSATS convention to be held on April 21 – 24, 2013.

Mr. Kern said the voting delegate historically has been Mrs. deLeon. Mrs. deLeon said she will be the voting delegate.

MOTION BY: Mr. Horiszny said he'd like to re-nominate Mrs. deLeon as the voting delegate and also approval for the approved legal expenses.
SECOND BY: Mr. Willard
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 5-0

III. MISCELLANEOUS BUSINESS ITEMS

A. APPROVAL OF DECEMBER 19, 2012 COUNCIL MINUTES

Mr. Kern said the minutes of the December 19, 2012 Council meeting have been prepared for Council's review and approval.

Mr. Horiszny said on page 12, line 9, it should read "Mr. Horiszny moved that Council **approve** the". He said after the motion, there are five pages of dialogue and that's too darn much.

Mr. Willard said on page 25, line 27, it should read, "we need to state our position and **not** just accept that this is the way it".

MOTION BY: Mrs. deLeon moved for approval of the December 19, 2012 Council minutes, with corrections.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any questions or comments? No one raised their hand.
ROLL CALL: 4-1 (Mr. Horiszny - No)

VI. PUBLIC COMMENT / CITIZEN NON-AGENDA ITEMS

➤ Mr. Gene Boyer, Saucon Avenue, said Jack put out a notice that was supposed to be for the Council that if you live on a cul-de-sac, that cars should not be there in the winter for the snow plowing so it wouldn't interfere. He'd like to know if there's any penalty is there is a car that is in the cul-de-sac. Mr. Cahalan said it's in the ordinance that was adopted. Ms. Huhn said in the

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vehicle code. Mr. Cahalan said he doesn't know what the fine is, he doesn't have it here. Mr. Boyer said it didn't say in the notice or tell anyone it's \$50 or \$100 or \$10. Unfortunately, he has a young fellow who parks his car in there. He was going to tell him if he doesn't move it, it's going to cost him \$100.00. He was going to be nice to him and tell him what it was, but if you don't know what it is, how can he pass it on. Mr. Cahalan said he doesn't know what it is right now, but he has that information and can get it to Mr. Boyer. Mr. Kern said we don't have the code in front of us right now. If you want to contact someone during business hours, they will get you that information. Mr. Boyer said it would be nice if it was put in the statement. Mr. Cahalan said it's in the ordinance. Mrs. deLeon said he's saying in the notice it said no parking in cul-de-sacs. Mr. Cahalan said that was just an advisory. Council adopted an ordinance. Mrs. deLeon said Mr. Boyer is just saying there could be a few words that say the penalty would be \$100.00 or whatever it is. Mr. Boyer said or is it just a polite understanding that the first-time we're going to tell you, and in reality, he had his car there when it snowed the last time. He lives in the cul-de-sac and they put snow around it and it's still there. Mr. Cahalan said what we have to do to do an effective enforcement is to put up signage, and there's a cost factor. We are doing that gradually. What we are trying to do is if there are problem areas when the snow operators are out there and they indicate there are a lot of cars parked, we did have some in the last snowstorm, we send letters out with gentle reminders to the residents telling them there is an ordinance and please don't park your car there when it snows. We're not going out issuing tickets at this point. Mr. Boyer said that's what he really wanted to know. Mr. Kern said he did park the wrong way in front of his house, and it's a \$15.00 ticket and he got a ticket and paid it so don't park the wrong way in front of your house.

VII. COUNCIL AND STAFF REPORTS

A. TOWNSHIP MANAGER – No report

B. COUNCIL/JR. COUNCIL – No report

Mr. Maxfield

- He said he's donating his Township salary to the Open Space Fund and he would encourage Council members to donate their money to some cause within the Township.
- He said at the EAC meeting last month we had an interesting visit from an electronics recycling company and he will distribute the information which was a drop-off company. They are looking to do a lot more work in Northampton County and they take everything. He's talking air conditioners with Freon inside, any kind of appliances which our other electronic recyclers did not take. One of the things they asked if we would be interested, if they could purchase an ad or we give them an ad in the newsletter. He said we could possibly put it on the website. We wouldn't be endorsing them as a company, but just offering their services to our residents. He will get the rest of the information for the next Council meeting so it can be voted on. Mrs. deLeon said it would be an ongoing thing and you could just go there whenever you wanted to? Mr. Maxfield said yes, right now there's a drop off in Lehigh County, but they are working with the recycling coordinator, Tom Dittmar from the County to try and establish a permanent drop-off site. He told them to keep looking in LST as we'd like to have something like that here. Mrs. deLeon said si the drop-off site on weekends, during the week? Mr. Maxfield said it's during the week and possibly during the weekend. Mrs. deLeon asked Mr. Maxfield to send that information to all of Council. Mr. Maxfield said he will. Mr. Boyer said can you put the name of the company on the record? Mr. Maxfield said he doesn't recall it. He would rather present you with the whole package. Mr. Cahalan said they will get the information. Ms. Huhn said the name of the company is FreeCycle.

Mr. Willard

- He said he read something on the Penn Future newsletter today that the regulations for electronic recycling are being increased this year. With all the discussion of the landfill, it

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stated that 2% of waste that goes into the landfills are electronics and it's generating 70% of the hazardous waste in landfills. If we had something that was available all the time instead of periodically, that would be great.

- He said the staff is working on our Citizens' Academy to start on March 7th. Our next meeting date is January 29th where the staff will meet and he will join them and we'll go over the presentation and preparation.
- He said this Saturday, January 19th is the National Day of Service and the weekend of the Presidential Inauguration and he was approached if there would be any service type projects in the Township for a team that's being formed for that particular date. They are looking for indoor projects at this time of the year. Priscilla has brought to his attention, Heller Homestead, and some painting which would be ideal for this time of the year. If anyone has any thoughts this evening, or pretty quickly, so we can engage these folks on our project.
- He said he's looking at the public agenda on the website and the individual's names for the Manager's appointments were not on that agenda, so we need to be clear that it was not shown to the public. It just lists what the appointments are, but not the individual's names. Mr. Willard said next year we need to put that on. Mr. Cahalan said that's abbreviated as we don't have the names of the appointments by Council in the upper section either. Mr. Willard said the point was made by Mr. Boyer and Mrs. deLeon that no citizens were aware of the opportunity. Mrs. deLeon said in October or November a list should be sent out that these are the appointments that are going to be voted on in January and if you are interested, then you apply. If the person that's there resigns, at least you have some candidates. Mr. Willard said he's only bringing it up at this point to correct the record.

Mr. Horiszny

- He said he'd like to have the records show that his Township salary this year will go to the Fire Equipment Replacement Fund.
- He said he was able to cross country ski on the Saucon Rail Trail this winter so he flew up and down, then the snow disappeared, and he had to walk it. At that pace, he noticed there was a new bench that was donated by David and Monica Willard that talks very nicely about the LST Council and their foresight in getting that trail. Thank you David.
- He said he checked on Old Mill Bridge and it does look really good. You mentioned the fixtures that were made to duplicate the others are fantastic. The concern or question he had is there are 2x4's that run alongside of the rail and it's for connecting the fence and that board is not painted. Everything else is green. Are we going to have that painted or do you want a volunteer to paint it? Mr. Cahalan said they were trying to leave that natural and it will weather and it will be the same as the planking on the deck. Mr. Kern said do you think it would look better if it was painted? Mr. Horiszny said yes, because it's 3' above the deck and it just stands out. It looks like it ought to be painted. It may be treated lumber, so they may be waiting to let it age and then paint it. He was going to volunteer to do the painting. He noticed there were spots already peeling on the one end of the bridge on both posts at the top. Mr. Cahalan said he'll look into that.
- Mr. Horiszny said Mr. Willard brought up a good point about the electronics recycling and the new rules and the landfill and it's January 13, 2013 no more TV sets can go and we might want to put that on the website if there's a suitable location. Mr. Maxfield said it sounded like it wasn't a restriction with this company and they mentioned refrigerators and freezers. They would take the refrigerators as long as they were relatively small.

Mr. Kern

- Mr. Kern said that Ron had reminded him that our Finance Director said we should state the donation of our salaries and also for the IRS. He's donating his salary to the Township Open Space Fund.

Mrs. deLeon – No report

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D. ADJOURNMENT

MOTION BY: Mr. Willard moved for adjournment. The time was 7:54 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