

**I. OPENING**

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

**II. 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 2019
- D. Resolution #01-2019: Depository of Funds (yearly)
- E. Resolution #02-2019: Secondary Signatures for Disbursements (yearly)

**III. APPOINTMENTS BY COUNCIL**

- A. Township Secretary – Resolution #03-2019
- B. Township Planning/Zoning Administrator – Resolution #04-2019
- C. Township Solicitors
  1. General/Civil (yearly): Resolution #05-2019
  2. Planning Commission (yearly): Resolution #06-2019
  3. Zoning Hearing Board (yearly): Resolution #07-2019
  4. Township Environmental Solicitor (yearly): Resolution #08-2019
  5. Township EAC/Open Space Solicitor (yearly): Resolution #09-2019
  6. Township Labor Solicitor (yearly): Resolution #29-2019
- D. Township Engineer (yearly): Resolution #10-2019
- E. Township Planner (yearly): Resolution #11-2019
- F. Township Auditor (yearly): Resolution #12-2019
- G. Township Actuary (yearly): Resolution #13-2019
- H. Township Landfill Consultants (yearly): Resolution #14-2019
- I. Township EAC/Open Space Consultant (yearly): Resolution #15-2019
- J. Sewage Enforcement Officers (yearly): Resolution #16-2019
- K. Council Liaisons (yearly)

**IV. REORGANIZATION RESOLUTIONS AND FEE SCHEDULES**

- A. Resolution #17-2019 – Manager Salary
- B. Resolution #18-2019 – Chief of Police Salary
- C. Resolution #20-2019 – Director of Finance Salary
- D. Resolution #21-2019 – Director of Public Works Salary
- E. Resolution #22-2019 – Zoning Officer Salary
- F. Resolution #23-2019 – Administrative Assistant Salary
- G. Resolution #24-2019 – Adopting the pay scale for Non-Uniformed Employees
- H. Resolution #25-2019 – Adopting Fee Schedule
- I. Resolution #26-2019 – Establishing a Permit Application Fee Schedule for Onlot Sewage Systems
- J. Resolution #27-2019 – Designating Right-to-Know Officer and Assistant Right-to-Know Officer
- K. Resolution #28-2019 – Pay Scale for Township Uniformed Employees
- L. Resolution #30-2019 – Non-Uniform Employee Contributions to the Non-Uniform Employee Pension Fund
- M. Resolution #31-2019 – Police Officer Contributions to the Uniformed Employee Pension Fund

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

- Zoning Hearing Board: (Five-year term 12-31-2023)
- Planning Commission: (Four-year term 12-31-2022)
- Environmental Advisory Council: Members: (Three-year term 12-31-21); Assoc. Members: (One-year term 12-31-19)
- Fire Marshal: (One-year term 12-31-19)
- Township Historian: (One-year term 12-31-19)
- Township Historical Committee: (One-year term 12-31-19)
- Emergency Management Coordinator: (One-year term 12-31-19)
- Landfill Committee (One-year term 12-31-19)
- Parks and Recreation Board: (One-year term 12-31-19)

- Yard Waste Recycling Committee: (One-year term 12-31-19)
- Hellertown Library Board (Three-year term 12-31-21)
- Lower Saucon Authority: (Five-year term 12-31-23)

**VI. ADJOURN REORGANIZATIONAL MEETING**

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**GENERAL BUSINESS MEETING**

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**I. PRESENTATIONS/PUBLIC HEARINGS**

**II. DEVELOPER ITEMS**

**III. TOWNSHIP BUSINESS ITEMS**

- A. Authorize Signing of Engagement Letter with Hutchinson, Gillahan & Freeh
- B. Authorize Attendance at PSATS Conference

**IV. MISCELLANEOUS BUSINESS ITEMS**

**V. PUBLIC COMMENT ON 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, 2019  
Next Saucon Valley Partnership Meeting: January 9, 2019 @ SVSD  
Next Council Meeting: January 16, 2019  
Next Zoning Hearing Board Meeting: January 21, 2019  
Next Planning Commission Meeting: January 24, 2019  
Next Saucon Rail Trail Oversight Commission Meeting: January 28, 2019 @ CB  
Next Parks & Recreation Meeting: February 4 2019

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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, 2019 at 7:00 P.M., at 3700 Old Philadelphia Pike, Bethlehem, PA, with Sandra Yerger, President presiding.

**ROLL CALL:** Present – Council members: Priscilla deLeon, George Gress, Donna Louder, Sandra Yerger, and Ryan Stauffer; Leslie Huhn, Township Manager; Jim Young, Zoning Officer and Jr. Council Member, Matthew Wagner.

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENT OF ANY EXECUTIVE SESSION (IF APPLICABLE):** Mrs. Yerger said Council did not meet in Executive Session since our last meeting.

**PUBLIC COMMENT PROCEDURE:** Mrs. Yerger said 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. If you wish to speak, please use the microphone and state your name. She asked for a moment of silence for our former Council member, Glenn Kern. He was an outstanding citizen, he dedicated many of his years to the Township for it to become an outstanding community. We have been informed there will be a memorial service on January 19<sup>th</sup> and the family will be posting additional information on Facebook in the next couple of days.

**II. INITIAL REORGANIZATION**

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

**MOTION TO NOMINATE:** Mr. Stauffer moved to nominate Priscilla deLeon as Council President.

**MOTION TO NOMINATE:** Mrs. Louder said she would be interested to serve as Council President.

**MOTION TO NOMINATE:** Mr. Gress moved to nominate Sandra Yerger as Council President.

Mrs. Yerger said if there is more than one nomination, per Roberts Rules of Order, we will go to paper ballots. After three paper ballot votes with the same results, the next vote, Priscilla deLeon was nominated as Council President.

**SECOND OF NOMINATION:**

**ROLL CALL:** 5-0

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

**MOTION TO NOMINATE:** Mrs. deLeon moved to nominate as Sandra Yerger as Council Vice-President. Mrs. Yerger declined. Mrs. deLeon moved to nominate Ryan Stauffer as Council Vice-President.

**SECOND OF NOMINATION:** Mr. Stauffer

**ROLL CALL:** 5-0

**C. DESIGNATION OF COUNCIL MEETING TIME, PLACE & DATE FOR 2019**

Mrs. Huhn said Council meetings for 2019 is the first & third Wednesdays of the Month – at 7:00 p.m. at Town Hall. There would be one meeting in July and August and if we need the extra meeting we would advertise. Mrs. deLeon said she liked that idea.

**MOTION BY:** Mr. Gress moved for approval of the first and third Wednesday of the month at 7:00 p.m. at Town Hall each month, except for July and August where there would only be one meeting on the third Wednesday.

**SECOND BY:** Mrs. Louder

**ROLL CALL:** 5-0

**D. RESOLUTION #01-2019: DEPOSITORY OF FUNDS**

Mrs. deLeon said staff recommends continuing with Lafayette Ambassador Bank, PLGIT, Fulton Financial Advisors, BB&T and Embassy Bank.

**MOTION BY:** Mrs. deLeon moved for approval of Resolution #01-2019 – Designating Financial Institutions as Depositories for the Year 2019.

**SECOND BY:** Mr. Stauffer

**ROLL CALL:** 5-0

E. **RESOLUTION #02-2019: SECONDARY SIGNATURES FOR DISBURSEMENTS**

Mrs. deLeon 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.

**MOTION BY:** Mrs. deLeon moved for approval of Resolution #02-2019 with the Mrs. deLeon, President and Mr. Stauffer, Vice President as secondary signatures and Mrs. Yerger as an alternate.

**SECOND BY:** Mr. Stauffer

**ROLL CALL:** 5-0

III. **APPOINTMENTS BY COUNCIL**

A. **TOWNSHIP SECRETARY – RESOLUTION #03-2019**

Mrs. deLeon said Resolution #03-2019 has been prepared appointing the Township Manager as Township Secretary.

**MOTION BY:** Mrs. Gress moved for approval of Resolution #03-2019.

**SECOND BY:** Mrs. Louder

**ROLL CALL:** 5-0

B. **TOWNSHIP PLANNING/ZONING ADMINISTRATOR – RESOLUTION #04-2019**

Mrs. deLeon said Resolution #04-2019 has been prepared appointing the Township Manager as Planning/Zoning Administrator.

**MOTION BY:** Mr. Stauffer moved for approval of Resolution #04-2019.

**SECOND BY:** Mr. Gress

**ROLL CALL:** 5-0

C. **TOWNSHIP SOLICITORS**

1. **GENERAL/CIVIL (YEARLY): RESOLUTION #05-2019**

Mrs. deLeon said this Resolution has been prepared that reappoints B. Lincoln Treadwell, Esq. as the Township's General/Civil Solicitor at a rate of \$195.00 per hour.

**MOTION BY:** Mrs. Yerger moved for approval of Resolution #05-2019.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

2. **PLANNING COMMISSION (YEARLY): RESOLUTION #06-2019**

Mrs. deLeon said Resolution #06-2019 has been prepared appointing B. Lincoln Treadwell, Esq. as the Planning Commission Solicitor at the rate of \$195.00 per hour.

**MOTION BY:** Mrs. Yerger moved for approval of Resolution #06-2019.

**SECOND BY:** Mr. Stauffer

**ROLL CALL:** 5-0

3. **ZONING HEARING BOARD SOLICITOR (YEARLY): RESOLUTION #07-2019**

Mrs. deLeon said Resolution #07-2019 has been prepared appointing George Heitzman, Esq. as the Zoning Hearing Board Solicitor at the rate of \$195.00 per hour.

**MOTION BY:** Mrs. Yerger moved for approval of Resolution #07-2019.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

4. **TOWNSHIP ENVIRONMENTAL SOLICITOR (YEARLY): RESOLUTION #08-2019**

Mrs. deLeon said Resolution #08-2019 has been prepared appointing Charles Elliott, Esq. as the Township Environmental Solicitor (as needed) at the hourly rate of \$185.00 per hour.

**MOTION BY:** Mr. Stauffer moved for approval of Resolution #08-2019.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

5. **TOWNSHIP EAC/OPEN SPACE SOLICITOR (YEARLY): RESOLUTION #09-2019**

Mrs. deLeon said Resolution #09-2019 has been prepared appointing Terry Clemons, Esq. as the Solicitor to the EAC (as needed) at the hourly rate of \$155.00.

**MOTION BY:** Mr. Stauffer moved for approval of Resolution #09-2019.

SECOND BY: Mrs. Yerger  
ROLL CALL: 5-0

6. **TOWNSHIP LABOR SOLICITOR (YEARLY): RESOLUTION #29-2019**  
Mrs. deLeon said Resolution #29-2019 has been prepared appointing Michael McAuliffe Miller, Esq. as the Township Labor Solicitor (as needed) at the hourly rate of \$285.00.

MOTION BY: Mrs. deLeon moved for approval of Resolution #29-2019, with changes of “as needed”.  
SECOND BY: Mrs. Louder  
ROLL CALL: 5-0

**D. TOWNSHIP ENGINEER (YEARLY): RESOLUTION #10-2019**

Mrs. deLeon said Resolution #10-2019 has been prepared appointing Hanover Engineering as the Township Engineer, per their 2019 fee schedule.

MOTION BY: Mr. Stauffer moved for approval of Resolution #10-2019.  
SECOND BY: Mrs. deLeon  
ROLL CALL: 5-0

**E. TOWNSHIP PLANNER (YEARLY): RESOLUTION #11-2019**

Mrs. deLeon said Resolution #11-2019 has been prepared appointing Boucher and James as the Township Planners, per their 2019 fee schedule.

MOTION BY: Mr. Gress moved for approval of Resolution #11-2019.  
SECOND BY: Mr. Stauffer  
ROLL CALL: 5-0

**F. TOWNSHIP AUDITOR (YEARLY): RESOLUTION #12-2019**

Mrs. deLeon said staff recommends continuing the services of Hutchinson, Gillahan & Freeh per their September 4, 2018 engagement letter. The base rate for the 2018 audit will not exceed \$14,200.00. Additional services will be payable at a rate of \$100.00 per hour.

MOTION BY: Mr. Gress moved for approval of Resolution #12-2019.  
SECOND BY: Mrs. deLeon  
ROLL CALL: 5-0

**G. TOWNSHIP ACTUARY (YEARLY): RESOLUTION #13-2019**

Mrs. deLeon said the staff recommends continuing the services of Chuck Friedlander of Municipal Finance Partners, per their rate schedule.

MOTION BY: Mr. Stauffer moved for approval of Resolution #13-2019.  
SECOND BY: Mrs. Yerger  
ROLL CALL: 5-0

**H. TOWNSHIP LANDFILL CONSULTANTS (YEARLY): RESOLUTION #14-2019**

Mrs. deLeon said Resolution #14-2019 has been prepared appointing Laressa McNemar from Tri-C Corp. at \$120.00/hour and Rich Sichler from Neversink Environmental, Inc., at \$118.00/hour as Township Landfill Consultants (as needed); and Chris Taylor from Hanover Engineering Inc., as the Host Municipal Inspector with Scott Brown and Jake Schray as alternates at the rate of \$91.50/hour.

MOTION BY: Mrs. Louder moved for approval of Resolution #14-2019.  
SECOND BY: Mrs. deLeon  
ROLL CALL: 5-0

**I. TOWNSHIP EAC/OPEN SPACE CONSULTANT (YEARLY): RESOLUTION #15-2019**

Mrs. deLeon said Resolution #15-2019 has been prepared appointing Laura Baird as the Open Space Consultant to the EAC (as needed) as per the \$75.00/hour rate schedule from Heritage Conservancy.

MOTION BY: Mr. Stauffer moved for approval of Resolution #15-2019.  
SECOND BY: Mr. Gress  
ROLL CALL: 5-0

**J. SEWAGE ENFORCEMENT OFFICERS (YEARLY) – RESOLUTION #16-2019**

Mrs. deLeon said Hanover Engineering requests the following individuals be appointed as 2019 SEO's: Scott Brown, Jacob Schray, Gregory Gray, Robert Grim and Christopher Taylor. The Sewage Enforcement Officer rate for 2019 is \$72.00 per hour.

MOTION BY: Mr. Stauffer moved for approval of Resolution #16-2019.  
SECOND BY: Mr. Gress

ROLL CALL: 5-0

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

Parks & Recreation Board	Ryan Stauffer
Saucon Valley Conservancy	Priscilla deLeon
Lower Saucon Authority	George Gress
Saucon Valley Partnership	Priscilla deLeon/Donna Louder (Primary) Sandra Yerger/George Gress/Ryan Stauffer (Alternates)
Landfill Committee	Priscilla deLeon
Lutz-Franklin Schoolhouse	<i>Vacant</i>
Environmental Advisory Council	Sandra Yerger
Pension Advisory Committee	Priscilla deLeon
Fire Services	Sandra Yerger/Donna Louder
Saucon Creek Watershed	Ryan Stauffer
Cook's Creek Watershed	Sandra Yerger
LVPC Greenways Outreach	Sandra Yerger
PA Highlands Trail Network	Sandra Yerger
Hellertown-LS Chamber of Commerce	Priscilla deLeon
Yard Waste Recycling Committee	Sandra Yerger, Priscilla deLeon, Donna Louder, George Gress, Ryan Stauffer
Citizens Task Force	Priscilla deLeon
Hellertown Area Library	Ryan Stauffer/George Gress

**MOTION BY:** Mrs. deLeon moved for approval of the Council Liaisons as presented above.

**SECOND BY:** Mr. Stauffer

**ROLL CALL:** 5-0

**IV. REORGANIZATION RESOLUTIONS AND FEE SCHEDULES**

**A. RESOLUTION #17-2019:**

Mrs. deLeon said Resolution #17-2019 sets the Manager's salary at \$95,472.00.

**B. RESOLUTION #18-2019:**

Mrs. deLeon said Resolution #18-2019 sets the Chief of Police salary at \$95,345.22.

**C. RESOLUTION #20-2019:**

Mrs. deLeon said Resolution #20-2019 sets the Director of Finance's salary at \$66,300.00.

**D. RESOLUTION #21-2019:**

Mrs. deLeon said Resolution #21-2019 sets the Director of Public Works' salary at \$74,766.00.

**E. RESOLUTION #22-2019:**

Mrs. deLeon said Resolution #22-2019 sets the Zoning Officer's salary at \$68,340.00.

**F. RESOLUTION #23-2019:**

Mrs. deLeon said Resolution #23-2019 sets the Administrative Assistant's salary at \$44,370.00.

**MOTION BY:** Mrs. deLeon moved for approval of Resolutions #17-2019, #18-2019, #20-2019, #21-2019, #22-2019, #23-2019.

**SECOND BY:** Mr. Gress

**ROLL CALL:** 5-0

**G. RESOLUTION #24-2019:**

Mrs. deLeon said Resolution #24-2019 adopts the pay scale for Non-Uniformed Employees, per their current union contract. Mrs. Louder asked about the one percent, is that in addition to the contribution by the Township or is it a contribution by the employee. Mrs. Huhn said it's paid by the employee. Mrs. Louder said she knows right now the non-uniform contract is in negotiations, and she hopes these numbers go up. She looked what they are paid across the board state-wide and these numbers fall into that, but it saddens her to see a clerk typist getting \$20/hour and a laborer getting \$17/hour while the clerk typist is sitting in a nice warm room and the laborer is out in the street in the middle of August in the heat. We need to look at how they are paid and categorize them a little differently.

**MOTION BY:** Mrs. deLeon moved for approval of Resolution #24-2019.

**SECOND BY:** Mr. Stauffer

ROLL CALL: 5-0

**H. RESOLUTION #25-2019:**

Mrs. deLeon said Resolution #25-2019 sets the various Township fees. Some fees went up and some went down and it seems they are more reasonable. Mrs. Louder said the home-based businesses, the permits, are they renewed annually or is it a one-time fee? Mr. Young said it's a one-time fee. Mrs. Louder asked if we require any of our home businesses any kind of inspection by the Fire Marshal. Mr. Young said we don't do any fire inspections anywhere. It's something he'd like to look into. Mrs. Louder said that's a good idea.

**MOTION BY:** Mrs. Louder moved for approval of Resolution #25-2016.

**SECOND BY:** Mr. Gress

**ROLL CALL:** 5-0

**I. RESOLUTION #26-2019:**

Mrs. deLeon said Resolution #26-2019 establishes a permit application fee schedule for on-lot sewage systems. Mrs. Huhn said this is the same as last year and HEA did not recommend any increases.

**MOTION BY:** Mrs. deLeon moved for approval of Resolution #26-2019.

**SECOND BY:** Mr. Stauffer

**ROLL CALL:** 5-0

**J. RESOLUTION #27-2019:**

Mrs. deLeon said Resolution #27-2019 designates the Right-to-Know Officer and Assistant Right-to-Know Officer.

**MOTION BY:** Mr. Stauffer moved for approval of Resolution #27-2019.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

**K. RESOLUTION #28-2019:**

Mrs. deLeon said Resolution #29-2019 adopts a pay scale for the uniformed employees. Jim Gress asked how long it takes for an officer to receive the senior pay. Mrs. Huhn said she doesn't have the contract in front of her, but she believes it's eight years. Mrs. Louder said eight years. There are other perks in the contract and they get education.

**MOTION BY:** Mrs. Louder moved for approval of Resolution #29-2019.

**SECOND BY:** Mr. Gress

**ROLL CALL:** 5-0

**L. RESOLUTION #30-2019:**

Mrs. deLeon said Resolution #30-2019 adopts the Non-Uniform employee contributions to the Non-Uniform Employee Pension Fund for 2019.

**MOTION BY:** Mr. Stauffer moved for approval of Resolution #30-2019.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

**M. RESOLUTION #31-2019:**

Mrs. deLeon said Resolution #31-2019 adopts the Police Officers contributions to the Uniformed Employee Pension Fund for 2019. Jim Gress asked if there is an actuarial study done. Mrs. Huhn said that was approved last year with changes. Mr. Gress asked what the unfunded liability was. Mrs. Huhn said she doesn't have that number in front of her. Mr. Gress said 2.5% by each employee and the Township contributes from the State Aid. Mrs. Huhn said yes and mentioned that we do have a vacancy on the Pension Committee which meets four times a year.

**MOTION BY:** Mrs. Louder moved for approval of Resolution #31-2019.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

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

- **ZONING HEARING BOARD:** Jay Lazar (2023)
- **PLANNING COMMISSION:** Sandra Yerger (2022)

**Reorganization & General Business Meeting  
January 7, 2019**

- **ENVIRONMENTAL ADVISORY COUNCIL:** Members: Ted Beardsley, Dru Germanoski (2021); Associate Members: Glenn Kaye, Michael Boyle, Thomas Carocci, David Jauregui, Cindy Oatis (2019)
- **FIRE MARSHAL:** William Csaszar (2019)
- **TOWNSHIP HISTORIAN:** Sandra Yerger (2019)
- **TOWNSHIP HISTORICAL COMMITTEE:** Sandra Yerger, Karen Samuels, Jodi Hijazi, Lenny Szy, One Vacancy (2019)
- **PENSION ADVISORY COMMITTEE:** Chris Leidy, Molly Bender, One Vacancy (2022)
- **EMERGENCY MANAGEMENT COORDINATOR:** Bryan Evans (2019)
- **LANDFILL COMMITTEE:** Hazem Hijazi, Neil Ortwein (2019)
- **PARKS AND RECREATION BOARD:** David Spirk, Tom Butera, Katrina Schreefer, Niloofar Aflatooni, Atom Kallen, Frank Thompson, Bill Ross (2019).
- **YARD WASTE RECYCLING COMMITTEE:** Charlie Luthar, Preston Warner (2019)
- **HELLERTOWN LIBRARY BOARD:** David Finnerty (2021)
- **LOWER SAUCON AUTHORITY:** J. Preston Werner, Michael Simmonds (2023)

**MOTION BY:** Mrs. deLeon moved for approval of all of the Manager's appointments.

**SECOND BY:** Mrs. Yerger

Gordon Gress, Black River Road, asked if the ZHB terms are 5 years. Mrs. deLeon said yes, they are staggered. Mr. Gress said five years is a long time and asked if Council has the authority to remove someone? Mrs. deLeon said the MPC is very clear with the terms, the State sets the terms, and there are only certain reasons we can get rid of an appointee once we appoint them. Mr. Gress asked why is it five years. Mrs. deLeon said it's regulated by the MPC. We follow the code.

**ROLL CALL:** 5-0

**VI. ADJOURNMENT OF REORGANIZATION MEETING**

Mrs. deLeon moved for adjournment of the Reorganization meeting. The time was 8:03 p.m.

**GENERAL BUSINESS MEETING  
JANUARY 2, 2019**

**CALL TO ORDER:**

The General Business meeting of Lower Saucon Township Council was called to order on Monday, January 7, 2019 at 8:03 p.m. by Mrs. deLeon.

**II. TOWNSHIP BUSINESS ITEMS**

**III. AUTHORIZE SIGNING OF ENGAGEMENT LETTER WITH HUTCHINSON, GILLAHAN AND FREEH**

Mrs. deLeon said Council received an engagement letter for the 2018 audit to be conducted by Hutchinson, Gillahan & Freeh. The base rate for the audit is \$14,200.00.

**MOTION BY:** Mrs. Yerger moved for approval to sign the engagement letter with Hutchinson, Gillahan and Freeh for the 2018 audit.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

**B. AUTHORIZE ATTENDANCE AT PSATS CONFERENCE**

Mrs. deLeon said Council should authorize the voting delegate and attendees for the PSATS convention to be held April 14 – 17, 2019. Mrs. Huhn said she may attend this year. Mr. Stauffer said he attended last year and he'll see if he can get off of work to attend. Mr. Gress said he would like to attend. Mrs. deLeon said she'd like to be the voting delegate.

**MOTION BY:** Mrs. deLeon moved for approval of attendance at the PSATS conference being held April 14 – 17, 2019, with Mrs. deLeon as the voting delegate.

**SECOND BY:** Mr. Stauffer

**ROLL CALL:** 5-0



IV. MISCELLANEOUS BUSINESS ITEMS – None

V. PUBLIC COMMENT/CITIZEN NON-AGENDA ITEMS - None

VI. COUNCIL AND STAFF REPORTS

A. TOWNSHIP MANAGER

- Mrs. Huhn said we submitted photos for the PSATs 2019 calendar and two were chosen. They selected the Saucon Rail Trail and the Old Mill Bridge.
- Mrs. Huhn said we will be hosting a LST Community Forum and the topic is the Opioid Crisis. This will be presented by District Attorney John Morganelli on January 30<sup>th</sup> from 6:30 p.m. to 8:30 p.m. at the Township. There will be guest speakers present.

B. COUNCIL/JR. COUNCIL

Matthew Wagner, Jr. Council – No report

Mrs. Louder

- Judge Mege approached her the last meeting and asked her if the Township would be interested in having his Courtroom moved onto Township property and she directed him to Mrs. Huhn. Mrs. Huhn said we will be talking about this at the next staff meeting. He was not interested in the second floor of our building, but we need to look at some logistics of purchasing and leasing.
- She would like to see if we could create a set of meeting dates for the Fire Services and the Township to better communicate between the two. Check with the Chiefs and see their availability.

Mrs. Yerger – No report

Mr. Stauffer – No report

Mr. Gress – No report

Mrs. deLeon

- We've been talking about the historical marker at the Heller Homestead (HH) and when the Lutz-Franklin Schoolhouse was listed on the National Register, they got a bronze plaque and the HH is supposed to have a bronze plaque. They would like to set a date for us to dedicate the plaque. We need to get in touch with the Conservancy. Mrs. Huhn said she will reach out to them.
- It was in the news about livestreaming meetings and she's been wanting to do this for years. She would like Leslie to look into this. Mrs. Huhn said she will speak to Roger Rasich and will get some pricing.
- The NC COG is having a meeting on January 30<sup>th</sup>.
- Over the holidays she received a call from a resident that there was water coming down at Ringhoffer Road and a definite landfill odor. She made phone calls to the different entities and Chris Taylor went out and presented his report today. There was some discussion who was the owner of the culvert. She doesn't know if it was determined if it was the landfill's responsibility or not. Mrs. Huhn said she's waiting to hear back on that. She thinks it may be PennDOT.

VII. ADJOURNMENT

**MOTION BY:** Mr. Gress moved for adjournment. The time was 8:15 p.m.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

Submitted by:

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Leslie Huhn  
Township Manager

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Priscilla deLeon  
President of Council