

**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. PRESENTATIONS/HEARINGS**

- A. Resolution #40-2018 – Recognizing Kenneth Luybli for his Dedicated Service as Fire Marshal

**III. DEVELOPER ITEMS**

- A. Lachlan & Jacqueline Peeke – 2380 Wassergass Road – Request for Lot Line Adjustment

**IV. TOWNSHIP BUSINESS ITEMS**

- A. Multi-Municipal Comprehensive Plan – Discussion on Scope of Work and Funding
- B. Resolution #41-2018 – Authorizing Revised Submission of a Keystone Grant for Heller Homestead
- C. Resolution #42-2018 – Appointing Special Fire Police
- D. Four Seasons at Saucon Valley Condominium Association – Request for Parking Restrictions on Skibo Road
- E. Authorize Collection of 2017 Delinquent Taxes

**V. MISCELLANEOUS BUSINESS ITEMS**

- A. Approval of February 7, 2018 Council Minutes
- B. Approval of January 2018 Financial Reports
- C. Monthly Department Reports for January 2018

**VI. PUBLIC COMMENT ON NON-AGENDA ITEMS**

**VII. COUNCIL & STAFF REPORTS**

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

**VIII. ADJOURNMENT**

**UPCOMING MEETINGS**

Planning Commission: February 22, 2018  
Saucon Rail Trail Oversight Commission: February 26, 2018 @ LST  
Parks & Recreation: March 5, 2018  
Township Council: March 7, 2018  
Environmental Advisory Council: March 13, 2018  
Saucon Valley Partnership: March 14, 2018 @ LST  
Zoning Hearing Board: March 19, 2018

**I. OPENING**

**CALL TO ORDER:** The General Business & Developer meeting of Lower Saucon Township Council was called to order on Wednesday, February 21, 2018 at 7:00 p.m., at Lower Saucon Township, 3700 Old Philadelphia Pike, Bethlehem, PA with Mrs. Sandra Yerger, presiding.

**ROLL CALL:** Present: Sandra Yerger, President; Priscilla deLeon, Vice President (via telephone); Donna Louder and Ryan Stauffer, Council Members; Leslie Huhn, Township Manager; Thomas Barndt, Chief of Police; Linc Treadwell, Township Solicitor; Brien Kocher, Township Engineer; Samuel Striz, Jr. Council Member. Absent with prior notification: Glenn Kern, Council Member; Judy Stern Goldstein, Township Planner.

**PLEDGE OF ALLEGIANCE**

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

Mrs. Yerger said Council has not met in Executive Session since the last meeting.

**PUBLIC COMMENT/CITIZEN AGENDA ITEMS**

Mrs. Yerger said if you are on the agenda, you have Council and Staff's undivided attention. If you do choose to speak, we ask that you use one of the microphones and state your name for the record. She asks that you give your fellow public the courtesy of the floor.

**II. PRESENTATIONS/HEARINGS (7:01 p.m.)**

**A. RESOLUTION #40-2018 – RECOGNIZING KENNETH LUYBLI FOR HIS DEDICATED SERVICE AS FIRE MARSHAL**

Mrs. Yerger read the resolution. Mrs. deLeon said like his father before him, he's an asset to our community and thanked Kenny for all he has done to make Saucon Valley a better place to live. Accepting the resolution on behalf of Kenny was his wife, Wanda.

**MOTION BY:** Mrs. Louder moved for approval of Resolution #40-2018.

**SECOND BY:** Mrs. deLeon

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

Police Chief Thomas Barndt said he has known Kenny for a long time and he dug out a lot of burnt houses out and didn't stop until they were empty. God bless him and he wishes him the best.

Gail Nolf of Hellertown, said Kenny is one of those individuals who follows the footsteps of a family that is a rock in the community. His legacy will live on forever.

**III. DEVELOPER ITEMS**

**A. LACHLAN & JACQUELINE PEEKE – 2380 WASSERGASS ROAD – REQUEST FOR LOT LINE ADJUSTMENT (7:06 p.m.)**

Present were Lachlan Peeke and Scott Mease, P.E., who reviewed the plan and stated there are two lots and Mr. Peeke owns both of them. He would like to transfer the lots to his son, take three acres from the 30-acre parcel and add it to the 7-acre parcel. The Township Engineer reviewed the proposal and prepared a draft motion, however, they are asking for one additional waiver from Section 145-43.B.(2), which Mr. Kocher said was fine.

**MOTION BY:** Mrs. Louder moved for approval per draft motion from Hanover Engineering Associates dated February 21, 2018, with the added waiver of Section 145-43.B.(2).

**SECOND BY:** Mrs. Yerger

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

**IV. TOWNSHIP BUSINESS ITEMS**

**A. MULTI-MUNICIPAL COMPREHENSIVE PLAN – DISCUSSION ON SCOPE OF WORK AND FUNDING (7:11 p.m.)**

A suggested scope of work was prepared by Environmental Planning & Design, who also prepared the first comprehensive plan, and per the MPC it should be reviewed every ten years. This was discussed at the SV Partnership meeting and was suggested that before we proceed with the update, that Mrs. Huhn and the Hellertown Manager be directed by their respective Councils to look for

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funding. There are funds in the Partnership's bank account, but not quite enough for the entire update. Mrs. deLeon urged we do this as quickly as possible as there's possible funding from the County and LVPC. Mrs. Yerger said look into DCED also.

- MOTION BY:** Mrs. Louder moved to direct LST Manager to seek funding/grant money for the Saucon Valley Partnership.  
**SECOND BY:** Mrs. Yerger  
**ROLL CALL:** 4-0 (Mr. Kern – Absent)

**B. RESOLUTION #41-2018 – AUTHORIZING REVISED SUBMISSION OF A KEYSTONE GRANT FOR HELLER HOMESTEAD (7:15 p.m.)**

This was brought to Council at the previous meeting and as staff was reviewing it to prepare for submission, they noticed there was a component provided by the contractor for a small repair to the foundation of what holds the Bilco doors at the basement entrance, which would be good to get included in this. This is a revised resolution, and the grant amount would now be \$20,250; it would be a match for the Township to not exceed the \$20,250.

- MOTION BY:** Mrs. Yerger moved for approval of Resolution #41-2018.  
**SECOND BY:** Mrs. Louder  
**ROLL CALL:** 4-0 (Mr. Kern – Absent)

**C. RESOLUTION #42-2018 – APPOINTING SPECIAL FIRE POLICE (7:18 p.m.)**

Mrs. Huhn said we do this annually and receive a list of people certified as Fire Police for the different fire companies. Lower Saucon Fire & Rescue request appointments for Robert Gerheart, Robert Buki, James Petrowski and Ron Horiszny. Steel City request Kevin Kalman, Jason Mingora, Nicholas Santiago, Denise Stacks, Don Wilcox, Chris Snyder and Scott Nocek, Jr. be appointed.

- MOTION BY:** Mrs. Louder moved for approval of Resolution #42-2018.  
**SECOND BY:** Mr. Stauffer  
**ROLL CALL:** 4-0 (Mr. Kern – Absent)

**D. FOUR SEASONS AT SAUCON VALLEY CONDOMINIUM ASSOCIATION – REQUEST FOR PARKING RESTRICTIONS ON SKIBO ROAD (7:20 p.m.)**

Mrs. Yerger said there has been a request to restrict the parking on Skibo Road by the Saucon Valley Condominium Association. Staff is asking Council to authorize Hanover Engineering to do a study in this area for a cost not to exceed \$250.00. They will come back to Council with the information collected. The complaint is that it's very hard to see coming out of Four Seasons with cars parked there.

- MOTION BY:** Mrs. deLeon moved for approval of Hanover Engineering Associates to measure site distances and perform calculations at the intersection of Skibo Road and Caryn Drive at a cost not to exceed \$250.00.  
**SECOND BY:** Mrs. Louder  
**ROLL CALL:** 4-0 (Mr. Kern – Absent)

Mrs. Louder said as she thinks emergency equipment trying to get into Four Seasons could be challenging with the parked cars there, so she fully supports this. Mr. Stauffer asked why the road is usually parked up? Chief Police Tom Barndt said the only time he's ever seen it parked up is when they are doing paving or sealing inside the actual development. Normally, the site distance is not that bad, but he would support the traffic study also.

**E. AUTHORIZE COLLECTION OF 2017 DELINQUENT TAXES (7:24 p.m.)**

Mrs. Huhn said the base amount is \$45,084.44 and the penalty amount is \$4,424.20.

- MOTION BY:** Mrs. Louder moved to direct the Manager to authorize the Finance Department to forward the 2017 Delinquent Tax list to Northampton County for collection.  
**SECOND BY:** Mr. Stauffer  
**ROLL CALL:** 4-0 (Mr. Kern – Absent)

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**V. MISCELLANEOUS BUSINESS ITEMS**

**A. APPROVAL OF FEBRUARY 7, 2018 MINUTES (7:25 p.m.)**

Mrs. deLeon said she would like additional detail added to these minutes regarding the agenda items for the light at the Lutz-Franklin Schoolhouse and for Chief Barndt's comments after his swearing-in. Mrs. Louder said she had some changes on her comments on the pipeline. Mr. Evans said he doesn't always have time to listen to the minutes and likes the abbreviated version to read. This item was tabled until the next meeting.

**B. APPROVAL OF JANUARY 2018 FINANCIAL REPORTS (7:29 p.m.)**

Mrs. Yerger said the January 2018 Financial reports are presented for approval.

**MOTION BY:** Mrs. deLeon moved for approval of the January 2018 financial reports.

**SECOND BY:** Mrs. Yerger

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

**C. MONTHLY DEPARTMENT REPORTS FOR JANUARY 2018 (7:29 p.m.)**

Mrs. Louder said in the Public Works report it mentioned eight hours determining if tree stands located on the Woodland Hills Preserve were on Township property. Mrs. Huhn explained this included time that they went out with the Zoning Officer, as well as discussions with the police department and in staff meetings. Before these are removed, we need to be certain they are on our property and not someone else's. Chief Tom Barndt said this incident started as a police report for trespassing during deer hunting season and the officers found the remnants of deer and tree stands that appeared to be on Township property which is a safety and liability concern. They referred it to the Zoning department, who in turn utilized the PW.

**VI. PUBLIC COMMENT/CITIZEN NON-AGENDA ITEMS (7:33 p.m.)**

- Ms. Joan Madzarac, 2074 Easton Road, had concerns about the UGI LNG project on Applebutter and Ringhoffer Road. She's at the end of Cherry Lane and trucks come ripping down Cherry Lane and she's afraid her house is going to get hit. She said another road needs to go through Commerce Boulevard for the trucks. Mrs. Yerger said the current proposal is that UGI is going to be using Easton Road, not Ringhoffer at all; they are going to create an access off of Easton Road. Mrs. Madzarac said they are still going to come down Cherry Lane and asked where the access will be to get up to that tank? Mrs. Yerger said it will be down towards Ringhoffer, so it'll be past where you live. Mrs. Yerger said she was on Easton Road as there was a big truck and they had to all back up as he cut the corner so poorly if they wouldn't have backed up, he would have hit them. Mrs. Louder asked who does Cherry Lane belong to? PennDOT owns Easton Road and Cherry Lane is Bethlehem and Hellertown. Does Hellertown have the right to change the weight limit on their half? Chief Barndt said it's a state road. Mrs. Yerger said we have sent our comments and our concerns to Bethlehem and PennDOT – it's a state road and if they don't take them into consideration, there's nothing we can do.
- Ms. Nancy Polak said she gave Chris Garges a letter and copied Linc about their escrow account. There's almost \$4,600 sitting in an escrow account for months – she has not been able to get a definite answer on how they can get it back. The plan has been approved but hasn't been recorded. Attorney Treadwell said he and Leslie will work on it and refund her the majority of the money. There might be an amount needed for recording of the plan.

**VII. COUNCIL & STAFF REPORTS (7:56 p.m.)**

**A. TOWNSHIP MANAGER**

- We recently replaced a police sedan with an SUV and when the equipment was being moved from one to the other, it was discovered that two items were overlooked which will not fit from the sedan to the SUV; the window bars and the hard-plastic back seat. An estimate from Koch Outfitters is an additional \$1,223.52; staff is asking for authorization to get these two items.

**MOTION BY:** Mrs. Louder moved for approval as stated above.

**SECOND BY:** Mrs. Yerger

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

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- We received a resignation from David Green from the LSA Board; we will thank him for his service and will place the vacancy on the website.

**MOTION BY:** Mrs. deLeon moved to regretfully accept David Green’s resignation from the LSA.

**SECOND BY:** Mrs. Louder

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

**B. COUNCIL/JR. COUNCIL**

**Samuel Striz, Jr. Council Member** – No report (7:59 p.m.)

**Mrs. Yerger** – No report

**Mrs. deLeon**

- She said the Township was recently sued by the PennEast Pipeline for eminent domain. Attorney Treadwell said our outside Counsel is taking a look at it. It’s an eminent domain case where PennEast has condemned some land owned by the Petrie’s and the Township has a conservation easement over a portion of their property.

**Mr. Kern** – Absent with prior notification

**Mrs. Louder**

- She received a letter from the Gaming Commission which explained changes to the Gaming Act as it pertains to the distribution of funds. They will be distributed by the Commonwealth Finance Authority and are earmarked for economic development. Mr. Bryan Evans said it used to be termed casino impact funding; on behalf of public safety, he would ask the Township to reach out to our legislators to understand what changed, as we fought for some of that money. Mrs. Yerger said she doesn’t object to sending letters, but we need to better understand this.

- She said thanked the PW Department for the great clean-up during the snow storm.

**Mr. Stauffer** – No report

**C. SOLICITOR** – No report (8:07 p.m.)

**D. PLANNER** – Absent with prior notification

**E. ENGINEER** – No report

Ms. Nancy Polak asked what is going to happen to the Meadows Bridge? Mrs. Huhn said it’s slated for rehabilitation under the Count P3 Program. We are watching it and it should be rehabilitated, not replaced.

**VIII. ADJOURNMENT**

**MOTION BY:** Mr. Stauffer moved for adjournment. The time was 8:09 p.m.

**SECOND BY:** Mrs. Louder

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

Submitted by:

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Leslie Huhn  
Township Manager

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Sandra B. Yerger  
Council President