

The Township Building remains closed to the public. This meeting will be held through a Zoom teleconferencing link. Information to join the meeting will be provided on our website on Monday, March 30, 2020

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. PUBLIC COMMENT – TOWNSHIP RESIDENT ONLY – 3 MINUTE TIME LIMIT – NON-AGENDA ITEMS

III. PRESENTATIONS/HEARINGS

IV. DEVELOPER ITEMS

V. TOWNSHIP BUSINESS ITEMS

- A. Discussion Regarding Real Estate Tax Deadlines
- B. Mission Statement to Form a Route 378 Task Force
- C. Seidersville Hall – 3700 Old Philadelphia Pike
 - 1. Window Replacement Bid Award
 - 2. Review of Quotes for Replacement & Refinishing of Flooring and Repairs to Steps
- D. Authorization for Skid Steer Purchase

VI. MISCELLANEOUS BUSINESS ITEMS

- A. Approval of March 4, 2020 and March 20, 2020 Council Minutes
- B. Approval of February 2020 Financial Reports

VII. PUBLIC COMMENT ON NON-AGENDA ITEMS

VIII. COUNCIL & STAFF REPORTS

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

IX. ADJOURNMENT

UPCOMING MEETINGS ARE PENDING:

Parks & Recreation: April 6, 2020
Saucon Valley Partnership: April 8, 2020 @ 6:00 p.m. @ SVSD
Environmental Advisory Council: April 14, 2020
Township Council: April 15, 2020
Planning Commission: April 23, 2020
Saucon Rail Trail Oversight Commission: April 27, 2020 @ 6:00 p.m. @ CB
Zoning Hearing Board: April 27, 2020

I. OPENING

CALL TO ORDER: The General Business & Developer meeting of Lower Saucon Township Council was called to order with the Zoom teleconferencing link on Wednesday, April 1, 2020 at 7:03 p.m., at Lower Saucon Township, 3700 Old Philadelphia Pike, Bethlehem, PA with Mrs. Sandra Yerger, presiding.

ROLL CALL: Present: Sandra Yerger, President; Jason Banonis, Vice President; Priscilla deLeon, Kristen Stauffer and Thomas Carocci, Council Members; Leslie Huhn, Township Manager; Linc Treadwell, Township Solicitor; Thomas Barndt, Chief of Police; Roger Rasich, Director of Public Works. **Absent:** Judy Stern Goldstein, Township Planner & Brien Kocher, Township Engineer.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT OF ANY EXECUTIVE SESSION (IF APPLICABLE)

Mrs. Yerger said Council did meet in Executive Session prior to this evening to discuss potential property acquisition and the Hernandez litigation.

PUBLIC COMMENT/CITIZEN AGENDA ITEMS

Mrs. Yerger said if you are on the agenda, you have Council and Staff's undivided attention. If you choose to speak, we ask that you use one of the microphones and state your name for the record. If you have a non-agenda item, she asks that you give your fellow public the courtesy of the floor. She asked if anything was taken off of the agenda. Mrs. Huhn said no.

II. PUBLIC COMMENT – TOWNSHIP RESIDENT ONLY – 3 MINUTE TIME LIMIT – NON-AGENDA ITEMS

Mrs. Huhn said we have about 31 participants including Council attending the meeting by Zoom. If someone wants to comment, you have the option to raise your hand.

III. PRESENTATIONS/HEARINGS – None

III. DEVELOPER ITEMS – None

IV. TOWNSHIP BUSINESS ITEMS

A. DISCUSSION REGARDING REAL ESTATE TAX DEADLINES

Mr. Carocci said he'd like to hear what our Solicitor says about what we can and can't do. Attorney Treadwell said we've had some inquires to the Township about potentially extending the discount period to allow residents a longer period of time to pay the LST taxes at the discount rate. He doesn't believe we have the legal authority to do that. The timeframes are set by the State statute which is for the local and that statute provides that there's a two-month period for discount, another two-month period for the base amount and after that there's a penalty. He doesn't think you can extend the discount period. He thinks if you wanted to do something, you could waive the penalty for a certain period of time, if that is what Council chooses to do. He thinks the penalty kicks in June 3rd so you could, as a Council, decide what the penalty is. The penalty right now and has been every year, is 10% if you pay your real estate taxes after June 3rd. You could add another month to that and say there's not a penalty until July 3rd, or you could add two months, that is up to you.

Mr. Banonis said it's premature to address the issue now if the penalty doesn't kick in until June 3rd which is more than two months from now. He doesn't know if we should be discussing it now and we can certainly revisit this when the time comes. For us to react to it now would be premature and improper.

Mrs. deLeon said she thinks we need to put together a little memo with what the law states and that there is not a penalty until a certain date and then explain it to the residents and we can put it on a subsequent agenda.

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Mr. Carocci said we should have something on the website about it. Mrs. Stauffer said Leslie sent an email about this and it did mention that other Townships were taking some actions. Mrs. Yerger said if they're not allowed to extend the discount, she doesn't know what actions they took or exactly what the person was looking for.

Mr. Carocci asked Attorney Treadwell to explain what Hellertown did, he knows they did something. Attorney Treadwell said all he knows is what he heard and he hasn't seen anything officially, but was told they extended the discount period. He doesn't think there's any statutory authorization for that. Maybe they said due to the Declaration of Emergency, they are going to use emergency powers or something, but that's kind of a slippery slope.

Mrs. Stauffer said can we find out what they have done and come back to it at a later time and take a consensus of what other Township's are doing for residents. Attorney Treadwell said he thinks why it's on tonight's agenda is because your discount period ends on Friday so the discount period will be a moot point after Friday.

Mr. Banonis said if he understands Linc correctly, it would be a violation of State law for us to unilaterally extend the discount period. Attorney Treadwell said yes, he doesn't think we can do it. Mr. Banonis said he thinks it's been communicated that we as a Council, are concerned about our residents and their well-being and we recognize the gravity of the situation but our hands are tied on this. Attorney Treadwell said we'll put together a memo and bring it back in a month or so and see what the situation is at that time and then see if we want to do anything with the penalty.

Mrs. deLeon said everyone is listening to the TV and the news and they are saying they are hoping municipalities would waive certain things and help your residents through this time period and you're saying it's violating the State law so they should know that.

Mrs. Yerger said it sounds like what Linc is saying is we can help the residents by pushing it back or however we want to deal with it and that we can do it if they are having financial difficulties. Attorney Treadwell said he saw an article today where Bucks County extended their time period without penalty for 30 days. Mrs. Yerger said that's a different issue than the discount, so we'll see how the situation evolves.

Mr. Carocci said the taxpayers are not paying more, they still have until Friday to pay with the discount, it's not like the taxes are going up. We can deal with the penalty at a later date. People can choose the discount or not choose the discount.

Mrs. Huhn said like in the past, we are accepting anything postmarked by that time and we are processing everything that comes in. Attorney Treadwell said and to make everyone aware, we also have an installment program that allows you to pay in three installments.

Mrs. Stauffer said we can share that with our residents at this time also just as informational. Mrs. Yerger said that's right on the invoice when they get it. Mrs. Stauffer said it is, she thinks people are just stressed out right now.

Mr. Banonis said if he recalls the email was from a resident who has multiple properties in Hellertown and Lower Saucon and he had expressed concern if he was able to hand deliver his payment from the Township and receive a receipt. Mrs. Huhn said his receipts were mailed out. We also had a big stack of receipts we mailed out yesterday.

Mr. Carocci said regarding the drop box, will somebody be there on Friday at 5:00 p.m. to make sure that's counted as being there on that date. Mrs. Huhn said absolutely. She can see there are envelopes in it right now and she'll get them after the meeting. Mr. Carocci said he doesn't

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understand the argument of paying in person as you do get a receipt in the mail. Mrs. deLeon said or you go to Fulton Bank now and you can pay thru the drive-up.

Mr. Banonis said if he's clear, nobody comes in and pays cash for this. Mrs. Huhn said Allie is on line and she can let Mrs. Huhn know if she received any cash. Mr. Banonis said if anyone wanted to pay in cash, they could just write out a check and that would be an instant receipt for them. Mrs. Huhn said correct and the bank would take the cash as well. Mr. Carocci said we would take the cash in the drop box. Mrs. Huhn said sure, it's secured as the envelopes fall in the inside the building. She said Allie said one resident did pay cash two weeks ago. Mr. Banonis asked if a lot of residents pay in cash. Mrs. Huhn said no, they do not.

B. MISSION STATEMENT TO FORM A ROUTE 378 TASK FORCE

Mr. Banonis said what he is proposing and the time is not right now as this was on the agenda before the pandemic, but he feels this is important to have this in place when the economy does turn and we can look to revitalize the Route 378 corridor. This is a spin-off of the Economic Development Task Force that Dave Willard had formed back in 2014 when he was on Council. It was really an important group and they put together a good report, but it seemed to have stagnated over the last six or seven years and recognizing the economics we had for the Township and the limited areas zoned for commercial purposes he thought it was important to create a Task Force for the stakeholders along Route 378 to come up with some specific ideas and timeframes to work on a plan that was proposed in 2014. The 2014 report was done by members of Council as well as various stakeholders of the community, Lehigh University and some other interested parties. The goal was to look at the Township as a whole and come up with some ideas to advance the objective. The Mission Statement from that group was very clear and it was that they would create goals and objectives and eventually develop an action plan and the Mission Statement specifically was that Lower Saucon Township support existing businesses and institutions while developing future opportunities through managed growth that reflects the Townships heritage, and regrettably not much of that has happened along the Route 378 corridor over the past six or seven years. There has been some development there but we really need to look at that as being our Main Street as all communities have a Main Street where people go and gather and provide services and goods to the community and where the community can go and experience things from a downtown Main Street. He set forth the proposal in detail, in his two-page proposal that's part of the Council packet and he'd like to have Council's blessing to specifically appoint an Economic Task Force for the 378 corridor and he'd like to have involved in that, citizens, business owners, representatives of the Chamber of Commerce, PennDOT because it's a PennDOT road and he'd like them to convene meetings on a regular basis with objectives of improving the 378 corridor for commercial purposes and to provide recommendations to us, as Council, as to what we can do within our current zoning and ordinances and where we may need to make changes to those zoning ordinances to advance the overall objectives for opportunity. He realizes we are in the midst of the pandemic and the stock market is down and businesses are laying off people and the unemployment rate is very high and it's not ideal and that wasn't the idea to advance it during this turmoil, so what he'd like to do is have it in place with the right people on the Task Force when the economy does turn and we can be prepared to advance some ideas to improve the community and recognize it's an opportunity for us to raise commercial tax revenue that will help to alleviate the burdens to residents who are currently feeling the pressures of this economy.

Mr. Carocci said he thinks it's a perfect time to do it because basically we are going to study and look at things and do it now and also we need to again look at raising revenue as the landfill is eventually going to close and we won't be getting those tipping fees, so now is the perfect time to start planning for the future and looking at some of these things.

Attorney Treadwell said you need a motion to adopt the Mission Statement and then we'll have to talk about how we are going to put people on the committee or how they are going to be selected.

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Mr. Banonis said his goal is to simply establish that we are going to do this and then between now and the next two meetings see who we may want to put on this committee and then advance them at that point. Mrs. Yerger said so we'll just hold it to the Mission Statement at this meeting. Mr. Banonis said just to really create a Task Force, it's not really to staff it, to approve the proposal for the 378 development task force and to create the Task Force with staffing to be determined over the ensuing weeks or month.

Mrs. Stauffer said she thinks that's a really good idea to look at 378 and she knows that came up when they had the campaign night and a lot were looking at 378 and we see there would be value and look at what is falling apart on 378 and what could be brought back to life and what new opportunities could be done with some of the properties there. She checked out the 2014 report and she doesn't know if that would be helpful, when we do bring this back and look at it and put it on the agenda so that residents are familiar with it as it's been awhile. She was looking at Section 2 and looking at it like maybe there are a couple of things that could be actionable and that would be helpful to include now as it seems a lot of work was done in 2014 and these reports come up a lot and she was curious if there were any specifics he saw and you wanted to pursue with the Task Force now and had more clear ideas on how to do it and so we have clear ideas on the work that has already been done.

Mr. Banonis said he is not sure what she means that it's come up a lot, as it's been stagnant since 2014. Mrs. Stauffer said during the campaign. Mr. Banonis said he doesn't know how much it came up there. He knows he brought it up in the debate and he doesn't know if anyone else discussed it or had any ideas on it. His goal is as exactly set forth in the proposal and that is to create this Task force to look at what was offered previously as the overall LST Task Force and there was a section in there that was very specific on 378. It was laid out by areas of the Township that were identified as being potential areas for economic growth so he'd like to take what was already provided there and see if through this Task Force what was prepared six or seven years ago is still relevant and the parts that are relevant try to advance them and the parts that aren't relevant throw them out and come up with new ideas that will be relevant. That's what the purpose of this is and it's very narrowly scoped as it's related to a specific geographic area that was identified within that report. He thinks the report was a good report that was done before but maybe there was too much there, maybe too much for the Township to grasp and focus on so he's trying to get hyper focused here on the 378 corridor so that we can do something there as that seems to be our most prime area for opportunity. We have the zoning for it, we have some infrastructure there, so there could be some better infrastructure in conjunction with 378. There are properties there that are in various states but there is no congruity to the corridor and we need to look at it as an entire corridor from the Upper Saucon line to the City of Bethlehem line. It's roughly two miles long and there are a lot of different types of businesses there. We have single standalone businesses, we have service stations, we have strip malls, restaurants and bars and we should look at all of that and see what can be done. He thinks there could be a comprehensive plan for what we are hoping to do here.

Mrs. Stauffer said she agrees with him, looking back at the 2014 plan, there are ideas there, but she thinks what is missing from him is the how to of it. Does that make sense, actionable and this is what we need to do as a punch list like speaking with some really key players so is that the goal of this Task Force now? She wants to make sure Council will be able to take action this time, if that makes sense.

Mr. Banonis said he can't tell you what this Task Force is going to come up with in terms of the recommendations, but as he said his hope is they would look at what done before years ago, see if it's relevant, see what can be done to what was relevant and come up with new ideas. That's the goal of it, he can't predict to you exactly what's going to be done he's not the stakeholder that has a property on 378, he doesn't work for PennDOT, he's a Township Council member. His goal is to hear from those who have interest in that corridor to see what they want done there and what can be

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done to advance our common goal which is to support existing businesses and institutions while developing future opportunities through managed growth which reflects the Township's heritage. That's what this is about. He doesn't think it's very complicated. Mrs. Stauffer said she's not saying it is. She just wanted to talk about specific actionable things and he's right to say we have a plan and we don't do anything with it and that can be a missed opportunity. That's what she was looking for here. Mr. Carocci said he thinks it was a missed opportunity in 2014 and we need to try and rectify it.

Mrs. deLeon said do you think it would be helpful between now and when we select our members for this Task Force to invite the two-mile strip along 378 and send letters to each of the property owners there and say we have a Task Force in place and we would like, in theory, to talk to you about what our goals are and then what the interest is. You always learn from people as everybody has ideas and then have an opportunity for people to submit their application to be on the Task Force and then kind of start there. Do you think that would be helpful to have a buy-in from the owners which would be very good to do and she agrees there's properties and different types of stages and there's vacant properties and her understanding is where Taps is, the Revolutions left and the rent is just ridiculous. We can't control the rent, but whatever we can do to help economic development and whatever we can do to put another business in there ultimately is going to be like a domino effect to help the other businesses along that corridor as you get more people out there, you get a lot more exposure and that would be great. She's supportive of doing this. She wanted to give a little bit of history, a long time ago, members of the Lehigh Valley Economic and Development Corporation, when it started and she's talking a long time ago, they had to pay \$2,000 to be a member and she's guessing they paid that over ten years and we got nothing from it, so we stopped paying. Now the LVEDC is a different organization than what it was back then but there again the businesses they recruit are on a more of a larger scale than what we have properties for, but she knows Cunningham was invited to come and speak to the Task Force, the speakers they got, she attended most of those meetings, were good. At that time the County had an active Economic Development, more active than them. She forgets the gals name but she was really aggressive and tried to help us. The Chamber does not recruit but they do support and encourage economic development. They are there to support existing businesses. She's been a liaison for the Chamber board.

Mr. Banonis asked Mrs. deLeon how long she's been the liaison for the Chamber. Mrs. deLeon said five or six years. Mr. Banonis said have they provided or have you asked them for any recommendations for 378 or any leads or ideas for there. Mrs. deLeon said again, she just talked to Jessica and asked her about the involvement of the Chamber and they do not do economic development. If someone contacted Jessica and said they would like to put a hot dog place in Lower Saucon area she would direct them to Jim Young.

Mr. Banonis said he had a conversation with her a couple of weeks ago and then it was cancelled when a check was going to be awarded to LS Fire Rescue, about what this proposal was going to be and she expressed she would be very happy to participate being a member of this if we could get this Task Force approved. He's happy to hear that the Chamber would be supportive and willing to participate in this. Mrs. deLeon said supportive and encouraging but not as recruitment. There's a difference there. She knows the Chamber is very busy and trying to keep businesses alive. The Chamber you see today with the pandemic is going to have to cancel a lot of their events. We can have a conversation with Jessica again and they are there to welcome new businesses in the area. Once they are here, she would hope they would join the Chamber.

Mr. Banonis said we talked this issue to death, he is going to make a motion.

MOTION BY: Mr. Banonis moved to approve his proposal for LST Route 378 Task Force.
SECOND BY: Mr. Carocci

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Mrs. Yerger asked Jason to read the Mission Statement. He said the one he read before was the one from 2014. They said LST will be supporting existing businesses and institutions while developing future opportunities through managed growth which reflects the Townships heritage and his proposal for the Route 378 Task Force. Mrs. Stauffer said it's a two-page read. Mr. Banonis said he's fine with that, it states what the purpose is and the goals of the Economic Task Force so it doesn't have to be a six word motion he's making here.

MOTION BY: Mr. Banonis amended his previous motion and moved to establish a Route 378 Economic Task Force to be consistent with the proposal that's part of the agenda tonight and the summary and purpose is set forth in the two-page memo/proposal.

SECOND BY: Mr. Carocci amended his second
Mrs. deLeon said she thinks Sandy wanted it read into the record. Mrs. Huhn said we can post it tomorrow online and if she can read the four bullets that might summarize the statement. Mr. Banonis said he'll read them, The Economic Task Force develops specific goals, and promotes economic development growth, exploring reuses, adaptive reuses for existing under-utilized parcels in the Township, promoting and encouraging creation of new ventures that attract highway figure oriented businesses, maintain and enhancing the quality of life in LST.

ROLL CALL: 5-0
Mrs. Huhn said we can work on that and develop a plan.

C. SEIDERSVILLE HALL – 3700 OLD PHILADELPHIA PIKE

1. WINDOW REPLACEMENT BID AWARD

Mrs. Huhn said this was advertised and she is recommending awarding it to Gunton Corporation dba Pella Windows at \$86,496. The reason they are bringing it to you is once everything opens up again we hope to get working on this as they are tied to grants. Mrs. deLeon said we'd hope the grants would extend the deadline. Mr. Banonis asked how much was the grant we received. Mrs. Huhn said it will leave us with a remainder of about \$15,000 which is in our Capital Plan and we do have that budgeted.

MOTION BY: Mrs. Yerger will move for approval for the Seidersville Window Replacement at a cost of \$86,496 which was awarded to Gunton Corporation dba Pella Windows.

SECOND BY: Mrs. deLeon

ROLL CALL: 5-0

2. REVIEW OF QUOTES FOR REPLACEMENT & REFINISHING OF FLOORING AND REPAIRS TO STEPS

Mrs. Huhn said this did not meet bidding threshold so we had to get three quotes. Roger met with three contractors. The quotes you have were since revised, we were waiting for a revised quote from LV Hardwood Flooring who appears to be the lower bidder but after we asked them to provide the same materials, labor and products, as the other bidders, they came in a little higher. They are recommending VNA Hardwood Floors at \$16,355. Mrs. Stauffer said are these local. Mrs. Huhn said yes. Mr. Banonis asked why LV Hardwood Flooring then came in higher. Mrs. Huhn said with their revised quote it came in at \$18,280. VNA Hardwood Flooring recommended a special finish that's more appropriate for commercial buildings, which this would have some activity in it once we get the senior center and more entities using it. They recommended using another sealer on it and that's when they went back to LV Flooring and asked for a revised quote using that same sealer. They are going on a recommendation from VNA Flooring and allowed LV Flooring to also quote on that exact same finish. It will be a more durable finish.

MOTION BY: Mrs. Stauffer moved for approval of the replacement and finishing of flooring and repairs to steps at Seidersville Hall to VNA Hardwood Flooring at a price of \$16,355.

SECOND BY: Mrs. Yerger

ROLL CALL: 5-0

D. AUTHORIZATION FOR SKID STEER PURCHASE

Mrs. Huhn said the skid steer purchase was budgeted for purchase in the 2020 budget. Roger has quotes and visuals in your packet. The budgeted amount was \$100,000. He spec'ed a Bobcat and some attachments and the total comes in at \$104,098.52 less the trade-in for our which is \$12,500 which brings it to \$91,598.52.

Mr. Banonis said he realizes this was budgeted but he also recognizes we are in some uncertain financial times and he recognizes the importance of providing good working equipment for our PW Department, but he's wondering if we can forego this temporarily until at least our financial picture becomes clearer anticipating that things may change for our township finances, perhaps not this year but looking forward to six or twelve months from now. Mrs. Huhn said some of the attachments he spec'ed we do not have currently, which we had hoped to use for some of our larger park areas like Woodland Hills for mowing and some of the fields we own, but Roger can answer your question more specifically.

Mr. Rasich said the machine we currently have is 20 years old and is a tire skid machine and the new one is a track machine which is much more versatile and allows them to do a lot more different things with it. Two of the attachments are new and weren't available when they bought their older machine which is a Diamond Mower which would be used to mow the Woodland Hills Preserve property which was done unsatisfactorily last year and we want to mow the entire thing to get it where it should be. The current machine is not capable of running that attachment. The snow plow, our old machine is capable of running that attachment; however, it wouldn't be very efficient and our current machine does not have a climate controlled cab so anybody working on it is going to be out in the snow. The last attachment is a high flow planer which is used for joining roads. We currently have one for our old machine, and it does work, the only problem is it's a small machine. It's only 16" opposed to 24". To answer your question, we can get by with what we have today, but he would strongly recommend at the very earliest opportunity, its replacement.

Mrs. Yerger said the other consideration is that if we do need this, which it sounds like we do, and we wait, it may go up in price. Mr. Carocci said he's concerned that they could use it this summer. Mr. Rasich said absolutely and we could have been using it the entire winter. Mrs. Yerger said she walks her dog every day in Woodland Hills and the number of people using it is growing every day. Mrs. Stauffer said and soon it will be high grass and when they took their dog there, they were covered in ticks. Mrs. Yerger said people are using it because of its large capacity and they don't have to get near each other and do the social distancing but do need to cut a wider swath. It would be an investment for our residents also.

Mr. Banonis said he's not opposed to our PW Department having the equipment they need for the job, but the economy just went off the cliff and you read the story of the car manufacturers and how they shut down production. He's wondering if we could table this today and go back and ask them what the deal is now. Mr. Rasich said the price on that is the Co-stars pricing. That isn't a bid from Bobcat of LV. Mrs. Huhn said Co-stars may be reducing their pricing too so it might not be a bad idea if we go back and ask. Mr. Rasich said okay.

Mrs. Yerger said if we want to table this until the next meeting, she's fine with that. Mr. Carocci asked Mr. Rasich if he could get that information by the next meeting as he wants PW to have the equipment. Mrs. Yerger said can we do it this way, and say not to exceed \$91,598 and if Roger can get it under that cost, is that a problem. Attorney Treadwell said he'd be more comfortable if we held off until the next meeting. Mr. Rasich said he can find out that information by the next meeting. Mr. Carocci said try your best to get the price down and bring it back to the next meeting. He thinks it's needed and is willing to table it until the next meeting. Mrs. Yerger said she agrees.

MOTION BY: Mrs. Yerger moved to table the skid steer purchase until April 15, 2020.
SECOND BY: Mrs. deLeon
ROLL CALL: 5-0

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Alan Johnson said the equipment should be used for the property we own on Silver Creek Road and Polk Valley Road as we now hire someone to do that. Mr. Carocci asked if it would be possible to mow those properties as well. Mr. Rasich said absolutely, that's what the mower is for. Mr. Carocci asked what we pay for the contractor to mow that. Mr. Rasich said it's probably between \$1,000 and \$1,500 for each parcel a year for one mowing. Mr. Carocci said bring back to the next meeting any other property in the Township that we could do in-house with this piece of equipment. Mrs. deLeon said also the existing number of employees in the PW Department if we have part-time or full time person, what the cost of that would be.

V. MISCELLANEOUS BUSINESS ITEMS

A. APPROVAL OF MARCH 4, 2020 & MARCH 20, 2020 COUNCIL MINUTES

Mrs. Yerger said the March 4 and March 20, 2020 Council minutes are ready for Council's review and approval.

MOTION BY: Mrs. Yerger moved for approval of the March 4, 2020 minutes.

SECOND BY: Mr. Banonis

ROLL CALL: 4-1 (Mrs. deLeon – No)

MOTION BY: Mrs. deLeon moved for approval of the March 20, 2020 minutes.

SECOND BY: Mrs. Yerger

ROLL CALL: 5-0

B. APPROVAL OF FEBRUARY 2020 FINANCIAL STATEMENTS

Mrs. Yerger said the February 2020 Financial Statements are ready for Council's review and approval.

MOTION BY: Mrs. deLeon moved for approval of the February 2020 financial statements.

SECOND BY: Mr. Banonis

ROLL CALL: 5-0

VI. PUBLIC COMMENT/CITIZEN NON-AGENDA ITEMS

- Ms. Laura Ray said they drafted a letter to all our elected officials in February and we need it approved by Council regarding the plastic bag letter. Mr. Carocci said he doesn't have a problem sending it, just send it from the EAC. Mr. Banonis said we shouldn't be getting involved in this, let the EAC do this. Mr. Carocci said it was for Council review. Ms. Ray said let's send it out it's been on hold for a couple of months.

MOTION BY: Mr. Carocci moved for approval for the EAC to send the plastic bag letter to our representatives.

SECOND BY: Mrs. deLeon

Mr. Carocci said he could send a letter as a resident, so let the EAC send this letter. Mrs. deLeon said they were looking for endorsements of Council. Mrs. Yerger said we were looking to keep Council informed of the letter, it was just informational. Mr. Carocci said he will withdraw his motion, we have been informed. Mrs. deLeon said she'll withdraw her second. The EAC is a whole separate entity not like Parks & Rec (P&R) that would have to get approval. Attorney Treadwell said he thinks the EAC responsibilities and authorities are in their by-laws but he agrees you don't need a motion for them to send a letter. Mrs. deLeon said you are missing her point, the P&R cannot send a letter on their own because they are a recommending body. Attorney Treadwell said they can't spend any money on their own. The Planning Commission is purely recommending, that they make to Council. The EAC might have a little more authority. Mr. Carocci said okay, Laura, good luck. Mrs. deLeon said thank the EAC, she respects what they do.

- Ms. Stephanie Brown said it's taken her 45 minutes to get on this meeting, just so you know. She hopes everyone is doing well. Mrs. Huhn said Stephanie was on and off line many times.

- Mr. Banonis said in the chat, Kevin Kalman says an update about the Steel City Fire Company. Mrs. Huhn said it was a follow-up on what was discussed at the March 4th meeting regarding the resolution, which has not been completed at this time.

VII. COUNCIL & STAFF REPORTS

A. MANAGER

- Mrs. Huhn said she can provide an update with what is going on with the EMC. Mr. Bryan Evans said we have been working on the Preparedness Summary. He is providing inventory of PPE and disinfectants. We are working closely with the PD. We are not allowing the public in the administrative offices while staff was working in the office and remotely. Employees are coming in for priority projects. There's been continued updates on the PD and current guidelines from the CDC. We participate in weekly updates from Northampton County, also potential recovery costs from NC, so we are tracking any cost we have with this. They are not exorbitant at this time. It is just things like purchasing hand sanitizer when we can, and things like that and consider the declaration until further notice. We can look at it as we move forward. Mrs. deLeon said do we have to cancel or does it ride itself out the one we did the other day. Attorney Treadwell said there are three things that could terminate it, the first being the Governor removes the state emergency declaration, Council decides to remove it themselves, or the expiration of the 30 days. It's whichever open happens first. If we go longer than 30 days, we're going to have to do it again. Mrs. deLeon said are there any issues on what is going on with the PD, any issues with the public. Chief Barndt said currently they have no issues in the staffing of the PD. As we speak he's working on temporary schedules in the event if we have limited staffing There has been a Mutual Aid Agreement with the NC District Attorney's office so that all County PD's can help each other in as there is staffing issues within the County. Mrs. deLeon received a question from a resident - if you see something going on in violation of the Governor's orders, do you have enforcement to take care of those issues. Chief Barndt said he's put out to the officers this is more of an education for everybody since it's a whole new world for everyone, so we'll warn them before we take any kind of enforcement action. Mr. Evans said that's good planning on the Chief's part but he does have to commend that even before our first meeting the Chief issued officers PPE kits so our officers have the CBC guidelines, so hopefully anybody that has to come in contact with a citizen in work has the equipment to be able to protect them. That's all going well right now. We've worked behind the scenes to get some more stuff in reserve, so we're in good shape. Mrs. Huhn said we also had the PD and the vehicles professionally sanitized and the Township Administrative side sanitized as well. Mr. Banonis said he saw a map of Bucks County that showed the penetration of the COVID-19 cases by borough and in Philadelphia, there's a similar map where you can put in your zip code, have you seen any of that in NC that would show cases and particularly if we have any in LST. Chief Barndt said he spoke to the Chief to the Bethlehem PD, and they had the same conversation and they would like to know if we had any hot spots in our community and they are unable to find that out. The 911 center is doing COVID-19 testing on every call they take and if anyone has any symptoms they have the officer call in to get protective equipment. Mr. Evans said he hasn't seen anything like that in NC. Bucks County has a health department. The testing has been widely discussed and it's not widely available and results are widely delayed. Mrs. deLeon said the County put on a County map for the pipeline but you can look for areas and use it as a map. Mr. Banonis said when you have the COVID-19 report that came in from Mike Rampulla, he talks about challenges, and earlier today he got an email from a resident who had inquired as to why we as the Township doesn't create a COVID Response Task Force and he thinks it's clear that the Township's operational limits during an emergency like this are really more so related to infrastructure and natural disasters as opposed to as responding to viral outbreaks and that we have been deferred to the State and the County who are on top of this and are the experts in this field and our role is really secondary to them as they are the ones trying to control this on a much larger scale, is that an accurate assessment. We as a township can't really do a lot as far as being front line responders for this other than being mindful how we interact with the public and maintaining a message that's consistent with the County's message. Mr. Evans said he agrees with that 100%. That is exactly as what he and the Chief have been discussing sort

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of to protect the public infrastructure and the emergency response end of it. A lot of the rest is out of our reach.

- She talked to the Chief of LS Fire Rescue and they are also taking extreme precautions with all their volunteer firefighters and are following strict guidelines. Council said thank them for us.

B. COUNCIL/JR. COUNCIL

Jr. Council – Absent

Mrs. Yerger – No report

Mrs. deLeon

- She's assuming May 11th the Small Business Round Table Event with our PD Chief's will most likely be cancelled and she wonders if we can do a Zoom meeting with both Chief's to the community where they could give the community an update. Mrs. Yerger said that's up the PD's but it's a fine idea. Chief Barndt thinks it's going to be at Hellertown. He said it's a good idea but it would have to be limited so they stay in their lanes of expertise. He could talk to Chief Shupp and Leslie can talk to the Chamber.
- She said Bill Hubbard passed away in February and she'd like to recognize him as a long-time member of the P/C; and Bud Prosser just passed away and that was very upsetting.

Mrs. Stauffer

- She said hopes everyone in the community is doing okay. She knows it's a very stressful time and she's glad residents were able to join us through Zoom. She's trying to find something positive and actionable that she can do and since all the events are being cancelled, one thing she wanted to do was something she found actionable. If you are able to donate to a non-profit of your choice, one that is dear to her heart is the Center for Animal Health and Welfare in Easton. There are a lot of other shelters in our area like Peaceable Kingdom, Last Chance Ranch, Bucks County SPCA. The non-profits in our area whether they are youth, church, anything, if you are able to support them now, please do. A lot of these organizations have had to cancel their fundraisers.

Mr. Carocci

- He thanked the Township employees, police, PW and fire, as they are doing a great job. Mrs. Yerger said she agrees wholeheartedly and thank you all.

Mr. Banonis

- He heard about a local church that has a food bank that has been essentially exhausted because of people running for food because of the situation we're in. When he gets that information, he will pass it along as they are in dire need of donations because there are a lot of people that rely on those services for their daily needs. He has a bit of a concern about the supply chain and we have needs with our First Responders and he hopes we don't have any problems there. If there's anything we can do to support them, we need to make that the upmost priority as they are out there in the front lines right now. We have local businesses that are hurting badly and some restaurants are doing curbside pickup so please support them as much as you can and use social distancing. Mrs. Yerger said something that was suggested to her in that regard which was to buy gift certificates for later on so everyone can celebrate and boost their business later on.
- He'd also point out the Steel Club has a Go Fund Me for their employees who are not working. They are still doing take out. He will find the link for everyone.
- From a civic standpoint the primary has been moved from April to June 2nd.
- We got notice in about the census and the importance to us. We discussed this at the SVP. It's important to the Township, as we use that for grants and get financial monies we need to keep the Township operating.
- He thanks Leslie, Roger, the Chief, all the PD, PW, the administrative offices, the fire services for their service, it's all unprecedented and it's amazing how the people working in our local government are doing such a great job to rally themselves and those under them in a way that keeps the Township running. He hopes everyone in the Township recognizes that.

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- C. **SOLICITOR** – No report
- D. **PLANNER** – Absent
- E. **ENGINEER** – Absent

IV. ADJOURNMENT

MOTION BY: Mrs. deLeon moved for adjournment. The time was 8:37 p.m.

SECOND BY: Mr. Banonis

ROLL CALL: 5-0

Submitted by:

Leslie Huhn
Township Manager

Sandra B. Yerger
Council President