

**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. Matrix Consulting Group – Presentation of Police Operations Study

**III. DEVELOPER ITEMS**

- A. UGI Energy Services – Proposed LNG Peak Sharing Project in City of Bethlehem – Discussion
- B. Hazem Hijazi – 2187 Kistler Avenue – Lot Line Adjustment

**IV. TOWNSHIP BUSINESS ITEMS**

- A. Zoning Hearing Board Variances
  - 1. Ben Franklin Technology Partners of Northeast PA – 116 Research Drive – Variance for Wall Mounted Name Sign
  - 2. Eric Scheler c/o Commerce Construction Co, LP – Bethlehem Commerce Center – 3419 Commerce Center – Various Variances for a Proposed Minor Subdivision
- B. Steel City Park Landscaping Bid Award & Discussion of Gate Locations
- C. Steel City Fire Company Request for Funding of \$10,000.00
- D. Saucon Valley Community Center – Summer Recreation Program
- E. Resolution #38-2017 – Transfer of Monies
- F. Resolution #39-2017 – International Firefighters’ Day – May 4, 2017

**V. MISCELLANEOUS BUSINESS ITEMS**

- A. Approval of April 5, 2017 Council Minutes
- B. Approval of March 2017 Financial Reports
- C. Monthly Department Reports for March 2017

**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**

Next Zoning Hearing Board Meeting: April 24, 2017  
Next Saucon Rail Trail Oversight Commission Meeting: April 24, 2017 @ HB  
Next Planning Commission Meeting: April 27, 2017  
Next Park & Rec Meeting: May 1, 2017  
Next Council Meeting: May 3, 2017  
Next EAC Meeting: May 9, 2017  
Next Saucon Valley Partnership: May 10, 2017 @ SVSD

**I. OPENING**

**CALL TO ORDER:** The General Business & Developer meeting of Lower Saucon Township Council was called to order on Wednesday, April 19, 2017 at 7:00 p.m., at Lower Saucon Township, 3700 Old Philadelphia Pike, Bethlehem, PA with Mr. Ron Horiszny, presiding.

**ROLL CALL:** Ron Horiszny, President; Sandra Yerger, Vice President; Priscilla deLeon, Glenn Kern and Donna Louder, Council Members; Leslie Huhn, Township Manager; Linc Treadwell, Township Solicitor. Mike Beuke, Township Planner & Brien Kocher, Township Engineer. Junior Council Member – Absent.

**PLEDGE OF ALLEGIANCE**

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

Mr. Horiszny said Council did not meet in Executive Session since the last meeting.

**PUBLIC COMMENT/CITIZEN AGENDA ITEMS**

Mr. Horiszny 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 so the transcriptionist knows who is speaking for the minutes. He asks that you give your fellow public the courtesy of the floor.

**II. PRESENTATIONS/HEARINGS**

**A. MATRIX CONSULTING GROUP – PRESENTATION OF POLICE OPERATIONS STUDY**

Richard Brady, President of Matrix Consulting Group, provided a PowerPoint presentation and overview of the comprehensive police study which reviewed how the PD serves the community, how it's organized, managed, and staffed. They compared the PD current operations to "best practices" in law enforcement with small departments. They received input through an employee survey and individual interviews with everyone, including staff and Council members.

Employees feel they are providing an extraordinarily high level of service to the community and are making a difference in the Township. An issue within the patrol force is that they feel they don't have the ability to problem solve within the community. Mr. Brady said there were other management issues like decision-making, consistency and dealing with internal problems. He said these may sound serious but are fairly common in small departments.

There were a lot of positive areas in the survey such as policies are up-to-date, morale is quite high, and a majority of employees said they want to make their career in the LSTPD. The department has commonwealth accreditation, training levels are high, complaints within the community are rare, and the department is good at its use of technology.

Mr. Brady outlined issues that need to be addressed and stated that while these are being implemented, transparency and reporting to the Township administration, Council, and the community on a regular basis is needed.

The department needs a more positive leadership style; currently the phrase micro-managing appears several times in the report and it's not a positive thing for the expectations of the workforce today. There needs to be more consistency in terms of special assignments and training, and communication needs to be more regular within the department, and the Chief needs to be more visible internally as well as externally within the community.

Regarding minimum staffing levels, two officers can handle the workload any hour of the day as concurrent calls are rare. There could be times where three could be necessary, but two should be the minimum. Part-time officers should be limited to cover for full-time officers when minimum staffing levels cannot be met. "Team Leader" issues have been identified as a lack of consistency that it provides for patrol.

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Mrs. Louder thanked them for doing the study. She said there was mention of the K-9 unit and whether or not that was necessary; as a resident, she supports the K-9 unit. Mr. Brady said they had two recommendations and one was to alter the hours when the K-9 would be more useful but secondly as part of the community needs assessment. Mrs. deLeon said she's always supported the K-9 unit.

**MOTION BY:** Mrs. deLeon moved to direct the Manager, our Solicitor and the administration to develop an implementation plan. There's also immediate recommendations that could be done tomorrow. This should be brought back to Council. Council would also like a timetable to be done and be presented back to Council.

Mrs. Huhn said there are some things that are prioritized and we are able to do and work on tomorrow morning if need be. There are other things that we should bring back to Council in the way of an implementation plan of what they might want to see moving forward. Mrs. deLeon said she totally supports that. Mrs. Louder said she would like to see a timetable done with that as well so we can follow it through.

**SECOND BY:** Mrs. Louder

**ROLL CALL:** 5-0

**III. DEVELOPER ITEMS**

**A. UGI ENERGY SERVICES – PROPOSED LNG PEAK SHAVING PROJECT IN CITY OF BETHLEHEM – DISCUSSION**

UGI met with Township staff and presented discussion items. They will be presenting a ZHB variance in the City of Bethlehem on April 26<sup>th</sup>; if there are any issues Council has concerns with, we need to get it to their ZHB.

Mrs. Louder said there should be no changes made to Ringhoffer Road to allow this truck traffic; removing the weight limit would be detrimental to the Township. She would suggest to UGI that they try to seek other options to get their trucks to their 2 million gallon tank that's going to hold the liquid methane. They are going to come off Applebutter down to Ringhoffer to Sherry Hill to their plant. This is a rural agricultural area and there are people who are living there and school busses on that road. Mrs. Yerger said Ringhoffer is residential and a narrow, winding road; this is not an appropriate use. Attorney Treadwell said UGI has Lot 56 and the site of the tank is located in the City and that's an industrial zoning district – their proposal for access is to come off of I-78, down Rt. 412, turn on to Applebutter and use Ringhoffer to Sherry Hill. Mr. Horiszny said they should see if they could come in through Majestic. Mrs. Louder said she thinks they should. We should have someone to represent us at the Bethlehem ZHB meeting to voice our concerns.

**MOTION BY:** Mrs. Louder moved for approval to send the Environmental Attorney, Charles Elliott, to the Bethlehem ZHB meeting on Wednesday, April 26, 2017 to oppose the UGI application. Mrs. deLeon said there are traffic issues; do we need other consultants there? Attorney Treadwell said we can let Attorney Elliott decide who he needs and who he doesn't need.

**SECOND BY:** Mrs. Yerger

**MOTION BY:** Mrs. Louder amended her previous motion and moved for approval to send the Environmental Attorney, Charles Elliott, to the Bethlehem ZHB meeting on Wednesday, April 26, 2017 to oppose the UGI application and let him decide who he needs to take along.

**SECOND BY:** Mrs. Yerger amended her second

Attorney Treadwell said there are two issues with their ZHB application and you have a certain amount of control over your roads; if you don't want the 10-ton sign removed, you don't have to agree to it.

**ROLL CALL:** 5-0

**B. HAZEM HIJAZI – 2187 KISTLER AVENUE – LOT LINE ADJUSTMENT**

Mr. Hijazi said they are trying to adjust the lot lines between three properties that are all family owned and have the variances they need from the ZHB. There are a number of waivers they are

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asking Council to approve which Mr. Kocher summarized in the draft motion. Mrs. Louder asked how long the properties have been there? Mr. Hijazi said the property on the top is there since the 1900's, the lower left is from the 50's and the lower right is from the 70's. Attorney Treadwell said this proposal cleans up the lot lines.

**MOTION BY:** Mrs. Louder moved for approval of the lot line adjustment for Hazem Hijazi at 2187 Kistler Avenue including the six waiver requests. She asks that the boundary survey monuments are placed so that when your family doesn't own it anymore, everyone knows where their corner is.

**SECOND BY:** Mr. Horiszny

**ROLL CALL:** 5-0

**IV. TOWNSHIP BUSINESS ITEMS**

**A. ZONING HEARING BOARD VARIANCES**

**1. BEN FRANKLIN TECHNOLOGY PARTNERS OF NORTHEAST PA – 116 RESEARCH DRIVE – VARIANCE FOR WALL MOUNTED NAME SIGN**

Mr. Eric Schoch, Attorney was present along with Mr. Chuck Diefenderfer who said Ben Franklin Technology owns the building and leases the land from Lehigh. They formerly had some wall signage. GPS does not lead you to this location and the ordinance requires a hefty setback for a sign compared to other ordinances. With the slope on the hill you cannot adequately see signs if they are placed at 35', so they put them as far back as they can. There is no impact on anyone other than Lehigh. Council took no action.

**2. COMMERCE CONSTRUCTION CO., LP – BETHLEHEM COMMERCE CENTER – 3419 COMMERCE CENTER – VARIOUS VARIANCES FOR A PROPOSED MINOR SUBDIVISION**

Attorney Preston and Mr. Rocco Caracciolo were present; they had identified some zoning relief they needed at an earlier meeting and Council agreed to take no action. Since that time, they got more feedback from the consultants, and need some additional relief. Mrs. Yerger said on your last plan you were not encroaching in the 100' riparian buffer and this time you plan on doing so. Mr. Caracciolo said they do have a minor encroachment on it with the new plan being more conventional; it's about 12% of the buffer itself, the reason being for tractor trailer circulation. Mrs. Yerger also saw a variance for lighting and it's substantially more than what we allow. Her concern is the residences across the street; it will severely impact their life. Mr. Caracciolo said the light standards are 28' tall and will be dark sky lights with shoe box fixtures, all glares going down and facing away from the residences. They are doing it to what's approved in Bethlehem. The glare is per code at the property line, and then there's a 500' buffer to the nearest resident.

Mrs. deLeon said the zoning out there isn't rural – why do you need 28'? Mr. Caracciolo said with the buffer they have it's adequate, but they could take it back to their client. Attorney Treadwell asked for them to show where the lights are proposed on the LST portion. Mr. Caracciolo explained to Council where the lights were proposed. Attorney Preston said it could be a 24/7 operation.

Regarding the riparian buffer, Mr. Caracciolo said you are allowed to have up to 15% and they are under that percentage. The stream is not a protected watershed and DEP doesn't even require a buffer, but they are going to plant the buffer as if it was a DEP requirement. Mrs. Yerger asked about the relief to allow storage trailers to be parked in a buffer yard. Mr. Caracciolo said for these operations, they have trailers that are detached and will be more inland to the site. Mr. Horiszny asked where the guardhouse would be. Mr. Caracciolo said on the access road between buildings which is in LST.

Mr. Mark Wirth, resident, asked where the water from the roof and parking lots will be going? Are there retention ponds or underground pipes? Mr. Caracciolo said all the

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rooftop water will be collected in downspouts and taken underground into a main collection group. It will take it down to Bethlehem's side.

Mrs. Louder said the lights need to be unseen by the residents. Mr. Kocher said these poles are shining onto concrete as opposed to asphalt, and the closer to the ground the lights are, the more intense they are hitting the ground and you may get reflection.

Attorney Preston said if Mr. Kocher isn't satisfied, they will pull that part of the application; it could be a condition, the light is needed for the safety of the workers. We could make it a condition they will enter at the ZHB that any granting of a variance from 16' to 28' be conditioned on a light study by your Township Engineer to your satisfaction. Council agreed with that.

**MOTION BY:** Mrs. deLeon moved for approval to support this on the condition that there's a letter sent to the Bethlehem ZHB with the wording that we will do a light study at the appropriate time when it comes back to us. Mrs. deLeon took her motion off the floor.

**MOTION BY:** Mrs. Yerger moved for approval to send a letter to the ZHB stating that if they grant the variance requested on the 16' to 28' lighting standard request, that they impose a condition as described by the applicant tonight that it be conditioned upon the Township's engineer reviewing the lighting plan and that this Council being satisfied with that review and the results of that review.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 4-1 (Mrs. Louder – No)

**B. STEEL CITY PARK LANDSCAPING BID AWARD & DISCUSSION ON PLACEMENT OF GATE**

Mrs. Huhn said we received two bids for the landscaping and are recommending that Council not award this bid at this time due to the amounts coming in higher than what our estimated costs were. We would like to discuss with Council the options associated for the trees; we had them as Option A and B in the landscape bid.

Mrs. Louder said she'd like to make the recommendation that we hold off on the trees that were going to be placed in front of the outfield fence that stands in front of the tot lot, and get the pavilion up with the light and get the grass and shrubs in, and then later look at how used the ballpark is going to be, and if it isn't used heavily she doesn't know if we have to put those trees there. She's against blocking the line of vision and the safety of it as well.

**MOTION BY:** Mrs. Louder moved to reject the bids for the landscaping at Steel City Park we received because they are much higher than the cost estimated we originally had.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 5-0

**MOTION BY:** Mrs. Louder moved to seek phone bids for the landscaping at the Steel City Park minus the juniper trees.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 5-0

Mrs. Huhn said we received a quote from Anchor Fence for the addition of another gate near the backstop area near Schwab and Matthews. The quote for a 4'x6' gate is \$1,395.00.

**MOTION BY:** Mrs. Louder moved that we ask Anchor to place the 4'x6' gate at Schwab and Matthews at a cost of \$1,395.00.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

Mrs. deLeon asked about having the gate locks higher, but Council said it was a safety issue. Mrs. Huhn said Public Works will be out there this week, but next week they will be removing the Rentzheimer House and then will be back to the park.

**C. STEEL CITY FIRE COMPANY REQUEST FOR FUNDING OF \$10,000.00**

Mr. Chris Snyder addressed Council regarding their funding allocation. They did not receive the grant from the state and that they were ineligible for the grant as they didn't use the grant from the previous year. Mrs. Gorman discussed with Council a timetable of what had transpired in the last year and she felt they did not comply with Council's policy.

Mrs. Huhn read the letter from the Fire Commissioner. Mrs. Gorman said they did receive their \$50,000 this year based on confirmation of the letter from last year. The state's program is doing what our resolution is doing.

**MOTION BY:** Mr. Horiszny moved for approval of the \$10,000 from the 2016 budget that was deducted from Steel City Fire Department's allocation from last year, and we encourage them to be more aggressive in pursuing the state grants each year and to give us an accounting of the money.

Mrs. deLeon asked to add that they need to show the bills needed for the \$10,000 per the policy we implemented and we know that money is going towards bills. Mrs. Gorman said you could modify the policy to say that you want copies of everything, the grant application, their final submission. Mrs. deLeon said we have to modify that resolution to make it more clear so it doesn't happen again. Mrs. Louder asked why were they not awarded this money? Mrs. Gorman said they did not sign the contract that was submitted to them. Mrs. Gorman said the Fire Commissioner's office told her that if a fire department cannot comply with the agreement they signed and their options would be if they don't get it done and aren't eligible for the next round of funding; they could have sent the Fire Commissioner a letter and on a case-by-case basis the Fire Commissioner can approve them to be open for the next round; or they can ask if they use the money for something else and file an amendment. Mrs. Gorman said her take of "applied for" would mean confirmation email from the Fire Commissioner's office that it was submitted and accepted. Mrs. Louder said there was no follow through and this is the last chance; they need to be more diligent with their paperwork.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 4-1 (Mrs. Louder – No)

**D. SAUCON VALLEY COMMUNITY CENTER SUMMER RECREATION PROGRAM**

Mrs. Huhn said she spoke with Erin Siegfried at the Community Center and suggested a nominal fee for this year and Erin thought it was a good idea. We suggested \$10 for the first child and a \$5 fee for each additional child; however, if they are enrolled in the school lunch program the fees would be waived. We will look at other options for next year's program. Mrs. Gorman did some very rough cost estimates to bring this in-house using some of the figures the Community Center uses.

Mrs. Yerger said she thinks it's fair and nominal to what other municipalities charge.

**MOTION BY:** Mrs. Yerger moved to support the SV Community Center's summer recreation program by charging \$10 for the first child and \$5 for each additional child. If the child is enrolled in the school lunch program, the fees would be waived.

**SECOND BY:** Mrs. deLeon

Mrs. deLeon said she feels that this needs to be subcontracted out and she's never heard any complaints. To do it in-house, we'd have to hire someone as our employees don't have the time, and we'd have to have insurance, workers comp and other things.

**ROLL CALL:** 5-0

**E. RESOLUTION #38-2017 – TRANSFER OF MONIES**

Mrs. Gorman said this resolution is a budget resolution change that she will have to make. These expenses Council approved. It's for the video equipment and the website agreement. Insurance was an increase in our professional insurance liability.

**MOTION BY:** Mr. Horiszny moved for approval of Resolution #38-2017.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

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**F. RESOLUTION #39-2017 – INTERNATIONAL FIREFIGHTERS’ DAY – MAY 4, 2017**

Mr. Horiszny read the resolution. Council thanked the firefighters and appreciate what they do and recognize all the ones who have passed.

**MOTION BY:** Mr. Horiszny moved for approval of Resolution #39-2017.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

**V. MISCELLANEOUS BUSINESS ITEMS**

**A. APPROVAL OF APRIL 5, 2017 MINUTES**

Mr. Horiszny said he had some changes which were made.

**MOTION BY:** Mr. Horiszny moved for approval of the the April 5, 2017 minutes, with corrections.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 4-1 (Mrs. deLeon – No)

**B. APPROVAL OF MARCH 2017 FINANCIAL REPORTS**

Mr. Horiszny said the March 2017 financial reports are here for our approval.

**MOTION BY:** Mrs. deLeon moved for approval of the March 2017 financial reports.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 5-0

**C. MONTHLY DEPARTMENT REPORTS FOR MARCH 2017**

Mrs. Huhn said we are presenting these reports for Council’s review.

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

- Mr. Bryan Evans asked if properties that are in both the City of Bethlehem and LST, do we receive any tax dollars? Attorney Treadwell said these are commercial buildings and they are split by the Township line, so Bethlehem taxes one and LST taxes the other.
- Mr. Bryan Evans said he said he hasn’t heard any status of the gaming money. Mrs. Louder said all meetings have been cancelled. Mrs. deLeon said she contacted Lisa Boscola and she said she and Senator Brown are working on a resolution and it didn’t happen yet.
- Mr. Bryan Evans said we requested PennDOT be contacted about the 78 access gate for emergency services and a signal at the entrance to the fire station at 378. Mrs. Huhn said they wrote to them and received a response. She will set up a meeting in the field.
- Mr. Mark Wirth said he lives across from Sanbrook Apartments; residents that live on Greenwood Court impeded into the riparian buffer of the creek and took out a large section of woods. Mrs. Huhn said she would discuss with the Zoning Officer and get in touch with him.
- Mr. Dennis Csekitz, Drifting Drive, spoke about the problems with the EPA. The current administration wishes to cut back 30% of the EPA which could affect our water and air. He described some of the environmental issues currently at stake and that he made contact with our state representatives and feels strongly about this.
- Mr. Chris Snyder asked the purpose of the trees at the Steel City Park? Mrs. Louder said they were for protection from fly balls.

**VII. COUNCIL & STAFF REPORTS**

**A. MANAGER**

- Mrs. Huhn said we received a letter from DEP stating they completed their review of the environmental assessment for the IESI SE Realignment. There’s a 30-day comment period. DEP indicated they are looking for a date and a venue to set up the public meeting in May. Mrs. deLeon said last week she got a complaint about a very strong landfill odor.
- Mrs. Huhn said there’s a letter of support in your information to Hellertown Borough for a grant they are submitting for improvements at Dimmick Park.

**MOTION BY:** Mrs. Yerger moved for approval to have Mrs. Huhn send a letter of support for Hellertown’s grant application.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

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➤ Mrs. Huhn said there are three special event applications that have been reviewed by P&R to be approved. One is for the Saucon Creek Arts Festival on June 3, 2017; the Saucon Valley LAX Day for May 6, 2017; and the Town Hall Cyclocross is scheduled for September 23, 2017. Mrs. deLeon said last year at the art festival, the rocks were moved by the former garage area. Please tell them in writing not to move the rocks.

**MOTION BY:** Mrs. deLeon moved to approve the three special events and for the Arts Festival, write in the letter for them not to remove the rocks.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 5-0

**B. COUNCIL/JR. COUNCIL**

**Rachel Panek** – Absent

**Mrs. Yerger**

➤ The LST Historical Society is pleased to announce the repointing of the Lutz-Franklin Schoolhouse should be done within the next two weeks and they are working on having a grand opening event. They are pleased with the results.

**Mrs. deLeon**

➤ On May 18<sup>th</sup>, there will be a ribbon cutting ceremony at 1774 Grille and Tap. On June 1<sup>st</sup>, the Hop Hill Brewing Co. is having a party to raise money for Angel 34. The Chamber is working with Hellertown to have Music in the Park series this summer. June 3<sup>rd</sup> is Hellertown Community Yard Sale. Restaurant week is July 23 to 29 and the Round Table is June 26<sup>th</sup>.

**Mr. Kern** – No report

**Mrs. Louder**

➤ She thanked everyone who is working diligently on Steel City Park.

**Mr. Horiszny**

➤ He complimented and thanked Mrs. Huhn and the Public Works for having trucks out, as well as the open house, for Local Government Week.

➤ He attended the LSA meeting and will take Mr. Wirth's concern to them.

➤ Saucon Creek Watershed Association will be making rain barrels on Earth Day.

➤ There's a library clean-up on April 22<sup>nd</sup> in the afternoon.

➤ Leslie and Donna and he attended the housing meeting held at LST a couple of weeks ago.

**C. SOLICITOR** – No report

**D. PLANNER** – No report

**E. ENGINEER** – No report

**VIII. ADJOURNMENT**

**MOTION BY:** Mrs. Louder moved for adjournment. The time was 9:22 p.m.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 5-0

Submitted by:

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Leslie Huhn  
Township Manager

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Ron Horiszny  
Council President