

**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**

**III. DEVELOPER ITEMS**

**IV. TOWNSHIP BUSINESS ITEMS**

- A. Woodland Hills Preserve Management Plan Review
- B. Approval of Support Letter for Wildlands Conservancy Dam Removal
- C. Discussion Regarding Joint Operational Agreement Between Se-Wy-Co and Southeastern Fire Companies
- D. Signage at Shimersville Road/Route 412 North
- E. Ordinance No. 2016-02 – Revising Chapter 170 Vehicle Code – Stop Intersections at Woodland Drive & North Drive - Authorize Advertisement for a Public Hearing and Consideration of Adoption
- F. Recommendation for Maximum Capacity and Grill Locations at Polk Valley Park Pavilion
- G. Budget Advisory Committee Review
- H. Schedule Date for 8<sup>th</sup> Annual Volunteer Picnic

**V. MISCELLANEOUS BUSINESS ITEMS**

- A. Approval of March 2016 Financial Reports

**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 18, 2016  
Next Saucon Rail Trail Oversight Commission Meeting: April 25, 2016 @ UST  
Next Planning Commission Meeting: April 28, 2016  
Next Park & Rec Meeting: May 2, 2016  
Next Council Meeting: May 4, 2016  
Next EAC Meeting: May 10, 2016  
Next Saucon Valley Partnership: May 11, 2016 @ SVSD

**I. OPENING**

**CALL TO ORDER:** The General Business & Developer meeting of Lower Saucon Township Council was called to order on Wednesday April 20, 2016 at 7:05 p.m., at Lower Saucon Township, 3700 Old Philadelphia Pike, Bethlehem, PA with Mr. Ron Horiszny, presiding.

**ROLL CALL:** Present: Ron Horiszny, President; Sandra Yerger, Vice President; Priscilla deLeon, Donna Louder and Glenn Kern, Council members; Leslie Huhn, Township Manager; Linc Treadwell, Township Solicitor; Mike Beuke, Planner; Kevin Chimics, Engineer; and Jr. Council Member: Rachel Panick.

**PLEDGE OF ALLEGIANCE**

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

Mr. Horiszny said Council did meet in Executive Session this evening. Attorney Treadwell said they discussed terms of employment for the new Township Manager and potential property acquisition.

**PUBLIC COMMENT/CITIZEN AGENDA ITEMS**

Mr. Horiszny 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. He asks that you give your fellow public the courtesy of the floor. We ask that you state your name for the record so the transcriptionist knows who is speaking in the minutes. If you are up at the table, please speak into the microphone.

**II. PRESENTATIONS/HEARING – None**

**III. DEVELOPER ITEMS – None**

**IV. TOWNSHIP BUSINESS ITEMS**

**A. WOODLAND HILLS PRESERVE MANAGEMENT PLAN REVIEW**

Mike Beuke from Boucher and James said the EAC recommended adding a sentence to the report. Mrs. deLeon said the report was very comprehensive. Mr. Horiszny asked if Boucher and James designated what areas are meadows and should be mowed as such. Mr. Beuke said there is a plan in the report that pertains to certain areas and the mowing schedule. This is done in a 3-year cycle. Mr. Horiszny asked about controlled burn. Mr. Beuke said he isn't sure if it is in the report but it is a method to maintain a meadow habitat. Mrs. Yerger said it is done in some areas but is not sure about this. Controlled burns are used when it is almost all invasive. She is not sure if it is the ideal site for it.

**MOTION BY:** Mrs. deLeon made a motion to approve the Woodland Hills Preserve Management Plan adding the language “The site is within an important groundwater recharge area, where land preservation and careful limitations on land use are essential for maintaining high water quality” on page 4 under Saucon Creek Watershed after the first sentence.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 5-0

Mrs. Huhn said there was a scope of services paid out of the general fund. Mrs. Gorman said part of the grant that we received from DCNR and Northampton County required a management plan. We will need to submit this document to those two entities. When we originally applied for the grant, the understanding was that the plan document was to be paid from the open space funding and the match was going to come back and be put back into the open space fund. The purchase of the property was approved but the management plan was not. We paid for it out of general fund. We are asking council if you would like to pay for the plan out of the Open Space fund and we will transfer the money back into the General Fund to cover that cost.

**MOTION BY:** Mrs. deLeon made a motion to transfer the money from the Open Space to the General Fund to cover the \$12,000 expense for the Management Plan.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 4-1 (No – Mr. Horiszny)

**B. APPROVAL OF SUPPORT LETTER FOR WILDLANDS CONSERVANCY DAM REMOVAL**

Mrs. Huhn said a support letter was prepared on behalf of Wildlands Conservancy to be submitted to DCNR for their grant application. She request Council ratification of the support letter that was sent.

**MOTION BY:** Mr. Horiszny made a motion to approve the April 11, 2016 support letter.  
**SECOND BY:** Mrs. Louder  
**ROLL CALL:** 5-0

**C. DISCUSSION REGARDING JOINT OPERATIONAL AGREEMENT BETWEEN SE-WY-CO AND SOUTHEASTERN FIRE COMPANIES**

Ty Johnson, Fire Chief of Southeastern Fire Company, was present to discuss the formalization partnership between Se-Wy-Co and Southeastern Fire Companies. He outlined a history of the Se-Wy-Co/Leithsville merger. Se-Wy-Co and Southeastern have formulated and agreement of consolidation but he stated Steel City was not comfortable with it. The new partnership will operate jointly and be dispatched as one station 24/7. They will follow one single chain of command under will be dispatched as Station 16. There will still be 3 fire companies in the Township and no financial changes are in the agreement.

Mr. Johnson said Attorney Treadwell previously expressed concern over the term department and they will be recommending changing the name of the partnership to Lower Saucon Fire Rescue. Mr. Horiszny said what he understands is that they need a letter from Council stating they are aware that the fire companies will now be operating under the number 16. Mrs. deLeon asked Mr. Johnson what numbers they currently use. Mr. Johnson said that Southeastern is 62, Steel City is 63 and Se-Wy-Co is 18. The 16 number is the township designated number from county. Mrs. deLeon asked what the disadvantage is if they don't change the numbers. Mr. Johnson said they are trying to streamline the operation and the county wants to cover their end. Mrs. deLeon asked why all of a sudden they are asking for this letter. Mr. Horiszny said that is a good question. He doesn't believe they have asked for this letter before. He said that is not the township's decision to make but we have to say we are aware of it. Mr. Kern said he likes what he is hearing because this has been worked on for a long time. Taking the first step is huge and he appreciates them taking that first step. He asked where Steel City fits in all of this. Mr. Johnson said they are not ready for it yet and nothing has changed with the working relationship with them. Mr. Kern said he is attached to Saucon Valley being in the name because they cover the Saucon Valley. Mr. Johnson said they discussed it but because Hellertown is not involved they feel Lower Saucon is more appropriate right now. Mrs. deLeon asked if their bylaws are staying the same. Mr. Johnson said that Se-Wy-Co has to change theirs because it says they must have a fire chief. Mrs. deLeon said she would like to see Volunteer in the name. She presented information she received from attending PSATS. She said we are giving a lot of money every year to the fire companies and there is no transparency to the public and that needs to be improved. Mrs. Yerger said that they need a letter from the township recognizing they are operating under the number 16. Mr. Johnson said yes. Mrs. Yerger requested that the county send Mrs. Huhn a request so that we fill out exactly what they want. Mrs. Yerger asked once he verifies what he needs and he can put it in writing, wouldn't that be the best way to move forward with this?

**MOTION BY:** Mr. Horiszny made a motion to approve a letter to the 911 center indicting we are aware of the move to the 16 series numbering system.  
**SECOND BY:** Mr. Kern  
**ROLL CALL:** 2-3 (Mrs. deLeon, Mrs. Louder, Mrs. Yerger – No)

Mr. Kern recommended that council send a list of concerns to the fire companies. Mrs. Yerger said she just wants to know exactly what the county needs. She wants to know why and what this letter needs.

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Mrs. Louder said she was more concerned with the name because she felt it was a liability. She is disheartened that the fire companies are split. Mr. Johnson said there are no hard feelings between them. Mrs. Louder wants to make sure that grant money is not affected. Mr. Johnson said the state looks favorably upon this. Mrs. Louder wants to make sure that the letter sent doesn't put the Township in a position where they become liable. Mr. Gerhart said that the township is liable no matter what the name is and that the Township is responsible for fire protection. Attorney Treadwell said that he might disagree but it is not the time or place to get into that discussion. Mrs. deLeon asked what will happen to the truck that is on order that we will have ownership of? Mr. Horiszny said that is part of the reason they wanted to go to the Lower Saucon name. It would be our truck and have our name on it.

- MOTION BY:** Mrs. Louder made a motion to have Mrs. Huhn contact the Communication Center at Northampton County to have them forward the letter that is needed to pass the number 16. The County Executive is to be copied on this request.
- SECOND BY:** Mrs. deLeon
- ROLL CALL:** 4-1 (Mr. Horiszny – No)

Mrs. deLeon said she would like to have transparency from the organizations that Council gives money to. They should have to give something that shows where the money is going. Chris Snyder, Fire Chief Steel City, said they turn in their budget and expenditures from the previous year before they get the current check. They are very transparent. Mrs. deLeon said that she isn't implying they aren't. When you are a nonprofit you have to do certain things for the IRS.

**D. SIGNAGE AT SHIMERSVILLE ROAD/ROUTE 412 NORTH**

Mrs. Huhn said Hanover Engineering reviewed the signage at the intersection of Shimersville Road and Route 412. Jim Milot, traffic engineer, reported that based on the complexity of the approach and the multiple signs along the route, as well as signs blocking a drivers line of sight, there is a potential for confusion. He stated that possible left side advanced signage or the addition of a Shimersville Road street name sign mounted on the overhead of an advanced warning sign could provide additional clarification. If council desires, Hanover Engineering can prepare a response to Ron Young's email providing them with this information. Mrs. deLeon said she feels that it is dangerous.

- MOTION BY:** Mrs. Louder made a motion to have Hanover Engineering send out a recommendation letter to PENNDOT and offer to do a site visit.
- SECOND BY:** Mrs. deLeon
- ROLL CALL:** 5-0

**E. ORDINANCE NO. 2016-02 – REVISING CHAPTER 170 VEHICLE CODE – STOP INTERSECTION AT WOODLAND DRIVE AND NORTH DRIVE – AUTHORIZE ADVERTISEMENT FOR PUBLIC HEARING AND CONSIDERATION OF ADOPTION**

- MOTION BY:** Mrs. Yerger made a motion to authorize advertisement for a public hearing and consideration of adoption of Ordinance No. 2016-02.
- SECOND BY:** Mrs. deLeon
- ROLL CALL:** 5-0

**F. RECOMMENDATIONS FOR MAXIMUM CAPACITY AND GRILL LOCATIONS AT POLK VALLEY PARK PAVILION**

Mrs. Huhn said the Parks and Recreation board reviewed the grill locations and recommended relocating the grill that was originally planned between the pavilion and the swing set to the front of the pavilion. They are recommending this be a group or a larger grill. The smaller grill will be on the right hand side of the pavilion and this will be an ADA grill. The group grill will be approximately \$425 and the smaller ADA grill will be about \$200 both would be plus shipping and handling. Currently the tables from Steel City Park are being used at Polk Valley Park while Steel

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City is under construction. It is recommended to purchase 4 ADA tables. The cost of the tables would approximately be \$2,700 plus shipping and handling. There is a COSTARS discount that would be applied. When Steel City Park is done, we will revisit it and replace the tables. Mrs. Louder asked where the funding will come out of. Mrs. Gorman said the park general fund. Mrs. Huhn said the fire marshal is looking for a maximum capacity for the pavilion of around 150 people. When Boucher and James designed the location with the tables, it was between 120-160 people.

**MOTION BY:** Mrs. Yerger made a motion to authorize the purchase and installation of two grill locations as recommended by the Parks and Recreation Board as well as 4 ADA tables, and to set a maximum capacity of 150 people.

**SECOND BY:** Mr. Horiszny

**ROLL CALL:** 5-0

**G. BUDGET ADVISORY COMMITTEE REVIEW**

Mrs. Huhn said the budget advisory committee is asking Council to have the Solicitor review their recommendations, prior to the presentation of their report to Council in.

**MOTION BY:** Mrs. deLeon made a motion to have the Solicitor review the budget advisory committee draft report.

**SECOND BY:** Mr. Horiszny

**ROLL CALL:** 5-0

**H. SCHEDULE DATE FOR 8<sup>TH</sup> ANNUAL VOLUNTEER PICNIC**

Mrs. Huhn said the two possible days for the picnic are Tuesday, June 7<sup>th</sup> or Monday, June 13<sup>th</sup>. Mrs. deLeon said she thinks Mondays are better.

**MOTION BY:** Mrs. deLeon made a motion to have the volunteer picnic on Monday, June 13<sup>th</sup>.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 5-0

**V. MISCELLANEOUS BUSINESS ITEMS**

**A. APPROVAL OF MARCH 2016 FINANCIAL REPORTS**

Mrs. Louder asked who signs off on the continuing education or training for the officers. Mrs. Gorman said the Chief of Police approves them from his training budget. Mrs. Louder asked if the ballistic shields were a donation. Mrs. Gorman said we did receive donated money. Mrs. Louder asked about the trading cards for the officers and how they used them on duty? Mrs. Gorman said the officers have general public interaction such as the DARE Officer or K-9 Officer. Mrs. Louder doesn't feel it is an expense the Township needs. Mrs. Gorman said part of that was through donations and the other part comes under the uniform allotment pursuant to their contract. Mrs. Louder thinks it should come out of the officer's pocket. Mrs. Gorman will direct that to the Chief.

**MOTION BY:** Mrs. Yerger made a motion for approval of the March 2016 Financial Reports.

**SECOND BY:** Mr. Horiszny

**ROLL CALL:** 5-0

**VII. PUBLIC COMMENT/CITIZEN NON-AGENDA ITEMS – None**

**VIII. COUNCIL & STAFF REPORTS**

**A. TOWNSHIP MANAGER**

- Mrs. Huhn provided an update of the work on Steel City Park.
- Mrs. Huhn gave an update on the Saucon Avenue and Riverside Drive intersection.
- Mrs. Huhn said the owner of Lehigh Valley film crew sent a request for approval to our PD to produce a short film at 2179 Johnston in Steel City. The PD notified them that they do

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not grant permission but they do not prohibit filming on private property as long as they have permission from the homeowner.

**B. COUNCIL/JR. COUNCIL  
Rachel Panick, Jr. Council**

- She said they raised over \$800 for the American Cancer Society. Also, she has been getting a list of names of everyone that is volunteering for Community Day.

**Mr. Kern**

- He said following up with council's approval to visit the house on Polk Valley Road that we have been trying to get rid of, we met with Pastor Phil from the Christ Lutheran Church. One of their big missions is to restore homes and then move in translocated people who are looking for a place to live. The house is such a mess that the Pastor said it was too much work for them. Mrs. Huhn and Mr. Rasich suggested the Blair House. Pastor Phil seemed to have some interest there and we will follow-up.

**Mrs. Yerger**

- She said the Planning Commission's agenda has a preliminary review of the LVIP VII expansion. Lower Saucon along with Hellertown has requested an independent traffic study for the Easton Road area. Barry Issett has completed one and they came up with a lot of questions. In light of what we are hearing and seeing, this letter needs to be forwarded to PENNDOT. They are asking to waive our review. After looking at the letter with all the concerns, this needs to be passed on beyond the township. Mrs. Huhn will provide a copy of the letter to Hanover Engineering and let them know it will be discussed at Planning Commission next week. Mrs. deLeon said the cost should be split with Hellertown Borough.

**MOTION BY:** Mrs. Yerger made a motion to have a consultant from Barry Issett and Associates attend the April 28<sup>th</sup> Planning Commission Meeting.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

- At the last EAC meeting, they had a request to have Attorney Treadwell review the original EIT referendum question we had 5 years ago to have Attorney Treadwell do a draft for them to review. Mrs. Yerger moves to have Attorney Treadwell will look into this.

**Mrs. deLeon**

- She said Hellertown Historical Society is having a ribbon cutting ceremony on Saturday.
- She asked the status of the survey was for other uses for open space. Mrs. Huhn said it is still in progress.
- She said at the PSATS conference they stressed the importance of transparency. A lot of money is given to the fire companies, not that they don't deserve it. She thinks we should change our resolution for the disbursement for the annual appropriations. She knows Mrs. Gorman does not give them their check until they prove what they spent their money on. She thinks we need to expand the resolution to cover other people we give money to. She asked Mrs. Huhn and Attorney Treadwell to prepare a policy for all disbursements of continued donated funds with a recommendation of an amount threshold. She asked Mrs. Gorman to come up with a criteria fill in the blank list as well.
- She also attended a PSATS conference on an update to Right to Know Law. It costs the township a lot of money and time to look into it.

**Mrs. Louder**

- Steel City Volunteer Fire Company is having a cash bingo this Sunday at 1:00. She tried to initiate a ladies auxiliary but there wasn't enough interest. They decided to do a fundraiser instead.
- Since the Polk Valley House has been determined to be unable to be renovated, maybe we can consider taking it down.
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**Mr. Horiszny**

- There is a return on environment program this Friday at DeSales by Wildlands Conservancy.
- The Lower Saucon Authority is going to put in 2 PUC mandated meter pits along Old Bethlehem Pike and Black River Road. It is a relatively major project.

**C. SOLICITOR** – No report

**D. PLANNER** – No report

**E. ENGINEER** – Mr. Chimics said they received the DEP permit for the discharge for the Black River Road project. They have contacted the Lower Saucon Authority, City of Bethlehem Water Department and UGI for any relocations during the project. They are finishing up bid documents and are on schedule for early May advertisement with a bid opening the end of May and an award in June and then start construction in July.

**VIII. ADJOURNMENT**

**MOTION BY:** Mrs. Louder moved for adjournment. The time was 9:15 p.m.

**SECOND BY:**

**ROLL CALL:** 5-0

Submitted by:

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Leslie Huhn  
Township Manager

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Ron Horiszny  
Council President