

**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.**

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

- A. Resolution #36-2021 – International Firefighters’ Day – May 4, 2021

IV. DEVELOPER ITEMS

- A. Lehigh University Goodman Campus – Seidersville Road – Conditional Approval & Waiver Requests for Preliminary/Final Minor Subdivision

V. TOWNSHIP BUSINESS ITEMS

- A. Variance Requests
 - 1. Chad & Stephanie Hamman – 1885 Mill Run Court – Variance Request for Impervious Coverage for Pool
 - 2. Thomas & Francisca Schlichter – 3323 Lower Saucon Road – Variance Request for Side Yard Setbacks for Proposed Dwelling Addition & Rear Yard Setback for Proposed Pole Barn
- B. Thomas Haddad – 2440 & 2446 Polk Valley Road – Lot Line Adjustment
- C. Review of Feral Cat Trap/Neuter/Return (TNR) Program Agreement
- D. Resolution #37-2021 – Adopting Pay Scale for Seasonal Employees
- E. Resolution #38-2021 – Authorizing a Budget Adjustment Transfer of Funds
- F. Review Proposed Location of Playground Equipment at Town Hall Park & Polk Valley Park
- G. Discussion on EIT Final Return Filing Date
- H. Discussion on Snack Stand at Polk Valley Park

VI. MISCELLANEOUS BUSINESS ITEMS

- A. Approval of April 7, 2021 Council Minutes
- B. Approval of March 2021 Financial Reports

VII. COUNCIL & STAFF REPORTS

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

VIII. PUBLIC COMMENT ON NON-AGENDA ITEMS – NON-RESIDENTS ONLY

IX. ADJOURNMENT

UPCOMING MEETINGS
Saucon Rail Trail Oversight Commission: April 26, 2021 @ 6:00 p.m. @ CB
Zoning Hearing Board: April 26, 2021 @ 7:00 p.m.
Parks & Recreation: May 3, 2021 @ 6:30 p.m.
Township Council: May 5, 2021 @ 6:30 p.m.
Environmental Advisory Council: May 11, 2021 @ 6:30 p.m.
Saucon Valley Partnership: May 12, 2021 @ 6:00 p.m. @ HB
Landfill Committee: May 20, 2021 @ 1:00 p.m.
Planning Commission: May 27, 2021 @ 7:00 p.m.
www.lowersaucontownship.org

I. OPENING

CALL TO ORDER: The General Business & Developer meeting of Lower Saucon Township Council was called to order on Wednesday, April 21, 2021 at 6:30 p.m., via Zoom, with Mrs. Sandra Yerger, presiding. Mrs. Yerger said the Township building remains closed to the public. This meeting is being held through Zoom. Information to join the meeting is provided on our website.

ROLL CALL: Present: Sandra Yerger, President; Jason Banonis, Vice President; Kristen Stauffer and Thomas Carocci, Council Members; Leslie Huhn, Township Manager; Cathy Gorman, Director of Finance; Thomas Barndt, Chief of Police; Roger Rasich, Director of Public Works; Jim Young, Zoning Officer; Linc Treadwell, Township Solicitor; Brien Kocher, Township Engineer; Jr. Council Member – Tyler Dickens.
Absent: Priscilla deLeon, Council Member.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT OF ANY EXECUTIVE SESSION (IF APPLICABLE) – Mrs. Yerger said Council did meet in Executive Session this evening to discuss property acquisition and personnel items. Attorney Treadwell said you have to state the property identification number. Mrs. Yerger said the property discussed was Property No. 2020-6. Mrs. Huhn asked if Council would entertain a motion to pay Brenda Detweiler the remaining vacation she has after her resignation in the amount of \$1,766.00.

MOTION BY: Mrs. Yerger moved to pay Brenda Detweiler the remaining vacation pay she has after her resignation in the amount of \$1,766.00.

SECOND BY: Mr. Banonis

Mrs. Stauffer thanked Brenda for all her work. Mrs. Huhn said she will pass that on to her, we will miss her. Mr. Carocci said he agrees.

ROLL CALL: 4-0 (Mrs. deLeon – Absent)

PUBLIC COMMENT PROCEDURE

II. PUBLIC COMMENT – TOWNSHIP RESIDENTS ONLY – 3 MINUTE TIME LIMIT – NON-AGENDA ITEMS – Mrs. Yerger said we do welcome input from everybody but we ask that you keep your comments to three minutes per item. If you want to speak, please raise your hand.

- Ms. Andrea Wittchen, 1885 Dartford Road, said over the last year there have been a number of references to something called the Council packet and she's wondering what the difference is between the contents of the Council packet and the supporting material that is posted online with the agenda for each meeting, other than items that are appropriately covered in Executive Session; and therefore she would not expect they would be public documents. Should we not be able to see what is included in the Council packets? Mrs. Huhn said absolutely, everything in the Council packet that Council receives is what is posted on the website. Ms. Wittchen said she hates to disagree with that but there was some discussion last meeting about the letters of interest for the Planning Commission (P/C) and Mr. Woosnam who was chosen for the P/C. That information was not available and there were previous discussions where there were things that were said to be in the Council packet that have not been found in the online backup material and the agenda. She's simply requesting that could we make sure those two things actually always contain the same items. Mrs. Huhn said yes, absolutely and for the P/C applications/resumes, she did not state they were in the packet, she stated that they were emailed to Council separately so you're correct, they were not in the packet and if there is something else that wasn't in, please let her know and she'll look into it. Ms. Wittchen said okay, great. She did go back and read the minutes and she knows you did not say they were in the packet, but she would think if they get emailed to Council members, and are going to be the basis for a discussion and a vote that night, it would be helpful if the public could also see that. We have had very little information about anyone who has been appointed to any of the boards and committees in the last year that was publicly available. If possible, it would be great if that was also included for the public to read as well. Thank you very much.
- George Kramer, 2150 Wassergass Road, said he'd like to say he's glad to observe the meeting and will be very interested to listen to the comments and the procedures.

III. PRESENTATIONS/HEARINGS

A. RESOLUTION #36-2021 – INTERNATIONAL FIREFIGHTERS’ DAY – MAY 4, 2021

Mrs. Yerger said Resolution #36-2021 has been prepared to recognize the volunteers who serve on our fire companies in conjunction with International Firefighters’ Day which occurs on Monday, May 4, 2021. She read the resolution.

WHEREAS, in 1736, Benjamin Franklin founded the first volunteer fire company, Union Fire Company, in Philadelphia, making Pennsylvania the birthplace of the volunteer fire service in North America; and

WHEREAS, Lower Saucon Township has two volunteer fire departments, which operate a total of four fire stations; and

WHEREAS, firefighters perform selfless tasks quietly and often without the recognition they deserve, risking their lives daily to protect the lives and property of the residents of this Township; and

WHEREAS, changes in society and in the environment, have increased the dangers these individuals face daily in the performance of their duties as protectors of the residents and property of this Township; and

WHEREAS, the increased number of motor vehicle crashes, brush fires, and general calls for service have placed firefighters in greater danger than ever before in the history of firefighting; and

WHEREAS, the time that firefighters devote to protecting the lives and property of the residents of Lower Saucon Township represents time taken away from their families; and

WHEREAS, May 4th annually serves as “International Firefighters’ Day,” a worldwide celebration that started in 1999; and

WHEREAS, “International Firefighters’ Day” serves as a time to thank current and past firefighters for their contributions and to remember those men and women who have made the ultimate sacrifice to save and protect lives in their neighborhoods.

NOW, THEREFORE, BE IT RESOLVED, that the Council of Lower Saucon Township, Sandra Yerger, President; Jason Banonis, Vice President; Tom Carocci, Priscilla deLeon, and Kristen Stauffer, Council Members; wish to recognize and honor firefighters for the bravery, dedication, and heroism, and that May 4, 2021 be designated as “Firefighters’ Day” in Lower Saucon Township. **ADOPTED** and **ENACTED** this 21st day of April, 2021.

MOTION BY: Mrs. Stauffer moved to approve Resolution #36-2021 recognizing International Firefighters’ Day on May 4, 2021.

SECOND BY: Mr. Banonis

ROLL CALL: 4-0 (Mrs. deLeon – Absent)

IV. DEVELOPER ITEMS

A. LEHIGH UNIVERSITY GOODMAN CAMPUS – SEIDERSVILLE ROAD – CONDITIONAL APPROVAL & WAIVER REQUESTS FOR PRELIMINARY/FINAL MINOR SUBDIVISION

Mrs. Yerger said the applicant is proposing to consolidate the existing parcels of the Lehigh University Goodman Campus and subdivide them into four (4) proposed lots and a road right-of-way. There is no development or construction proposed within the plans. The applicant is requesting conditional preliminary/final land development plan approval and waiver requests.

Kate Durso from Fitzpatrick, Lenz and Bubba said Lehigh University is consolidating the tracks adjacent, including Goodman Campus. In the process of meeting with Northampton County assessors as well as staff at the County, it was determined there was a Lower Saucon piece that was tied to a tax parcel that was tied to the City of Bethlehem. In relation to consolidating the tracks in the City of Bethlehem, NC asked if they would subdivide off the track in Lower Saucon so it would be given its own tax parcel number. There’s no land development proposed, it’s merely just changing the lot lines, consolidating some and separating off for purposes of Lower Saucon, the tract that is in Lower Saucon.

MOTION BY: Mrs. Yerger moved for approval & waiver requests of the Lehigh University Goodman Campus Preliminary/Final Minor Subdivision, Land Development and Site Plan, subject to the conditions set forth in Hanover Engineering's draft motion prepared for this meeting

SECOND BY: Mr. Banonis

ROLL CALL: 4-0 (Mrs. deLeon – Absent)

V. TOWNSHIP BUSINESS ITEMS
A. VARIANCE REQUESTS

1. CHADD & STEPHANIE HAMMAN – 1885 MILL RUN COURT – VARIANCE REQUEST FOR IMPERVIOUS COVERAGE FOR POOL

Mrs. Yerger said the applicant is proposing to install a pool that requires impervious coverage relief at 1885 Mill Run Court. The maximum impervious coverage is 20%; they are requesting 31%. Mrs. Hamman was present. She said they are just looking to put in a pool, that's pretty much as simple as she can say it.

MOTION BY: Mr. Banonis moved to take no position on the application for the variance request for impervious coverage for pool.

SECOND BY: Mr. Carocci

ROLL CALL: 4-0 (Mrs. deLeon – Absent)

Attorney Treadwell said do you know what that means? Mrs. Hamman said she has absolutely no idea, she will think it as it was a really good thing as she's feeling good vibes. Attorney Treadwell said it's a good thing, it means Council was not going to oppose your application in front of the ZHB and you can go to the ZHB and make your case and good luck.

2. THOMAS & FRANCISCA SCHLICHTER – 3323 LOWER SAUCON ROAD – VARIANCE REQUEST FOR SIDE YARD SETBACKS FOR PROPOSED DWELLING ADDITION & REAR YARD SETBACK FOR PROPOSED POLE BARN

Mrs. Yerger said the applicant is proposing a 20' x 40' addition to the pre-existing dwelling requiring a side yard setback. The required side yard setback on the west side is 40'; they are requesting 35'. The required side yard setback on the east side is 40'; they are requesting 27'. They are also proposing a 30' x 30' pole barn requiring a rear yard setback. The required rear yard setback is 50'; they are requesting 15'.

Mrs. Stauffer said do we have to take a vote on the one we took no action. Attorney Treadwell said sometimes we do and sometimes we don't. He doesn't think it matters either way. Mrs. Stauffer said she's sorry to interrupt but she thought about it for a second. Attorney Treadwell said it's not a bad thing to have it on the record. Mrs. Yerger said do you propose we take no action. Mrs. Stauffer said you mean the Schlichter one, yes. Mrs. Yerger said no for Hamman. Attorney Treadwell said no, we're done with Hamman. Mrs. Stauffer said sorry, we just had a vote and sometimes we vote and sometimes we don't. Mrs. Yerger said sorry, she misunderstood you.

MOTION BY: Mrs. Stauffer moved to take no action on the Schlichter variance.

Mr. Fries said he was here on behalf of the Schlichter's in case the board had any questions. We are seeking variances because of the irregularly shaped lot to extend a 90 year old home which will we will need for the side yard setback and to erect a pole barn which will require a rear yard setback. We are available if anyone has any questions.

SECOND BY: Mrs. Yerger

ROLL CALL: 4-0 (Mrs. deLeon – Absent)

B. THOMAS HADDAD – 2440 & 2446 POLK VALLEY ROAD – LOT LINE ADJUSTMENT

Mrs. Yerger said the applicant is requesting a lot line adjustment between two (2) existing lots located at 2440 & 2446 Polk Valley Road. 2440 Polk Valley Road is undeveloped and will

decrease in size from 7.185 acres to 4.685 acres. 2446 Polk Valley Road contains an existing foundation and will increase in size from 7.285 acres to 9.785 acres.

Mr. Scott Mease, Engineer, said Mr. Haddad owns the two tax parcels which are both approximately 7.5 acres in size. He is going to reduce the one to a little under 5 acres and the one a little above ten acres. He is planning to build a house on the little over ten acre lot and just maintain the 5 acre lot as vacant land at this time.

MOTION BY: Mrs. Stauffer moved to take no action.

Attorney Treadwell said this one is an approval motion for the lot line adjustment plan.

MOTION BY: Mrs. Stauffer moved for approval of lot line adjustment at 2440 & 2446 Polk Valley Road in accordance with the draft motion prepared for this meeting outlining the conditions of approval.

SECOND BY: Mr. Banonis

Mr. Banonis said he commends Mr. Haddad for his efforts to preserve some of this property in open space.

ROLL CALL: 4-0 (Mrs. deLeon – Absent)

C. REVIEW OF FERAL CAT TRAP/NEUTER/RETURN (TNR) PROGRAM AGREEMENT

Mrs. Yerger said Council discussed implementing a TNR program for feral cats in Lower Saucon Township at the April 7th Council meeting. The Manager is presenting a draft agreement for Council's review.

Mrs. Huhn said we do have a draft agreement with No Nonsense Neutering (NNN). They put together a contract for us. It's very similar to some of the others we presented at the last meeting. We need the Township to be responsible for a payment of \$35 per feral cat. We've looked at different ways other municipalities conduct this and in speaking with NNN they recommended a voucher system which has worked well and gives us the ability to keep track of the animals that are taken in and also to give the person that's taking the animal in for the neutering, the voucher would show they are a Township resident and that we will be responsible for covering the fee for them. This would work out in that regard. Council should decide if you'd like to set a dollar amount right now. She doesn't know if you'd like to do it by limiting the number of cats annually. We can look at that also if we see a lot more and she can bring it back to you and ask for an increase. We could do a dollar amount. Normally what the other municipality did was limit at any time, five cats per resident so you don't get an influx and again, you can always adjust these figures, but it gives us a starting range.

Mr. Banonis said he thinks \$700 maybe is sufficient to start this. When we looked at the data from Hellertown, and how their numbers decreased, he's not aware of it being a widespread problem, it's only been brought to our attention in Steel City, so if we were to fund this at \$700, that's 20 cats.

MOTION BY: Mr. Banonis moved to enter into the agreement for the No Nonsense Neutering at a maximum cost of \$700 per year limiting the number of cats per resident of five per household at \$35 each paid by the Township; and if we find we need more money as there are more cats and the problem is more prevalent, then we can look to re-fund it later.

SECOND BY: Mr. Carocci

Mrs. Huhn said if she sees we're getting up to the \$700 limit very quickly, she can bring it back to Council. Mrs. Stauffer said thank you for putting this together Leslie. Mrs. Huhn said she thinks it will work out well and we'll talk to the residents and get them in touch with people who try and adopt them out. Mrs. Yerger said she really likes the idea of the voucher of tracking it. Mrs. Huhn said it will work well and give us data to follow. Mrs. Yerger said it's a great way to keep track of the program.

ROLL CALL: 4-0 (Mrs. deLeon – Absent)

Mrs. Huhn said she will execute the contract and get things set up with No Nonsense.

D. RESOLUTION #37-2021 – ADOPTING PAY SCALE FOR SEASONAL EMPLOYEES

Mrs. Yerger said Resolution #37-2021 has been prepared adopting a pay scale for 2021 for Township seasonal staff. The seasonal pay rate is at \$14.63 per hour. Mrs. Huhn said Council discussed this at the last meeting and we put a resolution together.

MOTION BY: Mrs. Yerger moved for approval of Resolution #37-2021 – adopting pay scale for seasonal employees at \$14.63/hour.

SECOND BY: Mr. Banonis

ROLL CALL: 4-0 (Mrs. deLeon – Absent)

E. RESOLUTION #38-2021 – AUTHORIZING A BUDGET ADJUSTMENT TRANSFER OF FUNDS

Mrs. Yerger said Resolution #38-2021 is a budget adjustment resolution for the previously approved police uniform expense from the 2020 budget and to add funding to our Capital Plan for potential MS4 expenses based on recommendations from the CAFR. Mrs. Huhn said Cathy prepared this and this is transferring the money for the previously approved uniforms and for our MS4 expenses.

MOTION BY: Mr. Banonis moved for approval of Resolution #38-2021 – authorizing a budget adjustment of \$11,720 from the General Fund balance for the police major expense for the uniforms and for \$700,000 from the General Fund savings to the MS4 Capital Fund.

SECOND BY: Mr. Carocci

ROLL CALL: 4-0 (Mrs. deLeon – Absent)

F. REVIEW PROPOSED LOCATION OF PLAYGROUND EQUIPMENT AT TOWN HALL PARK & POLK VALLEY PARK

Mrs. Yerger said the Township was awarded a \$25,000 grant through DCED Greenways, Trails and Recreation Program. The in kind labor match was for the Public Works Department to do the grading of the sites. Thank you Cathy and Leslie. During a site visit, the sales representative made recommendations to the location and installation to promote inclusivity and safety.

Mrs. Huhn said you can see the little pinpoints on your maps which show where the recommendations are for. Previously it's been on the other side of the walkway, which they felt was too close to the backstops and the ballfield, so they moved it over to the swing set and pavilion so people can use the equipment, get under the pavilion for some shade, and they feel this is the best location and wanted to bring it to Council for your concurrence. Mrs. Yerger said it's great and it's great to hear that it's been funded. Mrs. Stauffer said she sees the pins are there, are there any mockups as to what the actual equipment would look like. Mrs. Huhn said we can put it on the website tomorrow. The swing is a safety swing and the spinner is just your typical round and round.

Ms. Opthof-Cordaro said she and Leslie emailed back and forth and she just wanted to confirm, is this where the handicap accessible swing will be installed. Is this the same one we have seen pictures of? Mrs. Huhn said yes. Ms. Opthof-Cordaro said thank you for pursuing this as she has a family with a child who has special needs, her son is outgrowing the infant swing, he's only 3 but not able to swing on a regular swing, having a handicap swing there is great.

MOTION BY: Mrs. Stauffer moved to approve the location of the playground equipment at Town Hall Park and Polk Valley Park.

SECOND BY: Mr. Banonis

ROLL CALL: 4-0 (Mrs. deLeon – Absent)

G. DISCUSSION ON EIT FINAL RETURN FILING DATE

Mrs. Yerger said |due to the IRS and the state of Pennsylvania extending the deadline for filing federal and state tax returns to May 17th, the Northampton TCC is recommending that we follow suit and notify both Berkheimer and Keystone that no penalty and interest be charged through May 17th on EIT filings.

- MOTION BY:** Mrs. Yerger moved to approve the recommendation of the Northampton County TCC to waive both penalty and interest on EIT filings for Lower Saucon Township residents.
- SECOND BY:** Mr. Carocci
- Mr. Banonis said just to be clear, you notified Berkheimer and Keystone. Mrs. Huhn said yes.
- ROLL CALL:** 4-0 (Mrs. deLeon – Absent)

H. DISCUSSION ON SNACK STAND AT POLK VALLEY PARK

Mrs. Yerger said the Parks & Recreation Board is requesting Council evaluate the placement of a snack stand at Polk Valley Park. A map is included showing a proposed location by the previous Township Planner. Currently there is no water or electric at Polk Valley Park. The Manager will review the information with Council.

Mrs. Huhn said we provided you with some of the discussion that was held with the Parks & Recreation Board in previous years. This has been in discussion since 2015 – 2016. They have often requested to install a snack stand at Polk Valley Park. They understand there is no running water and no electricity. They talked about in the past about having donations of building materials and they would work on having something installed on behalf of the sporting groups. The drawing in your packet was previously done by Boucher & James, our Township Planner. At that time, we had been looking at a concession stand and a restroom combination. Back at that time we were looking at the composting toilets which really grew in cost. We do have the composting toilet out at Kingston Park, then they started to get rather expensive. That part of it was put aside for the time being, but the sporting groups are still looking to having some sort of concession stand and the location is behind the ballfield, down the existing path at the upper parking lot at Polk Valley.

Mr. Banonis said he can speak to this a little bit, as it came up at the Parks and Rec meeting we had on April 12th. What was discussed was exploring with Hanover Engineering the feasibility of this. The Parks & Recreation board members were envisioning in their mind was a block building, 12' x 20' with composting toilets. He said he would bring it to Council's attention and he's not sure if we can state a position on it knowing about all of the logistics involved. Certainly the lack of water, accessibility to electricity and the cost of the composting toilets are an issue but maybe something can be worked out. The goal or the hope of the Parks & Recreation Board was to have a structure that would be used by the various youth sports organizations for generating some revenue through some non-perishable concession sales. They are not proposing to have any cooking equipment, a kitchen or anything like that. He's not sure if they would be considering anything like a hot dog roller they would take with them, he just doesn't know. Maybe it's something we can talk to Hanover to find out what would be involved, the cost and certainly he thinks that the hope and goal of the Parks & Recreation committee is to have the youth sports organizations would be using this, do the fundraising to help with the cost of it and also the hope is to have building materials donated by local contractors and businesses to make this a reality. He doesn't know if this is something that's going to be feasible. He doesn't know if anybody on Council can say if it's going to be feasible or not. We're going to have to defer to some expertise from Hanover.

Mrs. Huhn said she can work with Brien and we can look at some options. In a brief conversation with our Director of Public Works, he also mentioned maybe it's something, and we can talk to Parks & Recreation about this as well, maybe not a block building, but maybe something more in the type of a shed which would have a door or window opening to sell concessions. Maybe something not so permanent that they can move around if need be. There are some options we can discuss.

Mrs. Yerger said we need to sort of figure out who would be involved with the stand and get some ideas on what their thoughts are, how would this operate, who would be responsible for opening and closing. She understands there is a storage shed there for youth and has no problem with that

at Polk Valley Park, but how would they take care of the garbage disposal, things like that, just in general.

Mrs. Huhn said if Council is in agreement, you can make a motion and she will work with the Township Engineer and Parks & Recreation and Public Works and put together some ideas. Mr. Carocci said that sounds good.

MOTION BY: Mr. Banonis moved to authorize staff and the Township Engineer to review the proposed location and possible designs for a snack stand at Polk Valley Park.

SECOND BY: Mr. Carocci

Mr. Bryan Evans said another suggestion to the shed, a trailer might be another option and it could even be something that it's there and if there's an event at Town Hall Park it could be moved over there like that bike fest and some other things. Mrs. Huhn said they will work with the sports groups too. Mrs. Stauffer said there is no water, where is the closest water hookup? Mrs. Huhn said the dog park. Mrs. Yerger said there's obviously no electricity at the dog park. Mrs. Stauffer said are there any facilities that residents can, would this be available to residents as well or primarily with the vision of mostly the sports teams during sporting events. Mrs. Huhn said she believes Park & Recreation is promoting it for the sports teams especially if it would be their building and they would be taking care of it. We'd have to look at how they'd like to do that. Mrs. Stauffer said having extra facilities is a great idea. Even having something in the future for residents to utilize as well could be beneficial for Polk Valley.

ROLL CALL: 4-0 (Mrs. deLeon – Absent)

VI. MISCELLANEOUS BUSINESS ITEMS

A. APPROVAL OF APRIL 7, 2021 COUNCIL MINUTES

Mrs. Yerger said the April 7, 2021 minutes are ready for Council's review and approval.

MOTION BY: Mrs. Yerger moved for approval of the April 7, 2021 Council minutes.

SECOND BY: Mr. Banonis

ROLL CALL: 4-0 (Mrs. deLeon – Absent)

B. APPROVAL OF MARCH 2021 FINANCIAL REPORTS

Mrs. Yerger said March 2021 financial reports are ready for Council's review and approval.

MOTION BY: Mrs. Stauffer moved for approval of the March 2021 financial reports.

SECOND BY: Mr. Banonis

ROLL CALL: 4-0 (Mrs. deLeon – Absent)

VII. COUNCIL & STAFF REPORTS

A. MANAGER – Mrs. Huhn

➤ She said we will be opening up the restrooms at Town Hall and Southeastern Park effective May 1, 2021. Currently, we are using the port-a-johns. The restrooms will not be sanitized on a regular basis and we will post signs stating such. We did not have them open last year and we are now coming hopefully to a turn in the pandemic that we can start opening up. Our parks are open so we felt that it would be beneficial to have the restrooms open.

➤ We received an event application for the SV Lacrosse Day, their LAX Day on June 25, 2021. This has been reviewed by Parks & Recreation and they are recommending approval by Council. They have filled out the event application and everything is the same as last year and they have covered all the different items that we request of an application. If Council is okay with that, we can give them approval and pass that on.

MOTION BY: Mr. Banonis moved for approval of Special Event Application for LV Lacrosse Day on June 25, 2021.

SECOND BY: Mr. Carocci

ROLL CALL: 4-0 (Mrs. deLeon – Absent)

- She said beginning Monday, April 26, 2021, Reading Drive will be closed for our stream bank restoration project that's being completed by the Public Works Department. The anticipated closure will be approximately four weeks. We've notified the school district and will be making accommodations for the busses to get through at their specific times. We'll post the detour routes on Facebook and any of the other information pertaining to this.
- She said the Police Department has a new look, the new uniforms are in which were approved in 2020 so the previous gray uniforms worn by the department for as long as anybody can remember, current and retired employees, we've had them for a long time. They've been replaced with a new sharp looking navy shirt and pants so look for our officers out and about in their new uniforms. We do have some pictures on our Facebook page. The officers look great in them and it's a nice addition.

B. COUNCIL & JR. COUNCIL REPORTS

Jr. Council – Tyler Dickens

- He said the SV High School is having a prom on Tuesday, June 1, 2021 and graduation on the same week, Friday, June 4, 2021 for our seniors and everyone who wants to go.

Mr. Carocci

- He said the next EAC meeting is May 11th at 6:30 p.m.; the next Landfill Committee meeting is May 20th at 1:00 p.m.; and the next Planning Commission is May 27, 2021 at 7:00 p.m. If you are interested in any of these matters, register for the Zoom meeting on the Township's website.

Mr. Banonis

- He said the WalkWorks Committee he mentioned earlier met again and is progressing very nicely. The consultant has prepared some visuals which is really helpful to understand what's being proposed and where they are at in terms of progress. He's excited for the outcome of that, he thinks it's going to be a great opportunity for the Township to become more accessible through walking and bicycling and really expand the reach within the community, so keep an eye on that.
- He said Parks & Recreation met and there are a couple developments there. Logan Kade who is a student at SV High School is on his way to becoming an Eagle Scout and is working on his Eagle Scout project which he intends to hopefully build a trail kiosk at the Heller Homestead. Mr. Banonis put him in contact with some folks through the SV Conservancy to make that a reality and as that progresses, he's sure we are going to be asked to support the project and he thinks that is great as it serves multiple purposes. It highlights the Homestead, provides them with a resource and helps advance this young man's career in scouting and the milestone of becoming an Eagle Scout.
- He said Parks & Recreation is hoping to return to a past program that they had which was to spotlight the parks in the corners of the Township. They are planning on conducting Zoom meetings and highlighting each of the parks in May. They plan to highlight Southeastern Park in June, the Heller Homestead in July, Polk Valley in August and Steel City in September. For those who may be interested in our parks and getting more information, and a better understanding, please join in the Parks & Recs meetings so you can get that information.

Mrs. deLeon – Absent

Mrs. Stauffer

- She said she wanted to share quite a bit of the activities that the library has been up to just because of the year with the pandemic and what they do impresses her each day. They always dedicated their time and their talents to being a resource for our community and 2020 was no exception despite the unprecedented challenges, we can all acknowledge we faced. During the closure, as many libraries were closed at the time, HAL provided extensive online content for patrons with over 40,000 in attendance for the year. They've provided crafts, science and story time To Go Kits which coordinate with online programs

or pickup. They installed Story Walks in all Borough and Township parks, she hopes some of you have seen them. They maintained an updated collection ready for opening. They even alternated days physically in the library to maintain the building and to collect mail and keep things running. They also maintained communications with patrons via electronic and telephone means. As soon as protocols allowed and permitted, they established opening guidelines so all residents could attend the library in safe quarters. They also extended Wi-Fi service hours and coverage for use in surrounding outside area. This is actually something a lot of residents use, you can see cars sitting in the parking lot parked outside to access the Wi-Fi because of their own personal circumstances. In June, when they were permitted by the State government to open, HAL was open for curbside pickup. They continued extensive online content and continued with Story Walks and provided craft, science and story time To Go Kits which coordinated with their online programs for pickup and they also offered Stories in the Park, an outdoor story time in the Borough and Township parks which is continuing throughout summer and fall. In late June as soon as they were permitted and at patron request, they were also allowing patrons into the building to have much needed computer use with safety protocols in use. They are also allowed to access books and begin online access including but not limited to census forms, unemployment applications, resume creation, job search and many of their other programs continued and they also picked up doing the book bike, Wheelie. There's also been multiple outdoor scavenger hunts for children, teens and parents to come to. In the time since opening, HAL has continued online literacy and stream programming for teens, tweens and children of all ages with over 40,000 in attendance. In person events as well with over 13,000 in attendance. Computers again for public use and Wi-Fi availability, access to many of the services mentioned above, medical needs, vaccine appointments, curbside pickup, in person browsing. It's even a location for ARP for seniors and also a meeting place for some of our displaced Girl Scout troops. The collection has been maintained and there's also inter-library loans available and they also manage to do an individualized Easter Egg hunt with careful consideration for COVID times. She wanted to acknowledge all the wonderful things our library has done and will continue to do for all of our residents and the combined communities of Hellertown and LST. Mr. Carocci said that's very impressive, thank you. Mrs. Yerger said thank you, they appreciate the update. Mr. Banonis said thank you.

Mrs. Yerger

➤ She said following up on what Jason said, she walks Woodland Hills Preserve and she thanks the road crew for being on top of it. They got the unpaved trail and mowed them as its being used regularly. There's always cars in the parking lot. If anyone is interested in birds, it's alive with birds singing all the time. You can hear the bird calls, whistles, it's really nice to hear and it was actually an Eagle Scout who marked those trails as well, so it is a really great things to engage our Scouts in those kinds of projects.

C. **SOLICITOR** – No report

D. **ENGINEER** – No report

VIII. PUBLIC COMMENT ON NON-AGENDA ITEMS – NON-RESIDENTS ONLY

➤ Ms. Julia Sefton, 415 Maple Road, Hellertown, PA, said “she’s the President of the Hellertown Area Library Board (HAL). It has come to our attention that the Hellertown Area Library was discussed at the last Council meeting. It is the Library Board’s shared responsibility to serve the Hellertown Area Library to the best of our combined abilities. As you know, the Hellertown Area Library faithfully serves our community of Hellertown Borough and Lower Saucon Township, sharing the collection of educational and informational resources. All patrons benefit from this shared access to information, lifelong learning and cooperative setting the Library provides for our community. It is within this culture of sharing that we are here this evening to provide this Council with some clarifications.

First, we will share some context. During this Pandemic the Hellertown Area Library Board meetings have been held both on premise and teleconferencing. Historically the Library Board asks the outgoing Board to meet in January to facilitate the transition to the new Board. Since there were three 2021 vacancies (2 from Hellertown Borough and 1 from Lower Saucon Township), consensus was to postpone the reorganization meeting until February to allow new members to be appointed by both Municipalities and participate in the reorganization activities. Ms. Bloss and Mr. Hughes were appointed by Hellertown Borough on February 1, 2021. Ms. Phillips was appointed on March 3, 2021 by Lower Saucon Township.

Second, we apologize for a mistake we made during our meeting on February 23, 2021. As noted at the last Lower Saucon Township meeting, Janie Hecker made a motion that the Treasurer, President and Vice President should serve as named Board representatives to the Endowment. To be clear, this Endowment is funded with monies gifted to Hellertown Area Library. Lower Saucon Township's financial contribution is allocated to the Operating Expenses.

Nevertheless, it is clear to us now, that this motion should not have been accepted, because Ms. Hecker was attending our public board meeting as a community citizen, and not as a board member. However, the motion passed unanimously.

As a citizen board, we are embarrassed to admit our lapse of knowledge regarding Robert's Rules of Order Revised for this situation. While our intentions, as volunteer board members, were sound and reasonable, our process needs to improve and adhere to the guidelines set out in our By-Laws.

Subsequently, to avoid any issue, we plan to revisit this topic at our next public meeting on April 27, 2021 at 6:30 pm. We anticipate all of our future actions will be consistent with our shared goal for the Hellertown Area Library to remain financially stable and viable for years to come.

Third, we regret this error in procedure has been misconstrued as low regard for Lower Saucon Township. The Township has been a valued addition to the Hellertown Area Library since 2014. The Library and community have benefitted from this relationship with the Township. We are certain Lower Saucon Township's contribution and cooperation will continue to be an essential component as the Hellertown Area Library plans for the future.

During this time of new patterns adjusting old expectations, we look forward to this continuation of cooperation with Lower Saucon Township. We share the focus of recognizing and adapting to the needs of our constituents and patrons. We share the desire for the continued growth and evolution of the Hellertown Area Library. And finally, we appreciate your understanding and thank you for your time this evening. We will send a copy of this letter to Leslie Huhn, Lower Saucon Township Manager. Respectfully submitted by the Hellertown Area Library Association."

All of Council thanked Ms. Sefton. Mr. Banonis said he really appreciates her willingness and the Board's willingness to come before us with this explanation. It really is meaningful to them. So there's no confusion, he thinks he speaks on behalf of all the Council members, that we view the library in high regard and certainly the members of the Library Board and what they do for the community. If he could suggest a solution to alleviate problems in the future and maybe misunderstanding in the future, perhaps LST Solicitor Linc Treadwell and he sees that there are members of the Hellertown Borough government that are on this call tonight, perhaps they could arrange for Hellertown's Solicitor, Mike Corriere to maybe meet informally with the board to go over how things are handled and get some greater clarity. He says that only as a suggestion, he's not mandating it or suggesting that there needs to be changes here, but he does really appreciate the board's acknowledgement and coming forward and to the extent it's characterized as an apology, that may be too much, but we do appreciate your comments.

Mr. Carocci said you guys are doing great work and keep up the great work and we're happy to be a financial partner and a partner. Keep up the great work.

Mrs. Yerger said to follow up with Jason, reach out to Leslie and make some arrangements however you want to do it for the clarification of your rules of order for your Board. That would work very well. She thanks you and said we appreciate the library and what it does for the joint communities.

Attorney Treadwell said he thinks the library does a great job and he would be happy to volunteer his time to help in any way he could. Mrs. Stauffer said that's appreciated, Linc and everyone else here tonight speaking. As the library liaison, she thinks she wants to commend Julia for coming before the Council tonight as public speaking is always something to be taken in step and that was a well read and thoughtful presentation and it's very much appreciated for all that you do. Mrs. Yerger said she agrees, that was very well put.

IX. ADJOURNMENT

MOTION BY: Mr. Banonis moved for adjournment. The time was 7:32 p.m.

SECOND BY: Mr. Carocci

ROLL CALL: 4-0 (Mrs. deLeon – Absent)

Submitted by:

Leslie Huhn
Township Manager

Sandra B. Yerger
Council President