

I. OPENING

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Announcement of Executive Session (if applicable)
- E. Public Comment Procedure

REVISED**

II. PRESENTATIONS/HEARINGS

III. DEVELOPER ITEMS

- A. Thomas Kay – 1456 Greenwood Court – Request to Amend Recorded Land Development Plan and Easement Agreements

IV. TOWNSHIP BUSINESS ITEMS

- A. Zoning Hearing Board Variances
 - 1. Janet Towns – 2236 Church Lane – Variance for Side Yard Setback
 - 2. Jonathan D. Bodnyk – 2145 Springtown Hill Road – Variance to Construct Dwelling on Land-Locked Parcel
 - 3. Ronald & Nina Bracalante – 1830 Old Mill Road – Review of FEMA Application
 - 4. PA Venture Capital, Inc. – 3667 Route 378 – Lower Saucon Authority Update on Location of Bulletin Board

- ** B.** Northampton County Emergency Operations Center Request for Letter Recognizing Se-Wy-Co and Southeastern Fire Companies Operating Under One Command Structure
- C. Approval of Boom Mower Replacement
- D. Request for Budget Increase for Consultants Review of IESI Major Permit Modification
- E. Approval of Revised Job Description
- F. Saucon Valley Community Center – Approval of 2016 Summer Recreation Programs
- G. Resolution #45-2016 – Recognizing the 23rd Annual Relay for Life
- H. Resolution #46-2016 – Adopting the Emergency Operations Plan for LST

V. MISCELLANEOUS BUSINESS ITEMS

- A. Approval of April 6, 2016 Council Minutes

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 EAC Meeting: May 10, 2016
Next Saucon Valley Partnership: May 11, 2016 @ SVSD
Next Zoning Hearing Board Meeting: May 16, 2016
Next Council Meeting: May 18, 2016
Next Planning Commission Meeting: May 26, 2016
Next Park & Rec Meeting: June 6, 2016
Next Saucon Rail Trail Oversight Commission Meeting: June 27, 2016 @ LST

I. OPENING

CALL TO ORDER: The General Business & Developer meeting of Lower Saucon Township Council was called to order on Wednesday May 4, 2016 at 7:00 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, and Donna Louder, Council members; Leslie Huhn, Township Manager; Linc Treadwell, Township Solicitor; Mike Beuke, Planner; and Brien Kocher, Engineer. Absent: Glenn Kern, Council member.

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 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

A. THOMAS KAY – 1456 GREENWOOD COURT – REQUEST TO AMEND RECORDED LAND DEVELOPMENT AND EASEMENT AGREEMENTS

Thomas Kay was present and said he is seeking to put a 10x12 structure inside an easement area. An independent site survey Mr. Kay had done shows that the applicable use for that easement agreement would not be impeded. He is seeking to have the easement agreement revised in order to place the structure in that area. Mike Beuke from Boucher and James reviewed the memo submitted to the township in regards to the shed. Mrs. deLeon asked if we were ever asked to do this before. Mr. Horiszny said he didn't recall this coming before them in the past. Mr. Kay said his problem is that the right and left sides of his property are a utility easement. Mrs. deLeon said that when he bought the property he should have been aware of the easement. Mr. Kay said he did not know until after his settlement. Mrs. Yerger said there has been a lot of flooding in that area that has caused multiple problems for homeowners. Christine Haden, 1452 Greenwood Court said she that not only is it beneficial to Mr. Kay, it is something she may want to do as well. Mrs. Yerger said if everyone does it, it becomes a cumulative effect. Council goes by what their engineers and planners recommend.

MOTION BY: Mrs. Horiszny made a motion to not approve placing an accessory structure within a drainage easement/detention basin.

SECOND BY: Mrs. Yerger

ROLL CALL: 4-0 (Mr. Kern – Absent)

IV. TOWNSHIP BUSINESS ITEMS

A. ZONING HEARING BOARD VARIANCES

1. JANET TOWNS – 2236 CHURCH LANE – VARIANCE FOR SIDE YARD SETBACK

Janet Towns said she is looking to put in an accessory structure that is 20'x28' on an existing base. It is going to be 9 feet away from the property line. Mr. Horiszny asked if the neighbor's property backs up right to the red line on the drawing. Attorney Treadwell said it is an empty lot. Council took no action.

2. JONATHAN BODNYK – 2145 SPRINGTOWN HILL ROAD – VARIANCE TO CONSTRUCT DWELLING ON LAND – LOCKED PARCEL

Tom Lynch, engineer for Mr. Bodnyk was present. He said the Bodnyks own a parcel of land that is approximately 3.2 acres. It is approximately 300 feet off of Springtown Hill Road and completely landlocked. In the past, an access easement was granted to allow access to the parcel. They would like to construct a house on this property using that

access easement. Attorney Treadwell asked if there is an actual recorded easement. Mr. Lynch said it is noted in the deeds for the two adjacent parcels. It is not in the deed for this property. Council took no action.

3. RONALD AND NINA BRACALENTE – 1830 OLD MILL ROAD – REVIEW OF FEMA APPLICATION

Ronald Bracalente said the last time he was at council, they reviewed the expansion of his patio. One of the approvals for variances was to amend the flood plain. The process of this included a letter that had to be submitted by council to FEMA. He provided Hanover Engineering information. A letter was sent back to Chris Garges that had a 2 step process. The mapping changes only pertain to where the patio is. The change in the flood plain can't be seen on the map because of how minor it is.

MOTION BY: Mrs. deLeon made a motion to authorize execution of LOM-R application for property located at 1830 Old Mill Road.

SECOND BY: Mrs. Louder

ROLL CALL: 4-0 (Mr. Kern – absent)

4. PA VENTURE CAPITAL, INC – 3667 ROUTE 378 – LOWER SAUCON AUTHORITY UPDATE ON LOCATION OF BILLBOARD

David Hart, VP of PA Venture Capital, was present and said they were here last month to discuss their plans with the billboard. They have been in touch with Lower Saucon Authority. He worked out a detail with the Authority where their relocated billboard will not have any underground appurtenances or foundations anywhere within the easement. They are intending to only increase the size of the sign by 25% which is per the ordinance. This will allow them to have more clearance and he can move it slightly so it is not directly over the water line. Mrs. deLeon asked who watches to makes sure it is not over the easement. Mr. Hart said it will be over the easement but it won't be over the water line. Mrs. deLeon asked how much over the easement. Mr. Hart said the easement there is 20 feet and the only thing in that easement that the authority has is the water line.

MOTION BY: Mrs. deLeon made a motion to oppose moving the location of the billboard.

SECOND BY: No second, motion dies
Council took no action.

MOTION BY: Mrs. deLeon mad a motion to oppose the application until the applicant changes it to what was discussed this evening.

SECOND BY: No second, motion dies

B. NORTHAMPTON COUNTY EMERGENCY OPERATIONS CENTER REQUEST FOR LETTER RECOGNIZING SE-WY-CO AND SOUTHEASTERN FIRE COMPANIES OPERATING UNDER ONE COMMAND STRUCTURE

Todd Weaver, Acting Director on Northampton County 911 Center, is requesting a letter from Lower Saucon Township stating the Township recognizes that Se-Wy-Co and Southeastern Fire Companies will be operating under one command structure for dispatch purposes. A draft letter has been prepared as a result of the discussion at the Council meeting on April 20th. Mrs. deLeon thinks that the letter is good, but she would like some language in there that says Lower Saucon Township didn't lose Steel City along the way. Mr. Johnson said that the county already knows because Chris Snyder was up to see them. Mrs. deLeon said she does not think it is a big deal to include the information about Steel City. Mr. Horiszny said it is not necessary. The letter that they drafted is enough. Mrs. Louder was very skeptical about the number changing, but she has better understanding of it now. Mrs. deLeon said she has a better understanding as well but she does not like their attitudes and she is very disappointed with everyone.

MOTION BY: Mr. Horiszny made a motion to authorize Mrs. Huhn to send the draft letter to Todd Weaver, Acting Director of Northampton EMC.

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SECOND BY: Mrs. Yerger
ROLL CALL: 3-1 (Mrs. deLeon – No, Mr. Kern – Absent)

Sal Ghazi, President Se-Wy-Co, said there are still 3 fire companies in the township. Nothing has changed. Unlike when they merged with Leithsville, that is not happening. Last month's meeting ended up being questions about the fire company's budgets which has nothing to do with this. We are not apologizing because we came just for this which is what the township wanted. When Steel City is ready, they will come with us too. The budget is submitted every year and an open forum is not the place to discuss their financials. Mr. Ghazi said they took a lot of heat for what was discussed last meeting.

C. APPROVAL OF BOOM MOWER REPLACEMENT

Mrs. Huhn said that funding was approved in the 2016 budget from the capital and state funds in the amount of \$130,000. The price quote was \$141,757. If approved, the additional \$11,757 would come from State funding. We would recommend selling the used mower to offset the budgetary overage.

MOTION BY: Mr. Horiszny made a motion to approve the purchase of a new Boom Mower purchased at a price not to exceed \$141,757.00

SECOND BY: Mrs. Yerger

ROLL CALL: 4-0 (Mr. Kern – Absent)

MOTION BY: Mrs. Louder made a motion to approve the advertisement to sell the old Boom Mower after the new one is received.

SECOND BY: Mrs. deLeon

ROLL CALL: 4-0 (Mr. Kern – Absent)

D. REQUEST FOR BUDGET INCREASE FOR CONSULTANTS REVIEW OF IESI MAJOR PERMIT MODIFICATION

Mrs. Huhn said in March 2015, Council authorized the Landfill Consultants to review the major permit modification application submitted to DEP by IESI. Council approved a budget amount of \$23,600.00. Hanover Engineering has provided an outline of the tasks remaining and is requesting an additional \$5,252.37. This is for reviews and meeting attendance by Hanover Engineering and for \$720.00 for reviews by Rich Sichler of Neversink Environmental.

MOTION BY: Mrs. deLeon made a motion to approve additional tasks as requested in Hanover Engineering's letter of April 18, 2016 at a cost not to exceed \$5,300.00

SECOND BY: Mrs. Louder

Mrs. Louder asked about a grant in the March 2015 minutes. Mrs. Huhn said she will ask the Dir. of Finance to look into it.

ROLL CALL: 4-0 (Mr. Kern – Absent)

E. APPROVAL OF REVISED JOB DESCRIPTION

Mrs. Huhn said we are currently in the process of reviewing employee job descriptions for the Township employees which she will be bringing to Council at a later date. In the interim, she would like to request permission to fill the vacant position previously held by Mrs. Huhn. She has prepared a revised job description that will replace the Assistant Manager position with an Assistant to the Manager. This position will have a focus on Human Recourses and will assist Mrs. Huhn in preparing employee policies and to guarantee these policies are presented to Council on an annual and ongoing basis. The amount budgeted for 2016 for this position was \$66,064.17. Should council approve this request, Mrs. Huhn recommends the salary range for this position be set between \$43,000 and \$46,000 based on experience. This will represent a cost savings for the township of approximately \$20,000. If this is approved, Mrs. Huhn will also bring back to Council a revised organizational chart outlining the chain of command. Mrs. deLeon said that it is well written but it is being compared to the Assistant Manager. However, we aren't really comparing apples to apples. Mrs. Huhn said looking at what we have now with an administrative assistant and

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an assistant to the manager, she is reducing the salary. Mrs. Louder thinks it is a good idea to bring on Human Resources.

- MOTION BY:** Mrs. Louder made a motion to approve the revised job description for the Assistant to the Manager with a salary range of \$43,000-\$46,000.
SECOND BY: Mrs. deLeon
ROLL CALL: 4-0 (Mr. Kern – Absent)

F. SAUCON VALLEY COMMUNITY CENTER – APPROVAL OF 2016 SUMMER RECREATION PROGRAMS.

Mrs. Huhn said this is the annual recreation program for Township residents that we contract with the Saucon Valley Community Center. They operate it during the summer and it will run from June 21st to August 12th t will be held at Town Hall Park, Southeastern Park and Polk Valley Park. Funding was approved in the 2016 budget in the amount of \$25,871 for the recreation program and \$3,207.92 for the children’s program.

- MOTION BY:** Mr. Horiszny made a motion to approve the execution of the agreements and payment to the Saucon Valley Community Center for the 2016 summer recreation program in the amount of \$25,871.00 and the summer children’s program in the amount of \$3,207.92 at three of our park sites.
SECOND BY: Mrs. Louder
ROLL CALL: 4-0 (Mr. Kern – Absent)

G. RESOLUTION #45-2016 – RECOGNIZING THE 23RD ANNUAL RELAY FOR LIFE

Mr. Horiszny said the annual Relay for Life will be held in Dimmick Park on May 13th and 14th.

- MOTION BY:** Mrs. deLeon made a motion for approval of Resolution #45-2016.
SECOND BY: Mrs. Yerger
ROLL CALL: 4-0 (Mr. Kern – Absent)

H. RESOLUTION #46-2016 – ADOPTING THE EMERGENCY OPERATIONS PLAN FOR LST

Mr. Horiszny said that the Emergency Management Coordinator, Bryan Evans, has prepared an update to the Township’s Emergency Operations Plan (EOP). The PA Emergency Management Services Code mandates that the Township maintain an EOP and Resolution #46-2016 has been prepared to adopt the EOP as revised. Mr. Evans said we always attach the School District and Authority plans to this. Mrs. Huhn said that she believes we added the BRE EOP plan as well. Mr. Evans said this is his first revision and it wasn’t in the copy he has. Mrs. deLeon said that should be in there and so should the landfill. Mrs. deLeon said she is disappointed it was not followed up on. She would like the Resolution to revise the plan go to 1 year instead of 2 years. Mr. Evans said while the plan has to be there, it has very little impact and he can’t think of one incident in this Township where he would think to pull out the plan and reference it. Mrs. Huhn recommended doing an addendum annually which would include any revisions to contact information instead of a complete plan, since the forms do not change.

- MOTION BY:** Mrs. Yerger made a motion to adopt Resolution #46-2016 at accept the revisions to the Emergency Operation Plan as prepared by the Emergency Management Coordinator. The plan is to be reviewed annually.
SECOND BY: Mrs. deLeon
ROLL CALL: 4-0 (Mr. Kern – Absent)

VI. MISCELLANEOUS BUSINESS ITEMS

A. APPROVAL OF APRIL 6, 2016 COUNCIL MINUTES

Mr. Horiszny had some corrections that were made.

- MOTION BY:** Mr. Horiszny made a motion for approval of the April 6, 2016 Council minutes, with corrections.
SECOND BY: Mrs. Yerger
ROLL CALL: 3-1 (Mrs. deLeon – No; Mr. Kern – Absent)

VII. PUBLIC COMMENT/CITIZEN NON-AGENDA ITEMS

Mr. Evans said that he wanted to clarify when the letter to the 911 Center would be sent. Mrs. Huhn said tomorrow.

VIII. COUNCIL & STAFF REPORTS

A. TOWNSHIP MANAGER

- Mrs. Huhn said there is a special event application for the American Cancer Society's 5k run which will be held on Saturday, May 14th. This is conjunction with Relay for Life.

MOTION BY: Mr. Horiszny made a motion to approve the special event application for the American Cancer Society's 5k run.

SECOND BY: Mrs. Yerger

ROLL CALL: 4-0 (Mr. Kern – Absent)

MOTION BY: Mrs. deLeon made a motion to waive the fee for the American Cancer Society's 5k run.

SECOND BY: Mrs. Yerger

ROLL CALL: 4-0 (Mr. Kern – Absent)

B. COUNCIL/JR. COUNCIL

Mr. Kern – Absent

Mrs. Yerger – No report

Mrs. deLeon

- She said the DEP letters from the PennEast Pipeline stated their application was incomplete. She asked Mrs. Huhn to forward the letters to FERC.
- She said she asked Mrs. Huhn to put the new Wal-Mart in Southside Bethlehem on the Partnership agenda. Mrs. Yerger said at the planning commission, they did not grant a waiver for LVIP because they do not have enough information.
- She attended Hellertown Historical Society's ribbon cutting ceremony. We were presented with a beautiful print of the mill. There was not a big turnout for history day at the Heller Homestead
- The Hellertown Lower Saucon Chamber is meeting on May 18th at 7:30 a.m
- On May 21st, the Conservancy is hosting a barn photo shoot workshop with Frank Smith.
- On June 4th, the Conservancy is having a Saucon Creek Arts Festival. She received an email that stated Lower Saucon Township was also sponsoring it. She asked Mrs. Huhn to see if she can contact them to see if we are missing something. When she went on the site and clicked to become a sponsor, there is a nature trail sponsor and she didn't think they could do that. Mrs. Huhn will ask them.
- In late 2012 we were asked to give approval for IESI to take Hurricane Sandy waste. Jim Birdsall sent a letter asking the location of where the Sandy waste was dumped. According to DEP, they reported a daily tonnage of 18,559.92 for November and 11,063.33 for December for a total of 29,216.05 tons. She would like Mrs. Huhn to follow up on that letter to see where this waste was dumped.
- We received a report from DEP and they noted they smelled intermittent working face odor on Riverside Drive.
- Mrs. deLeon called the DEP Complaint Line with a complaint of odor. They told her that if it wasn't on your property, you shouldn't be calling. People do not want to call since they don't listen. DEP wants to know no matter what if there is an odor.
- She read something about exempt employees being reclassified. Mrs. Huhn said Mrs. Gorman has been looking in to it and they will follow up with it.

Mrs. Louder

- Last weekend Steel City Fire Company held a cash bingo. Kendra Snyder set it up and had 5 volunteers from the community who helped. The profit was \$2,300.
- She thanked the firemen for what they do.

Mr. Horiszny

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- The Parks and Recreation Board met at Woodland Hills Preserve and marked the trails on the blue course and partially on the green. They will meet again to better identify the trails.
 - The Volunteer Appreciation Picnic will be on Monday, June 13th.
- C. SOLICITOR – No Report**
- D. PLANNER – No Report**
- E. ENGINEER – Mr. Kocher said they are still in communication with the property owner who they need an easement from for the Black River Road Stormwater project. He has updated the cost estimate and design. They have received comments back from the city of Bethlehem but have not received comments back from UGI, who most of the time does not respond. He hopes to have a report at the next meeting. The cost estimate is more than they originally thought.**

IX. ADJOURNMENT

MOTION BY: Mrs. Yerger made a motion to adjourn. The time was 8:34 p.m.

SECOND BY: Mr. Horiszny

ROLL CALL: 4-0 (Mr. Kern – Absent)

Submitted by:

Leslie Huhn
Township Manager

Ron Horiszny
Council President