

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. Update on Black River Road Stormwater Project
- B. Southeastern Park Fence Repair/Replacement
- C. Award of Roof Replacement Bid on Public Works Garage
- D. Review of Township Job Descriptions
- E. EIT Ballot Referendum Question
- F. Resolution #47-2016 – Transfer of Money

V. MISCELLANEOUS BUSINESS ITEMS

- A. Approval of April 20, 2016 & May 4, 2016 Council Minutes
- B. Approval of April 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 Planning Commission Meeting: May 26, 2016
Next Council Meeting: June 1, 2016
Next Park & Rec Meeting: June 6, 2016
Next EAC Meeting: June 14, 2016
Next Zoning Hearing Board Meeting: June 20, 2016
Next Saucon Rail Trail Oversight Commission Meeting: June 27, 2016 @ LST
Next Saucon Valley Partnership: September 14, 2016 @ HB

I. OPENING

CALL TO ORDER: The General Business & Developer meeting of Lower Saucon Township Council was called to order on Wednesday May 18, 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, Glenn Kern, Donna Louder, Council members; Leslie Huhn, Township Manager; Linc Treadwell, Township Solicitor; Mike Beuke, Planner; Brien Kocher, Engineer. Absent: Jr. Council Member: Rachel Panek.

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 – None

IV. TOWNSHIP BUSINESS ITEMS

A. UPDATE ON BLACK RIVER ROAD STORMWATER PROJECT

Mr. Brien Kocher, Township Engineer, said they have the plans, specifications and bid package ready to go. He provided an updated cost estimate on the final design and a memo of how the cost differs by about 20% from two years ago. It's about \$613,000.00 on the cost estimate for the storm sewer and about \$100,000.00 for the paving work. Two years ago the thought was that PW would be able to do the paving, but Mr. Rasich felt the paving was an important repair since the project was now going down the middle of the road, that we should contract it out.

Mrs. Yerger asked if all the letters with concerns received from the Northampton County Conservation District were addressed. Mr. Kocher said they have addressed all those points.

Mrs. Louder said she spoke to Cathy Gorman and asked what our options were as far as where we could come up with the financial overage and basically she said DEP grants are not applicable. The Monroe Gaming Grants open up in June, but are not awarded until later in the year. Ms. Gorman also said she contacted PennDOT and they told her we could use liquid fuel funding for the road reconstruction part of the project and to get their approval before the work begins. Mr. Kocher said it shouldn't be a problem. Mrs. deLeon and Mrs. Louder are in support of this project and said it needs to be done. Mr. Gordon Gress, Black River Road, thanked the Township for continuing with this project with the increased cost.

Mrs. deLeon asked where this money was coming from. Mrs. Huhn said from the loan, and the additional cost would come out of our savings. Mrs. deLeon said we need to know what amount would come out of our savings. Mrs. Huhn said they will bring this back when the final numbers are in.

B. SOUTHEASTERN PARK FENCE REPAIR/REPLACEMENT

Mrs. Huhn said a resident whose property borders Southeastern Park is requesting that the Township replace or repair a deteriorating fence on the property between the trees. The fence is on the line of our property and the resident's property. The Boy Scouts did this as a project back in 2000.

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Mrs. Kichline, the property owner, said the Township put up the fence as a deterrent from her pond. She has been maintaining it, but it needs to be repaired and is concerned about the liability with people who go to the park. She suggested asking the Boy Scouts to repair the posts.

Mr. Kichline said the land was donated to the Township by Mrs. Kichline's father and part of the agreement was to maintain the fence. Mrs. deLeon said the minutes and canceled checks in our files show that the Township paid Mrs. Kichline's father for the property. Mrs. Huhn said the Dir. of PW inspected the fence and directed PW to take it down. He felt the tree line that has grown up over the years was enough of a deterrent. Mr. Kichline said there's no boundary if you take the fence down.

Mrs. deLeon said it's great the Scouts do these projects, but who is going to maintain them in the future. Mr. Kichline said whoever was doing the lawn mowing at the park, was hitting the fence which he felt weakened it. Mrs. deLeon asked the Manager to relay this information to the people who do the lawn services. Mr. Kern said could the fence be shortened in front of the pond and is the tree line substantial to act as a deterrent. Mr. Kichline said absolutely not.

Mrs. Louder said can open space money cover this park? Mrs. Yerger said this was not under the referendum that was approved. Mrs. Louder thinks the Township needs to step up and should replace the fence and make sure the Township is not responsible for the property owner's liability. Ms. Kichline said she has private property signs posted. Mrs. Huhn said Roger said it can be replaced or repaired depending what Council decides and the structure should be sound. Mrs. Yerger said let the road crew do the project if it's only a few posts. Mrs. deLeon asked Mrs. Huhn to scan the receipts when the Township bought the property and send it to Mrs. Kichline.

- MOTION BY:** Mrs. Louder moved to have Roger Rasich get an estimate for the repair of the fence within a limit of \$500.00 and fix it.
SECOND BY: Mrs. deLeon
ROLL CALL: 5-0

Mrs. deLeon said you can look back when there was the Kichline Lot Line Change, it says "Mrs. deLeon indicated it was stated in a memo dated January 22, 2001, and she proceeded to read the remainder of the memo", no one knows where the letter is and we put less into our minutes. Mrs. Yerger said more and more Townships are televising their meetings. Mrs. deLeon said that's a great idea. Mr. Horiszny asked Mrs. Huhn to let Roger know not to mow by those trees.

C. AWARD OF ROOF REPLACEMENT BID ON PUBLIC WORKS GARAGE

Mrs. Huhn said we held the bid opening on May 11, 2016 and received seven bids. The lowest bidder was Kunsman Roofing with a bid amount of \$49,500.00, and staff recommends to award the bid to Kunsman.

- MOTION BY:** Mrs. Louder moved for approval to award the bid for the roof replacement on the Public Works Garage to the lowest bidder, Kunsman Roofing at a price of \$49,500.00.
SECOND BY: Mrs. Yerger
Mrs. deLeon asked what was in the budget for this? Mrs. Huhn said about \$80,000.00.
ROLL CALL: 5-0

D. REVIEW OF TOWNSHIP JOB DESCRIPTIONS

Mrs. Huhn presented job descriptions for Zoning, Administration, Police Administration and Public Works departments. Some of these have not been updated since 1998. They've unified and formulated the job descriptions so they are all of the same format. They added the firefighting experience to all the PW descriptions, except for the Director of PW. They will be working on the Police Department job description at a separate time.

Mr. Horiszny said the English language was eliminated on some of the job descriptions. Mrs. Huhn said they will include that.

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Mrs. Yerger said under the Director of Finance, what is ACA payroll requirements. Mrs. Huhn said those are the requirements they have to submit for the Affordable Care Act. Mrs. deLeon said that should be spelled out. Mrs. deLeon asked for the Personnel document. Mrs. Huhn said that will be updated also.

MOTION BY: Mr. Horiszny moved for approval on the updated Township job descriptions, with inclusions on the six items and explanation on health care terminology.

Bryan Evans, EMC, said the Fire Departments are very respectful of the desire and requirement for firefighting experience. He thinks it should be a requirement to have firefighting training. Mr. Evans said they were told they could not hire a second firefighter as the person that was hired was more qualified for the job.

Mrs. deLeon said everyone reports to the Manager and gets the final decision who gets hired and she would make her determination on the best qualified candidate. She asked if the Township has a policy on how firefighters respond during the day? Mrs. Huhn said Council adopted a resolution in 2009 and it was updated in 2013 with that criteria. Mrs. deLeon said she would hope if they respond to a fire, they put that on their timesheet. Mrs. Huhn said she doesn't believe we require that, but we could ask for it. Mr. Evans said the PW should have all that information on rip and run reports. Mrs. Huhn will check with the Dir. of PW, but does not believe we are receiving them.

Mr. Kern said it should be a requirement to have the firefighter aspect, but is that a legal requirement? Attorney Treadwell said he never looked into that. Mr. Horiszny said the "requirement" versus the "desired" might eliminate a lot of possible candidates.

Mrs. Louder said the job position is for PW and she thinks of our roads and our infrastructure and not our fire department. The way the language reads now, "desired" is appropriate, and feels the language should remain as is. She respects the firefighters very much. Mr. Evans said having a firefighter in the PW is a lot cheaper than having a paid fire department. They are not asking anyone to have all the requirements to be a firefighter; they will take any help they can get. Mrs. deLeon said if no one from the PW can go, who goes next? Mr. Evans said our neighboring townships.

Mr. Tom Carocci said he thinks the language should say "desired". What if a young woman wants to work in PW and doesn't want to run into a burning building? He thinks Council should get some ideas to encourage more volunteers who aren't PW employees to volunteer at the fire companies. Mrs. deLeon said she attended a PSATS conference and at the Fire/EMS course they talked about subsidizing and giving incentives, which is discussion for the future. Mr. Evans said it's no different asking that an employee must have a CDL than having firefighter experience. Mrs. Louder said everyone on Council is aware of the challenges fire departments are having. Options are always looked at to make sure our residents are covered.

Attorney Treadwell asked how many municipalities have firefighters in their PW Departments and pay them? He's sure there are many municipalities that don't have firefighter preference in their job descriptions. You need some type of comprehensive review of what the fire company provisions are in the Township and what is needed. Mr. Horiszny asked Mrs. Huhn to find out how many Townships do require this.

SECOND BY: Mrs. deLeon

ROLL CALL: 4-1 (Mr. Kern – No)

E. EIT BALLOT REFERENDUM QUESTION

Mrs. Yerger said Attorney Treadwell was very helpful in drafting the language for the referendum so it was correctly worded. Mrs. deLeon said did we use 10% last time? Attorney Treadwell said the discussion was more about setting up a separate fund which allows you to put up 25%. Mr. Carocci said there was a specific Township project that the employees brought for approval and

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you wanted to use open space funds. Mr. Carocci said their recommendation was not to use open space funds and the referendum did not notify the voters that money would be used for maintenance.

Mrs. Louder said questioned No. 5 and No. 6 of the draft referendum question and asked if the 10% was just for one year or can we use it for the next year? Attorney Treadwell said the 10% is for one year. Anything you didn't use would go back into the open space fund. Mrs. Yerger said you'd get roughly \$100,000.00 a year. Attorney Treadwell said Ms. Gorman looked at the debt of the Polk Valley Park and it's approximately \$867,861.00 that could be retired. If this gets approved by Council and the voters, Council would have to come up with a policy for the 10%.

MOTION BY: Mr. Horiszny moved to authorize the advertisement of the EIT Ballot Referendum question.
SECOND BY: Mrs. Yerger
ROLL CALL: 5-0

Mrs. Yerger said there is a map on the website which lists the acreage and how much we have. Mr. Carocci said he would encourage to promote this or if you're against it, then speak to your neighbors.

F. RESOLUTION #47-2016 – TRANSFER OF MONEY

Mrs. Huhn said these were expenses recognized in 2015, but were paid in 2016, so the monies were transferred. She went over the transfers.

MOTION BY: Mr. Horiszny moved for approval of Resolution #47-2016 authorizing budget adjustments.
SECOND BY: Mrs. Louder
ROLL CALL: 5-0

V. MISCELLANEOUS BUSINESS ITEMS

A. APPROVAL OF APRIL 20 & MAY 4, 2016 COUNCIL MINUTES

Mr. Horiszny had some corrections. April 20th – page 1, line 24, add the sentence that was going to be added. Page 1, line 10 of the May 4th, no executive this evening and should say no executive session since the last meeting.

MOTION BY: Mr. Horiszny moved for approval of the April 20 and May 4, 2016 Council minutes, with corrections.
SECOND BY: Mrs. Yerger
ROLL CALL: 4-1 (Mrs. deLeon – No)

B. APPROVAL OF APRIL 2016 FINANCIAL REPORTS

MOTION BY: Mrs. Yerger moved for approval of the April 2016 financial reports.
SECOND BY: Mrs. deLeon
ROLL CALL: 5-0

VII. PUBLIC COMMENT/CITIZEN NON-AGENDA ITEMS

- Gene Boyer, Saucon Avenue, asked how many acres were preserved? Mrs. Huhn said 734.91 which includes conservation and purchases. Mr. Boyer asked if the monies used for maintenance, are going to be used for conservation land? Mrs. Yerger said no, just for purchased land.
- Mr. Bryan Evans said you had approved a resolution between the Township and Se-Wy-Co to go for the gaming grant to replace their traffic control unit. They did not receive the gaming grant. The issue is the fire department is shorted by this and to figure out how to get some funding. Mrs. deLeon said you need to have all your firemen call the state representatives and tell them how the Gaming Authority is working and it's not helping the fire department. Mr. Evans said they will try again.
- Duval Denlinger from Heacock Lumber said he's been working with Ed Chromzak and Richard Kunkle on Crestline Drive in regards to help them secure a timber harvest permit and has been in touch with Chris Garges. He'd like to know how he goes about doing this without incurring more fees? Mrs. Yerger said we have a gentleman in the timbering business from the EAC and he has reviewed the plans and was not in favor of them. We are part of the Federal

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PA Highland so we take it very seriously as well as our water quality and our steeply wood slopes. Mr. Denlinger would like the information. Mrs. Huhn said she will get him the information.

VIII. COUNCIL & STAFF REPORTS

A. TOWNSHIP MANAGER

- Mrs. Huhn said we are in the process of closing out the Hellertown Area Library Keystone Grant award for the renovations for the building. The project came under budget \$14,000.00. The Director is sending a letter of intent to file for another grant to replace their roof and will be requesting a resolution to support their application. Mrs. deLeon asked if we did a partnership letter? Mrs. Huhn said we may want to have Robin come to our Council meeting and then have a letter from the SVP.
- Mrs. Huhn gave an update on Steel City Park. We will not be in jeopardy of losing our Northampton County open space funding for this project.
- Mrs. Huhn said Council should have letters that Hellertown Borough sent to Senator Boscola, Representative Freeman and City of Bethlehem Mayor Donchez requesting that the intersections of Rt 412 & Cherry Lane and 412/Kichline Ave/I78 Ramps be added to the scope of the traffic impact study by LVIP VII. Mrs. deLeon said didn't Ms. Hartranft say she was going to look into when the city approved the whole parcel. Don't you look at a traffic study at that point. Mrs. Huhn said she will find out.
- Mrs. Huhn said we received a letter from Calpine that they are intending to send a plan approval application to DEP for the Bethlehem Energy Center for the turbine compressors. Mrs. Huhn will bring this back to Council for comment.
- Mrs. Huhn said we received the notice of the David Lang 10th Annual Golf Outing for the scholarship fund.

MOTION BY: Mr. Horiszny moved for approval of a \$150.00 donation to the David Lang Scholarship Fund.

SECOND BY: Mrs. Yerger

ROLL CALL: 5-0

- Mrs. Huhn received an application for a Chamber grant for improvement projects. Mrs. deLeon requested that staff look at this on behalf of a project. Mrs. Huhn said they felt a good location would be along the trail at Heller Homestead and replace the existing kiosk. This is a 50% matching grant. A draft resolution was prepared as the deadline is at the end of the month. Mrs. deLeon said this is benefiting the businesses in the Township

MOTION BY: Mrs. deLeon moved for approval of Resolution #48-2016 authorizing the submission of a grant application for Main Street Lehigh Valley Chamber of Commerce grant, not to exceed \$2,000.

SECOND BY: Mrs. Yerger

ROLL CALL: 5-0

- Mrs. Huhn said we received a request to participate in the update of the LV Hazard Mitigation Plan. Council adopted the resolution of the plan in 2006 and 2011. She spoke with the Deputy of Northampton County and he said this stage is to indicate interest in participating and to assign a point of contact. She will be the primary contact and Chris Garges will be the alternate. The letter must be returned to them by May 25th.

MOTION BY: Mrs. deLeon moved to authorize the Council President to sign the letter of intent.

SECOND BY: Mrs. Louder

ROLL CALL: 5-0

B. COUNCIL/JR. COUNCIL

Kelsey Gatchel, Jr. Council – Absent

Mr. Kern – No report

Mrs. Yerger – No report

Mrs. deLeon

- She said she is disappointed Hellertown didn't work with us on the Trick or Treat night.
- At the SVP meeting, they talked about LVIP VII.
- She said awhile back she mentioned having classes for appointed officials similar to the Council Boot Camp for Officials and providing basics to our officials. We appoint a lot of

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individuals to these boards and we aren't giving them the tools they need to do their jobs. She'd like a letter go to PSATS and Northampton County asking them if they could sponsor something like this.

- She read something on the pipeline that there's a 30-day comment period, and asked Mrs. Huhn to contact Attorney Elliott and ask him about this.
- She said they had their quarterly landfill meeting and the report will be presented at the June 1st Council meeting. DEP inspected them several weeks ago and there were odors and the misters weren't on. She smelled landfill gas this morning and sent an email to DEP, which she read to Council. She also sent them a picture of the green tarp and the methane gas that is ballooning under the tarps.

Mrs. Louder

- She attended the Relay for Life on May 13th. Mr. Horiszny was also in attendance. It was a great evening and she signed up to help next year.
- She said Public Works is working hard at the Steel City Park.
- She thanked Hanover for their work on Black River Road.

Mr. Horiszny

- He said LSA has purchased easements for the PUC mandated meter pits along Old Philadelphia Pike and they are working on other easements to go under highways.
- He said the Volunteer Picnic is June 13th.
- He said it's National Public Works Recognition Week.

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

Council recessed at 8:50 p.m. for Executive Session. Council reconvened at 9:10 p.m. Attorney Treadwell said they discussed an offer from a property owner to sell property to the Township on Springtown Hill Road.

- MOTION BY:** Mrs. Louder moved to have Mrs. Huhn notify the landowner on Springtown Hill Road that the Township is not interested in the property they offered, and to also thank them.
- SECOND BY:** Mrs. Yerger
- ROLL CALL:** 5-0

VIII. ADJOURNMENT

- MOTION BY:** Mrs. Louder moved for adjournment. The time was 9:11 p.m.
- SECOND BY:** Mrs. Yerger
- ROLL CALL:** 5-0

Submitted by:

Leslie Huhn
Township Manager

Ron Horiszny
Council President