

**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. Proclamation Recognizing Junior Council Members
  - 1. Resolution #47-2021 – Recognizing Avia Weber
  - 2. Resolution #48-2021 – Recognizing Tyler Dickens
  - 3. Resolution #49-2021 – Recognizing Maclaine Oskin
  - 4. Resolution #50-2021 – Recognizing Bela Silverman
  - 5. Resolution #51-2021 – Recognizing Breanna Kemmerer
  - 6. Resolution #52-2021 – Recognizing Mason Simms
  - 7. Resolution #53-2021 – Recognizing Colin Griffith
- B. Blessing Boxes in Town Hall Park & Steel City Park

**IV. DEVELOPER ITEMS**

**V. TOWNSHIP BUSINESS ITEMS**

- A. Approval of Summer Hours for the Administrative Staff
- B. Approval of Hiring a Cleaning Service
- C. Resolution #54-2021 – Authorizing Submission of a PA Dept. of Community & Economic Development Greenways, Trails and Recreation Program (GTRP) Grant Application

**VI. MISCELLANEOUS BUSINESS ITEMS**

- A. Approval of May 5, 2021 Council Minutes
- B. Approval of April 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**

Landfill Committee: May 20 @ 1:00 p.m.  
Zoning Hearing Board: May 24 @ 7:00 p.m.  
Hellertown Area Library Board: May 25 @ 6:30 p.m.  
Planning Commission: May 27 @ 7:00 p.m.  
Parks & Recreation: June 7 @ 6:30 p.m.  
Environmental Advisory Council: June 8 @ 6:30 p.m.  
Saucon Valley Partnership: June 9 @ 6:00 p.m.  
Township Council: June 16 @ 6:30 p.m.  
Saucon Rail Trail Oversight Commission: June 28 @ 6:00 p.m. @ Upper Saucon

**I. OPENING**

**CALL TO ORDER:** The General Business & Developer meeting of Lower Saucon Township Council was called to order on Wednesday, May 19, 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; Thomas Carocci, Kristen Stauffer and Priscilla deLeon, Council Members; Leslie Huhn, Township Manager; Linc Treadwell, Township Solicitor; Jr. Council Member Avia Weber & Tyler Dickens. **Absent:** Brien Kocher, Township Engineer.

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENT OF ANY EXECUTIVE SESSION (IF APPLICABLE)** – Mrs. Yerger said Council did not meet in Executive Session.

**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.

**III. PRESENTATIONS/HEARINGS**

**A. PROCLAMATION RECOGNIZING JR. COUNCIL MEMBERS**

1. **RESOLUTION #47-2021 – RECOGNIZING AVIA WEBER**
2. **RESOLUTION #48-2021 – RECOGNIZING TYLER DICKENS**
3. **RESOLUTION #49-2021 – RECOGNIZING MACLAINE OSKIN**
4. **RESOLUTION #50-2021 – RECOGNIZING BELA SILVERMAN**
5. **RESOLUTION #51-2021 – RECOGNIZING BREANNA KEMMERER**
6. **RESOLUTION #52-2021 – RECOGNIZING MASON SIMMS**
7. **RESOLUTION #53-2021 – RECOGNIZING COLIN GRIFFITH**

Mrs. Yerger read Resolutions #47-2021 to #53-2021 that have been prepared honoring the 2020-2021 Jr. Council members.

**MOTION BY:** Mr. Banonis moved for approval of Resolutions #47-2021 through #53-2021 recognizing the Jr. Council members for the 2020-2021 school year.

Mr. Banonis acknowledged and thanked the Jr. Council members for their participation and community service. He wished them best of luck with their studies and for helping the Township.

**SECOND BY:** Mrs. deLeon

Mrs. deLeon said this was something that she initiated, she doesn't know how many years ago, and she's very proud of you guys and this will look great on your resume. She wishes them the best in the future. Mrs. Yerger said thank you very much, we appreciate you coming to the meetings and hopefully it was a pleasant experience for all of you as well.

**ROLL CALL:** 5-0

Mrs. Stauffer said she did want to thank all of the member as well and for those who were on Council, she hopes they had a positive experience joining the meetings.

**B. BLESSING BOXES IN TOWN HALL & STEEL CITY PARK**

Mrs. Yerger said Kristin Lockett, a Township resident, would like to present to Council a program called "Blessing Boxes", which provides an opportunity for residents to leave non-perishable food items and other useful products, in a Blessing Box for people who are in need. They are accessible 24/7 and are based on the honor system so those in need can take what they need while there are others who replenish the boxes as they can. She would like to install one in Town Hall Park and Steel City Park.

Ms. Lockett said the information she collected on her Power Point presentation was from members of a Facebook group who really kind of heads up monitoring the boxes and communicating about them. She was not a part of the initial boxes that went up in Hellertown or the ones that people

know of in surrounding towns. She thinks the idea blended together to come to fruition. She joined the group in the beginning of the pandemic and wanted to get involved. She's been in touch with the Christ Lutheran Church in Hellertown where one of the boxes is and there was a lot of input. Ms. Lockett said Blessing Boxes have the theme "take what you need, leave what you can". It's based on an honor system. Unlike food pantries, these boxes are accessible 24/7 which seems to be something that is very helpful in the area. They are within walking distance to those in the community who do not drive.

Ms. Lockett said at one time, the Blessing Boxes were not very popular in town, but the community rallied together before the pandemic and kept them full and spread the word throughout the community that they existed. The original page was the "Hellertown Lower Saucon Neighbors Helping Neighbors" which is a private Facebook group. They just recently created a new page that's called "Hellertown Lower Saucon Blessing Boxes" to specifically address the needs of these boxes. Ms. Lockett said the people monitor the use of items including those not being utilized. Items that seem to be more popular we spread the word about those and remove older items. Significant increases in the use of the Blessing Boxes since the pandemic started continues through today. Increase in housing costs, poverty, job loss, continual changes in the local economy, free and reduced lunch recipients are all indicators of increased need in our area.

Ms. Lockett said we usually put in non-perishable food, canned goods, boxed meals, breakfasts, pasta, baby food, toiletries, paper products, masks and cold weather accessories. She showed pictures of the Blessing Boxes in Hellertown. They are at Dewey Fire Hall, Christ Lutheran Church, Hellertown Borough Hall, First UCC and St. Theresa's Church (coming soon). Ms. Lockett said maintenance and building of the boxes is important to share. The Hellertown boxes were built by Scouts. They are in communication with the Girl Scouts of Troop 8948 about building one or multiple ones. They can acquire more than one if there are multiple locations in the Township. We spoke about adding through Lower Saucon. They will request building materials through the Facebook group which has close to 900 people based on people in that group and for other people in the area who are not on Facebook.

Ms. Lockett said the maintenance of the boxes have been volunteers like the Saucon Valley Handyman has donated their services, time and materials whenever maintenance has been necessary. In the winter they had a broken door and someone put it on the Facebook page and within a few hours the door was fixed and there was no lag in the amount of time for that to happen. Ms. Lockett showed what their social media page looks like. They used the pages to spread the word about what's going on with the boxes. There are stories that are shared on their Facebook page. They have an Amazon wish list that somebody started on their original group. It's been a really nice organization and they come together as a group. This opportunity is unique for her as they already have existing boxes and worked out some kinks. Setting up ones in LST, she's sure they will be successful.

Mr. Banonis said we talked about this at the P&R meeting and he thanked her again for bringing it to Council's attention. It is a nice resource for residents who may be in need.

**MOTION BY:** Mr. Banonis moved to approve the Blessing Boxes in Town Hall and Steel City Park for residents so we have non-perishable foods and associated items to be placed in locations and be subject to approval by the Public Works Director and Township Manager.

**SECOND BY:** Mrs. deLeon

Mrs. deLeon said she wanted to thank Kristen. She was always impressed when she saw this way back with other people doing it and she's glad she is bringing this to LST as there are people in need out there and especially during the pandemic. She thinks they are awesome for doing this and the group for doing this. If we can be of any help, let Leslie know.

Mrs. Yerger thanked her as well. She was at Polk Valley Park this weekend and it was packed, there was no parking. Depending how things evolve, you may want to consider one there as well

in the future. Mrs. deLeon said she agrees and wherever we can put one, just do it. We'll follow the procedures. Mrs. Yerger said the parking lot was full and it was a very pleasant surprise to see how that park is being used. Mr. Banonis said when this was brought up at the P&R meeting, they had talked about various locations in the Township. While he agrees with Sandy about having it in every park, the two parks that were identified the Town Hall and Steel City Park because of pedestrian access. We anticipated that Kristen brought this up and most people utilizing it would be people walking. He agrees, if we can expand it to other locations, we should do that. Mrs. Yerger said she understands at Polk Valley Park most people drive, they don't walk, but she was pleasantly surprised how many people were utilizing that park this past weekend.

Mrs. Stauffer said she wanted to thank Ms. Lockett for the presentation, it's very thoughtful and a wonderful example of paying it forward and she supports it. Like Sandy acknowledged, everyone is bursting at the seams to get out in the nice weather and might help a little bit with the virus. Her question is what is your hope for the timeline to install these. Ms. Lockett said she was waiting for this meeting and she doesn't know what the steps are as this is her first time she's doing it, but they are excited they have a second location and there's a little bit to talk about with location and she has to talk to the Scout who will help them. She wants to collect materials and will go to the Facebook page and put information on there. There are several steps to follow. She doesn't really know as she doesn't know what the process will be with the Township to get them up, so maybe in a week or so, she can have a better idea. They are not that difficult to put together and the Scout will help them. Mrs. Stauffer said she was just curious and appreciates everything. Ms. Lockett said the summer months would be great to get this started.

**ROLL CALL:** 5-0

**IV. DEVELOPER ITEMS – None**

**V. TOWNSHIP BUSINESS ITEMS**

**A. APPROVAL OF SUMMER HOURS – OFFICE STAFF**

Mrs. Yerger said the Manager would like to discuss with Council a recommendation to adopt summer hours for the administrative staff which would be Monday through Thursday from 8:00 a.m. to 4:30 p.m. and Friday from 8:00 a.m. to 2:00 p.m.

Mrs. Huhn said she'd like to recommend to Council going to summer hours for the office administrative staff. We already do that for Public Works, it's part of their contract. We've done this in the past many years ago and at the time it died away. She'd like to recommend it based on several reasons. She really would like to see some type of thanks for staff, a reward if you will, for working diligently all through the pandemic. They were in the office, we alternated days in the office in the beginning and then about April everybody was back to work. It has been seamless that they provided services for the residents and have been here. In the past when we've done summer hours, we received feedback from contractors who appreciate it. They are able to pick up a permit and drop off plans before they get to a jobsite, so they appreciate the earlier hours we provide. She just thinks staff has done a great job, and the next item on the agenda is a cleaning service and she'd also like to let everyone know that our staff has been cleaning the building all through the pandemic in the absence of having a cleaning service or person. She just thinks it is kudos and they really stepped up and doing this for them in the summer and having a couple hours off on a Friday afternoon is a nice way to say thank you.

Mrs. Yerger said as far as the AM start, she thinks that's beneficial to construction workers but anybody who needs to drop off requests or information for the Township they can do it on their way to work depending what time they start. She thinks it's a benefit to the Township as well. Mr. Banonis said he agrees with Mrs. Yerger.

**MOTION BY:** Mr. Banonis moved for approval of summer hours for the office staff from Monday through Thursday from 8:00 a.m. to 4:30 p.m. and Friday from 8:00 a.m. to 2:00 p.m. beginning on June 7, 2021 through September 3, 2021.

**SECOND BY:** Mrs. Yerger  
**ROLL CALL:** 5-0

Mr. Banonis said thank you to the staff for all of their hard work last year. Mrs. Yerger and Mr. Carocci agreed and said thank you. Mrs. Huhn said she appreciates this for the staff.

**B. APPROVAL OF HIRING A CLEANING SERVICE**

Mrs. Yerger said several quotes have been obtained for cleaning services for the Township Administration and Police Department areas, the Public Works Building and Seidersville Hall. The Manager will review with Council and make a recommendation.

Mrs. Huhn said we do have a spreadsheet of different companies that have been contacted. Diane has worked with them to show them through our buildings and show them what's involved in the cleaning services. We have not had anyone cleaning as staff has been doing that. We're heading out of the pandemic and she thinks it's important that we get someone in here, a service, that once we open back to the public we are clean and sanitized. You'll see the spreadsheet lists six different companies. This isn't a bid type of contract, but even though it's not the lowest annual cost, Jan Pro is who we are recommending. A lot of their services can be requested ala carte, but what they do offer is a team so it's not just one person. Some of the other companies were just a one-man cleaning service which has some concerns and drawbacks with vacations or if someone gets sick. Jan Pro is also Co-Stars approved which is something the Township follows with many of our bidding and proposals as they go through Co-Stars. They also prepared a draft contract which is in your packet.

Mr. Banonis said looking at the spreadsheet there are footnotes or asterisk and they offer different packages. Are you suggesting for both Seidersville Hall and the Public Works as well as the Council room. Mrs. Huhn said they are willing to work with us. With Seidersville Hall, we do have the Historical Society in there and it was used for the election yesterday, so definitely Seidersville Hall until we get opened back up. We can hold off on the Council meeting room for right now, as it's not being used, so it's not anything that has to be cleaned on a regular basis at this time, but as she said, there are offering the ala carte option so we can always add it back in and they do provide the cleaning supplies. Some of the companies don't and incorporating the cleaning supplies saves us some money as we purchase them all now. Also we have the equipment, but when the vacuum is damaged and needs repair, that is a cost we incur. Right now she's recommending cleaning of Seidersville Hall, Public Works and not with the Council room at this time.

**MOTION BY:** Mrs. deLeon moved for approval of hiring Jan Pro as the cleaning service for the municipal complex.

**SECOND BY:** Mrs. Yerger  
**ROLL CALL:** 5-0

**C. RESOLUTION #54-2021 – AUTHORIZING SUBMISSION OF A PA DEPT. OF COMMUNITY & ECONOMIC DEVELOPMENT GREENWAYS, TRAILS AND RECREATION PROGRAM (GTRP) GRANT APPLICATION**

Mrs. Yerger said grant funding for park rehabilitation and development is available through PA DCED. Staff is recommending to Council that we apply for funding in the amount of \$12,100.00 to replace damaged signs at our park entrances. A 15% contribution requirement in the amount of \$1,815.00 is required and would come from the Park Capital Fund. Resolution #54-2021 has been prepared to submit with the grant application.

Mrs. Huhn said this came across our emails and we thought trying to apply for the park signs would be a good idea. Council had already approved the replacement of the park signs, so this was an expense we were already prepared to incur which we haven't yet, and as per the grant, we can't pre-purchase them. If we are successful, we can apply this money towards the signs and get these going. We have been speaking with the Conservancy and they are excited to get the sign put back

up at the Heller Homestead for any events that they have coming up and we need to replace the one at Town Hall. If we are successful in getting this grant, we can use it for these signs which would be helpful. Mr. Carocci said thanks to Cathy for finding the grant.

**MOTION BY:** Mrs. Stauffer moved for approval of Resolution #54-2021.  
**SECOND BY:** Mrs. Yerger  
**ROLL CALL:** 5-0

**VI. MISCELLANEOUS BUSINESS ITEMS**

**A. APPROVAL OF MAY 5, 2021 COUNCIL MINUTES**

Mrs. Yerger said the May 5, 2021 minutes are ready for Council's review and approval.

**MOTION BY:** Mrs. Yerger moved for approval of the May 5, 2021 Council minutes.  
**SECOND BY:** Mr. Banonis  
**ROLL CALL:** 4-1 (Mr. Carocci – Abstained as he wasn't at the meeting)

**B. APPROVAL OF APRIL 2021 FINANCIAL REPORTS**

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

**MOTION BY:** Mr. Banonis moved for approval of the April 2021 financial reports.  
**SECOND BY:** Mrs. Yerger

Ms. Opthof-Cordaro said she was looking at the financial information and it looked like there was a check for Wells Fargo Home Mortgage, so she was curious as it said home mortgage and she's sure it's something that was appropriate, it's in the amount of \$3,158.35. Mrs. Gorman said in March we collect real estate taxes. Berkheimer collects most of our mortgage company filings. They do it by a CD, it's not manually entered and they provide her with the amount that the mortgage company pays and that the payment was already made by the homeowner. So either the homeowner paid it by not realizing they escrowed their taxes or they went through a refinance and the mortgage was paid by refinance. We pay back who the issuer of the payment was and Wells Fargo will reimburse the homeowner. Ms. Opthof-Cordaro said that sounds great.

**ROLL CALL:** 5-0

**VII. COUNCIL & STAFF REPORTS**

**A. MANAGER – Mrs. Huhn**

- She said she had already notified Council, but wanted to bring it up tonight for everyone's awareness. We were awarded the 2021 Mini Grant from LV Greenways. This is for the Saucon Rail Trail rehabilitation project. The amount is \$5,000 and it's a match dollar for dollar of either cash or in-kind services. It's for resurfacing about 8,000' of the Saucon Rail Trail. The grant agreement begins June 1, 2021 and ends November 30, 2022. Public Works will be scheduling this in their list of items to do this season, so we will have it completed before the grant deadline and she'd like to thank staff for their work on this grant and to Council for their support of the match. Mrs. Yerger said thank you again Cathy, and your due diligence.
- She said regarding the Heller Homestead Historical Plaque, we'd like to place it on the HH for a dedication to occur in the near future but for now we'd like to get the plaque installed. She sent out to Council some suggested locations. They took some pictures of different heights from the grass line area to where it would be placed on the Homestead. We had talked with the Conservancy and their first thought was placing it about 42" from the grass line which is a little too low. She'd like to recommend the 60" to the top of the plaque which would align with the base of the window. This would be on the left hand side between the corner of the building and the first window on the first floor. The location at 60" would be a good height for someone to come up and read it no matter if they are short or tall. It would help if someone is in a wheel chair and wanted to read it. She thinks everybody would be able to see it. That's her recommendation and if Council is in agreement with that, Public Works can install it. It's a bronze plaque and would go permanently on the stone structure of the building and they would need to grind down some of the stonework so it could be placed evenly and sealed so weather can't get behind

it and it can't be stolen. If Council is okay with that, Public Works can get it installed and we can dedicate the building for its National Register significance. Mrs. Stauffer said that sounds good to her. The Conservancy has been eagerly awaiting installation of this plaque and your recommendation on placement sounds fair. Mrs. Yerger said she has no objection. Mrs. deLeon said she has no objection either. Mrs. Huhn said she will notify Public Works and they can install it. Mrs. deLeon said when they install it could they do a photo op and send it around in one of those little emails. Mrs. Huhn said we'll post it on Facebook and get it around as soon as it's installed.

**B. COUNCIL & JR. COUNCIL REPORTS**

**Jr. Council** – Absent

**Mr. Carocci**

- He said there is a Landfill Committee meeting tomorrow at 1:00 p.m. The Planning Commission meeting on May 27<sup>th</sup> is cancelled due to lack of business.

**Mr. Banonis** – No report

**Mrs. deLeon**

- She said she attended the Hellertown-Lower Saucon Chamber Board meeting last night and upcoming on Tuesday, May 25<sup>th</sup> from 5:15–7 p.m. Honors and Hors d'oeuvres where they will honor business and community leaders and will be giving out leadership awards.
- Saturday, June 5<sup>th</sup> from 1–3 p.m., Nicks BBQ grand opening, tailgate and ribbon cutting ceremony. You can enjoy entertainment by Billy Bauer.
- Sunday, June 6<sup>th</sup>, July 11<sup>th</sup>, July 18<sup>th</sup> and August 15<sup>th</sup>, from 6 – 8 p.m. is the Summer Concert Series. It's back and will be in partnership with Steel Club. Your family and friends are invited to join for the free concerts, and food trucks will also be there.
- Wednesday, June 16<sup>th</sup> from 5:30–7:30 p.m. Flight Night Fundraiser. Guests will have the opportunity to network, listen to music, and win raffles. Food from Nick's BBQ will be available for purchase. Proceeds from the evening will benefit the Hellertown Area Library. Tickets are \$20.00 and include a spirit or wine flight. Unfortunately, that's a Council meeting night.
- Thursday, July 15<sup>th</sup> from 4:30–7:30 p.m. the Affiliated Chamber will be on the Ironton Rail Trail, and there's information on that.

**Mrs. Stauffer**

- She said the Historical Society has received a donation for the Schoolhouse shutters which she mentioned before as they needed repair. They are spearheading some bids and a campaign to raise some more funds. The ongoing spring Sale is happening at [www.lutzfranklin.org](http://www.lutzfranklin.org) and they have the "History Through Photography" contest coming up.

**Mrs. Yerger** – No report

**C. SOLICITOR** – No report

**D. ENGINEER** – Absent

**VIII. PUBLIC COMMENT ON NON-AGENDA ITEMS – NON-RESIDENTS ONLY** – None

**IX. ADJOURNMENT**

**MOTION BY:** Mrs. deLeon moved for adjournment. The time was 7:11 p.m.

**SECOND BY:** Mr. Banonis

**ROLL CALL:** 5-0

Submitted by:

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Leslie Huhn  
Township Manager

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Sandra B. Yerger  
Council President