

- I. OPENING**
 - A. Call to Order
 - B. Roll Call
 - C. Pledge of Allegiance
 - D. Announcement of Executive Session (if applicable)

- II. PUBLIC COMMENT PROCEDURE**

- III. PRESENTATIONS/HEARINGS**
 - A. Resolution #43-2013 – Recognizing the Boos Family for their Community Service

- IV. DEVELOPER ITEMS**
 - A. Estates at Stonehurst – Waldheim Road – Extension Request to Complete Conditions of Approval

- V. TOWNSHIP BUSINESS ITEMS**
 - A. Approval of Bid Award for Barn Wood
 - B. Approval of Ehrhart’s Mill Historic District Sign and Location
 - C. Discussion of Dog Control Options
 - D. Resolution #44-2013 – Authorizing Execution of Agreement for Sale of Retired K-9
 - E. Update on Redesign of Township Newsletter
 - F. Discussion of Moving Date for July Council Meeting

- VI. MISCELLANEOUS BUSINESS ITEMS**
 - A. Approval of May 15, 2013 Minutes

- VII. PUBLIC COMMENT/CITIZEN NON-AGENDA ITEMS**

- VIII. COUNCIL & STAFF REPORTS**
 - A. Township Manager
 - B. Council/Jr. Council Member
 - C. Solicitor
 - D. Engineer
 - E. Planner

- IX. ADJOURNMENT**

Next EAC Meeting: June 11, 2013
Next Council Meeting: June 19, 2013
Next Saucon Rail Trail Oversight Commission Meeting: June 24, 2013 @ Coopersburg Borough
Next Planning Commission Meeting: June 27, 2013
Next Park & Rec Meeting: July 1, 2013
Next Zoning Hearing Board Meeting: July 22, 2013
Next Saucon Valley Partnership: September 11, 2013 @ Hellertown Borough

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I. OPENING

CALL TO ORDER: The General Business & Developer meeting of Lower Saucon Township Council was called to order on Wednesday, June 5, 2013 at 7:04 P.M., at Lower Saucon Township, 3700 Old Philadelphia Pike, Bethlehem, PA with Mr. Glenn Kern presiding.

ROLL CALL: Present: Glenn Kern, President; Tom Maxfield, Vice President; Dave Willard, Priscilla deLeon and Ron Horiszny. Council members; Jack Cahalan, Township Manager; Leslie Huhn, Assistant Manager; Linc Treadwell, Township Solicitor. Absent – Dan Miller, Township Engineer; Karen Mallo, Township Planner; and Carolyn Brooks, Jr. Council Member.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT OF ANY EXECUTIVE SESSION (IF APPLICABLE)

Mr. Kern said Council met in Executive Session just prior to the opening of this meeting to discuss personnel issues. Attorney Treadwell said they discussed the non-uniformed contract negotiations. They will be meeting in Executive Session after the meeting to discuss some property acquisition issues.
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II. PUBLIC COMMENT/CITIZEN AGENDA ITEMS

Mr. Kern said if you are on the agenda, you have Council and Staff's undivided attention. If you do chose to speak, we ask that you use one of the microphones. We do transcribe the minutes verbatim and want to make sure the transcriptionist gets every word. We ask that you state your name for the record so the transcriptionist knows who is speaking in the minutes.

III. PRESENTATIONS/HEARINGS

A. RESOLUTION #43-2013 – RECOGNIZING THE BOOS FAMILY FOR THEIR COMMUNITY SERVICE

Mr. Kern said Resolution #43-2013 has been prepared recognizing the Boos Family for their service to the Saucon Valley Community. The Boos Family will be honored by the Saucon Valley Community Center on June 7, 2013.

A RESOLUTION RECOGNIZING THE BOOS FAMILY FOR THEIR SERVICE TO THE COMMUNITY

WHEREAS, the Boos family has served the Saucon Valley Community in various capacities for the past fifty (50) years; and

WHEREAS, Harry and Jeanette Boos, who graduated from Hellertown High School, have raised three sons, Terry, David, and Eric, during their 59 years of marriage and have given much to the Saucon Valley during that time; and

WHEREAS, Harry, after retirement from AT&T, began volunteering at the Hellertown Historical Society and worked on the restoration of the Wagner Grist Mill and Pony Bridge; and

WHEREAS, Harry also served on the Hellertown Library Board of Directors and was involved in the construction of the new library building, which his son Terry considers to be one of his greatest accomplishments for the Borough; and

**General Business & Developer Meeting
June 5, 2013**

WHEREAS, Harry and Jeanette’s love of history was evident from their work on the Centennial, the Borough’s 250th Anniversary Celebration, and by creating the popular Cemetery History Tours with Bud Prosser which are held annually in conjunction with Community Day; and

WHEREAS, their son Terry is another community stalwart who is actively involved with the Saucon Valley Farmers Market and the Saucon Creek Watershed Association; and

WHEREAS, the Boos Family will be honored by the Saucon Valley Community Center on June 7, 2013 for their public service to the Saucon Valley.

MOTION BY: Mr. Horiszny moved for approval of Resolution #43-2013.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any comments. No one raised their hand.
ROLL CALL: 5-0

IV. DEVELOPER ITEMS

A. ESTATES AT STONEHURST – WALDHEIM ROAD – EXTENSION REQUEST TO COMPLETE CONDITIONS OF APPROVAL

Mr. Kern said the applicant is seeking an extension of the time required to meet the conditions of their June 4, 2008 final approval of the six lot subdivision.

Attorney Treadwell said this was a project that was approved in June 2008. It was conditionally approved subject to certain conditions including the June 13, 2008 Hanover Engineering review letter and the June 13, 2008 Boucher & James review letter. It has been basically an idle project since that time. The plans have not yet been recorded because the conditions have not yet been met. Pretty much every year they come back and ask you for an extension of time to meet those conditions so the plans can be recorded. It actually expired yesterday, but they only asked for the extension a week or so ago, so this is your meeting where you could take any action. If you do decide to give them an extension, he would suggest we tell them that the extension is for a year and that’s it. This has been going on since 2008 and all they really need to do is sign the development agreements, post the security and the plans get recorded and they can take five years from that date to actually build it. Mrs. deLeon said the five years didn’t start yet as they didn’t build it. Attorney Treadwell said there’s also the permit extension act which gets confusing. This is a little different because it was a conditional final plan approval so they don’t have recorded plans yet as they haven’t signed the agreement and they haven’t posted the security. There haven’t been any substantive changes in our ordinances that would affect this project, but again, he doesn’t think there’s a problem with granting them it for another year. He would suggest that part of the motion be that that’s it. They either record the plans, and post the security by June 5, 2014 or the approval expires.

MOTION BY: Mr. Horiszny moved for approval to have the “Estates at Stonehurst – Extension Request to Complete Conditions of Approval” record the plans and post the security by June 5, 2014, or the approval expires.
SECOND BY: Mr. Maxfield
Mr. Kern asked if anyone had any comments. No one raised their hand.
ROLL CALL: 5-0

V. TOWNSHIP BUSINESS ITEMS

A. APPROVAL OF BID AWARD FOR BARN WOOD

Mr. Kern said the Township advertised for bids on the trailer load of barn wood that is stored behind Public Works. The bids were opened on May 24, 2013 and one (1) bid was received. After

**General Business & Developer Meeting
June 5, 2013**

the bid was opened the Township received a request from the Saucon Valley Conservancy to use some of the wood for a project they are planning at the Heller Homestead property.

Mr. Cahalan said the wood was collected from the demolition of a barn behind the Rentzheimer house on Polk Valley Road that the Township owns which was taken down and we recovered wood beams and some of the material. They also demolished the Redington Chapel up in the Redington area and took some material from that demolition and put that in the trailer. They took some additional wood from the demolition of the Herman property on Polk Valley Road. They've been storing it and the original goal was to hold onto it so it could be used for other historic projects in the Township. They were able to provide a beam or two to the Lutz-Franklin Schoolhouse. They did a project up there to level out the floor and the Saucon Valley Conservancy did use a beam for the arch in the restoration of the barn. They have sold off some of the wood material to the person who submitted this recent bid. There is also some material from the maintenance garage at the Heller Homestead that was put in the trailer. We've been paying rent on the trailer and we would like to stop doing that. We paid enough to buy the trailer by now. That's why we came to Council with this request to put the contents of the trailer out to bid. We received one bid for the amount of \$175.00. In the meantime, the two volunteers from the Conservancy approached us and said they would like some of the wood for a project they are planning on undertaking out at the Heller Homestead historic area, a re-creation of a building a chicken coop or shed that was there previously. That's where it stands. One bid and also a request to take some of it for the Saucon Valley Conservancy. He doesn't know what Council would like to do.

Mr. Horiszny asked if the bidder was going to change his bid with the extra wood being removed or is he still good? Mr. Cahalan said he thinks what we would do if some of it was removed is we would ask him if he's still satisfied with the remaining contents at that price. If you approve it, he can have it.

Mrs. deLeon said isn't the \$175.00 really low considering the value of the wood in there? If he's going to bid on less, the bid is going to come in less than \$175.00. She just thinks that we have the power to accept or reject bids. She feels the value of that lumber is much more than that, even what the Conservancy didn't want.

Attorney Treadwell said you are allowed to reject a bid if you believe it's less than what the fair market value of the bid item. Mr. Horiszny said if nobody else bids, then that's all it's worth. Mrs. deLeon said it does it say we have the power to reject if it wasn't right.

Mr. Willard said what's the cost of the trailer rental? Mr. Cahalan said it's about \$107 a month. Ms. Huhn said it's about \$5,000 that we paid since 2007. Mr. Cahalan said the long term, if we're going to keep the wood, we brought a proposal to you previously for a pole barn building in the back of the salt shed that could be used to store the wood. The trailer is basically falling apart and the tires are flat on it. People who want to look at the wood literally have to crawl in there in the dark and the temperature is probably 150 degrees and you can't see anything. It's not safe. If we are going to keep the wood, we need to come back with some long term plan for storing it other than the trailer.

Mrs. deLeon said their two volunteers at the Homestead have been looking at space in the basement to put the lathe and displaying it down there as it's the only place that will fit. It's part of the old saw mill. It has to stay here in the Township. That's not for sale obviously. There's other wood in there. When they did the herb garden, the tools and equipment needed to take care of the garden, are stored in the basement of the Widow's House. Those steps are hard to get into. It's wheel barrows and shovels and different tools and make it's hard on the volunteers. They were talking one day and said they have foundations and the Sanborne Map and it showed the outbuildings at the Homestead. Up above the herb garden, are foundations, which was noted as the wagon house and chicken coop. There were two buildings, side-by-side, not the exact size, and the

**General Business & Developer Meeting
June 5, 2013**

Conservancy members feel this would be a good project for them if wood is available from the Township. They did save it to use for a historic project and they would have to move the wood or the Township could help and get the wood in the basement and then store it there. We would have the wood for the framing of this building. She didn't want to assume that we'd be allowed to do that as the Township has to okay that project and the PHMC has to approve the project. She did call Karen Arnold, and she did not have a problem with it. Concept wise, it has to be presented in the way it's supposed to be. That's what they came up with and unfortunately, she missed the email that was first sent out, and when she caught it, she told Jerry and Roger and they immediately contacted the Township to look at the wood.

Mr. Willard said could we table this until the June 19th meeting? Could the folks look and take any remaining wood they want, and follow Ron's suggestion and see if the bidder is still willing to pay for the remaining wood? The end game is to get rid of the trailer, and get rid of the wood, and the \$107 per month rental cost. Mr. Kern said the important thing is to get rid of the trailer. The wood is more valuable than \$175.00. Mrs. deLeon said she thinks so. Attorney Treadwell said you'd have to first reject the bid as it doesn't meet the fair market value of the item that was bid. Mr. Kern said if we get rid of the trailer, where do we store the wood? Mrs. deLeon said they are going to need help. Roger Jurczak wants to make this frame thing that you can set the wood in. Mrs. deLeon said they have to get it in the basement. She's told that there should be enough wood there to do this project. That would be great.

Mr. Cahalan said if you reject the bid, they will hold the contents in the trailer. They can remove what they want. After that, they will continue storing it in the trailer and then we have to come up with a long term storage solution for the wood.

Mr. Horiszny said is the wood too big to fit in the root cellar? Mr. Cahalan said some of the beams are quite long. Mrs. deLeon said that's another issue. She was in there the other day and it's leaking again. There's drip marks coming down on the white wash.

MOTION BY: Mrs. deLeon moved to reject the bid on the barn wood based on the fair market value being higher than the offered bid, in our opinion.

Mr. Maxfield said do we have any idea how much wood Jerry and Roger are interested in and will we have enough left to bid out? When they say there's enough wood in there, does it mean they will take all of the wood? Mr. Cahalan said they didn't present anything other than the concept. He's not sure if they even know what's in there. Mrs. deLeon said it's hardwood as we really can't see what's in there. Until they start moving stuff around, you really won't know. She was in the trailer once, maybe two years ago when they were picking the wood out for the barn arch. Mr. Kern said what might be good is to get rid of the trailer, inventory the wood and then have them figure out what they need, and then it's inventoried and we know what's going to be going there and what's left can be sold. Mrs. deLeon said it's already inventoried. Mr. Cahalan said they had the list made up several years ago and they haven't re-inventoried it and some of it has been removed. Mr. Maxfield said does that inventory include the Herman House? Mr. Cahalan said yes. They had Gregg Huber, the barn expert, look at it. It's made up of exterior siding. There was a total of 111 boards of various lengths and widths. Timbers included post and beams. At that one time, there were 197 timbers. There were certain odd ball wood pieces. There's a stable wall door from the Rentzheimer barn. There's a frame of a door, a top rail, oak pegs, wood pegs that were used in the timber framing, some wood rungs of a built in ladder are there. There's quite a list. Just from that list, there's about 200 or so pieces. Mrs. deLeon said if we look up the Sanborne Map from the National Register, it will tell you the dimensions of those buildings. They are going to use the lumber to frame the little building. Mr. Kern said there's definitely enough there to do that. He asked how big the buildings would be? Mrs. deLeon said it's a wagon shed, the size of a one-car garage. The chicken coop was a little bit smaller.

**General Business & Developer Meeting
June 5, 2013**

SECOND BY: Mr. Horiszny
Mr. Kern asked if anyone had any comments. No one raised their hand.

ROLL CALL: 5-0

Mrs. deLeon said she'll tell Roger and Jerry to keep up what they are doing and come up with a plan. She said Council doesn't have a problem with the concept of doing that? Council said okay. Mr. Maxfield said if we want to get rid of the trailer, let's get information at the next meeting so we can realize sizes and heights.

B. APPROVAL OF EHRHART'S MILL HISTORIC DISTRICT SIGN AND LOCATION

Mr. Kern said Staff is requesting final approval for the sign following revisions made to the wording and per the location sketch prepared by the planner.

Mr. Cahalan said the sign went through a couple of reviews, and Dave helped out. We finalized that. The date on the bottom would be today's date. He asked the Planner to go out with him and look for a suitable spot that would allow people who are using the Saucon Rail Trail to walk past it and stop and read the sign. It would also allow people driving who are coming across the Old Mill Road crossing to see the sign and it would be visible to them as they drove down towards the bridge. It would be on the property that the Township is leasing from SEPTA, so it wouldn't be on any private property.

Mr. Kern said this would be very close to his neighbor's property and they are particular. He's sure they are not aware of the location proposal, and it might be in the best interest to have them take a look at the location. It looks like the location you are proposing is very close to their arborvitae. Mr. Cahalan said no, it's on your side of the road. Mr. Kern said that neighbor is even more particular. Mr. Cahalan said it's on the mill side. They were trying to make it like they've done the other signs that are visible from the roadway, but they also wanted it visible from the rail trail. They could lose the visibility from the roadway. If you want, you can suggest another location, up the trail or down the trail, that would still be within the Ehrhart's Mill Historic District. Mr. Maxfield (could not hear him). Mr. Kern said there's not that much room between the rail trail where you could plant the sign and their property. He knows they created that as an entrance to their property. He knows this would be an issue. He doesn't know if you considered putting the sign down by the bridge. Mr. Cahalan said the goal here was the Rail Trail Oversight Commission was looking at signage to put along the trail so the visitors could appreciate some of the history along the trail. This would be one of the first ones done this way. If it was down by the bridge, it would look nice, but the people going back and forth on the trail would not see it.

Mrs. deLeon said can we email Ian and Dan? Mr. Horiszny said would it be smart before or after to go this weekend and look at the spot? Mr. Cahalan said sure we can do this and table this. We can do it after. Mrs. deLeon said if there is a quorum of Council going to look at this sign place, then we need to advertise it? Mr. Cahalan said he doesn't know how many Council members will be at the ribbon cutting. They can go individually. Mrs. deLeon said Ron is saying meet beforehand. We went to Lutz-Franklin and had to advertise it as a public meeting.

Mr. Willard said he must be missing something as it looks like the proposed sign location is right on the trail and across the street. Mr. Kern said the edge of the trail to where the sign would be placed is minimal space and it's right near the landscaping that the neighbors have done to create a look into their property. The sign would be right there. They've done landscaping right where the sign is being proposed. They've done a lot of create that.

Mrs. deLeon said is the sign two-sided? Mr. Cahalan said no, it's one-sided. He said they will look at it on Saturday. No action is required. If you would approve the actual sign, then the only thing is the location. Then the June 5, 2013 date would be inscribed on the sign.

MOTION BY: Mr. Maxfield moved for approval of the Ehrhart's Mill Historic District sign.
SECOND BY: Mr. Willard
Mr. Kern asked if anyone had any comments. No one raised their hand.
ROLL CALL: 5-0

C. DISCUSSION OF DOG CONTROL OPTIONS

Mr. Kern said the Manager will update Council on developments with the Dog Control Officer position and options for the sheltering of stray dogs.

Mr. Cahalan said he thinks he has a proposal that will address our dog control issue for the near and far future. In your packet, there are the duties and responsibilities of the Dog Control Officer and then there's a photograph and a budget. The arrangement they've had with the Center for Animal Health and Welfare is no longer a reliable option to shelter stray dogs that are picked up by our Police Officers. On most of the occasions when the Officer's contact them with a stray, the shelter is either unable to take the animal due to space limitations or other issues which leaves our Officers with nowhere to shelter the dog. This has been going on for some time. It's getting to the point when they call, there's no room at the inn. The people at the Center are wonderful people and well-meaning, but the facility is no longer capable of providing the shelter that the Township needs to house stray dogs we've picked up. The plan he's proposing will enable us to kennel the stray dogs here at the Township with a facility that will not only meet our statutory requirements regarding stray animals, but will also comply with the State Bureau of Dog Law Enforcement rules for licensed kennels. The key to this plan is hiring a competent individual to fill the position of Dog Control Officer. We did bring you the duties and responsibilities and reviewed that with you. We advertised that and he, the Chief and Cathy Gorman have interviewed several candidates who are interested in filling the position and we are prepared to fill it with a very competent individual if Council approved this overall plan tonight. To shelter the stray dogs here, they would plan on purchasing a two-dog kennel shed similar to the sheds that are shown in the photo. They would locate that back behind the P/W garage so it would be somewhat remote, but accessible if an owner had to come and retrieve their stray dog. They'd also provided the Dog Officer with other equipment such as one of our retired police cruisers, a micro chip reader that they could use to scan the dogs for ID chips, snares and carriers that are listed in the start-up budget that is attached. In that budget, they are showing there are sufficient funds budgeted to fund this plan this year. They propose to pay a \$2,500.00 stipend out of the Police budget that we maintain for stray animal pick-ups. That account at one point was historically as high as \$12,000.00 when they were picking up both cats and dogs, but it's decreased. They've eliminated the cat pick-ups and drop offs and instituted a Trap-Neuter-Return program which is working successfully. We recently hooked up with the No-Nonsense Neutering facility in Allentown which is doing the same thing in Hellertown. We also propose to use funding in the budget for the police license plate ID system. What they plan on doing is to reapply to the Gaming Authority for that technology. They were turned down at the last round, but will go back again sometime this summer. They anticipate after they get through the start-up costs that annually this plan would cost us around \$5,000.00 or less. The plan would work as follows. The Police Officers would be out on patrol. If they picked up a stray dog, they would call the Dog Control Officer who would be on duty 24/7. He also would have back-up if he's not available. The Dog Control Officer would meet with the officer, take the dog from him, bring it back here to our kennel, check the dog and scan it for an ID and put it in the kennel and feed and water it. If there's any apparent medical issues, they'd take it to the nearby North Saucon Animal Hospital for treatment. They'd take a photograph of the dog and put a notice on the Nixle service alert about a stray dog. The requirements under the state dog law are to keep the dog for 48 hours. If the dog is not claimed in that period of time, they would turn it over to a local shelter, either the Animals in Distress in Coopersburg or the Sanctuary at Haafsville, which is in Lehigh County. They would actually come and pick up the dogs and take them from us and look for an adoption. We have also gotten an application for a kennel license from the State Bureau of

**General Business & Developer Meeting
June 5, 2013**

Dog Law Enforcement and they are working with Dr. Harley from the North Saucon Animal Hospital to finalize that and will be submitting it any day. It requires certain things like exercise for the dog and also we have to have the availability of veterinary service if needed. They will have that through the North Saucon Animal Hospital which is down at the plaza. They will also ask the solicitor to prepare a contract for the Dog Control Officer position which will be a contract position and we will do that once the individual is hired. This would be similar to what Hellertown Borough did and similar to what other municipalities in Northampton County have had to do because of the basic collapse of the whole sheltering system we had at the SPCA and the Center for Animal Health and Welfare. This is ready to be put together. If you are okay with it and approve it, they'll come back with the information about the Dog Control Officer. They'll get the licensing in place and they'll be ready to go and will have a real good workable option for the Police Officers who come across stray animals.

Mrs. deLeon asked where this will go? Mr. Cahalan said behind Public Works to the side where it is accessible from the driveway in. That will have water available for the dog and food will be stored in the shed. Mr. Maxfield said the picture it shows a concrete slab. Mr. Cahalan said it would be dirt. Mrs. deLeon said maybe you should put it on stone. Mr. Cahalan said there is shade over there. Mrs. deLeon said what about the expenses for cleaning it? Mr. Cahalan said that will be minimal and they will handle it the same way as the park cleanups. The Dog Control Officer will also do that as he goes along if there's any cleanup required. Mrs. deLeon said when the dog goes in the little door, what does it look like inside the rooms? Mr. Cahalan said he's sure it's like a shed type of thing. Mr. Kern said what is the closest residence in case the dog is barking? Mr. Cahalan said this is kind of centrally located. They were thinking about putting it closer over here, but they didn't want to put it that close because of the residents there. There are residents at the top of the hill and on the side of the Authority property, so it's not right adjacent to the property line. It's basically in the middle of the Township parcel. Mrs. deLeon said what's going to happen in the winter time when the bowls of water freeze? Mr. Cahalan said they would have someone looking at that frequently so it doesn't happen. Mrs. deLeon said they sell heated water dishes.

- MOTION BY:** Mr. Willard moved that we accept the recommendation for the Dog Control Officer position and options for the sheltering of stray dogs including the budget, sources and uses of funds.
- SECOND BY:** Mr. Maxfield
- Mr. Kern asked if anyone had any comments. No one raised their hand.
- ROLL CALL:** 5-0

D. RESOLUTION #44-2013 – AUTHORIZING EXECUTION OF AGREEMENT FOR SALE OF RETIRED K-9

Mr. Kern said Resolution #44-2013 has been prepared to authorize the Township Manager to execute of the Agreement to sell the retired K-9 to Officer Bredbenner. The Solicitor has prepared an agreement for the sale which has been signed by Officer Bredbenner.

Mr. Cahalan said they are waiting for Officer Bredbenner to sign the agreement. You'd be authorizing the Manager to sign it after Officer Bredbenner agrees to it. Attorney Treadwell said this is the same thing we did for the last retired police dog who had been his handler. Mrs. deLeon said was it the same language? Attorney Treadwell said yes. Mrs. deLeon said she doesn't like the language, not fit for duty, can we say something different? Mr. Cahalan said he was decertified. Mr. Willard said there is one discrepancy that's in the wording of the resolution and the agreement of sale and there's one extra word in the second WHEREAS of the resolution which he thinks should be removed. WHEREAS, Officer Bredbenner's former K-9 Partner, Brutus, a Belgian Malinois Dog, is no longer fit for duty and has been retired by the Township. The word "who" should come out and replaced by "is". It's not matching up to the agreement.

**A RESOLUTION OF THE COUNCIL OF LOWER SAUCON TOWNSHIP,
NORTHAMPTON COUNTY, PENNSYLVANIA AUTHORIZING THE TOWNSHIP
MANAGER TO EXECUTE THE ATTACHED AGREEMENT FOR THE SALE OF A K-9
DOG NAMED BRUTUS BETWEEN THE TOWNSHIP AND OFFICER BREDBENNER**

WHEREAS, Officer Keith Bredbenner is employed as an Officer in the Township's Police Department, and was formerly assigned to the Township's K-9 unit; and

WHEREAS, Officer Bredbenner's former K-9 Partner, Brutus, a Belgian Malinois Dog, who is no longer fit for duty and has been retired by the Township.

WHEREAS, it is customary in law enforcement for a retired K-9 animal to be sold to his partner:

NOW, THEREFORE, BE IT RESOLVED by the Council of Lower Saucon Township, Pennsylvania:

Section 1.

That the Township Manager is hereby authorized to execute the attached agreement for the Sale of the K-9 between the Township and Officer Bredbenner attached hereto and made a part of hereof.

Section 2.

That this Resolution shall be in full force and effect immediately upon its adoption.

MOTION BY: Mrs. deLeon moved for approval of Resolution #44-2013, with corrections.

SECOND BY: Mr. Maxfield

Mr. Kern asked if anyone had any comments. No one raised their hand.

ROLL CALL: 5-0

E. UPDATE ON REDESIGN OF TOWNSHIP NEWLETTER

Mr. Kern said Council member Dave Willard would like to discuss with Council the redesign options and proposal received for a new design and layout of newsletter.

Mr. Willard said the background was after the PSATs meeting last year we had a discussion with Council to submit for the Citizen Communication Award, both our newsletter and website. We got some comments of the improvement of the newsletter and Council agreed to let this be explored. He had a couple of meetings involving Leslie and Diane and also with an outside consultant. We asked her to make a proposal for a redesign. The objective is to give a fresh look to the newsletter to get a template that could be used easily by whoever is going to be put the newsletter together each time. There were some suggestions on editing and presentation of the content. The reason he's chosen this individual and the reason he wanted to bring you this proposal is because he was very impressed with her design work for a project for PBS 39. This is a creative area where multiple bidding is not necessarily the best way to go. You have to make a creative judgment as to what is suitable and to be good communication and get the attention of our residents. There are some design samples for work she's done for other organizations, and she did signage work for Upper Lower Macungie in your packets. Her proposal is to provide redesign for the newsletter, and our logo of Lower Saucon Township and the tree would be part of that design. Then to explore a solution to our digital newsletter which is a little more sophisticated than simply printing pdf's and that would be optional according to the Council's decision. He mentioned this would be done in a simple program and they are thinking of Microsoft Word. Minimal training would be required and multiple individuals at the Township could work on the newsletter as needed. Her proposal to develop the design, create a template that can be used by the staff, create a style sheet, which means consistency in everything we do in the newsletter, and then offer solutions for the digital newsletter breaks down to \$850.00 for the newsletter redesign and \$350.00 for the alternate digital

**General Business & Developer Meeting
June 5, 2013**

newsletter. He feels strongly enough about this that he would like to contribute to this from his Council compensation back to the Township. The agreement should be made between this individual and the Township if Council agrees. He's more than willing to pay for this to keep the ball rolling. Mr. Horiszny said you are using Microsoft Word, if we made a switch to Apple, would that still work? Mrs. deLeon said were we thinking of going to Apple? Mr. Cahalan said no, this is done on the Township server, and we're Microsoft Office. Mr. Willard says he doesn't know the answer. They looked at more sophisticated solutions, Adobe Suite, but the cost of the software alone was over \$1,000.00 and it requires a lot of training. If we were to make a switch in the hardware platform and had to make a change, we would again look for the Apple equivalent to Microsoft Word. Mrs. deLeon said that's what Carol uses now. Mr. Cahalan said MS Publisher. Mrs. deLeon said you're saying to stay with Publisher? Mr. Willard said no, we'd be using Microsoft Word and there are different templates for the newsletter and she would develop the design to work in those templates. Mr. Maxfield said on the available email program for digital newsletter, his wife is a graphic designer and works for a non-profit and they had experience with Icon Packet and he doesn't think they were happy with it. It had a few glitches and was difficult to use. Maybe we'd want to steer towards something else or one of the other three. Ms. Huhn said we already use Constant Contact for our agendas. We send the newsletter out that way right now. Mr. Willard said if it's your pleasure, we can break this into two pieces. We can have the newsletter redesign which he thinks we all agreed that it's worthwhile at the \$850.00. We can see what she brings back. If you're interested in the alternate digital newsletter, exploratory for \$350.00, we can do that additionally. His donation of salary pertains to both. If you want to do it as two separate things, we can do that. Mr. Kern said thank you. Mrs. deLeon thanked him for putting all this time into this and putting it all together.

MOTION BY: Mr. Maxfield moved for approval of the \$850.00 first portion of the newsletter.
SECOND BY: Mrs. deLeon
Mr. Kern asked if anyone had any comments. No one raised their hand.
ROLL CALL: 5-0

Mr. Willard thanked Council for their support. He said he could probably show you designs by the next meeting. Mr. Maxfield said since we're always getting requests for information, why don't we make a motion for the digital part also. If we have any problems, we can deal with it. Mr. Willard said he would welcome that approval. He feels very confident in this individual and for the future we're going to want and need what that will yield.

MOTION BY: Mr. Maxfield moved for approval of Mr. Willard's second portion of the newsletter, dealing specifically with the digital newsletter.
SECOND BY: Mr. Horiszny
Mr. Kern asked if anyone had any comments. No one raised their hand.
ROLL CALL: 5-0

F. DISCUSSION OF MOVING DATE FOR JULY COUNCIL MEETING

Mr. Kern said Council President Glenn Kern would like to discuss the possibility of rescheduling the date of the July Council meeting.

Mr. Kern said this was brought to his attention by our Solicitor, Mr. Treadwell, who he thought it would be important for him to be at our July meeting and he had a conflict. Attorney Treadwell said he's on vacation on the 17th and he usually schedules his vacation around these Council meetings, but for some reason it didn't work. He noticed between your June 19th and July 17th meeting, there are four weeks between those dates and between your July 17th and August 21st meeting, there are five weeks, so he cannot make it on the 17th and if you wanted to switch it to the 24th, he will be here. It need to be re-advertised. Mrs. deLeon said the staff has to know if there's

**General Business & Developer Meeting
June 5, 2013**

any deadlines for the 17th, now we have a week. Attorney Treadwell said you have to advertise it and make a motion and since it's his issue, he will pay for the advertising.

- MOTION BY:** Mr. Maxfield moved for approval to change the July 17th Council meeting to July 24th, and re-advertise the meeting. The advertising will be paid by Attorney Treadwell.
- SECOND BY:** Mr. Horiszny
Mr. Kern asked if anyone had any comments. No one raised their hand.
- ROLL CALL:** 5-0

V. MISCELLANEOUS BUSINESS ITEMS

A. APPROVAL OF MAY 15, 2013 MINUTES

Mr. Kern said the draft minutes of the May 15, 2013 Council meeting have been prepared and are ready for Council's review and approval.

Mr. Horiszny said on page 18 of 25, line 26 through 28, are the same as the lines 32 through 34. He doesn't think they should be in there double. Line 34 it says Energy Environmental and it should be Synergy Environmental as part of that motion. Mr. Maxfield said it should be capitalized. Ms. Huhn said when you said this Mr. Horiszny, what she has in the first part, that's what you discuss and it goes down and it says so moved as Ron said. That's why she repeats that. Mr. Willard said he's confused. He thought on line 33, the PPC plan must be submitted to BRE, and he thought it should be by BRE. The recommendations by Synergy Environmental should be submitted back to BRE, is that the sense of the motion? Council said yes.

- MOTION BY:** Mrs. deLeon moved for approval of the May 15, 2013 minutes, with corrections.
- SECOND BY:** Mr. Maxfield
Mr. Kern asked if anyone had any comments. No one raised their hand.
- ROLL CALL:** 4-1 (Mr. Horiszny – No)

VI. PUBLIC COMMENT/CITIZEN NON-AGENDA ITEMS

- Ms. Donna Louder, Council Candidate, said she'd like to bring to your attention that they are having tractor trailers just rolling into Steel City, then they get jammed up because there's no way to turn around and get back out. They are tractor trailers heading towards Riverside Drive, Bethlehem Steel property, down Third Street, all the way out. Their GPS's are bringing them into Steel City. She was hoping there was something that could be done to put a signage up before they reached the top of the hill into Steel City. She knows that Riverside is PennDOT, but it's still Township. She was wondering if there was a sign that could be set up to detour these poor gentlemen who end up running over people's yards and doing damage to their property. It's not fair to the driver and not fair to the property owners. Mrs. deLeon said we addressed this issue not too long ago. Mr. Cahalan said it has happened more frequently with the GPS. The police even saw casino buses heading out at one point. The Chief is aware of it. He has discussed it and it's a PennDOT road, so we would need to go back and see if Council directed a letter be sent. The problem with Riverside Drive is it's similar to a Riverside Drive in the City of Bethlehem. Unless the name of the road is changed, it gets punched into the GPS and people think that's the one they are heading to for a delivery. Ms. Louder said that's pretty much what the truck drivers are saying. They come down Riverside and are hanging a right onto Fritz, and end up right in front of their home. All you hear is them backing all the way down to Riverside and they don't go all the way to Riverside, they try to turn right onto Schwab and at that point, they are taking our her neighbor's lawn and shrubs and landscaping. They just had an incident two days ago. Mr. Horiszny said when we had this with the Broadhead Court, did we write to Google or MapQuest or try to contact them? Mr. Cahalan said the problem there is there's confusion with the names of the streets. Unless the streets were labeled with another name, when they look for Broadhead they are going to punch in Broadhead, Bethlehem and there are two of them. Ms. Louder said the zip code is

**General Business & Developer Meeting
June 5, 2013**

different in South Bethlehem. Mr. Cahalan said trying to ask MapQuest, there isn't anything you can give them, it's still the labels on the streets. On Broadhead we did put up some signage as that's a local road. Here, it's a PennDOT road so we'd have to contact them. Mrs. deLeon said once they turn into Steel City, there's no way to get out except to the Narrows. She was on Redington Road a couple of weeks ago and she went to make a right hand turn on Lower Saucon, and there was a big 65' tractor trailer stuck. It was a lady driver and she got out and those things that the tractor trailers rest on, it was stuck on the macadam. Ms. Louder said they need to be stopped from entering because there's nowhere for them to go. It's not even safe for them to travel the Narrows to get back out. Mrs. deLeon said can you imagine being in a big truck like that and being on the Narrows. Mr. Cahalan said he'll look into this and report back to Council. He thinks we had some solutions about signage and he's not sure if it was communicated to PennDOT or not.

➤ Ms. Louder said do you have someone chosen for the Dog Whisperer? Mr. Cahalan said not yet.

VII. COUNCIL & STAFF REPORTS

A. TOWNSHIP MANAGER

➤ Mr. Cahalan said Hanover Engineering is requesting that we appoint an additional Sewage Enforcement Officer. A young man by the name of Austin A. Young, he has received his certification from the State as a SEO and he'll join the cadre of SEO's that Hanover uses to do sewage inspections in the Township. He's requesting that Austin Young be appointed as one of the SEO's for the Township.

MOTION BY: Mr. Horiszny moved for approval to appoint Austin A. Young as a SEO for the Township.

SECOND BY: Mrs. deLeon

ROLL CALL: 5-0

➤ Mr. Cahalan said there's a Special Event request from Hellertown Library for a 5K race that they plan on holding on September 28, 2013. The race is early morning on a Saturday starting at 9:00 AM. It will travel over Borough roads from the library out around the school district on Reservoir Road and Wassergass and back into Durham and back to the library. The application was reviewed by all of our staff – the police, Public Works, zoning, and the Fire Marshall and there were no comments. No Township road closures will be necessary for the race. No police presence will be required for the race. Based on that, the Parks & Recreation Board at their meeting on June 3rd reviewed this and recommended that Council give approval to the Hellertown Library for this event.

MOTION BY: Mr. Maxfield moved for approval of the special event request from the Hellertown Library for the 5K race being held on September 28, 2013 starting at 9 AM.

SECOND BY: Mr. Horiszny

ROLL CALL: 5-0

➤ Mr. Cahalan said Steel City Volunteer Fire Company Funding – this came up at a previous meeting and he reported at that time that the volunteer fire companies, three of them in the Township, annually are encouraged to apply for grants that the State Fire Commissioner has. They range from \$10,000.00 to \$15,000.00. They are required under our policy that Council adopted in 2010 to submit proof to the Township that they applied for this grant in order to receive the full \$50,000.00 contribution from the Township that you give out annually to the fire companies. The list came out from the Fire Commissioner's office, Se-Wy-Co/Leithsville was on it, Southeastern was on it, Steel City was not. Based on that, he sent a letter to them in April and he asked them to submit documentation to him about their efforts to apply for this grant. They did make the full \$50,000.00 payments to Se-Wy-Co/Leithsville and to the Southeastern Fire Company. He did authorize a payment of \$40,000.00 to the Steel City Fire Company pending a decision on this remaining \$10,000.00. At the meeting they hold twice a year with the Fire Chiefs, Glenn Kern and Dave Willard were there along with myself and Cathy Gorman, and they covered a variety

**General Business & Developer Meeting
June 5, 2013**

of topics. At the end of the meeting, the representatives from the Steel City Fire Company met with Glenn and with Dave and they described to them their efforts to apply for the grant. The consensus after that discussion was that Glenn and Dave were satisfied that the fire company had made a good faith effort to apply for the grant and thus met the spirit of the established policy. He'll leave it up to them to take it from there on any action they want to take on that. Mr. Kern said the description was that they made a good faith effort in applying and there were some issues with the website when they went to report. They were told one thing that it would clear and when they went to do it, it didn't, and then the timeframe timed out. That created the failure in it actually getting recorded. The effort was made and it was his and Dave's opinion that the \$10,000.00 should be appropriated by the Township. Mr. Willard said they readily acknowledged that there were problems in coordination and that they missed some of the critical timing, but all the applications were prepared, but they just couldn't apply for the grant online as they were told.

MOTION BY: Mr. Maxfield moved for approval that the Steel City Fire Company should be granted the remaining \$10,000.00 of their annual \$50,000.00 contribution from the Township for the effort they made in filing for the grant from the Fire Commissioner's office.

SECOND BY: Mr. Willard

Mr. Kern asked if anyone in the audience had any comments? Ms. Donna Louder said even though she benefits from it, how is that fair to the other fire companies who did do it and who did do it on time and followed through to double-check it? Mr. Kern said it's \$10,000.00 that Steel City would not be getting. Ms. Louder said she understands that. What happens when you tell Se-Wy-Co that we're giving \$10,000.00 to Steel City because they tried to do it, but yet somebody in Se-Wy-Co was strong enough to do it, follow through with it, double check it, and make sure that everything was in line that they got it. It seems that the rules are being bent. She's going to benefit with you giving them \$10,000.00. Mr. Kern said there's not a thing being bent. Part of his decision in accepting this is that they are volunteers. They spend a heck of a lot of time training and doing everything to protect us. Ms. Louder said she understands volunteer fire companies. Mr. Kern said administration is something that's a challenge when you are a volunteer whether you're in the Boy Scouts, or a Little League coach, administration is a challenge. Ms. Louder said she agrees with him 110%. If it's too hot in the kitchen, get out. Mr. Maxfield said it's not about fairness, it's about safety. That's why the motion stands. Mr. Kern said what does get out mean? Mr. Maxfield said yes, what does get out mean? Ms. Louder said that's what was said once before from this Council. It's just a phrase. If they aren't able to maintain the same standards that the other volunteer fire companies maintain, then maybe it's time for more different volunteers, different management or to get somebody in there to do the paperwork for them. Mr. Kern said with fire departments it's getting the volunteers. Ms. Louder said she is 100% educated on volunteer fire companies. Mr. Kern said then you wouldn't have said what you just said. How are you going to get more volunteers? How is that going to happen when they are struggling to keep the volunteers they have? Ms. Louder said she understands that completely. She appreciates the volunteers in the fire companies. Believe her, she had a fire. She knows what they do. Mr. Kern said good. Ms. Louder said in the same token she's saying all the other volunteers worked it out, did their paperwork, did everything on time, played by the rules, got their \$10,000.00 from the Township, and now it seems that...Mr. Kern said he understands what she's saying and does she understand what he's saying. Ms. Louder said she does, she just wanted it to be noted. Mr. Willard said he'd like to add that the net result for Steel City is that they have \$10,000.00 less to operate than the other fire companies because of their failure to do this timely. On the other hand, their responsibility as a Council is to provide for fire protection and public safety, so the guideline was written to encourage them to apply for the State grant so they would have the full \$50,000.00 from us plus \$10,000.00 or \$15,000.00 from the State. Steel City won't get it this year, but he and

**General Business & Developer Meeting
June 5, 2013**

Glenn were convinced from talking to the representatives that this would not happen again and it was not a reason to withhold the \$10,000.00 from their operations. Ms. Louder said she appreciates that. Mr. Maxfield said he doesn't think she does. Ms. Louder said she's the one that brought it to Council's attention and who came in here with the paperwork yelling how come Steel City didn't send in their money and are they going to get the \$10,000.00. If you check the minutes, you'll find it. Mr. Cahalan said we would have done that in our normal process. Ms. Louder said she's sure you would have, she's not doubting that. This was back right when the deadline hit, she brought it in here. She is for the volunteer fire companies. She's been involved with volunteer fire companies. She was actually on the ladies auxiliary here at Se-Wy-Co one time. Mr. Maxfield said he finds it really hard to hear you had a fire at your home, yet you would want to deprive them of \$10,000.00 of operational funds. Ms. Louder said she is not depriving them. Her statement is regarding how we're rewarding negligence. Mr. Maxfield said not a reward, it's operational funds for safety of the people of the Township if you're confused. Ms. Louder said she's not confused. Mr. Maxfield said he thinks you are. Ms. Louder said she's sorry, she just wanted to say those who did the right paperwork, they were awarded. She thinks it's great that Council gave Steel City the \$10,000.00. It's a very small fire company with a very small town located with very little inlets and outlets, so when there is something going on over there, we need them and we appreciate them. So don't be confused, she was just looking at the fairness on those who did it right and for those who did not. Mr. Kern said so you are criticizing the Steel City volunteers is what you are doing. Ms. Louder said no, she is not attacking Steel City volunteers. If Steel City volunteers didn't fill out the paperwork outright, she thinks Council did the right thing, and gave them the opportunity to be forgiven and move on and go and give them the money. In the same token, her thing is what are the people at Se-Wy-Co and the other volunteer fire companies going to think. They can just do it now next year too. Everybody wants to get a "get out of jail free card". Is that what this is? Mr. Kern said is that what you really think this is? Ms. Louder said no, she's not saying that. Mr. Kern said why would you make that a statement, a public statement? Ms. Louder said that's what it is for you. Everybody is given a forgiven. Mr. Kern said no. Ms. Louder said a second chance, to correct it. Mr. Willard said he thinks whoever does not fill it out, any one of these fire companies stands to lose \$10,000.00 to \$15,000.00 from their operating budget. That should be incentive enough. We heard the explanation of what occurred last year and our judgment as Council members was to award it this time. He would say we would take each one on a case-by-case basis if this ever came up again. Probably it will not because he thinks everybody needs the money to operate the fire companies. Ms. Louder said she agrees, thank you.

ROLL CALL: 5-0

B. COUNCIL

Jr. Council – Absent

Mrs. deLeon

- She said June 20, 2013 from 5:00 pm to 7:00 pm, the Chamber is going to hold a mixer at Revolutions and it's free, but you have to register on line.
- Mrs. deLeon asked if Jack was going to report on the intersection on Polk Valley Road and Main Street? Attorney Treadwell said that will be part of our Executive Session on property acquisition.

Mr. Horiszny

- He said this Saturday, there's Alumni Day at the Lutz-Franklin Schoolhouse. Everyone will be welcomed to attend. It's from 1:00 pm to 3:00 pm.

**General Business & Developer Meeting
June 5, 2013**

- He said next Monday on June 10th, there's the volunteer appreciation picnic. Hopefully all our volunteers will be there and so will we.
- He said this week has been Wildlands hosting the Saucon Valley 8th graders on the river. They've been fantastic. They had to rescue two boats the other day. They had to shower everybody off with a hose on Monday because they rode in a tremendous rain storm. They have one more group tomorrow and the teachers are warning us that there are probably 35 boys and 10 girls and it's not going to be good. Basically, the students and the teachers are excellent people.

Mr. Maxfield

- He said a little birdie told him that somebody is having a birthday, it's Jack, our Manager. Happy Birthday.

Mr. Willard:

- He said he attended the Fire Chief's meeting and as Jack said, there were a number of topics discussed. He'd like to fill in what other topics were discussed at the meeting. Se-Wy-Co reported that their merger with Leithsville is complete in every respect. They also reported that the Leithsville Fire station will be rebuilt with 100% insurance payment for the building and equipment and still not confirming 100% for the ancillary equipment, but building and vehicles 100% paid by insurance. Although they had the option to not rebuild, they feel that geographically they need to maintain their presence there. That project is going forward. There was no movement from the other two fire companies toward merger consolidation which led to a pretty good dialogue between Se-Wy-Co and the other two companies on advantages and disadvantages. Se-Wy-Co definitely reported that there will be cost savings. The representatives from Southeastern and Steel City said they were coordinating on coordinating and purchasing and on many things that would be part of a merger, but in terms of a formal merger, there was no movement at this time. Mr. Kern said there was also discussion about the advantages of administrative enhancements by merging. Mr. Willard said there was also a discussion on the release of Public Works employees and some concern expressed on that subject. Jack will talk to the Public Works Director on that. The topic that was brought up recently about coverage for BRE. The fire department said that although the host agreement reflects the City of Bethlehem coverage area, they are the first to respond to anything for BRE and they would probably be there in have the fire put out before anybody from the City of Bethlehem got there. Mrs. deLeon said that's because the City of Bethlehem conveniently forgets that they are supposed to be the first responders. Mr. Willard said they intend to continue to do that. Those are the main topics. He said their previous meeting was October 2012, so there's been eight months since the last meeting. They did suggest before the next meeting in October of this year that there should be some discussion among the companies on a full merger consolidation and it was pointed out by the Chief's and representatives themselves that this could be a forced merger at some point in the near future if maintaining our responsibility for fire protection becomes an unsustainable issue the way current operations are being done. Not a threat, just a reality but they were encouraged to consider this and a good example from Se-Wy-Co and Leithsville and an offer of assistance and guidance.

Mr. Kern

- He said there are some important decisions that are facing the Township in the not too distant future and there's an item he's been wanting to put on the agenda for awhile. He's had some personal family issues that have prevented him from focusing on them. Those have been somewhat been resolved now, so he would like to have Council, as a body, intelligently discuss the zoning options for Applebutter Road and am asking that Jack please put that on the agenda in two weeks for us to discuss.

C. **SOLICITOR** – No report

**General Business & Developer Meeting
June 5, 2013**

- D. ENGINEER – Absent**
- E. PLANNER – Absent**

Mr. Kern said Council will recess for Executive Session to discussion property acquisition. The time was 8:26 PM. Council reconvened at 8:53 PM. Mr. Kern said the discussion at Executive Session centered around potential property acquisition.

V. ADJOURNMENT

- MOTION BY:** Mr. Horiszny moved for adjournment. The time was 8:54 pm.
- SECOND BY:** Mr. Maxfield
- Mr. Kern asked if anyone had any questions? No one raised their hand.
- ROLL CALL:** 5-0

Submitted by:

Jack Cahalan
Township Manager

Glenn C. Kern
President of Council