

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

- A. Resolution #78-2015 – Honoring Macarro Auction Company for Their Service to the Community
- B. Resolution #79-2015 – Honoring the Hellertown Area Library for Their Service to the Community
- C. Resolution #80-2015 – Honoring The Valley Voice for Their Service to the Community

III. DEVELOPER ITEMS

- A. Saucon Valley Meadows Subdivision – Clarence and Viola Roads – Request Release from Maintenance

IV. TOWNSHIP BUSINESS ITEMS

- A. Zoning Hearing Board Variance – James & Jane Joyce – 2714 Bergstresser Drive – Variance of Side Yard Setbacks to Build Garage
- B. Request Letter Be Sent to FERC Supporting Bethlehem Authority’s Request that the Proposed Route for the PennEast Pipeline Be Moved Away from the Bethlehem Authority’s System and Watershed
- C. Estate of Lorraine Martin – 2015 Leithsville Road – Request for Holding Tank Agreement Extension
- D. Submission of Draft 5-Year Capital Plan
- E. Lafayette College Meyner Center – Proposal to Assist with Recruitment of Township Manager
- F. Resolution #77-2015 – Authorization to Execute DUI Grant
- G. Resolution #81-2015 – Authorizing a Budget Adjustment
- H. Award of Bid – Orchard View Landscaping – Route 412
- I. Approval of Quote for Replacement of Timer for Town Hall Basketball Court Lights
- J. Open Space Map Revision

V. MISCELLANEOUS BUSINESS ITEMS

- A. Approval of July 15, 2015 Minutes

VI. PUBLIC COMMENT ON NON-AGENDA ITEMS

VII. COUNCIL & STAFF REPORTS

- A. Township Manager
- B. Council
- C. Solicitor
- D. Engineer
- E. Planner

VIII. ADJOURNMENT

Next EAC Meeting: August 11, 2015
Next Zoning Hearing Board Meeting: August 17, 2015
Next Council Meeting: August 19, 2015
Next Saucon Rail Trail Oversight Commission Meeting: August 24, 2015 @ LST
Next Zoning Hearing Board Meeting: August 17, 2015
Next Planning Commission Meeting: August 27, 2015
Next Saucon Valley Partnership: September 9, 2015 @ HB
Next Park & Rec Meeting: September 14, 2015

I. OPENING

CALL TO ORDER: The General Business & Developer meeting of Lower Saucon Township Council was called to order on Wednesday, August 5, 2015 at 7:02 P.M., at Lower Saucon Township, 3700 Old Philadelphia Pike, Bethlehem, PA with Mr. Ron Horiszny, presiding.

ROLL CALL: Present: Ron Horiszny, President; Thomas Maxfield, Vice President; Dave Willard and Priscilla deLeon, Council members; Jack Cahalan, Township Manager; Leslie Huhn, Assistant Manager; Cathy Gorman, Director of Finance; Linc Treadwell, Township Solicitor; Mike Beuke, Township Planner; and Brien Kocher, Township Engineer. Absent: Glenn Kern, Council Member

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT OF ANY EXECUTIVE SESSION (IF APPLICABLE)

Mr. Horiszny said Council did meet in Executive Session this evening to discuss the hiring of a new Manager.

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/HEARINGS

A. **RESOLUTION #78-2015 – HONORING MACARRO AUCTION COMPANY FOR THEIR SERVICE TO THE COMMUNITY**

B. **RESOLUTION #79-2015 – HONORING THE HELLERTOWN AREA LIBRARY FOR THEIR SERVICE TO THE COMMUNITY**

C. **RESOLUTION #80-2015 – HONORING THE VALLEY VOICE FOR THEIR SERVICE TO THE COMMUNITY**

Mr. Horiszny said these resolutions will be read and presented at Community Day on August 22, 2015.

MOTION BY: Mr. Horiszny moved for approval of Resolution #78-2015, Resolution #79-2015 and Resolution #80-2015.

SECOND BY: Mr. Maxfield

Mrs. deLeon said the Macarro's go way back and it's great that they are being honored as well as the Valley Voice. The Hellertown Library does a great service to the community also.

ROLL CALL: 4-0 (Mr. Kern – Absent)

III. DEVELOPER ITEMS

A. **SAUCON VALLEY MEADOWS SUBDIVISION – CLARENCE AND VIOLA ROADS – REQUEST RELEASE FROM MAINTENANCE**

Mr. Kocher said Saucon Valley Meadows has been working on the punch list and they are now done. Mrs. deLeon said they used to have tremendous storm water problems. Has this been worked out? Mr. Cahalan said there are no issues with the detention basin.

MOTION BY: Mr. Maxfield moved for approval of the release from maintenance and return of security for Saucon Valley Meadows Subdivision.

SECOND BY: Mrs. deLeon

ROLL CALL: 4-0 (Mr. Kern – Absent)

IV. **TOWNSHIP BUSINESS ITEMS**

A. **ZONING HEARING BOARD VARIANCES – JAMES & JANE JOYCE – 2714 BERGSTRESSER DRIVE – VARIANCE OF SIDE YARD SETBACKS TO BUILD GARAGE**

Mr. James Joyce was present. He said they are taking an existing concrete pad on their property and will be removing it. He wants to build a 1-1/2 story two-car garage, approximately 32' x 30'. The existing garage attached to the house will be converted into a large family room. Mr. Horiszny and Mr. Willard asked some questions on the garage location and the existing structures. Mr. Joyce explained where the garage would go and talked about the existing structures. Mr. Maxfield said he's surprised the stream is not shown on their site plan. It would help your case as it really limits where you can go on the property. Mr. Joyce said from the creek it's 232'. Mr. Maxfield said that seems like the only place that makes sense to put the garage. Council took no action.

B. **REQUEST LETTER BE SENT TO FERC SUPPORTING BETHLEHEM AUTHORITY'S REQUEST THAT THE PROPOSED ROUTE FOR THE PENNEAST PIPELINE BE MOVED AWAY FROM THE BETHLEHEM AUTHORITY'S SYSTEM AND WATERSHED**

Mr. Horiszny said it wouldn't hurt to send a letter to FERC. Mrs. deLeon said she thought this would be a good thing to do as other municipalities do similar letters.

MOTION BY: Mrs. deLeon moved for approval of request letter be sent to FERC supporting Bethlehem Authority's request that the proposed route for the PennEast Pipeline be moved away from the Bethlehem Authority's system and watershed.

SECOND BY: Mr. Willard

Mr. Horiszny will take this back to the LSA's next meeting and ask them to write a letter. Mr. Willard asked that our letter have the same carbon copies as the letter from Bethlehem Authority and include the other municipalities.

Mr. Bruce Petrie read a letter that he received dated July 24th from PennEast regarding land surveys. The letter said PennEast is making revisions to the current proposed route and said two of his parcels were no longer in the path of the pipeline. Mr. Petrie said the letter was signed by Peter Marx, Pipeline Right-of-Way Manager. Mr. Petrie called and spoke to someone and he was unaware of the letter and said he would speak to Peter Marx about it, and then let Mr. Petrie know. Ms. Kathy McGovern said PennEast said that this gas is 100% domestic and that's in direct contrast as to what they told LST Council.

ROLL CALL: 4-0 (Mr. Kern – Absent)

C. **ESTATE OF LORRAINE MARTIN – 2015 LEITHSVILLE ROAD – REQUEST FOR HOLDING TANK AGREEMENT EXTENSION**

Attorney Treadwell said this is a holding tank agreement that was on the property of Lorraine Martin who passed away. The estate is trying to sell the property. They have an escrow with the Township for anything that would go wrong with the holding tank. The agreement has expired, so they are asking Council to approve a two-year extension of that agreement. Mr. Kocher said he wanted Linc to look at that agreement as it looks like Bucks County standard agreement. Attorney Treadwell said it's a standard pumping agreement they filled out and didn't make any changes.

MOTION BY: Mr. Maxfield moved to extend the Holding Tank Agreement with LST for two years for 2015 Leithsville Road.

SECOND BY: Mr. Willard

ROLL CALL: 4-0 (Absent – Mr. Kern)

D. **SUBMISSION OF DRAFT 5-YEAR CAPITAL PLAN**

Ms. Gorman presented the 5-year Capital Plan that covers 2016 to 2020. She reviewed changes in the plan and the biggest changes are the purchase of vehicles which we go review in budget

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deliberations. Mrs. deLeon questioned a developer item and Ms. Gorman explained those funds were for the Orchard View project which the developer defaulted on. Mrs. deLeon questioned the water to Polk Valley Park. Ms. Gorman said on the original plan there were wells identified which could be utilized at some point. Council had questions about the wells. Mrs. deLeon said the historic sites should be updated as far as recent repairs to the Heller Homestead. She said we talk about a 10-year vehicle replacement schedule, but in this economy and with the money situation, is there any way we can look at the schedule as maybe the vehicles not all need a 10-year replacement. Ms. Gorman said the PD has a very high turnover for vehicles. Their process is to run the vehicles up to 100,000 miles and then replace them and the usually happens in two years. The Director of Public Works reviews each vehicle and modifies his 10-year plan. Mrs. deLeon asked if we have perimeter security around the PW building and if the parks are under surveillance? Mr. Cahalan said not currently. Mrs. deLeon asked if there is a reason PW was omitted? Mr. Cahalan said because we had a fixed grant from the Gaming Authority and were trying to stay within that. PW would be something we would do next if the funds were available and we were talking about adding the parks.

Mrs. deLeon asked if we have reviewed the cost of utilities in Seidersville Hall and when the last time was. Mr. Cahalan said this was just updated last year. Mrs. deLeon asked what the plans are for the Blair House? Mr. Cahalan said right now, we are using it for general storage. Mrs. deLeon would like to see improvements to the sound system in the Council room. Mr. Cahalan said we will be recommending an upgrade of the audio and video. Mrs. deLeon spoke about Act 115 regarding the open space and EIT collections. Ms. Gorman said the law permits you to use those funds, but Council hasn't authorized it yet. Mrs. deLeon said we have to direct staff to reimburse the General Fund for whatever is applicable from this day forward and reimburse for 2015 expenses. Mr. Cahalan said the intention was to itemize those expenses and ask the EAC for a recommendation for Council's consideration. Mrs. deLeon said that should be done in the budget. Mr. Cahalan said we were going to come up with an itemized amount for each project and bring that to Council for approval. Mr. Maxfield said the EAC has discussed this and it would be a case by case basis. They said everything would come back to Council but didn't want to establish a fund that could be drawn from for whatever. Mrs. deLeon said she appreciates the EAC's recommendation, but doesn't feel that we are violating the law and the law says to do it. Mr. Maxfield said the law says we can do it. Mrs. deLeon noted that Conectiv is now Calpine so that should be indicated in parenthesis.

Mr. Willard asked about the total project cost for Fire Lane. Ms. Gorman said we are not looking for additional funding. Mr. Willard said the Polk Valley Traffic signal and Meadows Road, is shown each year. Ms. Gorman said that is money that is committed by Council. Mr. Maxfield said he was bothered by the two-year replacement of Police cars. We should encourage them to make those cars last longer. Mr. Cahalan said it's due to the mileage. Ms. Gorman can put something together to show you the costs. We can keep them, but you're going to be paying for the maintenance which will increase. Mr. Maxfield said fire companies use vehicles for a long time, so let's try to stretch these things out. Mr. Maxfield said the future use of the Blair House and the Rentzheimer House should be discussed.

Mr. Horiszny said the Lutz-Franklin Schoolhouse will need repointing one day. Mr. Cahalan said he thought that the funds were going to be raised privately to do that. Mrs. deLeon asked for a copy of each of the buildings with a repair list. Mr. Cahalan said the two buildings are leased out and each organization keeps us updated on a daily basis about any issues and they are corrected on a routine basis. Mrs. deLeon said she's talking about pavilions and buildings. There should be some kind of a list somewhere of two year plans, what has to get fixed, as it needs to be planned for. Mr. Cahalan said Ms. Gorman will have that at budget time.

Mr. Gene Boyer, Saucon Avenue, asked if 100,000 miles is the target mileage? Mr. Cahalan said we don't have the exact number. Mr. Boyer said do you have a cost per mile at that rate from day

one to that point. Mr. Cahalan said we don't routinely break that down. Mr. Boyer said what is the dollar expense for Steel City Park in the 5-year plan? Ms. Gorman said whatever is in the budget for 2015 less the amount we spent. Mr. Boyer said is the target to finish it this year? Mr. Cahalan said Phase 1 is this year and Phase 2 is next year. Mrs. deLeon asked the difference in the phases. Mr. Cahalan explained the phases. Mrs. deLeon asked if the composting toilets were working out? Mr. Cahalan said the one at Kingston Park is working. They are looking at a second one at Reading Drive, but are evaluating it as the cost has gone up substantially from 3 years ago. They are looking at a return on investment on a permanent restroom versus a portable restroom, and at the time the price was easy justify, but now with the increase, they are reviewing it and will come back with a report.

E. LAFAYETTE COLLEGE MEYNER CENTER – PROPOSAL TO ASSIST WITH RECRUITMENT OF TOWNSHIP MANAGER

Mr. Horiszny said in the Executive Session, they discussed this issue in addition to concerns with some of the things that didn't get included in the Meyner Center's second proposal that were in the earlier ones. Council is assessing prior information where searches were done in the past and they determined they are probably not ready to sign the proposal at this time. They hope to wait until after the election until they offer a position to anyone, but do plan to prepare to move forward with advertising and requirements and interviews prior to the end of the year. Attorney Treadwell said if you want to table this until another date, you can do that.

MOTION BY: Mr. Maxfield moved to table this agenda item, and let the Meyner Center know it's being tabled.
SECOND BY: Mr. Willard
ROLL CALL: 4-0 (Mr. Kern – Absent)

F. RESOLUTION #77-2015 – AUTHORIZATION TO EXECUTE DUI GRANT

Mr. Horiszny said this resolution is authorizing the Council President to execute the DUI Grant on behalf of the Lower Saucon Township Police Department

MOTION BY: Mr. Maxfield moved for approval of Resolution #77-2015, authorizing Ron Horiszny, Council President to sign the DUI grant.
SECOND BY: Mrs. deLeon
ROLL CALL: 4-0 (Mr. Kern – Absent)

G. RESOLUTION #81-2015 – AUTHORIZING A BUDGET ADJUSTMENT

Ms. Gorman said this is to address some of the items discussed at the last meeting. It will show the purchase of the fire truck and the debt that was incurred with it; there was additional Special Legal; the electricity for the building; and purchased services, which would have been for the hiring of the Manager. Mrs. deLeon said she was not happy when she saw the cost for hiring of the Manager in the resolution as that item hasn't been approved yet. Ms. Gorman said it's just modifying, it doesn't mean you have to expend it.

MOTION BY: Mrs. deLeon moved to revise and approve Resolution #81-2015, with the changes, eliminating the money anticipated for the consultant services, taking the \$12,000.00 out.
SECOND BY: Mr. Willard
ROLL CALL: 4-0 (Mr. Kern – Absent)

H. AWARD OF BID – ORCHARD VIEW LANDSCAPING – ROUTE 412

Mr. Cahalan said we bid for landscape and planting work on the basin in the Orchard View estates. The developer funds are being held by us. There were two bids opened on July 30th and the lowest bid for this work was \$53,930.00 to Mayfield Gardens, 960 South Hunt Road in Newtown Square. There is paving that the PW will do.

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MOTION BY: Mr. Maxfield moved to approve the bid of Mayfield Gardens in the amount of \$53,930.00.
SECOND BY: Mrs. deLeon
ROLL CALL: 4-0 (Mr. Kern – Absent)

I. APPROVAL OF QUOTE FOR REPLACEMENT OF TIMER FOR TOWN HALL BASKETBALL COURT LIGHTS

Mr. Cahalan said the timer on the lights has not been working properly. There is a quote for the repair of the electric timer and another component added to that. Mrs. deLeon asked if this is the only quote you received and how the process works. Mr. Cahalan said Doelp Electric has done electrical work and repairs. We called on him and asked him to look at it.

MOTION BY: Mr. Horiszny moved for approval of the Doelp Electric quote for the replacement of timer for the Town Hall basketball court lights in the amount of \$1,600.00.
SECOND BY: Mr. Maxfield
ROLL CALL: 4-0 (Mr. Kern – Absent)

J. OPEN SPACE MAP REVISION

Mr. Horiszny said staff revised the Open Space Map to (a) indicate properties with easements in the legend; and (b) utilize color coding to denote easements from preserved properties on the map. The map revision has been reviewed by the EAC. Mrs. deLeon still is not happy with the changes. She would like to see what was donated by someone and what was paid for by the Township. Mr. Cahalan said we updated the format Council previously approved and there wasn't any other direction. Mrs. deLeon said the map should be telling us more. Mr. Horiszny said at some point, people are going to have to look up the information. Mr. Cahalan said for the future we'd like to have the ability for someone to click on the property and have that specific information open up, which we are working on. We also want to provide information about the uses that are approved on the property and what access may or may not be available on a property. Mr. Willard said if we want to show the whole picture, adding a column of the price paid and the information which Mr. Cahalan talked about would be great. We should approve this tonight, but support what Mr. Cahalan is proposing. Mr. Maxfield said as a resident, he would be looking for recreational opportunities and he'd look for the use and what you're permitted to do on each property. A lot of these are private properties and we have to respect their privacy. Mrs. deLeon said maybe we could put in parenthesis that it is private.

MOTION BY: Mr. Willard moved for approval of the open space map revision, with possible inclusion of costs and use information.
SECOND BY: Mr. Maxfield
ROLL CALL: (Mr. Kern – Absent)

V. MISCELLANEOUS BUSINESS ITEMS

A. APPROVAL OF JULY 15, 2015 COUNCIL MINUTES

Mr. Horiszny said the July 15, 2015 minutes are ready for Council approval.

MOTION BY: Mr. Horiszny moved for approval of the July 15, 2015 Council minutes.
SECOND BY: Mr. Maxfield
ROLL CALL: 3-1 (Mrs. deLeon – No; Mr. Kern – Absent)

VI. PUBLIC COMMENT/CITIZEN NON-AGENDA ITEMS

➤ Mr. Gene Boyer said regarding the open space map, has there been any discussion on what the public wants to see? Mrs. deLeon said Donna Louder brought the up at another meeting and requested it be color-coded. Mr. Boyer asked if it would be possible in some way to identify these properties with some type of sign on the property that the Township actually owns them. Mr. Horiszny said that's a good point. Most of our properties have signs. Attorney Treadwell said some of the easements have provisions that allow the Township to put up a small sign saying "preserved with open space funding". Mr. Maxfield said that is only with the property owner's

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approval. Mr. Maxfield said each easement on private property may have a completely different language in the easement. Attorney Treadwell said we need to look into it and maybe the EAC could look into it. Mr. Maxfield said we talked about signage at the last EAC meeting and that Ms. Huhn said she would put together information on different signs and also contact other municipalities that conserve open space to check their policies on placement. Mr. Boyer suggested that the Township get a new URL uniquely for a location map as a way to advertise the map quickly. Mr. Boyer said if you put up a sign, you can put up the URL on the bottom.

VII. COUNCIL & STAFF REPORTS

A. TOWNSHIP MANAGER

- Mr. Cahalan said Mrs. deLeon asked for an update on the IESI SE realignment land development plan. They did submit the land development plan and that will be reviewed at the August 27th Planning Commission meeting. The timeline for the MPC would be that Council would have to take action by November 17, 2015 unless an extension is received. This doesn't include the site plan or any other special exception or timeframes which haven't been submitted yet. Mrs. deLeon asked what if a resident wanted to come in to look at the application. Ms. Huhn said we do have a copy at the Township of the plans that were submitted. Mrs. deLeon asked if it is part of our requirements that the applicant must also submit plans on a disk. Ms. Huhn said she will check on the disk.

B. COUNCIL

Mr. Maxfield

- He got an email from a resident who is going into a small business of renting his goats for weed management. It's occurred in Upper Saucon and other places and he has a good success rate with only three goats. He asked if there was any place in LST that would be applicable for weed control. Goats eat most anything. This is available for residents.
- He got an email from a resident concerned about trees being leveled underneath PPL lines in a part of the Township. They seem to cut all wooden vegetation to the ground and then spray it. He thinks we need to question what PPL is doing in our Township and see what our possibilities are to address this.
- He said he'd like to make a recommendation for getting monitoring endowments on our open space properties. He found out in the past as we've acquired open space properties, we're paying for things like assessments on the property for baseline documents of what is on the property when we purchase it but we don't have any funding set aside to monitor those baselines. As we proceed, he'd like to make sure we establish an endowment on each open space property and the cost should come out of the Open Space Fund.

Mrs. deLeon

- She reminded everyone that August 22nd is Community Day from 10 a.m. to 5 p.m.
- She said the Hellertown-Lower Saucon Chamber of Commerce was concerned with the treatment of businesses. They are holding a Hellertown-Lower Saucon Chamber Small Business Round Table at the Hellertown Library on September 23rd from 7:30 to 9:00 a.m.
- She said there is a Lehigh Valley Energy and Environment Outlook Expo on October 14th at Lehigh University Mountaintop Campus, Iococa Hall.
- She asked about the status of the survey from the Parks & Recreation Board. Mr. Cahalan said they are working on the format and will be recommending to Council that they redo the previous survey and make it a Park, Recreation and Open Space survey.
- She asked if there was an update on the non-uniform labor negotiations? Mr. Cahalan said they are still negotiating.
- She said she she heard a rumor that PennDOT gave Woodmont approval to access Friedensville Road. She contacted someone from PennDOT and they said it wasn't true.
- She said the Township issued a Cease and Desist order to Woodmont because of an outstanding bill they didn't pay, did they pay that yet? Mr. Cahalan said no. She asked about the escrow account and how it got so low. Mr. Cahalan said he doesn't know the specifics, but they do monitor the accounts.

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- She asked Ms. Gorman if she would provide a list of the annual host fees paid by the landfill as far back as she can go. She would like to know the amount of the landfill's quarterly and annual contributions to community groups for the last ten years.

Mr. Kern – Absent

Mr. Willard

- He said last night was National Night Out and the Police Department visited their neighborhood. A truck from the Se-Wy-Co Fire Company was also there. He read an article this morning that in Philipsburg they had their National Night Out in the park along with their Council meeting.
- He said the Gaming Authority set limits for future applications and he gave the amounts. The municipalities have to show they are contributing 50%. This should be an opportunity for us for future rounds.

Mr. Horiszny

- He said he also participated in the National Night Out. Se-Wy-Co Fire Company went to Society Hill. He said there were very few people out. Mrs. deLeon did not think a lot of people knew about it. Mr. Cahalan said it's probably not very well publicized and we'll get it out there next year. Mr. Maxfield said there was a lot on line. Mrs. deLeon said on the Police page, it said Saucon Valley Fire Company, the name hasn't changed yet.

D. SOLICITOR – No report

E. PLANNER – No report

F. ENGINEER – No report

VIII. ADJOURNMENT

MOTION BY: Mr. Horiszny moved for adjournment. The time was 8:58 pm.

SECOND BY: Mr. Maxfield

ROLL CALL: 4-0 (Mr. Kern – Absent)

Submitted by:

Jack Cahalan
Township Manager

Ron Horiszny
Council President