

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. Public Hearing - Resolution #55-2017 – Acquisition of Conservation Easement Located at 2540 Martins Lane – Approximately 25 Acres – Agreement of Sale
- B. Acquisition of Conservation Easement Located at 2540 Martins Lane – Authorize Survey Area and Title Report
- C. Tax Collection Presentation by Berkheimer Tax Administrator

III. DEVELOPER ITEMS

- A. Silver Creek Country Club – 700 Linden Avenue – Waiver of Land Development

IV. TOWNSHIP BUSINESS ITEMS

- A. Heller Homestead – Saucon Valley Conservancy Discussion Regarding Repairs
- B. Approval to Install Preemption System for Se-Wy-Co Access onto Route 378
- C. Submission of 5-Year Capital Plan
- D. Resolution #56-2017 – Local Economic Revitalization Tax Assistance (LERTA) Renewal
- E. Resolution #57-2017 – Opposing Truck Size or Weight Increases
- F. Discussion Regarding Tree Removal

V. MISCELLANEOUS BUSINESS ITEMS

- A. Approval of July 19, 2017 Council Minutes
- B. Approval of July 2017 Financial Reports
- C. Monthly Department Reports for July 2017

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 Planning Commission Meeting: August 24, 2017
Next Saucon Rail Trail Oversight Commission Meeting: August 28, 2017 @ LST
Next Council Meeting: September 6, 2017
Next Park & Rec Meeting: September 11, 2017
Next EAC Meeting: September 12, 2017
Next Saucon Valley Partnership: September 13, 2017 @ HB
Next Zoning Hearing Board Meeting: September 18, 2017

I. OPENING

CALL TO ORDER: The General Business & Developer meeting of Lower Saucon Township Council was called to order on Wednesday, August 16, 2017 at 7:08 p.m., at Lower Saucon Township, 3700 Old Philadelphia Pike, Bethlehem, PA with Mr. Ron Horiszny, presiding.

ROLL CALL: Ron Horiszny, President; Sandra Yerger, Vice President; Priscilla deLeon and Donna Louder, Council Members; Leslie Huhn, Township Manager; Cathy Gorman, Director of Finance; Linc Treadwell, Township Solicitor; Brien Kocher, Township Engineer. Not In Attendance: Judy Stern Goldstein, Township Planner. 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 a possible appraisal. Attorney Treadwell said they also discussed some potential property acquisition and an update on the status of the negotiations on the uniform contract.

PUBLIC COMMENT/CITIZEN AGENDA ITEMS

Mr. Horiszny said if you are on the agenda, you have Council and Staff's undivided attention. If you choose to speak, we ask that you use one of the microphones and state your name for the record so the transcriptionist knows who is speaking for the minutes. He asks that you give your fellow public the courtesy of the floor.

II. PRESENTATIONS/HEARINGS

A. PUBLIC HEARING – RESOLUTION #55-2017 – ACQUISITION OF CONSERVATION EASEMENT LOCATED AT 2540 MARTINS LANE – APPROXIMATELY 25 ACRES – AGREEMENT OF SALE

MOTION BY: Mr. Horiszny moved to open the hearing.

SECOND BY: Mrs. Louder

ROLL CALL: 4-0 (Mr. Kern - Absent)

Terry Clemons, Open Space Solicitor, was present, and stated the property is a total of 37.5 acres, 10 of which is in Springfield Township and the rest in LST. This easement is being funded through PA DCNR's Highlands Grant Program. DCNR will fund 50% of the purchase price of the conservation easement. This property was appraised for \$227,010 for the entire tract in both Townships. The balance of the purchase price would be paid proportionate by LST and Springfield Township which is 71.5% for LST (\$81,325.00), and 28.5% for Springfield (\$32,500.00).

The grant program provides the soft costs, such as the survey and appraisal, but the costs have to be advanced. In this case, LST would act as the lead agency and then be reimbursed for those costs. The action requested tonight is for Council to authorize the execution of the Agreement of Sale to purchase the conservation easement, as well as other settlement documents. Mr. Horiszny said the finances will come out of the Open Space funds.

MOTION BY: Mrs. deLeon moved to close the hearing.

SECOND BY: Mrs. Yerger

ROLL CALL: 4-0 (Mr. Kern - Absent)

MOTION BY: Mrs. deLeon moved to approve Resolution #55-2017 authorizing participation in the acquisition of a conservation easement of approximately 25 acres of property located partially in Lower Saucon Township.

SECOND BY: Mrs. Yerger

ROLL CALL: 4-0 (Mr. Kern – Absent)

B. ACQUISITION OF CONSERVATION EASEMENT LOCATED AT 2540 MARTINS LANE – AUTHORIZE SURVEY AREA AND TITLE REPORT

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Mr. Clemons said this would be a cost that would have to be paid for and then reimbursed out of the grant.

MOTION BY: Mrs. deLeon moved to approve a title report by Tohickon Abstract Company at a cost not to exceed \$2,500.00.

SECOND BY: Mrs. Yerger

ROLL CALL: 4-0 (Mr. Kern – Absent)

Mrs. Huhn said they are recommending Cowen Associates to conduct the survey at a cost of \$4,375.00.

MOTION BY: Mrs. deLeon moved to approve Cowen Associates to conduct a survey of the conservation easement area of the property located at 2540 Martins Lane at a cost of \$4,375.00.

SECOND BY: Mrs. Yerger

ROLL CALL: 4-0 (Mr. Kern – Absent)

C. TAX COLLECTION PRESENTATION BY BERKHEIMER TAX ADMINISTRATOR

Mr. Jim Hunt from Berkheimer was present. He reviewed a slideshow presentation and their proposal in regard to the potential to become the full administrator for the Township Real Estate taxes. Mrs. deLeon asked how could they better serve the Township? Mr. Hunt said under full administration, they would provide the Township with a direct contact person at their firm. They are aware of some of the concerns the Township has had and look forward to working to correct those and provide a better level of service going forward.

Mr. Hunt extended an invitation to Council to tour their facilities. Mr. Horiszny asked what was a “mortgage load.” Mr. Hunt said that is a file that is sent directly to a mortgage company. Most mortgage companies utilize third parties to make their mortgage payments. The mortgage load is the load of individual payments. Mrs. Louder said it states pricing is subject to an annual 5% increase; what is that 5% based on? Mr. Hunt said it is their standard percentage of increase they place in each contract in case they have to raise their prices, but in his 25 years with the company there have not been any increases in cost to real estate clients. This is a safeguard if in the future their costs would increase, and in that case they would negotiate that with the Township.

III. DEVELOPER ITEMS

A. SILVER CREEK COUNTRY CLUB – 700 LINDEN AVENUE – WAIVER OF LAND DEVELOPMENT

Jim Preston, attorney for the applicant, was present, along with Mr. Spirk and Mr. Mease. He said this is a request for waiver of land development, but they intend to go through the land development process. Mr. Mease went over the plans; they are replacing the driving range of the golf course and need an access road, so they have a temporary driveway and will use it strictly for construction purposes; it will be stone and have a locked gated. There will be a state-of-the-art two story driving range that is covered so it can be used year-round; it will be open to the public.

Mr. Mease said they are requesting a waiver from the full land development process submissions to the P/C. Even though it’s a waiver, they still have to comply with all the zoning and subdivision ordinances. Attorney Treadwell asked when they get to that phase on a future land development plan, will these improvements will be shown on that plan? Mr. Mease said they would. Attorney Treadwell said in essence, it’s a delay of the land development process for the shaded areas. It will eventually be on a plan that will be reviewed by the P/C and Council.

Mr. Mease said they are looking at some development at the golf course and they may bring a land development before they build houses. Some of the things that Mr. Spirk is looking at are an all-weather field and some additional parking. They submitted plans for the site capacity calculations for the entire property, and the Township Engineer and Planner have reviewed that and Mr. Spirk confirmed that they are still preserving all the open space they said they would.

Attorney Preston said they are still committed to what they told Council they were going to do. None of the shaded areas are intruding on any of the open space.

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Mr. Kocher said the draft motion was prepared for the P/C and what Council has was modified by the P/C. Mrs. Huhn read the draft motion dated August 16, 2017.

MOTION BY: Mr. Horiszny moved for approval per draft motion dated August 16, 2017.
SECOND BY: Mrs. deLeon
ROLL CALL: 4-0 (Mr. Kern – Absent)

IV. TOWNSHIP BUSINESS ITEMS

**A. HELLER HOMESTEAD – SAUCON VALLEY CONSERVANCY DISCUSSION
REGARDING REPAIRS**

Mr. Roger Jurczak was present; he had met with Leslie and Cathy and summarized their conversation. They are in the process of finishing upgrades to the interior to the Heller House including the finishing of the oak floor. PHMC gave approval. The second item addressed was the existing stone driveway and parking lot. Their request is to eliminate the continuous replacement of washed out stone and have it paved. They also spoke about the front porch deteriorating. They brought in DeGruchy who gave them a quote for the repairs from the parking lot to the front porch. The concern is in a matter of time they won't be able to use the front entrance.

Regarding the paving of the driveway, it would be the full width of what would be there in stone now and extend past the walk entrance. Mrs. Yerger said regarding the stair and porch repair, there are quite a few other historic masons qualified to do the work. She recommends getting more quotes.

Mrs. deLeon said regarding the parking lot it was previously decided by Council that we did not want to pave the entire area because of being in the floodplain and other various reasons, but she does understand the need to pave the entranceway. Mrs. Huhn reviewed pros and cons that were prepared by Roger Rasich on the driveway. The Township would have the ability to complete it during their paving projects this year; the material would be about \$900.00 and it wouldn't take them more than half a day.

MOTION BY: Mr. Horiszny moved that we have the road crew pave the designated area on the drawing as soon as possible during this paving season, if at all possible.
SECOND BY: Mrs. deLeon
ROLL CALL: 4-0 (Mr. Kern – Absent)

Mrs. Louder asked if the porch was stone or wood; Mr. Jurczak said it's all masonry material. There's stone on the sides and the front and cast concrete steps and a concrete deck. The raised porch is solid fill underneath, but all of the masonry work holding the stones in place is crumbling. Mr. Horiszny said we tried for a grant to work on the porch and didn't get it, so now we'll work on estimates and find out where we have the money for that.

Mr. Jurczak said during the course of the past years, the Township addressed the chimneys, porch roof and ceiling on the Widows House. During the time that Mr. Zimpfer was doing some repairs, he said the windows on the south end of the Widows House are in terrible shape and his concern was that they were allowing water to infiltrate the interior of the walls, which could cause extensive damage. He went back to his old employer, Hahn's Woodworking, who builds windows and doors and shared it with the Township. Mrs. Huhn said they are looking at this as an emergency repair and the estimate is for \$7,322.00 for the replacement of the three windows that are leaking. Mrs. deLeon asked why we don't do all the windows? Mr. Horiszny said that would be over \$28,000.00; Mrs. Huhn said it's not budgeted for this year. Mr. Jurczak said some of the windows aren't that bad and would just need scraping and painting. Mrs. Huhn said this is below the three-quote threshold.

MOTION BY: Mrs. Yerger moved to get the three windows fixed in the Widows House not to exceed a price of \$7,322.00; and get one other quote.
SECOND BY: Mrs. deLeon
ROLL CALL: 4-0 (Mr. Kern – Absent)

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Mr. Jurczak said they are having their 10th annual barn tour this year and one of the things discussed is cleaning up the barn ruins. What they came up with was minimally to clean out the foundational area of the stone barn, have a level barn floor, and grow grass in there so it looks presentable. They are detailing how and what they need to do to get to that point. Mrs. deLeon said the process and procedure was all in the Milnar report. Mr. Horiszny asked if the stone could be re-used? Mr. Jurczak said he would think the stones there would be a stone mason's first choice.

Mr. Lenny Szy said he's been working on a project of the barns in the area and has found about five or six barns with the arches. He could come back at a later time with his findings.

Mr. Jurczak asked if it was possible to have a Council proclamation for the annual barn tour on September 9, 2017, since this is the 10th event; they'd like to designate that day as Barn Day. Mrs. Huhn said they could put something together for the next Council meeting.

B. APPROVAL TO INSTALL PREEMPTION SYSTEM FOR SE-WY-CO ACCESS ONTO ROUTE 378

Mrs. Huhn said Council heard comments about the difficulty the firemen encounter when exiting the Se-Wy-Co Fire Station. They would like to have installed an advanced firehouse preemption system, which will enhance the system that is already in place. When they exit the station, it will turn the lights red. Signal Service provided a quote which is not a budgeted item. Mrs. Louder said it's a major concern and asked if it's battery operated? Mrs. Huhn said this hard-wired.

MOTION BY: Mrs. Louder moved for approval of the installation of an advance firehouse preemption system based on the quote from Signal Service for the Route 378 and Black River Road intersection at a cost not to exceed \$9,961.00.

SECOND BY: Mrs. deLeon

ROLL CALL: 4-0 (Mr. Kern – Absent)

C. SUBMISSION OF 5-YEAR CAPITAL PLAN

Mrs. Cathy Gorman presented the updated capital plan. This is a plan for five years as to what the administration is anticipating for in vehicle replacement or capital projects. According to the plan, by 2022 the unrestricted fund balance is dramatically being lowered. When we get to budget deliberations these numbers may change to facilitate whatever is needed.

Mrs. Louder said she would like to see a budget put together without landfill money. She asked how much money has become available since we were able to use the tax dollars from the open space to pay off the loan? Mrs. Gorman said out of the \$867,000, we paid \$364,000 so far; she's hoping at the end of this year the current tax we get will cover whatever is provided in that ordinance. If not, it will be paid in January or February. Mrs. Louder asked how much are we able to save from the General Fund if the open space money would not be paying it? Mrs. Gorman said we are saving the \$867,000 in principal and any interest. The ability to use that money has shaved off about two years. We will still have \$1.9 million at the beginning of the year, but have taken a substantial cut.

Mrs. Louder asked about green energy and if we are looking into it for the buildings we own? Mrs. Gorman said we always look what we can do when the time comes to do a replacement.

D. RESOLUTION #56-2017 – LOCAL ECONOMIC REVITALIZATION TAX ASSISTANCE (LERTA) RENEWAL

Mrs. Huhn said this resolution is prepared for LERTA, which is a renewal and expires at the end of 2017. Attorney Treadwell said it's an extension of five years.

MOTION BY: Mrs. deLeon moved for approval of Resolution #56-2017.

SECOND BY: Mrs. Yerger

ROLL CALL: 3-1 (Mrs. Louder – No; Mr. Kern – Absent)

Mr. Uliana said they will keep the Township apprised of what's going on.

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E. RESOLUTION #57-2017 – OPPOSING TRUCK SIZE OR WEIGHT INCREASES

Mr. Horiszny said this has been prepared as the Coalition Against Bigger Trucks (CABT) contacted the Township seeking support in the opposition of allowing longer and heavier tractor-trailers on our roadways.

MOTION BY: Mr. Horiszny moved for approval of Resolution #57-2017.
SECOND BY: Mrs. Louder
ROLL CALL: 4-0 (Mr. Kern – Absent)

F. DISCUSSION REGARDING TREE REMOVAL

Mrs. Huhn said Roger Rasich expressed some concerns about dead or diseased trees located along Township roads which he is recommending having removed. We have to contact the homeowners before we remove trees that are located in or along their property. Cost estimates and a draft resolution were prepared.

Attorney Treadwell said you need a resolution and have to make a finding that the tree is dangerous and do it on a case-by-case basis. There were pictures provided and Mrs. Huhn spoke about each tree that had to be taken down and the quotes. Mr. Horiszny asked about the wires near some trees; he asked whether PPL should come out and look at them? Mrs. Huhn said we can pass the Resolution #58-2017 tonight and work with Roger on it and get notification out to the property owners.

Mrs. Louder said the resolution states all logs, cordwood, etc. shall be surrendered and be the property of the property owners. Mrs. Huhn said we do ask them first. Mrs. Yerger said you have to be careful of the ash trees because of the ash borer. Mr. Horiszny asked about the third “whereas,” does the word “abutting” mean the next door neighbor? Attorney Treadwell said it provides the opportunity if they want the wood. If they don’t want it, the Township will take it.

MOTION BY: Mrs. deLeon moved for approval of Resolution #58-2017.
SECOND BY: Mrs. Yerger
ROLL CALL: 4-0 (Mr. Kern – Absent)

V. MISCELLANEOUS BUSINESS ITEMS

A. APPROVAL OF JULY 19, 2017 COUNCIL MINUTES

Mr. Horiszny and Mrs. deLeon had some corrections.

MOTION BY: Mr. Horiszny moved for approval of the July 19, 2017 Council minutes, with corrections.
SECOND BY: Mrs. Yerger
ROLL CALL: 3-1 (Mrs. deLeon – No; Mr. Kern – Absent)

B. APPROVAL OF JULY 2017 FINANCIAL REPORTS

MOTION BY: Mrs. deLeon moved for approval of the July 2017 financial reports.
SECOND BY: Mrs. Yerger
ROLL CALL: 4-0 (Mr. Kern – Absent)

C. MONTHLY DEPARTMENT REPORTS FOR JULY 2017

Mrs. Huhn said these are the department reports for July 2017. This month you will see there are two versions of the Public Works reports. Mrs. Louder said she loves it.

VI. PUBLIC COMMENT/CITIZEN NON-AGENDA ITEMS – None

VII. COUNCIL & STAFF REPORTS

A. MANAGER

➤ There is a request for amplified music at Southeastern on September 30th.

MOTION BY: Mrs. Yerger moved for approval of the amplified music at Southeastern Park on September 30th.
SECOND BY: Mrs. Louder
ROLL CALL: 4-0 (Mr. Kern – Absent)

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- A request was received from Richlandtown Borough for any available fire police personnel to assist with their 5K Fun Run on September 30th. The Township has insurance coverage for the fire police, but Richlandtown Borough said they will be covered by Richlandtown Borough's coverage during the event.

MOTION BY: Mr. Horiszny moved for approval.

SECOND BY: Mrs. deLeon

ROLL CALL: 4-0 (Mr. Kern – Absent)

- The new doors were installed at Seidersville Hall and will be painted.
- Regarding Steel City Park, Northampton County Conservation District has inspected the work and has approved the conversion of the sediment trap to the vegetated swale. This work is currently being completed. The final paving will be completed in the next two weeks. Roger is waiting for PPL response regarding the pole light. She will bring this back to Council in September and we can get a date for a ribbon cutting.
- Mrs. Huhn provided a photo of a memorial that was dedicated to those who served our country; it's located at the handicap entrance at Seidersville Hall. They've had a request from a veteran to relocate the memorial because it isn't viewed over there anymore. They would relocate it at the space between the LST sign and the main Town Hall building.

MOTION BY: Mrs. Louder moved for approval as stated by the Manager.

SECOND BY: Mrs. deLeon

ROLL CALL: 4-0 (Mr. Kern – Absent)

B. COUNCIL

Mrs. Yerger

- LST Historical Society is having a cemetery presentation at the Christ Lutheran Church at Lower Saucon on September 13th. On October 11th they will be having a fundraiser at Hop Hill. We have a SVP meeting on September 13th.

Mrs. deLeon

- She spoke with Andy Warner, owner of the Black River Farm Vineyard, and he will be starting to do activities there.
- She attended National Night Out.

Mr. Kern - Absent

Mrs. Louder

- She was contacted by a neighbor regarding the edge of the road by Steel City Park and if it's going to be fixed as it's breaking away. Mrs. Huhn will talk to Roger about it.
- She will be attending Community Day and will present the plaque to Mayor Fluck.

Mr. Horiszny – No report

C. SOLICITOR – No report

D. PLANNER – Not in attendance

E. ENGINEER – No report

VIII. ADJOURNMENT

MOTION BY: Mrs. Yerger moved for adjournment. The time was 9:11 p.m.

SECOND BY: Mr. Horiszny

ROLL CALL: 4-0 (Mr. Kern – Absent)

Submitted by

Leslie Huhn
Township Manager

Ron Horiszny
Council President