

**I. OPENING**

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Announcement of Executive Session (if applicable)
- E. Public Comment Procedure

**II. PUBLIC COMMENT – TOWNSHIP RESIDENT ONLY – 3 MINUTE TIME LIMIT – NON-AGENDA ITEMS**

**III. PRESENTATIONS/HEARINGS**

- A. Presentation of Donation Check from Hellertown-Lower Saucon Chamber to Lower Saucon Police Department

**IV. DEVELOPER ITEMS**

- A. Daniel Edelman – 1816 Reading Drive – Resolution #61-2021 – PA DEP Sewage Planning Module Approval
- B. Bethlehem Landfill – 2335 Applebutter Road – First Environmental Assessment Review Conducted by PADEP

**V. TOWNSHIP BUSINESS ITEMS**

- A. Approval of 2022 Proposed Budget
- B. Approval of American Rescue Plan COVID-19 Bonuses for Staff
- C. Authorization to Prepare and Advertise an Ordinance to Rescind and Terminate Ordinance No. 2017-01 for the Open Space Tax
- D. Review of Draft Letter to State Legislators Regarding PA Development Laws
- E. Release of Maintenance Bond – Seidersville Hall Window Replacement
- F. Authorization to Advertise Bid for Seidersville Hall Interior Improvements

**VI. MISCELLANEOUS BUSINESS ITEMS**

- A. Approval of September 9 & September 15, 2021 Council Minutes

**VII. COUNCIL & STAFF REPORTS**

- A. Township Manager
- B. Council/Jr. Council Member
- C. Solicitor
- D. Engineer

**VIII. PUBLIC COMMENT ON NON-AGENDA ITEMS – NON-RESIDENTS ONLY**

**IX. ADJOURNMENT**

**UPCOMING MEETINGS**

Environmental Advisory Council: October 12, 2021, 6:30 p.m. Town Hall  
Saucon Valley Partnership: October 13, 2021, 6:00 p.m. via Zoom  
Landfill Committee: October 21, 2021, 6:00 p.m. @ Town Hall  
Zoning Hearing Board: October 25, 2021, 7:00 p.m. @ Town Hall  
Saucon Rail Trail Oversight Commission: October 25, 2021 @ 6:00 p.m. @ CB  
Township Council: October 27, 2021, 6:30 p.m. @ Town Hall  
Planning Commission: October 28, 2021, 7:00 p.m. Town Hall  
Parks & Recreation: November 1, 2021, 6:30 p.m. @ Town Hall

**I. OPENING**

**CALL TO ORDER:** The General Business & Developer meeting of Lower Saucon Township Council was called to order on Wednesday, September 15, 2021 at 6:31 p.m., with Mrs. Sandra Yerger, presiding.

**ROLL CALL: Present:** Sandra Yerger, President; Jason Banonis, Vice President; Thomas Carocci, Kristen Stauffer and Priscilla deLeon, Council Members; Leslie Huhn, Township Manager; Tom Barndt, Chief of Police; Cathy Gorman, Director of Finance; Tracie Raven, Administrative Assistant; Jim Young, Zoning Officer; Linc Treadwell, Township Solicitor; Kevin Chimics, Township Engineer and Lou Mahlman, Controller.

**PLEDGE OF ALLEGIANCE**

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

**PUBLIC COMMENT PROCEDURE**

Mrs. Yerger said we do welcome input from everybody but we ask that you keep your comments to three minutes per item. If you want to speak, please raise your hand and come to the podium.

**II. PUBLIC COMMENT – TOWNSHIP RESIDENTS ONLY – 3 MINUTE TIME LIMIT – NON-AGENDA ITEMS** – None

**AMENDED AGENDA**

**A. APPROVAL OF SALE OF 1999 JOHN DEERE BACKHOE**

Mrs. Yerger said there was an online auction for the 1999 John Deere Backhoe and it ended today. The winning bidder is requesting that we process it tonight and it was paid in the amount of \$23,850. He's anxious to get this so we agreed to put this motion on the agenda tonight to approve the sale of the 1999 John Deere Backhoe.

**MOTION BY:** Mr. Banonis moved for approval to add the amended agenda item of the approval of sale of the 1999 John Deere Backhoe.

**SECOND BY:** Mr. Carocci

**ROLL CALL:** 5-0

**MOTION BY:** Mr. Banonis moved for approval of the 1999 John Deere Backhoe in the amount of \$23,850 to Mr. Ronald Palmerick of Oradell, NJ.

**SECOND BY:** Mr. Carocci

**ROLL CALL:** 5-0

Mrs. Huhn said the amended agenda will be posted on our website tomorrow.

**III. PRESENTATIONS/HEARINGS**

**A. INTRODUCTION OF STATE REPRESENTATIVE MILOU MACKENZIE**

Mrs. Yerger said State Representative Milou Mackenzie would like to introduce herself to Council and the residents.

Representative Mackenzie said she represents the 131<sup>st</sup> District which includes part of Lower Saucon Township. She also extends into Lehigh County and dips down into Montgomery County as well. It's 26 miles from stem to stern and she happens to live in Lower Saucon Township, so she's very happy to be here and thanks everyone for doing good government in her own back yard. She's been going around to all her municipalities in her district just to introduce herself and to say she has a main office in Emmaus and she has a satellite office in Red Hill for the Montgomery County people. She is here to serve you. She has wonderful people who work in her office. Ken Levinsky was here with her last week and he's the Office Manager and they are always open to having people call and come into the office. If you have any specific, in a state-related issue, and you need a little more time to discuss things, you can always call for an appointment. It was very interesting last week to see the transportation plan and she thinks that's really remarkable and it's been her honor and privilege to help out with some funding through the State. She did receive some request for some support letters and she did write them and you did get the money, so they are all happy about that.

If she can do anything else along those lines, please reach out and she'll be happy to help. Council thanked Representative Mackenzie.

**IV. DEVELOPER ITEMS**

**A. DANIEL & ELIZABETH EDELMAN SUBDIVISION – 1816 READING DRIVE – MINOR TWO LOT SUBDIVISION**

Mrs. Yerger said the applicant is requesting conditional Preliminary/Final Subdivision Plan and Site Plan approval subject to the conditions set forth in the Hanover Engineering draft motion attached.

Mr. Austin Matase from Keystone Consulting Engineering was present. He said he is here to present a minor subdivision plan for Daniel and Elizabeth Edelman. The property is located at 1816 Reading Drive and consists of approximately 2.51 acres in size. The entire lot resides in the rural suburban R40 zoning district. The intent of the plan is to subdivide one of the parcels off the existing parcel to create two total lots. One lot will consist of the existing dwelling and accessory structures and the second lot is being proposed as a vacant lot at this time. All improvements being shown are strictly conceptual for planning purposes only and are subject to change at the time of an earth disturbance plan which will be required by the Township at the time if someone wishes to construct a dwelling. This plan does not propose any new roadway improvements, utility extensions, and all utilities will be onsite. They are in receipt of the Township Engineer's most recent letter dated September 9, 2021 and anticipate they can comply with all of the comments outlined in the letter. They are seeking two waivers in this proposal, the first if to allow a sheet size of 30" by 42" which is a sheet size not outlined in the ordinance. The purpose of this request is to keep the subdivision plan to a single sheet and not require the plan to be broken out into multiple sheets which only complicates reading the plan sheets. This is Section 145-33.B.(1). The second waiver is to not show all existing features within 500' of the property to be subdivided. Currently their plan show features within 250' and they feel there is no benefit to showing anything beyond that since there is no offsite improvements. In addition, it would require an additional plan sheet and make the subdivision plan more difficult to read. This is Section 145-33.c.(1) waiver. Both of these waivers were recommended by the Planning Commission at their July 22, 2021 meeting. Tonight they are seeking preliminary final approval based on the meeting conditions set forth in the draft motion which was mailed to them earlier this week. They welcome any questions and comments at this time. Mr. Chimics had no questions other than what was in their letter. The comments are a couple of drafting errors and to make sure the septic system is marked out in the field and then just sign and seal the plan. It's pretty standard conditions.

Attorney Treadwell said is there a note on the plan that would notify any potential buyer of the vacant lot that they have to go through the Township's earth disturbance process. Mr. Matase said he's pretty sure they have a note on there. Attorney Treadwell said he's just asking as they had that situation before where people come in and buy a vacant lot and then we tell them they have to do x, y and z and they say nobody told me that when I bought it. Mr. Matase said No. 12 says a storm water management plan meeting all applicable Township ordinances is required at the time of the building permit application for house, driveway or other improvements. Attorney Treadwell said good. Mr. Chimics has no problem with the waivers. The Township does allow a smaller sheet size and the features within 500' they showed within 200'. The septic and water system are on lot so there are no tie-ins to public utilities. They show the well and septic systems around the surrounding properties so they meet the necessary setbacks, so they have no problem with that waiver.

**MOTION BY:** Mr. Banonis moved to approve the conditions and the waivers as outlined in the Hanover's draft motion and including waivers for the sheet size subject to Section 145-33.B.(1) and waivers for identification of features subject to Section 145-33.C.(1).

**SECOND BY:** Mrs. Stauffer

**ROLL CALL:** 5-0

V. **TOWNSHIP BUSINESS ITEMS**

A. **PRESENTATION OF 2022 DRAFT BUDGET**

Mrs. Yerger said the Director of Finance has prepared a draft of the 2022 budget. Mrs. Gorman, Director of Finance said she will try to keep this short as possible. As requested by Mr. Banonis, they are starting this process a little earlier this year as other years and she wants to get started with the Revenue. The first Assessment slide is basically showing the changing of the assessment of the Township over the years. We've notice there have been many applications for assessment changes but they also are recognizing some additional buildings and developments that are coming in the next few years so we are hoping these two offset each other in the next several years.

Mrs. Gorman said historically we always wanted to show the residents what we used for the three major sources of Revenue the Township has and what they were basically used for and this slide shows you the Real Estate Tax, Earned Income Tax and Landfill Host Fees in comparison to how much Revenue we get over the years. Attorney Treadwell said for the benefit of the audience what are Enabling Taxes. Mrs. Gorman said are Earned Income Tax, Local Service Tax and Real Estate Transfer Tax. Mrs. Gorman said the Landfill Funding Use slide shows the landfill fees and what we used them for. You can see over the years we used a large amount towards debt and the last two years or so we finalized that and we are using those fees for Reserves and Capital Plan.

Mrs. Gorman said into our Revenue, Real Estate Tax we are looking at no millage increase based on the rest of the Revenue we have this year and what we are anticipating starting in 2022. These items are all in the Real Estate Tax income earned and there's really no change from last year. The Enabling Taxes, you will definitely see an increase in the Earned Income Tax category. Typically she tries to wait and see but at the end of last year we had a 8.8% increase in collections for EIT and so far year-to-date we are at 9.3%. It was fair to especially during this pandemic, where we are experiencing increases in this area, it's relevant that we should be adjusting our budget to reflect that.

Mrs. Gorman said the Junkyard fees, Cable Franchise fees, Moving Permits are all standard fees and they pretty much remain the same throughout the last several years. County Court Fines these are all Police-related fines and they've been fairly steady as well. Interest Earnings, we budgeted more for last year and we are going to experience more than we budgeted, but for next year since the interest rates are so low, it's fair to say we need to reflect a lower amount in that. She does have meetings set up with our bank representatives in the next two weeks to discuss options for our reserves in a better way. Federal, State and Public Safety Grants, these are typically items that we have always received and there are some grants that are open throughout the year for bullet proof vests, DUI programs which DUI program is actually going to be a contract signed that is less historically but we're still looking for grants to offset operational costs.

Mrs. Gorman said PURTA, State Aid, Fire Relief Funding, and Beverage Licenses are all income as we received from the State for these specific purposes and they really don't fluctuate too much from year to year so we recognize what we are anticipating on receiving this year. Mrs. Gorman said Zoning and Subdivision Fees are pretty much the same too. Our Zoning Department is fairly busy so hopefully in the next couple of years we will start realizing a little bit more in that area but we're keeping that consistent for the time-being. Mrs. Gorman said there are Police Services that are standard for the time-being. The Police Services for the PD, those are when we have our officers work at Lehigh University for traffic control or the school district and we do bill those entities for Police Services.

Mrs. Gorman said Building Permits and Zoning and Sanitation Permits are all somewhat the same. The Sanitation Permits we are phasing out last year's or the year prior method of billing. We have an escrow fee set up for them now. Every Sanitation Permit we charge \$75 for the application and set up an escrow. We have about maybe 40 more permits that are on file with Hanover that was done over the previous method. We are going to be phasing them out in the next couple of years.

Mrs. Gorman said the Contributions to the Compost Center, we contribute \$10,500, Hellertown contributes \$10,500 and we get funding from Williams Township. That is money that goes directly into that account since we are the administrators of that COG organization and we reflect it in our General Operating budget.

Mrs. Gorman said the Landfill we always budget \$2 million just to be safe. It could be under, it could be over, it's just an operational decision and that's why we have \$3 million in operational reserves in case something should happen in the course of that year. Mr. Carocci said the past couple years it's been over \$2 million? Mrs. Gorman said yes. Mr. Carocci said it's almost \$2.5 million sometimes. Mrs. Gorman said she believes it was \$2.1 or \$2.2 million last year but it can fluctuate depending on their operational decisions and we try to make sure we have money in reserve in case they make operational changes.

Mrs. Gorman said health charges, that's a pass through. The Water Authority is on our Health Plan as they are a small employer and being they are the LSA and we are a municipality, we were able to have them on our Health Plan. Again, we are going to have a stellar year with our insurances again, we are a healthy group, so you'll see in the Expense line items, she was told we are only going to experience a 1% increase in our medical expenses, and that is a self-insured program where they do it year to year. Whatever they don't spend in what they are reserving for us, we will get that back. Mr. Carocci said that's impressive since we had a year of COVID and you were in the office and staff was in the office socially distancing, masks at times and so it's a compliment to the staff that no one was really sick.

Mrs. Gorman said moving to the Expenses, this slide shows exactly how Government works when it comes to formulating a budget. The Expense budget for the 2022 year is \$7,496,103. We are going to have a revenue exceeding cash over or expenses again this year so the budget is a higher amount and you will see we have over \$900,000 to be moved or anticipated to be moved to the Capital Fund or our Reserves. Mr. Carocci said a surplus of over \$900,000? Mrs. Gorman said yes. Our Council expenses are \$46,194 and that includes Council's compensation, any expenses Council would incur going to PSATS or other conferences and also the donations that have been itemized for the 501C3's.

Mrs. Gorman said the Administration budget is \$488,771 which is a modest increase of \$13,011 and that's specifically related to non-uniform contract increases and pension increases that are involved. There's nothing out of the normal in this budget. Mrs. Gorman said the Finance Department is \$271,158 that includes compensation for her and her associate and our auditing services, the tax collection services that will be performed, and all the other miscellaneous items that we are contractually sub out to other entities to process for us. Legal we have \$203,100 which is for the Solicitor and Special Solicitors that Council contracts with and our Zoning Solicitor. There are several items that are in completion for our Solicitor currently, so barring any unknown issues coming next year, we should have adequate funding. Mrs. Gorman said website and IT is at \$22,100. A lot of IT expenses have been filtered out to their respective departments, but these are more general expenses when it comes to our servers that all departments use and we are estimating \$22,100 for that.

Mrs. Gorman said Engineering we have it at \$126,500 and the SEO's is a little higher was we were trying to phase out those old applications and they are still responsible for any complaints. We do have some outstanding projects still with HEA which includes the LS Bridge and the Reading Drive culvert, so those require specialized engineering so we have to filter those items. Building and Grounds is \$300,975. She's estimating fuel to be similar. Although the price is slightly increased for us, we haven't used as much as we have in the past so barring any emergency situations, we are good with those amounts into the next year. We also had budgeted \$25,000 for additional security cameras primarily in the Public Works garage area and some new carpeting in the administrative end of the building. Mr. Carocci said the security cameras are included around the gas pumps. Mrs.

Gorman said yes. Mr. Carocci said he thinks Steel City charged about \$700 in gas before they were removed.

Mrs. Gorman said the Police Department budget is \$3,086,921 which includes potential increases in payroll. We've also have our MMO in this budget and in particular we have budgeted \$18,000 for the traffic signs we had applied for a grant through the NORCO program.

Mrs. Gorman said the Fire budget is \$388,306. We did experience a reduction in W/C which was good. Our insurance companies do anticipate or have identified that potentially it would be safe to budget 10% increase for insurance. They haven't gotten all the quotes yet. By the time we get to the proposed budget, she'll have firmer answers on that. Mr. Banonis said can we anticipate that number reducing even more with Steel City potentially no longer on the Township's W/C. Mrs. Gorman said possibly, it might not happen right away as what they normally look at in insurance is the amount of people covered, the amount of claims filed and they have a ratio method that's issued by the State, so depending on how many claims are filed between now and then, that will also impact. Mr. Carocci said LSFR is going to have a great recruiting event on Saturday so they'll be plenty of members to cover under the W/C plan. Ms. deLeon said she just saw the Body Cameras, what's the status on that, you are putting it in the budget, but when is that going to happen? Mrs. Gorman said we have the body cameras. If that's in there and then it should be removed. Ms. deLeon said what do you mean it should be removed. We already purchased them. Mrs. Gorman said we already purchased them, the verbiage should be removed. They are not in the numeric budget. Ms. deLeon said are they being worn. Mrs. Gorman said yes. Ms. deLeon said do we have an extra \$4,000 somewhere. We're \$4,000 out but they are already purchased, are you going to change that? Mrs. Gorman said she will look at that, and change the verbiage. The Chief may have had something else in that, but she will double-check with him and will remove it.

Mrs. Gorman said Planning/Zoning is \$263,310. In there is the Zoning Officer and his assistant's compensation, the MMO consulting services and advertising and other items for the Zoning Department. Mrs. Gorman said Emergency Management has not changed and is still at \$3,500 and Crossing Guards is also a joint effort between LST and Hellertown and the school district. \$5,000 is adequate enough to be part of that program. Mrs. Gorman said Dog Control is \$7,500.00. We've bumped to that amount for the Feral Cat Program. Mrs. Gorman said Recycling is requesting \$10,500 which is held in a separate bank account as they are shared by the Township and Hellertown Borough.

Mrs. Gorman said Public Works is \$1,520,903. The two items she would like Council to focus on is which is different from prior years is we've added another \$20,000 for road maintenance as the PW Director wants to start earlier next year in getting the roads done. He is requesting another laborer for his department. Mr. Banonis said does this budget increase reflect the anticipated additional costs we are going to have related to last meetings approval of the ATP and the desire to have PW implement the road improvements, the additional cost of the Township to bring that to fruition. Mrs. Gorman said yes. We can use some of the money for any of the road improvements and material line items in the street markings. She thinks they are only \$700 to \$900 a piece and our PW can put them on the roads. Mr. Banonis said he's not opposed necessarily to the addition of another staff member of PW especially if we are going to have additional work to be done in implementing the ATP, but he thinks what we need to do is have some sort of efficiency study done or some sort of monitoring to make sure...he's not saying not to add the person in this budget, but he wants to make the addition of the person is going to be utilized. Mrs. Huhn said this is a laborer, he's not requesting a crewman which is a higher paid position in our contract. This is a laborer position which is accounted for in our contract. This person would be utilized in very many areas. They would be able to snow plow, they could be used in all areas. Mrs. Gorman said they are just not required to have a CDL. Mrs. Huhn said they could be used for snow plowing in our smaller trucks that don't require a CDL. She said we can certainly look at that. Roger is on vacation this week, that's why he isn't here to discuss it in further detail. She will discuss it with him in further detail and evaluate what this person could provide in more services to the Township and will also look at how they can

be utilized and also look at the funding for the ATP. Mr. Carocci said the \$20,000 for roads to start earlier is a good start. He thinks the roads have gotten beaten up over the past years. There was a lot of salt on them, we got a lot of rain. He'd even give them more than that. Talk to Roger, if he thinks they can get it done, and use it this year, then push it back to next year. The roads are all in good shape, but we've just had some bad weather which has affected them over the past year, through no one's fault. Mrs. Gorman said Roger has other money in the State Fuel Funding as well. What we typically do is out of the General Fund we budget for the tar and chip process and that is paid for out of our General Fund. She also keeps a little bit more in the General Fund for things that PennDOT may not permit her to use under Liquid Fuels. If we have a sink hole that's in the road and then it goes out into the sidewalk area and that's very specific, it can only go to the road, she would need extra money to have them fill in the areas that are outside of the road area. The money that's in the Liquid Fuel Department, which is the black top process they do. We also have extra money in the State Fund for maintenance of roads as well in case something does happen and we need to use it. That's like a last resort and she tries not to do that. She wants to make sure Roger has enough funding for emergency purposes and things that happen. Roger should be comfortable with the money we have in the budget and will be able to get more roads done next year.

Mrs. Gorman said Parks and Recreation is at \$147,378. Our biggest expense in the parks are professional services. The lawn mowing service, the individuals who are contracted to spray our athletic fields and also the bathroom facilities. The other items we have is for the event something happens to our parks in general overall maintenance such as damage done to a slide or something of that nature. We keep that funding in here in the event we need it so we don't have to come back to Council and ask for more money. Mrs. Huhn said when Cathy touches on the lawn mowing, we'll be bringing more of that back to Council once we start with our MS4 projects that HEA has identified that we will need to get into our basins. Once our basins have been retrofitted for the MS4, it may incur more lawn mowing on a regular basis that isn't being done currently. Mrs. Gorman said also in here is the pool reimbursement which she just received Hellertown's itemization today and it was \$10,665 and that included payments for 15 children, 9 adults, 82 seniors, 96 families and 15 additional passes under the family program. Hellertown is the owner and operator of the pool and what we had done under the SVP was come up with a plan that the kids that do the tickets at the pool, when somebody comes in the consider a LST resident and a Hellertown resident as a resident under the rate schedule so they don't have to try to figure out who lives where. Traditionally before that method was done, we reimbursed residents directly the difference of a resident pass and a non-resident pass. We just figured this was an easier way of doing it and it would help the kids out at the pool without getting into altercations with people on where they live. Ms. deLeon said can we jump up to the summer program. You have in parenthesis Town Hall, Steel City and Southeastern. Didn't we not do Steel City last year or this year? Mrs. Huhn said the Community Center chose not to, they didn't have a good turnout, and especially with COVID, and getting the volunteers and the instructors for the program, they did not do it this year at Steel City. Ms. deLeon said are you proposing to try to get it there next year? Mrs. Gorman said we can try. Mrs. Huhn said we request it, they tell us if they can get the volunteers to do it. Ms. deLeon said glad to see it on there.

Mrs. Gorman said the Library budget is the same as it was in 2021, which is \$100,064. There's some discussion on that, so whatever is decided on, it can be modified for the proposed budget presented in October. Mrs. Huhn said we are working on the agreement so they are proposing an increase. Once we finalize the agreement which ends at year-end, we'll have some better figures. Mrs. Gorman said the Township has no debt. The insurances is \$276,800 and that includes our business insurance, our bonds, our W/C, our vehicle insurance. Our agent has anticipated a 10% increase and he is still working on getting quotes as we speak.

Mrs. Gorman said our General Operating Budget is balanced at \$8,054,317 with \$963,214 that would be the surplus that would either go into Capital or Reserve fund.

Mrs. Gorman said for our Special Tax, our EIT we are estimating at getting \$515,000 in that fund next year. As you know our EIT tax is sun setting at the end of this year, so this will be the revenue received the 4Q2021. We are budgeting \$630,000 in expenses in the event Council finds additional properties and maintenance of properties for the Open Space Program. Mr. Banonis asked what was the balance of the Open Space Program? Mrs. Gorman said it's close to \$10 million. She has it diversified in different banks and CD's but it's about \$10 million right now. Mrs. Huhn said we just wrote a check for the sale of the Ronca property. Mr. Carocci said you have in your summary we have about \$10 million. Mrs. Yerger said it's in here.

Mrs. Gorman said the Fire Tax is still being proposed at .75 mills which will bring in a little over \$333,000. The only expense that we itemized was the 4<sup>th</sup> payment for the ladder truck and a potential of \$5,000 for any grant writers that the Fire Company is requesting. Mr. Carocci said you estimate the fund balance to be \$900,000 by the end of the year. Mrs. Gorman said yes. Our State Liquid Fuel funding we are anticipating \$485,043 for next year. That's between our liquid fuels funding and selling of equipment and interest. We are going to be utilizing \$311,000 of our reserves in that fund and that will help pay for the Public Works vehicles and the anticipated road projects that PW will be able to do in 2022.

Mrs. Gorman said if there are any changes you would want to consider or remove, please let her know. Mr. Carocci said his first change he'd like to make is we propose to provide Fire Services, we usually give them about \$200,000 a year out of the General Budget for training and some other expenses, and he'd like to propose a \$25,000 increase on that, which is a 12.5% increase over the \$200,000 they are getting now. They have not received an increase since 2006 in about 15 years, and expenses are going up. He just saw the index today up 5.3% from last year, gas is up 42%, and energy is up 25%, food 4% so he'd like to see that increase from \$200,000 to \$225,000 for LSFR. 12.5% is a large percentage but it's similar to 2005 to 2006, the last time it was raised from \$100,000 to \$200,000 which was 15 years ago. He also put a spreadsheet together for salary increases for staff with options for Council at 2.5% which you'll see would lead to an increase of \$13,981 total in salary for staff; and 3% which is what he would be in favor of including the FICA or \$16,678. He thinks they are a well-deserved increases first of all, our staff works very hard. He thinks we need to put a premium on retaining them. It's in line with inflation and the 3% is in line with what we gave them last year, which we allocated to them last year, we didn't give them anything, they earned it. He'd like to add that into the proposed budget. He'd also like to increase our Township Solicitor, he has some options there, another \$5.00 per hour or another \$10.00 per hour. He has been invaluable regarding the Fire Services issues we've had this year and we couldn't have gotten to the place we got to without Linc's assistance and we've gotten to a good place now and what he'd call a dangerous situation out in Steel City and we've eliminated that and we now have adequate and great fire services on our end and Linc played a huge role in that and he's very thankful for that. He's not had an increase in his hourly rate since 2019 and again, with inflation and everything he deserves that. Ms. deLeon said normally the Solicitor sends letters requesting what their salary is with their hourly rate and we normally have Executive Session going over their performances. Leslie usually does our department heads, and that's not happening, that's a little premature. Mr. Carocci said we have it all out there instead of behind closed doors. Ms. deLeon said can you repeat that again, please. Mr. Carocci said he feels more comfortable having it discussed out in the open than behind closed doors. Ms. deLeon said and you are suggesting I don't. Mr. Carocci said no. Under the American Rescue Plan funding the Township was allocated \$1,135,000. Can we go back to sheet 1, line 40, he forgot something. He's also proposing a COVID bonus for the Township employees, 8 in administration, 11 in Public Works, and the 2 in Police that are non-union of \$2,500 per employee. Our Township employees kept our offices open for the past two years, even when the door was locked, there was a phone number on the door, they still opened the door for people who couldn't find the mailbox or needed to drop something off that couldn't fit into the mailbox; and we never missed a beat. They were great. Hellertown last year gave their employees a \$1,200 COVID bonus, we didn't give a COVID bonus last year. He's proposing to see the numbers there, there's 21 employees at \$2,500 and the reason he thinks it should be even instead of a percentage of their salary is because they all

contributed evenly and shared. We didn't have people working from home and all that. If you go to Sheet 2, he can show you where this funding can come from. Under the American Rescue Plan Funding, LST was allocated \$1,134,404.92 from the Federal Government. We've already allocated \$50,000 to LSFRR for capital improvement on August 18<sup>th</sup>. These proposed COVID bonuses are allowed to come out of that money and that would be an additional \$52,500 for the 21 employees and he also has the proposed audio-visual program upgrades that's on the agenda later at \$17,902 and if all of that is paid for by the American Rescue Plan funding, it really doesn't affect our budget. It is not Township taxes being used for it and we'll still have available money for use for what you're allowed to spend this on, over \$1,014,002.92. He'd like to go to Sheet 3. The Hellertown Library is requesting an increase, and he agrees they do need an increase for the same reason as you increase staff salaries and increase solicitor salaries, there's inflation and we want to keep good services and good staff and HAL is a good asset to the community. Just put some numbers in there for our next meeting to consider, 5% would be approximately \$5,000 in the proposed 2022 budget to \$105,277.20, 7.5% would be \$107,783.80 as a budget footnote. If you go down to line 31 or 29 on this, his footnote is the 5% or 10% or whatever the increase in funding that the Council decides is, he wants Hellertown Borough to match or for us to match them, for example if they are higher than us. If they are at 8% or 9%, we're at 7.5%, he thinks we should match them as well. That would be his only footnote, we should be equal partners. We pay much more than them, we're at about \$100,000, and he thinks they are at \$50,000, so he's just talking about the percentage increase, not about equal funding. We have more people, so he just feels to be equal partners in this the percentage increase for both municipalities should be equal. Whatever that number is, and we'll need to match or they'll match, then it's more of a true partnership. These are his proposals for 2022 budget in spending and we'll have more conversations in meetings to come.

Mr. Banonis said he agrees with your recommendations, they are all really good points and he would just highlight a couple of things. One is last year we cut taxes 20% and we're projecting to come in with \$640 of budget on the Real Estate Tax. There's been no adverse effects to the Township with that tax cut. He would suggest it has actually improved. The Enabling Taxes are up almost a quarter million dollars which is fantastic. We have a higher budget than we've ever had and we still have a \$900,000 surplus. That's really impressive and it's a testament to Leslie, it's a testament to Cathy, it's a testament to Township staff for how efficiently and responsibly they run the Township during a very difficult year, so he thinks it's appropriate to reward them with the bonuses like we talked about or like you talked about Tom, and he thinks it's also appropriate to increase the funding for the library. Like you said, inflation is higher with higher costs, and it should be tied with what Hellertown is doing. We have the funds to do it and he thinks we should. He will make a motion at some point, but others may have comments as well.

Mr. Carocci said he doesn't know if we have to make a motion, he'll ask Linc, but he just wants this to be considered when we do vote. Attorney Treadwell said normally what Leslie and Cathy can direct him if he's wrong, he thinks the correct process is if there are requests from Council, then the next budget that Cathy prepares will be prepared with and without those requests that Council has the option to vote on them, usually the way it's done is one item at a time in terms of suggested changes with the budget you've seen tonight. Mr. Carocci said he'll give Cathy the thumb drive. Mrs. Gorman said one question to clarify, the fire budget also includes the funding for the retaining, so is she budgeting the \$225,000 as a total or \$235,000 to include the recruitment and retention funding. Mr. Carocci said he thought when they got that grant...Mrs. Gorman said we haven't been paying it, we budgeted for it. Mrs. Huhn said they haven't requested it. Mr. Carocci said he believes at the last Fire Services meeting, they told him they received their money from the Federal Government of \$25,000 and they would not be requesting that again this year. If that's the case, let him have a Fire Services meeting and he'll find out. It's either going to be \$225,000 or \$235,000 but he'll ask them. He knows they will apply for it again but to be safe, we may have to budget for \$235,000 but if they don't get it...he thinks in the past two years we budgeted for it and we haven't paid for it for either year. Mrs. Gorman said their Safer Grant was for four or five years. Mr. Carocci said if they are going to get it, then it can still be budgeted for, but they just won't get paid. Mrs.

Gorman said that was her question, if she should add it to. Mr. Carocci said let him talk to them at a Fire Services meeting. It still would only be a 12.5% increase, the \$25,000 which he thinks is appropriate after 15 years at that funding level. He can't believe it's been that long.

Mrs. Stauffer said Pris are you going? Mrs. Huhn said Kristen was speaking, do you want to go first? Ms. deLeon said no, let Kristen go, that's alright. Mrs. Stauffer said she's glad there's a surplus in the budget this year, that's always good news. She's also glad to hear some of the proposals for some of our services in the Township. Without them, we'd be lost and everyone hopes their fire department is someone who they don't have to call, but are grateful if they do have to call. She would say also for the library. She might suggest a per capita model. The census has just been released and that's one of the main reasons why we went with the one-year agreement to kind of see where things would play out when that information came in. We've seen growth in LST, we're now at 11,000 and we've seen growth in HB as well. Because the library is a shared resource, it's definitely valuable to match that partnership because without our sister Township or Borough, we can't do a lot of things we do, and to maintain a good relationship with them to getting things done. Her proposal or thought here is she'd like to see a model here with per capita. Some of our surrounding libraries are up to \$18/resident. She's not saying we should go that high, but that would probably put us in a similar percentage to match HB in that way. She will come up with a model. Mr. Carocci said he thought we had a per capita model to begin with. Mrs. Gorman said originally when it was...the original budget was a per capita budget. Mrs. Yerger said Priscilla do you have something to add?

Ms. deLeon said yes, refresh her memory on the Controller compensation. It says we compensate him per the Township Code. Did we change that or amend it recently? Mrs. Gorman said we did, it's the same amount; however, it does not take effect for the controller's salary on a monthly basis until 2024. Ms. deLeon said she knows that, she's just asking when it changed? Mrs. Gorman said this year. Ms. deLeon said this year when we had the amendment. Okay, she realizes it doesn't take effect until the next round, the next appointment, so what is the per hour fee. Mrs. Gorman said \$7.50 an hour. Ms. deLeon said she can't hear you. Mrs. Gorman said \$7.50 an hour. Ms. deLeon said that \$7.50 has been in effect for how long? Mrs. Gorman said since you went to optional rule, I believe. Ms. deLeon said so 1975 the rate has been \$7.50? Mrs. Huhn said it may have changed once, she'd have to go back and look at the historical data. Ms. deLeon said it's so low that, it's just so low. She doesn't know when the opportunity to raise it is before the next election for that position; and she doesn't know how the rest of Council feels about that, but \$7.50 an hour and you are giving raises to everybody. Mrs. Gorman said if you are to do that, you'd have to re-draft your ordinance. Ms. deLeon said then that's what we have to do, but \$7.50 in 2021 and 2022 budget, she's just thinking...Mrs. Gorman said she doesn't how you can do that if you already changed it this year to go back to the hourly rate...Mrs. Huhn said it still wouldn't be effective until 2024. Mrs. Gorman said right. Ms. deLeon said it still wouldn't but you can amend the ordinance. Attorney Treadwell said didn't we change it to a flat fee? Mrs. Gorman said yes, a monthly fee. Attorney Treadwell said whatever that monthly rate is, he doesn't have it in front of him, but if you want to raise the flat monthly fee, we can amend the ordinance and raise the monthly flat fee. The same we did change the Administrative Code and that would be effective after the next election. Ms. deLeon said what do other Controllers get in other municipalities? Will somebody look into that before our next budget meeting? Attorney Treadwell said he doesn't think there are many municipalities that have Controllers. Mrs. Gorman said she can tell you this as she spoke to the Department of General Services several years ago, we are the only municipality that has a Controller. Attorney Treadwell said he was close. Ms. deLeon said in the whole state? Mrs. Gorman said yes. Attorney Treadwell said as a Home Rule Municipality, your Administrative Code created the position of Controller and according to what Cathy just said, nobody else did. Mr. Carocci said we're special here in LST. Ms. deLeon said in the County or in the State? Mrs. Gorman said in the State. Ms. deLeon said oh my word. Mr. Carocci said we're special, we're special here Priscilla in LST. Ms. deLeon said she just thinks it's an embarrassment, we need to do something. Obviously, she's the only one that thinks so. Mrs. Yerger said is there anything else from Council in regards to the review of the budget for Cathy? Is there anyone from the audience.

Ms. Donna Louder said Parks & Recreation regarding the summer program, Steel City is included in that, correct, and if the SVCC finds that they are not going to do the Steel City Park, is there a way we can look into a way to bus the children to a park that does offer it? Mrs. Huhn said we can look into it. She's not sure if we could bus them, it's their program, so they would have to do that. She can speak with Roberta. Ms. Louder said we had 9 youngsters move into Steel City this summer, so on top of the three that turned the age that they can go to the program now, we were getting more youngsters in, younger families in Steel City. Her thing is she'd really love to have that program brought back whether it be at their park or have the children bussed using the school district or whatever we can do. Mrs. Huhn said she can speak with Roberta and let her know you've had some younger children move in and maybe she can start reaching out in the Spring or late Winter to the families in Steel City to see if they are interested as we'd love to have a program in Steel City. Ms. Louder said even if she does a pilot for three or four weeks and see how it goes and if it doesn't go, then she can close it up. She thinks it would be an asset. Mr. Carocci said he agrees. If they can't open it, then there should be some means by us...but they would have to provide the bussing, but that doesn't mean we couldn't contribute financially towards that cause. Ms. Louder said she would appreciate that.

Ms. Andrea Wittchen, 1885 Dartford Road, said do I understand correctly from this budget that the extra quarter percent that we are paying on EIT for open space acquisition is going to expire at the end of the year and that there is a \$10 million balance, are those numbers correct? Her assumption is at the moment, nowhere close to expend the \$10 million, and that's why we have not heard any suggestions that this ordinance or this tax should be continued, is that also correct? Attorney Treadwell said you can only have it a certain amount of time and we've had it for almost 15 years, so it goes away for a while, it could come back, but that requires a referendum again. Ms. Wittchen said her question is do we have an idea of a trigger point when that balance gets to a certain point where the Township would again consider applying an open space tax and has there been any consideration as to what that number might be; and if not, that might be a good thing for us to do. Mr. Carocci said he doesn't disagree, he thinks it's a little tricky. You don't know what problems may come on to the market, and there's always the option of the sale of the property and to agree to the appraised price. We are only allowed to pay an appraised price. You are not allowed to pay more than the appraised price. For example, the landfill can pay more than the appraised price and so it gets a little tricky there. He feels comfortable with the balance of \$10 million but if it ever got down to the \$4 or \$5 million then you need to do an analysis of what we bought and how much possible space is left in the Township at \$4 or \$5 million and does that need to come back on the ballot. He thinks those numbers would show, the amount in the account and the possible acreage that would still be available to purchase with that money would be the main factor and we aren't going to know that for a couple of years. Ms. Wittchen said she's not concerned about how many years it is until we get to that point, what she's concerned is if we have to then go through the entire ballot referendum process, this is not something that could be solved at one or two Council meetings so all she would suggest is that Council take a little bit of time, in conjunction with Cathy, and think about where that trigger point might come in. Then consider how long it might take to re-enact an Open Space tax. Mr. Carocci said he remembers in 2016 attending those meetings when the Council 2016 decided to put it on the ballot and it was brought up in two meetings. They drafted a referendum and we changed it a little bit and we paid for Polk Valley Park and allocated 10% use for maintenance of properties, and it was a big change. He thinks it was only one or two meetings, then it was proposed by Council and put on the ballot and then it passed 60-40, it wasn't close. Ms. Wittchen said there's only two elections a year, so there is some guarantee. Mr. Carocci said there's only a municipal election every two years. Ms. Wittchen said she thinks it can go any year. Mr. Carocci said well then yes. Mrs. Gorman said if Council is inclined we can use a similar method that we did with the landfill funding, in which we developed a plan for the usage of that and where the trigger is when we can use it and all that. Mrs. Yerger said it is used for park maintenance and things like that. Mrs. Huhn said we'd also be able to look at the larger parcels in the Township and give you an idea. There was something done like that and it needs to be updated.

Ms. Victoria Opthof-Cordaro said first to address the suggestions of Tom, the Solicitor hourly rate she would hope in looking at an hourly rate increase, you would also compare what the hourly rate is we're paying our Solicitor to other similarly situated municipalities to make sure that we're in line with what everybody else is paying Solicitor's at this time. So she hopes that's part of the consideration or that can be included when you're considering that at the next budget meeting. The second question she has is under the Police Department funding, it was unclear, and she knows currently the PD is in the process of negotiating a contract which may include increases to their payroll. She certainly heard a wonderful suggestion to thank our non-unionized employees for their service during COVID and giving them an increase, so she's curious if this budget for the PD also includes an estimated amount for the PD for them to receive a thank you for their time and service during COVID. Mr. Carocci said not at this time and the reason for that is they are negotiating a contract. There is money still there. He showed over \$1 million still there and you know, we'll just have to see. We've also given the road crew who are unionized and have plowed snow over COVID, they've shared trucks during COVID, and they are on it. It's just a matter of timing with the PD, it's not a matter of not wanting to do the same for them, it's a matter of timing when there's a contract, and we can address that situation, if it's not addressed in the contract, which it can be. Ms. Opthof-Cordaro said she's just wondering if the budget itself would account for this same percentage increase for the other employees of the Township. She thinks it would be a good...Mr. Carocci said first of all the money isn't coming out of the budget. It's coming out of the American Relief Fund, so it's not in the budget. That is money that the Township, \$1,134,000 received from the Township. Mrs. Huhn said it's in a separate account. Mr. Carocci said she showed if you saw that spreadsheet we allocated \$50,000 for fire services for capital improvements out of that, and for the 21 employees we were going to give the COVID bonuses of \$52,500 and then we are going to talk about an AV, audio visual purchase which is approximately another \$17,000 which is also something you can use the money for. You are limited as to what you can use that money for under the Federal guidelines. There's over \$1million after all those expenses are paid and when there is a police contract, if it's not addressed in the contract, it can be addressed by Council at that time, but that is not money coming out of the budget and it's a one-time payment. Ms. Opthof-Cordaro said just to be clear, your current budget whether it's coming from the Federal allocated funding or the current operating expenses, we don't have an increase, the same match you are proposing for the other employees to the PD, you are going to wait for that to occur? Attorney Treadwell said it's not in the budget at all, for anybody. There's no bonus in the budget for anyone. Ms. Opthof-Cordaro said currently, but we have a proposal for our other employees to receive money from the Federal Government. Attorney Treadwell said let me try to explain. There's a proposal that Mr. Carocci made to increase salaries by 2.5% or 3% that will be in the budget. The bonus from the Federal money has nothing to do with the budget. It's a separate issue. Ms. Opthof-Cordaro said what she's asking is we also provide that COVID bonus to the other employees that weren't listed, but that's just her comment. Mr. Carocci said there's no reason why it cannot be done at a later date when they are out of contract talks.

Ms. Opthof-Cordaro said the next question she has is just about the Parks & Rec. on the mowing expenses, she wanted to see when the last time we had requested a proposal for the cost of our professional mowing that's done throughout the parks? She just had recently been in Steel City and she noticed that the park in the center of town had a lot of overgrown weeds in a gully and it didn't look very nice compared to the rest of the other parks in the Township. She's just curious if we are going to try and check the cost of what we're currently paying our contractor and how that would then compare to some other people who are interested in doing a good mowing job. Mrs. Huhn said we bid that annually. Mrs. Gorman said we bid that last year and we usually open it up for another year renewal. Last time we did it which was the beginning of this year, we had two bids and the lowest bid was almost \$20,000 less. Attorney Treadwell said and he's not sure which gully Victoria is talking about but there's a swale in Steel City that has different mowing requirements as it's vegetated with special stuff or something, so it doesn't get mowed like regular grass gets mowed. Ms. Opthof-Cordaro said that's fine and maybe there's another way to vegetate it so it doesn't look

just like weeds. She doesn't know. Mrs. Huhn said they are discussing this with Public Works, so they are looking at it.

Ms. Opthof-Cordaro said the last comment she had was just on the fire services, she saw that the budget included the 4<sup>th</sup> payment for the fire truck and she knows that we discussed this in other Council meetings or you have discussed this, but it's with all this surplus money you have, she's curious as to why there isn't a proposal to pay off that fire truck? We are a Council, we are a Township that prides ourselves with zero debt and there is currently interest being paid on that truck and if we have the money we should save the fire company that interest payment and save the Township that interest money and just pay it off in full. Mr. Carocci said that can be done next year without part of this budget as the money comes out of the Fire Tax Fund, but quite frankly, in his meetings with Fire Services with LSFR, they are not requesting that at this time because we need to see what's going to happen with Steel City. We have not been able to get a station that's up there for the equipment and we decided at the fire services level if something breaks there and if we can acquire that station and we don't have to acquire property or build another station, then it's possible that some of the money in the Fire Tax Fund could be used to pay off the remaining balance of the fire truck. We don't know exactly what we are going to have to spend in Steel City station-wise to pay off and deplete those funds. Mrs. Huhn said or equipment. Mr. Carocci said to deplete that fund we don't know what's going to happen in Steel City; and LSFR's leadership agreed with that. Ms. Opthof-Cordaro said she's glad they are here to confirm what you are saying.

**B. APPROVAL OF 2022 MINIMUM MUNICIPAL OBLIGATION FOR UNIFORM/NON-UNIFORM PENSION PLAN**

Mrs. Yerger said Act 205 requires the Township Manager as the CAO for the two employee pension plans to annually determine the Minimum Municipal Obligation (MMO) of the Township for the coming year. The 2022 MMO's for both plans have been prepared by the Township Actuary. They have been reviewed by the Pension Advisory Committee at their meeting on September 8, 2021 and are being presented to Council for approval.

Mrs. Huhn said you addressed it perfectly. We do have the MMO's in your packet so this would require a motion from Council to appropriate the money in the budget for payment.

**MOTION BY:** Mrs. Yerger to approve the 2022 Minimum Municipal Obligation for the Uniformed Pension Plan in the amount of \$430,113 and for the Non-Uniform Pension Plan in the amount of \$180,965.  
**SECOND BY:** Mr. Carocci  
**ROLL CALL:** 5-0

**C. APPROVAL OF DONATION REQUEST TO SAUCON VALLEY SPIRIT PARADE**

Mrs. Yerger said the Saucon Valley Spirit Parade is requesting donations toward this year's event. We have budgeted \$1,000 to be allocated upon Council's approval. Mrs. Huhn said this is budgeted, we are now bringing it to Council for approval to make the donation to the Spirit Parade.

**MOTION BY:** Mrs. Yerger to authorize the donation of \$1,000 to the Saucon Valley Spirit Parade.  
**SECOND BY:** Mrs. Stauffer  
**ROLL CALL:** 5-0

Mrs. Huhn said to please let her or Tracie know if you would like to participate in the parade. We will be seeking to have a truck donated for use and she will drive from either Bethlehem Ford or Chevy 21. Mrs. Stauffer said we're really glad to have this for this year, but if it's canceled, what does the donation go towards. Mrs. Huhn said it was cancelled one year and we did not pay it the next year. Mrs. Gorman said they'll keep it in their bank account and use it for the next year.

**D. A/V UPGRADES IN COUNCIL CHAMBERS TO SUPPORT LIVE STREAM MEETINGS**

Mrs. Yerger said Staff has contacted the company who has done previous work to our audio/visual system at Town Hall requesting a quote for equipment and installation to provide for live stream meetings. The quote is provided for discussion.

Mrs. Huhn said the quote you have in your packet we received from the company who had previously done an upgrade to this system to our Audio Visual and the sound system. We were able to get a price from them to tie into what we currently have to be able to Zoom and livestream. They would get rid of these wires here, there may be two computers to run. She's not sure if Tracie could do both of them. There would be the livestreaming capability. This was the only company we were able to get to come into look at it at this time. We had our IT people come in but they were not able to do the magnitude of what we were looking for.

Mr. Carocci said the way he understands you can have meetings which can be viewed at home and they can participate and he doesn't object to that, as the more public participation, the better. His concern is that we only have one quote for \$17,000 and he would like to see it bid out, quite frankly. It's a lot of money and he'd like to see additional quotes and additional descriptions on exactly what it's going to be. We also need to figure out if...he forwarded this to a LST resident that does TV production and video and he looked at it and said that it's a good system, but it is challenging to use, which means you need expertise. We may have that on staff. He runs a similar system like this for Delaware County and he does it remotely. He said the concern should be does Township have somebody else that can run this to make sure it runs properly for a public meeting and make sure it can't be hacked as much as possible. Again, he thinks if we are going to spend \$17,000 he'd like to get at least three bids. He's going to make a motion to table this.

**MOTION BY:** Mr. Carocci moved to table this agenda item until we get more bids.

Mr. Banonis said Tom, to your point, look at the second page, it says if training is included as part of the order, AVT reserves the right to invoice for product delivered or installed to the customer, and invoice training separately when completed. Completed training is not a prerequisite for payment of delivered goods. We're just buying a system here that may not be operational or may be additional costs in order to use it so we have to get someone up to speed, so he agrees with Tom. Mr. Carocci said we need to know what we are getting into and what the costs are. In principal, he's for holding meetings this way, but he's not for spending money on a system that we don't know if staff will know how to work. He's not going to know how to work it and then the cost if we have to hire somebody. Maybe he wants bids on the actual installation of this type of audio-visual system upgrade and also bids on the cost of operating it and keeping it safe from hacking and making sure it actually works so the people don't get frustrated when they are trying to log on or ask a question. Even tonight we had a little feedback on these microphones. He thinks we need to...he understands why it's been rushed, but we have money that we can use for this that qualifies from the Federal Government as far as he reads the requirements, something we can use COVID relief money for, but let's make sure we get the system right because we are going to have to live with it for a long time. If we're going to spend the money, we'll have it for years. He made a motion for it to be tabled until we get additional bids and with the understanding of who is going to run it. Mr. Banonis said with regard to the ATV estimate we have, can you go back and find out what the training costs are estimated to be so we can compare apples to apples. Mrs. Huhn said we'll get more information from them and that's fine, we will reach out to some more companies and contractors. She doesn't think this meets the bidding threshold, the amount, but it does meet the three phone quote requirements. Mr. Carocci said if it doesn't meet the amount, Council can still request multiple bids and that's what he wants to do. Mr. Banonis said if we add in the training costs, it may meet the threshold. Mrs. Stauffer said she's curious to know if you got a tour of the Hellertown setup and what you learned from them since Tom Rieger here previously and offered to show us a demo. There was an opportunity there. Mrs. Huhn said she did speak to Tom Rieger and he has offered that and she has been over to Town Hall. He didn't run her through the process of the whole system. If he would like to come over here and look at this, he can. She doesn't think they have the same system as she did ask them if they integrated as we have, is every microphone going into our recording system, actually this one is picking up Priscilla on the phone tonight. All these speakers are, the way she understood it when it was originally installed, this speaker in front of her is tied down to the speaker in front of you then also ties into that and then the overhead audio that is tying back into this. She's not sure they have this robust of a system as the way it was explained to her, they are just recording from zoom. Mrs. Stauffer said that was her second question. She knows we post our

recordings to the website. It's fantastic and transparency, but also had a question as to how much space we were paying potentially for hosting it on our site versus hosting it on YouTube and adding it on to our site. Mrs. Huhn said we don't pay anything to host it on our site. Mrs. Stauffer said we don't pay any storage, really? Mrs. Huhn said we have a contract with our site provider and actually we upload it ourselves. Mrs. Stauffer said typically she feels there should be some sort of fee as it might save us. Mrs. Huhn said there is no hosting fee.

**SECOND BY:** Mr. Banonis

Ms. Wittchen said to Tom's point, she had an ex-husband who worked for NBC as a Technical Manager and she would also suggest that first of all three quotes is a great idea and secondly when you are preparing a request for a bid you ask them to do a demonstration of the proposed system – maybe one they have installed somewhere or their own laboratory or facility and then you can watch what is required of the person to run the system and that will give you the most valuable information as to the level of difficulty of managing the system. Mr. Carocci said it's a great idea and he'd like a demonstration to Council. Mr. Bryan Evans said, just to Kristen's point, he doesn't want to name any specifics to make anyone feel it was about them, but he participated in several meetings in other organizations, other tax funded places and there is nothing more frustrating than logging on to an online meeting and only being able to hear from people on one side of the room. Leslie's point about everything tying in, etc., having this will be great. Obviously, he's one of the few residents of the Township that for several years has been to every one of these meetings and there are certainly times being more places than one, being home to participate would be great, but it's got to be done right or it's totally ineffective if you can't hear everyone as it's recorded for minutes and all those other types of things. Mr. Carocci said we have one chance to get this right, let's get it right. Ms. Ophof-Cordaro said she doesn't want to hold it up anymore, but she hopes you keep this on the forefront of Council meetings as you are tabling it tonight, she completely agrees with needing more bids and all that. She wants it to be done the right way but if you could please keep it on the forefront, she thinks it would be wonderful for the Township.

**ROLL CALL:** 5-0

**E. HELLER HOMESTEAD WIDOW'S HOUSE WINDOW REPLACEMENT BID**

Mrs. Yerger said a bid opening was held on Friday, September 10, 2021 for the Heller Homestead Widow's House – Window Replacement. No bids were received and the Manager will discuss with Council.

Mrs. Huhn said unfortunately Mrs. Yerger is correct, we did not receive any bids for the bid package that we advertised for the window replacement. She's not sure what the next steps are that Council would like to look at. The grant that we have expires in June or December. Mrs. Gorman said June 2023. Mrs. Huhn said so we have time. She knows contracting supplies and contractors, everything is behind schedule right now with things that are occurring. She doesn't know if you want to hold off on this. She knows the concern is going through the winter months with the Widow's House not having new windows. We can try and bid again, but then you are spending \$400 to \$600 for an advertisement that you may not again receive any bids. Mr. Banonis said we have to be strategic as to when we bid it. Right now, the supply chain is tight. Contractors probably do not want to take something like this on, maybe we visit it next year in March and bid it out. Mrs. Huhn said we've been assisting the SVC and paying their bills so PW can certainly go in and put plastic over the windows or do something to help insulate it for the winter. The other thing you may want to consider, we are spec'ing a very specific window. They are custom made. You are not looking at something you could purchase and install. She took the liberty of contacting PHMC for some guidance as to the type of window and can report back when she receives a response.

(The recording was inaudible at this point on)

Mr. Roger Jurczak spoke regarding some history as to the window project.

F. **SAUCON VALLEY CONSERVANCY FALL FUN DAY EVENT**

Mrs. Yerger said the Saucon Valley Conservancy is holding a Fall Fun Day on October 9<sup>th</sup>. They have submitted their application for Council's review and approval.

**MOTION BY:** Mr. Banonis moved for approval of the Saucon Valley Conservancy's Fall Fun Day.  
**SECOND BY:** Mrs. Stauffer  
**ROLL CALL:** 5-0

VI. **MISCELLANEOUS BUSINESS ITEMS**

A. **APPROVAL OF AUGUST 2021 FINANCIAL REPORTS**

**MOTION BY:** Mr. Banonis moved for approval of the August 2021 Financial reports.  
**SECOND BY:** Mr. Carocci  
**ROLL CALL:** 5-0

VII. **COUNCIL & STAFF REPORTS**

A. **MANAGER – Mrs. Huhn**

➤ Stated she had a call with the engineering firm responsible for the Meadows Road Bridge replacement regarding new and permanent signage as they move forward with the project.

B. **COUNCIL**

**Mr. Carocci** – No report

**Mr. Banonis**

➤ Said he attended the Park & Rec Board meeting and reviewed a list of concerns, including light covers near the parking lot, swale vegetation, some type of plant screening near the basketball court, quieter backboard options and a concrete base under the memorial bench which were requests from the neighbors surrounding the Steel City Park and asked these be discussed with the Public Works Department.

**Ms. deLeon**

➤ She reviewed the upcoming Chamber events being held in Lower Saucon and Hellertown Borough.

**Mrs. Stauffer** – No report

**Mrs. Yerger** – No report

C. **SOLICITOR** – No report

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

IX. **ADJOURNMENT**

**MOTION BY:** Mr. Banonis moved for adjournment. The time was 8:05 p.m.  
**SECOND BY:** Mr. Carocci  
**ROLL CALL:** 5-0

Submitted by:

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Leslie Huhn  
Township Manager

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Sandra B. Yerger  
Council President