

**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. Introduction of Candidates for Junior Council Person Program
- B. Resolution #64-2016 – Honoring Ken Niewoehner for his Service to the Lower Saucon Authority

**III. DEVELOPER ITEMS**

- A. Books/Demayo Lot Line Adjustment – 3917/3927 Lower Saucon Road – Preliminary/Final Approval

**IV. TOWNSHIP BUSINESS ITEMS**

- A. Request to Rename Friebley Avenue to Blair Avenue
- B. Budget Advisory Committee – Approval of Report and Policy Recommendations
  - 1. Debt Policy
  - 2. Investment Policy
  - 3. Capital Improvement Fund Policy
  - 4. Unrestricted Funds Balance Policy
- C. 2017 Minimum Municipal Obligation for Uniform/Non-Uniform Pension Plans
- D. RFP for Policy Operations Study – Consultant Selection
- E. Attendance of Department Heads at Council Meetings
- F. Heller Homestead – PHMC Comments Regarding Location of Knox-Box

**V. MISCELLANEOUS BUSINESS ITEMS**

- A. Approval of August 2016 Financial Reports

**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 Park & Rec Meeting: October 3, 2016  
Next EAC Meeting: October 11, 2016  
Next Saucon Valley Partnership: October 9, 2016 @ LST  
Next Zoning Hearing Board Meeting: October 17, 2016  
Next Council Meeting: October 5, 2016  
Next Planning Commission Meeting: October 27, 2016  
Next Saucon Rail Trail Oversight Commission Meeting: October 24, 2016 @ LST

**I. OPENING**

**CALL TO ORDER:** The General Business & Developer meeting of Lower Saucon Township Council was called to order on Wednesday September 21, 2016 at 7:00 p.m., at Lower Saucon Township, 3700 Old Philadelphia Pike, Bethlehem, PA with Mr. Ron Horiszny, presiding.

**ROLL CALL:** Present: Ron Horiszny, President; Sandra Yerger, Vice President; Glenn Kern, Priscilla deLeon (via conference call) and Donna Louder, Council Members; Leslie Huhn, Township Manager; Linc Treadwell, Township Solicitor; Mike Beuke, Township Planner; Brien Kocher, Township Engineer.

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENT OF ANY EXECUTIVE SESSION (IF APPLICABLE):** Mr. Horiszny said Council did meet in Executive Session after the last meeting to discuss land acquisition.

**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/HEARING**

**A. INTRODUCTION OF CANDIDATES FOR JUNIOR COUNCIL PERSON PROGRAM**

Mrs. Huhn said there are four representatives who applied for the Jr. Council program. They are all present tonight except for Rachel Panek. Rachel would like to serve on the Council, Ryan Smith on the Parks & Recreation Board, Brynn Bambu on the EAC; and Jake Nichols on the P/C.

**MOTION BY:** Mr. Horiszny moved to approve the four Jr. Council members as stated above.

**SECOND BY:** Mrs. Louder

**ROLL CALL:** 5-0

**B. RESOLUTION #64-2016 – HONORING KEN NIEWOEHNER FOR HIS SERVICE TO THE LOWER SAUCON AUTHORITY**

Mr. Horiszny read Resolution #64-2016.

**MOTION BY:** Mr. Horiszny moved to approve Resolution #64-2016 honoring Ken Niewoehner.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 5-0

Mr. Niewoehner said it was his pleasure serving the LSA.

**III. DEVELOPER ITEMS**

**A. BOOKS/DEMAYO LOT LINE ADJUSTMENT – 3917/3927 LOWER SAUCON ROAD – PRELIMINARY/FINAL APPROVAL**

Jay Musselman from Base Engineering and William Books were present. Mr. Musselman said the property is located along Lower Saucon Road. Mr. Books property is 2.5 acres (Lot 1) and there's a Lot 2 that has about 38,000 square feet and that's owned by Joseph & Molly Buck. They want to adjust the property lines which affect a macadam driveway and a building. They received review letters and have no problems with any of the issues that are being raised. Mr. Kocher said they are asking for three waivers, which he reviewed. Attorney Treadwell said this proposal doesn't have any new construction. Mr. Musselman said correct. Attorney Treadwell asked Mr. Musselman to describe where the new lot lines would be.

**MOTION BY:** Mr. Horiszny moved for conditional preliminary/final approval based on Hanover Engineering's draft motion dated September 21, 2016.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 5-0

Mr. Books said in the one area, it's hard for him to believe there's carbonate rock. The only limestone rock he's ever seen in the areas has been imported for landscaping. Mrs. Yerger can back up his statement as she lives near there and up on the hill it's granite.

**IV. TOWNSHIP BUSINESS ITEMS**

**A. REQUEST TO RENAME FRIEBLEY AVENUE TO BLAIR AVENUE**

Mrs. Huhn said there is a letter from John Blair requesting permission to change the name. It is a privately owned avenue and there's one other property, and he also owns that. They agreed to pay for any cost of the sign and installation.

**MOTION BY:** Mr. Kern moved to grant the request from John and Susan Blair to change Friebley Avenue to Blair Avenue and to pay any costs and fees associated with this request.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 5-0

**B. BUDGET ADVISORY COMMITTEE POLICY RECOMMENDATIONS**

Cathy Gorman, Lou Mahlman, Charlie Luthar and Tina Krasnansky were present. Council liaison was Priscilla deLeon. Ms. Gorman said they provided a report to Council with some recommendations regarding budgets and funding. The Committee felt that the financial software system the Township has is adequate. The Financial Reporting is what she gives you on a monthly basis and they felt that one of the items they do not show you is the revenue so there is a sheet that's attached which shows the revenue transactions for the month which will be with the monthly financials. Mrs. deLeon said the Committee did an excellent job.

**MOTION BY:** Mr. Horiszny moved to accept the report as presented by the Budget Advisory Committee.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

Ms. Gorman said the debt policy has all the safeguards which would be in any policy with regards to what they are requesting you to do. This policy focuses on the type of debt to be incurred. It limits it to projects of a certain amount of money and life span. It addresses any issues of prepayment to loans which are goals and should be utilized and looked at every year along with the interest rates. This looks at long term investments for the Township.

**MOTION BY:** Mr. Horiszny moved to accept and implement the Debt Policy as presented by the Budget Advisory Committee.

**SECOND BY:** Mrs. Louder

**ROLL CALL:** 5-0

Ms. Gorman said it's the same language as the other policies but the mechanism for this is if there are funds that are not liquid, they recommend you utilize 20% to be invested in any type of six-month maturity or CD.

**MOTION BY:** Mrs. Yerger moved to accept and implement the Investment Policy as presented by the Budget Advisory Committee.

**SECOND BY:** Mrs. Louder

**ROLL CALL:** 5-0

Ms. Gorman said this policy acknowledges you have a Capital Plan requirement in your Township code and forms a basis and policy structure on how to invest those funds.

**MOTION BY:** Mrs. Louder moved to accept and implement the Capital Improvement Fund as presented by the Budget Advisory Committee.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 5-0

Ms. Gorman said this policy sets what your unrestricted fund would be in the course of the year and the investment policy ties in to your unrestricted fund balance policy. This is your safeguard as to how much you will anticipate or are requiring to have in the course of the beginning of each year to use.

**MOTION BY:** Mr. Horiszny moved to accept and implement the Unrestricted Funds Balance Policy as presented by the Budget Advisory Committee.

**SECOND BY:** Mrs. Louder

**ROLL CALL:** 5-0

Mr. Luthar thanked Ms. Gorman and said she was fantastic. Mr. Kern said it was the clearest report on a difficult subject. They did an amazing job. Mrs. Louder thanked the Committee and said it was very clear and she was able to decipher it. They did a great job.

**C. 2017 MINIMUM MUNICIPAL OBLIGATIONS FOR UNIFORM/NON-UNIFORM PENSION PLANS**

Mr. Horiszny said the uniformed is \$290,414 and the non-uniformed is \$83,720. Mrs. Huhn said the total is \$374,134. They expect State Aid to come in at \$223,106.95, which would leave the Township payment in the amount of \$151,027.05 which is an increase of \$629 over what was put in last year. Mr. Horiszny said this is a state mandated requirement.

**MOTION BY:** Mr. Horiszny moved for approval of the 2017 Minimum Municipal Obligation for the Uniform and Non-Uniform Pension Plan, as stated above.

**SECOND BY:** Mrs. Louder

**ROLL CALL:** 5-0

**D. RFP FOR POLICE OPERATIONS STUDY – CONSULTANT SELECTIONS**

Mrs. Huhn said this was discussed at the last meeting. Council requested them to review CGR, McGrath, Novak and Matrix Consulting. The references for each firm were contacted and there's a memo outlining the responses they received. They conducted phone interviews with the lead member of the consulting team. They feel all four firms could provide the Township a quality product. The next step is for Council to review.

Mr. Horiszny asked for the amounts for each proposal. Mrs. Huhn said CGR \$73,000.00; Matrix \$34,460.00; McGrath \$44,287.00; and Novak \$37,500.00. Mrs. Huhn feels McGrath and Matrix would meet what the Township is looking for in a study. They both provided reports and sample studies of municipalities that they have done. All four Council members liked the Matrix Group.

**MOTION BY:** Mrs. Louder moved for approval to award the contract to Matrix in the amount of \$34,460.00 for the Police Operations Study.

Mrs. Huhn said they will set up a time for everyone to meet with them. Council thanked Kal and Leslie for doing a great job.

**SECOND BY:** Mr. Horiszny

**ROLL CALL:** 5-0

**E. ATTENDANCE OF DEPARTMENT HEADS AT COUNCIL MEETINGS**

Mrs. Huhn said at the request of Council, the department heads are present at the meeting this evening. There are reports from each department in your packet. She requested feedback from Council on the department heads attending meetings. She outlined a memo with some suggestions that she presented to Council. Mrs. Louder said she feels that having two department heads present one meeting a month would help familiarize them with the community and the residents. Mrs. Huhn said they do have interaction on a day-to-day basis with the community.

Mrs. Yerger said our meetings are very different from month to month so picking a meeting and saying they have to come to this meeting where there may be nothing relevant at that meeting.

Mr. Rasich said his interaction with the public is on a daily basis. His concern is coming to a meeting and being put on the spot without doing some research and getting the proper information. Mrs. Huhn said that would be the same with the Police, Mr. Garges and Mrs. Gorman as they might have to research the answer. Mrs. Louder said she agrees with them 100% to not put them on the spot. She said in reading the Hellertown's minutes, all the department heads are present.

Mrs. deLeon said she doesn't believe they should be put on the spot either. She knows other Townships have reports and also have them attend the meetings.

Mr. Kern said can it be tied if there's an agenda item involved and then they could attend. Mr. Garges said he's been here 12 years and he thinks the department heads are more the face of the Township even more than Council. They deal with people daily. He's usually here once a month anyway and attends meetings with two other boards. He does feel his attendance is important.

**General Business & Developer Meeting  
September 21, 2016**

Mrs. Yerger said if there's a major issue on the agenda with your department, then they should maybe attend.

Chief Lesser said any meeting in which you would find it beneficial for him to attend, he would be in attendance. He'd like to think the PD is very community-oriented. He would welcome a comparison of their police report to any police report in the area. Mr. Kern said he loves the Chief's police report.

Mrs. Louder said she would like to cordially invite all department heads to show up at any meeting they want to. Mrs. Huhn said we will add monthly reports to the Council agenda.

Mr. Horiszny said his thought was monthly versus quarterly, which is something to think about.

**F. HELLER HOMESTEAD – PHMC COMMENTS REGARDING LOCATION OF KNOX-BOX**

Mrs. Huhn said at the last meeting we discussed the Knox Box location. The Conservancy requested the box be located at the front door of the building. The approval they received from PHMC was based on the Knox Box being located on a bollard at the base of the building in the yard area. Normally the boxes are located by the entrance of the building as the Emergency Responders like them to be where they can quickly locate the key. If we have a large amount of snow and the bollard is covered with snow, the emergency responders will have to tread to the bollard to get the key.

Mrs. Huhn forwarded the photos to PHMC and Ms. Arnold asked several questions as to how it was going to be attached to the building. Roger responded that it's drilled in. She asked if there was any electric to it, and there is no electric associated with it. Her other question was if this location was a standard of what the emergency responders would want. Mrs. Huhn will respond back to her with the answers. Her approval would be based on the answers.

**MOTION BY:** Mr. Horiszny moved to approve location of Knox-Box to the left of the front door as long as PHMC is not opposed to that.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

**V. MISCELLANEOUS BUSINESS ITEMS**

**A. APPROVAL OF AUGUST 2016 FINANCIAL REPORTS**

**MOTION BY:** Mrs. Yerger moved for approval of the August 2016 financial reports.

**SECOND BY:** Mr. Horiszny

**ROLL CALL:** 5-0

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

- Mr. Gordon Gress asked about Black River Road project. Attorney Treadwell said we are still working with the property owner regarding the drainage and are hoping it will be resolved shortly.

**VII. COUNCIL & STAFF REPORTS**

**A. TOWNSHIP MANAGER**

- Mrs. Huhn said we received a request from David Heintzelman for the Spirit Parade for a donation. Last year Council approved \$1,000.00. Mrs. deLeon said she thought that was in the budget. Mrs. Gorman said it's in the budget but the previous Manager always brought it to Council's attention when the letter was received.

**MOTION BY:** Mrs. deLeon moved for approval of donating \$1,000.00 to the Spirit Parade.

**SECOND BY:** Mr. Horiszny

**ROLL CALL:** 5-0

**General Business & Developer Meeting  
September 21, 2016**

- Mrs. Huhn had two special events that were reviewed by the Park & Rec Board. The first is LST Historical Society's annual AppleFest on October 1, 2016. The second is the annual LV Old Timers Soccer Club which will be held in May 2017.

**MOTION BY:** Mrs. Yerger moved for approval of the two special events.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

**B. COUNCIL/JR. COUNCIL**

**Mr. Kern** – No report

**Mrs. Yerger**

- She said come to the AppleFest this year. They are giving hayrides in Woodland Hills Preserve.

**Mrs. deLeon** – No report

**Mrs. Louder**

- She commended all of the Public Works and Police Department employees for a great job.

**Mr. Horiszny**

- He said he attended the LSA meeting last night. They have approved and gotten permission for the pipe going under Route 378. It should be completed by Thanksgiving.
- He asked if the alternate member could attend the Library meeting next week.

**C. SOLICITOR** – No report

**D. PLANNER** – No report

**E. ENGINEER** – No report

**VIII. ADJOURNMENT**

**MOTION BY:** Mrs. Yerger moved for adjournment. The time was 8:09 p.m.

**SECOND BY:** Mr. Horiszny

**ROLL CALL:** 5-0

Submitted by:

---

Leslie Huhn  
Township Manager

---

Ron Horiszny  
Council President