

**I. OPENING**

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

**II. PRESENTATIONS/HEARINGS**

- A. Resolution #65-2016 – Recognizing Michael Boreman for Receiving His Eagle Scout Award
- B. Resolution #66-2016 – Saucon Valley Community Center Honoring Amanda Buss-Sivak

**III. DEVELOPER ITEMS**

**IV. TOWNSHIP BUSINESS ITEMS**

- A. David Jauregui – 1557 Surrey Road – Request for Road Vacation
- B. Thomas Peterson – 3785 Wilhelm Road – Waiver from Well Isolation Distance
- C. Discussion on Upgrade to Township Website
- D. Audio/Visual Upgrade and Repair Proposal
- E. Award of Roof Replacement Bid on Seidersville Hall
- F. Award of Park Landscaping Bid at Steel City Park
- G. Award of Park Amenities Bid at Steel City Park
- H. PennDOT Request to Turn Back the Narrows to the Township

**V. MISCELLANEOUS BUSINESS ITEMS**

- A. Approval of October 5, 2016 Council Minutes
- B. Approval of September 2016 Financial Reports
- C. Monthly Department Reports for September 2016 – Police, Public Works & Zoning

**VI. PUBLIC COMMENT ON NON-AGENDA ITEMS**

**VII. COUNCIL & STAFF REPORTS**

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

**VIII. ADJOURNMENT**

Next Saucon Rail Trail Oversight Commission Meeting: October 24, 2016 @ LST  
Next Council Meeting: October 26, 2016 @ 6:00 p.m. (Budget)  
Next Planning Commission Meeting: October 27, 2016  
Next Park & Rec Meeting: November 7, 2016  
Next Saucon Valley Partnership: November 9, 2016 @ LST  
Next EAC Meeting: November 15, 2016  
Next Zoning Hearing Board Meeting: November 21, 2016

**I. OPENING**

**CALL TO ORDER:** The General Business & Developer meeting of Lower Saucon Township Council was called to order on Wednesday October 19, 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 and Donna Louder, Council Members; Leslie Huhn, Township Manager; Linc Treadwell, Township Solicitor; Mike Beuke, Township Planner; Brien Kocher, Township Engineer; Rachel Panek, Jr. Council member.

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENT OF ANY EXECUTIVE SESSION (IF APPLICABLE):** Mr. Horiszny said Council did not meet in Executive Session since the last meeting.

**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. RESOLUTION #65-2016 – RECOGNIZING MICHAEL BOREMAN FOR RECEIVING THE EAGLE SCOUT AWARD**

Mr. Horiszny read the resolution. Council congratulated Michael.

**MOTION BY:** Mr. Horiszny moved to approve Resolution #65-2016.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

**B. RESOLUTION #66-2016 – SAUCON VALLEY COMMUNITY CENTER HONORING AMANDA BUSS-SIVAK**

Mrs. Huhn said they will present the resolution to Amanda at the dinner.

**MOTION BY:** Mrs. deLeon moved to approve Resolution #66-2016.

**SECOND BY:** Mrs. Louder

**ROLL CALL:** 5-0

**IV. TOWNSHIP BUSINESS ITEMS**

**A. DAVID JAUREGUI – 1557 SURREY ROAD – REQUEST FOR ROAD VACATION**

Mr. Jauregui was present. He said there's a road between his property and his neighbor's property that's never been populated and he'd like to have it vacated. Mr. Jauregui said there are four neighbors adjoining and he and one of the other neighbors are covering the cost. Mrs. deLeon said she doesn't support something like this unless all the neighbors are notified. Mr. Horiszny said this is just to advertise, and then he will have to go through the normal process. Mrs. deLeon said all four people should be here and Mr. Jauregui said he will get ahold of them.

**MOTION BY:** Mr. Horiszny moved to approve advertisement of ordinance for vacation of a portion of Surrey Road.

Mrs. Yerger said all four of those neighbors will be notified by letter, so they will have time to look at this. Mrs. Louder said she experienced this year's ago, and they went through the process; they weren't allowed to close the area and did not add the property to their deed. They just vacated it, but anyone can still drive through that paper street.

**SECOND BY:** Mrs. Louder

**ROLL CALL:** 4-1 (Mrs. deLeon – No)

**B. THOMAS PETERSON – 3785 WILHELM ROAD – WAIVER FROM WELL ISOLATION DISTANCE**

Mrs. Huhn said a draft motion has been prepared. Mr. Peterson said he can't move his well as it would put it in distance to neighboring properties. The DEP approved this.

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Mrs. Louder said part of the waiver is the groundwater testing. For the future, it says you can waive the groundwater studies and she's not comfortable with that and would be more comfortable if the testing continued. Mr. Kocher said the theory is it's going to be a brand new system and it can't pollute the groundwater any more than the current system is. Mrs. Louder said her concern is for future property owners. Mr. Kern asked how it would be a new system and Mr. Kocher said it looks like it's a sand mound designed to modern standards. Attorney Treadwell said the requirements being referred to are for appropriate groundwater studies; that means you only do the studies if you are repairing an old system, not doing a new one. Mr. Peterson said you can do groundwater studies at any time and they could be inconsistent with the septic system.

**MOTION BY:** Mrs. Louder moved for approval per Hanover Engineering's October 19, 2016 draft motion for Thomas Peterson waiver from well isolation distance – 3785 Wilhelm Road.

**SECOND BY:** No second. Motion fails.

Mrs. Yerger said Township systems are being replaced all the time, is it a standard that the groundwater is always continually tested every time a new system goes into place? Mr. Kocher said there's no neighboring well within the 100'. Mrs. deLeon said for years we put these conditions in all the approvals, but no one checks on them. Attorney Treadwell said if you are worried about a future property owner, every agreement of sale for a residence in PA has a disclosure regarding the sewer system.

Mrs. Yerger asked if we are going to require this going forward for everyone who puts in a new septic system? Mrs. Louder said no, this septic system is only going to be 70' away from his existing well. Mr. Kocher said he has never seen a groundwater study for a new septic system. He doesn't know what parameters there would be. Attorney Treadwell will put some protections in the agreement that the property owner should have their well tested once a year. Mrs. Yerger said we can't make him do that. Attorney Treadwell said it's his well, and it's up to the property owner to test their well.

**MOTION BY:** Mrs. Louder moved for approval per Hanover Engineering's October 19, 2016 draft motion for Thomas Peterson waiver from well isolation distance – 3785 Wilhelm Road provided that Attorney Treadwell puts into the agreement that the property owner should have the well tested annually.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

**C. DISCUSSION OF UPGRADE TO TOWNSHIP WEBSITE**

Mrs. Huhn provided a brief history of the Township website. We are continually adding things to the website to keep residents up-to-date. Bob Bysher from New Arrival Studios was present to give a presentation. Mr. Bysher said in terms of technology, the township site is old and showing its age. The new designs are responsive and will respond to any size screen and reshape itself. A search feature will be added that will search everything on the website including all the archived minutes. He said they want to add Google Analytics, which would provide information on what pages of the website are getting the most views.

Mr. Bysher said if there is a hot topic in the Township, you can put it in a banner on the front page. Another recommendation would be a Facebook page where there's a lot more visibility. They looked at the Police Facebook page and they have 1,800 residents following them, and he feels you should create a separate one for the Township.

Mrs. deLeon said when people come to a meeting, they don't have any handouts; they see only what's on the screen. Mrs. Huhn said on the Plumsteadville website, they post the meeting packet. Mr. Bysher said he commends Lower Saucon Township for their transparency. There is more information on your website with 156 pages, than any Township he has. For all the years we've been doing business and being on the maintenance package, they do the website for half price.

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Mrs. Huhn said Tech Data works closely with Mr. Bysher in making sure our servers are adequate. Mr. Bysher said if Tech Data needed to increase the size of the drive or the space, it could be done inexpensively.

Mrs. Louder asked if this was budgeted? Mrs. Huhn said yes, we've carried this in a line item for a couple of years anticipating we would be doing an upgrade in the future. We currently have \$6,000 budgeted. We still have \$12,000.00 left in our Major Equipment Purchases for this year, so if we take the remainder out of that, we will have \$4,000.00 to get to the end of the year in case of any equipment issues arise. Next year all we would carry through is the maintenance cost which is about \$3,600.00.

Mrs. deLeon asked about the RSS news feed. Mr. Bysher explained about the RSS technology has been downgraded and everything has been switching to social media because it's free. Mrs. deLeon asked about meetings being videotaped. Mr. Bysher said you have two choices, one is the live streaming, the other is posting them the next day.

- MOTION BY:** Mr. Kern moved for approval for an upgrade to the Township website not to exceed the price of \$13,950.00.  
**SECOND BY:** Mrs. deLeon  
**ROLL CALL:** 5-0

**D. AUDIO/VISUAL UPGRADE AND REPAIR PROPOSAL**

Mrs. Huhn said we received a proposal from Comm-Tech who looked at our system that is aging. Their proposed repair to our current system which would be a base audio upgrade is in the amount of \$7,909.00. That includes a mixer and amplifier. Mr. Sostarecz said all the current microphones are of high quality and would not need to be replaced. The company conducted two site visits, free of charge, and corrected some things for us. What they propose would allow for future expansion.

Mr. Horiszny said the suggestion is not to go with the video right now. Mrs. Huhn said correct, we have the \$25,000.00 in the Capital Budget for IT improvements. Mrs. deLeon said when she participated by phone, she was pleased how well she could hear. Mr. Kern asked about audio conferencing, which is important and also if we could go with a voice recognition system and transcription. Mr. Sostarecz said the audio conferencing system is a significant price increase.

- MOTION BY:** Mrs. Louder moved for approval of Option 1 for the audio/visual upgrade and repair to the Council room audio/visual equipment at a cost of \$7,909.00.  
Mr. Sostarecz said the tele-conferencing is a different piece of equipment. Mrs. Louder withdrew her motion and asked we bring back more information and an option to purchase equipment that would allow future expansion of teleconferencing. Mrs. Louder asked if there would be any funding for the American Disabilities Act? Mr. Kern said the technology is there, but they need to incorporate it. Mrs. Huhn will check to see if there's any grant funding. This will be tabled until the next meeting.

**E. AWARD OF ROOF REPLACEMENT BID ON SEIDERSVILLE HALL**

Mrs. Huhn said we received two bids, the low bid is a total of \$75,055.00 which includes two options: snow guards and ridge vents which are \$1,375.00 each and are included in the total. The gutters and downspouts need to be replaced and are included in that price.

Mrs. Louder was appalled that the building has gotten to this level. Mrs. deLeon said for years she had been asking the Township Manager to do a building maintenance checklist and she wants to thank Leslie for taking the initiative for doing a review of all of the buildings. Mrs. Huhn said they will bring back more information after they do an overall review of the building.

Mr. Horiszny asked if the road crew can do the landscaping around Seidersville Hall? Mrs. Huhn said yes, they could do that and it will be on a building maintenance checklist for the future. She

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will bring back information of the shrubbery, the door in the front of the building and the handicapped door.

**MOTION BY:** Mrs. Louder moved for approval for Alan Kunsman Roofing to do Seidersville Hall roof replacement at a cost of \$75,055.00 which includes both options.

**SECOND BY:** Mr. Horiszny

**ROLL CALL:** 5-0

**F. AWARD OF PARK LANDSCAPING BID AT STEEL CITY PARK**

Mrs. Huhn said they received one bid at \$72,999.00. It's her recommendation we pull this bid and re-bid it in the spring which will hopefully result in more bids.

**MOTION BY:** Mrs. Louder moved not to approve the Steel City Park landscaping bid based on the fact that it was over the cost estimate and budgeted amount.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

**G. AWARD OF PARK AMENITIES BID AT STEEL CITY PARK**

Mrs. Louder said the residents like this without the fence and the guys are doing a great job. Mrs. deLeon asked if other parks don't have fences? Mrs. Louder said she thinks there's a problem with Riverside Drive and the ballfield which would need to be protected, are leaving two sides open an option. Mrs. Huhn said not as we bid it, if you would like to redesign the fencing, you would have to throw this bid out. Mrs. Louder said if it's going to be a concern with someone with small children, she agrees to put the four sides up. Mrs. Huhn said the low bid was Anchor Fence Company at a price of \$96,300.00. This is in the budget and will close out Round 1 of the Northampton County funding for the \$127,771.00 which was a matching grant. We will now have the availability of Round 2.

**MOTION BY:** Mrs. Louder moved for approval for the Anchor Fence Company bid for \$96,300.00.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 5-0

**H. PENNDOT REQUEST TO TURN BACK THE NARROWS TO THE TOWNSHIP**

Mr. Horiszny said PennDOT has indicated their interest in transferring the ownership of Riverside Drive. Mrs. Huhn has information from on the turn back program with a summary of how it works. The state would pay the Township approximately \$4,000.00 per mile per year for maintenance if you want to accept it.

Mrs. deLeon said this program is an old program and roads were given back to us in good condition. The last fix they did to the Narrows is ridiculous. When they opened it 10 years ago, the road was much wider. She's not in favor of doing this.

Mrs. Louder said the neglect over the years is horrific. Two cars used to fit years ago. It would be a major liability to the Township if we took the road over. Mrs. deLeon would like Mrs. Huhn to arrange for a meeting with the State legislators and PennDOT officials and go out there and let them know this is unacceptable and also go over the June 2015 report Chris Taylor prepared.

Mrs. Louder said now that the road work is completed and the signs are down, tractor trailers coming to Steel City are going to keep coming to the Narrows. Mrs. deLeon said we need to include IESI in discussions to address the issue. Mrs. Huhn will reach out and set up a meeting.

**MOTION BY:** Mrs. Louder moved to thank PennDOT for the offer, but we're not interested and we would appreciate the maintenance on Riverside Drive to be improved. We need to include in the letter that signage to stop tractor trailers and busses from coming in Steel City, PennDOT has to widen it and the Township is concerned about snow plows getting through that road in the future and we would like to know their future maintenance plans.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

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Mr. Matt McClarin said he walked down the road when it was closed and there are two areas at the crest of the first hill, the original retaining wall is pushed 1.5' away from the bank. If ice gets between there you could have major problems. Mrs. Louder said the drain hole is a hazard if someone is riding a bicycle and a car comes, they will get killed.

Mrs. deLeon said when they were at IESI and went down the North Slope road, the condition of the overgrown road is really bad. She'd like a letter sent to Roger Bellas at DEP to tell him we are concerned with the overgrowth of the road as there are monitoring wells, which have to be accessed quarterly. Mrs. Huhn said she will send a letter with pictures.

**V. MISCELLANEOUS BUSINESS ITEMS**

**A. APPROVAL OF OCTOBER 5, 2016 COUNCIL MINUTES**

**MOTION BY:** Mr. Horiszny moved for approval of the October 5, 2016 Council minutes.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 4-1 (Mrs. deLeon – No)

**B. APPROVAL OF SEPTEMBER 2016 FINANCIAL REPORTS**

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

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

**C. MONTHLY DEPARTMENT REPORTS FOR SEPTEMBER 2016 – POLICE, PUBLIC WORKS & ZONING**

Mrs. Huhn said she will include the department monthly reports at one Council meeting a month. Council agreed with Mrs. Huhn.

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

- Mr. Gordon Gress asked what excavation was on the north side of Black River Road. Mrs. Huhn said the Lower Saucon Authority was installing a meter pit. Mr. Gress asked if there was news on Black River Road project and Attorney Treadwell said the property owner is still reviewing plans we provided. Attorney Treadwell is going to send a letter to his attorney saying we need an answer by the November meeting or we'll have to make some other decisions.

**VII. COUNCIL & STAFF REPORTS**

**A. TOWNSHIP MANAGER**

- Mrs. Huhn said Public Works has been steadily working at Steel City Park.
- Mrs. Huhn said David Willard sent in his resignation for the NC Gaming Authority effective the end of December and we will need to look for a replacement. Mr. Bryan Evans said he would love to sit on the Gaming Authority board. Tom Maxfield also sent in a letter of resignation for the P/C and the EAC effective immediately. His term on the P/C expires at the end of this year and the EAC expires December 31, 2017. We received a letter from Tom Carocci requesting to serve on our P/C; he is currently an active member on the EAC. Mrs. Huhn would like to recommend Tom Carocci to fill the P/C vacancy until December 31, 2019. Mr. Kern also added to respond to Tom and Dave with regret. Mr. Maxfield has done so much for this Township and he loved this Township

**MOTION BY:** Mr. Horiszny moved to accept the resignations from Tom Maxfield and Dave Willard and we respond with gratitude to both of them for their many years of service.

**SECOND BY:** Mrs. Louder

**ROLL CALL:** 5-0

**MOTION BY:** Mrs. Yerger moved for approval for Tom Carocci to fill the vacant position at the P/C with his term ending 12/31/2019.

**SECOND BY:** Mr. Horiszny

**ROLL CALL:** 5-0

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- Mrs. Huhn said as a result of the action taken this evening, Ms. Gorman will revise those areas of the proposed budget and we will provide you with copies by Friday.
- Mrs. Huhn said if you are joining her at the Saucon Valley Spirit Parade, she will have the truck and will be in front of the fire trucks and please plan to be there by 1:00 p.m.

**B. COUNCIL/JR. COUNCIL**

**Rachel Panek**

- She said for the next two months, they are starting their food drive and looking for donations. Mrs. Louder said she would be more than happy to give a gift card.
- She said she drives on Ringhoffer Road every day and there's a bridge and the huge bump, there's no sign for the bump.

**Mr. Kern** – No report

**Mrs. Yerger** – No report

**Mrs. deLeon**

- She said the Hellertown-LS Chamber presents Saucon Harvest Festival on October 29, 2016 from 11:00 am to 5:00 pm at Dimmick Park.

**Mrs. Louder**

- She would also like to be considered for the Gaming Authority Board. November 16<sup>th</sup> is the last legislation day for them to restore the tax for Lower Saucon Township.

**Mr. Horiszny**

- Mr. Horiszny said the Lower Saucon Citizens for Open Space are urging citizens to vote for it.
- He said the library has a fall festival on Sunday before and after the parade.
- He said there is a meter pit being dug by the LSA by Black River Road and one by Route 378. They are required pits and will go under the highway.

**C. SOLICITOR** – No report

**D. PLANNER** – No report

**E. ENGINEER** – No report

**VIII. ADJOURNMENT**

**MOTION BY:** Mrs. Yerger moved for adjournment. The time was 9:08 p.m.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

Submitted by:

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Leslie Huhn  
Township Manager

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Ron Horiszny  
Council President