

1 I. **OPENING**

2 **CALL TO ORDER:** The General Business & Developer meeting of Lower Saucon Township Council was  
3 called to order on Wednesday, April 20, 2022 at 6:30 p.m. with Mr. Jason Banonis, President presiding.

4 **ROLL CALL: Present:** Jason Banonis, President; Priscilla deLeon, Sandra Yerger and Thomas Carocci,  
5 Council Members; Peter Marshall, Interim Township Manager; Linc Treadwell, Township Solicitor; Brien  
6 Kocher, Township Engineer; Cathy Gorman, Director of Finance; Carol Schneider, Administrative Assistant  
7 and Stacy Werkheiser, Administrative Assistant. Absent: Jennifer Zavacky, Vice President.

8 **PLEDGE OF ALLEGIANCE**

9 **ANNOUNCEMENT OF ANY EXECUTIVE SESSION (IF APPLICABLE)** – Mr. Banonis said that  
10 Council did not meet in executive session this evening.

11  
12 II. **PUBLIC COMMENT – TOWNSHIP RESIDENTS ONLY – 3 MINUTE TIME LIMIT – AGENDA**  
13 **ITEMS ONLY**

14 Mr. Banonis said the Public Comment procedure is available on the table. We have a three-minute comment  
15 period. If anyone would like to speak on any agenda items, please come forward and identify yourself.

16 ➤ JoEllen Thomson, 1819 Viola Lane, said under the Financial Reports, on the check ledgers of March  
17 22<sup>nd</sup> there were two checks written to the Hellertown Area Library (HAL), one for \$50,000 and one  
18 for \$41,664.67. She said there was no action taken at that meeting and she was curious as to what  
19 the two checks were for? Mr. Banonis said in January they authorized a \$50,000 payment to HAL.  
20 The \$41,664.67 was the balance of the \$50,000 payment minus what had been paid for the month of  
21 January. Mrs. Gorman said correct. Attorney Treadwell said the \$50,000 check was a mistake. It  
22 was supposed to be \$40,000 and change. The \$50,000 was voided and the other one was written.  
23 Ms. Thomson said that one was voided. Attorney Treadwell said yes it was returned from the HAL.  
24 Ms. Thomson said on the Statement of Revenue and Expenditures, it shows that amount being in  
25 there and for the remaining balance only being \$57,000, so next month is when it will be corrected.  
26 Attorney Treadwell said correct.

27 ➤ Andrea Wittchen, 1885 Dartford Road, said she has a question on No. IV.A. LSA Conditional Use  
28 Application Decision. The attachment says the Council voted at its regularly scheduled meeting on  
29 April 20<sup>th</sup> to approve the Conditional Use application. You have not done any such thing, why is  
30 there a letter that says this? Attorney Treadwell said the letter is dated tomorrow, as that's how we  
31 do the Conditional Use decisions. If it doesn't get voted on tonight, the letter is thrown away. Ms.  
32 Wittchen said the last paragraph, "memorializing it's" there is no apostrophe in it. Attorney  
33 Treadwell said they will correct that. She also said the DRAFT minutes from March 16, 2022,  
34 starting on page 16 of 17, line 27, this does not accurately reflect what she said and changes the  
35 actual meaning of what she said. She transcribed the minutes from that meeting and gave a copy to  
36 Council of what she actually said. She said any resident commenting at a meeting, please check the  
37 minutes to see if that's what you accurately said. Mr. Marshall said if someone comes prepared to  
38 speak, it would be helpful to have your typed document.

39  
40 III. **PRESENTATIONS/HEARINGS**

41 A. **RESOLUTION #38-2022 – CHIEF OF POLICE SALARY ADJUSTMENT AND DROP**  
42 **PENSION PLAN FOR 2022**

43 Mr. Marshall said this resolution provides for the adjustment to the Chief of Police salary and it  
44 provides for the Chief to participate in the DROP program. This program is available to all of the  
45 Police Officers with the exception of the Chief. The salary adjustment is recommended because the  
46 Chief supervises the seven other Police Officers and because of the contract and overtime, those  
47 officers get paid more than the Chief, which will address both of those things.

48  
49 Ms. deLeon said what is DROP? Mr. Marshall said a Police Officer can sign up for the DROP for  
50 which, in this case, gives two additional years. During that time, the pension payments get  
51 accumulated in an interest-bearing fund and then when the officer actually leaves at the end of the  
52 DROP, that money goes to him.

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1 Ms. deLeon said why wasn't the Chief ever in the pension plan. Mr. Marshall said he's in the pension  
2 plan, but not in the Union and this was a contractual arrangement. He should be in the DROP  
3 program.

4  
5 Ms. deLeon said she brought healthcare up before, our administration people being the Chief, the  
6 Manager, the other department heads, they don't pay healthcare, is she correct? Mrs. Gorman said  
7 correct. Ms. deLeon said she has issues with that now and in the beginning of the year. Mr. Banonis  
8 said the DROP was part of the latest contract. Attorney Treadwell said the pension plan applies to  
9 all of the Police Officers. The reason why this DROP is in this resolution is so there's no question  
10 going forward to differentiate between the Chief of Police and Police Officers.

11  
12 Ms. deLeon said we tried to cut back on overtime, are there vacancies that haven't been filled so the  
13 Officers are doing more overtime? Attorney Treadwell said he doesn't know that answer but thinks  
14 the Chief was developing a hiring list and testing process for part-time officers. Ms. deLeon said she  
15 understands the shortages, but sometimes under the Chief of Police, the Officers will make more  
16 than him because of overtime. The Police Chief is a salaried person and sometimes you have to work  
17 more hours. Mr. Marshall said there will still be two Police Officers who will be making more than  
18 the Chief, but that does address this. The person supervising and managing should be paid more.  
19 This is a 15% differential. Mr. Banonis said a part-time LST Police Officer is actually advanced to  
20 a full-time position so the staffing issue has been addressed in part. Mr. Marshall said it's hard to  
21 find part-time.

22 **MOTION BY:** Mr. Banonis moved for approval of Resolution #38-2022 – Chief of Police Salary to \$107,000  
23 and makes the Chief of Police eligible for the DROP Pension Plan for 2022.

24 **SECOND BY:** Mr. Carocci

25 **ROLL CALL:** 3-1 (Ms. deLeon – No as reasons stated this evening; Mrs. Zavacky – Absent)

26  
27 **B. RESOLUTION #39-2022 – INTERNATIONAL FIREFIGHTERS' DAY – MAY 4, 2022**

28 Mr. Banonis read Resolution #39-2022 which has been prepared recognizing the volunteers who  
29 serve on our fire companies in conjunction with International Firefighters' Day which occurs on May  
30 4, 2022. Council thanked our officers on how well they do their job and how diligent they are.

31 **MOTION BY:** Ms. deLeon moved for approval of Resolution #39-2022 recognizing International Firefighters'  
32 Day on May 4, 2022.

33 **SECOND BY:** Mrs. Yerger

34 **ROLL CALL:** 4-0 (Mrs. Zavacky – Absent)

35  
36 **C. RESOLUTION #40-2022 – RECOGNIZING NATIONAL POLICE WEEK – MAY 15 – 21,**  
37 **2022**

38 Mr. Banonis said Resolution #40-2022 has been prepared to honor and recognize peace officers for  
39 their bravery, dedication, and heroism and designating May 15, 2022 as "Peace Officers Memorial  
40 Day" and May 15 – 21, 2022 as "Police Week" in Lower Saucon Township. Council thanked our  
41 Police Officers on how well they provide public safety in our community. We are fortunate to live  
42 in a safe community and it's in large part because of the efforts of our Police force and Police Chief.  
43 Mr. Marshall said from prior experience, LST runs an excellent Police Department and excellent  
44 leadership.

45 **MOTION BY:** Mr. Banonis moved for approval of Resolution #40-2022 recognizing National Police Week –  
46 May 15 – 21, 2022

47 **SECOND BY:** Ms. deLeon

48 **ROLL CALL:** 4-0 (Mrs. Zavacky – Absent)

49  
50 **D. RESOLUTION #41-2022 – RECOGNIZING NATIONAL PUBLIC WORKS WEEK – MAY**  
51 **15 – 21, 2022**

52 Mr. Banonis said Resolution #41-2022 has been prepared to recognize the Public Works employees  
53 for their hard work and dedication and to recognize May 15 – 21, 2022 as Public Works Week in  
54 Lower Saucon Township. He thanked our Public Works Department on how hard they work in  
55 keeping our roads and infrastructure in good condition and they are out there at all hours keeping our

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1 roads and facilities operating. Mr. Marshall said like the Police Department, he's been doing this for  
2 a long time and worked with many Public Works Departments and LST's Public Works does more  
3 things in terms of variety of things that you don't find in other municipalities.

4 **MOTION BY:** Mr. Banonis moved for approval of Resolution #41-2022 recognizing National Public Works  
5 Week – May 15 – 21, 2022 in LST.

6 **SECOND BY:** Mr. Carocci

7 **ROLL CALL:** 4-0 (Mrs. Zavacky – Absent)

8  
9 **E. RESOLUTION #42-2022 – AUTHORIZING TRANSFER OF FUNDS - \$1,000,000 TO**  
10 **CAPITAL FUND**

11 Mrs. Gorman said at the last meeting we went over the Comprehensive Annual Report and discussed  
12 moving \$1,000,000 of our excess revenue from last year to the Capital Plan to potentially pay for  
13 some of the expenses that are going to be upcoming, so pursuant to Township Code we are  
14 transferring money from one fund to another.

15 **MOTION BY:** Mr. Banonis moved for approval of Resolution #42-2022 authorizing transfer of funds -  
16 \$1,000,000 to the Capital Fund.

17 **SECOND BY:** Mrs. Yerger

18 Ms. deLeon asked Cathy if she will be bringing this back as she gets proposals and how it needs to  
19 be spent. Mrs. Gorman said yes.

20 **ROLL CALL:** 4-0 (Mrs. Zavacky – Absent)

21  
22 **F. RESOLUTION #43-2022 – AUTHORIZING BUDGET ADJUSTMENT – FIRE, POLICE**  
23 **CHIEF AND BUILDING CAPITAL**

24 Mr. Banonis said Resolution #43-2022 has been prepared and the Director of Finance will review  
25 the attached memo. Mrs. Gorman said the first item is for the Police Chief Salary, the Fire  
26 Contributions was last year Council had approved \$100,000 to go to LSFR for some capital  
27 improvements to their buildings, part of it going from funding from last year, part was from the  
28 American Rescue Plan. This will cover the second \$50,000 that is due to them, and the building  
29 capital in our adopted budget. We had money in building improvements and capital outlay for the  
30 carpeting in the office area and for security cameras. Other additions were discussed that we might  
31 need, one being chairs for Council and some of the office chairs. We are asking to increase the  
32 funding for that and for some other interoffice needs. Ms. deLeon asked to refresh her memory on  
33 bidding requirements in the State. Mrs. Gorman said anything over \$10,000 requires three quotes  
34 and anything over \$21,800 requires a bid.

35  
36 Mrs. Gorman said the other item, Bob Bysher from New Arrival Studios made a recommendation to  
37 add an application to our website to make it ADA friendly. Mr. Marshall said making it ADA  
38 compliant would provide for changing the screen so you can read it if you were visually impaired  
39 and keyboard smart navigation with voice commands. Mrs. Gorman said they added money in there  
40 if Mr. Bysher has to do some additional work on the back end of the website as Ms. Palik used to do  
41 this and she left so it may have to be cleaned up.

42  
43 Ms. deLeon asked why the minutes from the Saucon Valley Partnership were not on the website from  
44 2020 and 2021. Mrs. Gorman said she'll have to see where they are at and we can add them. The  
45 other item for Special Taxes is for the Fire Department. Our auditors recommended a coding change  
46 for what was previously approved and we're also increasing it to \$79,520 coming from the Fire Fund  
47 to pay for the air packs. Mr. Carocci said it's a good idea to spruce up the office a little bit since it's  
48 overdue.

49 **MOTION BY:** Mr. Banonis moved for approval of Resolution #43-2022 authorizing a budget adjustment – Fire,  
50 Police Chief, Building Capital and the Special Taxes.

51 **SECOND BY:** Mrs. Yerger

52 **ROLL CALL:** 4-0 (Mrs. Zavacky – Absent)

53  
54 **G. RESOLUTION #44-2022 – DISPOSTION OF RECORDS**

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1 Mr. Marshall said we are in the process of improving our record management system so we are  
2 compliant with State regulations. This resolution is the first step in record disposal. Ms. deLeon  
3 said should we look at this and see if LST Historical Society may want some of this stuff. We are  
4 throwing away the Landfill Preparedness and Contingency Plan from July 25, 2001, she's hoping we  
5 have a current one. Carol said we have a current one.

6 **MOTION BY:** Mr. Carocci moved for approval of Resolution #44-2022 disposition of records.

7 **SECOND BY:** Mr. Banonis

8 **ROLL CALL:** 4-0 (Mrs. Zavacky – Absent)

9  
10 **IV. DEVELOPER ITEMS**

11 **A. LOWER SAUCON AUTHORITY – CONDITIONAL USE APPLICATION DECISION**

12 Attorney Treadwell prepared a draft letter dated April 21, 2022 and said if you vote to approve it  
13 tonight, he will send it to Mr. Backenstoe for his review and execution. Mr. Backenstoe did see it  
14 and doesn't have any issues. This approves the Conditional Use application for the Creekside Pump  
15 Station which we had a public hearing about last month.

16 **MOTION BY:** Ms. deLeon moved for approval of the draft Conditional Use Decision dated April 21, 2022 to  
17 Lower Saucon Authority (LSA) with the grammatical change.

18 **SECOND BY:** Mr. Banonis

19 **ROLL CALL:** 4-0 (Mrs. Zavacky – Absent)

20  
21 **B. LOWER SAUCON AUTHORITY – WAIVER OF LAND DEVELOPMENT**

22 Attorney Treadwell said this is part of the Creekside Pump Station project. The LSA asked and our  
23 Planning Commission recommended we waive the land development process. The Planning  
24 Commission (P/C) recommended that LSA provide a plan to be recorded so it's memorialized after  
25 they are done. Brien will look at it for any storm water issues still being worked out. Mr. Banonis  
26 said the P/C motion carried 7-0. Attorney Treadwell said the P/C thought it was a good idea. Ms.  
27 deLeon said any issues made by neighbors are being addressed currently by our Township before it  
28 gets recorded. Attorney Treadwell said correct.

29 **MOTION BY:** Mr. Banonis moved for approval of the waiver of land development requirements for the LSA  
30 Creekside Pump Station project, conditioned upon the LSA preparing a plan to be recorded for  
31 the project.

32 **SECOND BY:** Mr. Carocci

33 **ROLL CALL:** 4-0 (Mrs. Zavacky – Absent)

34 Mr. Ross thanked everyone involved for working with them on this. Ms. deLeon said the  
35 presentation last month was very well done.

36  
37 **C. SAUCON OVERLOOK DEVELOPMENT – 1379 STATION AVENUE –**  
38 **PRELIMINARY/FINAL LAND DEVELOPMENT**

39 Rob Debeer on behalf of PD Valley LP, Tony Yanguso with Boyle Construction, Tom Serpico with  
40 Pennoni were present. Mr. Debeer said this project is the Eisenhart Farm which is 56 acres along  
41 Spring Valley. They are intending to create a subdivision of 18 lots. The property is split in both  
42 Upper Saucon Township (UST) and Lower Saucon Township with the bulk in LST. There will be  
43 11 building lots in LST and 6 in UST. The remainder lot is the existing farmhouse and barn structure  
44 that sits on the property. The arrangement with Mr. Eisenhart was that upon the subdivision being  
45 recorded, that roughly 3-acre piece of property that contains the barn and farmhouse would be deeded  
46 back to Mr. Eisenhart where he informed us he will fix the farmhouse up or a family member may  
47 sell it. They closed on the property back in 2018 and spent time working with staff in LST and UST.  
48 They received recommendation of approval from UST and LST P/C's. They've been dealing with  
49 two conservation districts which has been challenging but their NPDES permit is ready to be issued.  
50 The property proposes 2-acre individual lots up to 5-acres. With approval this evening, they are  
51 looking to commence this project in 60 days. They are in receipt of Hanover Engineering Associate's  
52 (HEA) letter of April 13, 2022 and agree with all the conditions. There's one minor modification  
53 they want to request which deals with the requirement that they comply with the other HEA letter  
54 from Brad Youst that went to Bill Ross as it references the construction of the booster pump station  
55 and asks that they be allowed to record the plan and begin while that booster pump station is in its

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1 final design and approval with DEP. They would like to get started before that's in place. Mr.  
2 Kocher said he's okay with that.

3  
4 Ms. deLeon asked our Engineer to give us highlights of things they still have to do. Mr. Kocher said  
5 the majority of items in his letter are waivers that they need. Their letter then details why they want  
6 the waivers. There are some administrative items and maybe a couple of drafting things. Ms. deLeon  
7 said years ago we frowned on a lot of pages. Mr. Kocher said the reason for all the pages are mostly  
8 the waivers.

9 **MOTION BY:** Mr. Banonis moved for approval of the Preliminary/Final Subdivision and Land Development  
10 Plan subject to the conditions set for the in the Hanover Engineering draft motion dated April  
11 13, 2022 with the minor modification allowing Saucon Overlook to record the plan while the  
12 booster pump permit is pending with DEP and in accordance with the draft motion prepared by  
13 HEA for the April 20, 2022 meeting.

14 **SECOND BY:** Ms. deLeon

15 Ms. deLeon said the April 13, 2022 letter, it's Mr. Peter Marshall instead of Ms. Peter Marshall.

16 **ROLL CALL:** 4-0 (Mrs. Zavacky – Absent)

17  
18 **D. SAUCON OVERLOOK - RESOLUTION #45-2022 – PA DEP SEWAGE PLANNING**  
19 **MODULE APPROVAL**

20 Mr. Kocher said this plan has enough lots that it qualifies for a full PA DEP Sewage Planning  
21 Module, not an exemption which we normally have. It's gone through the process and this just  
22 memorializes that they are ready for Council's approval.

23 **MOTION BY:** Mr. Banonis moved for approval of Resolution #45-2022 Saucon Overlook – PA DEP Sewage  
24 Planning Module approval.

25 **SECOND BY:** Ms. deLeon

26 **ROLL CALL:** 4-0 (Mrs. Zavacky – Absent)

27  
28 **E. BLAIR WAIVER REQUESTS – 3719 OLD PHILADELPHIA PIKE**

29 John Blair and Ben Kutz, Gilmore & Associates were present. Mr. Kutz said there is 3725 Old  
30 Philadelphia Pike and 3719 Old Philadelphia Pike. Over the past couple of years, they have been  
31 before Council and the P/C for a proposed development plan that was for subdivision of the northern  
32 lot, a couple proposed office buildings, and this has gotten through to conditional land development  
33 approval and all the outside agency approvals. Mr. Blair said two things happened. COVID took  
34 off the office building idea and then the costs, so they just went to residential and have a few items  
35 to finish. Mr. Kutz said on the northern lot is a residential accessory garage to the existing single-  
36 family home. There are currently two driveways which would be removed and one would go to  
37 garage. There's a cross access that would go to the southern lot which goes to a single-family lot.  
38 PennDOT didn't allow access to Route 378 where the frontage is so John is forced to cross a small  
39 tributary of wetlands that they got DEP permits for. They have been working with Mr. Kocher on  
40 the grading plans and had some back-and-forth conversations and some reviews. They have some  
41 requests summarized in their April 8, 2022, letter and that's what they are seeking.

42  
43 Attorney Treadwell said they just received the April 8<sup>th</sup> letter today, so what did you change from  
44 the March 30, 2022 letter? It looks like you took out the one zoning thing that they can't waive. Mr.  
45 Kutz said correct. The only thing Jim requested is they change the language on the 2<sup>nd</sup> page. Mr.  
46 Banonis said April 8<sup>th</sup> letter supersedes March 30<sup>th</sup>? Mr. Kutz said correct.

47  
48 Ms. deLeon said how many lots? Mr. Kutz said two. Ms. deLeon said there's a lot with the garage  
49 and a lot with the house. She didn't think you could put a garage unless you had a house there. Mr.  
50 Kutz said there is an existing house on the northern lot that this would be accessory to. Ms. deLeon  
51 said we were concerned with storm water, are we okay with the changes? Mr. Kocher said there  
52 have been some changes, but they don't have to get a NPDES permit this time. The rain gardens  
53 they had used to discharge and they had requirements from DEP. This plan doesn't have that. Mr.  
54 Kutz said even though an NPDES isn't required, all the Township storm water ordinances are  
55 followed.

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1  
2 Mr. Banonis said the comments Mr. Kocher raised in your letter; those have all been resolved? Mr.  
3 Kocher said correct. Mr. Banonis said you are okay with the proposed waivers from Gilmore? Mr.  
4 Kocher said yes, all Council must do is approve the waivers.

5 **MOTION BY:** Mr. Banonis moved for approval of the waiver requests for the Blair project at 3719 Old  
6 Philadelphia Pike as listed in the Gilmore Associates letter dated April 8, 2022.

7 **SECOND BY:** Mrs. Yerger

8 **ROLL CALL:** 4-0 (Mrs. Zavacky – Absent)

9  
10 **V. TOWNSHIP BUSINESS ITEMS**

11 **A. SAUCON VALLEY COMMUNITY CENTER – SUMMER RECREATION PROGRAM**  
12 **AGREEMENT**

13 Mr. Marshall said this is a contract for the SVCC 2022 Summer Recreation Program which has been  
14 prepared for Council’s review and approval. The program is structured similarly to previous years  
15 and maintains the nominal \$10.00 fee for one child and \$5.00 for each additional child. This  
16 agreement provides a contribution to the SVCC of \$31,116 for the recreational program.

17 **MOTION BY:** Mr. Banonis moved for approval of the execution of the 2022 Summer Recreation Program  
18 agreement not to exceed \$31,116.

19 **SECOND BY:** Ms. deLeon

20 **ROLL CALL:** 4-0 (Mrs. Zavacky – Absent)

21 Mrs. Yerger is glad to see it’s \$10.00 for the first child and \$5.00 for any additional children. Ms.  
22 deLeon said we did that last time.

23  
24 **B. APPROVAL OF AMENDED PARK MAINTENANCE POLICY FOR TOWNSHIP PARKS**

25 Mr. Banonis said the Parks and Recreation Board recommends revisions to the LST Maintenance  
26 for Township Parks. A motion was made at the Parks & Recreation meeting on March 7, 2022  
27 regarding the revisions to the policy. Ms. deLeon said there’s inspections once per week and she’d  
28 like to make sure it’s done. She’s always asked for an inspection of our buildings to make sure if  
29 there are any improvements needed and that they be done.

30 **MOTION BY:** Mr. Banonis moved for approval of the amended Park Maintenance Policy.

31 **SECOND BY:** Mrs. Yerger

32 **ROLL CALL:** 4-0 (Mrs. Zavacky – Absent)

33  
34 **C. BLACK RIVER ROAD CULVERT – BORINGS FOR PROJECT**

35 Mr. Banonis said the Township will need to hire a consultant to drill borings which is the first step  
36 in the replacement of the Black River Road culvert. Mr. Kocher said Council previously authorized  
37 going ahead with the permitting and getting an emergency permit for the Black River Road culvert.  
38 They have been working on the design of that with Public Works and determined the best fit for  
39 that is an aluminum arch culvert. They need to do soil borings like they did for Lower Saucon Road.  
40 They are asking that Council authorize the Manager execute a contract with the geotechnical firm.

41 **MOTION BY:** Mr. Banonis moved for approval of hiring a geotechnical firm to perform soil borings for Black  
42 River Road culvert replacement project not to exceed \$10,000.

43 **SECOND BY:** Ms. deLeon

44 **ROLL CALL:** 4-0 (Mrs. Zavacky – Absent)

45  
46 **D. ACCEPT DONATION OF LIGHTS**

47 Mr. Banonis said Graybar has graciously offered to donate lights for the Town Hall basketball court.  
48 These lights are more energy efficient, and Council will discuss the installation options when they  
49 are available from Roger Rasich. The lighting system is LED and the timing of the lights will also  
50 be addressed.

51 **MOTION BY:** Ms. deLeon moved for approval to accept the donation of lights from Graybar for the Town Hall  
52 Basketball Court.

53 **SECOND BY:** Mr. Banonis

54 **ROLL CALL:** 4-0 (Mrs. Zavacky – Absent)

1  
2 **F. APPROVAL TO PURCHASE ARBORVITAE TREES FOR STEEL CITY PARK**

3 Mr. Banonis said the Parks and Recreation Board recommends the purchase of arborvitae trees for  
4 Steel City Park at \$125.00 per tree not to exceed \$1,500. Public Works is suggesting the price to be  
5 increased to \$140.00 per tree not to exceed \$1,680. This motion was made by Parks & Recreation  
6 Board on March 7, 2022. This came up because of noise and visibility at a home in Steel City.

7 **MOTION BY:** Mr. Banonis moved for approval of the purchase of arborvitae trees for Steel City Park at \$140.00  
8 per tree not to exceed \$1,680.

9 **SECOND BY:** Mrs. Yerger

10 **ROLL CALL:** 4-0 (Mrs. Zavacky – Absent)

11  
12 **G. APPROVAL OF SUMMER HOURS FOR THE ADMINISTRATIVE STAFF**

13 Mr. Marshall said this was approved last year. The summer hours would be Monday – Thursday  
14 8:00 a.m. to 4:30 p.m. and Friday from 8:00 a.m. to 2:00 p.m. and would run from June 6<sup>th</sup> through  
15 September 2<sup>nd</sup>. Mr. Banonis said it's a great idea and a nice perk for the employees and allows an  
16 earlier time for Township services.

17 **MOTION BY:** Mr. Banonis moved for the approval of summer hours for the administrative staff with the hours  
18 of Monday to Thursday from 8:00 a.m. to 4:30 p.m. and Friday from 8:00 a.m. to 2:00 p.m. from  
19 June 6<sup>th</sup> to September 2<sup>nd</sup>.

20 **SECOND BY:** Ms. deLeon

21 **ROLL CALL:** 4-0 (Mrs. Zavacky – Absent)

22  
23 **VI. MISCELLANEOUS BUSINESS ITEMS**

24 **A. APPROVAL OF MARCH 16, 2022 COUNCIL MINUTES**

25 Mr. Banonis said the March 16, 2022 Council minutes are ready for Council's review and approval.  
26 Ms. deLeon had three corrections. On page 8 of 17, line 50 the deductible was \$5,000, not \$500,000.  
27 On page 13 of 17, line 10 it's not a Dirty Mixer, it's a Derby Mixer. Beginning on page 16, she  
28 presented a paper of the changes, "that Carocci doesn't know the \$50,000 was declined. There was  
29 a library board meeting on January 25<sup>th</sup> at which they declined the money and I'm sure there are  
30 minutes of that. They don't have to call you and tell you they declined the money. They did that at  
31 a public meeting". Ms. deLeon said that begins on line 27.

32  
33 Mr. Carocci said on page 7 of 17, we were talking about the fire services budget, line 42. "Ms.  
34 deLeon said she wanted to give \$50,000 that was supposed to go to Steel City but Council didn't  
35 approve it. Mr. Carocci said yes, we did. He asked if they received the \$50,000". You say here that  
36 Council didn't approve it, that you were for it and you were the only one for it. You were the only  
37 one against it. If you look at the August 18, 2021 minutes, "we reallocate the \$50,000 that was  
38 supposed to go to Steel City last year that didn't go to Steel City". Mrs. Stauffer says "reallocate the  
39 \$50,000 that would have gone to Steel City this year that has not been released", and Ms. deLeon  
40 said "no, that was supposed to go to Steel City. They should follow through with that and it should  
41 go to Steel City". Ms. deLeon said "the motion tonight, she doesn't know if she can support the  
42 \$50,000. She doesn't like constantly giving that away because it was for Steel City". Mr. Carocci  
43 said we gave it to Lower Saucon, the vote was 4-1 with Ms. deLeon a no vote. Ms. deLeon said let's  
44 fix the minutes so that they properly reflect what was said. If you recall, there was a lot of times we  
45 talked about \$50,000 and she got confused.

46 **MOTION BY:** Ms. deLeon moved for approval of the March 16, 2022 Council minutes, with her 4 corrections  
47 and also with Mr. Carocci's corrections.

48 **SECOND BY:** Mr. Carocci

49 **ROLL CALL:** 4-0 (Mrs. Zavacky – Absent)

50  
51 **B. APPROVAL OF MARCH 2022 FINANCIAL REPORTS**

52 Mr. Banonis said the March 2022 Financial Reports are ready for Council's review and approval.

53 **MOTION BY:** Mr. Banonis moved for approval of the March 2022 Financial Reports.

54 **SECOND BY:** Mrs. Yerger

55 **ROLL CALL:** 4-0 (Mrs. Zavacky – Absent)

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**VII. COUNCIL & STAFF REPORTS**

**A. INTERIM TOWNSHIP MANAGER**

- Mr. Marshall said it's his pleasure to announce the appointment of Ms. Jennifer Helton as the non-voting member of the EAC and listed some of her accomplishments.
- Mr. Marshall said we are advertising and seeking summer help for the Public Works (PW) Department. We will want to have a flexible starting rate but if we don't get any applicants, we would like to be able to increase that.
- Ms. deLeon said we need a motion for the appointment of Ms. Jennifer Helton. Mr. Marshall said he sent it to Council. Ms. deLeon said we need the consent of Council. Attorney Treadwell said he thinks we have ratified them in the past. Peter makes the appointment with the advice and consent of Council, so we ratify.

**MOTION BY:** Mr. Banonis moved to ratify the Township Manager's appointment of Ms. Helton to the EAC.

**SECOND BY:** Ms. deLeon

**ROLL CALL:** 4-0 (Mrs. Zavacky – Absent)

- Mr. Marshall said there's a section of the path at Polk Valley Park that is concrete, and it has deteriorated significantly. Should we continue to use that kind of material, or should we go to asphalted concrete which is cheaper, lasts longer, is easier to do and is the best idea. So far everyone who has considered this feels that this is the way we should go. We have to check on the grants to make sure it's acceptable to the grantees. We are ready to go when we hear from them if it's acceptable. Attorney Treadwell said if we go with asphalt, we can pave the entire trail as opposed to just replacing the broken sections, and then the trail should last longer. Mr. Marshall said yes and it will be done two months earlier. No action is needed.

**B. COUNCIL/JR. COUNCIL**

**Jr. Council** – Absent

**Mrs. Zavacky** - Absent

**Mrs. Yerger** – No report

**Mr. Carocci** – No report

**Ms. deLeon**

- We got an email from the landfill on an odor complaint and she's been hearing from residents in Steel City that there's a different type odor they are smelling, it's more of a manure-type odor. Sometimes in the past, the landfill has used a manure-type cover. She asked Jason to ask the Landfill if they are using a different type of cover.
- The Chamber has a lot going on, as you all know there has been fundraisers for the tragedy in the Borough with the loss of the two little girls. You can look on the Chamber's Hellertown/Lower Saucon Facebook page. There's spaghetti dinners and all kinds of things going on.
- She is surprised the library isn't on the agenda. We received a nice letter dated March 28, 2022 from the library and she'd like to read it into the record (please see attached copy of referenced letter). She asked why wasn't this on the agenda? Mr. Banonis asked if there were two Council members who asked for it to be on the agenda? Mr. Carocci said no. Ms. deLeon asked if there were two people that asked to have any of these other agenda items on this agenda? Mrs. Yerger asked for clarification on the date of the letter that Ms. deLeon read. Mr. Carocci asked if she would like a minute to find it, and Mr. Banonis can read his report. Ms. deLeon said sure.
- Regarding the Administrative Code it talks about meetings of Council "at all meetings of Council, regular or special, interested citizens with legitimate matters to lay before the Council shall be granted the right and privilege to address the Council. The Council may prescribe procedures for citizen presentation to ensure decorum at all times and to prohibit personal or insulating language, total irrelevances and harassment either on the part of members of Council or members of the assembly at the meeting." So, it does say that they have a right. Mr. Carocci said it doesn't say they have a right to the agenda – it says they have public comment or presentation. Ms. deLeon said she doesn't read it that way. Attorney



**General Business & Developer Meeting**  
**April 20, 2022**

1 Treadwell said public comment, presentation. Ms. deLeon said No. 6, “a Council member  
2 shall receive from the Manager in advance of each meeting a detailed agenda of items to be  
3 considered. The Council shall have the right to take other action whether or not it appears  
4 on the agenda”. She felt that it should have been on the agenda, and that is her opinion on  
5 that.

6 ➤ We received a couple Right-to-Know (RTK) requests and on March 29, 2022 from the  
7 Manager, it’s RTK 1553. She asked a question as she couldn’t find a date range on it. It  
8 says any and all communications including letters and emails to and from Priscilla deLeon,  
9 Jason Banonis, Thomas Carocci, Jennifer Zavacky, Tyler Kraft, Andrew Moss, Susan  
10 Severn, Matthew Munsey, George Gress, Victoria Ophof-Cordaro, Thomas Roney, William  
11 Brune, Joshua Popichak, David Heintzelman Mayor, Thomas Rieger, Kristin Stauffer and  
12 Ryan Stauffer concerning the Bethlehem Landfill Waste Connections responsible solutions  
13 for PA PAC and the 2021 LST Council election, election finance reports and WLBR. So,  
14 we get this request but nowhere on these documents is there a timeline from them, for the  
15 landfill. How far does she go back - 30 years? Who approved this? Attorney Treadwell  
16 said we get lots of RTK requests and he doesn’t remember discussing one at a Council  
17 meeting. The RTK request comes in and goes to the RTK Officer who is the Township  
18 Manager, the Assistant RTK Officer is Cathy and he helps them with the legal aspects of  
19 every RTK request. That one is in process, and it has not been responded to yet. He said he  
20 believes that last week an email was received from the requestor that clarified the timeframe  
21 to 2021. Ms. deLeon said it is supposed to be a reasonable request. Attorney Treadwell said  
22 he understands, and he and Peter are working on it and will respond to it. Ms. deLeon said  
23 she’d like a definition on what a public record is under the RTK law. Attorney Treadwell  
24 said it’s in the RTK law, the definition. When they get the documents, they make a  
25 determination as to whether the documents are public records or not. If they are not, they  
26 don’t give them to the requestor. She would like to know if what they are requesting meets  
27 the definition of.....Attorney Treadwell said that’s a different issue and the way they  
28 handle that issue with RTK requests, administratively, with the RTK office and himself, is  
29 when they get the documents they then make a determination as to where the documents are  
30 public records or not. If they are not public records, they are not given to the requestor.  
31 When it gets appealed, the Office of Open Records will then say to us show them all the  
32 records you have, then show us the ones you gave to the requestor, then show me the ones  
33 you withheld from the requestor, so that they can make a determination as to whether you  
34 withheld them correctly or not. After they get all the documents, they go through them and  
35 decide, this is a public record, this isn’t a public record, this is agency business, this isn’t  
36 agency business. This is protected by one of the RTK Acts, with 18 exceptions to what is a  
37 public record. This is attorney-client privilege which doesn’t qualify as a public record. We  
38 can’t figure out which exceptions apply until we have the records.

39 ➤ Ms. deLeon said she’d like to discuss three things with Mr. Marshall off the record with the  
40 Zoning office. She’s not happy she hasn’t heard back.

41 ➤ We talked about bridges tonight, repairs to our bridges. She would like for our budget to  
42 provide for an inspection, whether it be HEA or not, we have a lot of bridges and we need  
43 to know what condition they are in. Our PW can’t do that because one by one they are  
44 crumbling. Mr. Banonis said why can’t PW do that? Ms. deLeon said they aren’t engineers,  
45 and she is brining it up now for the budget. Mrs. Yerger said that question has to go to Brien  
46 Kocher. Attorney Treadwell asked Cathy to make note of this, and said he thinks the way it  
47 works is that when PW notices something they call it to the attention of the Engineer. Mr.  
48 Treadwell said if the engineer needs to be out there more, and the Township is willing to pay  
49 for it, then he is sure the engineer is willing to do it. Mr. Marshall said he is sure PW has  
50 one. Ms. deLeon also wants to see a list of the inspections they have done on the historic  
51 buildings and Township owned buildings. Mr. Treadwell clarified that this is not the  
52 engineer that does this, and it is different than bridges. Ms. deLeon realizes this and it is two  
53 different things, and in her opinion, it is lacking when they have budget meetings. She feels  
54 this should be addressed prior to the budget preparation.  
55

Mr. Banonis

➤ He has a statement dated April 13, 2022 from Mayor, David Heintzelman to read into the record regarding library services so the public is aware. Please see attached referenced letter. Mr. Carocci asked for the date of the meeting and statement. Mr. Banonis said the meeting was held on April 13, 2022, and the statement was provided on Monday, April 18, 2022 and he believes it was also read at the Hellertown Borough Council meeting that was held that evening. Mr. Carocci asked if the proposal pre-dates that? Mr. Banonis said it does. Mr. Carocci said it looks like the Borough and HAL are considering this regionalization concept and are asking for a month to do that and he said that seems reasonable to him. Ms. deLeon said will this be on the next agenda? Mr. Banonis said perhaps. Ms. deLeon said perhaps? Mr. Carocci said we have to wait to hear from them. Mr. Banonis said he is not going to commit to put something on an agenda without knowing what it is. Mr. Carocci said they may request more time to respond, we don't know if we will have a response from them as they are the ones considering. Ms. deLeon asked you and Jen attended the meeting -correct? Mr. Banonis said they did. Ms. deLeon said they discussed things in the memo. Mr. Banonis said the Mayor did too. Ms. deLeon said now we need to talk about direction of our Council and what we want to do. Mr. Banonis said no we don't, we agreed to this joint statement, and this is the extent of all that he's going to comment on this – he doesn't intend to comment any further on it. Mr. Carocci said that they said they agreed to consider it over the next month, and he said he feels, speaking for himself this is a reasonable amount of time for those two bodies to consider it and they are going to get back to us. Ms. deLeon said regionalization was never discussed with the five Council members sitting up here. Mr. Carocci said sure it was. Ms. deLeon asked if there was a motion of direction to Council on policy. Mr. Banonis said regionalization was discussed before he was ever on Council, and multiple times during Council Reports. Mr. Carocci said it was discussed in December and January this year. Ms. deLeon said it was brought up ten years when they were with the City of Bethlehem. Mr. Banonis said he doesn't believe it was 10 years ago, he thinks it was discussed as recently as 2019. Ms. deLeon said she agrees with that and remembers that, but discussing it and voting on a direction. Mr. Banonis said we are not voting on it. Mr. Carocci said there is no direction to vote on – we are waiting to hear back from them – the library is in Hellertown. Ms. deLeon said they will come back to us and will we need two people to put it on the agenda? Mr. Carocci said we have to see what they come back to us with. Ms. deLeon said so decisions will be made outside of a meeting. Mr. Carocci asked Mr. Banonis read the end of the statement. Mr. Banonis read the last two paragraphs of the letter from Mayor Heintzelman. Mr. Carocci said they may come and say let's work on this regionalization thing and then something may be put on the agenda, or they may come back and say they are not interested. Mr. Carocci said there is nothing to put on the agenda until we hear from them.

C. SOLICITOR – No report

D. ENGINEER – No report

**VIII. PUBLIC COMMENT - NON-AGENDA ITEMS – RESIDENTS/TAXPAYERS ONLY – 3-MINUTE TIME LIMIT**

- Ms. Laura Ray, 3357 Lower Saucon Road, said the fact that the library wasn't on the agenda was not right. She's trying to comprehend what the statement was that was read earlier. She didn't hear anyone from the OCL was at that meeting. When you are talking about regionalization, it's not something you can do at the Township or Borough level. It won't happen in a month or maybe even all year. She asked why aren't we working in getting something in place soon as we'll end up with nothing. There's a lot of Sr. Citizens and residents at home with kids that can't come to these meetings. There are almost 4,000 cardholders in the Township that you are forgetting about. She was hoping we'd have an update on where we are with the Manager search. Mr. Marshall said it's in progress. Mr. Carocci said this has been advertised and resumes are coming in. They will schedule some interviews in May. Mr. Marshall said it was advertised in the beginning of the month. Ms. deLeon said she was never notified it was advertised.

**General Business & Developer Meeting**  
**April 20, 2022**

- 1 • David Boulin, 2023 Alice Drive, said he came to watch and learn. It's very informative and Peter is  
2 doing a great job and Council has done a good job on many things. The Police, the road committee,  
3 he goes out and talks to everyone, they do a great job and they are brilliant. He'd like to see those  
4 that have negative comments on Council to turn them around and make it positive by putting their  
5 backs into the load that's required on a lot of this work. He would like to see more of a team and  
6 build things together. Before December when the library thing started, the first question he had was  
7 why is it that everybody didn't come together and say we have this problem and see it upfront. He  
8 heard tonight that there's still some question did we get the financials from the other library. These  
9 things need to get resolved by both sides instead of throwing arrows.
- 10 • Alan Cunningham, 1671 Cambridge Court, said he appreciates what Council does for the  
11 community. He's happy to hear about the joint discussion on the concept of regionalization and  
12 seems like it's a positive step. He appreciates making the library services an important topic of the  
13 Council, so continue having discussions. He would ask to look at maintaining library services while  
14 the concept of regionalization is fully evaluated. Last session Attorney Treadwell mentioned he  
15 hadn't gotten all the financial documents. Attorney Treadwell said someone from the public sent the  
16 990 to the Township and they then forwarded it to him. That was the final thing he was waiting for,  
17 based on the motion from the January 19<sup>th</sup> meeting before he could authorize the Township to issue  
18 the check. Mr. Cunningham said he didn't hear anything about videoconference or Zoom. Mr.  
19 Banonis said there is no update, it was going to be a decision when the Township Manager was hired  
20 and that decision was deferred so they can be educated on the system and make it effective. Mr.  
21 Carocci said they will designate which employees are trained to use the system.
- 22 • Ms. Sue Lucrezi, 1984 West Point Drive, said the woman who runs the program she really  
23 appreciates the respect from the Township. Ms. Lucrezi doesn't feel respected. She feels respected  
24 by only one of you but putting these comments at the end doesn't show respect. A year ago, we were  
25 asking for Zoom or online access, and all we get are excuses. Is this on-the-job description for the  
26 new Township Manager? She hasn't seen it. There's nothing on the Township website. She was  
27 told she'd be able to see it as it would be a criteria for the Township Manager.
- 28 • Mr. Paul Burke, 1484 Saucon Meadow Court, said a month or two ago he came to the Township to  
29 complain about the condition of the plot next to the paint store. Priscilla got involved and he initially  
30 talked to the Zoning person and talk about respect. He wasn't respected during that encounter. He  
31 was very defensive and approached it like Mr. Burke was talking about his mother. Since then, the  
32 plot has been straightened up. The Zoning person talked to him and explained that what's going on  
33 now is grandfathered under the original whatever for the paint store. He finds that hard to believe.  
34 He claims he ran it by the Solicitor. Attorney Treadwell said he remembers talking about the paint  
35 store on 378 at a staff meeting. Is it grandfathered? Attorney Treadwell said his recollection of the  
36 conversation was there's a previous ZHB decision for that piece of property and/or a permit issued  
37 from the Township that allows what's going on there, to go on. He has to look into it. Mr. Burke  
38 said it's unsightly. Attorney Treadwell said the ZHB doesn't regulate that. If we were going to  
39 regulate sightliness and unsightliness, we'd have to adopt a property maintenance code. Mr. Burke  
40 said until he made the request nothing was being done about it. His concern still is how they could  
41 just take this parcel of land and do what they are doing now based on the fact that someone along the  
42 line got an approval for a paint store. Attorney Treadwell said he can't quote any of the documents.  
43 Mr. Burke said can he get an answer. Attorney Treadwell yes. Mr. Carocci said we can get you an  
44 answer and sorry you had a bad experience.
- 45 • Megan Lomangino, 2212 Rose Lane, said she's looking for clarification of the difference between  
46 the idea of regionalization versus paying for the library fee and everyone having access to not only  
47 HAL but other libraries that go hand in hand with that. Why would we have to regionalize services  
48 and potentially take months of time to get to that point instead of acting sooner? She understands  
49 there are a lot of things behind the scene, but Ms. deLeon asking for the library to be on the agenda  
50 next month is on behalf of her constituents. There's no reason to undermine her for what she says  
51 when people are asking her about these things. People may not be here tonight but everyone is still  
52 paying attention and we want you to keep conversations going. She's heard that you can go to any  
53 library for services, now she's hearing about regionalization. HAL will succeed with or without this

**General Business & Developer Meeting  
April 20, 2022**

1 Council. The community will pull together. We are waiting for Zoom from a year ago. She hopes  
2 we are not waiting for this next year.

- 3 • Robin Socha, 3521 Drifting Drive, said what is regionalization as there wasn't an explanation. When  
4 you are talking about waiting for them and they, don't you have any ideas you can share with us.  
5 Why are you waiting for them? It makes no sense. As for the chairs, the newsletter came out and  
6 it said \$20,000 to \$45,000 for chairs, she doesn't know how bad your chairs are. Come to the library,  
7 sit with the kids, sit with the grandmothers, and where the adults have to sit, pinchy, squeaky, wobbly  
8 chairs. Please recycle them, she thinks the library can use them.
- 9 • Jessica King, 2456 Alpine Drive, said in regard to your comments on regionalization, she did a little  
10 research and understands that Lehigh-Carbon Library Cooperative includes a whole bunch of  
11 different communities, Emmaus, Parkland, Slatington, Lehigh, Jim Thorpe, Dimmick, Southern  
12 Lehigh, Palmerton, and Whitehall are just a few. That took years to accomplish. It's a great thing,  
13 ten libraries, we are accomplishing similar things with an Access card. Currently the library is  
14 running without funding. Maybe while you consider your topic of regionalization, and you do your  
15 due diligence and continue to research who the heck is even going to want to work with us after  
16 we've been in the news looking like fools, you would consider paying to continue to fund our library  
17 like you did in January. Not with a \$50,000 donation minus the January funds but your every month  
18 participation while you go through the process of how do we reach a compromise or an agreement  
19 that works for everyone. If you think regionalization is that thing, that will take a long time to  
20 accomplish. Like Tom said he wants better services, but they cannot offer you that with less funding.  
21 With Bethlehem not being interested in joining us, would you be looking for regionalization through  
22 Bethlehem. She's just curious who you think the regionalization is going to happen with. Southern  
23 Lehigh is already a part of the Lehigh-Carbon Cooperative. We are not in Lehigh or Carbon County,  
24 so where would that be taking place - who would we be working with. Ms. deLeon said excellent  
25 questions and the deadline is coming for that extension, June 30<sup>th</sup> and we are unprepared. We need  
26 to get this on an agenda and come to a decision and she can't make it happen. Ms. King said sending  
27 a donation doesn't help with per capita rates where the State is giving funding to assist. Please  
28 consider going back to your funding.

29  
30 **IX. ADJOURNMENT**

31 **MOTION BY:** Mr. Banonis moved for adjournment. The time was 8:25 p.m.

32 **SECOND BY:** Mr. Carocci

33 **ROLL CALL:** 4-0 (Mrs. Zavacky – Absent)

34  
35  
36 Submitted by:

37  
38  
39 \_\_\_\_\_  
40 Peter Marshall  
41 Interim Township Manager

\_\_\_\_\_

Jason Banonis  
Council President



**409 Constitution Ave  
Hellertown, PA 18055  
(610)838-8381  
hellertownlibrary.org**

March 28, 2022

Dear Lower Saucon Township Council,

In the spirit of community and with a goal of continued collaboration between Lower Saucon Township and the Hellertown Area Library as well as in a good faith effort to serve the best interest of our patrons and your residents, the Library presents the following proposal for your review. Should the terms outlined below not be satisfactory, we look forward to receiving a written counter proposal from you that would attract a majority vote on the Township Council. We respectfully request your timely feedback.

The key points of our proposal are as follows:

- Lower Saucon Township and the Hellertown Area Library Association would enter into a written agreement under which the Library would continue providing free library services to Township residents on the same terms and conditions previously in effect, and the Township would continue to provide financial support to the Library through 2022. The agreement would be effective as of February 1, 2022, and then automatically expire at the end of 2022 with no further action required by either party.
- Provided there is no objection from the Office of Commonwealth Libraries or the local Library District, the agreement would be bilateral, only between the Township and the Library.
- Currently of the total of seven members on the Library Board of Directors, two are appointed by the Library Board and those two appointees are Lower Saucon Township residents. As an offer of collaboration and to comply with library standards, subject to obtaining the approval of Hellertown Borough, the Township would be granted the power to appoint one additional member to the Library Board for 2022, and the Library's by-laws would be updated to reflect the Township's appointment powers.

- The per capita amount previously requested by the Library, or \$9.66 per capita (representing a cost-of-living increase over the rate of \$8.37 agreed upon in 2016), would be the funding level required of the Township. For services rendered in February and March as well as services for the remainder of 2022 the total is \$98,237.37, or \$8,930.67 per month. A catch-up payment for the months of February and March, or \$17,861.34, would be due upon the parties entering into the written agreement. Thereafter, for the remaining nine months of 2022, monthly payments of \$8,930.67 would be paid by the Township to the Library.
- The Library would retain the portion of the annual state funding allocated to Township residents that was received by the Library in February 2022. The Library would not seek to remove the Township from its direct service area with an effective date prior to January 1, 2023.
- The Township would rescind its previous threat of a lawsuit and agree not to sue the Library upon the termination of the 2022 agreement, including but not limited to the conclusion of the 2016-2021 or 2022 agreements, the removal of the Township from the Library's direct service area on or after January 1, 2023, and the termination of free library services to Township residents on or after January 1, 2023. Each party would, however, retain the right to enforce the terms of the 2022 agreement.
- Should the Township wish to discuss an extension of Township support and free library services for the period beginning January 1, 2023, the Township may do so by contacting Ken Solt, Library Board President. Agreement upon any such arrangement to take effect on January 1, 2023 must be in place by July 1, 2022. Should no future agreement be reached the Library would, when completing its request for state funds to be received in 2023, seek to have the Township removed from its library direct service area.
- This proposal shall not be deemed an “offer” which can be made a binding agreement by acceptance. This proposal is conditioned upon and subject to all the terms being documented in a final written agreement which is acceptable to the Library and approved by the Library Board of Directors.

Members of Lower Saucon Township Council have at times expressed a need for certain financial information concerning the Library. If there is particular financial documentation you require prior to entering into an agreement for 2022 as described above, please provide a written list of such documentation at your earliest convenience and the Library will evaluate your request.

We respectfully request that you respond to this proposal in writing on or before April 22, 2022. This proposal shall be considered automatically withdrawn if we have not received a written response by that date.

The Library Board believes it would be in the best interests of the Township, the Library, and the residents of both Hellertown Borough and Lower Saucon Township for there to be stability and predictability regarding the library services that will be available to Township residents through 2022 and the financial support that the Library will receive from the Township during 2022. We believe a written agreement between the parties for 2022 on the terms described above is the best way to go about achieving that predictability.

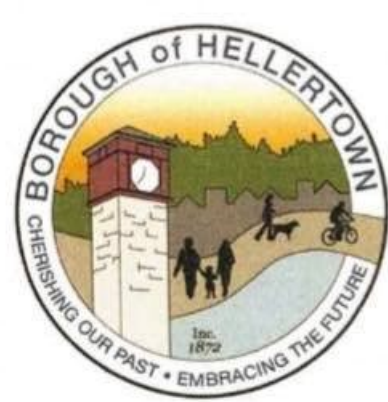
Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ken Solt', with a long horizontal flourish extending to the right.

Ken Solt,

President, Hellertown Area Library Association Board of Directors





# BOROUGH OF HELLERTOWN

685 MAIN STREET

HELLERTOWN, PENNSYLVANIA 18055 -1745

610-838-7041 • FAX 610-838-0500

[www.hellertownborough.org](http://www.hellertownborough.org)

On Wednesday, April 13, 2022, the Reverend Philip C. Spohn, Pastor of Christ Lutheran Church, Hellertown, gathered Ken Solt, President of the Hellertown Area Library, Thomas Rieger, President of the Hellertown Borough Council, David Heintzelman, Mayor for the Borough of Hellertown, Jason Banonis, Lower Saucon Twp. Council President, Jennifer Zavacky, Lower Saucon Twp. Council Vice President to a discussion on how we, as a community, can collectively move forward on the issues pertaining to the Hellertown Area Library.

At days end, there is a mutual understanding of what issues remain. Lower Saucon Township expressed the idea of regionalizing library services with other communities so that by working together, we could effectively be serving Lower Saucon Township and Hellertown Borough with improved and additional library services, among other benefits.

This is a new concept being presented to both Hellertown Borough and the library. All parties agreed to take the concept back to their respective bodies, receive initial reactions and create conversations of thoughts and concerns, which will be used toward possible future discussion. This new concept of regionalization is understood to some, yet is new to others. Our promise is to be transparent in all our discussions.

As we move forward, it was agreed upon to work toward a viable solution that can benefit Hellertown and Lower Saucon equally. By working together, and communicating clearly to each community, it will most likely cause less issues than we have already endured.

We ask for patience. As we learn about the regionalization process, we will learn from other Commonwealth of Pennsylvania municipalities that have embraced this model. If it does not fit for our communities we will move on separately.

Thank you for all the time and considerations in this matter.

Dave



**Borough of Hellertown**

**Mayor**

*David J. Heintzelman*

685 Main Street - Hellertown, PA 18055 610-838-7041

[d.heintzelman@hellertownborough.org](mailto:d.heintzelman@hellertownborough.org)