

MINUTES

Upper Saucon Township Board of Supervisors
Regular Meeting
Monday, September 19, 2011 – 6:00 P.M.
Township Municipal Building

Members Present: Miro Gutzmirtl, Chairman
Joseph Horvath
John E. Gilda, Jr.
Joaquim “Jack” DeMatos

Attending via telephone: Stephen Wagner

Staff Attending: Thomas F. Beil, Township Manager
Robert E. Kassel, Jr., Asst. Township Manager
Dennis Harman, P.E., Township Engineer
Thomas Dinkelacker, Township Solicitor

CALL TO ORDER

Chairman Gutzmirtl called the meeting to order at 6:00 p.m., in the Public Meeting Room of the Upper Saucon Township Municipal Building, 5500 Camp Meeting Road, Upper Saucon Township, Lehigh County, PA.

PLEDGE OF ALLEGIANCE

Chairman Gutzmirtl asked all in attendance to stand and recite the “Pledge of Allegiance.”

PUBLIC COMMENT

None

CHAIRMAN’S REMARKS

Chairman Gutzmirtl praised the successful effort by the Park and Recreation Commission and Tracy Roman, who spearheaded the effort, for their highly successful NeighborFest held on Sunday, September 11th.

Chairman Gutzmirtl also commented on the professional appearance of the Township's Newsletter. The Newsletter has a significant impact on the community and serves as a means for the Township to communicate information to residents.

**PRESENTATION BY CHRIS EBEL OF SOUTHERN LEHIGH PUBLIC LIBRARY –
LAWN BAGG FUNDRAISER**

Mr. Ebel presented the details of a fundraiser for the Southern Lehigh Public Library. The Library will sell a product dubbed the Lawn Bagg at the Library. The company that distributes the product has no physical locations and sells only via a virtual internet store front. The Library will be its first physical outlet. According to Mr. Ebel, the product replaces plastic and paper lawn bags with a reusable, durable product to store leaves and yard debris prior to pickup or disposal. Mr. Ebel asked the Board to endorse the Lawn Bagg fundraising effort to benefit the Library. The Board unanimously endorsed the fundraising effort.

Chairman Gutzmirtl suggested that a display demonstrating the benefits of the product be set up at Township offices and at the Leaf and Yard Waste Drop Off Center. Attendants at the Drop Off Center will distribute product brochures to residents when they enter the facility.

SUBDIVISIONS & LAND DEVELOPMENTS

**Resolution No. 2011- 26 – Act 537 Plan Special Study and Sewage Facilities Planning Module
For Brinley Court Land Development**

Motion made by Mr. DeMatos and seconded by Mr. Gilda to adopt Resolution No. 2011-26 approving the Act 537 Plan Special Study to re-allocate sewage capacity in the Borough of Coopersburg sanitary sewage collection system and the related amendment to the Act 537 Official Sewage Plan and to approve the Sewage Facilities Planning Module for the Brinley Court Land Development as an amendment to the Township's Act 537 Official Sewage Plan.

The motion was approved by a vote of 5 to 0.

MINUTES

Motion made by Mr. Horvath and seconded by Mr. Gilda to approve the minutes of the regular meeting of August 15, 2011

The motion was approved by a vote of 4 to 0 with one abstention (Chairman Gutzmirtl).

COMMITTEE REPORTS

Chairman Gutzmirtl requested the Chairman of each committee make a regular report to the full Board on their committee's activities.

ORDINANCES

None

RESOLUTIONS

Support of Renewing Growing Greener Program – Resolution No. 2011-23

Motion made by Mr. Horvath and seconded by Mr. Wagner to approve Resolution No. 2011-23 encouraging the General Assembly and Governor Corbett to support renewal of the State's Growing Greener Program by providing a dedicated, sustainable and long-term funding source.

The motion was approved by a vote of 5 to 0.

MOTIONS

Request For Payment – Barry J. Hoffman, Inc. – Certification No. 7

Motion made by Mr. DeMatos and seconded by Mr. Gilda to authorize payment in the amount of \$498.00 to Barry J. Hoffman, Inc., for work completed on the bar screen controls at the Sewage Treatment Plant.

The motion was approved by a vote of 5 to 0.

Request For Payment – Barry J. Hoffman, Inc. – Certification No. 8

Motion made by Mr. Gilda and seconded by Mr. DeMatos to authorize payment in the amount of \$1,333.00 to Barry J. Hoffman, Inc., for electrical work completed at various Township facilities.

The motion was approved by a vote of 5 to 0.

Request For Payment – Barry J. Hoffman, Inc. – Certification No. 6

Motion made by Mr. Horvath and seconded by Mr. Gilda to authorize payment in the amount of \$6,575.00 to Barry J. Hoffman, Inc., for work completed on the grit handling system at the Sewage Treatment Plant.

The motion was approved by a vote of 5 to 0.

Request For Payment – Eastern Environmental Contractors, Inc. – Certification No. 6

Motion made by Mr. Wagner and seconded by Mr. DeMatos to authorize payment in the amount of \$11,492.00 to Eastern Environmental Contractors, Inc., for work on the grit handling system at the Sewage Treatment Plant.

The motion was approved by a vote of 5 to 0.

Request For Payment – RGC Development – Certification No. 2

Motion made by Mr. Horvath and seconded by Mr. Wagner to authorize payment in the amount of \$80,702.00 to RGC Development for repairs made to sanitary sewer laterals at various locations throughout the Township.

The motion was approved by a vote of 5 to 0.

Intergovernmental Agreement Creating Joint Rail Trail Advisory Commission

Motion made by Mr. Horvath and seconded by Mr. Wagner to enter into an Intergovernmental Agreement with Hellertown Borough, Coopersburg Borough and Lower Saucon Township to create a Joint Rail Trail Advisory Commission for the purpose of cooperatively planning, developing, promoting, and maintaining the Saucon Rail Trail.

The motion was approved by a vote of 5 to 0.

Appointments to Joint Rail Trail Advisory Commission

Motion made by Mr. Horvath and seconded by Mr. Gilda to appoint Peter J. Jarrett to the Joint Rail Trail Advisory Commission for a four (4) year term expiring on December 31, 2015.

The motion was approved by a vote of 5 to 0.

Motion made by Mr. DeMatos and seconded by Mr. Wagner to appoint Sara Pandl to the Joint Rail Trail Advisory Commission for a two (2) year term expiring on December 31, 2013.

The motion was approved by a vote of 5 to 0.

Motion made by Mr. Horvath and seconded by Mr. Gilda to appoint Susan L. Anderson as an Alternate to the Joint Rail Trail Advisory Commission to serve at the pleasure of the Board of Supervisors.

The motion was approved by a vote of 5 to 0.

Chairman Gutzmirtl explained that the Saucon Rail Trail Commission will help plan and coordinate future trail projects.

CORRESPONDENCE AND INFORMATION ITEMS

Memo Dated September 14, 2011 from Thomas Young, Accounting Supervisor – 2012 Minimum Municipal Obligation for Township Pension Plans and Firefighters Length of Service Awards Program (LOSAP)

Mr. Beil reviewed a memo dated September 14, 2011 from Thomas Young, Accounting Supervisor, concerning the 2012 Minimum Municipal Obligation for the Township Pension Plans and Firefighters Length of Service Awards Program (LOSAP). No action was required from the Board with regard to this agenda item.

DIRECTION/DISCUSSION ITEMS

Board of Supervisors Information Request Form

Chairman Gutzmirtl introduced a form to be used by Board members to request information from the Township staff. Mr. Beil will work out the details on how to record and report the status of Board member requests, but the Board suggested that a report be made weekly.

The full Board will review individual Board member requests for information that are expected to take longer than three hours for the staff to prepare, however, information requests authorized by a committee will be exempt from this requirement. Mr. DeMatos requested that the staff's report to

the Board contain the actual hours expended to comply with a Board member's request. Mr. Horvath asked that staff look into reporting on major projects.

Statement of Support for Guard and Reserve Veterans

Mr. Gutzmirtl asked that the Township place a priority on hiring veterans and members of the Guard and Reserves. Mr. Beil reported that a veterans' preference requirement is already in place within the Township.

Landis Mill Road Trail Crossing

Mr. Beil reported that the Township received a letter from a concerned resident asking that the Township install a flashing warning device where the rail trail crosses Landis Mill Road. The flashing warning device is intended to warn motorists that pedestrians and bikers will be crossing the road at this location. Dennis Harman, Township Engineer, reported PennDOT determined the sight lines were acceptable at the crossing and no flashing warning device was necessary. The flashing warning device has an installed cost of \$40,000. Mr. Beil will investigate to see if grants are available to assist with the installation cost.

A suggestion was made to investigate the placement of "Yield to Pedestrian" signs on Landis Mill Road at the trail crossing.

BILLS, PAYROLL, AND COMMISSIONS

Prepaid Invoice List #09062011 dated 09/16/2011 for \$341,054.10

Warrant List #09062011 dated 09/16/2011 for \$357,651.70

Motion made by Mr. Horvath and seconded by Mr. Gilda to authorize the payment of the Prepaid Invoice List and the Warrant List.

The motion was approved by a vote of 5 to 0.

ADDITIONAL BUSINESS

Mr. Beil reported that the first phase of the proposed traffic control changes to the intersection of Camp Meeting Road and Lanark Road have been implemented. These changes include:

- Designating a section of Camp Meeting Road between Route 309 and Lanark Road as one way heading northbound.
- Installing a new stop sign so traffic heading north on Camp Meeting Road from Route 309 must stop at the intersection with Lanark Road.

COURTESY OF THE FLOOR

Doris Clegg suggested that the Township staff investigate the purchase of commercial project tracking software that would be used to monitor high profile projects.

EXECUTIVE SESSION

None

ADJOURNMENT

Motion made by Mr. Horvath and seconded by Mr. DeMatos to adjourn the meeting.

The motion carried by a vote of 5 to 0.

Secretary

