

## MINUTES

Upper Saucon Township Board of Supervisors  
Regular Meeting  
Monday, November 7, 2011 – 6:00 P.M.  
Township Municipal Building

Members Present: Miro Gutzmirtl, Chairman  
Stephen Wagner, Vice Chairman  
Joseph Horvath  
John E. Gilda, Jr.

Members Absent: Joaquim "Jack" DeMatos

Staff Attending: Thomas F. Beil, Township Manager  
Robert E. Kassel, Jr., Asst. Township Manager  
Dennis Harman, P.E., Township Engineer  
Ronald Gawlik, P.E., Township Engineer  
Thomas Dinkelacker, Township Solicitor  
Sharyn Heater, Director of Community Development  
Dennis Gehringer, Township Planning Consultant

### CALL TO ORDER

Chairman Miro 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

Mr. Gutzmirtl asked all in attendance to stand and recite the "Pledge of Allegiance."

### PUBLIC COMMENT

Bill Ryker, 812 Ebert Road – Mr. Ryker, a resident of Springfield Township, addressed the Board concerning a drainage problem along Ebert and Nemeth Roads located in Springfield Township. He suspected the cause of the drainage problem was inadequate stormwater controls at the Flint Hill Farm property in Upper Saucon Township. He said he wanted to make the Board aware of this problem and asked the Board for their assistance in finding a possible solution.

Mr. Gutzmirtl invited Mr. Ryker to attend the next Planning and Zoning Committee meeting to voice his concerns and to examine his specific problem in detail.

## **CHAIRMAN'S REMARKS**

Mr. Gutzmirtl announced that the Leaf and Yard Waste Drop-Off Center will have extended hours to accommodate residents impacted by the October 29 winter storm. He also acknowledged the Township's Public Works Department for their extra effort in responding to the October 29 winter storm.

## **PRESENTATION BY JAMES LARGAY - FINAL REPORT TO BOARD OF SUPERVISORS OUTLINING THE RECOMMENDATIONS OF THE BUDGET REVIEW ADVISORY COMMITTEE ON MATTERS RELATING TO THE 2012 TOWNSHIP BUDGET**

Mr. Gutzmirtl introduced James Largay, who, along with Steven Annunziato and Peter Staffeld, served on the Budget Review Advisory Committee. Mr. Gutzmirtl explained the purpose of the committee was to bring greater transparency to the budget process and provide a channel for citizens to express their views on the budget. The committee met six times during the summer and fall of 2011. Supervisors Gilda and Horvath served as Board representatives to the committee, while Mr. Beil and Mr. Kassel provided staff support to the committee.

Messrs. Largay, Staffeld and Annunziato were in attendance.

The committee issued a written report dated November 7, 2011, which contains its findings and recommendations concerning the 2012 budget. Mr. Largay highlighted the following key points of the committee's report:

### **Findings:**

F1. The Township budget is under pressure, primarily from lower earned income tax and real estate transfer tax revenues, coupled with increasing costs of Township services, reduced state and county aid, and upwardly spiraling employee benefit costs.

F2. Possible depletion of "rainy day" reserve during 2012 could mean temporary financing and/or complicate responding to major emergencies.

F3. Possible (\$800,000) deficit at end of 2013 could grow to (\$3,800,000) at the end of 2016. Budget gap is long-term and structural, not a short-term mismatch between revenues and expenditures. Township costs are sticky and hard to bring down while revenues depend on the faltering overall economy.

F4. The Township owns property and other fixed assets that could be sold and provide significant revenue over several years.

### **Recommendations:**

R1. Do not fill the two open positions in the Road Department, saving about \$260,000 during 2012-2013. Delays in some services could result.

R2. Investigate opportunities to share municipal services, such as zoning code enforcement, building inspections, and fire and police service, with nearby communities like Lower Saucon Township and Coopersburg.

R3. Authorize study of possible sale of the UST water system, a nonperforming asset that could generate cash to cover years of capital expenditures.

R4. Reduce engineering and legal costs by using other vendors and staying within stringent budgets.

R5. Require employees to contribute more to their medical benefits; changes like higher deductibles and co-pays subject to collective bargaining for employees who are union members.

R6. Change pension plan arrangement for new employees. Existing costly defined benefit plan should be replaced with a defined contribution plan: subject to collective bargaining for employees who are union members.

R7. Benchmark with other localities to assess efficiency and effectiveness of UST services. Will help in setting budget priorities and strengthen municipal accountability to taxpayers.

R8. Obtain energy savings by careful energy management; support the UST Environmental Advisory Council's efforts.

Other Matters:

O1. Examine possible savings in police services from revised evening staffing levels and redeployment of some Drug Task Force resources.

O2. When looking at the Open Space Fund as a possible source of unspent cash, keep in mind UST's commitment to preserving open space.

O3. Possible tax hikes were discussed. Tax hikes may be unavoidable in the future but the committee expressed little enthusiasm for them in this tough economic environment.

The Board thanked the Budget Review Advisory Committee for preparing the report.

**PRESENTATION BY TOWNSHIP STAFF AND CONSULTANTS – COMPREHENSIVE AMENDMENT TO SUBDIVISION AND LAND DEVELOPMENT ORDINANCE (PROPOSED ORDINANCE NO. 145)**

Solicitor Thomas Dinkelacker, Dennis Gehringer, Township Planning Consultant, Ron Gawlik, Township Engineer, and Sharyn Heater, Director of Community Development, were present to discuss proposed Ordinance No. 145 with the Board. Attorney Dinkelacker provided an overview of proposed Ordinance No. 145 which represents a comprehensive amendment to the current Subdivision and Land Development Ordinance. Attorney Dinkelacker said proposed Ordinance No. 145 will be advertised for possible adoption by the Board of Supervisors at a public meeting to be held on December 19, 2011.

**SUBDIVISIONS & LAND DEVELOPMENTS**

None

**MINUTES**

None

**COMMITTEE REPORTS**

None

**ORDINANCES**

None

**RESOLUTIONS**

**Resolution No. 2011-25 – Hurricane Irene Disaster Relief Assistance**

Motion made by Mr. Wagner and seconded by Mr. Gilda to approve Resolution No. 2011-25 authorizing the Township Manager to execute all necessary documents/agreements for the purpose of obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act for Township expenses related to the Hurricane Irene clean-up and recovery effort.

The motion was approved by a vote of 4 to 0.

**MOTIONS**

**Request For Payment – RGC Development – Certification No. 4**

Motion made by Mr. Horvath and seconded by Mr. Wagner to authorize payment in the amount of \$10,900.00 to RGC Development for lawn restoration work where new sewer laterals were installed along Flint Hill Road, Bishop Road, Hall Court, New Street, Station Avenue and Taylor Drive.

The motion was approved by a vote of 4 to 0.

**Request For Payment – QC Laboratories, Inc. – Certification No. 2 (2<sup>nd</sup> Quarter)**

Motion made by Mr. Wagner and seconded by Mr. Gilda to authorize payment in the amount of \$9,309.75 to QC Laboratories, Inc., for annual laboratory testing services for the wastewater treatment and water distribution systems.

The motion was approved by a vote of 4 to 0.

**Request For Payment – QC Laboratories, Inc. – Certification No. 3 (3<sup>rd</sup> Quarter)**

Motion made by Mr. Gilda and seconded by Mr. Wagner to authorize payment in the amount of \$11,404.75 to QC Laboratories, Inc., for annual laboratory testing services for the wastewater treatment and water distribution systems.

The motion was approved by a vote of 4 to 0.

Request For Payment – Barry J. Hoffman, Inc. – Certification No. 11

Motion made by Mr. Wagner and seconded by Mr. Horvath to authorize payment in the amount of \$671.00 to Barry J. Hoffman, Inc., for work completed on the electrical system at the Wastewater Treatment Plant.

The motion was approved by a vote of 4 to 0.

Designate Township-owned Land at Northeast Corner of Preston Lane and Old Bethlehem Pike As a Sustainable Nature Park

Motion made by Mr. Horvath and seconded by Mr. Wagner to designate the 15.5 acre Township-owned tract of land at 5653 Old Bethlehem Pike and 3361 Preston Lane as a sustainable nature park and to integrate said tract into the Township park system, however, this designation shall not obligate the Township to fund the implementation of any specific project for the tract.

The motion was approved by a vote of 4 to 0.

Purchase Agricultural Conservation Easement on 31.9 Acre Property at 5702 Limeport Pike

Motion made by Mr. Horvath and seconded by Mr. Wagner to approve the purchase of an agricultural conservation easement on a 31.9 acre property at 5702 Limeport Pike (PIN #640493354341 1) for \$63,800.00 (\$2,000 per acre) and to authorize the Township Manager to execute a Sales Agreement with Vincenzo Tucciarone in order to complete said purchase.

The motion was approved by a vote of 4 to 0.

Request For Payment – Livengood Excavators, Inc. – Certification No. 1

Motion made by Mr. Horvath and seconded by Mr. Gilda to authorize payment in the amount of \$66,300.65 to Livengood Excavators, Inc., for work completed on the Taylor Drive storm sewer project.

The motion was approved by a vote of 4 to 0.

Award Bid For 2012 Annual Laboratory Services For Water Distribution System and Wastewater Treatment System

Motion made by Mr. Gilda and seconded by Mr. Wagner to award the 2012 Annual Laboratory Services bid to Microbac Laboratories, Inc., for a total bid price of \$28,381.00.

The motion was approved by a vote of 4 to 0.

Award Bid For 2012 Annual Supplemental Repair/Installation Of Gravity Sanitary Sewers and Water Distribution Facilities

Mr. Wagner was concerned that only two (2) bids were received for this project. He asked that the matter be tabled until the next meeting so the Township Sewer Engineer can be present to explain how the bid was advertised and why only two (2) bidders responded to the bid notice.

It was the consensus of the Board to table this matter until the next Board meeting.

Award Bid For 2012 Annual Supplemental Electrical Maintenance

Motion made by Mr. Wagner and seconded by Mr. Horvath to award the 2012 Annual Supplemental Electrical Maintenance bid to Barry J. Hoffman Company, Inc., for a total base bid price of \$1,180.00 which includes the following hourly rates:

- Electrician Rate - \$83.00/hr.
- Electrician Helper Rate - \$35.00/hr.
- Mobilization/Demobilization - \$-0-
- Ditch Witch Trencher - \$40.00/hr.
- Bucket Truck - \$40.00/hr.

The motion was approved by a vote of 4 to 0.

**CORRESPONDENCE AND INFORMATION ITEMS**

None

**DIRECTION/DISCUSSION ITEMS**

None

**BILLS, PAYROLL, AND COMMISSIONS**

Prepaid Invoice List #11072011 dated 11/04/2011 for \$1,008,474.48

Warrant List #11072011 dated 11/04/2011 for \$1,054,467.57

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

The motion was approved by a vote of 4 to 0.

**ADDITIONAL BUSINESS**

None

**COURTESY OF THE FLOOR**

None

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

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

The motion carried by a vote of 4 to 0.

The meeting was adjourned at approximately 7:38 pm.

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Secretary

