

AGENDA

Upper Saucon Township Board of Supervisors
Reorganization Meeting
Monday, January 4, 2016 - 6:30 P.M.
Township Municipal Building

1. **CALL TO ORDER** – Stephen Wagner, Temporary Chairman
2. **PLEDGE OF ALLEGIANCE**
3. **NOTIFICATION**
All public sessions of the Upper Saucon Township Board of Supervisors are electronically recorded. The recordings are maintained as part of the record of the meeting until the minutes are transcribed and approved by the Board.
4. **REORGANIZATION OF THE BOARD OF SUPERVISORS**
 - a. Elect Chairman
Consideration of a motion to elect _____ as Chairman of the Board of Supervisors.
 - b. Elect Vice Chairman
Consideration of a motion to elect _____ as Vice Chairman of the Board of Supervisors.
 - c. Appoint Township Secretary
Consideration of a motion to appoint Thomas F. Beil as Township Secretary.
 - d. Appoint Township Treasurer
Consideration of a motion to appoint Robert E. Kassel, Jr., as Township Treasurer.
 - e. Appoint Assistant Township Secretary
Consideration of a motion to appoint Robert E. Kassel, Jr., as Assistant Township Secretary.
 - f. Appoint Assistant Township Treasurer
Consideration of a motion to appoint Thomas F. Beil as Assistant Township Treasurer.
5. **PUBLIC COMMENT** (Any Item On or Off the Agenda)
Please sign the Speaker Sign-In Sheet at the front desk if you wish to address the Board during the Public Comment portion of the agenda. Speakers are asked to limit their comments to 3 minutes or less.
6. **CHAIRMAN’S REMARKS**
7. **ROBERT COYLE, POLICE CHIEF - AWARDING OF SERGEANT BADGE TO POLICE OFFICER JUSTIN DRISCOLL (Note: Officer Driscoll is being promoted from Patrol Officer to Sergeant)**
8. **REORGANIZATION BUSINESS**
 - a. Establish Treasurer’s Bond
Consideration of a motion to establish the Treasurer’s Bond for the year 2016 at \$2,000,000.00.

- b. Establish Assistant Treasurer's Bond
Consideration of a motion to establish the Assistant Treasurer's Bond for the year 2016 at \$2,000,000.00.
- c. Depositories for Township Funds – Resolution Nos. 2016-01 and 2016-02
Consideration of a motion to adopt Resolution Nos. 2016-01 and 2016-02 approving QNB Bank and National Penn Bank as depositories for Township Funds for the year 2016.
- d. Appointment of Solicitor
Consideration of a motion to appoint the law firm of Dimmich, Dinkelacker and Anewalt, P.C., as Township Solicitor and to approve the fee agreement with Dimmich, Dinkelacker and Anewalt, P.C., effective January 1, 2016.
- e. Reappointment of Township Engineer
Consideration of a motion to reappoint Charles Unangst, P.E., or his designee as an employee of Hanover Engineering Associates, Inc., to serve as Township Engineer and to compensate the Township Engineer for services rendered in accordance with the 2016 Professional Fee Schedule included with Mr. Unangst's letter of December 8, 2015.
- f. Reappointment of Township Conflict Engineer
Consideration of a motion to reappoint C. Robert Wynn, P.E., or his designee as an employee of C. Robert Wynn Associates, Inc., to serve as Township Conflict Engineer and to compensate the Township Conflict Engineer for services rendered in accordance with the Schedule of Per Diem Fees, effective January 1, 2014, as previously provided by C. Robert Wynn Associates, Inc.
- g. Reappointment of Sewage Enforcement Officers
Consideration of a motion to reappoint Jeffrey T. Huff (SEO #01900), Jacob A. Schray (SEO #03134) and Christopher A. Taylor (SEO #03138) of Hanover Engineering Associates, Inc., as sewage enforcement officers to act on behalf of Upper Saucon Township for administration and enforcement of the Pennsylvania Sewage Facilities Act.
- h. Reappointment of Township Engineer for Municipal Sanitary Sewer Matters
Consideration of a motion to reappoint Karl Schreiter, Jr., P.E., to serve as Township Engineer for Municipal Sanitary Sewer Matters and to compensate Mr. Schreiter for services rendered in accordance with the Schedule of Billing Charges, effective January 1, 2016, as provided by Schreiter Engineering Associates, Inc.
- i. Reappointment of Geotechnical Consultant
Consideration of a motion to reappoint Leidos Engineering, LLC, as the Township Geotechnical Consultant and to compensate the Township Geotechnical Consultant for services rendered in accordance with the 2016 Geotechnical Services Rate Schedule included with Kent Littlefield's letter of December 14, 2015.
- j. Reappointment of Auditor – Resolution No. 2016-03
Consideration of a motion to adopt Resolution No. 2016-03 reappointing the accounting firm of Reinsel Kuntz Leshner, LLP to perform the 2015 annual financial audit of Township accounts.
- k. Reappointment of Third Party Agency For Administration and Enforcement of PA Construction Code Act
Motion to reappoint Keycodes Inspection Agency and its construction code officials, as the sole third-party agency to act on behalf of Upper Saucon Township for administration and enforcement of the Pennsylvania Construction Code Act, in accordance with Section 503(b)(2) of the Act and Section 3.b of Upper Saucon Township Ordinance No. 130.

1. Reappointment of Municipal Code Official and Primary Building Code Official
Motion to reappoint David I. Shields of Keycodes Inspection Agency as the municipal code official and primary building code official to act on behalf of Upper Saucon Township for administration and enforcement of the Pennsylvania Construction Code Act, in accordance with Section 503(b)(1) of the Act and Section 3.a of Upper Saucon Township Ordinance No. 130.

- m. Appointments/Reappointments to Boards and Commissions
 - i. Vacancy Board – Consideration of a motion to reappoint Richard M. Nelson to the Upper Saucon Township Vacancy Board for a one year term expiring on December 31, 2016.
 - ii. Police Pension Committee – Consideration of a motion to appoint Dennis Benner, Philip Spaeth and Thomas Nicoletti to the Upper Saucon Township Police Pension Committee for the 2016 calendar year.
 - iii. Non-Uniformed Employees’ Pension Committee – Consideration of a motion to appoint Thomas E. Young, Francis Stauffer and Philip Spaeth to the Upper Saucon Township Non-Uniformed Employees’ Pension Committee for the 2016 calendar year.
 - iv. Environmental Advisory Council – Consideration of a motion to reappoint Thomas L. Gettings to the Environmental Advisory Council for a three year term expiring December 31, 2018.
 - v. Designate Chairperson of Environmental Advisory Council – Consideration of a motion to designate Thomas L. Gettings as Chairperson of the Upper Saucon Township Environmental Advisory Council for the year 2016.
 - vi. Environmental Advisory Council – Consideration of a motion to reappoint Geraldine Davies to the Environmental Advisory Council for a three year term expiring December 31, 2018.
 - vii. Municipal Authority/Sewage Treatment Authority – Consideration of a motion to reappoint Joaquim (Jack) DeMatos to the Municipal Authority and Sewage Treatment Authority for a five year term expiring on December 31, 2020.
 - viii. Zoning Hearing Board – Consideration of a motion to adopt Resolution No. 2016-04 reappointing James T. Rouland to the Upper Saucon Township Zoning Hearing Board for a three year term expiring on December 31, 2018.
 - ix. Uniform Construction Code Board of Appeals – Consideration of a motion to reappoint Robert A. Bosak to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2016.
 - x. Uniform Construction Code Board of Appeals – Consideration of a motion to reappoint David T. Howard to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2016.
 - xi. Uniform Construction Code Board of Appeals – Consideration of a motion to reappoint Stewart J. Gouck to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2016.
 - xii. Saucon Rail Trail Oversight Commission – Consideration of a motion to reappoint Peter J. Jarrett to the Saucon Rail Trail Oversight Commission for a four year term expiring on December 31, 2019.

n. Establish 2016 Regular Meeting Schedule

Motion to approve the following regular meeting schedule for 2016:

Board of Supervisors

(All meetings will start at 6:30 PM and will be held in the public meeting room of the Upper Saucon Township Municipal Building located at 5500 Camp Meeting Road)

*Monday, January 4, 2016 (Reorg.)	Monday, July 11, 2016
Monday, January 25, 2016	Monday, July 25, 2016
Monday, February 8, 2016	Monday, August 8, 2016
Monday, February 22, 2016	Monday, August 22, 2016
Monday, March 14, 2016	Monday, September 12, 2016
Monday, March 28, 2016	Monday, September 26, 2016
Monday, April 11, 2016	Monday, October 10, 2016
Monday, April 25, 2016	Monday, October 24, 2016
Monday, May 9, 2016	Monday, November 14, 2016
Monday, May 23, 2016	**Monday, November 21, 2016
Monday, June 13, 2016	Monday, December 12, 2016
Monday, June 27, 2016	**Monday, December 19, 2016

*1st Monday of month

**3rd Monday of month

Note: Special meetings will be scheduled when needed.

o. Committee Assignments for 2016 (Chairman of Board of Supervisors will announce assignments)

Planning and Zoning Committee

Stephen Wagner, Chair
Patrick Leonard

Public Works and Transportation Committee

Pat Leonard, Chair
Dennis Benner

Administration and Finance Committee

Philip Spaeth, Chair
Dennis Benner

Emergency Services Committee

Dennis Benner, Chair
Brian Farrell

Parks/Recreation and Open Space Committee

Brian Farrell, Chair
Philip Spaeth

Appointments Review Committee

Stephen Wagner, Chair
Pat Leonard

- p. Appointment of Voting Delegate to State Association's Annual Convention
Motion to appoint Philip Spaeth as the Township's voting delegate to the State Association's annual convention.

9. SUBDIVISIONS & LAND DEVELOPMENTS

- a. Liberty Village – Township Engineer's Report on Status of Improvements - Resolution No. 2016-07
Consideration of a motion to adopt Resolution No. 2016-07 accepting the Township Engineer's report on the status of the improvements at the Liberty Village Subdivision and directing the Township Manager to properly notify the developer, Orleans at Upper Saucon, L.P., of the Board's action in this regard.

10. MINUTES - None

11. ORDINANCES

- a. Ordinance No. 62-M – Amendment to Non-Uniformed Employees' Pension Plan
Consideration of a motion to adopt Ordinance No. 62-M amending the Non-Uniformed Employees' Pension Plan in order to remove the exclusion for benefit accruals after a participant attains age 65 and completes 10 years of vesting service.

12. RESOLUTIONS

- a. Resolution No. 2016-05 - Consultant Review Fees To Be Paid By Developers In Connection With The Review And Approval Of Subdivisions And Land Developments
Consideration of a motion to adopt Resolution No. 2016-05 approving consultant review fees to be paid by developers in connection with the review and approval of land development plans and the inspection, review and approval of public improvements and common amenities contemplated by land development projects pursuant to the *Municipalities Planning Code* and the Township Subdivision and Land Development Ordinance.
- b. Resolution No. 2016-06 - Police Pension Plan Amendment
Consideration of a motion to adopt Resolution No. 2016-06 amending the Upper Saucon Township Police Pension Plan in order to provide a service increment benefit and automatic cost of living adjustment for Pension Plan participants who retire on or after January 1, 2016. [Note: The new Collective Bargaining Agreement with the Police Union requires these changes to the Police Pension Plan.]

13. MOTIONS

- a. Lease of Township-owned Property at 4865 W. Hopewell Road (Curly Horse Open Space)
Consideration of a motion to approve the Lease Agreement with Dennis Trexler which would allow for the growing, cultivation and harvesting of crops on Township-owned property at 4865 W. Hopewell Road and to authorize the Township Manager to execute said Lease Agreement.
- b. Lease of Township-owned Property at 4556 E. Valley Road
Consideration of a motion to approve the Lease Agreement with Leroy C. Stahler, Inc., which would allow for the growing, cultivation and harvesting of crops on Township-owned property at 4556 E. Valley Road and to authorize the Township Manager to execute said Lease Agreement.

- c. Request For Payment – Bi-State Construction Inc. – Certification No. 1 (Final)
Consideration of a motion to authorize final payment in the amount of \$134,870.00 to Bi-State Construction, Inc., for work completed on the Saucon Rail Trail Bridge over Jacoby Road.
- d. Accept Proposal from ARRO Consulting to Evaluate the Township’s Compliance with Federal and State Storm Water Regulations Relative to the Municipal Separate Storm Sewer System (MS4) Program
Consideration of a motion to accept the consulting proposal from ARRO Consulting, Inc. to evaluate the Township’s compliance with Federal and State storm water regulations (MS4 Program) at a cost not to exceed \$5,000.

14. DIRECTION/DISCUSSION ITEMS

- a. Cancellation of Board of Supervisors meeting scheduled for January 25, 2016 due to lack of agenda items

15. COMMITTEE REPORTS - None

16. BILLS, PAYROLL AND COMMISSIONS

Prepaid Invoice List and Warrant List #01042016 dated 12/30/2015

- Prepaid Invoice List.....\$286,701.87
- Warrant List.....\$ 16,469.10

Consideration of a motion to authorize payment of the Prepaid Invoice List and Warrant List #01042016 dated 12/30/2015.

17. ADDITIONAL BUSINESS

18. COURTESY OF THE FLOOR

19. EXECUTIVE SESSION

20. ADJOURNMENT