

MINUTES

Upper Saucon Township Board of Supervisors
Regular Meeting
Monday, February 8, 2016 – 6:30 P.M.
Township Municipal Building

Members Present: Stephen Wagner, Chairman
Patrick M. Leonard, Vice Chairman
Dennis E. Benner
Brian J. Farrell
Philip W. Spaeth

Staff Attending: Thomas F. Beil, Township Manager
Robert E. Kassel, Jr., Assistant Township Manager
Jeffrey Dimmich, Township Solicitor
Charles Unangst, P.E., Township Engineer
Patricia Lang, Director of Community Development

CALL TO ORDER

Chairman Wagner called the meeting to order at 6:30 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. Wagner asked all in attendance to stand and recite the “Pledge of Allegiance.”

NOTIFICATION

Mr. Wagner announced that 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.

PUBLIC COMMENT

None

PUBLIC ANNOUNCEMENTS

Chairman Wagner made the following announcements:

- Three (3) vacancies exist on the Parks and Recreation Commission. Anyone interested in volunteering should refer to the Township’s website.

- The Environmental Advisory Council has partnered with the Penn State University Master Gardeners for a Rain Barrel Workshop to be held on Saturday, April 23, at the Community Park. Sessions will be held at 9:00 am, 10:15 am and 11:30 am.
- There will be an electronics recycling event on Saturday, April 23, from 9:00 am to 12:00 pm at the Southern Lehigh Public Library.

PRESENTATION BY PAUL KAMOR OF PNC BANK – ANNUAL PERFORMANCE REVIEW OF TOWNSHIP PENSION PLAN INVESTMENTS

Paul Kamor of PNC Bank, the Township's pension custodian, reviewed the performance of the Township's pension plans for the year 2015.

SUBDIVISIONS & LAND DEVELOPMENTS

None

MINUTES

Regular Meeting of November 23, 2015

Motion made by Mr. Leonard and seconded by Mr. Benner to approve the minutes of the regular meeting of November 23, 2015.

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

Regular Meeting of December 21, 2015

Motion made by Mr. Leonard and seconded by Mr. Spaeth to approve the minutes of the regular meeting of December 21, 2015.

The motion was approved by a vote of 4 to 0 with Mr. Benner abstaining because he did not attend the meeting on December 21, 2015.

ORDINANCES

Proposed Ordinance No. 67-SS – Establishing Speed Limit on St. Joseph's Road

Motion made by Mr. Leonard and seconded by Mr. Benner to adopt proposed Ordinance No. 67-SS establishing a 25 mph speed limit on St. Joseph's Road.

Mr. Wagner asked if anyone from the public wished to comment on the proposed Ordinance. There was no response.

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

RESOLUTIONS

Resolution No. 2016-08 – Appointment of Zoning Officers/Code Enforcement Officers

Motion made by Mr. Spaeth and seconded by Mr. Leonard to adopt Resolution No. 2016-08 appointing Patricia Lang and Trent J. Sear as Zoning Officers/Code Enforcement Officers for Upper Saucon Township.

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

MOTIONS

Release of Funds – Liberty Village – Certification No. 5

Motion made by Mr. Benner and seconded by Mr. Farrell to authorize the release of construction security in the amount of \$487,307.48 for the Liberty Village Subdivision in accordance with the Community Development Director's memo dated February 2, 2016.

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

Encroachment Agreement – Robert Anthony Ramos – 3424 Courtney Drive

Motion made by Mr. Benner and seconded by Mr. Leonard to approve the Encroachment Agreement with Robert Anthony Ramos in order to allow the installation of a fence that would encroach upon the Township's drainage easement on the property at 3424 Courtney Drive and to authorize the Township Manager to execute said Agreement on behalf of the Township.

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

Environmental Advisory Council – Resignation of current member and appointment of new member

Motion made by Mr. Leonard and seconded by Mr. Benner to accept the resignation of Alfred Cancellieri from the Upper Saucon Township Environmental Advisory Council effective immediately.

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

Motion made by Mr. Leonard and seconded by Mr. Farrell to appoint Antonio Roman to the Upper Saucon Township Environmental Advisory Council for a partial term expiring on December 31, 2016.

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

Release of Funds – Traditions of America Saucon Valley – Certification No. S-1

Motion made by Mr. Benner and seconded by Mr. Spaeth to authorize the release of construction security in the amount of \$748,717.53 for the Traditions of America Saucon Valley Subdivision in accordance with the Community Development Director's memo dated January 13, 2016.

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

Resolution No. 2016-09 – Locust Manor Subdivision – Accepting Paula Court and Nicholas Circle

Motion made by Mr. Benner and seconded by Mr. Farrell to adopt Resolution No. 2016-09 accepting Paula Court and Nicholas Circle as part of the public road system of the Township to be hereinafter maintained and supervised by the Township.

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

CORRESPONDENCE & INFORMATION ITEMS

None

DIRECTION/DISCUSSION ITEMS

Request from employee to be reimbursed for cost of filing amended tax return due to Township issuing incorrect W-2 form

Mr. Kassel reviewed this issue with the Board. Due to an error by the Township, several employees were issued incorrect W-2 forms for the years 2013 and 2014. The Township issued corrected W-2 forms and these employees may choose to file amended tax returns for 2013 and 2014. Mr. Kassel said one of the employees who was issued an incorrect W-2 form asked to be reimbursed by the Township for the cost of filing an amended tax return. Mr. Kassel recommended the Board consider a maximum reimbursement of \$50.00 per tax return to any employee who was issued an incorrect W-2 form by the Township, provided the employee produces a receipt verifying the costs incurred by the employee are related to the preparation or filing of an amended tax return for the years 2013 and 2014.

Solicitor Dimmich had no reservations with the Board establishing a reimbursement policy consistent with Mr. Kassel's recommendation.

It was the consensus of the Board to issue a maximum reimbursement of \$50.00 per tax return to any employee who was issued an incorrect W-2 form by the Township, provided the employee produces a receipt verifying the costs incurred by the employee are related to the preparation or filing of an amended tax return for the years 2013 or 2014.

Zoning Appeal filed by High Hotels / Proposed Hotel on Stabler Center Lot 10 (on docket for March 7 Zoning Hearing Board)

Attorney Joseph Fitzpatrick and Ken Hornbeck were present on behalf of High Hotels. Attorney Fitzpatrick asked the Board to consider rescinding its previous opposition to the zoning appeal filed by High Hotels. Messrs. Fitzpatrick and Hornbeck explained that the proposed hotel project had been revised in an attempt to address the concerns expressed by the Board of Supervisors at their meeting on December 21, 2015. Mr. Hornbeck reviewed the most recent hotel proposal with Board. The Board was generally satisfied that High Hotels had adequately addressed the Board's prior concerns.

Motion made by Mr. Benner and seconded by Mr. Leonard to rescind the Board's prior decision to oppose the zoning appeal filed by High Hotels (Appeal No. 2015-21).

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

COMMITTEE REPORTS

None

BILLS, PAYROLL, AND COMMISSIONS

Motion made by Mr. Leonard and seconded by Mr. Benner to authorize payment of the Prepaid Invoice List and Warrant List #02082016 dated 02/05/2016.

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

ADDITIONAL BUSINESS

None

COURTESY OF THE FLOOR

None

EXECUTIVE SESSION

At approximately 8:05 pm, the Board met in executive session to discuss the possible acquisition of real property and a personnel matter.

The Board returned from Executive Session at approximately 8:45 pm.

ADJOURNMENT

Motion made by Mr. Leonard and seconded by Mr. Farrell to adjourn the meeting.

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

The meeting was adjourned at approximately 8:47 pm.

Secretary