

MINUTES

Upper Saucon Township Board of Supervisors
Reorganization Meeting
Monday, January 6, 2014 – 6:30 P.M.
Township Municipal Building

Members Present: Stephen Wagner, Temporary Chairman
Joaquim "Jack" DeMatos
Dennis E. Benner
Patrick M. Leonard
Philip W. Spaeth

Staff Attending: Thomas F. Beil, Township Manager
Robert E. Kassel, Jr., Assistant Township Manager
Jeffrey Dimmich, Township Solicitor
Dennis Harman, P.E., Township Engineer

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."

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.

INTRODUCE NEWLY-ELECTED SUPERVISOR PHILIP SPAETH

Chairman Wagner introduced Philip W. Spaeth who was elected to the Board of Supervisors in November and officially took office earlier in the day. Chairman Wagner welcomed Mr. Spaeth to the Board and said he was looking forward to working with him.

REORGANIZATION OF THE BOARD OF SUPERVISORS

Elect Chairman

Motion made by Mr. Benner and seconded by Mr. DeMatos to elect Stephen Wagner as Chairman of the Board of Supervisors.

The motion was approved by a vote of 4 to 0 with Mr. Wagner abstaining.

Elect Vice Chairman

Motion made by Mr. Leonard and seconded by Mr. Spaeth to elect Jack DeMatos as Vice Chairman of the Board of Supervisors.

The motion was approved by a vote of 4 to 0 with Mr. DeMatos abstaining.

Appoint Township Secretary

Motion made by Mr. Leonard and seconded by Mr. Benner to appoint Thomas F. Beil as Township Secretary.

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

Appoint Township Treasurer

Motion made by Mr. DeMatos and seconded by Mr. Leonard to appoint Robert E. Kassel, Jr., as Township Treasurer.

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

Appoint Assistant Township Secretary

Motion made by Mr. Leonard and seconded by Mr. DeMatos to appoint Robert E. Kassel, Jr., as Assistant Township Secretary.

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

Appoint Assistant Township Treasurer

Motion made by Mr. Leonard and seconded by Mr. Benner to appoint Thomas F. Beil as Assistant Township Treasurer.

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

PUBLIC COMMENT

None

CHAIRMAN'S REMARKS

Chairman Wagner recognized Lutron Electronics Company, Inc., for making generous monetary contributions to the Upper Saucon Ambulance Corps, Upper Saucon Volunteer Fire Department and Southern Lehigh Public Library.

REORGANIZATION BUSINESS

Establish Treasurer's Bond

Motion made by Mr. DeMatos and seconded by Mr. Leonard to establish the Treasurer's Bond for the year 2014 at \$2,000,000.00.

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

Establish Assistant Treasurer's Bond

Motion made by Mr. Leonard and seconded by Mr. DeMatos to establish the Assistant Treasurer's Bond for the year 2014 at \$2,000,000.00.

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

Depositories for Township Funds – Resolution Nos. 2014-01, 2014-02, 2014-03, 2014-04

Motion made by Mr. Leonard and seconded by Mr. Benner to adopt Resolution Nos. 2014-01, 2014-02, 2014-03, and 2014-04 approving QNB Bank, PNC Bank, National Penn Bank, and Wells Fargo Bank as depositories for Township Funds for the year 2014.

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

Reappointment of Solicitor

Motion made by Mr. Benner and seconded by Mr. Leonard to reappoint the law firm of Dimmich & Dinkelacker, P.C., as Township Solicitor to serve at the pleasure of the Board and to compensate the Township Solicitor for services rendered in accordance with the fee agreement between Dimmich & Dinkelacker PC and the Board of Supervisors of Upper Saucon Township effective January 1, 2011.

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

Reappointment of General Service Engineer

Motion made by Mr. Leonard and seconded by Mr. DeMatos to reappoint J. Scott Pidcock as the Township General Service Engineer to serve at the pleasure of the Board and to compensate the Township General Service Engineer for services rendered in accordance with the rate schedule set forth in Mr. Pidcock's letter dated November 21, 2013.

The motion was approved by a vote of 4 to 1 with Mr. Benner opposed.

Reappointment of Alternate Township Engineer

Motion made by Mr. DeMatos and seconded by Mr. Leonard to reappoint C. Robert Wynn Associates, Inc., as the Alternate Township Engineer to serve at the pleasure of the Board and to compensate the Alternate Township Engineer for services rendered according to the rate schedule set forth in Mr. Wynn's letter dated November 21, 2013.

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

Reappointment of Water Engineer

Motion made by Mr. DeMatos and seconded by Mr. Leonard to reappoint J. Scott Pidcock as the Township Water Engineer to serve at the pleasure of the Board and to compensate the Township Water Engineer for services rendered in accordance with the rate schedule set forth in Mr. Pidcock's letter dated November 21, 2013.

The motion was approved by a vote of 4 to 1 with Mr. Benner opposed.

Reappointment of Sewer Engineer

Motion made by Mr. Leonard and seconded by Mr. DeMatos to reappoint the engineering firm of Schreiter Engineering Associates as the Township Sewer Engineer to serve at the pleasure of the Board and to compensate the Township Sewer Engineer for services rendered in accordance with the fee schedule provided by Schreiter Engineering Associates effective January 1, 2014.

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

Reappointment of Geotechnical Consultant

Motion made by Mr. Leonard and seconded by Mr. DeMatos to reappoint Leidos Engineering, LLC (formerly known as SAIC Energy, Environment & Infrastructure, LLC) as the Township Geotechnical Consultant to serve at the pleasure of the Board and to compensate the Township Geotechnical Consultant for services rendered in accordance with the fee schedule set forth in Kent Littlefield's letter dated November 25, 2013.

The motion was approved by a vote of 4 to 1 with Mr. Benner opposed.

Reappointment of Auditor – Resolution No. 2014-07

Motion made by Mr. Benner and seconded by Mr. Leonard to adopt Resolution No. 2014-07 reappointing the accounting firm of Reinsel Kuntz Leshner, LLP to perform the 2013 annual financial audit of Township accounts.

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

Appointments/Reappointments to Boards and Commissions:

Vacancy Board

Motion made by Mr. DeMatos and seconded by Mr. Benner to reappoint Richard M. Nelson to the Upper Saucon Township Vacancy Board for a one year term expiring on December 31, 2014.

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

Police Pension Committee

Motion made by Mr. DeMatos and seconded by Mr. Leonard to appoint Dennis Benner, Philip Spaeth and Aaron Maslonka to the Upper Saucon Township Police Pension Committee for the 2014 calendar year.

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

Non-Uniformed Employees' Pension Committee

Motion made by Mr. Benner and seconded by Mr. Leonard to appoint Thomas E. Young, Francis Stauffer and Philip Spaeth to the Upper Saucon Township Non-Uniformed Employees' Pension Committee for the 2014 calendar year.

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

Planning Commission

Motion made by Mr. Leonard and seconded by Mr. DeMatos to reappoint Alfred Cancellieri to the Planning Commission for a four year term expiring on December 31, 2017.

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

Planning Commission

Motion made by Mr. Leonard and seconded by Mr. Benner to reappoint Antonio Roman to the Planning Commission for a four year term expiring on December 31, 2017.

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

Environmental Advisory Council

Motion made by Mr. DeMatos and seconded by Mr. Leonard to appoint Alfred Cancellieri to the Environmental Advisory Council for a three year term expiring December 31, 2016.

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

Designate Chairperson of Environmental Advisory Council

Motion made by Mr. Leonard and seconded by Mr. Benner to designate Thomas L. Gettings as Chairperson of the Upper Saucon Township Environmental Advisory Council for the year 2014.

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

Municipal Authority/Sewage Treatment Authority

Motion made by Mr. DeMatos and seconded by Mr. Benner to reappoint George Thomas V to the Municipal Authority and Sewage Treatment Authority for a five year term expiring on December 31, 2018.

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

Zoning Hearing Board

Motion made by Mr. Benner and seconded by Mr. Leonard to adopt Resolution No. 2014-09 reappointing Michael DePaolis to the Upper Saucon Township Zoning Hearing Board for a 3 year term expiring on December 31, 2016.

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

Park & Recreation Commission

Motion made by Mr. DeMatos and seconded by Mr. Benner to reappoint Craig Roth to the Park & Recreation Commission for a five year term expiring on December 31, 2018.

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

Park & Recreation Commission

Motion made by Mr. DeMatos and seconded by Mr. Benner to reappoint Steve Steirer to the Park & Recreation Commission for a five year term expiring on December 31, 2018.

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

Zoning Hearing Board (Alternate)

Motion made by Mr. Leonard and seconded by Mr. DeMatos to reappoint Peter Staffeld as an Alternate Member of the Upper Saucon Township Zoning Hearing Board for a three year term expiring on December 31, 2016.

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

Zoning Hearing Board (Alternate)

Motion made by Mr. Leonard and seconded by Mr. Benner to reappoint Walter Gallagher as an Alternate Member of the Upper Saucon Township Zoning Hearing Board for a three year term expiring on December 31, 2016.

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

Zoning Hearing Board (Alternate)

Motion made by Mr. Leonard and seconded by Mr. DeMatos to reappoint Terrence C. Grube as an Alternate Member of the Upper Saucon Township Zoning Hearing Board for a three year term expiring on December 31, 2016.

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

Uniform Construction Code Board of Appeals

Motion made by Mr. Leonard and seconded by Mr. Benner to reappoint George E. Bloeser, Jr., to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2014.

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

Uniform Construction Code Board of Appeals

Motion made by Mr. Leonard and seconded by Mr. Benner to reappoint Robert A. Bosak to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2014.

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

Uniform Construction Code Board of Appeals

Motion made by Mr. DeMatos and seconded by Mr. Benner to reappoint David T. Howard to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2014.

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

Establish 2014 Board of Supervisors Regular Meeting Schedule

Motion made by Mr. Leonard and seconded by Mr. Benner to approve the following regular meeting schedule for 2014 as set forth below:

Monday, January 27, 2014	Monday, July 14, 2014
Monday, February 10, 2014	Monday, July 28, 2014
Monday, February 24, 2014	Monday, August 11, 2014
Monday, March 10, 2014	Monday, August 25, 2014
Monday, March 24, 2014	Monday, September 8, 2014
Monday, April 14, 2014	Monday, September 22, 2014
Monday, April 28, 2014	Monday, October 13, 2014
Monday, May 12, 2014	Monday, October 27, 2014
*Tuesday, May 27, 2014	Monday, November 10, 2014
Monday, June 9, 2014	Monday, November 24, 2014
Monday, June 23, 2014	Monday, December 8, 2014
	Monday, December 22, 2014

Note: Special meetings will be scheduled when needed.

*Meeting moved to Tuesday due to holiday

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.

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

Committee Assignments for 2014

Chairman Wagner announced the following Committee assignments for 2014:

Planning and Zoning Committee

Stephen Wagner, Chair
Patrick Leonard

Public Works and Transportation Committee

Dennis Benner, Chair
Joaquim (Jack) DeMatos

Administration and Finance Committee

Joaquim (Jack) DeMatos, Chair
Philip Spaeth

Emergency Services Committee

Patrick Leonard, Chair
Dennis Benner

Parks/Recreation and Open Space Committee

Philip Spaeth, Chair
Dennis Benner

Appointments Review Committee

Stephen Wagner, Chair
Joaquim (Jack) DeMatos

Appointment of Voting Delegate to State Association's Annual Convention

Motion made by Mr. Benner and seconded by Mr. Leonard to appoint Philip Spaeth as the Township's voting delegate to the State Association's annual convention.

MINUTES

None

COMMITTEE REPORTS

None

ORDINANCES

None

RESOLUTIONS

Police Pension Plan Contribution – Resolution No. 2014-05

Motion made by Mr. Leonard and seconded by Mr. Benner to adopt Resolution No. 2014-05 requiring participants of the Police Pension Plan to make a mandatory contribution to the police pension fund for the year 2014.

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

Non-Uniformed Employees' Pension Plan Contribution – Resolution No. 2014-06

Motion made by Mr. Leonard and seconded by Mr. Benner to adopt Resolution No. 2014-06 requiring participants of the Non-Uniformed Employees' Pension Plan to make a mandatory contribution to the non-uniformed employees' pension fund for the year 2014.

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

Consultant Review Fees To Be Paid By Developers In Connection With The Review And Approval Of Subdivisions And Land Developments – Resolution No. 2014-08

Motion made by Mr. Leonard and seconded by Mr. DeMatos to adopt Resolution No. 2014-08 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.

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

MOTIONS

Lease of Township-owned Property at 4865 W. Hopewell Road (Curly Horse Open Space)

Motion made by Mr. Leonard and seconded by Mr. Benner to approve a 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.

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

Lease of Township-owned Property at 4556 E. Valley Road

Motion made by Mr. Leonard and seconded by Mr. DeMatos to approve a 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.

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

Request For Payment – Barry J. Hoffman, Inc. – Certification No. 9

Motion made by Mr. Leonard and seconded by Mr. Benner to authorize payment in the amount of \$703.00 to Barry J. Hoffman, Inc., for work completed on the electrical system at the Wastewater Treatment Plan.

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

SUBDIVISIONS & LAND DEVELOPMENTS

None

BILLS, PAYROLL, AND COMMISSIONS

Motion made by Mr. Leonard and seconded by Mr. Benner to authorize the payment of the Warrant List.

Warrant List #01062014 dated 01/03/2014.....\$867,864.81

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

CORRESPONDENCE AND INFORMATION ITEMS

None

ADDITIONAL BUSINESS

Mr. Benner suggested the Township consider appointing a new General Services Engineer, Water Engineer and Geotechnical Consultant. He asked that a committee look into this matter and identify alternatives and options. It was the consensus of the Board to refer this matter to the Administration and Finance Committee. The Administration and Finance Committee will evaluate the current level of service provided by the General Services Engineer, Water Engineer and Geotechnical Consultant and make a recommendation to the full Board as to whether the Township should solicit proposals for these engineering-related services.

Mr. Benner wanted to know if anything could be done to mitigate the need for two Board members to sign payroll checks every two weeks. He expressed concern that Board members are only given a 24 hour window (from Thursday afternoon to Friday morning) during which time they must travel to the Township Building and sign the checks. Mr. Beil said the Auditors believe it's a good practice to have two Board members sign all checks. Mr. Beil said the Township staff would try to have the checks ready a day earlier (Wednesday afternoon). This would give the Board members the option of coming in on Wednesday afternoon, all day Thursday or Friday morning to sign checks.

COURTESY OF THE FLOOR

None

EXECUTIVE SESSION

None

ADJOURNMENT

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

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

The meeting was adjourned at approximately 8:00 p.m.

Secretary

