

## MINUTES

Upper Saucon Township Board of Supervisors  
Reorganization Meeting  
Monday, January 5, 2015 – 6:30 P.M.  
Township Municipal Building

Members Present: Stephen Wagner, Chairman  
Joaquim "Jack" DeMatos, Vice Chairman  
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  
Charles Unangst, P.E., Township Engineer

### **CALL TO ORDER**

Mr. 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.

### **REORGANIZATION OF THE BOARD OF SUPERVISORS**

#### Elect Chairman

Motion made by Mr. Leonard 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. Benner and seconded by Mr. Leonard to elect Joaquim "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. Benner and seconded by Mr. DeMatos 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. Leonard and seconded by Mr. Benner 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. DeMatos 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**

Police Officer Dane Carroll of the Upper Saucon Police Department introduced himself to the Board as the new President of the Upper Saucon Township Police Officers Association.

**REORGANIZATION BUSINESS**

Establish Treasurer's Bond

Motion made by Mr. Leonard and seconded by Mr. Benner to establish the Treasurer's Bond for the year 2015 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. Benner and seconded by Mr. DeMatos to establish the Assistant Treasurer's Bond for the year 2015 at \$2,000,000.00.

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

Depositories for Township Funds – Resolution Nos. 2015-01 and 2015-02

Motion made by Mr. Benner and seconded by Mr. DeMatos to adopt Resolution Nos. 2015-01 and 2015-02 approving QNB Bank and National Penn Bank as depositories for Township Funds for the year 2015.

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, P.C., and the Board of Supervisors of Upper Saucon Township effective January 1, 2011.

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

Appointment of Township Engineer

Motion made by Mr. DeMatos and seconded by Mr. Benner to appoint Charles Unangst, P.E., or his designee as an employee of Hanover Engineering Associates, Inc., to serve as Township Engineer and to approve the Letter of Engagement between Charles Unangst and Upper Saucon Township concerning the terms and conditions of said appointment.

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

Appointment of Township Conflict Engineer

Motion made by Mr. Leonard and seconded by Mr. Benner motion to appoint 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 in accordance with 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.

Appointment of Sewage Enforcement Officers

Motion made by Mr. Benner and seconded by Mr. Leonard to appoint 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.

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

Appointment of Township Engineer for Municipal Sanitary Sewer Matters

Motion made by Mr. Leonard and seconded by Mr. DeMatos to appoint 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 fee schedule provided by Schreiter Engineering Associates, Inc., effective January 1, 2014.

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

Reappointment of Geotechnical Consultant

Motion made by Mr. DeMatos and seconded by Mr. Benner 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 5 to 0.

Reappointment of Auditor – Resolution No. 2015-05

Motion made by Mr. Leonard and seconded by Mr. Benner to adopt Resolution No. 2015-05 reappointing the accounting firm of Reinsel Kuntz Leshner, LLP to perform the 2014 annual financial audit of Township accounts.

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

Appointment of Third Party Agency For Administration and Enforcement of PA Construction Code Act

Motion made by Mr. Leonard and seconded by Mr. Benner to appoint 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.

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

Appointment of Municipal Code Official and Primary Building Code Official

Motion made by Mr. DeMatos and seconded by Mr. Benner to appoint 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.

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

Appointments/Reappointments to Boards and Commissions

Vacancy Board

Motion made by Mr. Leonard 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, 2015.

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 Thomas Nicoletti to the Upper Saucon Township Police Pension Committee for the 2015 calendar year.

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

Non-Uniformed Employees' Pension Committee

Motion made by Mr. Leonard and seconded by Mr. Benner to appoint Thomas E. Young, Francis Stauffer and Philip Spaeth to the Upper Saucon Township Non-Uniformed Employees' Pension Committee for the 2015 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 Samantha Ciotti Falcone to the Planning Commission for a four year term expiring on December 31, 2018.

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 2015.

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

Environmental Advisory Council

Motion made by Mr. Benner and seconded by Mr. Leonard to reappoint Doris A. Clegg to the Environmental Advisory Council for a three year term expiring on December 31, 2017.

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

Municipal Authority/Sewage Treatment Authority

Motion made by Mr. Leonard and seconded by Mr. Benner to reappoint Ronald J. Reybitz to the Municipal Authority and Sewage Treatment Authority for a five year term expiring on December 31, 2019.

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

Zoning Hearing Board

Motion made by Mr. Leonard and seconded by Mr. Benner to adopt Resolution No. 2015-06 reappointing Dennis Aranyos to the Upper Saucon Township Zoning Hearing Board for a 3 year term expiring on December 31, 2017.

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 Robert A. Bosak to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2015.

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 David T. Howard to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2015.

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

Planning Commission

Motion made by Mr. Leonard and seconded by Mr. Benner to appoint George J. Bloeser, Jr., to the Planning Commission for a four year term expiring on December 31, 2018.

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

Establish 2015 Regular Meeting Schedule for Board of Supervisors

Motion made by Mr. Benner and seconded by Mr. Leonard to approve the Board's regular meeting schedule for 2015 as indicated below:

2015 Regular Meeting Dates

Monday, January 5, 2015 (Reorg.)	Monday, July 13, 2015
Monday, February 9, 2015	Monday, July 27, 2015
Monday, February 23, 2015	Monday, August 10, 2015
Monday, March 9, 2015	Monday, August 24, 2015
Monday, March 23, 2015	Monday, September 14, 2015
Monday, April 13, 2015	Monday, September 28, 2015
Monday, April 27, 2015	Monday, October 12, 2015
Monday, May 11, 2015	Monday, October 26, 2015
*Tuesday, May 26, 2015	Monday, November 9, 2015
Monday, June 8, 2015	Monday, November 23, 2015
Monday, June 22, 2015	Monday, December 14, 2015
	Monday, December 21, 2015



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 2015

Chairman Wagner announced the following Committee assignments for 2015:

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

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

**MINUTES**

None

## **COMMITTEE REPORTS**

None

## **ORDINANCES**

None

## **RESOLUTIONS**

### **Police Pension Plan Contribution – Resolution No. 2015-03**

Motion made by Mr. Leonard and seconded by Mr. Benner to adopt Resolution No. 2015-03 requiring participants of the Police Pension Plan to make a mandatory contribution to the police pension fund for the year 2015.

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

### **Non-Uniformed Employees' Pension Plan Contribution – Resolution No. 2015-04**

Motion made by Mr. Benner and seconded by Mr. DeMatos to adopt Resolution No. 2015-04 requiring participants of the Non-Uniformed Employees' Pension Plan to make a mandatory contribution to the non-uniformed employees' pension fund for the year 2015.

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. 2015-07**

Motion made by Mr. Benner and seconded by Mr. Leonard to adopt Resolution No. 2015-07 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 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.

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. Benner 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.

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

**SUBDIVISIONS & LAND DEVELOPMENTS**

None

**BILLS, PAYROLL, AND COMMISSIONS**

None

**DIRECTION/DISCUSSION ITEMS**

Proposed Zoning Ordinance Amendment to Allow Age Qualified Community on 88.8 acres located at the southeast corner of Landis Mill Road and Old Bethlehem Pike (for possible referral to Planning/Zoning Committee)

It was the consensus of the Board to refer this matter to the Planning and Zoning Committee.

**ADDITIONAL BUSINESS**

None

**COURTESY OF THE FLOOR**

None

**EXECUTIVE SESSION**

At approximately 7:27 p.m., the Board met in executive session to discuss:

- Potential litigation involving the City of Bethlehem.
- The possibility of the Township acquiring an interest in real property.

The Board returned from executive session at approximately 8:30 p.m.

**ADJOURNMENT**

Motion was made and seconded to adjourn the meeting.

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

The meeting was adjourned at approximately 8:30 p.m.

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Secretary

