

MINUTES

Upper Saucon Township Board of Supervisors
Regular Meeting
Monday, December 19, 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
Thomas Anewalt, Township Solicitor
Kevin Chimics, 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.”

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

None

SUBDIVISIONS & LAND DEVELOPMENTS

None

MINUTES

Regular Meeting of October 10, 2016

Mr. Spaeth noted the surname “Scherzberg” was misspelled on pages 2088 and 2089 of the draft meeting minutes. He said the correct spelling is “Scherzberg” rather than “Schersberg” and the draft minutes should be revised accordingly.

It was the consensus of the Board to accept Mr. Spaeth’s requested revision to the meeting minutes.

Motion made by Mr. Leonard and seconded by Mr. Benner to approve the revised minutes of the regular meeting of October 10, 2016.

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

ORDINANCES

None

RESOLUTIONS

Resolution No. 2016-34 – Adoption of 2017 Township Budget

Motion made by Mr. Leonard and seconded by Mr. Benner to adopt Resolution No. 2016-34 approving the 2017 Township Budget.

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

Resolution No. 2016-35 – 2017 Tax Levy

Motion made by Mr. Leonard and seconded by Mr. Benner to adopt Resolution No. 2016-35 fixing the real estate tax rate and fire hydrant tax rate for the year 2017.

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

Resolution No. 2016-36 – 2017 Pay Plan For Non-represented Employees

Motion made by Mr. Farrell and seconded by Mr. Benner to adopt Resolution No. 2016-36 establishing the 2017 Pay Plan for non-represented employees of the Township.

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

MOTIONS

Release of Funds – DeSales University Athletic Fields – Certification No. S-1

Motion made by Mr. Leonard and seconded by Mr. Benner to authorize the release of construction security in the amount of \$118,118.00 for the DeSales University Athletic Fields

project in accordance with the Township Sewer Engineer's recommendation made by letter dated November 28, 2016.

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

Release of Funds – DeSales University Athletic Fields – Certification No. 2

Motion made by Mr. Benner and seconded by Mr. Leonard to authorize the release of construction security in the amount of \$992,556.12 for the DeSales University Athletic Fields project in accordance with the Township Engineer's recommendation made by letter dated December 13, 2016.

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

Public Works Union Collective Bargaining Agreement

Motion made by Mr. Benner and seconded by Mr. Leonard to ratify the Collective Bargaining Agreement between Upper Saucon Township and the Municipal Workers of Upper Saucon Township for the contract term of January 1, 2017 through December 31, 2020.

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

Changes to Overtime Policy for Non-union, Hourly Employees

Motion made by Mr. Leonard and seconded by Mr. Benner to approve the new overtime policy set forth in the Assistant Township Manager's memo dated December 16, 2016 and to make said policy effective as of January 1, 2017.

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

CORRESPONDENCE & INFORMATION ITEMS

Mr. Wagner announced the Board of Supervisors Reorganization Meeting will be held on Tuesday, January 3, 2017 at 6:30 pm.

DIRECTION/DISCUSSION ITEMS

Review Agenda for Zoning Hearing Board meeting on January 9, 2017

Mr. Beil reviewed the four appeals on the docket for the January 9, 2017 Zoning Hearing Board meeting. It was determined all four appeals involve routine matters that can be handled by the Zoning Hearing Board without input from the Board of Supervisors.

Increase Compensation of Township Tax Collector

Mr. Beil said he received a request from the Township Tax Collector for the Board of Supervisors to increase the Tax Collector's rate of compensation effective January 1, 2018. He said the last increase occurred in January of 2014.

A discussion ensued concerning the Tax Collector's compensation.

It was the consensus of the Board to refer this matter to the Finance and Administration Committee for further review. The Committee will recommend an appropriate rate of compensation for the Tax Collector and the full Board will act on the Committee's recommendation prior to February 15, 2017.

Fee Schedule for Services Provided by Township Tax Collector

It was the consensus of the Board to refer this matter to the Finance and Administration Committee for further review. The Committee will make a recommendation to the full Board concerning possible increases to the fees charged by the Tax Collector.

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 #12192016 dated 12/16/2016.

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

ADDITIONAL BUSINESS

None

COURTESY OF THE FLOOR

None

EXECUTIVE SESSION

At approximately 7:07 p.m., the Board met in executive session to discuss litigation involving the property at 4393 Limeport Pike.

The Board returned from executive session at approximately 7:27 p.m.

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 7:28 p.m.

Secretary

