

AGENDA

Upper Saucon Township Board of Supervisors
Reorganization Meeting
Tuesday, January 3, 2017 - 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. **PUBLIC ANNOUNCEMENTS**

7. **REORGANIZATION BUSINESS**

a. Establish Treasurer's Bond

Consideration of a motion to establish the Treasurer's Bond for the year 2017 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 2017 at \$2,000,000.00.

- c. Depositories for Township Funds – Resolution Nos. 2017-01 and 2017-02
Consideration of a motion to adopt Resolution Nos. 2017-01 and 2017-02 approving QNB Bank and BB&T Bank as depositories for Township Funds for the year 2017.
- d. Reappointment of Township Solicitor
Consideration of a motion to reappoint the law firm of Dimmich, Dinkelacker and Anewalt, P.C., as Township Solicitor and to compensate the Township Solicitor for services rendered in accordance with the fee agreement between Dimmich, Dinkelacker and Anewalt, P.C., and the Board of Supervisors 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 2017 Professional Fee Schedule included with Mr. Unangst's letter of December 14, 2016.
- 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, 2017, as provided by C. Robert Wynn Associates, Inc.
- g. Reappointment of Sewage Enforcement Officers
Consideration of a motion to reappoint Jacob A. Schray (SEO #03134), Christopher A. Taylor (SEO #03138) and Gregory C. Gray (SEO #03945) 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, 2017, 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 2017 Geotechnical Services Rate Schedule included with Kent Littlefield's letter of December 6, 2016.
- j. Reappointment of Auditor – Resolution No. 2017-03
Consideration of a motion to adopt Resolution No. 2017-03 reappointing the accounting firm of Reinsel Kuntz Leshner, LLP to perform the 2016 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 3.6 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, 2017.
- 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 2017 calendar year.
- iii. Non-Uniformed Employees’ Pension Committee – Consideration of a motion to appoint Thomas E. Young, Robert Tierney and Philip Spaeth to the Upper Saucon Township Non-Uniformed Employees’ Pension Committee for the 2017 calendar year.
- iv. 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 2017.
- v. Municipal Authority/Sewage Treatment Authority – Consideration of a motion to appoint Ryan Holmes to the Municipal Authority and Sewage Treatment Authority for a five year term expiring on December 31, 2021.
- vi. Zoning Hearing Board – Consideration of a motion to adopt Resolution No. 2017-04 reappointing Michael DePaolis to the Upper Saucon Township Zoning Hearing Board for a three year term expiring on December 31, 2019.
- vii. 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, 2017.
- viii. 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, 2017.
- ix. 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, 2017.
- x. Planning Commission – Consideration of a motion to reappoint Gerard J. Anthony to the Planning Commission for a four year term expiring on December 31, 2020.
- xi. Planning Commission – Consideration of a motion to reappoint Bryan Macfarlane to the Planning Commission for a four year term expiring on December 31, 2020.
- xii. Planning Commission – Consideration of a motion to reappoint Roderick Chirumbolo to the Planning Commission for a four year term expiring on December 31, 2020.

- xiii. Reappointment to Zoning Hearing Board (Alternate) - Consideration of a motion 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, 2019.
- xiv. Reappointment to Zoning Hearing Board (Alternate) - Consideration of a motion 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, 2019.

n. Establish 2017 Regular Meeting Schedule

Motion to approve the following regular meeting schedule for 2017:

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)

*Tuesday, January 3, 2017 (Reorg.)

Monday, January 23, 2017

Monday, February 13, 2017

Monday, February 27, 2017

Monday, March 13, 2017

Monday, March 27, 2017

Monday, April 10, 2017

Monday, April 24, 2017

Monday, May 8, 2017

Monday, May 22, 2017

Monday, June 12, 2017

Monday, June 26, 2017

Monday, July 10, 2017

Monday, July 24, 2017

Monday, August 14, 2017

Monday, August 28, 2017

Monday, September 11, 2017

Monday, September 25, 2017

Monday, October 9, 2017

Monday, October 23, 2017

Monday, November 13, 2017

**Monday, November 20, 2017

Monday, December 11, 2017

**Monday, December 18, 2017

*1st Tuesday of month

**3rd Monday of month

Note: Special meetings will be scheduled when needed.

o. Committee Assignments for 2017 (Chairman of Board of Supervisors will announce assignments)

Planning and Zoning Committee

Patrick Leonard, Chair

Stephen Wagner

Public Works and Transportation Committee

Dennis Benner, Chair

Brian Farrell

Administration and Finance Committee

Philip Spaeth, Chair

Dennis Benner

Emergency Services Committee

Dennis Benner, Chair

Patrick Leonard

Parks/Recreation and Open Space Committee

Brian Farrell, Chair

Philip Spaeth

Appointments Review Committee

Stephen Wagner, Chair

Patrick 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.

8. SUBDIVISIONS & LAND DEVELOPMENTS - None

9. MINUTES

a. Regular Meeting of November 14, 2016

Consideration of a motion to approve the minutes of the regular meeting of November 14 2016.

b. Regular Meeting of November 21, 2016

Consideration of a motion to approve the minutes of the regular meeting of November 21, 2016.

c. Regular Meeting of December 19, 2016

Consideration of a motion to approve the minutes of the regular meeting of December 19, 2016.

10. ORDINANCES (for possible adoption) - None

11. RESOLUTIONS

a. Resolution No. 2017-05 – Comprehensive Fee Schedule for Community Development Department

Consideration of a motion to adopt Resolution No. 2017-05 updating the comprehensive fee schedule for the Subdivision & Land Development process, building permit process, building code appeals, certificate of occupancy issuance, zoning permits, zoning appeals, stormwater infiltration testing and activities performed in connection with on-lot sewage disposal systems.

b. Resolution No. 2017-06 - 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. 2017-06 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.

c. Resolution No. 2017-07 – Police Pension Plan Contribution

Consideration of a motion to adopt Resolution No. 2017-07 requiring participants of the Police Pension Plan to make a mandatory contribution to the police pension fund for the year 2017.

d. Resolution No. 2017-08 – Non-Uniformed Employees' Pension Plan Contribution

Consideration of a motion to adopt Resolution No. 2017-08 requiring participants of the Non-Uniformed Employees' Pension Plan to make a mandatory contribution to the non-uniformed employees' pension fund for the year 2017.

12. MOTIONS

- a. Release of Funds – Mountain Glen Subdivision – Certification No. 2A
Consideration of a motion to authorize the release of construction security in the amount of \$24,274.50 for the Mountain Glen subdivision in accordance with the Community Development Director’s memo dated December 27, 2016.
- 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. Release of Funds – DeSales University Gambet Center – Certification No. 2
Consideration of a motion to authorize the release of construction security in the amount of \$201,469.60 for the DeSales University Gambet Center project in accordance with The Pidcock Company’s recommendation made by letter dated December 22, 2016.
- d. Release of Funds – DeSales University Upper Classmen Village, Phase 1 – Certification No. 1
Consideration of a motion to authorize the release of construction security in the amount of \$307,366.32 for Phase 1 of the DeSales University Upper Classmen Village project in accordance with The Pidcock Company’s recommendation made by letter dated December 22, 2016.
- e. Release of Funds – DeSales University Drive Realignment – Certification No. 1
Consideration of a motion to authorize the release of construction security in the amount of \$549,553.57 for the DeSales University Drive Realignment project in accordance with The Pidcock Company’s recommendation made by letter dated December 22, 2016.

13. CORRESPONDENCE AND INFORMATION ITEMS

- a. Memo Dated November 21, 2016 From Thomas Young, Director of Finance – 2017 Revised Minimum Municipal Obligation for Township Pension Plans and Firefighters Length of Service Awards Program (LOSAP)

14. DIRECTION/DISCUSSION ITEMS

- a. Request to create a new Age Qualified Community Overlay Zone on approximately 15 acres of land located at 4373 Route 378 [Note: The land in question is located within the Open Space Residential Zoning District and Village Commercial Overlay Zone.]

15. COMMITTEE REPORTS - None

16. BILLS, PAYROLL AND COMMISSIONS

Prepaid Invoice List and Warrant List #01032017 dated 12/30/2016

- Prepaid Invoice List.....\$299,548.47
- Warrant List.....\$112,083.91

Consideration of a motion to authorize payment of the Prepaid Invoice List and Warrant List #01032017 dated 12/30/2016.

17. ADDITIONAL BUSINESS

18. COURTESY OF THE FLOOR

19. EXECUTIVE SESSION

20. ADJOURNMENT