

## MINUTES

Upper Saucon Township Board of Supervisors  
Regular Meeting  
Monday, November 20, 2017 – 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 Dinkelacker, Township Solicitor  
Kevin Chimics, P.E., Township Engineer  
Joseph Geib, Special Projects Coordinator  
Patricia Lang, Director of Community Development  
Thomas Nicoletti, Chief of Police

### **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

### **SUBDIVISIONS & LAND DEVELOPMENTS**

None

## MINUTES

### Regular Meeting of November 13, 2017

Motion made by Mr. Leonard and seconded by Mr. Spaeth to approve the minutes of the regular meeting of November 13, 2017.

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

### PUBLIC HEARING ON PROPOSED ORDINANCE NO. 141-P

Proposed Ordinance No. 141-P amends the Township Zoning Ordinance to eliminate regulations relating to Age Qualified Communities and to create new regulations relating to Conservation Design Development.

#### Public Hearing on Proposed Ordinance No. 141-P

Chairman Wagner opened the hearing and asked Solicitor Dinkelacker to handle the proceedings.

Solicitor Dinkelacker said the purpose of the hearing was to accept public input on proposed Ordinance No. 141-P.

Solicitor Dinkelacker introduced the following exhibits into the record:

- Exhibit T-1 - Complete copy of proposed Ordinance 141-P.
- Exhibit T-2 - Letter dated September 5, 2017 from Trisha Lang, Director of Community Development, transmitting proposed Ordinance 141-P to the Upper Saucon Township Planning Commission.
- Exhibit T-3 - Letter dated September 5, 2017 from Trisha Lang, Director of Community Development, transmitting proposed Ordinance 141-P to the Lehigh Valley Planning Commission.
- Exhibit T-4 - Review comments received from the Upper Saucon Township Planning Commission.
- Exhibit T-5 - Review comments received from the Lehigh Valley Planning Commission.
- Exhibit T-6 - Copy of public notice for proposed Ordinance 141-P which was submitted to The Morning Call newspaper for publication on November 2, 2017, and November 9, 2017.
- Exhibit T-7 - Copy of actual public notice printed in The Morning Call on November 2, 2017, and November 9, 2017.

The exhibits will become part of the official file which is available for public inspection at the Township Building.

Patricia Lang, Director of Community Development, gave a brief summary of the proposed Ordinance.

Ms. Lang and Solicitor Dinkelacker responded to the questions posed by Board members regarding the proposed Ordinance.

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

Chairman Wagner closed the public hearing.

Adoption of Proposed Ordinance No. 141-P

Motion made by Mr. Benner and seconded by Mr. Leonard to adopt proposed Ordinance No. 141-P amending the Zoning Ordinance to eliminate regulations relating to Age Qualified Communities and to create new regulations relating to Conservation Design Development.

Chairman Wagner asked if anyone from the public wished to comment on proposed Ordinance No. 141-P. There was no response.

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

**RESOLUTIONS**

None

**MOTIONS**

None

**CORRESPONDENCE & INFORMATION ITEMS**

None

**DIRECTION/DISCUSSION ITEMS**

Cancellation of Board of Supervisors meeting scheduled for December 11, 2017 due to lack of agenda items

It was the consensus of the Board to cancel the meeting originally scheduled for December 11, 2017.

Procedure for evaluating applicants seeking appointment/reappointment to Township Boards and Commissions

It was the consensus of the Board to continue the current practice of having the Appointments Review Committee evaluate all applicants seeking appointment to a Township advisory board or commission.

### Board of Supervisors Regular Meeting Schedule for 2018

Mr. Beil reviewed the proposed 2018 regular meeting schedule with the Board. The Board preferred to meet on Tuesday, November 13, 2018 rather than Monday, November 12, 2018 so as to avoid a conflict with the Veterans Day Holiday which will be observed on Monday, November 12, 2018. The Board will consider approving the proposed meeting schedule at its Reorganization meeting on January 2, 2018.

### PRELIMINARY 2018 TOWNSHIP BUDGET

Motion made by Mr. Leonard and seconded by Mr. Spaeth to adopt the preliminary 2018 Township Budget and to authorize the Township Manager to advertise the Budget so that final consideration of the Budget can be accomplished at the Board of Supervisors meeting on December 18, 2017.

Mr. Beil said the version of the preliminary Budget currently before the Board is slightly different from the version presented to the Board at the meeting on November 13<sup>th</sup>. He explained how the current version of the Budget differs from the previous version, highlighting the following changes:

- \$90,000 was budgeted to replace the roof for Public Works Building #3. This expense was not included in the previous version of the Budget presented at the November 13<sup>th</sup> meeting.
- The annual contribution to the Southern Lehigh Public Library was increased by \$780 from \$181,220 to \$182,000. Mr. Beil noted the Finance and Administration Committee recommended the Library work with the Saucon Valley Community Center in setting up a Children's Summer Program at the Township Park. Any fees charged to participate in the Summer Program would go directly to the Library as an additional contribution. Mr. Beil mentioned the Library could bring in an additional \$6,000 in revenue through this arrangement, assuming 150 children participate in the Program and each child is charged a signup fee of \$40.
- A \$5,000 expenditure from the Capital Reserve Fund originally planned in 2017 has been moved to 2018.
- The amount budgeted for traffic improvements at the intersection of Route 309 and Route 378 was increased by \$79,000. The Township was recently informed that State funding for this project would be \$79,000 less than originally anticipated.

Lynnette Saeger, Library Director, inquired about the Library's involvement with the Children's Summer Program. Mr. Beil said the Township is still in the process of finalizing all the details, but he would work with the Library in addressing their questions and concerns regarding the Program.

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

**COMMITTEE REPORTS**

None

**BILLS, PAYROLL, AND COMMISSIONS**

Motion made by Mr. Benner and seconded by Mr. Leonard to authorize payment of the Prepaid Invoice List and Warrant List #11202017 dated 11/17/2017.

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

**ADDITIONAL BUSINESS**

None

**COURTESY OF THE FLOOR**

None

**EXECUTIVE SESSION**

At approximately 7:03 p.m. the Board met in executive session to discuss a legal matter involving threatened litigation.

The Board returned from executive session at approximately 7:32 p.m.

**ADJOURNMENT**

Motion made by Mr. Benner 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 7:33 p.m.

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Secretary