

AGENDA

Upper Saucon Township Board of Supervisors
Reorganization Meeting
Tuesday, January 2, 2018 - 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 Thomas F. Beil as Township Treasurer.

e. Appoint Assistant Township Secretary

Consideration of a motion to appoint Thomas J. Nicoletti as Assistant Township Secretary.

f. Appoint Assistant Township Treasurer

Consideration of a motion to appoint Thomas J. Nicoletti 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. **REORGANIZATION BUSINESS**

a. Establish Treasurer's Bond

Consideration of a motion to establish the Treasurer's Bond for the year 2018 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 2018 at \$2,000,000.00.

c. Depositories for Township Funds – Resolution Nos. 2018-01 and 2018-02

Consideration of a motion to adopt Resolution Nos. 2018-01 and 2018-02 approving QNB Bank and BB&T Bank as depositories for Township Funds for the year 2018.

- 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 2018 Professional Fee Schedule included with Mr. Unangst's letter of November 29, 2017.
- 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, 2018, 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), Gregory C. Gray (SEO #03945) and Scott J. Brown (SEO#01716) 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, Inc. as the Township Geotechnical Consultant and to compensate the Township Geotechnical Consultant for services rendered in accordance with the 2018 Geotechnical Services Rate Schedule included with Kent Littlefield's letter of December 21, 2017.
- j. Reappointment of Auditor – Resolution No. 2018-03
 Consideration of a motion to adopt Resolution No. 2018-03 reappointing the accounting firm of Reinsel Kuntz Leshner, LLP to perform the 2017 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.b of Upper Saucon Township Ordinance No. 130.
- l. 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, 2018.
- ii. Police Pension Committee – Consideration of a motion to appoint Dennis Benner, Philip Spaeth and Dane Carroll to the Upper Saucon Township Police Pension Committee for the 2018 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 2018 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 2018.
- v. Municipal Authority/Sewage Treatment Authority – Consideration of a motion to reappoint Bruce Bush to the Municipal Authority and Sewage Treatment Authority for a five year term expiring on December 31, 2022.
- vi. 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, 2018.
- vii. 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, 2018.
- viii. 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, 2018.
- ix. Planning Commission – Consideration of a motion to reappoint Antonio Roman to the Planning Commission for a four year term expiring on December 31, 2021.
- x. Park & Recreation Commission – Consideration of a motion to reappoint John Inglis III to the Park and Recreation Commission for a five year term expiring on December 31, 2022.
- xi. Park & Recreation Commission – Consideration of a motion to reappoint John Kukitz to the Park and Recreation Commission for a five year term expiring on December 31, 2022.
- xii. Environmental Advisory Council – Consideration of a motion to reappoint Doris Clegg to the Environmental Advisory Council for a three year term expiring on December 31, 2020.
- xiii. Environmental Advisory Council – Consideration of a motion to reappoint Robert Uhl, Jr., to the Environmental Advisory Council for a three year term expiring on December 31, 2020.
- xiv. Saucon Rail Trail Oversight Commission – Consideration of a motion to reappoint Diana Inglis to the Saucon Rail Trail Oversight Commission for a four year term expiring on December 31, 2021.

- xv. Southern Lehigh Public Library – Board of Directors – Consideration of a motion to appoint Bruce Eames to the Southern Lehigh Public Library Board of Directors for a partial term expiring on June 30, 2019.
- xvi. Planning Commission – Consideration of a motion to appoint Dennis Aranyos to the Planning Commission for a four year term expiring on December 31, 2021.

n. Establish 2018 Regular Meeting Schedule

Motion to approve the following regular meeting schedule for 2018:

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 2, 2018 (Reorg.)

Monday, January 22, 2018

Monday, February 12, 2018

Monday, February 26, 2018

Monday, March 12, 2018

Monday, March 26, 2018

Monday, April 9, 2018

Monday, April 23, 2018

Monday, May 14, 2018

***Monday, May 21, 2018

Monday, June 11, 2018

Monday, June 25, 2018

Monday, July 9, 2018

Monday, July 23, 2018

Monday, August 13, 2018

Monday, August 27, 2018

Monday, September 10, 2018

Monday, September 24, 2018

Monday, October 8, 2018

Monday, October 22, 2018

**Tuesday, November 13, 2018

***Monday, November 19, 2018

Monday, December 10, 2018

***Monday, December 17, 2018

*1st Tuesday of month

**2nd Tuesday of month

***3rd Monday of month

Note: Special meetings will be scheduled when needed.

o. Committee Assignments for 2018 (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
Stephen Wagner, Chair
Philip Spaeth

Appointments Review Committee
Brian Farrell, 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.

7. SUBDIVISIONS & LAND DEVELOPMENTS - None

8. MINUTES - None

9. ORDINANCES (for possible adoption) - None

10. RESOLUTIONS

- a. Resolution No. 2018-06 - 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. 2018-06 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.
- b. Resolution No. 2018-07 – Police Pension Plan Contribution
Consideration of a motion to adopt Resolution No. 2018-07 requiring participants of the Police Pension Plan to make a mandatory contribution to the police pension fund for the year 2018.
- c. Resolution No. 2018-08 – Non-Uniformed Employees' Pension Plan Contribution
Consideration of a motion to adopt Resolution No. 2018-08 requiring participants of the Non-Uniformed Employees' Pension Plan to make a mandatory contribution to the non-uniformed employees' pension fund for the year 2018.

11. MOTIONS

- a. 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.

12. CORRESPONDENCE AND INFORMATION ITEMS - None

13. DIRECTION/DISCUSSION ITEMS - None

14. COMMITTEE REPORTS - None

15. BILLS, PAYROLL AND COMMISSIONS

Prepaid Invoice List and Warrant List #01022018 dated 12/28/2017

- Prepaid Invoice List.....\$194,839.25
- Warrant List.....\$126,027.92

Consideration of a motion to authorize payment of the Prepaid Invoice List and Warrant List #01022018 dated 12/28/2017.

16. ADDITIONAL BUSINESS

17. COURTESY OF THE FLOOR

18. EXECUTIVE SESSION

19. ADJOURNMENT