

MINUTES

Upper Saucon Township Board of Supervisors
Reorganization Meeting
Tuesday, January 2, 2018 – 6:30 P.M.
Township Municipal Building

Members Present: Patrick M. Leonard, Chairman
Stephen Wagner
Brian J. Farrell
Philip W. Spaeth

Members Absent: Dennis E. Benner

Staff Attending: Thomas F. Beil, Township Manager
Robert E. Kassel, Jr., Assistant Township Manager
Thomas Dinkelacker, Township Solicitor
Kevin Chimics, P.E., Township Engineer
Thomas Nicoletti, Chief of Police

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

It was the consensus of the Board that Solicitor Dinkelacker should conduct the election for the position of Chairman of the Board of Supervisors.

Solicitor Dinkelacker asked for nominations for the position of Chairman.

Motion made by Mr. Wagner and seconded by Mr. Spaeth to elect Patrick Leonard as Chairman of the Board of Supervisors.

There being no further nominations, the nominations were closed and Solicitor Dinkelacker called for the vote.

The motion was approved by a vote of 4 to 0.

Mr. Wagner noted that he decided to step down as Chairman due to work demands and to care for an ailing family member.

Chairman Leonard thanked the other Board members for placing their confidence in him. In addition, he thanked Mr. Wagner for his many years of service as Chairman.

Elect Vice Chairman

Chairman Leonard asked for nominations for the position of Vice Chairman.

Nomination by Mr. Spaeth to elect Dennis Benner as Vice Chairman of the Board of Supervisors.

Mr. Leonard made a nomination to elect Stephen Wagner as Vice Chairman of the Board of Supervisors.

There were no other nominations.

Mr. Leonard called for the vote on the nomination to elect Dennis Benner as Vice Chairman of the Board of Supervisors.

The vote was tied 2 to 2. Messrs. Spaeth and Farrell voted in favor; Messrs. Leonard and Wagner voted against.

Mr. Leonard proceeded to call for the vote on the nomination to elect Stephen Wagner as Vice Chairman of the Board of Supervisors.

The vote was tied 2 to 2. Messrs. Leonard and Wagner voted in favor; Messrs. Spaeth and Farrell voted against.

Mr. Spaeth spoke in favor of sharing the leadership rather than having the same people burdened with this responsibility.

It was the consensus of the Board to postpone the selection of a Vice Chairman until the next Board of Supervisors meeting when Mr. Benner will be in attendance to cast the tie-breaking vote.

Appoint Township Secretary

Motion made by Mr. Farrell and seconded by Mr. Wagner to appoint Thomas F. Beil as Township Secretary.

The motion was approved by a vote of 4 to 0.

Appoint Township Treasurer

Motion made by Mr. Spaeth and seconded by Mr. Farrell to appoint Thomas F. Beil as Township Treasurer.

The motion was approved by a vote of 4 to 0.

Appoint Assistant Township Secretary

Motion made by Mr. Wagner and seconded by Mr. Farrell to appoint Thomas J. Nicoletti as Assistant Township Secretary.

The motion was approved by a vote of 4 to 0.

Appoint Assistant Township Treasurer

Motion made by Mr. Spaeth and seconded by Mr. Farrell to appoint Thomas J. Nicoletti as Assistant Township Treasurer.

The motion was approved by a vote of 4 to 0.

PUBLIC COMMENT

None

REORGANIZATION BUSINESS

Establish Treasurer's Bond

Motion made by Mr. Wagner and seconded by Mr. Spaeth to establish the Treasurer's Bond for the year 2018 at \$2,000,000.00.

The motion was approved by a vote of 4 to 0.

Establish Assistant Treasurer's Bond

Motion made by Mr. Wagner and seconded by Mr. Spaeth to establish the Assistant Treasurer's Bond for the year 2018 at \$2,000,000.00.

The motion was approved by a vote of 4 to 0.

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

Motion made by Mr. Farrell and seconded by Mr. Spaeth 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.

The motion was approved by a vote of 4 to 0.

Reappointment of Township Solicitor

Motion made by Mr. Wagner and seconded by Mr. Spaeth 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.

The motion was approved by a vote of 4 to 0.

Reappointment of Township Engineer

Motion made by Mr. Wagner and seconded by Mr. Spaeth 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.

The motion was approved by a vote of 4 to 0.

Reappointment of Township Conflict Engineer

Motion made by Mr. Wagner and seconded by Mr. Spaeth 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.

The motion was approved by a vote of 4 to 0.

Reappointment of Sewage Enforcement Officers

Motion made by Mr. Wagner and seconded by Mr. Farrell to reappoint Jacob A. Schray (SEO #03134), Christopher A. Taylor (SEO #03138) 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.

The motion was approved by a vote of 4 to 0.

Reappointment of Township Engineer for Municipal Sanitary Sewer Matters

Motion made by Mr. Wagner and seconded by Mr. Farrell 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.

The motion was approved by a vote of 4 to 0.

Reappointment of Geotechnical Consultant

Motion made by Mr. Wagner and seconded by Mr. Spaeth to reappoint Leidos Engineering, LLC, 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.

The motion was approved by a vote of 4 to 0.

Reappointment of Auditor – Resolution No. 2018-03

Motion made by Mr. Wagner and seconded by Mr. Spaeth 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.

The motion was approved by a vote of 4 to 0.

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

Motion made by Mr. Farrell and seconded by Mr. Spaeth 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.

The motion was approved by a vote of 4 to 0.

Reappointment of Municipal Code Official and Primary Building Code Official

Motion made by Mr. Wagner and seconded by Mr. Spaeth 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.

The motion was approved by a vote of 4 to 0.

Appointments/Reappointments to Boards and Commissions

Vacancy Board

Motion made by Mr. Wagner and seconded by Mr. Farrell to reappoint Richard M. Nelson to the Upper Saucon Township Vacancy Board for a one year term expiring on December 31, 2018.

The motion was approved by a vote of 4 to 0.

Police Pension Committee

Motion made by Mr. Wagner and seconded by Mr. Farrell to appoint Dennis Benner, Philip Spaeth and Dane Carroll to the Upper Saucon Township Police Pension Committee for the 2018 calendar year.

The motion was approved by a vote of 4 to 0.

Non-Uniformed Employees' Pension Committee

Motion made by Mr. Farrell and seconded by Mr. Wagner 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.

The motion was approved by a vote of 4 to 0.

Designate Chairperson of Environmental Advisory Council

Motion made by Mr. Wagner and seconded by Mr. Farrell to designate Thomas L. Gettings as Chairperson of the Upper Saucon Township Environmental Advisory Council for the year 2018.

The motion was approved by a vote of 4 to 0.

Municipal Authority/Sewage Treatment Authority

Motion made by Mr. Wagner and seconded by Mr. Farrell to reappoint Bruce Bush to the Municipal Authority and Sewage Treatment Authority for a five year term expiring on December 31, 2022.

The motion was approved by a vote of 4 to 0.

Uniform Construction Code Board of Appeals

Motion made by Mr. Wagner and seconded by Mr. Farrell to reappoint Robert A. Bosak to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2018.

The motion was approved by a vote of 4 to 0.

Uniform Construction Code Board of Appeals

Motion made by Mr. Wagner and seconded by Mr. Farrell to reappoint David T. Howard to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2018.

The motion was approved by a vote of 4 to 0.

Uniform Construction Code Board of Appeals

Motion made by Mr. Wagner and seconded by Mr. Farrell to reappoint Stewart J. Gouck to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2018.

The motion was approved by a vote of 4 to 0.

Planning Commission

Motion made by Mr. Wagner and seconded by Mr. Farrell to reappoint Antonio Roman to the Planning Commission for a four year term expiring on December 31, 2021.

The motion was approved by a vote of 4 to 0.

Park & Recreation Commission

Motion made by Mr. Wagner and seconded by Mr. Farrell to reappoint John Inglis III to the Park and Recreation Commission for a five year term expiring on December 31, 2022.

The motion was approved by a vote of 4 to 0.

Park & Recreation Commission

Motion made by Mr. Wagner and seconded by Mr. Farrell to reappoint John Kukitz to the Park and Recreation Commission for a five year term expiring on December 31, 2022.

The motion was approved by a vote of 4 to 0.

Environmental Advisory Council

Motion made by Mr. Wagner and seconded by Mr. Farrell to reappoint Doris Clegg to the Environmental Advisory Council for a three year term expiring on December 31, 2020.

The motion was approved by a vote of 4 to 0.

Environmental Advisory Council

Motion made by Mr. Farrell and seconded by Mr. Spaeth to reappoint Robert Uhl, Jr., to the Environmental Advisory Council for a three year term expiring on December 31, 2020.

The motion was approved by a vote of 4 to 0.

Saucon Rail Trail Oversight Commission

Motion made by Mr. Wagner and seconded by Mr. Farrell to reappoint Diana Inglis to the Saucon Rail Trail Oversight Commission for a four year term expiring on December 31, 2021.

The motion was approved by a vote of 4 to 0.

Southern Lehigh Public Library – Board of Directors

Motion made by Mr. Farrell and seconded by Mr. Spaeth to accept the resignation of Kristin Bruck from the Southern Lehigh Public Library Board of Directors effective immediately.

The motion was approved by a vote of 4 to 0.

Motion made by Mr. Wagner and seconded by Mr. Farrell to appoint Bruce Eames to the Southern Lehigh Public Library Board of Directors for a partial term expiring on June 30, 2019.

The motion was approved by a vote of 4 to 0.

Planning Commission

Motion made by Mr. Wagner and seconded by Mr. Farrell to appoint Dennis Aranyos to the Planning Commission for a four year term expiring on December 31, 2021.

The motion was approved by a vote of 4 to 0.

Establish 2018 Regular Meeting Schedule

Motion made by Mr. Wagner and seconded by Mr. Farrell to approve the following regular meeting schedule for 2018:

2018 Regular Meeting Schedule

(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, July 9, 2018
Monday, January 22, 2018	Monday, July 23, 2018
Monday, February 12, 2018	Monday, August 13, 2018
Monday, February 26, 2018	Monday, August 27, 2018
Monday, March 12, 2018	Monday, September 10, 2018
Monday, March 26, 2018	Monday, September 24, 2018
Monday, April 9, 2018	Monday, October 8, 2018
Monday, April 23, 2018	Monday, October 22, 2018
Monday, May 14, 2018	**Tuesday, November 13, 2018
***Monday, May 21, 2018	***Monday, November 19, 2018
Monday, June 11, 2018	Monday, December 10, 201
Monday, June 25, 2018	***Monday, December 17, 2018

*1st Tuesday of month
**2nd Tuesday of month
***3rd Monday of month

The motion was approved by a vote of 4 to 0.

Committee Assignments for 2018

Chairman Leonard announced the following committee assignments for 2018:

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

Appointment of Voting Delegate to State Association's Annual Convention

Motion made by Mr. Farrell and seconded by Mr. Wagner 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 4 to 0.

SUBDIVISIONS & LAND DEVELOPMENTS

None

MINUTES

None

ORDINANCES

None

RESOLUTIONS

Resolution No. 2018-06 - Consultant Review Fees To Be Paid By Developers In Connection With The Review And Approval Of Subdivisions And Land Developments

Motion made by Mr. Wagner and seconded by Mr. Farrell 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.

The motion was approved by a vote of 4 to 0.

Resolution No. 2018-07 – Police Pension Plan Contribution

Motion made by Mr. Wagner and seconded by Mr. Spaeth 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.

The motion was approved by a vote of 4 to 0.

Resolution No. 2018-08 – Non-Uniformed Employees’ Pension Plan Contribution

Motion made by Mr. Wagner and seconded by Mr. Spaeth 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.

The motion was approved by a vote of 4 to 0.

MOTIONS

Lease of Township-owned Property at 4556 E. Valley Road

Motion made by Mr. Wagner and seconded by Mr. Spaeth 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 4 to 0.

CORRESPONDENCE & INFORMATION ITEMS

None

DIRECTION/DISCUSSION ITEMS

None

COMMITTEE REPORTS

None

BILLS, PAYROLL, AND COMMISSIONS

Motion made by Mr. Wagner and seconded by Mr. Farrell to authorize payment of the Prepaid Invoice List and Warrant List #01022018 dated 12/28/2017.

The motion was approved by a vote of 4 to 0.

ADDITIONAL BUSINESS

None

COURTESY OF THE FLOOR

None

EXECUTIVE SESSION

At approximately 7:08 p.m. the Board met in executive session to discuss personnel matters and the potential purchase of real property.

The Board returned from executive session at approximately 9:17 p.m.

ADJOURNMENT

Motion made by Mr. Farrell and seconded by Mr. Wagner to adjourn the meeting.

The motion was approved by a vote of to 4 to 0.

The meeting was adjourned at approximately 9:17 p.m.

Secretary