

## MINUTES

Upper Saucon Township Board of Supervisors  
Regular Meeting  
Monday, July 23, 2018 – 6:30 P.M.  
Township Municipal Building

Members Present: Dennis E. Benner, Chairman  
Brian J. Farrell, Vice Chairman  
Philip W. Spaeth  
Kimberly Stehlik

Members Absent: Stephen Wagner

Staff Attending: Thomas F. Beil, Township Manager  
Patrick Leonard, Special Projects Coordinator  
Thomas Dinkelacker, Township Solicitor  
Charles Unangst, P.E., Township Engineer  
Patricia Lang, Director of Community Development  
Karl E. Schreiter, Jr. P.E., Township Sewer Engineer

### **CALL TO ORDER**

Mr. Benner 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. Benner asked all in attendance to stand and recite the “Pledge of Allegiance.”

### **NOTIFICATION**

Mr. Benner 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

**PRESENTATION BY MARK ZETTLEMOYER OF REINSEL KUNTZ LESHER LP  
– 2017 ANNUAL AUDIT OF TOWNSHIP ACCOUNTS**

Mark Zettlemoyer of Reinsel Kuntz Leshner LP provided an overview of the 2017 Annual Audit of Township accounts.

**RESOLUTION NO. 2018-29 – RECOGNITION OF CHRISTOPHER J. FAHY FOR  
ATTAINING THE RANK OF EAGLE SCOUT**

Mr. Benner invited Christopher Fahy to step forward and describe his Eagle Scout project. Christopher Fahy explained his Eagle Scout project involved building light boxes to house historic stained glass windows.

Motion made by Mr. Farrell and seconded by Ms. Stehlik to adopt Resolution No. 2018-29 recognizing Christopher J. Fahy for the tremendous honor he has brought to his family, Boy Scout Troop and community by attaining the rank of Eagle Scout.

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

Mr. Benner congratulated Christopher Fahy on his scouting accomplishments and presented him with a framed copy of Resolution No. 2018-29 signed by all the Board members.

**SUBDIVISIONS & LAND DEVELOPMENTS**

None

**MINUTES**

Regular Meeting of June 11, 2018

Motion made by Mr. Farrell and seconded by Ms. Stehlik to approve the minutes of the regular meeting of June 11, 2018.

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

**ORDINANCES**

None

**RESOLUTIONS**

Resolution No. 2018-27 – Revised Act 537 Plan Special Study To Provide Public Sewer Service To Brinley Court and Traditions of America Developments

Motion made by Mr. Spaeth and seconded by Ms. Stehlik to adopt Resolution No. 2018-27 approving the revised Act 537 Plan Special Study to reallocate sewage capacity in the Township collection system to service the Brinley Court and Traditions of America developments.

Mr. Schreiter briefly reviewed the revised Act 537 Plan Special Study with the Board. He said the Special Study was revised in order to address comments received from the Pennsylvania Department of Environmental Protection.

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

Resolution No. 2018-28 – Updated HIPAA Privacy Policy

Motion made by Mr. Farrell and seconded by Mr. Spaeth to adopt Resolution No. 2018-28 approving an updated privacy policy as required by the Health Insurance Portability and Accountability Act (HIPAA) and appointing a new privacy official to implement said policy.

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

**MOTIONS**

Award Bid – Roof Replacement Project For Building No. 3 At Municipal Complex

Motion made by Mr. Spaeth and seconded by Ms. Stehlik to award the bid for the Roof Replacement Project for Building No. 3 (Alternate #2 – entire building roof) to Detwiler Roofing for a total bid price of \$81,802.00.

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

Resignation of Allen Cassaday from the Southern Lehigh Public Library Board

Motion made by Ms. Stehlik and seconded by Mr. Spaeth to accept the resignation of Allen Cassaday from the Southern Lehigh Public Library Board of Directors effective July 23, 2018.

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

Appointment of Lizbeth Gaughan to the Southern Lehigh Public Library Board

Motion made by Ms. Stehlik and seconded by Mr. Spaeth to appoint Lizbeth Gaughan 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.

Designate Date and Time For Upper Saucon Township Trick Or Treat

Motion made by Mr. Spaeth and seconded by Mr. Farrell to designate Friday, October 26, 2018 from 6:00 pm to 8:00 pm as Upper Saucon Township Trick or Treat with a rain date of Saturday, October 27, 2018 from 6:00 pm to 8:00 pm.

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

Release of Funds – HMB Management Hotel & Banquet Center – Certification No. 5

Motion made by Mr. Spaeth and seconded by Mr. Farrell to authorize the release of construction security in the amount of \$180,734.93 for the HMB Management Hotel &

Banquet Center project in accordance with the Community Development Director's memo dated July 11, 2018.

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

Release of Funds – Lanark Commons - Certification No. 1

Motion made by Mr. Spaeth and seconded by Ms. Stehlik to authorize the release of construction security in the amount of \$812,479.59 for the Lanark Commons land development in accordance with the Township Engineer's recommendation made by letter dated July 11, 2018.

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

Request For Payment – Oakhurst Storm Sewer Improvements - Certification No. 1

Motion made by Ms. Stehlik and seconded by Mr. Spaeth to authorize payment in the amount of \$238,893.17 to H&K Group, Inc., for work completed on the Oakhurst Storm Sewer Improvement Project.

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

Encroachment Agreement – St. Paul's Evangelical Lutheran Church – 5900 Applebutter Hill Road

Motion made by Mr. Farrell and seconded by Mr. Spaeth to approve the Encroachment Agreement with St. Paul's Evangelical Lutheran Church in order to allow the construction of a replacement stone wall within a portion of the Township right-of-way of Applebutter Hill Road, and to authorize the Township Manager to execute said Agreement on behalf of the Township.

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

Award Bid – Oakhurst Stormwater Outfall Stream Conveyance System

Motion made by Ms. Stehlik and seconded by Mr. Spaeth to award the bid for the Oakhurst Stormwater Outfall Stream Conveyance System Project to Nimaris Construction, L.P., for a total bid price of \$109,918.00.

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

**CORRESPONDENCE & INFORMATION ITEMS**

None

## **DIRECTION/DISCUSSION ITEMS**

### **Cancellation of Board of Supervisors meeting scheduled for August 13, 2018 due to lack of agenda items**

It was the consensus of the Board to cancel the meeting originally scheduled for August 13, 2018.

### **Review Agenda for Zoning Hearing Board meeting on August 6, 2018**

Mr. Beil reviewed the three appeals on the docket for the August 6, 2018 Zoning Hearing Board meeting. It was determined all three appeals involve routine matters that can be handled by the Zoning Hearing Board without input from the Board of Supervisors.

### **Proposal from CommTech to upgrade video system in public meeting room**

Jeffrey French from CommTech reviewed his company's proposal to upgrade the video system in the public meeting room. Mr. French responded to questions from the Board. It was the consensus of the Board that CommTech proceed with the installation of dais monitors, video switching and wall plate for a total cost not to exceed \$13,985.00.

## **BILLS, PAYROLL, AND COMMISSIONS**

Motion made by Mr. Spaeth and seconded by Mr. Farrell to authorize payment of the Prepaid Invoice List and Warrant List #07232018 dated 07/20/2018.

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

## **ADDITIONAL BUSINESS**

Ms. Stehlik, Chairwoman of the Parks/Recreation and Open Space Committee, spoke in favor of updating the Park and Recreation Plan that was last revised in 2006. She said she plans on discussing this matter with the Parks and Recreation Commission at one of their upcoming meetings.

Ms. Stehlik also informed the Board that she would like to open communications with the Southern Lehigh School District to begin a discussion about cooperating and coordinating with the School District on new recreation projects and facilities.

The Board was supportive of Ms. Stehlik's efforts to open a dialogue with the School District.

It was the consensus of the Board that the Parks/Recreation and Open Space Committee make a recommendation on whether the Park and Recreation Plan should be updated and oversee any discussions with the School District regarding joint recreation projects.

## **COURTESY OF THE FLOOR**

None

**EXECUTIVE SESSION**

At approximately 7:28 p.m. the Board met in executive session to discuss legal issues related to the use, disposition and possible sale of the former Haring property (7486 Passer Road) which, if conducted in public, would violate the Attorney / Client privilege and lead to the disclosure of information or confidentiality protected by law.

The Board returned from executive session at approximately 8:00 p.m.

**ADJOURNMENT**

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

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

The meeting was adjourned at approximately 8:01 p.m.

\_\_\_\_\_  
Secretary

