

AGENDA

Upper Saucon Township Board of Supervisors
Reorganization Meeting
Monday, January 7, 2019 - 6:30 P.M.
Township Municipal Building

1. **CALL TO ORDER** – Supervisor Dennis E. Benner
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. Appoint Temporary Chairperson
Consideration of a motion to appoint Solicitor Dinkelacker as Temporary Chairman for the purpose of conducting the election of a permanent chairperson.
 - b. Elect Chairperson
Consideration of a motion to nominate and elect _____ as Chairperson of the Board of Supervisors.
 - c. Elect Vice Chairperson
Consideration of a motion to nominate and elect _____ as Vice Chairperson of the Board of Supervisors.
 - d. Appoint Township Secretary
Consideration of a motion to appoint Thomas F. Beil as Township Secretary.
 - e. Appoint Township Treasurer
Consideration of a motion to appoint Joseph L. Geib as Township Treasurer.
 - f. Appoint Assistant Township Secretary
Consideration of a motion to appoint Joseph L. Geib as Assistant Township Secretary.
 - g. 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. **REORGANIZATION BUSINESS**
 - a. Establish Treasurer's Bond
Consideration of a motion to establish the Treasurer's Bond for the year 2019 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 2019 at \$2,000,000.00.

- c. Depository for Township Funds – Resolution No. 2019-01
Consideration of a motion to adopt Resolution No. 2019-01 approving QNB Bank as depository for Township Funds for the year 2019.
- d. Appointment of Township Solicitor
Consideration of a motion to appoint the law firm of Dimmich & Dinkelacker, P.C., as Township Solicitor and to approve the fee agreement with Dimmich & Dinkelacker, P.C., effective January 1, 2019.
- 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 2019 Professional Fee Schedule included with Mr. Unangst's letter of December 7, 2018.
- 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, 2019, 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 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 2019 Geotechnical Services Rate Schedule included with Kent Littlefield's letter of December 13, 2018.
- i. Appointment of Auditor – Resolution No. 2019-02
Consideration of a motion to adopt Resolution No. 2019-02 appointing the accounting firm of RKL, LLP (f/k/a Reinsel Kuntz Leshner, LLP) to perform the 2018 annual financial audit of Township accounts.
- j. 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.
- k. 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.

1. 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, 2019.
- 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 2019 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 2019 calendar year.
- iv. Municipal Authority/Sewage Treatment Authority – Consideration of a motion to reappoint Mark P. Sullivan to the Municipal Authority and Sewage Treatment Authority for a five year term expiring on December 31, 2023.
- v. Uniform Construction Code Board of Appeals – Consideration of a motion to appoint Mike McGinty to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2019.
- vi. 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, 2019.
- vii. 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, 2019.
- viii. Zoning Hearing Board – Consideration of a motion to adopt Resolution No. 2019-03 reappointing James Rouland to the Upper Saucon Township Zoning Hearing Board for a three year term expiring on December 31, 2021.
- ix. Zoning Hearing Board – Consideration of a motion to adopt Resolution No. 2019-04 appointing Dennis Harman as an Alternate Member of the Zoning Hearing Board for a partial term expiring on December 31, 2019.
- x. Planning Commission – Consideration of a motion to reappoint Samantha Ciotti Falcone to the Planning Commission for a four year term expiring on December 31, 2022.
- xi. Planning Commission – Consideration of a motion to reappoint George J. Bloeser, Jr., to the Planning Commission for a four year term expiring on December 31, 2022.
- xii. Park & Recreation Commission – Consideration of a motion to reappoint Craig Roth to the Park and Recreation Commission for a five year term expiring on December 31, 2023.
- xiii. Park & Recreation Commission – Consideration of a motion to reappoint Robert Repsher, Jr., to the Park and Recreation Commission for a five year term expiring on December 31, 2023.
- xiv. Environmental Advisory Council – Consideration of a motion to reappoint Thomas L. Gettings to the Environmental Advisory Council for a three year term expiring on December 31, 2021.

- xv. Environmental Advisory Council – Consideration of a motion to reappoint Geraldine Davies to the Environmental Advisory Council for a three year term expiring on December 31, 2021.
- xvi. 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 2019.
- xvii. Deputy Emergency Management Coordinator - Consideration of a motion to appoint Patrick M. Leonard to serve as Deputy Emergency Management Coordinator for Upper Saucon Township.

m. Establish 2019 Regular Meeting Schedule

Motion to approve the following regular meeting schedule for 2019:

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)

*Monday, January 7, 2019 (Reorg.)	Monday, July 8, 2019
Monday, January 28, 2019	Monday, July 22, 2019
Monday, February 11, 2019	Monday, August 12, 2019
Monday, February 25, 2019	Monday, August 26, 2019
Monday, March 11, 2019	Monday, September 9, 2019
Monday, March 25, 2019	Monday, September 23, 2019
Monday, April 8, 2019	Monday, October 14, 2019
Monday, April 22, 2019	Monday, October 28, 2019
Monday, May 13, 2019	**Tuesday, November 12, 2019
***Monday, May 20, 2019	***Monday, November 18, 2019
Monday, June 10, 2019	Monday, December 9, 2019
Monday, June 24, 2019	***Monday, December 16, 2019

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

Note: Special meetings will be scheduled when needed.

n. Committee Assignments for 2019 (Chairman of Board of Supervisors will announce assignments)

Planning and Zoning Committee

Dennis Benner, Chair
 Stephen Wagner
 Brian Farrell (Alternate)

Public Works and Transportation Committee

Brian Farrell, Chair
 Kimberly Stehlik

Administration and Finance Committee

Philip Spaeth, Chair
 Brian Farrell

Emergency Services Committee

Stephen Wagner, Chair

Dennis Benner

Parks/Recreation and Open Space Committee

Kimberly Stehlik, Chair

Philip Spaeth

Appointments Review Committee

Brian Farrell, Chair

Kimberly Stehlik

o. Appointment of Voting Delegate to State Association's Annual Convention

Motion to appoint Kimberly Stehlik as the Township's voting delegate to the State Association's annual convention.

7. SUBDIVISIONS & LAND DEVELOPMENTS - None

8. MINUTES

a. Regular Meeting of November 13, 2018

Consideration of a motion to approve the minutes of the regular meeting of November 13, 2018.

9. ORDINANCES (for possible adoption) - None

10. RESOLUTIONS

a. Resolution No. 2019-05 – Comprehensive Fee Schedule for Community Development Department
Consideration of a motion to adopt Resolution No. 2019-05 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. 2019-06 – Police Pension Plan Contribution
Consideration of a motion to adopt Resolution No. 2019-06 requiring participants of the Police Pension Plan to make a mandatory contribution to the police pension fund for the year 2019.

c. Resolution No. 2019-07 – Non-Uniformed Employees' Pension Plan Contribution
Consideration of a motion to adopt Resolution No. 2019-07 requiring participants of the Non-Uniformed Employees' Pension Plan to make a mandatory contribution to the non-uniformed employees' pension fund for the year 2019.

d. Resolution No. 2019-08 - 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. 2019-08 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.

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.
- b. Lease of Township-owned Property at 4865 W. Hopewell Road (Curly Horse Open Space)
 Consideration of a motion to approve the Lease Agreement with Dennis Trexler which would allow for the growing, cultivation and harvesting of crops on a portion of the Township-owned property at 4865 W. Hopewell Road and to authorize the Township Manager to execute said Lease Agreement.
- c. Saucon Valley Country Club – Release and Settlement Agreement To Resolve Sewer Billing Error
 Consideration of a motion to approve the Release and Settlement Agreement with Saucon Valley Country Club resolving a sewer billing error and to authorize the Township Manager to execute said Agreement on behalf of the Township.

12. CORRESPONDENCE AND INFORMATION ITEMS - None

13. DIRECTION/DISCUSSION ITEMS

- a. Consider prohibiting private waste haulers from collecting trash and recyclables between the hours of 9:00 pm and 5:00 am.

14. COMMITTEE REPORTS - None

15. BILLS, PAYROLL AND COMMISSIONS

Prepaid Invoice List and Warrant List dated 1/4/2019

- Prepaid Invoice List.....\$1,118,981.99
- Warrant List.....\$ 398,106.49

Consideration of a motion to authorize payment of the Prepaid Invoice List and Warrant List dated 1/4/2019.

16. ADDITIONAL BUSINESS

17. COURTESY OF THE FLOOR

18. EXECUTIVE SESSION

19. ADJOURNMENT