

AGENDA
Upper Saucon Township Board of Supervisors
Reorganization Meeting
Monday, January 6, 2020 - 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 Attorney Roxann Steelman as Temporary Chairperson 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 2020 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 2020 at \$2,000,000.00.

- c. Depository for Township Funds – Resolution No. 2020-01
Consideration of a motion to adopt Resolution No. 2020-01 approving QNB Bank as depository for Township Funds for the year 2020.
- d. Reappointment of Township Solicitor
Consideration of a motion to reappoint 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 2020 Professional Fee Schedule included with Mr. Unangst’s letter of December 9, 2019.
- 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, 2020, 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 Hydro-Terra Group as the Township Geotechnical Consultant and to compensate the Township Geotechnical Consultant for services rendered in accordance with the 2020 Geotechnical Services Rate Schedule included with Kent Littlefield’s letter of December 30, 2019.
- i. Appointment of Accounting Firm To Perform 2019 Audit – Resolution No. 2020-02
Consideration of a motion to adopt Resolution No. 2020-02 appointing the accounting firm of RKL, LLP to perform the 2019 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, 2020.
 - ii. Police Pension Committee – Consideration of a motion to appoint Brian Farrell, Philip Spaeth and Dane Carroll to the Upper Saucon Township Police Pension Committee for the 2020 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 2020 calendar year.
 - iv. Municipal Authority/Sewage Treatment Authority – Consideration of a motion to reappoint Ronald J. Reybitz to the Municipal Authority and Sewage Treatment Authority for a five year term expiring on December 31, 2024.
 - v. 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, 2020.
 - vi. 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, 2020.
 - vii. Zoning Hearing Board – Consideration of a motion to adopt Resolution No. 2020-03 reappointing Michael DePaolis to the Upper Saucon Township Zoning Hearing Board for a three year term expiring on December 31, 2022.
 - viii. Zoning Hearing Board - Consideration of a motion to reappoint Terrence Grube as an Alternate to the Upper Saucon Township Zoning Hearing Board for a three year term expiring on December 31, 2022.
 - ix. Park & Recreation Commission – Consideration of a motion to reappoint Christopher Jordan to the Park and Recreation Commission for a five year term expiring on December 31, 2024.
 - x. 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 2020.
 - xi. Saucon Rail Trail Oversight Commission – Consideration of a motion to reappoint Peter Jarrett to the Saucon Rail Trail Oversight Commission for a four year term expiring on December 31, 2023.
 - xii. Environmental Advisory Council – Consideration of a motion to appoint Bryan Macfarlane to the Environmental Advisory Council for a three year term expiring on December 31, 2022.

m. Establish 2020 Regular Meeting Schedule

Motion to approve the following regular meeting schedule for 2020:

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 6, 2020 (Reorg.)	Monday, July 13, 2020
Monday, January 27, 2020	Monday, July 27, 2020
Monday, February 10, 2020	Monday, August 10, 2020
Monday, February 24, 2020	Monday, August 24, 2020
Monday, March 9, 2020	Monday, September 14, 2020
Monday, March 23, 2020	Monday, September 28, 2020
Monday, April 13, 2020	Monday, October 12, 2020
Monday, April 27, 2020	Monday, October 26, 2020
Monday, May 11, 2020	Monday, November 9, 2020
**Monday, May 18, 2020	**Monday, November 16, 2020
Monday, June 8, 2020	Monday, December 14, 2020
Monday, June 22, 2020	**Monday, December 21, 2020

*1st Monday of month

**3rd Monday of month

Note: Special meetings will be scheduled when needed.

n. Committee Assignments for 2020 (Chairman of Board of Supervisors will announce assignments)

Planning and Zoning Committee

Dennis Benner, Chair
Brian Farrell

Public Works and Transportation Committee

Stephen Wagner, Chair
John Inglis

Administration and Finance Committee

Philip Spaeth, Chair
Brian Farrell

Emergency Services Committee

Stephen Wagner, Chair
Dennis Benner

Parks/Recreation and Open Space Committee

John Inglis, Chair
Philip Spaeth

Appointments Review Committee

Brian Farrell, Chair
John Inglis

- o. Appointment of Voting Delegate to State Association's Annual Convention
Motion to appoint Philip W. Spaeth as the Township's voting delegate to the State Association's annual convention.

7. SUBDIVISIONS & LAND DEVELOPMENTS

- a. Proposed Dental Office and Parking Lot at 4886 Route 309 – Preliminary/Final Land Development Plan – Resolution No. 2020-08
Consideration of a motion to adopt Resolution No. 2020-08 conditionally approving the Preliminary/Final Land Development Plan of Sophia Kladias and JST Group to convert an existing residential dwelling into a dental office and construct a parking lot consisting of 10 spaces on the property located at 4886 Route 309 (northwest corner of Route 309 and Chestnut Drive).

8. MINUTES

- a. Regular Meeting of October 28, 2019
Consideration of a motion to approve the minutes of the regular meeting of October 28, 2019.
- b. Special Meeting of October 29, 2019
Consideration of a motion to approve the minutes of the special meeting of October 29, 2019.

9. ORDINANCES (for possible adoption)

- a. Proposed Ordinance No. 67-XX – Establishing 25 mph Speed Limit on Tilghman Street and 30 mph Speed Limit on Carlton Road
Consideration of a motion to adopt proposed Ordinance No. 67-XX establishing a 25 mph speed limit on Tilghman Street and a 30 mph speed limit Carlton Road. [Note to Chairman: Accept public comment prior to taking vote on Ordinance.]

10. RESOLUTIONS

- a. Resolution No. 2020-04 – Comprehensive Fee Schedule for Community Development Department
Consideration of a motion to adopt Resolution No. 2020-04 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. 2020-05 – Police Pension Plan Contribution
Consideration of a motion to adopt Resolution No. 2020-05 requiring participants of the Police Pension Plan to make a mandatory contribution to the police pension fund for the year 2020.
- c. Resolution No. 2020-06 – Non-Uniformed Employees' Pension Plan Contribution
Consideration of a motion to adopt Resolution No. 2020-06 requiring participants of the Non-Uniformed Employees' Pension Plan to make a mandatory contribution to the non-uniformed employees' pension fund for the year 2020.

- d. Resolution No. 2020-07 - 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. 2020-07 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. Request for Payment – Water / Sewer Department Garage – Certification No. 3 (Contract 3)
Consideration of a motion to authorize payment in the amount of \$5,836.50 to Dual Temp Company, Inc., for work completed on the Water / Sewer Department Garage.
- d. Appointment of Barbara Repsher to Fill Vacancy on Board of Elected Auditors
Consideration of a motion to appoint Barbara Repsher to the Upper Saucon Township Board of Elected Auditors for a partial term expiring on January 3, 2022.

12. CORRESPONDENCE AND INFORMATION ITEMS - None

13. DIRECTION/DISCUSSION ITEMS

- a. Review Agenda for Zoning Hearing Board meeting on January 13, 2020

14. BILLS, PAYROLL AND COMMISSIONS

Prepaid Invoice List and Warrant List dated January 3, 2020 for Check Issue Dates: 12/17/2019 – 1/6/2020

- Prepaid Invoice List.....\$777,927.87
- Warrant List.....\$893,795.88

Consideration of a motion to authorize payment of the Prepaid Invoice List and Warrant List dated January 3, 2020 for Check Issue Dates: 12/17/2019 to 1/6/2020.

15. ADDITIONAL BUSINESS

16. COURTESY OF THE FLOOR

17. EXECUTIVE SESSION

18. ADJOURNMENT