

# AGENDA

Upper Saucon Township Board of Supervisors  
Regular Meeting  
Monday, November 9, 2020 – 6:30 P.M.  
Township Municipal Building

---

1. **CALL TO ORDER** – Brian Farrell, 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. **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.

5. **SUBDIVISIONS & LAND DEVELOPMENTS** - None

6. **MINUTES**

a. Regular Meeting of September 28, 2020

Consideration of a motion to approve the minutes of the regular meeting of September 28, 2020.

7. **ORDINANCES** (for possible adoption) - None

8. **RESOLUTIONS** - None

9. **MOTIONS**

a. Request for Payment – 2020 Road Maintenance Project – Certification No. 1

Consideration of a motion to authorize payment in the amount of \$109,586.33 to Asphalt Maintenance Solutions for crack sealing and seal coating work completed on various Township roads.

b. Request for Payment – Water / Sewer Dept. Garage – Certification No. 6 (Contract 2 – Mechanical)

Consideration of a motion to authorize payment in the amount of \$64,607.50 to K.C. Mechanical Service for work completed on the Water / Sewer Department Garage.

- c. Request for Payment – Central Complex at Hopewell Park – Certification Nos. 4 and 5 (Contract 1 – Site Work and General Building)  
Consideration of a motion to authorize payment in the amount of \$61,542.79 to Perrotto Builders for work completed on the Central Complex at Hopewell Park.
- d. Request for Payment - Central Complex at Hopewell Park – Certification No. 3 (Contract 3 - Plumbing)  
Consideration of a motion to authorize payment in the amount of \$17,398.51 to Integrity Mechanical for work completed on the Central Complex at Hopewell Park.
- e. Request for Payment - Central Complex at Hopewell Park – Certification No. 5 (Contract 4 - Electrical)  
Consideration of a motion to authorize payment in the amount of \$14,275.41 to Diefenderfer Electrical Contractors for work completed on the Central Complex at Hopewell Park.
- f. Exoneration of Township Real Estate Tax Bill #707003 – 7001 PA Route 309  
Consideration of a motion to exonerate the Upper Saucon Township Tax Collector from collecting 2020 Real Estate Tax Bill #707003 for the property at 7001 PA Route 309 (Property Identification No. 642450227028-3) pursuant to correspondence dated October 18, 2020 from the Township Tax Collector. [Note: The Tax Collector asked to be exonerated from collecting this tax bill because the County recently updated the assessment information for this property and a new tax bill will be issued based on the updated information.]
- g. Exoneration of Township Real Estate Tax Bill #707002 – 7001 PA Route 309  
Consideration of a motion to exonerate the Upper Saucon Township Tax Collector from collecting 2020 Real Estate Tax Bill #707002 for the property at 7001 PA Route 309 (Property Identification No. 642450227028-2) pursuant to correspondence dated October 18, 2020 from the Township Tax Collector. [Note: The Tax Collector asked to be exonerated from collecting this tax bill because the County recently updated the assessment information for this property and a new tax bill will be issued based on the updated information.]
- h. Settlement Stipulation and Agreement – Provco Pinegood Coopersburg, LLC (Wawa Project)  
Consideration of a motion to approve the Settlement Stipulation and Agreement with Provco Pinegood Coopersburg whereby the Township will turn over \$203,348.00 in transportation impact fee funds to Provco Pinegood Coopersburg to help offset the cost of constructing traffic improvements at the intersection of Route 309 and Passer Road, and to authorize the Township Solicitor to execute said Agreement on behalf of the Township.
- i. Public Water and Sanitary Sewer EDU Agreement – Copperhead Grille  
Consideration of a motion to approve the Public Water and Sanitary Sewer EDU Agreement with Mihalis, LLC, clarifying the applicability of certain water and sewer tapping fee charges in connection with the recent expansion of the Copperhead Grille at 5737 Route 378, and to authorize the Township Manager to execute said Agreement on behalf of the Township.

**10. CORRESPONDENCE & INFORMATION ITEMS**

- a. **ANNOUNCEMENT:** Board of Supervisors Reorganization Meeting will be held on Monday, January 4, 2021 at 6:30 pm.

**11. DIRECTION/DISCUSSION ITEMS**

- a. Procedure for evaluating applicants seeking appointment or reappointment to Township Boards and Commissions (consider authorizing Appointments Review Committee to evaluate applicants and make recommendations to full Board)
- b. Board of Supervisors Regular Meeting Schedule for 2021

**12. PRELIMINARY 2021 TOWNSHIP BUDGET**

- Presentation of Preliminary Budget by Staff
- Input and discussion by Board members
- Comments and questions from public
- Announcement: Board will consider adopting Preliminary 2021 Budget at meeting on November 16, 2020 at 6:30 pm

**13. BILLS, PAYROLL AND COMMISSIONS**

Prepaid Invoice List Dated November 6, 2020 for Check Issue Dates 10/13/2020 – 11/6 /2020 and Warrant Detail Invoice List dated November 6, 2020 for Report Date: 11/ 9/2020

- Prepaid Invoice List.....\$432,339.36
- Warrant Detail Invoice List.....\$1,044,952.99

Consideration of a motion to authorize payment of the Prepaid Invoice List and Warrant Detail Invoice List both dated November 6, 2020.

**14. ADDITIONAL BUSINESS**

**15. COURTESY OF THE FLOOR**

**16. EXECUTIVE SESSION**

**17. ADJOURNMENT**

## MINUTES

Upper Saucon Township Board of Supervisors  
Regular Meeting  
Monday, November 9, 2020 – 6:30 P.M.  
Township Municipal Building

Members Present: Brian J. Farrell, Chairman  
Philip W. Spaeth, Vice Chairman  
Stephen Wagner  
Dennis E. Benner  
John G. Inglis, III

Staff Attending: Thomas F. Beil, Township Manager  
Joseph Geib, Assistant Township Manager  
Jeffrey Dimmich, Township Solicitor  
Charles Unangst, P.E., Township Engineer

### CALL TO ORDER

Chairman Farrell 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

Chairman Farrell asked all in attendance to stand and recite the “Pledge of Allegiance.”

### NOTIFICATION

Chairman Farrell 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

### SUBDIVISIONS & LAND DEVELOPMENTS

None

## MINUTES

### Regular Meeting of September 28, 2020

Motion made by Mr. Spaeth and seconded by Mr. Benner to approve the minutes of the regular meeting of September 28, 2020.

The motion was approved by a vote of 5 to 0.

## ORDINANCES

None

## RESOLUTIONS

None

## MOTIONS

### Request for Payment – 2020 Road Maintenance Project – Certification No. 1

Motion made by Mr. Inglis and seconded by Mr. Benner to authorize payment in the amount of \$109,586.33 to Asphalt Maintenance Solutions for crack sealing and seal coating work completed on various Township roads.

The motion was approved by a vote of 5 to 0.

### Request for Payment – Water / Sewer Dept. Garage – Certification No. 6 (Contract 2 – Mechanical)

Motion made by Mr. Spaeth and seconded by Mr. Benner to authorize payment in the amount of \$64,607.50 to K.C. Mechanical Service for work completed on the Water / Sewer Department Garage.

The motion was approved by a vote of 5 to 0.

### Request for Payment – Central Complex at Hopewell Park – Certification Nos. 4 and 5 (Contract 1 – Site Work and General Building)

Motion made by Mr. Wagner and seconded by Mr. Inglis to authorize payment in the amount of \$61,542.79 to Perrotto Builders for work completed on the Central Complex at Hopewell Park.

The motion was approved by a vote of 5 to 0.

### Request for Payment – Central Complex at Hopewell Park – Certification No. 3 (Contract 3 – Plumbing)

Motion made by Mr. Inglis and seconded by Mr. Spaeth to authorize payment in the amount of \$17,398.51 to Integrity Mechanical for work completed on the Central Complex at Hopewell Park.

The motion was approved by a vote of 5 to 0.

Request for Payment - Central Complex at Hopewell Park – Certification No. 5 (Contract 4 - Electrical)

Motion made by Mr. Spaeth and seconded by Mr. Wagner to authorize payment in the amount of \$14,275.41 to Diefenderfer Electrical Contractors for work completed on the Central Complex at Hopewell Park.

The motion was approved by a vote of 5 to 0.

Exoneration of Township Real Estate Tax Bill #707003 – 7001 PA Route 309

Motion made by Mr. Benner and seconded by Mr. Inglis to exonerate the Upper Saucon Township Tax Collector from collecting 2020 Real Estate Tax Bill #707003 for the property at 7001 PA Route 309 (Property Identification No. 642450227028-3) pursuant to correspondence dated October 18, 2020 from the Township Tax Collector.

The motion was approved by a vote of 5 to 0.

Exoneration of Township Real Estate Tax Bill #707002 – 7001 PA Route 309

Motion made by Mr. Spaeth and seconded by Mr. Benner to exonerate the Upper Saucon Township Tax Collector from collecting 2020 Real Estate Tax Bill #707002 for the property at 7001 PA Route 309 (Property Identification No. 642450227028-2) pursuant to correspondence dated October 18, 2020 from the Township Tax Collector.

The motion was approved by a vote of 5 to 0.

Settlement Stipulation and Agreement – Provco Pinegood Coopersburg, LLC (Wawa Project)

Motion made by Mr. Wagner and seconded by Mr. Benner to approve the Settlement Stipulation and Agreement with Provco Pinegood Coopersburg whereby the Township will turn over \$203,348.00 in transportation impact fee funds to Provco Pinegood Coopersburg to help offset the cost of constructing traffic improvements at the intersection of Route 309 and Passer Road, and to authorize the Township Solicitor to execute said Agreement on behalf of the Township.

The motion was approved by a vote of 5 to 0.

Public Water and Sanitary Sewer EDU Agreement – Copperhead Grille

Motion made by Mr. Wagner and seconded by Mr. Inglis to approve the Public Water and Sanitary Sewer EDU Agreement with Mihalís, LLC, clarifying the applicability of certain water and sewer tapping fee charges in connection with the recent expansion of the Copperhead Grille at 5737 Route 378, and to authorize the Township Manager to execute said Agreement on behalf of the Township.

The motion was approved by a vote of 5 to 0.

**CORRESPONDENCE & INFORMATION ITEMS**

Chairman Farrell announced that the Board of Supervisors Reorganization Meeting will be held on Monday, January 4, 2021 at 6:30 pm.

**DIRECTION/DISCUSSION ITEMS**

**Procedure for evaluating applicants seeking appointment or reappointment to Township Boards and Commissions**

It was the consensus of the Board of Supervisors to refer this matter to the Appointments Review Committee. The Committee will evaluate all applicants and make recommendations to the full Board concerning possible appointments to the various Township boards and commissions.

Mr. Inglis commented that some volunteers serving on Township boards and commissions feel unappreciated at times, and that some sort of recognition program might be a good idea. Mr. Farrell said that the Appointments Review Committee can discuss this issue at their upcoming meeting. Mr. Spaeth noted that in the past the Township held appreciation dinners for volunteers.

**Board of Supervisors Regular Meeting Schedule for 2021**

Mr. Beil reviewed the proposed 2021 regular meeting schedule with the Board. The proposed 2021 meeting schedule calls for the Board to meet on the second and fourth Monday of each month at 6:30 p.m. which follows the same pattern as 2020.

The Board will consider formally approving the proposed 2021 meeting schedule at its Reorganization meeting on January 4, 2021.

**PRELIMINARY 2021 TOWNSHIP BUDGET**

Mr. Beil provided an overview of the Preliminary 2021 Township Budget. He noted the proposed budget does not call for a property tax increase and utility rates remain unchanged from 2020 levels.

A lengthy discussion ensued concerning possible changes to the Preliminary Budget.

It was the consensus of the Board to make the following adjustments to the Preliminary Budget:

<u>Budget Item</u>	<u>Original Amount</u>	<u>Revised Amount</u>	<u>Account No.</u>
Trees / Landscaping at Hopewell Park	\$0	\$75,000	12-451-700
Tot Lot at Hopewell Park (For Children Ages 2-12)	\$0	\$75,000	12-451-700

Chairman Farrell noted the Preliminary Budget will be considered for possible adoption at the Board's next regular meeting which is scheduled for Monday, November 16, 2020 at 6:30 p.m.

**BILLS, PAYROLL, AND COMMISSIONS**

Motion was made by Mr. Inglis and seconded by Mr. Benner to authorize payment of Prepaid Invoice List Dated November 6, 2020 for Check Issue Dates 10/13/2020 –11/6/2020 and Warrant Detail Invoice List dated November 6, 2020 for Report Date: 11/9/2020

- Prepaid Invoice List.....\$ 432,339.36
- Warrant Detail Invoice List.....\$1,044,952.99

The motion was approved by a vote of 5 to 0.

**ADDITIONAL BUSINESS**

None

**COURTESY OF THE FLOOR**

None

**ADJOURNMENT**

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

The motion was approved by a vote of 5 to 0.

The meeting was adjourned at approximately 8:04 p.m.



Secretary