

AGENDA

Upper Saucon Township Board of Supervisors
Reorganization Meeting
Monday, January 4, 2021 - 6:30 P.M.
Township Municipal Building

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

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 Thomas Dinkelacker 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 2021 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 2021 at \$2,000,000.00.
- c. Depository for Township Funds – Resolution No. 2021-01
Consideration of a motion to adopt Resolution No. 2021-01 approving QNB Bank as depository for Township Funds for the year 2021.
- d. Reappointment of Township Solicitor
Consideration of a motion to reappoint the law firm of Dimmich & Dinkelacker, P.C., as Township Solicitor and to compensate the Township Solicitor for services rendered in accordance with the fee agreement between Dimmich & Dinkelacker, P.C., and the Board of Supervisors 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 2021 Professional Fee Schedule included with Mr. Unangst's letter of December 7, 2020.
- f. Appointment of Township Conflict Engineer
Consideration of a motion to appoint Curtis J. Genner, Jr., P.E., or his designee as an employee of 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, 2021, as provided by 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) 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 2021 Geotechnical Services Rate Schedule included with Kent Littlefield's letter of December 10, 2020.
- i. Appointment of Accounting Firm To Perform 2020 Audit – Resolution No. 2021-02
Consideration of a motion to adopt Resolution No. 2021-02 appointing the accounting firm of RKL, LLP to perform the 2020 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, 2021.
 - 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 2021 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 2021 calendar year.
 - iv. Municipal Authority/Sewage Treatment Authority – Consideration of a motion to reappoint Joaquim (Jack) DeMatos to the Municipal Authority and Sewage Treatment Authority for a five year term expiring on December 31, 2025.
 - v. 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, 2021.
 - vi. Uniform Construction Code Board of Appeals – Consideration of a motion to appoint Jim Hall-Yurasits to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2021.
 - vii. Resignation of Terrence Grube As Zoning Hearing Board Alternate Member To Become Zoning Hearing Board Regular Member
 1. Consideration of a motion to accept the resignation of Terrence Grube as an Alternate Member of the Zoning Hearing Board effective immediately.
 2. Consideration of a motion to adopt Resolution No. 2021-03 appointing Terrence Grube as a Regular Member of the Zoning Hearing Board for a three year term expiring on December 31, 2023.
 - viii. Park & Recreation Commission – Consideration of a motion to reappoint Kristin Gilchrist to the Park and Recreation Commission for a five year term expiring on December 31, 2025.
 - ix. Planning Commission – Consideration of a motion to reappoint Gerard Anthony to the Planning Commission for a four year term expiring on December 31, 2024.
 - x. Planning Commission – Consideration of a motion to reappoint Roderick Chirumbolo to the Planning Commission for a four year term expiring on December 31, 2024.
 - xi. Planning Commission – Consideration of a motion to reappoint Bryan Macfarlane to the Planning Commission for a four year term expiring on December 31, 2024.
 - xii. Environmental Advisory Council – Consideration of a motion to reappoint Doris Clegg to the Environmental Advisory Council for a three year term expiring on December 31, 2023.

xiii. Environmental Advisory Council – Consideration of a motion to reappoint Robert Uhl, Jr., to the Environmental Advisory Council for a three year term expiring on December 31, 2023.

xiv. 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 2021.

m. Establish 2021 Regular Meeting Schedule

Motion to approve the following regular meeting schedule for 2021:

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 4, 2021 (Reorg.)
Monday, January 25, 2021
Monday, February 8, 2021
Monday, February 22, 2021
Monday, March 8, 2021
Monday, March 22, 2021
Monday, April 12, 2021
Monday, April 26, 2021
Monday, May 10, 2021
Monday, May 24, 2021
Monday, June 14, 2021
Monday, June 28, 2021

Monday, July 12, 2021
Monday, July 26, 2021
Monday, August 9, 2021
Monday, August 23, 2021
Monday, September 13, 2021
Monday, September 27, 2021
Monday, October 11, 2021
Monday, October 25, 2021
Monday, November 8, 2021
**Monday, November 15, 2021
Monday, December 13, 2021
**Monday, December 20, 2021

*1st Monday of month

**3rd Monday of month

Note: Special meetings will be scheduled when needed.

n. Committee Assignments for 2021 (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
Dennis Benner

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 - None

8. MINUTES - None

9. ORDINANCES (for possible adoption) - None

10. RESOLUTIONS

- a. Resolution No. 2021-04 – Comprehensive Fee Schedule for Community Development Department
Consideration of a motion to adopt Resolution No. 2021-04 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. 2021-05 – Police Pension Plan Contribution
Consideration of a motion to adopt Resolution No. 2021-05 requiring participants of the Police Pension Plan to make a mandatory contribution to the police pension fund for the year 2021.
- c. Resolution No. 2021-06 – Non-Uniformed Employees' Pension Plan Contribution
Consideration of a motion to adopt Resolution No. 2021-06 requiring participants of the Non-Uniformed Employees' Pension Plan to make a mandatory contribution to the non-uniformed employees' pension fund for the year 2021.
- d. Resolution No. 2021-07 - 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. 2021-07 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.
- e. Resolution No. 2021-08 – Application to Modify Existing Traffic Signal at Intersection of Route 378 and Center Valley Parkway
Consideration of a motion to adopt Resolution No. 2021-08 authorizing the Township Manager to submit all necessary documentation to PennDOT in order to secure the required approvals to modify the existing traffic signal at the intersection of Route 378 and Center Valley Parkway.

- f. Resolution No. 2021-09 – Application to Modify Existing Traffic Signal at Intersection of Route 378 and Saucon Valley Road

Consideration of a motion to adopt Resolution No. 2021-09 authorizing the Township Manager to submit all necessary documentation to PennDOT in order to secure the required approvals to modify the existing traffic signal at the intersection of Route 378 and Saucon Valley Road.

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 – Main Street Improvements Project (Additional eastbound lane between northbound and southbound Route 309) – Certification No. 4
Consideration of a motion to authorize payment in the amount of \$182,812.70 to Northeast Site Contractors for work completed on the Main Street Improvements Project.

12. CORRESPONDENCE AND INFORMATION ITEMS - None

13. DIRECTION/DISCUSSION ITEMS

- a. Review Agenda for Zoning Hearing Board meeting on January 6, 2021
- b. Request to increase Tax Collector's rate of compensation from \$3.25 per tax bill to \$3.75 per tax bill beginning January 1, 2022
- c. Procedure for reviewing proposals to lease Tumblebrook Golf Course and associated properties (consider authorizing Park, Recreation & Open Space Committee to review proposals and make recommendation to full Board)
- d. Procedure for reviewing applicants for position of Assistant Director of Roads and Properties (consider authorizing Appointments Review Committee to evaluate applicants and make recommendation to full Board)

14. BILLS, PAYROLL AND COMMISSIONS

Prepaid Invoice List Dated December 30, 2020 for Check Issue Dates: 12/22/2020 – 12/31/2020 and Warrant Detail Invoice List dated December 31, 2020 for Report Date: 1/4/2021

- Prepaid Invoice List.....\$204,853.38
- Warrant List.....\$174,461.72

Consideration of a motion to authorize payment of the Prepaid Invoice List dated December 30, 2020 and Warrant Detail Invoice List dated December 31, 2020.

15. ADDITIONAL BUSINESS

16. COURTESY OF THE FLOOR

17. EXECUTIVE SESSION

18. ADJOURNMENT