

AGENDA

Upper Saucon Township Board of Supervisors
Reorganization Meeting
Monday, January 3, 2022 - 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 David C. Berger 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 2022 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 2022 at \$2,000,000.00.
- c. Depository for Township Funds – Resolution No. 2022-01
Consideration of a motion to adopt Resolution No. 2022-01 approving QNB Bank as depository for Township Funds for the year 2022.
- d. Reappointment of Township Solicitor
Consideration of a motion to reappoint the law firm of Norris McLaughlin, P.A., as Township Solicitor and to compensate the Township Solicitor for services rendered in accordance with the fee agreement between Norris McLaughlin, P.A., and the Board of Supervisors effective May 19, 2021.
- 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 2022 Professional Fee Schedule included with Mr. Unangst's letter of December 8, 2021.
- f. Reappointment of Township Conflict Engineer
Consideration of a motion to reappoint 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, 2022, as provided by Wynn Associates, Inc.
- g. Appointment of Sewage Enforcement Officers
Consideration of a motion to appoint Jacob A. Schray (SEO #03134), Christopher A. Taylor (SEO #03138), Scott J. Brown (SEO #01716), Luke E. Eggert (SEO #04090) and Justin P. Robbins (SEO #04079) 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 2022 Geotechnical Services Rate Schedule included with Nikole Brown's letter of December 21, 2021.
- i. Appointment of Accounting Firm To Perform 2021 Audit – Resolution No. 2022-02
Consideration of a motion to adopt Resolution No. 2022-02 appointing the accounting firm of RKL, LLP to perform the 2021 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, 2022.
- 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 2022 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 2022 calendar year.
- iv. Municipal Authority/Sewage Treatment Authority – Consideration of a motion to reappoint Ryan Holmes to the Board of Directors of the Municipal Authority and Sewage Treatment Authority for a five year term expiring on December 31, 2026.
- v. Municipal Authority/Sewage Treatment Authority – Accept Resignation of Current Member and Appoint New Member:
 1. Consideration of a motion to accept the resignation of Ronald Reybitz from the Board of Directors of the Municipal Authority and Sewage Treatment Authority effectively immediately.
 2. Consideration of a motion to appoint Zachary Karasek to the Board of Directors of the Municipal Authority and Sewage Treatment Authority for a partial term expiring on December 31, 2024.
- vi. Zoning Hearing Board Alternate – Accept Resignation of Current Member and Appoint New Member:
 1. Consideration of a motion to accept the resignation of Zachary Karasek as an Alternate Member of the Zoning Hearing Board effective immediately.
 2. Consideration of a motion to appoint Kenneth (Casey) Schlegel as an Alternate Member of the Zoning Hearing Board for a partial term expiring on December 31, 2022.
- 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, 2022.
- viii. Uniform Construction Code Board of Appeals – Consideration of a motion to reappoint Jim Hall-Yurasits to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2022.
- ix. Uniform Construction Code Board of Appeals – Consideration of a motion to appoint Tony Caciolo to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2022.

- x. Zoning Hearing Board – Consideration of a motion to adopt Resolution No. 2022-03 reappointing James Rouland as a Regular Member of the Zoning Hearing Board for a three year term expiring on December 31, 2024.
- xi. Park & Recreation Commission – Consideration of a motion to reappoint Kimberly Stehlik to the Park and Recreation Commission for a five year term expiring on December 31, 2026.
- xii. Planning Commission – Accept Resignation of Current Member And Appoint New Member:
 - 1. Consideration of a motion to accept the resignation of Roderick Chirumbolo from the Planning Commission effective immediately.
 - 2. Consideration of a motion to appoint John Zelena to the Planning Commission for a partial term expiring on December 31, 2024.
- xiii. Planning Commission – Consideration of a motion to reappoint Antonio Roman, Jr., to the Planning Commission for a four year term expiring on December 31, 2025.
- xiv. Planning Commission – Consideration of a motion to appoint Diana Inglis to the Planning Commission for a four year term expiring on December 31, 2025.
- xv. Saucon Rail Trail Oversight Commission – Consideration of a motion to appoint Eric Bartosz to the Saucon Rail Trail Oversight Commission for a four year term expiring on December 31, 2025.
- xvi. Library Board of Directors – Consideration of a motion to reappoint Bruce Eames to the Southern Lehigh Public Library Board of Directors for a three year term expiring on December 31, 2024.
- xvii. Library Board of Directors – Consideration of a motion to appoint John Schubert to the Southern Lehigh Public Library Board of Directors for a three year term expiring on December 31, 2024.
- xviii. Environmental Advisory Council – Consideration of a motion to reappoint Thomas Gettings to the Environmental Advisory Council for a three year term expiring on December 31, 2024.
- xix. 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 2022.
- xx. Zoning Hearing Board Alternate – Consideration of a motion to appoint Timothy Foley as an Alternate Member of the Zoning Hearing Board for a partial term expiring December 31, 2022.

m. Establish 2022 Regular Meeting Schedule

Motion to approve the following regular meeting schedule for 2022:

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 3, 2022 (Reorg.)	Monday, July 11, 2022
Monday, January 24, 2022	Monday, July 25, 2022
Monday, February 14, 2022	Monday, August 8, 2022
Monday, February 28, 2022	Monday, August 22, 2022
Monday, March 14, 2022	Monday, September 12, 2022
Monday, March 28, 2022	Monday, September 26, 2022
Monday, April 11, 2022	Monday, October 10, 2022
Monday, April 25, 2022	Monday, October 24, 2022
Monday, May 9, 2022	Monday, November 14, 2022
Monday, May 23, 2022	**Monday, November 21, 2022
Monday, June 13, 2022	Monday, December 12, 2022
Monday, June 27, 2022	**Monday, December 19, 2022

*1st Monday of month

**3rd Monday of month

Note: Special meetings will be scheduled when needed.

n. Committee Assignments for 2022 (Chairman of Board of Supervisors will announce assignments)

Planning and Zoning Committee

Dennis Benner, Chair
John Inglis

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

Brian Farrell, Chair
Philip Spaeth

Appointments Review Committee

John Inglis, Chair
Brian Farrell

- 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. 2022-04 – Comprehensive Fee Schedule for Community Development Department
Consideration of a motion to adopt Resolution No. 2022-04 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. 2022-05 – Appointment of Voting Delegate, First Alternate Voting Delegate and Second Alternate Voting Delegate to the Lehigh County Tax Collection Committee
Consideration of a motion to adopt Resolution No. 2022-05 appointing Louis Pepe as Voting Delegate, Thomas Beil as First Alternate Voting Delegate and Stephen Wagner as Second Alternate Voting Delegate to the Lehigh County Tax Collection Committee.
- c. Resolution No. 2022-06 - 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. 2022-06 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.
- d. Resolution No. 2022-07 – Modifying the COVID-19 Vaccination Incentive Program
Consideration of a motion to adopt Resolution No. 2022-07 modifying the COVID-19 vaccination program for Township employees.

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 on behalf of the Township.
- 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 on behalf of the Township.

c. Bids for Rail Trail Pedestrian Bridge Over Preston Lane

i. Contract 1 – Site Work and Bridge Installation

Consideration of a motion to reject all bids received for Contract 1 of the Rail Trail Pedestrian Bridge Project due to the bids coming in over budget.

ii. Contract 2 – Electrical Work

Consideration of a motion to reject all bids received for Contract 2 of the Rail Trail Pedestrian Bridge Project due to the bids coming in over budget.

d. Proposed Ordinance No. 174 Imposing an Additional 0.10% Earned Income Tax on Township Residents to Fund the Preservation of Open Space Consistent with the Referendum Question Approved at the General Election on November 2, 2021

Consideration of a motion to authorize advertisement of proposed Ordinance No. 174 so final adoption of the proposed Ordinance can be considered at the March 14, 2022 Board of Supervisors' meeting.

e. Request for Payment – Hopewell Park Landscaping Project – Certification No. 2

Consideration of a motion to authorize payment in the amount of \$56,286.00 to All Seasons Landscaping Company for work completed on the Hopewell Park Landscaping Project.

f. Appeal Zoning Hearing Board Decision Regarding Proposed Grocery Store at 4373 Route 378

Consideration of a motion to authorize the Township Solicitor to appeal the decision of the Zoning Hearing Board dated December 27, 2021 regarding the proposed Aldi grocery store at 4373 Route 378.

12. CORRESPONDENCE AND INFORMATION ITEMS - None

13. DIRECTION/DISCUSSION ITEMS

a. Review Agenda for Zoning Hearing Board meeting on January 5, 2022

b. Consider forming special committee to plan future expansion of Township Building

14. BILLS, PAYROLL AND COMMISSIONS

Prepaid Invoice List Dated December 30, 2021 for Check Issue Dates: 12/21/2021 – 1/3/2022 and Warrant Detail Invoice List dated December 30, 2021 for Report Dates: 12/21/2021 – 1/3/2022

- Prepaid Invoice List.....\$731,812.06
- Warrant List.....\$479,601.74

Consideration of a motion to authorize payment of the Prepaid Invoice List dated December 30, 2021 and Warrant Detail Invoice List dated December 30, 2021.

15. ADDITIONAL BUSINESS

16. COURTESY OF THE FLOOR

17. ADJOURNMENT