

MINUTES

Upper Saucon Township Board of Supervisors
Regular Meeting
Monday, December 16, 2024 – 6:30 P.M.
Township Municipal Building

Members Present: John G. Inglis, III, Chairman
Philip W. Spaeth, Vice Chairman
Brian J. Farrell
Timothy Foley

Members
Participating
Via Speakerphone: Stephen Wagner

Staff Attending: Thomas F. Beil, Township Manager
Patrick Leonard, Director of General Services
Patricia Lang, Director of Community Development
Rocco Beltrami, Township Solicitor
Andrew Bohl, P.E., Township Engineer

CALL TO ORDER

Chairman Inglis 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 Inglis asked all in attendance to stand and recite the "Pledge of Allegiance."

NOTIFICATION

Chairman Inglis 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

None

PUBLIC HEARING ON PROPOSED ORDINANCE NO. 141-CC – ACCESSORY USES AND BUILDINGS

Proposed Ordinance No. 141-CC amends the Township Zoning Ordinance by revising certain definitions and provisions relating to accessory uses and buildings. The intent is to clarify that accessory uses and buildings must be carried out and used as accessories to the principal uses on the lot.

Chairman Inglis opened the hearing and asked Solicitor Beltrami to handle the proceedings.

Solicitor Beltrami explained the purpose of the hearing was to receive public comment and input on proposed Ordinance No. 141-CC. He briefly summarized the proposed Ordinance and explained the rationale behind the proposed Ordinance.

Solicitor Beltrami introduced the following Exhibits into the record:

- T-1 - Complete copy of proposed Ordinance No. 141-CC.
- T-2 - Letter dated October 18, 2024 from Trisha Lang, Director of Community Development, transmitting proposed Ordinance No. 141-CC to Upper Saucon Township Planning Commission.
- T-3 - Letter dated October 18, 2024 from Trisha Lang, Director of Community Development, transmitting proposed Ordinance No. 141-CC to the Lehigh Valley Planning Commission.
- T-4 - Letter dated October 18, 2024 from Trisha Lang, Director of Community Development, transmitting proposed Ordinance No. 141-CC to the Lehigh County Department of Law.
- T-5 - Letter dated October 18, 2024 from Trisha Lang, Director of Community Development, transmitting proposed Ordinance No. 141-CC to The Morning Call newspaper.
- T-6 - Review comments received from the Upper Saucon Township Planning Commission regarding proposed Ordinance No. 141-CC.
- T-7 - Review comments received from the Lehigh Valley Planning Commission regarding proposed Ordinance No. 141-CC.

- T-8 - Copy of public notice for proposed Ordinance No. 141-CC which was submitted to The Morning Call newspaper for publication on November 25, 2024 and December 2, 2024.
- T-9 - Copies of actual public notices for proposed Ordinance No. 141-CC which appeared in the legal notices section of The Morning Call newspaper on November 25, 2024 and December 2, 2024.

Exhibits T-1 through T-9 will become part of the official record of the hearing.

Ms. Lang said the intent of the proposed Ordinance is to clarify language in the existing Ordinance.

Ms. Lang responded to questions from Board members.

Solicitor Beltrami asked if anyone from the public wished to comment on the proposed Ordinance. There was no response.

Chairman Inglis closed the public hearing.

ORDINANCES

Proposed Ordinance No. 141-CC – Accessory Uses and Buildings

Motion made by Supervisor Farrell and seconded by Supervisor Spaeth to adopt proposed Ordinance No. 141-CC amending the Township Zoning Ordinance by revising certain definitions and provisions relating to accessory uses and buildings.

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

RESOLUTIONS

Resolution No. 2024-29 - Non-Uniformed Employees' Pension Plan Contribution

Motion made by Supervisor Spaeth and seconded by Supervisor Farrell to adopt Resolution No. 2024-29 requiring participants of the Non-Uniformed Employees' Pension Plan to make a mandatory contribution to the Non-Uniformed Employees' Pension Plan for the year 2025.

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

Resolution No. 2024-30 – Police Pension Plan Contribution

Motion made by Supervisor Farrell and seconded by Supervisor Spaeth to adopt Resolution No. 2024-30 requiring participants of the Police Pension Plan to make a mandatory contribution to the Police Pension Fund for the year 2025.

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

Resolution No. 2024-31 – 2025 Pay Plan for Non-Represented Employees

Motion made by Supervisor Spaeth and seconded by Supervisor Farrell to adopt Resolution No. 2024-31 establishing the 2025 Pay Plan for non-represented employees of the Township.

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

Resolution No. 2024-32 -Tax Levy

Motion made by Supervisor Spaeth and seconded by Supervisor Farrell to adopt Resolution No. 2024-32 fixing the real estate tax rate and fire hydrant tax rate for the year 2025.

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

Resolution No. 2024-33 – 2025 Township Budget

Motion made by Supervisor Foley and seconded by Supervisor Spaeth to adopt Resolution No. 2024-33 approving the 2025 Township Budget.

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

MOTIONS

Request for Payment – Roof Coating for Water / Sewer Building – Invoice No. 1115

Motion made by Supervisor Farrell and seconded by Supervisor Foley to authorize final payment in the amount of \$45,750.00 to Bear Mountain Builders for work completed on the Roof Coating Project at the Water / Sewer Department Building.

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

Request for Payment – Preston Lane Pedestrian Bridge Project (Contract 1- Site Work and Bridge Installation) – Certification #4

Motion made by Supervisor Foley and seconded by Supervisor Spaeth to authorize payment in the amount of \$141,849.00 to Flyway Excavating for work completed on the Preston Lane Pedestrian Bridge Project.

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

Request for Payment – Preston Lane Pedestrian Bridge Project (Contract 2 – Electrical Work) – Certification #1

Motion made by Supervisor Foley and seconded by Supervisor Farrell to authorize payment in the amount of \$81,900.00 to Yates Electrical Service for work completed on the Preston Lane Pedestrian Bridge Project.

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

Release of Funds – Estates at Saucon Valley Subdivision – Security Release Request 17
Motion made by Supervisor Spaeth and seconded by Supervisor Farrell to authorize the release of construction security in the amount of \$137,927.90 for the Estates at Saucon Valley Subdivision in accordance with the Township Engineer's recommendation made by letter dated December 11, 2024.

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

CORRESPONDENCE & INFORMATION ITEMS

Chairman Inglis announced that the Board of Supervisors Reorganization Meeting will be held on Monday, January 6, 2025 at 6:30 p.m. in the Township Municipal Building.

DIRECTION / DISCUSSION ITEMS

Request to Increase Tax Collector's Rate of Compensation from \$3.60 Per Tax Bill to \$4.10 Per Tax Bill Beginning January 1, 2026

Mr. Beil reviewed a request from Deborah Herstine, Township Tax Collector, to have the Tax Collector's rate of compensation increased from \$3.60 per tax bill to \$4.10 per tax bill. Mr. Beil said the earliest any such increase could go into effect would be January 1, 2026.

A discussion ensued concerning the merits of the Tax Collector's request.

The Board was generally in support of increasing the Tax Collector's rate of compensation to \$4.10 per tax bill, and the Township Manager was directed to place this matter on the next meeting agenda for formal action by the Board.

BILLS, PAYROLL, AND COMMISSIONS

Motion made by Supervisor Wagner and seconded by Supervisor Farrell to authorize payment of the Prepaid Invoice List and Warrant Detail Invoice List both dated December 13, 2024.

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

ADDITIONAL BUSINESS

Supervisor Spaeth said he recently observed young drivers coming from the High School having a difficult time navigating the roundabout on Preston Lane. He asked if the Police Department offers a driver safety class for high school students. Mr. Beil said the High School offers a driving training course, but the Police Department does not.

COURTESY OF THE FLOOR

None

EXECUTIVE SESSION

At approximately 6:59 p.m., the Board met in Executive Session to discuss potential litigation involving a proposed billboard at 7651 Route 309.

At approximately 7:15 p.m., the Board returned from Executive Session.

ADJOURNMENT

Motion made by Supervisor Farrell and seconded by Supervisor Spaeth to adjourn the meeting.

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

The meeting was adjourned at approximately 7:16 p.m.



Th. F. Beil

Secretary