

AGENDA

Upper Saucon Township Board of Supervisors
Reorganization Meeting
Tuesday, January 2, 2024 - 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 the regular 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 Patrick M. Leonard 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

Consideration of a motion to approve agenda items 6.a through 6.ff in one action and by one vote rather than requiring a vote to be taken on each individual item.

- a. Establishing the Treasurer's Bond for the year 2024 at \$2,000,000.00. [Note: Cost to secure Bond estimated to be \$1,300.]
- b. Establishing the Assistant Treasurer's Bond for the year 2024 at \$2,000,000.00. [Note: Cost to secure Bond estimated to be \$1,300.]
- c. Adopting Resolution No. 2024-01 designating QNB Bank as primary depository for Township Funds for the year 2024.
- d. Adopting Resolution No. 2024-02 designating TD Bank as a depository for Township Funds for the year 2024.
- e. Reappointing the law firm of Norris McLaughlin, P.A., to serve as Township Solicitor and approving the fee schedule set forth in the Fee Agreement between Norris McLaughlin, P.A. and the Board of Supervisors of Upper Saucon Township effective January 1, 2023.
- f. Reappointing Charles Unangst, P.E., of Hanover Engineering Associates, Inc., to serve as Township Engineer and approving the 2024 Professional Fee Schedule included with Mr. Unangst's letter of October 20, 2023.
- g. Reappointing Curtis J. Genner, Jr., P.E., of Wynn Associates, Inc. to serve as Township Conflict Engineer and approving the Schedule of Per Diem Fees, effective January 1, 2024 as provided by Wynn Associates, Inc.
- h. Reappointing Jacob A. Schray (SEO #03134), Christopher A. Taylor (SEO #03138), Scott J. Brown (SEO #01716) and Luke E. Eggert (SEO #04090) 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.
- i. Reappointing Hydro-Terra Group as the Township Geotechnical Consultant and approving the 2024 Geotechnical Consulting Services Rate Schedule included with Nikole Brown's letter of December 1, 2023.
- j. Adopting Resolution No. 2024-03 appointing the accounting firm of Zelenkofske Axelrod, LLC to perform the 2023 annual financial audit of Township accounts.
- k. Reappointing 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.
- l. Reappointing 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.

- m. Reappointing Richard M. Nelson to the Upper Saucon Township Vacancy Board for a one year term expiring on December 31, 2024.
- n. Designating Thomas L. Gettings as Chairperson of the Upper Saucon Township Environmental Advisory Council for the year 2024.
- o. Reappointing Mark Sullivan to the Board of Directors of the Municipal Authority and Sewage Treatment Authority for a five year term expiring on December 31, 2028.
- p. Reappointing Stewart J. Gouck to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2024.
- q. Reappointing Jim Hall-Yurasits to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2024.
- r. Reappointing Tony Caciolo to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2024.
- s. Adopting Resolution No. 2024-04 reappointing Terrence Grube as a Regular Member of the Zoning Hearing Board for a three year term expiring on December 31, 2026.
- t. Reappointing Robert Repsher to the Park and Recreation Commission for a five year term expiring on December 31, 2028.
- u. Reappointing Craig Roth to the Park and Recreation Commission for a five year term expiring on December 31, 2028.
- v. Reappointing Robert Uhl, Jr., to the Environmental Advisory Council for a three year term expiring on December 31, 2026.
- w. Reappointing Doris Clegg to the Environmental Advisory Council for a three year term expiring on December 31, 2026.
- x. Accepting the resignation of Billee Hurley from the Environmental Advisory Council effective immediately.
- y. Appointing Christine Emily Gorigoitia-Wittenberg to the Environmental Advisory Council for a partial term expiring on December 31, 2024.
- z. Reappointing Peter Jarrett to the Saucon Rail Trail Oversight Committee for a four year term expiring on December 31, 2027.
- aa. Appointing Brian Farrell, Philip Spaeth and Dane Carroll to the Upper Saucon Township Police Pension Committee for the 2024 calendar year.
- bb. Reappointing Tiffany Olsson, Robert Tierney and Philip Spaeth to the Upper Saucon Township Non-Uniformed Employees' Pension Committee for the 2024 calendar year.
- cc. Appointing Philip W. Spaeth as the Township's voting delegate to the State Association's annual convention.

- dd. Accepting the resignation of Timothy Foley as an Alternate Member of the Zoning Hearing Board effective January 1, 2024.
- ee. Appointing Melissa Shafer as an Alternate Member of the Zoning Hearing Board for a partial term expiring on December 31, 2025.
- ff. Appointing Denise Miller to the Southern Lehigh Public Library Board of Directors for a three year term expiring on December 31, 2026.

7. COMMITTEE ASSIGNMENTS FOR 2024 (Chairperson of Board of Supervisors will announce assignments)

Planning and Zoning Committee

John Inglis, Chair
Brian Farrell

Public Works and Transportation Committee

Stephen Wagner, Chair
Timothy Foley

Administration and Finance Committee

Philip Spaeth, Chair
Brian Farrell

Emergency Services Committee

Stephen Wagner, Chair
Timothy Foley

Parks/Recreation and Open Space Committee

Timothy Foley, Chair
Philip Spaeth

Appointments Review Committee

John Inglis, Chair
Brian Farrell

Special Committee to Review Library By-Law Changes

Brian Farrell, Chair
John Inglis

Committee meetings will be scheduled on an as-needed basis.

8. ESTABLISH 2024 REGULAR MEETING SCHEDULE

Motion to approve the following regular meeting schedule for 2024:

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)

- | | |
|------------------------------------|-------------------------------|
| *Tuesday, January 2, 2024 (Reorg.) | Monday, July 8, 2024 |
| Monday, January 22, 2024 | Monday, July 22, 2024 |
| Monday, February 12, 2024 | Monday, August 12, 2024 |
| Monday, February 26, 2024 | Monday, August 26, 2024 |
| Monday, March 11, 2024 | Monday, September 9, 2024 |
| Monday, March 25, 2024 | Monday, September 23, 2024 |
| Monday, April 8, 2024 | Monday, October 14, 2024 |
| Monday, April 22, 2024 | Monday, October 28, 2024 |
| Monday, May 13, 2024 | ***Tuesday, November 12, 2024 |
| **Monday, May 20, 2024 | **Monday, November 18, 2024 |
| Monday, June 10, 2024 | Monday, December 9, 2024 |
| Monday, June 24, 2024 | **Monday, December 16, 2024 |

- *1st Tuesday of month
- **3rd Monday of month
- ***2nd Tuesday of month

Note: Special meetings will be scheduled when needed.

9. SUBDIVISIONS & LAND DEVELOPMENTS - None

10. MINUTES - None

11. ORDINANCES (for possible adoption) - None

12. RESOLUTIONS

- a. Resolution No. 2024-05 – Comprehensive Fee Schedule for Community Development Department
Consideration of a motion to adopt Resolution No. 2024-05 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. 2024-06 - 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. 2024-06 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.

13. 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.

14. CORRESPONDENCE AND INFORMATION ITEMS - None

15. DIRECTION/DISCUSSION ITEMS

- a. Review Agenda for Zoning Hearing Board meeting on January 8, 2024

16. BILLS, PAYROLL AND COMMISSIONS

Warrant Detail Invoice List dated December 29, 2023 for Report Dates: 12/29/2023 – 1/2/2024

- Warrant List.....\$517,137.20

Consideration of a motion to authorize payment of the Warrant Detail Invoice List dated December 29, 2024.

17. ADDITIONAL BUSINESS

18. COURTESY OF THE FLOOR

19. EXECUTIVE SESSION

20. ADJOURNMENT