

AGENDA

Upper Saucon Township Board of Supervisors
Reorganization Meeting
Tuesday, January 3, 2023 - 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 Rocco Beltrami 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 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

Consideration of a motion to approve agenda items 6.a through 6.cc 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 2023 at \$2,000,000.00.
- b. Establishing the Assistant Treasurer's Bond for the year 2023 at \$2,000,000.00.
- c. Adopting Resolution No. 2023-01 designating QNB Bank as depository for Township Funds for the year 2023.
- d. Adopting Resolution No. 2023-05 designating TD Bank as depository for Township Funds for the year 2023.
- e. Reappointing 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 schedule set forth in Attorney Dinkelacker's letter dated November 15, 2022.
- f. Reappointing 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 2023 Professional Fee Schedule included with Mr. Unangst's letter of November 15, 2022.
- g. Reappointing 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, 2023, as provided by Wynn Associates, Inc.
- h. Reappointing 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.
- i. Reappointing Hydro-Terra Group as the Township Geotechnical Consultant and to compensate the Township Geotechnical Consultant for services rendered in accordance with the 2023 Geotechnical Services Rate Schedule included with Nikole Brown's letter of December 22, 2022.
- j. Adopting Resolution No. 2023-02 appointing the accounting firm of RKL, LLP to perform the 2022 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, 2023.
- n. Designating Thomas L. Gettings as Chairperson of the Upper Saucon Township Environmental Advisory Council for the year 2023.
- o. Reappointing George Bloeser, Jr., to the Planning Commission for a four year term expiring on December 31, 2026.
- p. Appointing Michael Shafer to the Board of Directors of the Municipal Authority and Sewage Treatment Authority for a five year term expiring on December 31, 2027.
- q. Reappointing Kenneth Schlegel as an Alternate member of the Zoning Hearing Board for a three year term expiring on December 31, 2025.
- r. Reappointing Timothy Gambocurta as an Alternate member of the Zoning Hearing Board for a three year term expiring on December 31, 2025.
- s. Reappointing Timothy Foley as an Alternate member of the Zoning Hearing Board for a three year term expiring on December 31, 2025.
- t. Reappointing Stewart J. Gouck to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2023.
- u. Reappointing Jim Hall-Yurasits to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2023.
- v. Reappointing Tony Caciolo to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2023.
- w. Adopting Resolution No. 2023-03 reappointing Michael DePaolis as a Regular Member of the Zoning Hearing Board for a three year term expiring on December 31, 2025.
- x. Reappointing Shannon Cawley to the Park and Recreation Commission for a five year term expiring on December 31, 2027.
- y. Appointing Stan Rugis to the Park and Recreation Commission for a five year term expiring on December 31, 2027.
- z. Reappointing Samantha Ciotti Falcone to the Planning Commission for a four year term expiring on December 31, 2026.
- aa. Reappointing Dennis Benner, Philip Spaeth and Dane Carroll to the Upper Saucon Township Police Pension Committee for the 2023 calendar year.
- bb. Reappointing Thomas E. Young, Robert Tierney and Philip Spaeth to the Upper Saucon Township Non-Uniformed Employees' Pension Committee for the 2023 calendar year.
- cc. Appointing Philip W. Spaeth as the Township's voting delegate to the State Association's annual convention.

7. COMMITTEE ASSIGNMENTS FOR 2023 (Chairperson 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

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 2023 REGULAR MEETING SCHEDULE

Motion to approve the following regular meeting schedule for 2023:

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)

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|------------------------------------|-----------------------------|
| *Tuesday, January 3, 2023 (Reorg.) | Monday, July 10, 2023 |
| Monday, January 23, 2023 | Monday, July 24, 2023 |
| Monday, February 13, 2023 | Monday, August 14, 2023 |
| Monday, February 27, 2023 | Monday, August 28, 2023 |
| Monday, March 13, 2023 | Monday, September 11, 2023 |
| Monday, March 27, 2023 | Monday, September 25, 2023 |
| Monday, April 10, 2023 | Monday, October 9, 2023 |
| Monday, April 24, 2023 | Monday, October 23, 2023 |
| Monday, May 8, 2023 | Monday, November 13, 2023 |
| Monday, May 22, 2023 | **Monday, November 20, 2023 |
| Monday, June 12, 2023 | Monday, December 11, 2023 |
| Monday, June 26, 2023 | **Monday, December 18, 2023 |

- *1st Tuesday of month
- **3rd Monday 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. 2023-04 – Comprehensive Fee Schedule for Community Development Department
Consideration of a motion to adopt Resolution No. 2023-04 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. 2023-06 - 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. 2023-06 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.

- c. Appoint Director of General Services
Motion to appoint Patrick M. Leonard to the position of Director of General Services with an annual starting salary of \$90,435.00. [Patrick is being promoted from his current position of Special Projects Coordinator to the newly created position of Director of General Services.]

14. CORRESPONDENCE AND INFORMATION ITEMS - None

15. DIRECTION/DISCUSSION ITEMS

- a. Review Agenda for Zoning Hearing Board meeting on January 9, 2023

16. BILLS, PAYROLL AND COMMISSIONS

Prepaid Invoice List Dated December 30, 2022 for Check Issue Dates: 12/20/2022 – 1/3/2023 and Warrant Detail Invoice List dated December 30, 2022 for Report Dates: 12/20/2022 – 1/3/2023

- Prepaid Invoice List.....\$333,179.44
- Warrant List.....\$320,281.89

Consideration of a motion to authorize payment of the Prepaid Invoice List dated December 30, 2022 and Warrant Detail Invoice List dated December 30, 2022.

17. ADDITIONAL BUSINESS

18. COURTESY OF THE FLOOR

19. EXECUTIVE SESSION

20. ADJOURNMENT