

# AGENDA

Upper Saucon Township Board of Supervisors  
Regular Meeting  
Monday, October 23, 2023 – 6:30 P.M.  
Township Municipal Building

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1. **CALL TO ORDER** – Brian Farrell, Chairman

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. **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.

5. **SUBDIVISIONS & LAND DEVELOPMENTS** - None

6. **UPDATE ON FINANCE DEPARTMENT INITIATIVES – JOSEPH GEIB, ASST. TOWNSHIP MANAGER, AND TIFFANY OLSSON, FINANCE DIRECTOR**

7. **ORDINANCES** (for possible adoption)

- a. Proposed Ordinance No. 22-A – Correcting Technical Errors in Ordinance No. 22 of 1963  
Consideration of a motion to adopt proposed Ordinance No. 22-A correcting technical errors in Ordinance No. 22 of 1963 which vacated a section of Short Road located north of Passer Road. The technical errors primarily relate to an improperly oriented north arrow on the engineering drawing attached to Ordinance No. 22. The north arrow incorrectly points to the south when it should point to the north. [Note to Chairman: Accept public comment prior to taking a vote on proposed Ordinance.]

8. **RESOLUTIONS**

- a. Resolution No. 2023-26 – Establishing Non-Uniformed, Non-Union Employee Health Care Contributions  
Consideration of a motion to adopt Resolution No. 2023-26 establishing health care contributions for full-time, non-uniformed, non-union employees for the years 2024, 2025 and 2026.

- b. Resolution No. 2023-27 - Accepting Streets in Weyhill Estates Subdivision  
Consideration of a motion to adopt Resolution No. 2023-27 conditionally accepting Blue Belle Drive, Bellflower Lane, Fox Glove Lane and Rainlilly Drive as part of the Township road system. [Note: The developer will be responsible for the maintenance and repair of the streets, including snow plowing, until at least May 1, 2024.]
- c. Resolution No. 2023-28 - Accepting Bills of Sale for On-Site Waterline, On-Site Stormwater Facilities and On-Site Sanitary Sewer Lines in the Weyhill Estates Subdivision  
Consideration of a motion to adopt Resolution No. 2023-28 conditionally accepting the bills of sale for certain sanitary sewer facilities, limited stormwater management facilities and waterlines constructed in connection with the Weyhill Estates Subdivision.
- d. Resolution No. 2023-25 - Approving Sewage Facilities Planning Module for Saucon Valley Country Club Guest House Expansion Project  
Consideration of a motion to adopt Resolution No. 2023-25 conditionally approving the Sewage Facilities Planning Module for the Saucon Valley Country Club Guest House Expansion Project.
- e. Resolution No. 2023-29 – Authorizing Certain Township Employees to Receive Tax Records from Berkheimer  
Consideration of a motion to adopt Resolution No. 2023-29 appointing the Township Manager and Director of Finance as the Township’s authorized representatives to make requests upon and receive any and all tax information and records from Berkheimer, the duly appointed collector of certain local taxes for the Township.

## 9. MOTIONS

- a. Request for Payment – Bittersweet Culvert Replacement Project – Certification No. 1  
Consideration of a motion to authorize payment in the amount of \$329,016.84 to Dirt Work Solutions for work completed on the Bittersweet Road Culvert Replacement Project.
- b. Release of Funds – Weyhill Estates, Phase 1 – Certification No. 9  
Consideration of a motion to authorize the release of construction security in the amount of \$417,101.01 for Phase 1 of the Weyhill Estates subdivision in accordance with the Community Development Director’s memo dated October 3, 2023.
- c. Release of Funds – Weyhill Estates, Phase 2 – Certification Nos. 5 and 5A  
Consideration of a motion to authorize the release of construction security in the amount of \$277,181.91 for Phase 2 of the Weyhill Estates subdivision in accordance with the Community Development Director’s memo dated October 3, 2023.
- d. Release of Funds – Weyhill Estates, Phase 3 – Certification Nos. 3 and 3A  
Consideration of a motion to authorize the release of construction security in the amount of \$506,498.66 for Phase 3 of the Weyhill Estates subdivision in accordance with the Community Development Director’s memo dated October 3, 2023.

- e. Request for Payment – 2023 Road Maintenance Project – Certification No. 1  
Consideration of a motion to authorize final payment in the amount of \$456,005.17 to Asphalt Maintenance Solutions for maintenance work completed on various Township roads.
- f. Release of Funds – Lanark III Land Development – Security Release Request 5  
Consideration of a motion to authorize the release of construction security in the amount of \$37,867.50 for the Lanark III land development project in accordance with the Township Engineer’s letter dated October 18, 2023.
- g. On-Line Banking Agreements with QNB Bank  
Consideration of a motion to approve the On-Line Banking Agreement, Remote Desktop Capture Agreement, Wire Transfer Agreement and Positive Pay Service Agreement with QNB Bank which would allow the Township to complete more banking functions on-line, and to authorize the Assistant Township Manager to execute said Agreements on behalf of the Township.

**10. CORRESPONDENCE & INFORMATION ITEMS**

**11. DIRECTION/DISCUSSION ITEMS**

- a. Resident request for Board to adopt ordinance prohibiting vehicles from parking in front of mailboxes
- b. Appoint professional accounting firm to perform 2023 audit of Township accounts (Authorize Finance Committee to interview accounting firms and make recommendation to full Board. Appointment will take place at Board’s reorganization meeting on January 2, 2024.)
- c. Review Agenda for Zoning Hearing Board meeting on November 6, 2023

**12. BILLS, PAYROLL AND COMMISSIONS**

Prepaid Invoice List Dated October 20, 2023 for Check Issue Dates: 9/26 /2023 - 10 /23/2023 and Warrant Detail Invoice List Dated October 20, 2023 for Report Date: 10/23/2023

- Prepaid Invoice List.....\$690,199.89
- Warrant Detail Invoice List.....\$1,824,545.43

Consideration of a motion to authorize payment of the Prepaid Invoice List and Warrant Detail Invoice List both dated October 20, 2023.

**13. ADDITIONAL BUSINESS**

**14. COURTESY OF THE FLOOR**

**15. EXECUTIVE SESSION**

**16. ADJOURNMENT**