

MINUTES

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

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

Members
Participating
Via Speakerphone: Stephen Wagner

Staff Attending: Joseph Geib, Assistant Township Manager
Patrick Leonard, Director of General Services
Patricia Lang, Director of Community Development
Tiffany Olsson, Director of Finance
Thomas Dinkelacker, Township Solicitor
Charles Unangst, P.E., Township Engineer

CALL TO ORDER

Chairman Farrell 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

1743

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

NOTIFICATION

Chairman Farrell 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

William Ostroski, 3506 Stonegate Drive, approached the Board to discuss issues he has had receiving mail at his residence. This is of particular importance because Mr. Ostroski's son has a medical condition to which his prescription medications are mailed to the home, and the problems he is experiencing limit the Post Office's ability to deliver the mail to the mailbox. His neighbor across the street has parked vehicles along the street which block the

mailbox and prevent the delivery of mail. The parked vehicles include the neighbor's personal vehicles, as well as the vehicles of contractors working at the neighbor's house. Mr. Ostroski has approached the Post Office about this, as well as the Upper Saucon Township Police Department, with no positive resolution. Mr. Ostroski stated that his neighbor has not been receptive to his requests to move the vehicles or relocate the mailbox and is requesting that the Board consider adopting an ordinance prohibiting vehicles from parking in front of mailboxes.

SUBDIVISIONS & LAND DEVELOPMENTS

None

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

Mr. Geib and Ms. Olsson provided an update to the Board regarding new initiatives and updated policies that the Finance Dept. has been working on since Ms. Olsson's arrival in September. These items were discussed in detail in Mr. Geib's October 20, 2023 memo to the Board, and include the following projects:

Automated Clearinghouse (ACH) Direct Deposit for Local Taxes (EIT, LST, Open Space) from Berkheimer; use of Xpress Bill Pay for Utility Bills to provide online access and payment to Township utility bills; Electronic Intra-fund Transfers between Township Accounts at QNB Bank to fund payroll and benefit accounts, as well as escrow account management; Check Scanning (Remote Desktop Capture, "RDC") from QNB Bank to provide for faster, more efficient depositing of funds; ACH for Accounts Payable to electronically pay Accounts Payable without the need for checks.

These projects came about in order to modernize the Township's processes for handling finances, keep up with new security measures, provide efficiencies for Township Staff and Board members, and automate some routine functions of Township business.

Some of the projects discussed require Board approval for a new Online Banking Agreement with QNB Bank, and are on this evening's agenda, and others are a work in progress and are estimated to be completed in 2024. Melissa Brindley and Severine McQuirns from QNB Bank were present to answer any questions the Board may have.

ORDINANCES

Proposed Ordinance No. 22-A – Correcting Technical Errors in Ordinance No. 22 of 1963 Motion made by Mr. Benner and seconded by Mr. Inglis 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.

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

RESOLUTIONS

Resolution No. 2023-26 – Establishing Non-Uniformed, Non-Union Employee Health Care Contributions

Motion made by Mr. Inglis and seconded by Mr. Benner 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.

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

Resolution No. 2023-27 - Accepting Streets in Weyhill Estates Subdivision

Motion made by Mr. Spaeth and seconded by Mr. Inglis 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.

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

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

Motion made by Mr. Inglis and seconded by Mr. Benner 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.

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

Resolution No. 2023-25 - Approving Sewage Facilities Planning Module for Saucon Valley Country Club Guest House Expansion Project

Motion made by Mr. Benner and seconded by Mr. Inglis to adopt Resolution No. 2023-25 conditionally approving the Sewage Facilities Planning Module for the Saucon Valley Country Club Guest House Expansion Project.

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

Resolution No. 2023-29 – Authorizing Certain Township Employees to Receive Tax Records from Berkheimer

Motion made by Mr. Inglis and seconded by Mr. Benner 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

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

MOTIONS

Request for Payment – Bittersweet Culvert Replacement Project – Certification No. 1

Motion made by Mr. Benner and seconded by Mr. Inglis to authorize payment in the amount of \$329,016.84 to Dirt Work Solutions for work completed on the Bittersweet Road Culvert Replacement Project.

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

Release of Funds – Weyhill Estates, Phase 1 – Certification No. 9

Motion made by Mr. Spaeth and seconded by Mr. Benner 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.

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

Release of Funds – Weyhill Estates, Phase 2 – Certification Nos. 5 and 5A

Motion made by Mr. Inglis and seconded by Mr. Benner 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.

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

Release of Funds – Weyhill Estates, Phase 3 – Certification Nos. 3 and 3A

Motion made by Mr. Wagner and seconded by Mr. Spaeth 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.

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

Request for Payment – 2023 Road Maintenance Project – Certification No. 1

Motion made by Mr. Inglis and seconded by Mr. Benner to authorize final payment in the amount of \$456,005.17 to Asphalt Maintenance Solutions for maintenance work completed on various Township roads.

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

Release of Funds – Lanark III Land Development – Security Release Request 5

Motion made by Mr. Spaeth and seconded by Mr. Benner 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.

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

On-Line Banking Agreements with QNB Bank

Motion made by Mr. Inglis and seconded by Mr. Benner 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.

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

CORRESPONDENCE & INFORMATION ITEMS

None

DIRECTION / DISCUSSION ITEMS

Resident request for Board to adopt ordinance prohibiting vehicles from parking in front of mailboxes

William Ostroski, 3506 Stonegate Drive, approached the Board to continue the discussion regarding issues he has had receiving mail at his residence. Mr. Ostroski provided the Board with photographs of the parking issues, as well as signage in the vicinity of the mailbox requesting that parking not take place near the mailbox.

Patrick Leonard suggested that Township Staff intervene and try to mediate a solution prior to enacting the requested ordinance. The Board was agreeable to that approach, and Staff will reach out to the neighbor.

Appoint professional accounting firm to perform 2023 audit of Township accounts

The Board agreed to move forward with the process to review the proposals and interview two accounting firms to perform the 2023 audit of Township accounts. Mr. Geib will place an updated ad for the November 14 Administration & Finance Committee meeting stating that the interviews and discussion will take place at that meeting. Additionally, once a recommendation has been made, Staff will place an ad notifying the public of the proposed appointment, as such a measure needs to be advertised 30 days prior to the appointment of the Auditor.

Review Agenda for Zoning Hearing Board meeting on November 6, 2023

Mr. Geib briefly reviewed the three appeals on the docket for the November 6, 2023 Zoning Hearing Board meeting. It was determined all three of the appeals involve routine matters that can be handled by the Zoning Hearing Board without input from the Board of Supervisors.

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

Motion made by Mr. Benner and seconded by Mr. Inglis to authorize payment of the 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.

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

ADDITIONAL BUSINESS

None

COURTESY OF THE FLOOR

None

EXECUTIVE SESSION

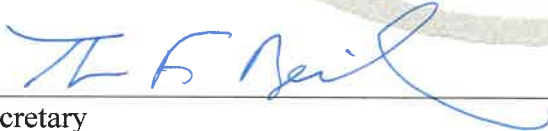
None

ADJOURNMENT

Motion made by Mr. Benner and seconded by Mr. Inglis to adjourn the meeting.

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

The meeting was adjourned at approximately 7:14 p.m.


Secretary