

MINUTES

Upper Saucon Township Board of Supervisors
Reorganization and Regular Meeting
Tuesday, January 6, 2025 – 6:30 P.M.
Township Municipal Building

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

Staff Attending: Thomas F. Beil, Township Manager
Joseph Geib, Assistant Township Manager
Rocco Beltrami, Township Solicitor
Patricia Lang, Director of Community Development
Thomas Nicoletti, Chief of Police

CALL TO ORDER

Supervisor 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

Supervisor Inglis asked all in attendance to stand and recite the “Pledge of Allegiance.”

NOTIFICATION

Supervisor 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.

REORGANIZATION OF THE BOARD OF SUPERVISORS

Appoint Temporary Chairperson

Motion made by Supervisor Spaeth and seconded by Supervisor Farrell to appoint Attorney Rocco Beltrami as Temporary Chairperson for the purpose of conducting the election of the Chairperson.

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

Elect Chairperson

Attorney Beltrami asked for nominations for the position of Chairperson of the Board of Supervisors.

Motion made by Supervisor Spaeth and seconded by Supervisor Wagner to nominate and elect John G. Inglis III as Chairperson of the Board of Supervisors.

There being no further nominations, the nominations were closed and Attorney Beltrami called for the vote.

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

Chairman Inglis thanked the other Supervisors for their support.

Elect Vice Chairperson

Chairman Inglis asked for nominations for the position of Vice Chairperson of the Board of Supervisors.

Motion made by Supervisor Wagner and seconded by Supervisor Farrell to nominate and elect Philip W. Spaeth as Vice Chairperson of the Board of Supervisors.

There being no further nominations, the nominations were closed and Chairman Inglis called for the vote.

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

Appoint Township Secretary

Motion made by Supervisor Foley and seconded by Supervisor Farrell to appoint Thomas F. Beil as Township Secretary.

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

Appoint Township Treasurer

Motion made by Supervisor Wagner and seconded by Supervisor Farrell to appoint Joseph L. Geib as Township Treasurer.

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

Appoint Assistant Township Secretary

Motion made by Supervisor Wagner and seconded by Supervisor Foley to appoint Joseph L. Geib as Assistant Township Secretary.

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

Appoint Assistant Township Treasurer

Motion made by Supervisor Wagner and seconded by Supervisor Foley to appoint Patrick Leonard as Assistant Township Treasurer.

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

PUBLIC COMMENT

None

REORGANIZATION BUSINESS

Motion made by Supervisor Farrell and seconded by Supervisor Foley to approve agenda items 6a through 6m in one action and by one vote rather than requiring a vote to be taken on each individual item.

- 6a. Establishing the Treasurer's Bond for the year 2025 at \$2,000,000.00.
- 6b. Establishing the Assistant Treasurer's Bond for the year 2025 at \$2,000,000.00.
- 6c. Adopting Resolution No. 2025-01 designating QNB Bank as primary depository for Township Funds for the year 2025.
- 6d. Adopting Resolution No. 2025-02 designating TD Bank as depository for Township Funds for the year 2025.
- 6e. Reappointing the law firm of Norris McLaughlin, P.A., 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.
- 6f. Reappointing Charles Unangst, P.E., of Hanover Engineering Associates, Inc., to serve as Township Engineer and approving the 2025 Professional Fee Schedule included with Mr. Unangst's letter of October 22, 2024.
- 6g. 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, 2025, as provided by Wynn Associates, Inc.
- 6h. Appointing Christopher A. Taylor (SEO #03138), Jacob A. Schray (SEO #03134), Paul Gallagher Saba (SEO #04167), Scott J. Brown (SEO #01716), Luke E. Eggert (SEO #04090) and Nadia Einfalt (SEO #04198) 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.

- 6i. Reappointing Hydro-Terra Group as the Township Geotechnical Consultant and approving the 2025 Geotechnical Consulting Services Rate Schedule included with Nikole Brown's letter of December 16, 2024.
- 6j. Adopting Resolution No. 2025-03 appointing the accounting firm of Zelenkofske Axelrod, LLC to perform the 2024 annual financial audit of Township accounts.
- 6k. 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.
- 6l. 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.
- 6m. Reappointing Richard M. Nelson to the Upper Saucon Township Vacancy Board for a one year term expiring on December 31, 2025.
- 6n. Reappointing Thomas Gettings to the Environmental Advisory Council for a three year term expiring on December 31, 2027.
- 6o. Reappointing Zachary Karasek to the Board of Directors of the Municipal Authority and Sewage Treatment Authority for a five year term expiring on December 31, 2029.
- 6p. Reappointing Stewart J. Gouck to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2025.
- 6q. Reappointing Jim Hall-Yurasits to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2025.
- 6r. Reappointing Tony Caciolo to the Uniform Construction Code Board of Appeals for a one year term expiring on December 31, 2025.
- 6s. Accepting the resignation of Melissa Shafer as an Alternate Member of the Zoning Hearing Board effective immediately.
- 6t. Adopting Resolution No. 2025-04 appointing Melissa Shafer as a Regular Member of the Zoning Hearing Board for a three year term expiring on December 31, 2027.
- 6u. Accepting the resignation of Michael DePaolis from the Zoning Hearing Board effective immediately.

- 6v. Accepting the resignation of Shannon Cawley from the Park and Recreation Commission effective immediately.
- 6w. Adopting Resolution 2025-09 appointing Shannon Cawley as a Regular Member of the Zoning Hearing Board for a partial term expiring on December 31, 2025.
- 6x. Reappointing Gerard Anthony to the Planning Commission for a four year term expiring on December 31, 2028.
- 6y. Reappointing John Zelena to the Planning Commission for a four year term expiring on December 31, 2028.
- 6z. Appointing Patrick Thornton to the Planning Commission for a four year term expiring on December 31, 2028.
- 6aa. Reappointing Chris Jordan to the Park and Recreation Commission for a five year term expiring on December 31, 2029.
- 6bb. Designating Thomas L. Gettings as Chairperson of the Upper Saucon Township Environmental Advisory Council for the year 2025.
- 6cc. Reappointing Diana Inglis to the Environmental Advisory Council for a three year term expiring on December 31, 2027.
- 6dd. Reappointing Christine Emily Gorigoitia-Wittenberg to the Environmental Advisory Council for a three year term expiring on December 31, 2027.
- 6ee. Accepting the resignation of Doris Clegg from the Environmental Advisory Council effective immediately.
- 6ff. Appointing Jeff Crone to the Environmental Advisory Council for a partial term expiring on December 31, 2026.
- 6gg. Appointing Brian Farrell, Philip Spaeth and Dane Carroll to the Upper Saucon Township Police Pension Committee for the 2025 calendar year.
- 6hh. Reappointing Tiffany Olsson, Robert Tierney and Philip Spaeth to the Upper Saucon Township Non-Uniformed Employees' Pension Committee for the 2025 calendar year.
- 6ii. Appointing Philip W. Spaeth as the Township's voting delegate to the State Association's annual convention.
- 6jj. Reappointing Candi Harmon-Kruse to the Southern Lehigh Public Library Board of Directors for a three year term expiring on December 31, 2027.

6kk. Appointing William Hayes to the Southern Lehigh Public Library Board of Directors for a three year term expiring on December 31, 2027.

6ll. Accepting the resignation of Antonio Roman from the Planning Commission effective immediately.

6mm. Appointing James Zellner to the Planning Commission for a partial term expiring on December 31, 2025.

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

Committee Assignments for 2025

Chairman Inglis announced the following Committee assignments for the year 2025:

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.

Establish 2025 Regular Meeting Schedule

Motion made by Supervisor Farrell and seconded by Supervisor Foley to approve the following regular meeting schedule for 2025:

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)

*Monday, January 6, 2025 (Reorg.)

Monday, January 27, 2025

Monday, February 10, 2025

Monday, February 24, 2025

Monday, March 10, 2025

Monday, March 24, 2025

Monday, April 14, 2025

Monday, April 28, 2025

Monday, May 12, 2025

**Monday, May 19, 2025

Monday, June 9, 2025

Monday, June 23, 2025

Monday, July 14, 2025

Monday, July 28, 2025

Monday, August 11, 2025

Monday, August 25, 2025

Monday, September 8, 2025

Monday, September 22, 2025

Monday, October 13, 2025

Monday, October 27, 2025

Monday, November 10, 2025

**Monday, November 17, 2025

Monday, December 8, 2025

**Monday, December 15, 2025

*1st Monday of month

**3rd Monday of month

Note: Special meetings will be scheduled when needed.

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

SUBDIVISIONS & LAND DEVELOPMENTS

None

MINUTES

None

PUBLIC HEARING ON PROPOSED ORDINANCE NO. 141-DD

Proposed Ordinance No. 141-DD amends the Township Zoning Ordinance by revising certain provisions relating to as-built final grading plans, deleting certain references to Temporary Certificates of Occupancy and referencing the source wherein individual lot grading plan fees are published.

Chairman Inglis announced the hearing on proposed Ordinance No. 141-DD has been postponed until March 10, 2025.

ORDINANCES

None

RESOLUTIONS

Resolution No. 2025-08 – Rate of Compensation for Local Tax Collector

Motion made by Supervisor Spaeth and seconded by Supervisor Wagner to adopt Resolution No. 2025-08 increasing the Tax Collector's rate of compensation from \$3.60 per tax bill to \$4.10 per tax bill beginning January 1, 2026.

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

Resolution No. 2025-07 – Membership of Park and Recreation Commission

Motion made by Supervisor Wagner and seconded by Supervisor Farrell to adopt Resolution No. 2025-07 reducing the membership of the Park and Recreation Commission from 7 to 5 members.

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

Resolution No. 2025-05 – Comprehensive Fee Schedule for Community Development Department

Motion made by Supervisor Farrell and seconded by Supervisor Foley to adopt Resolution No. 2025-05 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.

Ms. Lang reviewed this matter with the Board, comparing the new fee schedule to last year's fee schedule.

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

Resolution No. 2025-06 - Consultant Review Fees To Be Paid By Developers In Connection With The Review And Approval Of Subdivisions And Land Developments

Motion made by Supervisor Wagner and seconded by Supervisor Spaeth to adopt Resolution No. 2025-06 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.

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

MOTIONS

Lease of Township-owned Property at 4556 E. Valley Road

Motion made by Supervisor Wagner and seconded by Supervisor Farrell 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.

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

Lease of Township-owned Property at 4865 W. Hopewell Road (Curly Horse Open Space)

Motion made by Supervisor Spaeth and seconded by Supervisor Wagner 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.

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

Police K9 Handler Compensation Agreement

Motion made by Supervisor Spaeth and seconded by Supervisor Foley to approve the Agreement between Upper Saucon Township and the Upper Saucon Township Police Officers Association establishing a method for compensating the Police K9 Handler for at-home care of K9 Ruby consistent with recent court decisions.

Chief Nicoletti reviewed the Agreement with the Board.

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

USC Property Holdings Zoning Agreement – 7651 Route 309

Motion made by Supervisor Spaeth and seconded by Supervisor Wagner to approve the Agreement with USC Property Holdings setting forth the terms and conditions under which the Township will support the Zoning Appeal filed by USC Property Holdings to construct a billboard on the property at 7651 Route 309; and to authorize the Township Manager to execute said Agreement on behalf of the Township.

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

CORRESPONDENCE AND INFORMATION ITEMS

None

DIRECTION/DISCUSSION ITEMS

Review Agenda for Zoning Hearing Board meeting on January 8, 2025

Mr. Beil briefly reviewed the two appeals on the Docket for the January 8, 2025 Zoning Hearing Board meeting. Regarding Appeal No. 2024-05, it was noted the Supervisors approved a Settlement Agreement with the applicant, USC Property Holdings, whereby the Township agreed to support the Appeal if certain conditions are met. The Supervisors took no position with respect to Appeal No. 2024-20 concerning a proposed deck on the property at 4327 Stonebridge Drive.

BILLS, PAYROLL AND COMMISSIONS

Prepaid Invoice List Dated January 3, 2025 for Check Issue Dates: 12/17/2024 - 1/6/2025 and Warrant Detail Invoice List dated January 3, 2025 for Report Dates: 12/24/2024 - 1/6/2025

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 January 3, 2025.

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

ADDITIONAL BUSINESS

None

COURTESY OF THE FLOOR

None

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 7:02 p.m.



Secretary