

I. OPENING

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Announcement of Executive Session (if applicable)
- E. Public Comment Procedure

II. PRESENTATIONS/HEARINGS

- A. PennDOT Public Information Session – Easton Road/Saucon Creek Pipe Replacement Project
- B. Municipal Separate Storm Sewer System (MS4) Program Update – Pollutant Reduction Plan Submission

III. DEVELOPER ITEMS

IV. TOWNSHIP BUSINESS ITEMS

- A. Resolution #46-2018 – Transfer of Funds
- B. Polk Valley Park – 2068 Polk Valley Road – Request for Water Service for Public Works Use
- C. Resolution #47-2018 – International Firefighters’ Day – May 4, 2018
- D. Schedule Date for 10th Annual Volunteer Picnic
- E. Approval of Lower Saucon Township Trick-or-Treat Night

V. MISCELLANEOUS BUSINESS ITEMS

- A. Approval of April 4, 2018 Council Minutes
- B. Approval of March 2018 Financial Reports
- C. Monthly Department Reports for March 2018

VI. PUBLIC COMMENT ON NON-AGENDA ITEMS

VII. COUNCIL & STAFF REPORTS

- A. Township Manager
- B. Council/Jr. Council Member
- C. Solicitor
- D. Engineer
- E. Planner

VIII. ADJOURNMENT

UPCOMING MEETINGS

Planning Commission: April 26, 2018
Township Council: May 2, 2018
Parks & Recreation: May 7, 2018 @ SC Park
Environmental Advisory Council: May 8, 2018
Saucon Valley Partnership: May 9, 2018 @ HB
Zoning Hearing Board: May 21, 2018
Saucon Rail Trail Oversight Commission: June 25, 2018 @ LST
www.lowersaucontownship.org

I. OPENING

CALL TO ORDER: The General Business & Developer meeting of Lower Saucon Township Council was called to order on Wednesday, April 18, 2018 at 7:02 p.m., at Lower Saucon Township, 3700 Old Philadelphia Pike, Bethlehem, PA with Mrs. Sandra Yerger, presiding.

ROLL CALL: Present: Sandra Yerger, President; Priscilla deLeon, Vice President; Glenn Kern, Donna Louder and Ryan Stauffer, Council Members; Leslie Huhn, Township Manager; Roger Rasich, Director of Public Works; Cathy Gorman, Director of Finance; Linc Treadwell, Township Solicitor; Brien Kocher, Township Engineer; Ferris Abu-Ghosh, Jr. Council Member. Absent with prior notification: Judy Stern Goldstein, Township Planner.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT OF ANY EXECUTIVE SESSION (IF APPLICABLE)

Mrs. Yerger said Council met in Executive Session prior to this meeting to discuss potential property acquisition under the Open Space program on County Line Road; there is no action necessary at this time.

PUBLIC COMMENT/CITIZEN AGENDA ITEMS

Mrs. Yerger said if you are on the agenda, you have Council and Staff's undivided attention. If you do choose to speak, we ask that you use one of the microphones and state your name for the record. She asks that you give your fellow public the courtesy of the floor.

II. PRESENTATIONS/HEARINGS

A. PENNDOT PUBLIC INFORMATION SESSION – EASTON ROAD/SAUCON CREEK PIPE REPLACEMENT PROJECT (7:04 p.m.)

Brian Garman and Will Delauter, NTM Engineering Design Consultant for PennDOT and Joe Petrakovic from PennDOT District-5 were present. The project is on Easton Road between Countryside Lane and Ringhoffer Road and is to replace the existing 48" corrugated pipe network that runs below SR2006. The existing pipe was around 210' and has since deteriorated and resulted in a loss of 40'. The proposed solution is to replace the pipe with a single 72" diameter pipe. Upstream they are replacing a standard type headwall; downstream they are replacing a USBR Type 6 impact basin. Portions of the upstream and downstream channel will be stabilized to prevent erosion. They will replace the pavement, the guiderail and right-of-way fence. Everything will be within the public right-of-way.

A detour is proposed, which will be on State Route 412, Shimersville Road, Applebutter Road and Lower Saucon Road; for between 3 and 4 weeks. The East Branch Saucon Creek supports natural reproduction of trout, and they are less than ½ mile from that, so work is restricted between October 1 and 31st. They will also protect high-quality wetlands. They discussed utility relocation as well.

They will coordinate with the SV School District and the postal service regarding the detour, as well as emergency services. Construction will begin early 2019. They will provide survey forms in the Township's lobby, where plans will be on display.

Mrs. Louder asked why the pipe size is being changed? Mr. Garman said so the hydraulics can contain more flow, which is necessary, there's no extra water. Mrs. Yerger said there has been flooding issues where Ringhoffer joins with Easton Road, will this increased volume of water with the bigger pipe make that worse? Mr. Garman said their analysis does go upstream and downstream and they are not in any type of FEMA floodway; he can get more information for the Township. Mrs. deLeon asked if you make something bigger, won't there be more force to it? Mr. Garman said that's why they are doing an impact basin as that will dissipate the energy. Currently, the flow isn't going through the pipe, it's going under it. Mrs. Louder asked what kind of traffic the project will generate and about the power lines? Mr. Garman said there will be equipment and cranes mobilized to the project area and some other equipment, but it won't be excessive, he said the lines are just guy wires.

Mrs. deLeon had concerns with the water coming down and creating a big void. Mrs. Yerger said it's a substantial grade. Mr. Garman said it begins to flatten out and there's a pond at the bottom of the embankment. The pond was a detention basin created as part of I-78 and they aren't putting any more flow into it. The scope of work is to rectify the problems. Mr. Kocher said the same amount of flow coming through there now is going to come through the 72" pipe, so the velocity should be less, and the dissipation structure is a good design which does knock a lot of energy out.

Mr. Allan Johnson asked if the water that is going to be coming through this pipe is coming from I-78? Mr. Garman said yes. Mr. Johnson asked if the pipe that brings it down from I-78 will be replaced? Mr. Garman said this project is confined to Easton Road.

B. MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) PROGRAM UPDATE – POLLUTANT REDUCTION PLAN SUBMISSION (7:27 p.m.)

Mr. Jason Smith with Hanover Engineering was present to discuss the Pollutant Reduction Plan (PRP) which was created because of DEP's MS4 program. This plan is required for the next permit round which will be from 2018 to 2023; LST has an individual permit. The planning area is approximately 1.65 square miles; about 33% of LST's urbanized area is considered the planning area. That area is the drainage areas to LST's MS4 regulated outfalls and drain water from Township facilities to streams and wetlands. It is DEP's charge to reduce 10% of the sediments that currently leave those Township lands draining to these points. The first step is to make sure they have all 38 regulated outfalls properly categorized and select a method that is consistent with the EPA's guidance on the existing load of sediments, which looks at using land area that drains to each outfall and the land cover within those drainage areas.

They looked at Best Management Practices (BMPs) within those drainage areas for opportunities to retrofit or install new BMPs that would help reduce the sediments. The plan will be amended over time and they can choose the best basins to retrofit and do them the cheapest way. They will know more after DEP reviews this plan and provides comments. They will take the comments from the Township, the EAC, and the public until April 25, 2018. Mrs. deLeon said in Steel City, there's a big area that's green and it's not really a park. Mr. Smith said there are lands designated as parks that are not necessarily Township parks, so it may be public lands; they can look at changing the terminology. Mrs. Yerger said the EAC is working on some educational components. They just made a flyer for one of the MS4 compliances.

Mr. Kocher said one thing the plan mentions is the cost of improvements. The State said we are responsible to do this, but we don't yet know the total cost because we need DEP to say the plan is okay. Once they agree to the ideas that we have to reduce the sediment, we can prepare cost estimates, then you have to figure out how to pay for them. The State has given options and one is to implement a storm water fee or you could impose a tax increase. Mr. Smith said they will work on reducing the BMP costs.

IV. TOWNSHIP BUSINESS ITEMS

A. RESOLUTION #46-2018 – TRANSFER OF FUNDS (7:46 p.m.)

Mrs. Gorman said the resolution addresses the expenses she discussed at the last meeting, which were budgeted from last year and expended in 2018. Included are the recommendations she requested, and Council approved, for the excess funding balance policy. This resolution will authorize her to make these changes.

MOTION BY: Mrs. deLeon moved for approval of Resolution #46-2018.

SECOND BY: Mrs. Louder

ROLL CALL: 5-0

Mrs. Gorman stated the one-year CD's are coming to term. She'd like to renew the CD's for another year and increase the operational reserve by \$100,000 and the open space by \$200,000.

MOTION BY: Mrs. deLeon moved for approval as stated by the Director of Finance.

SECOND BY: Mrs. Yerger

ROLL CALL: 5-0

B. POLK VALLEY PARK – 2068 POLK VALLEY PARK – REQUEST FOR WATER SERVICE FOR PUBLIC WORKS USE (7:51 p.m.)

Mrs. Huhn said we are requesting approval to utilize an existing water line to install a lockable water hydrant near Polk Valley Park in the area where the house was removed which would be supplied by Hellertown Borough Authority. Mr. Rasich said there is already a service line that used to go to the house and they could re-utilize that. This is to help service their equipment while they are out there.

Mr. Rasich said if it is desired in the future, water could possibly be extended up to the dog park. Mr. Stauffer said the P&R Board discussed their desire to have a snack stand that serves hot food, and to do so they need running water, so they asked about the possibility of running the line further up. It appears to him that it is a long way and would probably be costly. Mr. Rasich said to get it to the dog park is relatively easy; however, he's not sure if the existing service line is capable of providing enough pressure to get it to the dog park. Mrs. Yerger said when she goes to the dog park, everyone brings their own jugs of water. Mrs. Gorman said the funds could come from the parks general maintenance.

MOTION BY: Mrs. Louder moved to approve installation of a water meter pit and lockable hydrant at Polk Valley Park property by Exeter at a cost of \$518.83.

SECOND BY: Mrs. deLeon
Mrs. Huhn said the quote is from last year and asked if they will honor that? Mr. Rasich said he has to start over again.

MOTION BY: Mrs. Louder amended her previous motion to approve installation of a water meter pit and lockable hydrant at Polk Valley Park property by Exeter at a cost not to exceed \$600.00.

SECOND BY: Mrs. deLeon amended her second

ROLL CALL: 5-0

C. RESOLUTION #47-2018 – INTERNATIONAL FIREFIGHTERS' DAY – MAY 4, 2018 (8:01p.m.)

This resolution supports International Firefighters' Day.

MOTION BY: Mrs. Louder moved for approval of Resolution #47-2018 and thanked all of the firefighters.

SECOND BY: Mrs. deLeon

ROLL CALL: 5-0

D. SCHEDULE DATE FOR 10TH ANNUAL VOLUNTEER PICNIC (8:02 p.m.)

Mrs. Yerger said she has dates of June 4, 11 or 18. Council agreed to June 4th from 6 pm to 8 pm.

MOTION BY: Mrs. deLeon moved for approval of June 4, 2018 for the 10th annual Volunteer Appreciation picnic from 6 p.m. to 8 p.m.

SECOND BY: Mrs. Yerger

ROLL CALL: 5-0

Mrs. deLeon said since this is the 10-year anniversary the volunteers should get something commemorating it. Mrs. Huhn said they will look for something to hand out.

E. APPROVAL OF LOWER SAUCON TOWNSHIP TRICK-OR-TREAT NIGHT (8:06 p.m.)

Mrs. Yerger said Hellertown Borough has set trick-or-treat night for Sunday, October 28th from 3:00 p.m. to 5:00 p.m. Mrs. deLeon said the Saucon Valley Partnership discussed this in previous years, but not this year. Mr. Stauffer asked why not have it on Halloween? Mrs. Yerger said she wouldn't mind if it was a little bit later so some kids can go in the dark with parental permission. Mrs. Louder said she feels Sunday, October 28th from 3 p.m. to 5 p.m. is fine and suggested we do it the last Sunday of October, set hours and put it in stone, then every year we know when it is.

MOTION BY: Mrs. Louder moved for approval to schedule trick-or-treat night at Lower Saucon Township on Sunday, October 28, 2018 from 3 p.m. to 5 p.m.

SECOND BY: Mrs. Yerger

ROLL CALL: 5-0

**General Business & Developer Meeting
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V. MISCELLANEOUS BUSINESS ITEMS

A. APPROVAL OF APRIL 4, 2018 MINUTES (8:09 p.m.)

Mrs. deLeon asked that the March meetings that were cancelled due to snow storms be noted in these minutes.

MOTION BY: Mrs. Yerger moved for approval of the April 4, 2018 minutes.

SECOND BY: Mr. Stauffer

ROLL CALL: 3-2 (Mrs. Louder & Mrs. deLeon – No)

B. APPROVAL OF MARCH 2018 FINANCIAL REPORTS (8:11 p.m.)

Mrs. Louder asked if the landfill money is under the General Fund? Mrs. Gorman said it's listed under the General Fund but deposited in the general savings account and comes before Council at the end of the year to ask that the money be moved to another account.

MOTION BY: Mrs. deLeon moved for approval of the March 2018 financial reports.

SECOND BY: Mr. Stauffer

ROLL CALL: 5-0

C. MONTHLY DEPARTMENT REPORTS FOR MARCH 2018 (8:16 p.m.)

Mrs. Louder said the PW crew has been very busy and asked if there was a schedule of the roads getting fixed this year? Mr. Rasich said the annual evaluation has been completed. They have been working on the trimming of the brush; however, the final roads got pushed off a bit and he is finalizing it. They will take care of about 7 miles of road, but would like to get that closer to 10 miles but it's based on available manpower. Mrs. Huhn said they are hoping to get an earlier start this year and she'd like to get some part-time seasonal help for the summer.

VI. PUBLIC COMMENT/CITIZEN NON-AGENDA ITEMS (8:16 p.m.) – None

VII. COUNCIL & STAFF REPORTS (8:30 p.m.)

A. TOWNSHIP MANAGER

- She spoke about the Meadows Road Bridge under Mr. Kern's report.
- A notice has been posted in the PA Bulletin that UGI Energy Services has applied for a permit from DEP to construct and maintain water encroachments associated with their project. There is a 30-day comment period which will occur prior to our next meeting. Mrs. Yerger said if it floods it's coming upstream, and we certainly have concerns about the construction of the road into the floodway, into crossing the stream, storm water facilities, so have HEA write a letter and submit them before the comment period. Mr. Kocher said you could contact DEP and tell them your comments are within the 30-day comment period and an additional letter will be forthcoming.

MOTION BY: Mrs. Yerger moved for the Manager to work with HEA and submit a letter as stated by the Township Engineer to DEP.

SECOND BY: Mrs. deLeon

Mrs. Louder asked if Attorney Elliott had any input? Mrs. Huhn said he did provide her with a wetlands consultant whom she spoke to, but there wasn't enough information for him to provide a qualified response.

ROLL CALL: 5-0

- She received an email from Cathy Hartranft regarding the Hellertown Area Library stating the sidewalks along Constitution to the library are in bad condition and Borough Council discussed their replacement along with removal of the trees. The cost is approximately \$10,690. The Borough provides a great deal of in-kind services to the library, and as such, they are requesting a small contribution from LST for 50% of the cost of just the portion of sidewalk that abuts the library, which results in approximately \$1,781.

MOTION BY: Mrs. deLeon moved for approval to give Hellertown \$1,781 for repair of a portion of the sidewalk by the Library.

SECOND BY: Mr. Stauffer

ROLL CALL: 5-0

**General Business & Developer Meeting
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➤ We received two event applications that were reviewed by P&R. The Sassy Massey Smile Foundation 5K Run which is mostly in Hellertown Borough and the annual LAX Day.

MOTION BY: Mrs. deLeon moved for approval of the Sassy Massey Smile Foundation and annual LAX day events.

SECOND BY: Mrs. Yerger

ROLL CALL: 5-0

➤ We received a request for amplified music at a graduation party at Southeastern Park.

MOTION BY: Mrs. Yerger moved for approval of amplified music at a graduation party at Southeastern Park.

SECOND BY: Mrs. deLeon

ROLL CALL: 5-0

➤ She requests approval to authorize the advertisement of our seasonal part-time help. She would like two seasonal people and an additional part-time like we have right now. We'll look at the numbers and bring it back to Council.

MOTION BY: Mrs. Louder moved for approval to advertise for seasonal part-time help.

SECOND BY: Mrs. Yerger

ROLL CALL: 5-0

➤ We received notification that the Gaming Authority passed a resolution and authorized approval of the disposition of the remaining uncommitted funds in the amount of \$1.2 million to the contiguous and surrounding municipalities, each in the amount of \$31,440.00.

B. COUNCIL/JR. COUNCIL

Ferris Abu-Ghosh, Jr. Council Member

➤ The High School held a career day where local professionals talked about their jobs.

Mrs. Yerger

➤ The EAC has been working on the homeowner education to help with storm water problems; it's on our website.

➤ She received notification from Lehigh University that one of their historians is going to do a talk on the Walnut Street Bridge on May 4th.

Mrs. deLeon

➤ Jim Birdsall is retiring from Hanover Engineering and she wanted to publicly thank him for all the years he was at the Township.

➤ We sent NC a letter asking them to duplicate the Chester Co. interactive gas map which County Exec. Lamont McClure said is nearly done.

➤ She said the Chamber has a round of grants open.

➤ She asked if we ever submit anything to the TIP program in advance? She thinks we need to think about it.

➤ There is a HALO fundraiser at the Hellertown Historical Society on April 26th. Summertime restaurant week will start the week of July 29th. Music in the Park will have six events coming up.

Mr. Kern

➤ We received a letter regarding the construction of the Meadows Road Bridge, which is good news as they are applying for a grant and it's for the rehabilitation of that bridge. We have a 30-day comment period and he'd like to stress in the comments that we are in favor of rehabilitation and reconstruction of the bridge. Mrs. Huhn said she agrees with Mr. Kern; on April 5th she received a call from Tom Kohler from NC and he said the bridge was being closed immediately because of serious deterioration. On Monday, they received the notice that Mr. Kern just spoke about. They are submitting an application to DEP for a general permit which covers maintenance, testing, and repair or replacement associated with the bridge. She would like to submit our own comments and stress we want to see the bridge rehabilitated. She contacted Andrew DeGruchy who conducted a site visit in 2008 and he gave us some recommendations. They recently discussed what assistance he could provide the Township in working along with the County as they move forward with this. He is willing to prepare another report and conduct a site visit. His concern is if we are taking something to the County, he would want a credential person to go along.

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MOTION BY: Mrs. Louder moved to send a letter and ask for a 30-day extension to the County and ask for any information they may have.
SECOND BY: Mrs. deLeon
ROLL CALL: 5-0

Ms. Stephanie Brown said she was a resident of the Township at one time and it was always her goal to save the Meadow Road Bridge. She supports the Township's position to rehab and repair it as opposed to replacement. Mrs. Yerger would like to get a copy of the analysis of why it was closed. Mrs. Huhn said she will request a copy and send it to Council. Mrs. deLeon said she also wants to save the bridge and was always her priority. Mrs. Huhn asked if Council would like a draft of comments for the letter to be sent? Mrs. Yerger said yes, bring it back to the next meeting. We don't need a motion, just direction. Mrs. Louder withdrew her motion and Mrs. deLeon withdrew her second.

Mrs. Louder – No report

Mr. Stauffer

➤ He went to the P&R board meeting and they spoke about a snack stand at Polk Valley Park. They talked about some of the events Mrs. Huhn just went over. They talked about the Township submitting a grant to add a second dog park area so they can rotate them. Mrs. Huhn said they are working on that.

C. **SOLICITOR** – No report (8:54 p.m.)

D. **PLANNER** – Absent with prior notification.

E. **ENGINEER** – No report

VIII. ADJOURNMENT

MOTION BY: Mrs. deLeon moved for adjournment. The time was 8:54 p.m.
SECOND BY: Mrs. Louder
ROLL CALL: 5-0

Submitted by:

Leslie Huhn
Township Manager

Sandra B. Yerger
Council President