I. OPENING

CALL TO ORDER: The General Business & Developer meeting of Lower Saucon Township Council was called to order on Wednesday, May 17, 2017 at 7:20 p.m., at Lower Saucon Township, 3700 Old Philadelphia Pike, Bethlehem, PA with Mr. Ron Horiszny, presiding.

ROLL CALL: Ron Horiszny, President; Sandra Yerger, Vice President; Priscilla deLeon, Glenn Kern and Donna Louder, Council Members; Leslie Huhn, Township Manager; Cathy Gorman, Director of Finance; Roger Rasich, Director of Public Works; Lin Treadwell, Township Solicitor; Junior Council Member Kelsey Gatchel; Township Engineer & Township Planner: Not needed.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT OF ANY EXECUTIVE SESSION (IF APPLICABLE)

Mr. Horiszny said Council met in Executive Session this evening, and this will be discussed below.

PUBLIC COMMENT/CITIZEN AGENDA ITEMS

Mr. Horiszny said if you are on the agenda, you have Council and Staff’s undivided attention. If you choose to speak, we ask that you use one of the microphones and state your name for the record so the transcriptionist knows who is speaking for the minutes. He asks that you give your fellow public the courtesy of the floor.

II. PRESENTATIONS/HEARINGS

A. RESOLUTION #42-2017 – RECOGNIZING JONAH BEERS FOR RECEIVING THE EAGLE SCOUT AWARD

Mr. Horiszny read the resolution. Jonah Beers was present and Council presented him with the resolution.

MOTION BY: Mrs. deLeon moved for approval of Resolution #42-2017.
SECOND BY: Mrs. Yerger

Mrs. deLeon said it is great what he did, he set an example to the rest of the community, and she thanked Jonah’s parents for raising and supporting him.

ROLL CALL:

5-0

Mrs. Yerger said for anyone who hasn’t been out to Woodland Hills, it’s great because now we don’t get lost and he put up great trail markers. She thanked him and said people really enjoy it.

Executive Session:
The first topic was the potential acquisition of property utilizing open space funds. The EAC Open Space Committee evaluated and analyzed a property and recommends that it not be acquired as it didn’t score high enough on their scale. Council discussed this and the motion would be to send a thank you letter and inform the property owner that we are not interested in acquiring it. The parcel number is Q8-7-16.

MOTION BY: Mr. Horiszny moved for approval of not acquiring property Q8-7-16 as stated above by Attorney Treadwell.
SECOND BY: Mrs. Yerger

ROLL CALL:

5-0

The second item was a matter regarding the proposed UGI Energy Services application in front of the Bethlehem ZHB. Attorney Elliott was present and summarized that it’s his understanding that Council still has concerns regarding the proposed facility. The question is whether Council would authorize him to appear before the Bethlehem ZHB for the purpose of representing and protecting the Township’s interest, and also to communicate with UGI Energy Services regarding possible conditions that might address and resolve the issues about safety. Attorney Treadwell said the motion would be to authorize Attorney Elliott to attend the Bethlehem ZHB meeting on May 24, 2017 on behalf of Council as he described in his comments.

MOTION BY: Mrs. deLeon moved for approval of having Attorney Elliott attend the City of Bethlehem ZHB meeting as stated above by Attorney Treadwell.
SECOND BY: Mrs. Yerger
Mrs. Louder said what concerns the Township is they are asking to use Applebutter and Ringhoffer Road to transport the liquified natural gas in trucks as well as the tank being positioned next to the properties of residents of LST. Attorney Treadwell said the applicant is requesting of the City of Bethlehem a special exception use which is a permitted use under the Bethlehem ZHB, but which could impose additional conditions over and above what is set forth in their ordinance. They are also seeking permission to exceed the height limitation for the tank which is 80’; the proposed tank would be 98’. They are seeking a minor variance for impervious coverage permits, up to 6%, when the ordinance limits it at 5%.

ROLL CALL: 5-0

III. DEVELOPER ITEMS

A. JAY PICHÉL & JOHN LIMPAR – 2505 RINGHOFFER ROAD – SEEKING USE VARIANCE IN CITY OF BETHLEHEM TO CONSTRUCT A SELF-STORAGE FACILITY

Attorney Treadwell said this item is proposed in the City of Bethlehem, but borders Lower Saucon. Mr. Pichel is proposing storage units on the east side of Ringhoffer Road within the City of Bethlehem on property he currently owns. Does council want to take a position in front of the City ZHB on this? Mr. Horiszny said no land development has been filed yet and Mrs. Louder said we need more information. Mrs. Yerger asked would we be opposed to the use? Attorney Treadwell said it’s rural-residential, which might have different setbacks and more restrictive. The plan indicates the front and side yard setback is 25’, rear is 40’. Council took no action.

IV. TOWNSHIP BUSINESS ITEMS

A. AWARD OF USED 2006 GMC G550 BOOM MOWER

Mrs. Huhn said Council approved the sale of the 2006 Boom Mower upon receiving its replacement this year. They advertised through MuniciBid and received a bid of $20,100.00 from Franklin Tran of Texas. We communicated with him that he was the high bidder and after Council approval this evening, we will notify that he has five days to arrange for payment and pickup. If we do not hear from him, we will notify the second highest bidder who was Wallace Township at a bid of $20,000.00.

MOTION BY: Mrs. Yerger moved for approval to sell the used 2006 GMC Boom Mower as stated above by the Manager.
SECOND BY: Mrs. deLeon
ROLL CALL: 5-0


Mrs. Huhn read the resolution. She said Public Works Week will be May 21st through May 27th. Roger Rasich was present to receive the resolution. Mr. Horiszny said they do a fantastic job.

MOTION BY: Mr. Horiszny moved for approval of Resolution #43-2017.
SECOND BY: Mrs. Yerger
ROLL CALL: 5-0

C. STEEL CITY PARK – ESTIMATE FOR ELECTRICAL INSTALLATION IN PAVILLION

Mr. Horiszny said there is a proposal for a light be installed in the pavilion and on the pole near the pavilion. Mrs. Huhn said Roger Rasich met with Doelp Electric and received a quote to install electric in the amount of $6,575.00, which does not include the street light on the PPL pole. Mr. Rasich said correct, and he has been in contact with PPL as well. Mrs. deLeon said there should be electric in the pavilion with controls. Mrs. deLeon said the Chamber has a grant program and the deadline is May 31st, would this be something that meets their criteria? Mrs. Huhn said we can submit it. It’s a 50% match and we can apply up to $2,000 per project.

MOTION BY: Mrs. Louder moved for approval to move forward with the electrical quote of $6,575.00 from Doelp Electric to install electric in the pavilion as well as to apply for the grant money.
SECOND BY: Mrs. deLeon
ROLL CALL: 5-0
MOTION BY: Mrs. Louder moved for approval of the PPL pole light for dusk to dawn security.
SECOND BY: Mrs. deLeon
ROLL CALL: 5-0

D. UPDATE ON PROPOSED UGI ENERGY SERVICES LNG PROJECT ON RINGHOFFER ROAD
Mr. Horiszny said this was discussed above.

E. TAX COLLECTION PROPOSAL PROVIDED BY KEYSTONE COLLECTIONS
Mrs. Gorman said Keystone approached us regarding their tax service coinciding with the Saucon Valley School District and providing for collection of their taxes. They have a location in LST and requested to bring this up to Council. They are not requesting action this evening; it is information to look at and make a decision at a later date. If we were to make this move, it would require ordinances and timing would be necessary to facilitate this change for 2018 if desired. Currently, our tax administrator is Berkheimer, which operates under a grandfathered system; taxes are collected by them, by us, and also by the bank. We’ve had difficulties over the years with Berkheimer. Keystone is a little more expensive, but they are our current EIT tax collector and do a phenomenal job in reporting that to us. They are in compliance with TCC regulations and the school district is also very pleased with them. The logic is they are the tax collector for SVSD and it would be an easy transition. Mrs. deLeon said she would like to see pros and cons. Mrs. Yerger asked when Mrs. Gorman would like their decision by? Mrs. Gorman said August.

F. UNRESTRICTED FUND BALANCE POLICY FIDUCIARY OPTIONS
Mrs. Gorman provided Council with an update on the amount of money in the general fund and savings and is recommending moving a portion of that money to the operational reserve fund which is unrestricted. The policy adopted last year states the maximum amount in an unrestricted savings account should be $3 million.

Mrs. Louder asked can you divide it? Mrs. Gorman said the pros and cons would be that your unrestricted fund can be utilized for any specific purpose, but capital is usually just for capital. At any time you can move money from your operational reserve to your capital fund. The operational reserve fund is meant for emergencies to offset any increased taxes at some future date or any specific savings that you want. The only difference would be is that for this fund she would have to come to Council to move it because it’s restricted. Attorney Treadwell said if you put it into the operational reserve, you have a little bit more flexibility until you know that it’s not needed for something.

Mrs. Gorman said they would invest it for future expenses that we may incur such as paying down debt. Mrs. Louder said with the open space money, we are allowed to pay down the debt of Polk Valley Park – does that not free up other monies that could be placed into the operational reserve? Mrs. Gorman said doing that you are paying down your principal and you have an obligation every year to pay your debt until it’s done. She wouldn’t recommend moving money into a fund until that debt is safe-guarded and paid off. Then she would say you can make any kind of adjustment you’d want. Attorney Treadwell said your motion would be to move $1 million into the operational reserve from your general savings account.

MOTION BY: Mrs. deLeon moved for approval as stated above by the Solicitor and the Director of Finance.
SECOND BY: Mr. Horiszny
ROLL CALL: 5-0

V. MISCELLANEOUS BUSINESS ITEMS
A. APPROVAL OF MAY 3, 2017 MINUTES
MOTION BY: Mr. Horiszny for approval of the the May 3, 2017 minutes.
SECOND BY: Mrs. Yerger
ROLL CALL: 4-1 (Mrs. deLeon – No)
B. APPROVAL OF APRIL 2017 FINANCIAL REPORT
Mrs. Gorman said you will see checks made payable to LST, they were CD’s purchased pursuant to their investment policy which was approved by Council at the beginning of the year.
MOTION BY: Mr. Horiszny for approval of the April 2017 financial report.
SECOND BY: Mrs. deLeon
ROLL CALL: 5-0

C. MONTHLY DEPARTMENT REPORTS FOR APRIL 2017
Mrs. Huhn said these are the Police, Public Works and Zoning reports for April 2017. Mrs. Louder asked about a complaint on rats, bed bug infestation and mold and if the Board of Health could be contacted. Northampton County does not have a Board of Health. Mrs. Louder said she didn’t see the landfill permit for their scale house. Mrs. Huhn said Mr. Garges is still working on it.

VI. PUBLIC COMMENT/CITIZEN NON-AGENDA ITEMS
➢ Mr. Gordon Gress, 2371 Black River Road, said he and Ted Griggs did a field trip and followed the water down Black River. A lot comes down Fire Lane and goes on both sides of Black River. He gave Council a description of the pipes they followed. Mrs. deLeon asked if Hanover knew about this? Attorney Treadwell said HEA went out and did field work, so they didn’t miss that. Either the volume of storm water we’re trying to convey was too big for those existing pipes or they aren’t in a state that was going to last very long so they need to put something new in. Mr. Gress said being the pipes are there, couldn’t they just replace those pipes? Attorney Treadwell said he’s not familiar enough with those engineering details to say. Mr. Horiszny said is it possible they go to a smaller diameter under the building? Mr. Gress said it would be nice instead of going all the way down the road, which is a considerable amount of more money.

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VII. COUNCIL & STAFF REPORTS
A. MANAGER
➢ Mrs. Huhn said you have a memo from the Director of Finance for the replacement of Car 167 which is the unmarked police vehicle. This was requested in the 2016 budget which was cut due to prioritizing the replacements at that time. We received funds from the Gaming Authority and are required to purchase a vehicle; the cost has since gone up and the least expensive option the PD came up with is in the amount of $29,327.45. The grant amount is $24,586.30, so to replace this vehicle, we are requesting Council approval of $4,741.15 to satisfy the grant requirements. Mrs. Louder said what are we going to do with the old car? Mrs. Huhn said we will put it on Municid. 
MOTION BY: Mr. Horiszny moved for approval of $4,741.15 to purchase the new vehicle for the PD.
SECOND BY: Mrs. Louder
ROLL CALL: 5-0
➢ Mrs. Huhn said we received notification from NC that parcel N7-SE4-29-4 is being held in the County Repository and they received a bid on that property. We have 45 days to approve or disapprove the sale. The school district is taking it to the school board for approval. Mrs. Huhn is recommending to Council that should the school district approve the sale, Township will respond to the county that we will also approve that sale as well. Mrs. Gorman said the taxes that have been liened are minimal at $28.50. That’s why the County eliminated it off their database.
MOTION BY: Mr. Horiszny moved for approval of the sale as stated above by the Manager.
SECOND BY: Mrs. deLeon
ROLL CALL: 4-1 (Mrs. Louder – No)
➢ Mrs. Huhn said there you have an email from Chief Lesser regarding our concern for the safety of the residents in the Quarter Mile Road area because of the proposed traffic impact as a result of the Bingen Road Bridge closure. The PD is recommending to post three additional signs that would be visible to drivers which would say it’s restricting truck traffic to local deliveries. Mrs. deLeon said she doesn’t have a problem and asked that someone call PennDOT to delay the project past Stabler’s graduation. Mr. Horiszny
said ask them if they are going to do any painting and adjust the site line on Black River Road and fix it. Mrs. deLeon said she was traveling down Friedensville Road and where there was macadam work being done, the storm water basins looks like there was no grate over the hole. Mrs. Huhn will look into it. Mr. Horiszny asked if they could pave a little bit more into the parking lot at the Heller Homestead?

➢ Mrs. Huhn said John Lychak submitted a letter of resignation from his seat on the P/C which he served for ten years.

MOTION BY: Mrs. deLeon moved to accept Mr. Lychak’s resignation and send him a thank you letter and invite him to the Volunteer Picnic event.

SECOND BY: Mr. Horiszny

ROLL CALL: 5-0

➢ Mrs. Huhn said she’s requesting Council authorization for a $200.00 donation to Peaceable Kingdom for the two black labs that were found on Easton Road. They did the surgery on the one dog. Mrs. deLeon said tell them thank you for helping us.

MOTION BY: Mrs. deLeon moved to authorize the donation of $200.00 to Peaceable Kingdom.

SECOND BY: Mrs. Yerger

ROLL CALL: 5-0

➢ Mrs. Huhn reviewed two requests for amplified music at Town Hall Park. They will let the PD know.

MOTION BY: Mrs. deLeon moved for approval of the two requests for amplified music at Town Hall Park.

SECOND BY: Mrs. Louder

ROLL CALL: 5-0

B. COUNCIL/JR. COUNCIL

Kelsey Gatchel

➢ This weekend is the Relay For Life at Dimmick Park. The Mini-Thon is the same day. They raise money for children’s cancer research. This will be her last meeting. She had a great time here. Council congratulated her on graduation.

Mrs. Yerger

➢ The EAC met on May 11th and had a visit with LV Habitat with a request for a “Stuff the Truck Event”. They accept good condition items and resell them. They bring a large truck and advertise it and residents bring the items to the truck. The EAC recommended to have it on September 9th from 9:00 am to noon. They will not need any volunteers nor anything from our PW. They just need the parking lot. She would like it on our website.

➢ On June 14th at Seidersville Hall, the Historical Society will be hosting an event from a local LST author, Robert Gately, and will be doing a book signing.

Mrs. deLeon

➢ Thursday, May 18th is the ribbon cutting for 1774 Grille and Tap. June 1st at Hop Hill Brewing Company is a “Party for a Purpose” mixer. The Hellertown-Lower Saucon Chamber grant is open until May 31st and we could apply for several projects. She’s wondering if the gate at Meadows Road at the last meeting can be a project. Mrs. Huhn said we can submit it. Mrs. deLeon said the DEP meeting is May 23rd at the school district from There’s a workshop on May 31st and she strongly urges members on non-profit boards to attend.

Mr. Kern – No report

Mrs. Louder

➢ She will be attending the Relay For Life on Saturday. The Gaming Commission has cancelled their meeting. Regarding the Giant Food Store, for every 10,000 plastic bags that are taken back, they create park benches and donate them to townships and communities. She’d like us to check into this at www.giantfoodstores.com/environment

Mr. Horiszny

➢ He attended the LSA meeting last night. He would like National Public Works week on the website.
C. **SOLICITOR** – Attorney Treadwell said they have one more item to cover in Executive Session, which he’d like to do now.

D. **PLANNER** – No report

E. **ENGINEER** – No report

VIII. **ADJOURNMENT**

Council recessed for the Executive Session, the time was 8:40 pm. Council reconvened at 8:47 pm. Attorney Treadwell said they discussed commencing the collective bargaining process with the uniformed employees. As a result the motion would be to allow the Township Manager and Township Solicitor to commence those negotiations.

**MOTION BY:** Mrs. Yerger moved for approval regarding the collective bargaining process as stated above by the Solicitor.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

**MOTION BY:** Mrs. Yerger moved for adjournment. The time was 8:48 p.m.

**SECOND BY:** Mrs. deLeon

**ROLL CALL:** 5-0

Submitted by

__________________________________________________________
Leslie Huhn
Township Manager

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Ron Horiszny
Council President