

**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. PUBLIC COMMENT – – AGENDA ITEMS ONLY – RESIDENTS/TAXPAYERS ONLY – 3-MINUTE TIME LIMIT**

**III. PRESENTATIONS/HEARINGS**

- A. Resolution #58-2022 Honoring Talitha Diggs
- B. Meadows Road Bridge Replacement Update from Benesch
- C. Introduction of New Lower Saucon Township Police Officers
- D. Correspondence and Presentation from Attorney Spadoni re: 1756 Wyndham Terrace

**IV. DEVELOPER ITEMS**

- A. Bethlehem Landfill/Northern Realignment Lot Consolidation, Land Development and Site Plan - Request for Extension of Deadline to Meet Conditions of Approval

**V. TOWNSHIP BUSINESS ITEMS**

- A. Review of Bid Result for Easton Road Ballfield Replacement Project
- B. Lehigh/Northampton County and Monroe County Gaming Grants - Discussion
- C. Authorization to Advertise Revised Storm Water Ordinance (MS4 Requirement)
- D. Review of Correspondence Received from Hellertown Borough's Solicitor
- E. Personnel Issues
  - a. Finance Director - Change in Title and Job Description – Increase in Salary
  - b. Director of Public Works – Increase in Salary
  - c. Approval for Market Study for Administrative Positions
- F. Recommendation to Purchase Board Docs Software
- G. Authorization to Advertise Bid for Seidersville Hall in Fall
- H. Resolution #59-2022 – Disposition of Records
- I. Presentation of the 2022 Semi – Annual Report
- J. Resolution #60-2022 – Authorization for Budget Amendment and Fund Transfer
- K. Resolution #61-2022 – Authorization for a Budget Amendment
- L. Lower Saucon Fire Rescue
  - a. Recruitment and Retention Release of Funding - \$5,000.00 to \$10,000.00
  - b. Authorization to Release 2<sup>nd</sup> Installment of Capital Improvements - \$50,000.00

**VI. MISCELLANEOUS BUSINESS ITEMS**

- A. Approval of June 15, 2022 Council Minutes
- B. Approval of July 22, 2022 Council Minutes
- C. Approval of June 2022 and July 2022 Financial Reports

**VII. COUNCIL & STAFF REPORTS**

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

**VIII. PUBLIC COMMENT ON NON-AGENDA ITEMS – RESIDENTS/TAXPAYERS ONLY – 3-MINUTE TIME LIMIT**

**IX. ADJOURNMENT**

**UPCOMING MEETINGS**

Saucon Rail Trail Oversight Commission: August 22, 2022  
Zoning Hearing Board: August 22, 2022  
Planning Commission: August 25, 2022  
Parks & Recreation: September 12, 2022  
Township Council: September 21, 2022  
Environmental Advisory Council: September 13, 2022

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**I. OPENING**

**CALL TO ORDER:** The General Business & Developer meeting of Lower Saucon Township Council was called to order on Wednesday, August 17, 2022 at 6:33 p.m. with Mr. Jason Banonis, presiding.

**ROLL CALL: Present:** Jason Banonis, President; Sandra Yerger, Vice President, and Mark Inglis, Council Members; Peter Marshall, Interim Township Manager; Linc Treadwell, Township Solicitor; Brien Kocher, Township Engineer; Cathy Gorman, Director of Finance; Carol Schneider and Stacy Werkheiser, Administrative Assistants. **Absent:** Priscilla deLeon and Thomas Carocci, Council Members.

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENT OF ANY EXECUTIVE SESSION (IF APPLICABLE)** – Mr. Banonis said Council did not meet in executive session this evening.

**MOTION BY:** Mr. Banonis moved to adjust the agenda and move up Agenda Item III. A. Resolution #58-2022 honoring Talitha Diggs.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

**III. PRESENTATIONS/HEARINGS**

**A. RESOLUTION #58-2022 – HONORING TALITHA DIGGS**

Mr. Banonis said this has been a unique year for Lower Saucon Township (LST). We've had the pleasure of recognizing a State Champion wrestling team, at least one Eagle Scout award winner. This is really a tremendous accomplishment that he would bet has not happened in the history of LST before and that is we have a LST resident who lives here, went to Saucon Valley High School, and who is a world champion. Talitha and her teammates won the gold medal in the 4x400 relay. A resolution has been prepared honoring Talitha, her family, teammates, and coaches for this accomplishment. Coach Ed Kolosky was present who was Talitha's high school coach. Mr. Banonis read the resolution (*please see attached Resolution #58-2022*). He said Talitha is back in school and could not be here this evening.

**MOTION BY:** Mr. Banonis moved for approval of Resolution #58-2022 honoring Talitha Diggs.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

Mr. Ed Kolosky received the resolution on behalf of Talitha Diggs. He said on behalf of Talitha and her family and her coaches he'd like to thank everyone. She has a full circle of people coaching and supporting her and training her and conditioning her in order for her to accomplish all these wonderful things. He will pass this onto Joetta, and he has to mention that her entourage of coaches includes her mom, Coach Lattimore from Easton, and her uncle T. She's blessed and a very gifted athlete and he's been blessed with so many talented and gifted athletes throughout his career. This spring will be his 40<sup>th</sup> season at track and field. In 2019, when Talitha set the State record, that State record, when he started in 1983 at Freedom High School, he was in the stadium when a female athlete in 3A ran 53.11 seconds in a quarter mile. He remembers turning to one of his assistants saying that record will stand and will outlive me, and he will never see that record go down. Then he had an athlete in 2019 who shattered it and set a record of 52.6 seconds which was just amazing to him as a coach to see that in 1983 and then a full circle in 2019. He recognizes another great athlete who came out of Saucon, Alyssa Lombardo, who set the 2A State record in 2009 in 55.82 seconds and that State record stood until 2019. Alyssa's record went down that day. They run the 2A finals and then they run the 3A finals, back-to-back. Alyssa's record went down and less than 5 minutes later another Saucon athlete reclaimed the record in another classification, so we lost the 2A but 5 minutes later reclaimed the 3A record so it was a very neat experience. There were so many great athletes at Saucon that we turned out. We are blessed to have the parents to thank for that because without them supporting us as coaches, we don't have this (holding up the resolution). On behalf of Talitha and her family, and her group of coaches, he humbly accepts this.

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Mr. Banonis said the Public Comment procedure is on the website and available on the table. We have a three-minute comment period. If anyone would like to speak on any agenda items, please come forward and identify yourself.

- Laura Ray, 3357 Lower Saucon Road - spoke on Agenda Item 5. E. Personnel Issues, regarding the suggested salary increases of 15% for our Finance Director and 5% for our Public Works Director. She didn't think this was the appropriate time to be suggesting the budget changes as it should be handled during our budget discussions, which are coming up in a couple months. The one page of comparable figures provided doesn't really give enough information to make a well-informed decision. Bethlehem Township, their population is 250% more than LST and even Upper Saucon Township is 50% bigger in population. The 75<sup>th</sup> percentile figures shown, which means only 25% of the townships in the state that reported paying higher that amount, so is it right for our Township to be comparing to that amount. Is our revenue in the 75<sup>th</sup> percentile? Knowing the size of the municipalities in the PSATs survey this is based on would be good to see. Only about 50% of the townships that she saw on the 2020 PSATs survey showed that only 50% of townships pay the entire cost of health insurance for their employees and 23% don't even provide health insurance at all. When we are looking at things like this, we should be comparing the value of our salary and benefits package and total to other townships. Do we need to be paying \$3,500 for a salary evaluation? It seems like most of this information is available to PSATs members. We already upped the Manager's salary by 22%. The mid-year budget report in the packet lists concerns about inflation and recession, increase costs of goods, decreases in some of our revenue stream, some overages, and with all that, how financially responsible is it to voluntarily increase our fixed salary costs at this time, why is it urgent?

**III. PRESENTATIONS/HEARINGS**

**B. MEADOWS ROAD BRIDGE REPLACEMENT UPDATE FROM BENESCH**

Mr. Banonis said the Project Manager from Benesch, and the design engineer, will be presenting a report on the Meadows Road Bridge Replacement Project.

Mr. Mike McGuire, Consultant Project Manager for PennDOT District 5, said the existing bridge isn't there anymore. The old bridge collapsed, and everyone agreed it had to come down. PennDOT completed a removal contract, which was paid with 80% federal funds and 20% county funds to remove the old bridge. They are still working on a replacement as they don't have a design ready. They hope to move into the final design in the fall and the right-of-way (ROW) acquisition phase. Most of the ROW is temporary construction easements so they can get cranes in. They are not going to be moving anybody out of there. The Meadows Road Bridge is a county-owned bridge and Meadows Road is a township road. PennDOT is only involved because there are federal funds, and they are the steward for transportation in the state, and Northampton County had asked PennDOT to manage the project on their behalf. Three goals of the project are:

- Safety, two lanes, 25 MPH.
- Multi-modal use, you have a Rail Trail, residences, and Meadows Banquet Hall on one side and Route 412 on the other side, so everyone agreed a 5' sidewalk is needed on the downstream side of the bridge;
- Flooding - the old bridge caught a lot of debris, and it should not flood as much as it used to. A big storm like we had two summers ago, that area is going to still flood. There's a dam about 900' downstream near where the rail trail goes over the creek that controls the really big storm events, but the new bridge as well as the existing condition that's out there now, the 10-year storm they are seeing a drop of about 2 ½ feet, which is significant. The smaller storms that we have, the flooding should be greatly reduced as a result of having the old bridge out.

Mr. Mike Wunderler, of Alfred Benesch and Co, the local engineering firm, said it's a two-span, 102' long pre-stressed box beam bridge, with full head abutments, an 8" concrete reinforced deck and 1' 6" PA type 10 barriers which are the two rail steel barriers bolted to the top of the bridge. It will have the one sidewalk that Mike mentioned. The out to out width is getting wider to

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accommodate the two lanes. The change there it is going to 34' 9" wide with a roadway width of 26' 8" that will accommodate two travel lanes and two shoulders. The existing bridge had a span of 18' 6". The proposed structure will be completed under full detour which is the same one there today but with a new sign in place and the detour reinforced for out-of-town travelers (the presentation display was reviewed at this time). Relative to the roadway, the approach roadway will be lowered and will reduce the site distance issue that was in the middle of the bridge, and the hump will be removed and allow for site distance that meets current standards. Two vehicles will be able to travel over and should greatly improve safety. Adjacent to the structure, the guiderail will be updated, there will be new tie ins to that 10M barrier, and will wrap around the corners. There shouldn't be too many impacts to the driveways already there. The project will maintain the current horizontal movement of vehicles going through there. The bridge is in a detailed FEMA study zone, which means there will be some additional hydrologic studies to check all the changes in water surface. The proposed bridge will increase the hydrologic opening from 269 square feet to 409 square feet, so that should significantly help with the flooding. Relative to the 100-year water surface elevation, at this point, currently there's no anticipated increase to that. There will be a few permanent ROW acquisitions and Temporary Construction Easements, which are just for the duration of the project for placement of the cranes and erection of the beams. As far as stream restrictions and construction, the Saucon Creek is listed as a cold-water fishery with migratory fish, it's not considered high quality or exceptional value so with those in mind, the PA Fish and Boat Commission lists the creek as a naturally producing trout stream and it's an improved stock waterway. With those two designations, they bring upon two construction seasonal restrictions which occur March 1 to June 15 of any year and October 1 to December 31 of any year, so any work in the stream cannot occur during those time periods. There will be a few utility relocations during construction; and no major impacts to services are anticipated while those go on.

Mr. McGuire added regarding construction, they anticipate it to go into 2024 and bleed into 2025.

Mr. Banonis said this is great progress as this bridge has been closed and many residents in the Township have questioned it and he had to explain this is not a Township-owed bridge, and the funding is largely coming from the federal government and some from the county with zero dollars coming from the LST tax dollars. We appreciate this is moving forward. With regard to 2024, you said there are some restrictions because of DEP, can we anticipate that construction will take place sometime June 15<sup>th</sup> and October 1<sup>st</sup> when that window of construction is permitted by DEP? Mr. McGuire said at this time, most likely yes. He said they can do outside the stream work, set up beams and be up out of the stream, they just can't be in the stream. If something serious should happen, they can get a waiver.

Mr. Banonis asked if it will it be open and operational in 2024 and what occurs in 2025 will be cleanup or some site work or will it not be opened until 2025? Mr. McGuire said it depends on what they come up with on the foundations, he said they have done borings out there and rock and it is really deep. He said they will put this thing on spread footers, and that requires quite a bit of open excavation. For that reason, he imagines it will not be open until maybe August 2025. Mr. Banonis said with regard to the existing stream bed, comments have been shared with him and public meetings as well, that over time the prior course of the stream changed, that the upstream portion has been moved further to the east over time, are there any plans in place to relocate any portion of the stream bed itself to perhaps improve some of the stream flows both upstream, the damming that would occur upstream, and also the downstream flow that pass under the bridge. Mr. McGuire said he's not aware of any effort for that, but PennDOT does not have much jurisdiction on that as they are there for the bridge replacement. They did steady the banks in the immediate area of the bridge, and looking at any aerial map, it does look like that stream is trying to move in a variety of directions, particularly into Meadows Road just east of the bridge. Mr. McGuire stated that because of federal funds, they are limited to the scope and purpose of those dollars, which is provide a safe crossing, so they have no plans to do that as part of this project.

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Mr. Banonis said about a year ago, he was involved in an Active Transportation Plan for the Township and it was to provide a greater pedestrian and bicycle access through various portions, and one of the key intermodals for this project was the Meadows Road Bridge, so we are highly interested in the design of the bridge and pedestrian and bicycle access across this bridge to incorporate into our plan. He doesn't know if they have a copy of that plan, and if not, we can get one to you so they incorporate that into their analysis and perhaps take some of the recommendations that were in that plan. He will ask Peter to get a copy which was approved in September 2021.

Mr. Banonis said you mentioned that there will be two lanes with a shoulder. What's the width of the shoulder and can the shoulder be used for bicycle access? Mr. Banonis said he recalls Mr. McGuire there is a 5-foot wide pedestrian foot bridge that is part of this. Mr. McGuire said it will be a sidewalk uncurbed up on the bridge, and there is a separate sidewalk people can be on that. Mr. Banonis said right, so there is a sidewalk, but then in addition to the sidewalk, is there also going to be a shoulder to the road so bicycles are going from East to West or North to South of the creek, that they would be able to ride on the shoulder of the road as opposed to the actual vehicle lane. Mr. McGuire said because of the light vehicle, back when the bridge was open, the average daily traffic (ADT) was fairly low, they did place shoulders but said it's a little narrow for that. Mr. Banonis said is there anything that can be done since we are still in the design phase to widen one of those shoulders or both and he realizes that may require widening the entire structure; and to accommodate bicycle traffic with the understanding that we've identified this as a key crossing point for residents of LST to go from one side of the Township to the other. Mr. McGuire said greater mobility was one of the goals of the project, so said that may be possible and they have to look at it. It may require a subtle shift on the downstream side. Mr. Banonis said they will get a copy of the Active Transportation Plan and they can look at it, and hopefully, they can incorporate some of the recommendations and certainly the widening of the bicycle lane. Mr. McGuire said the prior Manager had mentioned that. Mr. McGuire said he does not see a big problem with that, they will take a look at it, but if they don't do it on both sides, which side would you want it on more? Mr. Banonis said it would probably be on the downstream side because when looking at the transportation plan, the way it flows through, the design takes it over to Polk Valley Road and then up to Polk Valley Park and then the reservoir. We may also want to have a cross on the East side of the bridge so that if any pedestrians or bicycles want to cross Meadow Road, they can do so and go around onto 412 and get into the Giant shopping center. Sandy agreed. Mr. McGuire said they will get back to the Township in a month or so. Mrs. Yerger said we look forward to seeing the revised plans with the bicycle access.

Mr. Brien Kocher asked what is the separation you said between the travel cart way and the sidewalk? Mr. McGuire said the sidewalk will be up on the curb. Mr. Kocher said so there's no physical barrier. Mr. McGuire said correct.

Mr. Banonis said PennDOT had requested this as part of a hearing, so we will take any questions or comments from the residents. Mr. Treadwell said this is a Public Participation Process – there is no hearing. Mr. Banonis said at this time we will take any questions or comments from residents. Mr. McGuire also said after questions, he will be outside if anyone wants to talk separately. Mr. Robert Keich, 2289 Polk Valley Road said there is a water pipe along this bridge so before you decide which side to extend, you might want to consider that pipe as you will end of moving that pipe. Mr. Banonis said he thinks Lower Saucon Authority is already investigating that and they are in contact with DEP with potentially routing that pipe under the stream bed itself. He's not sure how far along that process is. Mr. McGuire said there have been conversation about this as current as today.

Someone who did not give their name or address said her parent's driveway is right across from the Meadows Banquet Hall driveway, so they have a really long driveway and it runs along the creek. Her mom has lived there over 70 years and she was born there. That has been flooding terribly and it never came into the house, but now it's rushing towards the house, it raised the garage door, wipes everything out, ruined two washers in two years and they had to get evacuated by boat. You mentioned the dam, from living there, she can't see how that dam is going to work and the last couple

years it's worse yet. She asked if they are really, really going to put a lot of effort into considering the flooding. Mr. McGuire said PennDOT doesn't have any control over the development. She said you are not going to be making this worse. Mr. McGuire said a lot of debris used to get stuck under that bridge and would go around both sides. There should be a reduction. She said she used to play in there and there were no blockages ever. Mr. McGuire said this project won't make it worse and will make that slightly better. She said those hurricanes they didn't have a problem, just the last three or four years. She asked if you are going to be taking part of their driveway. Mr. McGuire said they will probably be rebuilding part of their driveway as part of this project.

Mr. Glenn Deppert, 1446 Mallard Court asked about the historic nature of the original bridge. Mr. McGuire said they were looking at form liners but will take input from the local community. Because of the way environmental clearances go, the impacts to the old bridge are tied to the removal of the old bridge, not to this project as it had to be broken out separately. Some of the stone from the old bridge was preserved and offered to Township and they are doing a Northampton County arch bridge story book as part of the removal of the old bridge, that said, if there's a strong opinion of some aesthetics of this the County is open to it and certainly the Feds will be also. Mr. Banonis said we talked about this previously and we'd like to see something, not of the same design, because the old bridge was obsolete in its design, but something that would incorporate some of the design elements of the old bridge. Mr. McGuire said they are considering that already.

**C. INTRODUCTION OF NEW LOWER SAUCON TOWNSHIP POLICE OFFICERS**

Mr. Banonis said Council would like to welcome Tyler Seely and Andrew Wieder, who have been hired as new officers on the Lower Saucon Township Police Department, and Officer Louder is also here. Chief Barndt introduced the two new part-time officers that were sworn into office on May 12, 2022. Officer Tyler Seely is a graduate of Northampton Area High School, 2018 graduate of Northampton County Community College with an Associates in Criminal Justice, 2019 graduate of the Allentown Police Academy. He currently works full-time as an Officer with Lafayette College and he and his fiancé live in Bethlehem City. Tyler will wrap up his 160 hours of field training next week and then he'll be on the road by himself. Officer Wieder is a 2018 graduate of Saucon Valley High School, 2022 graduate of DeSales University with a BA in Homeland Security and is a recent graduate of the 109<sup>th</sup> class of the Allentown Police Academy. He is currently commissioned as a 2<sup>nd</sup> Lieutenant with the Army National Guard out of Fort Indiantown Gap and resides in LST. Andrew is looking to wrap up his field training at the end of August with 160 hours. Both Andrew and Tyler are on their full-time eligibility list. He wishes both of them a long and safe career out there and he's been here longer than they are old.

Mr. Banonis said on behalf of Council he'd like to welcome both of them. They are very blessed in this Township to have such a great police force and he's proud to have quality people like them joining the police force. It's a great community and we all work really hard to keep it that way and are happy to have them and know they will do a lot to keep all of us safe. A few weeks ago, there was National Night Out (NNO) which is always the 1<sup>st</sup> Tuesday of August, and Chief Barndt put together a program for NNO. It's an opportunity for the police force to interact with the community on a less formal basis, helps to humanize the PD so the residents understand the police force is here to help and support and keep us all safe and we're in all this together. He wants to give a shout out to Chief Barndt. He's done a tremendous amount for the community and this NNO was another shining example of that. He was there for three or four hours and he wants to thank Emergency Services, Lower Saucon Fire Rescue turned out in full force with their apparatus, and there was tug-of-war with the kids, water balloon fights, and clowns tying balloon figurines and it was a great way to act with our police and fire services. Next year will be bigger and better. Chief Barndt said he couldn't do it without the administrative staff and the department, we all come together and that's what really makes it all work. Mr. Banonis said this year it was well over 500 people.

**D. CORRESPONDENCE AND PRESENTATION FROM ATTORNEY SPADONI RE: 1756 WYNDHAM TERRACE**

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Mr. Banonis said Attorney Spadoni requested to address Council regarding some issues with his client's property.

Mr. Chris Spadoni said he's a lawyer in Bethlehem and has the privilege of representing Dr. and Mrs. Haller. He submitted a narrative of their concerns as to their premises on Wyndham Drive. In a nutshell, their adjoining property owner has gotten a plan approved by the Township in the early 2000's and there was work done that is inconsistent with the plan. That has resulted in damming and flooding of his client's property and now has resulted in a depressed area. He can't call it a sinkhole, but it certainly has affected his residential property and there's a depression in his backyard. He extended his thanks to the Solicitor for entertaining their communications in this regard. What they'd like to have done is have the Engineer of the Township inspect the premises and either opine or otherwise report back to the board that the work that was done by the adjoining property owner is consistent or inconsistent with the plan. In talking with his client, there was some concern about court intervention and court is not the place to be. You need to resolve these things on a business-like basis and move forward. They decided they would approach the board and request respectfully that the Engineer look at it to see if the plan is satisfied. They wouldn't expect the plan to be perfect, but they believe there is a substantial deviation. There's a dam there, they are putting material in the ditch and it's affecting other properties and it affects 1752, 1756, and 1760 Wyndham Drive. They would ask you take a look at that, and hope it would resolve their concerns.

Mr. Banonis said you mentioned the neighboring property owner, Mr. Zavati, your summary doesn't go into a lot of detail of your interaction communications with him to have him address the issues you've identified. Mr. Spadoni said they've done that, and he (Mr. Zavati) tells him he's all wet.

Attorney Treadwell said he jumped the gun on this one and asked the Zoning Officer and Township Engineer to go out and look at the property, so they had some answers for tonight, so Brien did go out and look at it last week. Obviously, it was dry so it's hard to tell what the runoff situation is. He thinks Brien will be happy to go out with the Zoning Officer after a rain event and take a look at it again.

Mr. Kocher said after reviewing the file, the Zavati's got a grading permit in 2007 to construct the home. In 2009, your Zoning Officer at that time got a complaint from the Haller's saying they think Zavati is doing additional grading from what was on the plan in 2007 and may be having an effect on draining. The Zoning Officer at the time looked at that and agreed the grading went beyond what was on the 2007 grading plan and required the Zavati's to produce an as-built of what grading was done. As far as he can tell from the file, he was satisfied that the as-built satisfied the Zavati's requirements. What is happening is the portions of the yard water, Zavati is downstream from the Haller's and there's another lot that drains through Haller onto Zavati into their back yards. The Zavati's had some closed depressions in their backyard and from what they did, they said all the water comes down here and lays in our backyard and creates a lake so they are going to fill that in so it doesn't happen. It looks like they filled the closed impressions in, but went a little higher which gives the impression of a dam. They did leave a relief path that's shown on the as-built so that if the water comes down through the yards and hits Zavati's yard where it used to go and lay there in Zavati's yard, it makes a 90-degree turn and runs through Zavati's property and back to a drainage easement. It looks like even though they filled beyond what was on the 2007 permit that they tried to give a relief for the water that comes on to the property. His question is, has anything changed since 2009? That's what he doesn't have an understanding of.

Mr. Spadoni said yes, there's been some dumping and fill brought in, and they recognize the Chairman's concern about a "wet" event that it should be looked at. They believe there's an approved plan and they should be held to that plan wet or dry because they would have done something to appeal that at the time or at least appear with the Township Authorities to make sure that plan was appropriate. Whether it's wet or dry, it should be - not as-built - it should be according to the plan. Now they've done an as-built plan and they are getting flooding and a depression.

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Mr. Kocher said looking at the file, because it was very dry out there, trying to get an understanding of what ponding may be occurring on Haller's property, the only thing he had was some old photographs which showed ponding near the property line, but the photographs from 2009 (from the Township Zoning Officer) looked like the ponding was occurring on Zavati's property. Mr. Spadoni said the ponding is on their property. They have photos and they will submit them to Mr. Kocher.

Mr. Kocher said when he was out there, everything was dry except where it looks like there was a pipe on the Haller's property that kind of directs storm water towards Zavati, but he couldn't tell just from looking - was the pipe a roof drain or was it a sump pump? Mr. Haller said its roof about 40' from the property. Mr. Kocher said he noticed it because it was the only green spot in the yard. Mr. Kocher said he'd be happy to look at any additional material, but the Zoning Officer in 2009 was satisfied with the submission of the as-built that the Zavati's had done.

Mr. Banonis said it would be appropriate for Council to approve our Engineer to coordinate with you to come out during a rain event to inspect what's happening and try to reach some understanding of the site conditions and what maybe can be done to alleviate the issues.

Mr. Spadoni said they don't want to exclude anyone but if it could be coordinated with the Zavati's that you could get a full picture as to what they say, that would give you a fuller picture as the more information you have the better. Mr. Kocher said that would be very helpful and should also be coordinated with the Zoning Officer now. Mr. Spadoni said they appreciate their time.

**IV. DEVELOPER ITEMS**

**A. BETHLEHEM LANDFILL/NORTHERN REALIGNMENT LOT CONSOLIDATION, LAND DEVELOPMENT AND SITE PLAN – REQUEST FOR EXTENSION OF DEADLINE TO MEET CONDITIONS OF APPROVAL**

Mr. Banonis said the Bethlehem Landfill is requesting an extension until December 31, 2022 to complete the conditions of the approval previously granted by Council. Attorney Treadwell said we do this on a fairly regular basis. When we approved the Northern Realignment, they had one year to meet the conditions of approval. Due to the DEP process and how long it's taking, they submitted a letter asking the conditional approval be extended through December 31, 2022.

**MOTION BY:** Mr. Banonis moved for approval of Bethlehem Landfill/Northern Realignment Lot Consolidation, Land Development and Site Plan for extension of deadline of December 31, 2022 to meet conditions of approval.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

**V. TOWNSHIP BUSINESS ITEMS**

**A. REVIEW OF BID RESULT FOR EASTON ROAD BALLFIELD REPLACEMENT PROJECT**

Mr. Banonis said Hanover Engineering Associates opened the bid through PennBid on Wednesday, August 10, 2022. Mr. Kocher said unfortunately they only got one bid which was submitted by Grace Industries in the amount of \$3,265,349.00. Mr. Banonis said we've been talking about designing this and the good news is we have the permits now. Mrs. Yerger was on Council many years ago and it was tabled for the same reason because of cost or other issues. The fact we have the permits and we put the time and energy and expense to get those permits, he'd hate to see them lapse for inactivity. Perhaps we could send this out for another bid and see what comes in. He recognizes that builders are reluctant right now because of supply chain issues and don't want to be bound in terms of being able to supply materials for this, staffing, the cost of fuel, and a whole bunch of other issues. He doubts that the environment is going to change in the next 30 days, but perhaps there are others that are interested in bidding on this who didn't because their circumstances changed. If we don't get any favorable or acceptable bids in by our September meeting, perhaps in the meantime Brien can work on revising the scope of the project to identify some core aspects that are needed to be done to move this project along in accordance with the permits and then identify other components that we could perhaps add on later. Those are his thoughts rather than tabling it.

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Mrs. Yerger said she does know the field is used very heavily. It's one of the few fields within the Township that are legal size, what's it? Mr. Banonis said it's one of two that is full sized regulation fields and the other is the high school which is limited to only high school athletes. There are other organizations that play baseball. Mrs. Yerger said it's being used by Township residents, and she does not think it would hurt to put it out for bid again. Mr. Kocher said it's tight to get it back on in September because of advertising requirements, but they may be able to get it on in October. If you want to rebid it, he and Peter had talked and he also has some discussion with contractors who didn't bid it, is the concern of a public bid without being able to get things, they are under the clock and have a deadline. If you want to do that and identify some core features of the field, put some of the other things as alternates, but they build in some extensions that they can show us that they have real supply chain issues and can't get something, that they come in and request language that Attorney Treadwell is comfortable with, and say that we understand that they may have issues in getting some of this stuff and they will go with that. One of the things the contractors said was they had difficulty of getting grass seed, and when building an athletic field grass seed is important.

Mr. Banonis said he suggests if we could eliminate or put in some language in the bid for the entire project to address the timing concerns that some of the bidders may have, and then also when you do a breakdown of the core components of the project as well as your itemizations - incorporate the same flexibility.

Mr. Marshall said they talked about allowing extensions when they could give evidence that it was impossible to get certain items, it would relieve some of the problems they have. Attorney Treadwell said the first thing they need to do is take some action on this bid and his suggestion would be Council reject this bid due to the fact it came in higher than what the original cost estimate was.

**MOTION BY:** Mrs. Yerger moved to reject the bid as stated above by the Solicitor.

**SECOND BY:** Mr. Banonis

**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

Attorney Treadwell said his other suggestion would be that Mark Hudson, the new Township Manager, starts on Monday so we can task Brien and Mark with coming up with some new bid specs and figure out what the best timing would be whether it be later this fall to do it again or wait until next year.

**MOTION BY:** Mr. Banonis moved to direct the incoming Township Manager, Mark Hudson, and the Township Engineer, Brien Kocher to look at the existing bid that was sent out and modify it to provide some relief with regard to the timing of the construction if there are issues with supply chain or other issues, and in the alternative to break down the existing bid into a core bid along with additional aspects of the project to be bid out separately at a future date.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

Mr. Kocher said Cathy received a request from PPL to execute basically a request for electric service because they have to come in off of Easton Road. Cathy needs some direction as to whether to execute that so PPL can start the process to be able to provide the electric service. Mr. Banonis said if we are going to be doing the site excavation work that will lead to electrical service on the property including lights, which is one of the main goals of the project was to have a baseball field with lights, so we should probably move forward with that.

**MOTION BY:** Mr. Banonis moved to proceed with the request from PPL.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

**B. LEHIGH/NORTHAMPTON COUNTY AND MONROE COUNTY GAMING GRANTS – DISCUSSION**

Mr. Banonis said grant funding is available under the Local Share Accounts for Northampton and Lehigh Counties and Monroe County. Staff is requesting Council's suggestions for submission.

Mrs. Gorman said two gaming grants are available in this cycle which are due at the end of September. She was looking for some direction from Council to see if they would like to apply for

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these. Mr. Banonis said baseball fields. Mrs. Gorman said if it's a phased thing, she can work with Brien, maybe the end phase might be applicable. It is due at the end of September; she can bring back a resolution at the September meeting for you to approve and will start working on it now. There's no limit and no match required and anything on Parks and Rec. list or on the ballfield is applicable.

Mr. Banonis said he attended the last Parks and Rec meeting, and it is fair to say that the Easton Road Ballfield is the biggest ticket item that Parks and Rec. is interested in. Many of the other things are much smaller and at minimal cost and a lot of it will be done by Township Public Works. He can't think of any other thing specific as the ballfield seems to be the main focus.

Mrs. Gorman said the Commonwealth Finance Authority is the one who reviews and approves the documents so one is from Monroe County and one is from Northampton Lehigh County so she can apply to both to get the most bang for their buck. Since we already have a contractor's bid, she is able to use that and apply for a certain level of funding. Attorney Treadwell said Mrs. Gorman can talk to Brien and come up with what makes the most sense. He asked Mark didn't he say something about the basketball courts at the last meeting? Mr. Inglis said he's hearing some comments from some kids that would like the rims replaced and he talked to Linc and Jason about that and they said they would look into that.

Mrs. Yerger said at one point there were issues with the dog park too as it was getting used so heavily that it was turning to dirt. Mr. Banonis said no one has come to Parks and Rec. to complain about the conditions.

Mr. Marshall said there are other wish lists from Parks and Rec. as follows: tearing down the pavilion, installing a permanent concession and restroom in Polk Valley, installing a permanent restroom at the Reading Trailhead, resurfacing the trail for Reading Trailhead, Polk Valley Park - replacing the split rail fence along the athletic fields, Polk Valley Park - installing an exercise station near the walking trail, at the Reading Trailhead a small pavilion and playground complex, Town Hall replace the stage pavilion, Town Hall pave the nature trail and Polk Valley Park pave the dog park parking lot.

Mr. Banonis said he's still inclined to go for the baseball fields. The other projects seem to be smaller monetary value and if we are going to get a sizeable gaming grant it may be best to go bid. We aren't going to go for the \$3.2 million but the other projects we can take care of internally or with other grants.

Mr. Banonis said do we need a motion? Attorney Treadwell said no we just need direction so Cathy can fill out the grant application.

**C. AUTHORIZATION TO ADVERTISE REVISED STORM WATER ORDINANCE (MS4 REQUIREMENT)**

Mr. Banonis said the new MS4 regulations require the adoption of a revised Storm Water Management Ordinance. The Township staff has prepared the revisions and is requesting authorization to advertise the ordinance for adoption.

Attorney Treadwell said as part of the MS4 program, DEP and the Federal Government have some changes that they are requiring all municipalities to make to their storm water regulations. Ours is Chapter 137 of our Code. In the packet is the format for the ordinance and Brien is working on Chapter 137 and as soon as that is completed, it's going to be a brand-new Chapter 137. We will then forward it to all Council members, and they are requesting authorization to advertise it for the September meeting because one of the DEP requirements is that we have this done by the end of September.

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Mr. Kocher said in addition to meeting the new DEP's requirements, your ordinance is based on an old LVPC model that they did for the Saucon and they have since updated their model but it wasn't specifically written for the Saucon but we will update it to the model so it's more consistent with what applicants are going through with their NPDES permits. Our ordinance was sort of in conflict with some of the new things they had to do so to eliminate some of that it's being brought up to date with the new LVPC model plus the MS4 requirements.

**MOTION BY:** Mr. Banonis moved to authorize the advertising of the pending revised storm water ordinance, Section 137 for the September 21, 2022 meeting.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

**D. REVIEW OF CORRESPONDENCE RECEIVED FROM HELLERTOWN BOROUGH'S SOLICITOR**

Mr. Banonis said Council will discuss correspondence received from Hellertown Borough's Solicitor. Mr. Marshall said we received three letters from the Solicitor from Hellertown which he will read. The first one is addressed to Mr. Banonis regarding the Intermunicipal Agreement with the Saucon Valley Partnership (*please see attached letter*). He responded to the Hellertown Solicitor (*please see attached letter*).

Mr. Marshall read the second letter which went to Lincoln Treadwell regarding the Intermunicipal regarding Joint Yard Waste Recycling Center (*please see attached letter*). Mr. Marshall also responded to the Hellertown Solicitor (*please see attached letter*).

Mr. Marshall read the third letter which went to Lincoln Treadwell regarding the Intermunicipal Agreement regarding the Seasonal Pool Pass Ticket Fees (*please see attached letter*). Mr. Marshall did not respond to this letter.

Mr. Marshall also received another email from the Manager of Hellertown Borough indicating that in the Recycling Center, she was looking for an agreement to spend \$12,000 which was \$6,000 for the Borough and \$6,000 for the Township to grind the material they had. He has mixed feelings about that. He would think that since those materials were provided by both Township residents and Borough residents, that the mulch that's produced should at least for the next year be available to the Township residents even if we don't bring anything there and don't do anymore with that Recycling Center. He would think that should be available to residents.

Mr. Banonis said you didn't receive any responses back to the letters you wrote? Mr. Marshall said no. Mr. Banonis said with regard to the pool issue, he wants to understand how the process works. For the pool, the Township also subsidizes Hellertown by giving them the difference between non-resident rate and the resident rate for the LST residents that use the pool so there's really no economic difference here, it's just how it's handled and how it's accounted for, correct? Mr. Marshall said yes. Mrs. Yerger said financially it doesn't change anything here. Mr. Banonis said do we want to address that now as the pool is closing in three weeks until next year, so maybe we address that issue with regard to reimbursing the Township non-resident rate and the resident rate if they provide proof of payment and we'll give them a check for the difference. Mrs. Yerger said yes, she agrees. Mr. Banonis said the other letters speak for themselves. Regarding the \$12,000 that they are asking for us to help pay, he shares Mr. Marshall's concerns. Why should we pay for something we don't have access to?

Mr. Inglis said it's all part of a joint effort right now, so it is ours. If we are paying for grinding, we should have access to it. If we don't pay for it, then we shouldn't have access to it.

Attorney Treadwell said he thinks as he and Cathy had discussions about this today, the way it works is if the stuff that's there now gets ground it is not available until the spring for people to pick it up as it needs to age. Mrs. Gorman said they rotate the older stuff out first. Attorney Treadwell said if you grind it now, you might be grinding something now that we won't have access to. He thinks

Peter is going to be here Monday and Tuesday when Mark Hudson is here, and we can have that conversation with Cathy and Peter and figure out a way to respond to that issue. Mr. Banonis said he has a problem with paying for something we don't have a benefit for.

**E. PERSONNEL ISSUES**

Mr. Banonis said the Township Manager will discuss his recommendations regarding staffing and personnel issues.

**a. FINANCE DIRECTOR – CHANGE IN TITLE AND JOB DESCRIPTION – INCREASE IN SALARY**

Mr. Marshall said based on six months of services here as Manager he's making three recommendations regarding the management of the staff. It's his opinion that Council should upgrade the position of Finance Director to Assistant Manager/Finance Director. This would provide the Manager with a second-in-command who could be delegated responsibility for projects/program oversight. The Assistant Manager/Finance Director would also assume the position of Acting Manager in the Manager's absence. He recommends that the Finance Director, Cathy Gorman, be promoted to this position. As Finance Director, Cathy is involved in all Township governmental activities, projects, and programs. The existing salary for the Finance Director is significantly underfunded when measured against other Township Finance Directors in the state. He recommends that this new position be funded at \$82,973, the median rate for Township Finance Directors.

Mr. Marshall recommends that the Public Works Director position be increased to \$85,266. This position should be increased to recognize the fact that the Lower Saucon Public Works (PW) Department has taken on significantly more responsibility than most PW Departments with which he is familiar with or has managed. Some examples are the Department performs a major street/road paving program annually; the Department constructed the Township Public Works maintenance garage; the Department constructs parks, and park facilities, etc. This is due to the 35-year leadership of the PW Director, Roger Rasich, because of his leadership the Township has saved hundreds of thousands of dollars.

Mr. Marshall recommends Council authorize a market study of all of the seven management or non-union positions in the Township. In this way you will receive an expert, third-party evaluation of the competitiveness of Township salaries and a recommendation regarding any needed adjustments. The estimated cost for this work is \$3,500.

Mr. Marshall said in looking at this his main source was the PSATs Plus Survey and they do look at Townships of similar size. In terms of the Finance Director, she is significantly underfunded according to the median of Townships. That should be changed. This is a very competitive personnel market and one of the things that happens in this Township is individuals take on multiple jobs. If you lose one, you are going to lose a year or two years' worth of experience and some of these jobs might require two people to do what's being done now. Long-term employees are doing very good work so his recommendation for the study is to take a look, and he doesn't think it's been done for years, at the market and make sure we are not falling behind as you don't want to do that.

Mr. Banonis thanked Mr. Marshall for putting the time into this. He's been with us for six months, and a Township or Interim Township Manager for 55 years so obviously you come with a depth of experience and knowledge that we appreciate. Mr. Marshall said he did discuss this with Mark Hudson.

Mr. Banonis said he was going to bring that up. He values your opinion, and he wholeheartedly agrees that this is a difficult employment climate especially for employers. We certainly have outstanding personnel that work for the Township and do a lot of great things. We are a first-rate Township and we want to have first rate people working here. He wants to thank Mr. Marshall for reaching out to Mr. Hudson who will be starting on Monday. He'd

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like to read an email Mr. Hudson sent back in response “he’d like to thank Peter for including him in his discussion with the Council regarding the salaries of the employees. He agrees with Peter’s methodology in comparing employees’ salaries. He’s used the same method himself. It is important for the Township to keep our employees, especially our key employees compensated at a competitive rate. Given the current job market, where salaries are increasing in the private sector, we should stay competitive, so we don’t lose employees. He supports all of Peter’s recommendations for the Township Staff, promoting Cathy Gorman to Assistant Township Manager/Finance Director with the salary increase; the salary increase for the Public Works Director, Roger Rasich; and completing a market study of the seven management or non-union employees. Thank you, Mark Hudson”.

Mr. Banonis said just his own personal observations of the quality of the people we have, he supports his recommendations. Mrs. Yerger said she’s glad that Mark Hudson was involved in this and for Mr. Marshall to contact him so he’s aware of this. Mr. Inglis said he doesn’t think people value their employees enough. You guys do a great job and need to be awarded and appreciated for it. Mr. Marshall said you have a good group of employees here with a lot of experience. Mr. Banonis said we think so and we appreciate your perspective and your observations.

**MOTION BY:** Mr. Banonis moved for approval of the change to the Finance Director’s title to Assistant Manager/Finance Director.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

**MOTION BY:** Mr. Banonis moved for approval of the salary for the Assistant Manager/Finance Director position in the amount of \$82,973, effective immediately.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

**MOTION BY:** Mr. Banonis moved for approval of the salary for the Public Works Director in the amount of \$85,266, effective immediately.

**SECOND BY:** Mr. Inglis

**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

**MOTION BY:** Mr. Banonis moved for approval for the incoming Manager, Mark Hudson, to authorize and conduct a market study of all seven management or non-union positions in the Township for evaluation of the competitiveness of the Township salaries and recommendations of any needed adjustments with the estimated work capped at \$3,500.

**SECOND BY:** Mr. Inglis

**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

**F. RECOMMENDATION TO PURCHASE BOARD DOCS SOFTWARE**

Mr. Banonis said the Township staff is recommending that Council consider purchasing Board Docs LT Software for meetings. The request is for approval in the amount equal to \$4,000 annually. Mrs. Gorman said this software is very much needed. Our methods of putting the agenda together are antiquated and time consuming. Once we have this in place, it will be much easier to get the agendas out earlier and easier for our staff. They’ve had recommendations from another Manager. She believes Ms. Huhn is using it at Richland and she knows what we go through here and is recommending we do this.

Attorney Treadwell said Richland Township has used this for many years to prepare all the meeting agendas. It’s easy to work with and much easier to revise. Stacy and Carol took an hour-long seminar presentation and they both say they liked it. He personally worked with it in Richland, and it allows you the ability and allows anyone in the public the ability to just go on Board Docs and there’s the agenda.

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Mr. Banonis asked how this will work with our website. Attorney Treadwell said it will take you right to the Board Docs website. Mr. Banonis said we'll review the agreement and Mrs. Gorman said they will check with their IT provider to review.

- MOTION BY:** Mr. Banonis moved for approval to purchase Board Docs LT Software in the amount of \$4,000 annually.  
**SECOND BY:** Mrs. Yerger  
**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

**G. AUTHORIZATION TO ADVERTISE BID FOR SEIDERSVILLE HALL IN FALL**

Mr. Banonis said staff is requesting authorization to advertise the bid for Seidersville Hall interior improvements in the fall. Mr. Marshall said Council asked that he set up a committee with the Finance and Public Works Director to review the Seidersville Hall situation, the potential cost for demolition, the cost for upgrading and they spent some time looking at what was invested in the building. It is a historic building, and they came to the conclusion that the cost of demolition and the cost of building a new facility would be excessive and we are recommending that we go to bid again for the things we bid for originally and that be done in the fall. There are contractors that look for this kind of work as the weather gets worse.

Mr. Banonis appreciated that they put this together. He was one that raised questions about if we are going to be investing money into this building is it money well spent, and it looks like it would be. There were significant upgrades made over the years. Mrs. Yerger said it does have a history in the Township and also it was a school. Her brother and sister went to elementary school there.

- MOTION BY:** Mr. Banonis moved for approval to advertise bid for Seidersville Hall improvements in the fall.  
**SECOND BY:** Mr. Inglis  
**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

**H. RESOLUTION #59-2022 – DISPOSITION OF RECORDS**

Mr. Banonis said a list of records to be disposed of has been prepared on Exhibit A. Mr. Marshall said the State Law requires that for significant records that have reached the life of that record, that the Council review those records and review the list of records and pass a resolution providing for the destruction of those records.

- MOTION BY:** Mr. Banonis moved for approval of Resolution #59-2022 – disposition of records.  
**SECOND BY:** Mrs. Yerger  
**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

**I. PRESENTATION OF THE 2022 SEMI-ANNUAL REPORT**

Mr. Banonis said in accordance with the Budget Advisory Report (BAR), the Director of Finance will present Council with the 2022 Semi-Annual Report.

Mrs. Gorman said there were some significant areas of concern which she advised Council in May. Revenue was pretty stable. Interest rates on our CD's - she's done the short-term CD's until the Federal Reserve gets finished with what they are doing and then she will re-examine what the interest rates are. She's still looking at the EIT reviews and as of right now we are \$300,000 less than we received than last year. It could be a reporting error or a delayed reporting but she's keeping an eye on this going into the next budget cycle. As for our expenses, the concerns you are well aware of, we've had some due to our contracts due to the Interim Manager for travel and hiring expenses for multiple positions. Engineering obviously is very significant due to the bridges and the ballfields and reviews he has done. Fuel - we are running very low in funding on that. This time between budgets it's about \$1.20 more per gallon than last budget cycle so she's asking for money to carry us through until the end of the year. She and Roger have gone through a different procurement source that they are affiliated with and that has provided a little bit of relief and is more reliable because it is local. Other than that, Public Works had to ship the stone for our road projects. Typically, we haul it ourselves but there was no stone in the LV area to be bought so the place we were getting it from was almost two to three hours away so we opted to haul it here. We are asking for a little bit more money in that budget line item. Overall, fiscally speaking we are fine. We started the year

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with more money than we anticipated and even with the expenses we are hit with, she still sees us in the same position as last year.

Mr. Marshall said if you took all of the expenses for your full-time permanent Manager which includes health insurance and everything else, you are getting a real bargain. Mrs. Gorman said she's not disputing that at all. Mr. Inglis said coming through this year in good shape is great. Mrs. Yerger said she agrees. Mrs. Gorman said some of those are on the resolution that are on the agenda.

**J. RESOLUTION #60-2022 – AUTHORIZATION FOR BUDGET AMENDMENT AND FUND TRANSFER**

Mr. Banonis said based on the 2022 Semi-Annual Report, Township staff is requesting approval to amend the budget to address the issues discussed in the above report, and to draw down from the Operations Reserve Fund to fund the Saucon Valley Terrace Repaving Project.

**MOTION BY:** Mr. Banonis moved for approval of Resolution #60-2022 for a budget amendment and fund transfer.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

**K. RESOLUTION #61-2022 – AUTHORIZATION FOR A BUDGET AMENDMENT**

Mr. Banonis said Council will discuss Resolution #61-2022 – Authorization for a Budget Amendment. The Township Manger requested approval to hire an intern for the summer on file management. He's requesting Council's consideration to extend the internship for another two weeks. Funding for the internship is funded from the Receptionist line item 01.401.143.

Mr. Marshall said this was one of the three things we needed to do and that was to upgrade our Records Management System and the intern has been working at that and made significant progress. These two weeks will get her to the end of this month which he would recommend. There's a lot of work that has to be done. This will take a long time and Mark Hudson will have to address it. We had talked in the beginning that her employment would be until the end of August, so he would like to get to the end of August.

Mr. Banonis said when we initially approved her, he thought it was for the entirety of the summer from June 1 to Labor Day. Mrs. Gorman said we employed her to mid-August when that's typically when the college students go back to school. She's finished with college, but this was considered intern work for her. Mr. Marshall said maybe you want to wait until Mark Hudson gets here and let him decide.

**MOTION BY:** Mr. Banonis moved to table this item as Mark is starting on Monday and let him make a decision.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

**L. LOWER SAUCON FIRE RESCUE**

Mr. Banonis said Lower Saucon Fire Rescue has requested the release of additional amounts pursuant to the 2022 budget.

**a. RECRUITMENT AND RETENTION RELEASE OF FUNDING - \$5,000.00 TO \$10,000.00**

**b. AUTHORIZATION TO RELEASE 2<sup>ND</sup> INSTALLMENT OF CAPITAL IMPROVEMENTS - \$50,000.00**

President Scott Krycia was present. He said they are requesting the \$10,000 release of their recruitment and retention money. They are going to use that to offset some of their member's expenses in regard to gasoline and are looking for the \$50,000 allotment that was given to them last year for the upgrades they have done to the station. All those projects are done and the invoices have been submitted to Cathy so they are just looking for the release of that money.

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**MOTION BY:** Mr. Banonis moved for approval of recruitment and retention release of funding of \$10,000.00 and the release of a second installment of capital improvements of \$50,000.00.  
**SECOND BY:** Mr. Inglis  
**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

**VI. MISCELLANEOUS BUSINESS ITEMS**

**A. APPROVAL OF JUNE 15, 2022 COUNCIL MINUTES**

Mr. Banonis said the June 15, 2022 Council minutes are ready for Council’s review and approval.

**MOTION BY:** Mrs. Yerger moved for approval of the June 15, 2022 Council minutes.  
**SECOND BY:** Mr. Banonis  
**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

**B. APPROVAL OF JULY 22, 2022 COUNCIL MINUTES**

Mr. Banonis said the July 22, 2022 Council minutes are ready for Council’s review and approval.

**MOTION BY:** Mrs. Yerger moved for approval of the July 22, 2022 Council minutes.  
**SECOND BY:** Mr. Inglis  
**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

**C. APPROVAL OF JUNE AND JULY 2022 FINANCIAL REPORTS**

Mr. Banonis said the June and July 2022 Financial Reports are ready for Council’s review and approval.

**MOTION BY:** Mrs. Yerger moved for approval of the June and July 2022 Financial Reports.  
**SECOND BY:** Mr. Banonis  
**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

**VII. COUNCIL & STAFF REPORTS**

**A. INTERIM TOWNSHIP MANAGER**

➤ His first report involves a community service project. He wants to thank Phil Spohn of Christ Lutheran Church Hellertown for offering to do a community service project in LST. The project will be done by the youth of the church. The project that’s been selected is a landscaping project in Southeastern Park which involves removal of weeds and debris, laying down a weed barrier and planting flowers. For our part, the Township will provide funding a total in the \$150 to \$175 range for the materials. He would like Council’s approval.

**MOTION BY:** Mrs. Yerger moved for approval of the community service project as stated above by Mr. Marshall.  
**SECOND BY:** Mr. Banonis  
**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

➤ Council needs to approve Halloween trick-or-treating date and time. Hellertown’s date is October 31, 2022 from 6:00 p.m. to 8:00 p.m. He’d like to know if Council would like to keep the same time. Mr. Banonis said historically trick-or-treating night was on Halloween, then it changed a couple of times. He’s fine with maintaining trick-or-treat on Halloween.

**MOTION BY:** Mr. Banonis moved for approval for Trick-or-Treat night to be held on Monday, October 31, 2022 from 6:00 p.m. to 8:00 p.m.  
**SECOND BY:** Mr. Banonis  
**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

➤ He said he and the Solicitor, and Chief of Police met with the School Superintendent and a Business Manager on June 28<sup>th</sup> to provide them information on the benefits of having a School Resource Officer (SRO). They had a good discussion, and they are awaiting word on their decision on the matter. Mr. Banonis said he heard at the last school board meeting which he wasn’t in attendance of, that there was discussion of the SRO and school safety and that the plan was to proceed forward with a private armed security guard who was a retired police officer or someone with police training. He’s happy to see they are addressing that issue and it’s not utilizing LST’s police force but he’s happy they are going in that direction. They want Chief Barndt to be involved in that as if there is a private security force on the campus and there’s need for LST police to respond, we would want LST police to be coordinated in that

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effort and to make sure the response is appropriate. Mr. Banonis said while Cathy is preparing the budget for next year, we had talked about having a line item for a SRO partially paid for by LST, and that officer would be a LST police officer under supervision of Chief Barndt. He still thinks we should consider including some monetary line item for that because we don't know what the school district is doing as they may change course. As you prepare the budget, put in that line item and we can always talk about the amount.

- Mr. Banonis personally thanked Mr. Marshall for filling in admirably over the past six months. He's brought great perspective and experience to the Township. The Township staff enjoyed having him here and enjoyed interacting with him. He thought he did a great job and appreciates his willingness for stepping in and moving things in the right direction. Mr. Inglis and Mrs. Yerger said thank you, and that he did a great job.

**B. COUNCIL/JR. COUNCIL**

**Mrs. Yerger**

- She said EAC met this past week and they have been planning a workshop for October 11, 2022 for landowners who might be interested in conserving their property. They plan on sending out a mailing with a cover letter, an application, and some information about the EAC and what is the Open Space Committee and what its role is in helping them making a decision. There's a property owner guide from Heritage Conservancy that they've used in the past, which explains exactly what a conservation easement is, that you can donate it, you can get financial compensation and an evaluation process. It will answer a lot of preliminary questions should someone want to consider conserving their property. Mr. Banonis said it's a great project. We have money in the open space program and that's a great step towards it. Mrs. Yerger said the residents voted this in and we want to put this into action. She thanked the EAC for putting a lot of effort into this and making it work.

**MOTION BY:** Mr. Banonis moved for approval for LST EAC and Heritage Conservancy to conduct a Landowners Workshop and provide information about land conservation to occur on Tuesday, October 11, 2022 at 6:30 p.m. at the LST building and to advertise for it.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

**Mr. Inglis**

- He said the basketball hoops which he mentioned earlier.

**Mr. Carocci** - Absent

**Mr. Banonis**

- There were items brought up at the Parks and Rec meeting on August 1<sup>st</sup> from residents and members. They talked about a water fountain at the Steel City Park. There were some questions Parks and Rec. had, how was water shut off in the winter because it could determine which model of water fountain would be recommended.
- There was a request for a 6' to 7' Norway Spruce placed somewhere near an electrical outlet so the residents of Steel City could decorate it and celebrate the holidays.
- Another request for two 6' benches on concrete pads in the park as seating is limited.
- The last meeting was at the Heller Homestead (HH) and one of the members happened to be at a HH meeting that night. He approached us and said the HH sign has been down, and he knows with prior conversations with Leslie she was looking at redoing all of the park signage for something that is more durable. If we can hand it off to Mark, then we can move on and get new park signs for all the parks.
- There was a recommendation to tear down the stage at Town Hall Park. There are some concerns about safety. We can discuss that with Roger.
- Town Hall Softball Field there was recommendation for some gates. The cost was about \$2,000. There is a meeting going to take place next week to look into what needs to be done.
- There was discussion about the Polk Valley Snack stand. There's no water or electric in that area but there is water at the dog park. The question was what size line was at the dog park and whether there is adequate flow that could be split to provide water service to the snack stand.
- There was a question about the summer program and perhaps expanding it to include Steel City and there needs to be a conversation with Mark Hudson and the Director of the

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Community Center to identify what support the Township can provide if they are interested in administering the program.

- There were two requests for the Memorial Tree process. We've had a few people wanting to donate trees. Parks and Rec. thought rather than have that go to them there should be a standard process form where they can just apply and Roger can tell them where the tree can be placed.
- They talked about the National Night Out.
- They received word today that the landfill received DEP approval on the Northern Realignment. This was pending for quite some time and it's significant to the Township and it will provide additional tax revenue and host fees to the Township.

**Ms. deLeon** - Absent

**C. SOLICITOR** – It was a pleasure working with Peter, come back anytime.

**D. ENGINEER** – No report

**VIII. PUBLIC COMMENT - NON-AGENDA ITEMS – RESIDENTS/TAXPAYERS ONLY – 3-MINUTE TIME LIMIT**

- Laura Ray, 3357 Lower Saucon Road said she wanted to speak on the \$50,000 donation that was sent in May with not much or any discussion before that was done again. The Southern Lehigh Public Library (SLPL) has accepted it with serious trepidation as they should. They reaffirmed what we already knew that it does not provide any benefit to LST residents that we do not already have with the PA Access card through Hellertown Area Library and will be lost when we have no library. The email that went to SLPL indicates the unconditional check is a donation to their “Helping Hands Campaign” in appreciation of services over the past ten years. The discussion on the January Council meeting we were being told repeatedly that the \$50,000 was to expand library services for all Township residents. She read through the minutes several times. “Sandy had asked and wanted to confirm this donation was already agreed upon. Jason said we don’t know, they may not. If it’s not accepted, the check is voided and it stays in our budget. Tom told us that’s all this authorization of payment is and to him it’s to expand library services for all Township residents and hopefully at the end of this they will have two options. Sandy said you have a motion on the table to give \$50,000 to SLPL who appears to be agreeable to provide library services for residents to expand our services as far as libraries to our residents, correct? Jason said yes, that’s correct. Tom seconded the motion and it passed”. To her, the motion that was made and the monies that were approved don’t align to what now is being said when this donation is being handed over described in the email. She’s wondering how this is not a misappropriation of funds.
- Laura Ray said she didn’t receive any response to her emails regarding the date selected for the Citizens Forum, which she asked about repeatedly and no response on the logging trucks and the safety issue.
- Diane Hallowell, LST asked why is LST still operating in the dark. You still have no ability to livestream these Council meetings. It does make you wonder what you are trying to hide from the taxpayers. You should actually be paying this lady over here a stipend for these meetings. Have you ever asked her how many people are watching? The meetings are viewed and on average 325 people including those who watch live streams after the meetings. The January 19<sup>th</sup> meeting was viewed by 1,024 people. For the benefit of the new Manager who is not here, a year ago, August 18, 2021 Council voted 5-0 to request that administration investigate the cost and feasibility of broadcasting these meetings. September 9<sup>th</sup>, September 15<sup>th</sup>, a bid was received and Council voted to table the purchase until more information was received. October 27<sup>th</sup> Ms. Huhn reported she went to HB to see their setup and she would be going to North Whitehall to see their system. November 17<sup>th</sup> no report. December 1<sup>st</sup> no report, but HB did send over the information on all their streaming. HB has been doing this for the last two years. January 19, 2022 Ms. Huhn said she was waiting for another bid. February 16<sup>th</sup> Ms. Huhn reported there was another bid but the public is not given any information on it and by a vote of 4-1 Council voted on tabling the purchase until a new Manager is hired. Yes, we are waiting for that. This should be a top priority since we have a new Township Manager and maybe he can look into all the information that the HB Council passed onto LST in December. She’s so glad to see the Recycle Center is on the agenda. You’ve created a mess with

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the library, maybe you can look into seeing if Southern Lehigh can take all of our recycling. Since it's taking over a year with the streaming issue, she hopes you fix the recycling issue because there's going to be a lot of rotting Christmas trees laying all over the Township. It's truly amazing what Council can do to cause such a division. On the pool thing, so her tax dollars are going to compensate someone going to the pool, she has a pool at home, will she be able to apply for reimbursement for not going there?

- Donna Louder, LST, Steel City congratulated Cathy on her new appointment and said she's been doing the job without pay so congratulations. The fire company merger with Steel City and LSF, how close are we? Attorney Treadwell said it's pretty close. The paperwork has been prepared but the Attorney General has to sign off first.

**IX. ADJOURNMENT**

**MOTION BY:** Mrs. Yerger moved for adjournment. The time was 8:47 p.m.

**SECOND BY:** Mr. Inglis

**ROLL CALL:** 3-0-2 (Ms. deLeon and Mr. Carocci – Absent)

Submitted by:

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Peter Marshall  
Interim Township Manager

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Jason Banonis  
Council President