### 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 – TOWNSHIP RESIDENT ONLY – 3 MINUTE TIME LIMIT – NON-AGENDA ITEMS**

# III. INITIAL REORGANIZATION

**A. ELECTION OF COUNCIL PRESIDENT (YEARLY)**

Motion to Nominate:

Second of Nomination:

Roll Call:

**B. ELECTION OF VICE PRESIDENT OF COUNCIL (YEARLY)**

Motion to Nominate:

Second of Nomination:

Roll Call:

## C. DESIGNATION OF COUNCIL MEETING TIME, PLACE & DATE FOR 2021

First & Third Wednesdays of the Month at 7:00 p.m. at Town Hall. Third Wednesday in July and August.

Motion By: Second By: Roll Call:

**D. RESOLUTION #01-2021: DEPOSITORY OF FUNDS (YEARLY)**

**COUNCIL INFORMATION:** The staff recommends continuing with PLGIT, Fulton Financial Advisors, BB&T and Embassy Bank.

Motion By: Second By: Roll Call:

E. RESOLUTION #02-2021: SECONDARY SIGNATURES FOR DISBURSEMENTS (YEARLY)

**COUNCIL INFORMATION:** Council should appoint two (2) members of Council for secondary signatures for disbursements. Council may wish to also name an alternate in the case of three signatories being unavailable.

Motion By: Second By: Roll Call:

#### IV. APPOINTMENTS BY COUNCIL

**A. TOWNSHIP SECRETARY (YEARLY) – RESOLUTION #03-2021**

**COUNCIL INFORMATION**: Resolution #03-2021 has been prepared appointing the Township Manager as Township Secretary.

Motion By: Second By: Roll Call:

**B. TOWNSHIP PLANNING/ZONING ADMINISTRATOR (YEARLY) – RESOLUTION #04-2021**

**COUNCIL INFORMATION:** Resolution #04-2021 has been prepared appointing the Township Manager as Planning/Zoning Administrator.

Motion By: Second By: Roll Call:

**C. RIGHT-TO-KNOW OFFICER – RESOLUTION #05-2021:** This resolution designates the Township Manager as Right-to-Know Officer and the Director of Finance as the Assistant Right-to-Know Officer

##### D. TOWNSHIP SOLICITORS

1. **GENERAL/CIVIL (YEARLY): RESOLUTION #06-2021**

**Council Information:** Resolution #06-2021 has been prepared appointing B. Lincoln Treadwell, Esq. as the Township’s General/Civil Solicitor at the hourly rate of $200.00.

Motion By: Second By: Roll Call:

**2. PLANNING COMMISSION (YEARLY): Resolution #07-2021**

**Council Information:** Resolution #07-2021 has been prepared appointing B. Lincoln Treadwell, Esq. as the Planning Commission Solicitor at the hourly rate of $200.00.

Motion By: Second By: Roll Call:

**3. ZONING HEARING BOARD (Yearly): Resolution #08-2021**

**COUNCIL INFORMATION:** Resolution #08-2021 has been prepared appointing George Heitczman, Esq. as the Zoning Hearing Board Solicitor at the hourly rate of $200.00.

Motion By: Second By: Roll Call:

**4. TOWNSHIP ENVIRONMENTAL SOLICITOR (YEARLY): RESOLUTION #09-2021**

**COUNCIL INFORMATION:** Resolution #09-2021 has been prepared appointing Charles Elliott, Esq. as the Township Environmental Solicitor (as needed) at the hourly rate of $185.00.

Motion By: Second By: Roll Call:

5. TOWNSHIP EAC/OPEN SPACE SOLICITOR (YEARLY): RESOLUTION #10-2021

COUNCIL INFORMATION: Resolution #10-2021 has been prepared appointing Terry Clemons, Esq. as the Solicitor to the EAC (as needed) at the hourly rate of $168.00.

Motion By: Second By: Roll Call:

6. TOWNSHIP LABOR SOLICITOR (YEARLY): RESOLUTION #11-2021

COUNCIL INFORMATION: Resolution #11-2021 has been prepared appointing Michael McAuliffe Miller, Esq. as the Township Labor Solicitor at the hourly rate of $290.00.

Motion By: Second By: Roll Call:

##### E. TOWNSHIP ENGINEER (YEARLY): RESOLUTION #12-2021

**Council Information:** Resolution #12-2021 has been prepared appointing Hanover Engineering as the Township Engineer, per their 2021 fee schedule.

Motion By: Second By: Roll Call:

F. SEWAGE ENFORCEMENT OFFICERS (YEARLY): RESOLUTION #13-2021

Hanover Engineering requests the following individuals be appointed as the 2021 SEO’s: Scott Brown, Jacob Schray, Robert Grim and Christopher Taylor. The Sewage Enforcement Officer rate for 2021 is $77.00 per hour.

Motion By: Second By: Roll Call:

##### G. TOWNSHIP LANDFILL CONSULTANTS (YEARLY): RESOLUTION #14-2021

**Council Information:** Resolution #14-2021 has been prepared appointing Rich Sichler from Neversink Environmental, Inc., at the hourly rate of $95.00 as Township Landfill Consultants (as needed); and Scott Brown from Hanover Engineering Inc. as the Host Municipal Inspector with Jake Schray as alternate at the hourly rate of $99.00.

Motion By: Second By: Roll Call:

**H. TOWNSHIP EAC/OPEN SPACE CONSULTANT (YEARLY): RESOLUTION #15-2021**

**COUNCIL INFORMATION:** Resolution #15-2021 has been prepared appointing Laura Baird as the Open Space Consultant to the EAC (as needed) at the hourly rate of $80.00 as per the schedule from Heritage Conservancy.

Motion By: Second By: Roll Call:

###### I. TOWNSHIP AUDITOR (YEARLY): RESOLUTION #16-2021

**Council Information:** The staff recommends continuing the services of Hutchinson, Gillahan & Freeh per their September 2, 2020 letter. The base rate for the 2020 audit will not exceed $14,900.00. Additional services will be payable at the hourly rate of $125.00.

Motion By: Second By: Roll Call:

**J. TOWNSHIP ACTUARY (YEARLY): RESOLUTION #17-2021**

**COUNCIL INFORMATION:** The staff recommends continuing the services of Chuck Friedlander of Municipal Finance Partners per their rate schedule.

Motion By: Second By: Roll Call:

**K. COUNCIL LIAISONS (YEARLY) AS FOLLOWS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Board** | **Meeting Date** | **Time** | **Liaison** |
| Parks & Recreation | 1st Monday | 7:00 pm |  |
| Saucon Valley Conservancy | 3rd Wednesday | 7:00 pm |  |
| Lower Saucon Authority | 3rd Tuesday | 7:00 pm |  |
| Saucon Valley Partnership | 2nd Wednesday | 6:00 pm |  |
| Landfill Committee | 3rd Thursday | 1:00 pm  6:00 pm |  |
| Lutz-Franklin Schoolhouse | 2nd Wednesday | 7:00 pm |  |
| Environmental Advisory Council | 2nd Tuesday | 7:00 pm |  |
| Pension Advisory Committee | Quarterly:  March  June  September  December | 11:00 am |  |
| Fire Services | 1st Tuesday | 6:30 pm |  |
| Saucon Creek Watershed | 4th Thursday | 7:00 pm |  |
| Cook’s Creek Watershed |  |  |  |
| LVPC Greenways Outreach |  |  |  |
| PA Highlands Trail Network |  |  |  |
| Hellertown-LS Chamber | 3rd Tuesday Every Other Month | 6:00 pm |  |
| SV Compost Center Committee | 4th Thursday:  February: HB  Sept.: Compost Ctr. | 8:00 am |  |
| Hellertown Area Library Board | 4th Tuesday | 6:30 pm |  |

Motion By: Second By: Roll Call:

# V. REORGANIZATION RESOLUTIONS AND FEE SCHEDULES

**A. RESOLUTION #18-2021**: Sets the Manager’s salary at $101,773.15.

Motion By: Second By: Roll Call:

**B. RESOLUTION #19-2021:** Sets the Chief of Police salary at $101,638.33.

Motion By: Second By: Roll Call:

**C. RESOLUTION #20-2021:** Sets the Director of Finance’s salary at $69,996.23.

Motion By: Second By: Roll Call:

**D. RESOLUTION #21-2021:** Sets the Director of Public Works’ salary at $78,934.21.

Motion By: Second By: Roll Call:

**E. RESOLUTION #22-2021:** Sets the Zoning Officer’s salary at $72,148.96.

Motion By: Second By: Roll Call:

**F. RESOLUTION #23-2021** Sets the Administrative Assistant’s salary at $48,036.63.

Motion By: Second By: Roll Call:

**G. RESOLUTION #24-2021** Sets the Administrative Assistant’s salary at $48,036.63.

Motion By: Second By: Roll Call:

**H. RESOLUTION #25-2021:** Adopts the pay scale for Non-Uniformed employees per their current union contract.

Motion By: Second By: Roll Call:

**I. RESOLUTION #26-2021:** This resolution adopts the pay scale for the Township Uniformed Employees.

Motion By: Second By: Roll Call:

**J. RESOLUTION #27-2021:** This resolution adopts the Non-Uniform employee contributions to the Non-Uniform Employee Pension Fund for 2021.

Motion By: Second By: Roll Call:

**K. RESOLUTION #28-2021:** This resolution adopts the Police Officers contributions to the Uniformed Employee Pension Fund for 2021.

Motion By: Second By: Roll Call:

**L. RESOLUTION #29-2021:** This resolution sets the various Township fees.

Motion By: Second By: Roll Call:

**M. RESOLUTION #30-2021:** This resolution establishes a permit application fee schedule for onlot sewage systems.

Motion By: Second By: Roll Call:

# VI. MANAGER’S APPOINTMENTS WITH COUNCIL CONSENT

* **ZONING HEARING BOARD**
* **PLANNING COMMISSION**
* **ENVIRONMENTAL ADVISORY COUNCIL:**
* **FIRE MARSHAL**
* **TOWNSHIP HISTORIAN**
* **TOWNSHIP HISTORICAL COMMITTEE**
* **PENSION ADVISORY COMMITTEE**
* **EMERGENCY MANAGEMENT COORDINATOR**
* **LANDFILL COMMITTEE**
* **PARKS AND RECREATION BOARD**
* **SAUCON VALLEY COMPOST RECYCLING COMMITTEE**
* **LOWER SAUCON AUTHORITY**
* **BUILDING CODE OF APPEALS**

Motion By: Second By: Roll Call:

#### VII. ADJOURN REORGANIZATIONAL MEETING

**GENERAL BUSINESS MEETING**

1. **PRESENTATIONS/PUBLIC HEARINGS**
2. **DEVELOPER ITEMS**
3. **TOWNSHIP BUSINESS ITEMS**
4. Resolution #\_\_\_\_\_-2021 – Approval of Lower Saucon Township Council Ratifying the Declaration of a Disaster Emergency Within Lower Saucon Township Due to the COVID-19 Coronavirus Pandemic
5. Steel City Mennonite Church – 2137 Mixsell Avenue – Lot Line Adjustment (????)
6. Authorize Signing of Engagement Letter with Hutchinson, Gillahan and Freeh
7. Authorize Attendance at PSATS Conference
8. **MISCELLANEOUS BUSINESS ITEMS**
9. Approval of December 16, 2020 Council Minutes
10. **PUBLIC COMMENT ON NON-AGENDA ITEMS**
11. **COUNCIL & STAFF REPORTS**
12. **ADJOURNMENT**