

**I. OPENING**

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

**REVISED**

**II. PUBLIC COMMENT – TOWNSHIP RESIDENT ONLY – 3 MINUTE TIME LIMIT – NON-AGENDA ITEMS**

**III. PRESENTATIONS/HEARINGS**

- A. McMahon Associates – WalkWorks Grant – Status Report of Draft Active Transportation Plan
- B. Eagle Scout Project at Heller Homestead Park

**IV. DEVELOPER ITEMS**

- ~~A. Cobble Creek Authorization to End Maintenance Period~~ Tabled

**V. TOWNSHIP BUSINESS ITEMS**

- A. Discussion of Senate Bill No. 597
- B. Discussion of Tax Collection Services
- C. Discussion of Fire Company Funding
- D. Discussion on Re-Opening Township Offices
- E. Resolution #55-2021 – Authorizing Execution of Dirt, Gravel & Low Volume Roads Grant

**VI. MISCELLANEOUS BUSINESS ITEMS**

- A. Approval of June 2, 2021 Council Minutes
- B. Approval of May 2021 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 – NON-RESIDENTS ONLY**

**IX. ADJOURNMENT**

**UPCOMING MEETINGS**

Hellertown Area Library Board: June 22, 2021 @ 6:30 p.m.  
Planning Commission: June 24, 2021  
Saucon Rail Trail Oversight Commission: June 28, 2021 @ Upper Saucon @ 6:00 p.m.  
Zoning Hearing Board: June 28, 2021  
Environmental Advisory Council: July 13, 2021 @ 6:30 p.m.  
Landfill Committee: July 17, 2021 @ 6:00 p.m.  
Township Council: July 21, 2021 @ 6:30 p.m.  
Parks & Recreation: August 2, 2021 @ 6:30 p.m.  
Saucon Valley Partnership: August 11, 2021 @ 6:00 p.m.

**III. PRESENTATIONS/HEARINGS**

**A. MCMAHON ASSOCIATES – WALKSWORKS GRANT – STATUS REPORT OF DRAFT ACTIVE  
TRANSPORTATION PLAN**

**COUNCIL INFORMATION:**

*See attached*

**ACTION REQUESTED:**

N/A

**PUBLIC ANNOUNCEMENT:**

Natasha Manbeck with McMahon Associates will present Council with a status report of the Active Transportation Plan (ATP).

**PUBLIC COMMENTS / QUESTIONS:**

**Draft Motion:**

*N/A*

**MOTION BY:**

**SECOND BY:**

**ROLL CALL:**



# Active Transportation Plan for Lower Saucon Township

Council Report

June 2021

Lower Saucon Township's consultant, McMahon Associates, Inc., commenced work on a township-wide Active Transportation Plan (ATP) in February 2021. Funding for the project is provided by the PA WalkWorks grant program. The ATP will identify key connections, potential capital improvements, and policies to support walking and biking in the township. Currently, the project team and township steering committee have been working to identify improvements to the active transportation network in Lower Saucon Township.

Work completed to date is summarized below.

## **Meetings**

- Facilitated a project kick-off meeting with the Township team on 2/3/21
- Prepared materials and facilitated five committee meetings: 2/8/21, 3/8/21, 4/12/21, 5/10/21, 6/14/21  
*The final Committee Meeting is scheduled for 7/12/21*
- Presented a project update and solicited public input via an online interactive map at a regularly scheduled Council meeting on 4/7/21

## **Report**

- Completed review of previous plans
- Completed data gathering and analysis, including demographic and crash data
- Prepared draft Vision and Goals to guide planning process
- Identified key focus areas for further evaluation
- Performed field view of key locations in the Township
- Prepared "toolbox" of potential recommended improvement types
- Identified draft improvements for key focus areas in the Township, including Route 378 corridor, Meadows Road connection to the Rail Trail, Polk Valley connection to the Rail Trail, connections for residential communities, and regional connections beyond the Township's borders
- Reviewed Township ordinances and developed draft recommendations

## **Public Involvement**

- Partner interviews were conducted by township staff and volunteers, and the results are incorporated into the draft recommendations.
- Public input was collected via an online, interactive map, which closed on 5/21/21. Over 80 different comments were received.

## **Next Steps**

- The DRAFT Active Transportation Plan will be compiled in June/July 2021. The Active Transportation Plan will be available for review in August 2021 and presented to the Council for consideration of adoption in September 2021.

# Lower Saucon Township Active Transportation Plan (ATP)



*Township Council Presentation*

*June 16, 2021*

- Project Status
- Active Transportation Toolbox
- DRAFT Focus Area Improvements
- Next Steps



## Project Overview

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### **Active Transportation Plan (ATP)**

Identifies strategies to better accommodate biking, walking, and public transit in a community.

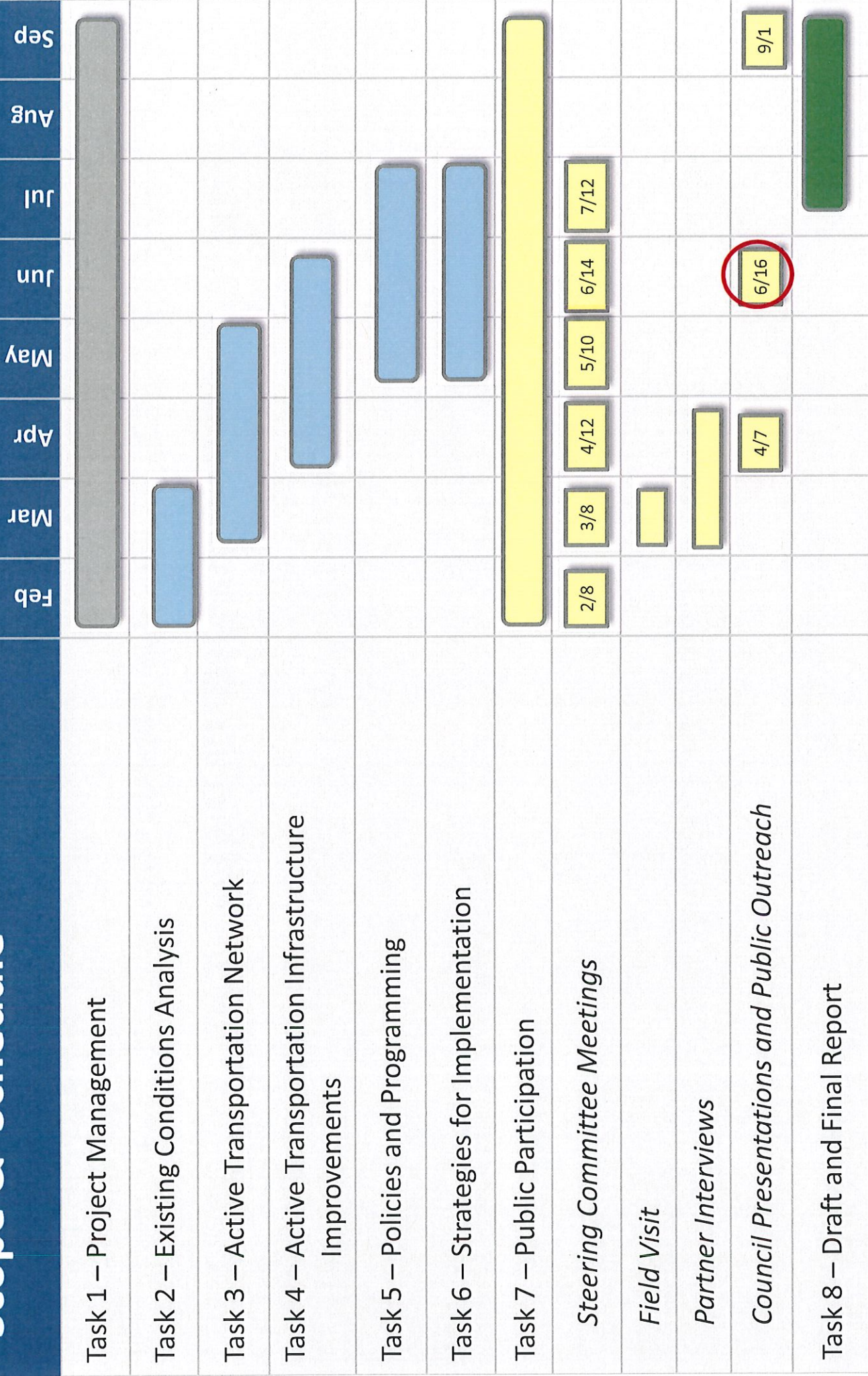
### **DRAFT ATP Vision**

To improve the walkability of Lower Saucon Township in a way that supports healthy lifestyles, access to recreational opportunities, and positive economic growth in the community

**Funding Provided by: PA WalkWorks Program**

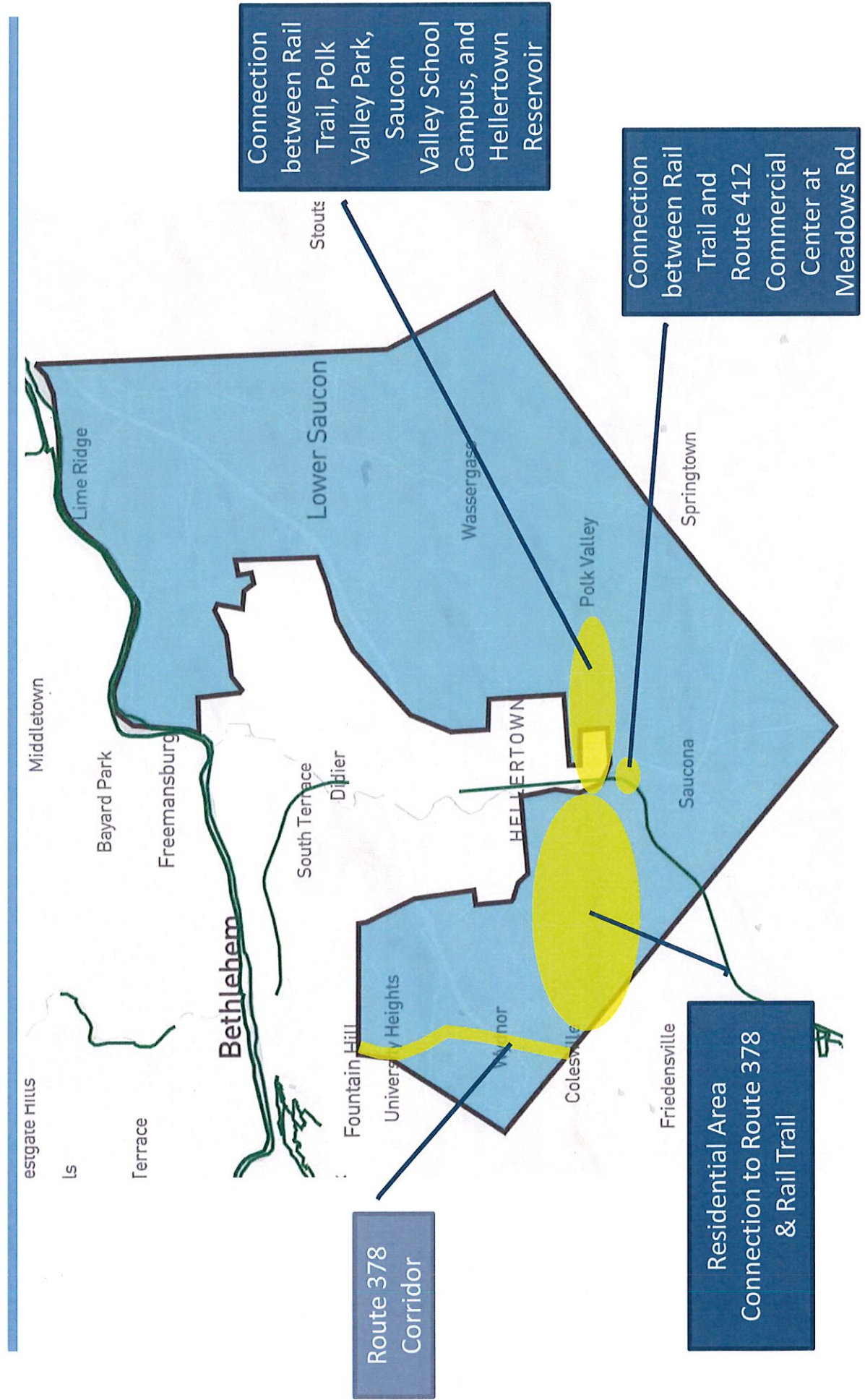


# Scope & Schedule





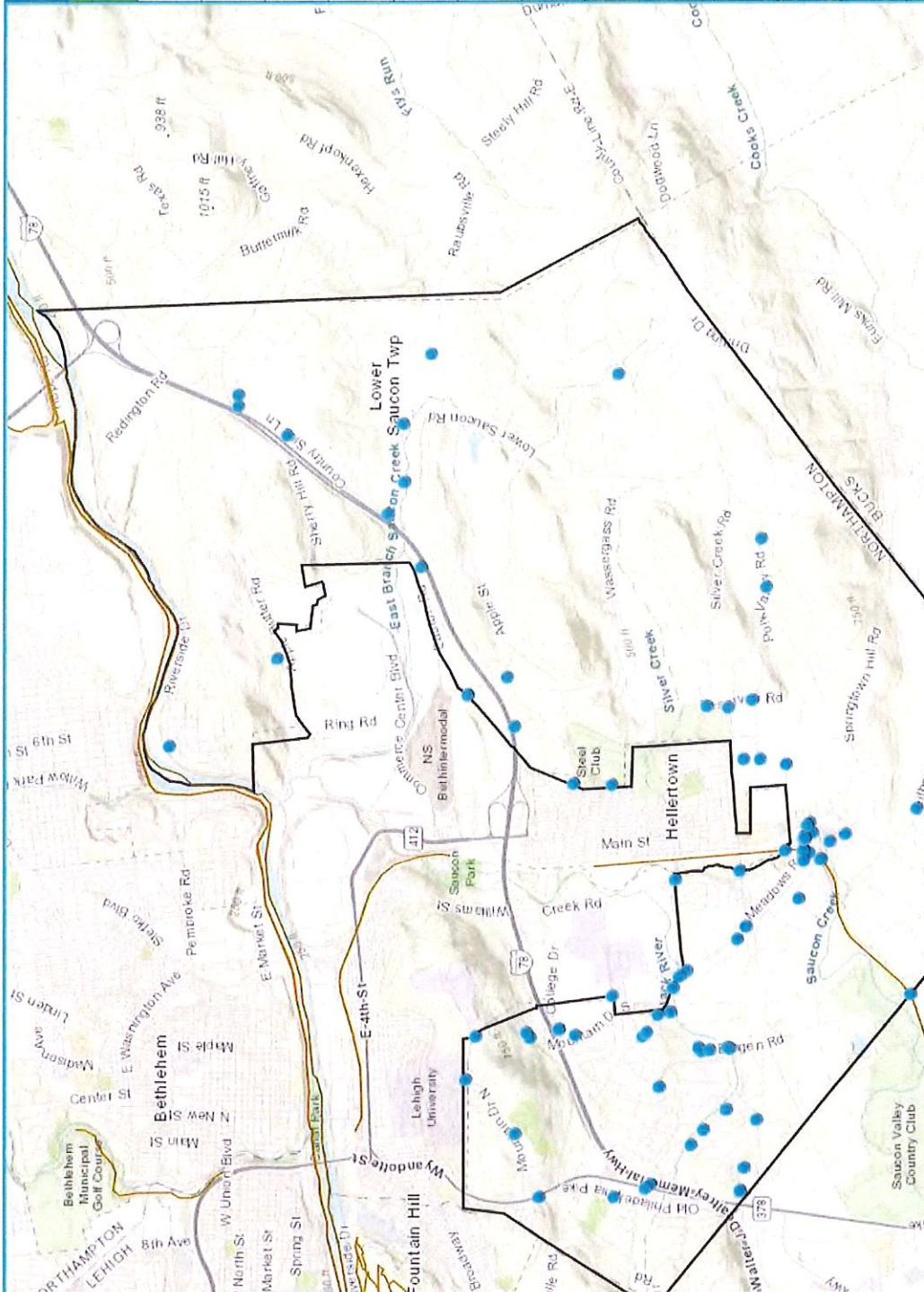
# Focus Area Improvements





# Interactive Map: Public Input Received

## Lower Saucon Township Active Transportation Plan



Lower Saucon Point of Interest

[+ Submit a Comment](#)

Widen the Narrow Bridge between Bingen and Meado...

Bingen Road Saucon Valley Rd to Hickory Hill-Dange...

Provide a safe walk/ride path from mountain drive so...

I would add sidewalks such that a pedestrian could w...

I would add a connection from the rail trail to the Cre...

Bike lanes to major roadways such as Bingen and Bl...

Make it safer to walk / ride to and from the Lehigh's S...

Make it safer to walk / ride to and from the Lehigh's M...

Make it safer to walk / ride to and from the Steel Club.

Make it safer to walk / ride to and from the church.

Make it safer to walk / ride to and from the park.



# Active Transportation Toolbox

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Sidewalk



Multi-use Trail



Marked Crosswalk



Shared Travel Lane  
(Sharrow)



Bicycle Lane



Yield Roadway





## Saucon Rail Trail Connections

Bike lanes on Skibo Road between Meadows Road and Saucon Creek

Support sharrows on Walnut Street between Saucon Creek and Main Street in Hellertown Borough

Support sidewalk or path connection between the bridge over Saucon Creek and the Rail Trail in Hellertown Borough

Sidewalks on the west side of Route 412 between Polk Valley Road and Meadows Road

Active transportation connection along Meadows Road between the Saucon Rail Trail and Route 412

Multi-use trail between Meadows Road and shopping center driveway (along creek)

Intersection improvements (signalization) to provide safe pedestrian connection and crossing of Route 412

Support Polk Valley Greenway Trail in Hellertown Borough, including new footbridge over Mill Race at Tumminello Park

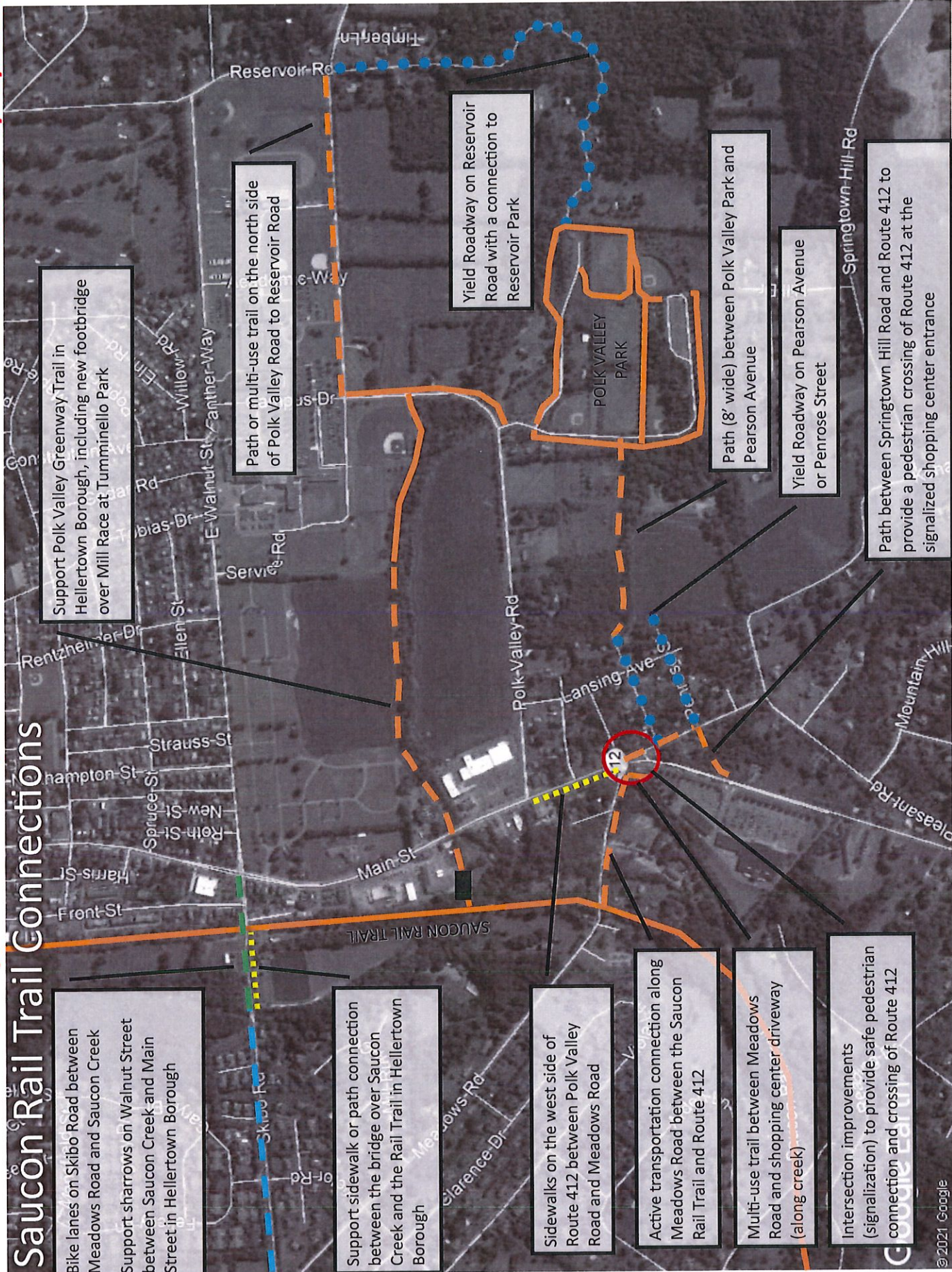
Path or multi-use trail on the north side of Polk Valley Road to Reservoir Road

Yield Roadway on Reservoir Road with a connection to Reservoir Park

Path (8' wide) between Polk Valley Park and Pearson Avenue

Yield Roadway on Pearson Avenue or Penrose Street

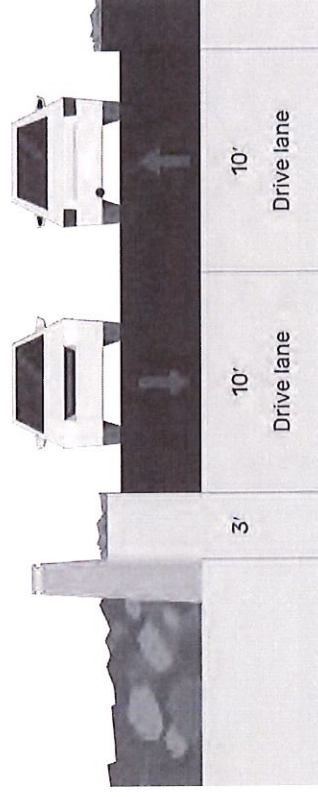
Path between Springtown Hill Road and Route 412 to provide a pedestrian crossing of Route 412 at the signalized shopping center entrance





## Meadows Road Options

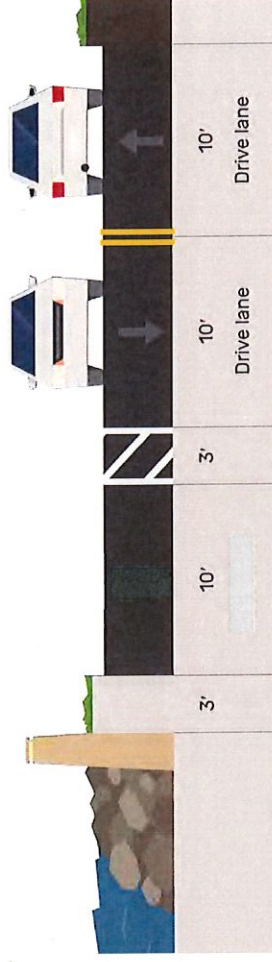
Saucon Rail Trail to Route 412



**Existing**  
20' edge to edge

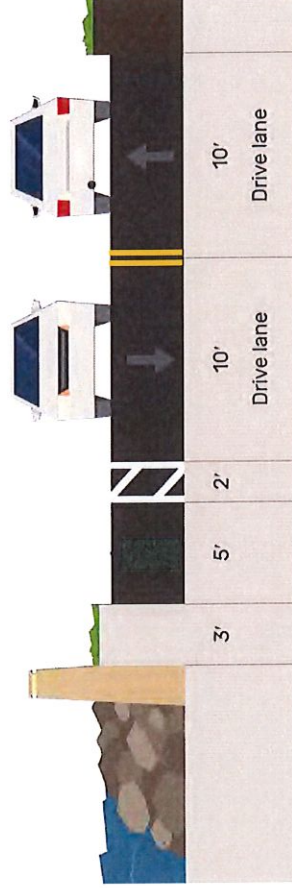
### Option 1A: 10' Buffered Trail

33' (min.) edge to edge  
*May need wider buffer or vertical element between trail and travel lane to support both walking and biking*  
*Trail could be provided on either north or south side of Meadows Rd*



### Option 1B: 5' Buffered Shoulder (Walkway)

**Bicyclists Share Travel Lanes**  
27' edge to edge  
Shoulder (Walkway) could be provided on either north or south side of Meadows Rd

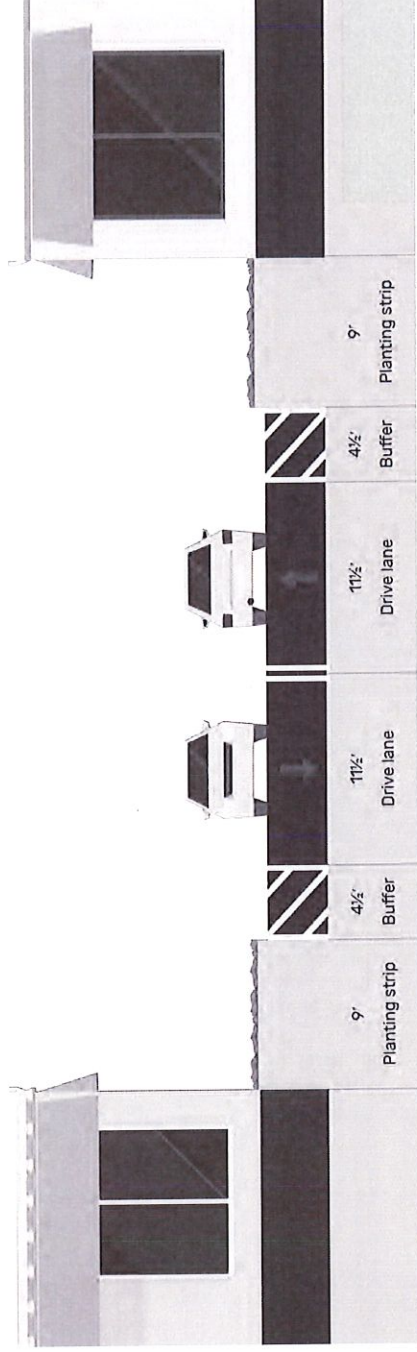


## Route 412 Options

*Polk Valley Road to Meadows Road*

### Existing

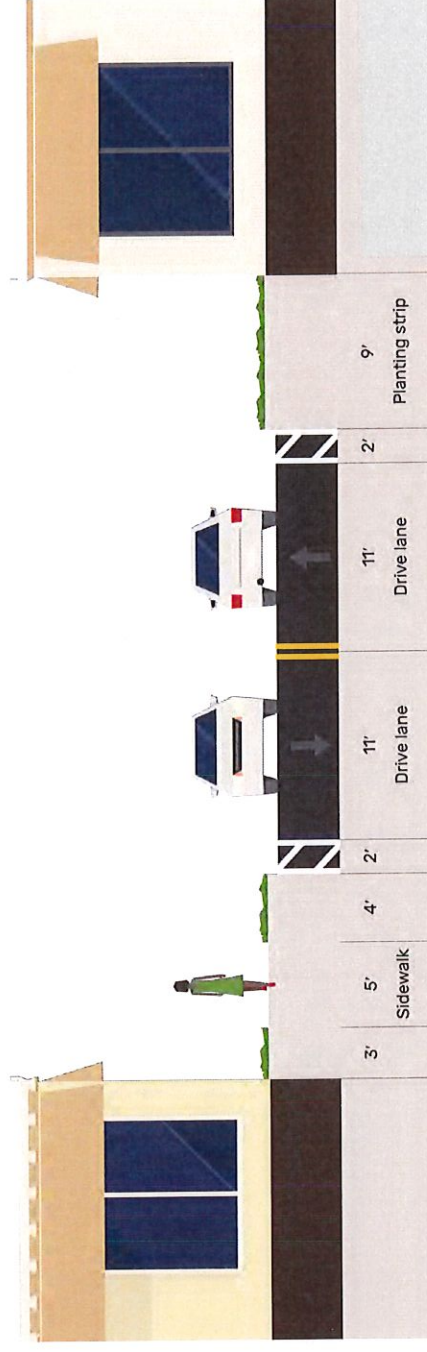
32' edge to edge



### Sidewalk on west side

26' curb to curb

35' back of sidewalk to curb/road edge





## Route 378 Improvements

### Corridor-wide

#### Access management strategies:

- Reduce the number of commercial driveways
- Reduce the width of commercial driveways

#### Traffic calming / greening strategies:

- Evaluate opportunities for a center median with landscaping or special paving for improved aesthetics

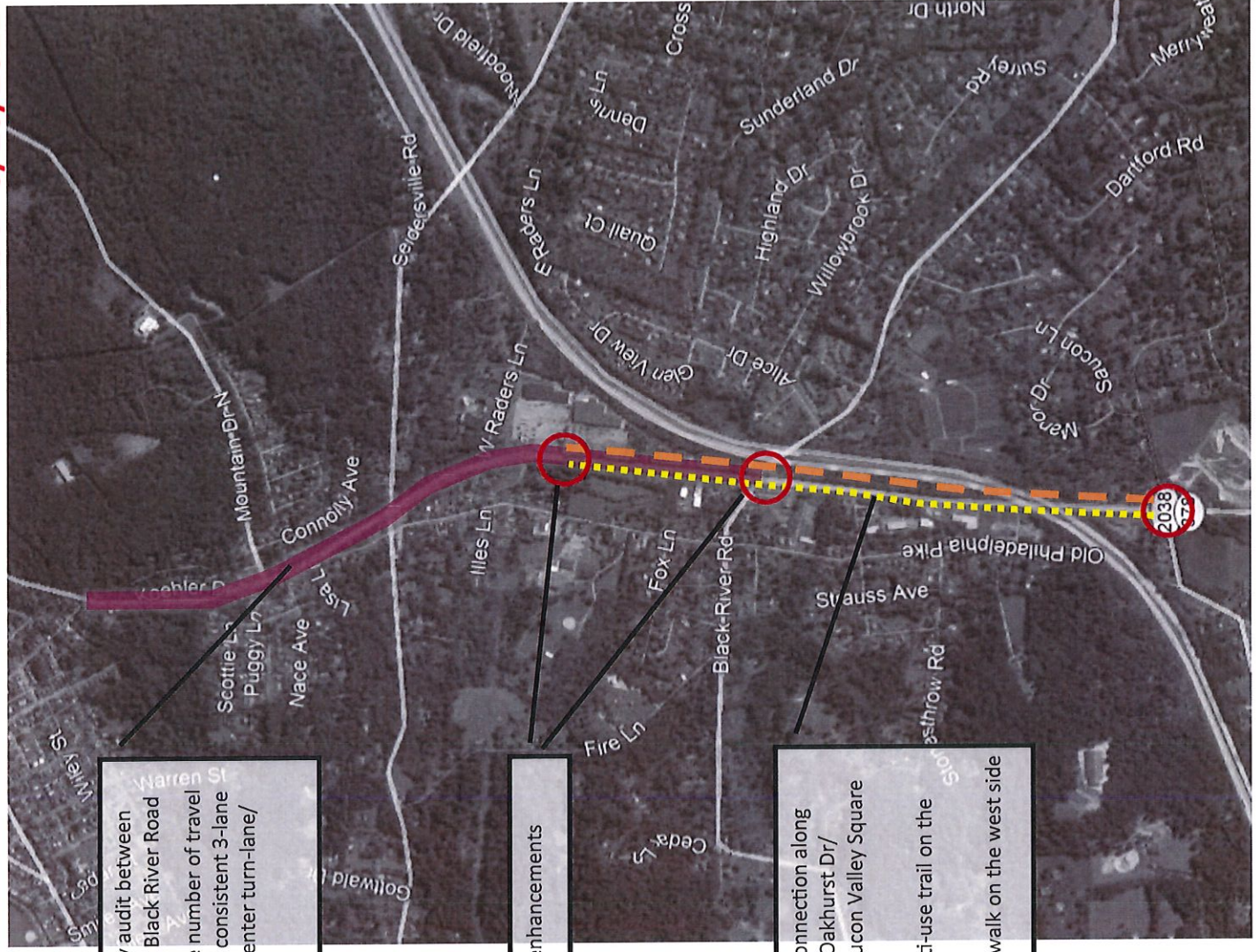
Conduct a road safety audit between Township border and Black River Road

Evaluate reducing the number of travel lanes and providing a consistent 3-lane cross section with a center turn-lane/median

Pedestrian crossing enhancements

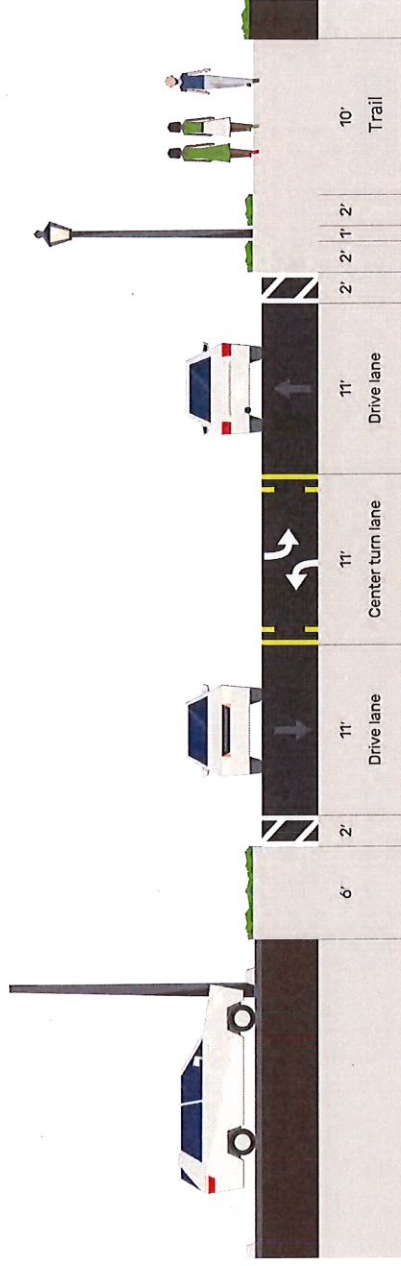
Bicycle/pedestrian connection along Route 378 between Oakhurst Dr/ Colesville Rd and Saucon Valley Square entrance:

- Option 1A: Multi-use trail on the east side
- Option 1B: Sidewalk on the west side



## Route 378 Options

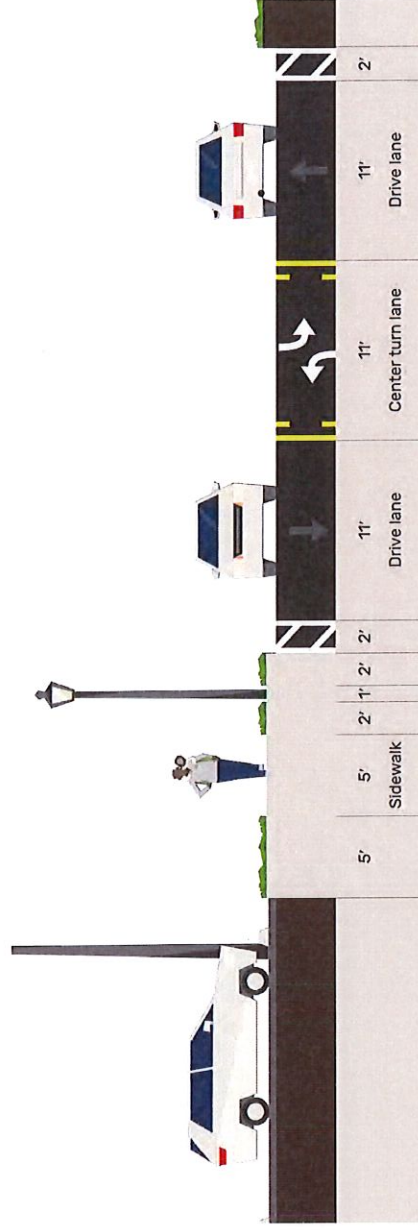
*Oakhurst Dr / Colesville Rd to Saucon Valley Square Entrance*



**Option 1A**

Multi-Use trail on east side

Center Turn-Lane or Median



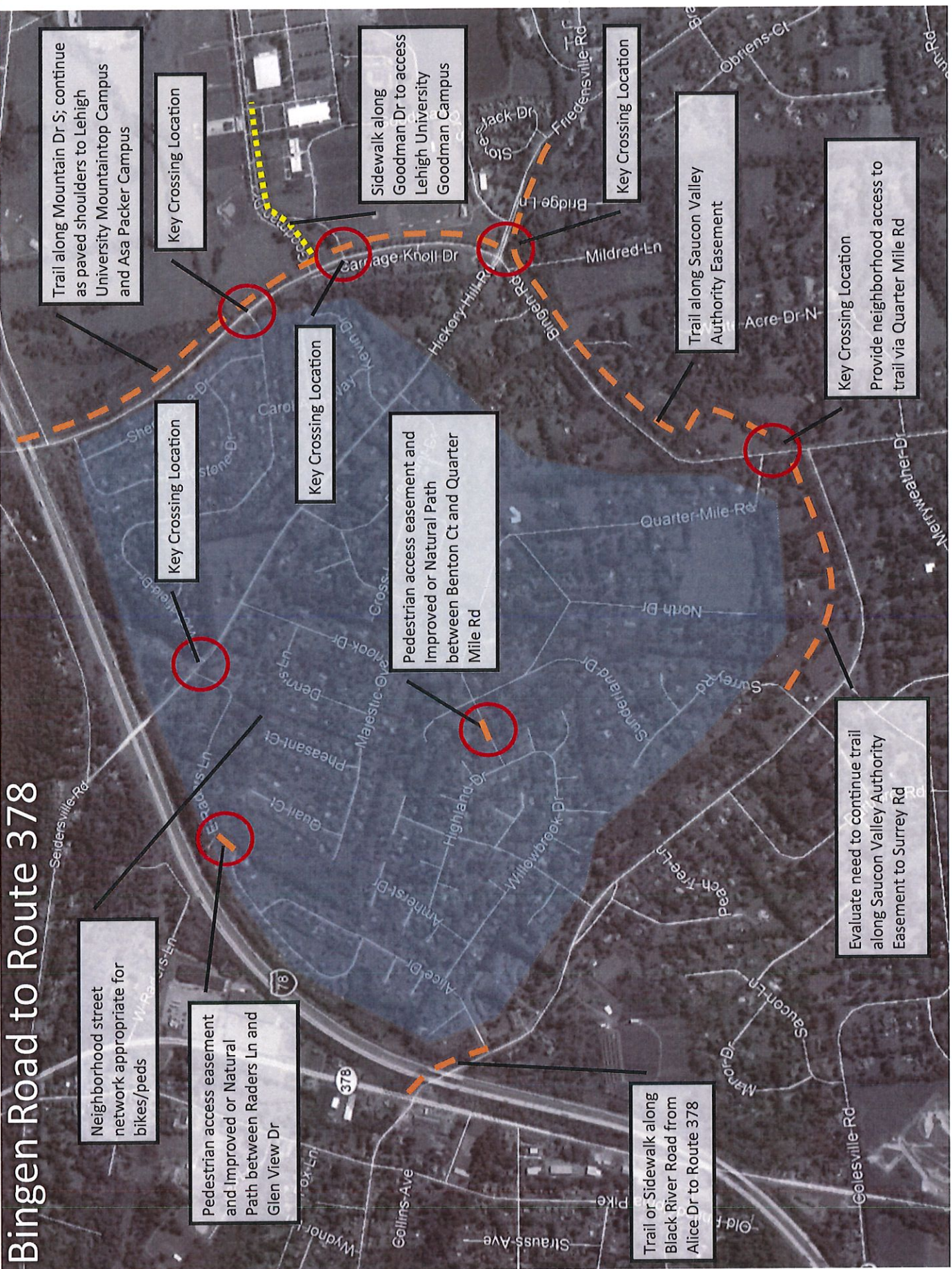
**Option 1B**

Sidewalk on west side

Center Turn-Lane or Median



# Bingen Road to Route 378

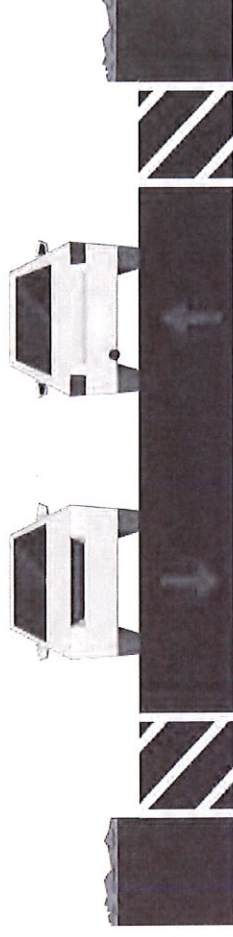




## Bingen Road Trail

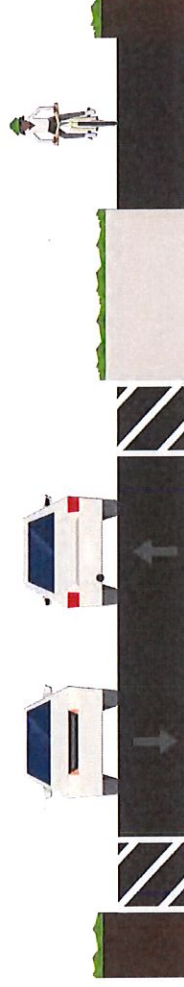
*Friedensville Road to Black River Road*

*(Utilizing Sewer Easement)*



Existing

28' edge to edge



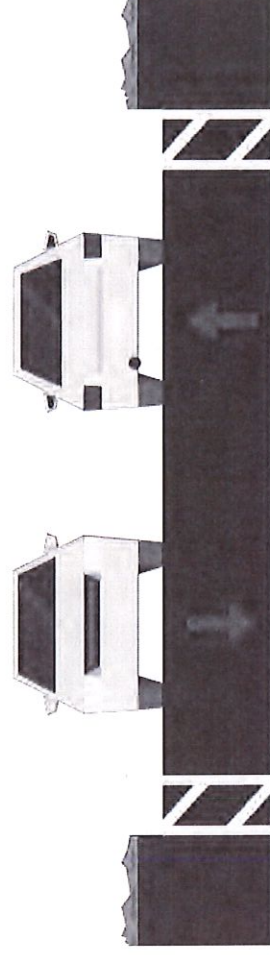
10' Multi-use Trail on east side of roadway with  
variable width buffer area

Maintain existing travel lanes and roadway width

Trail within sewer easement

## Black River Road Trail

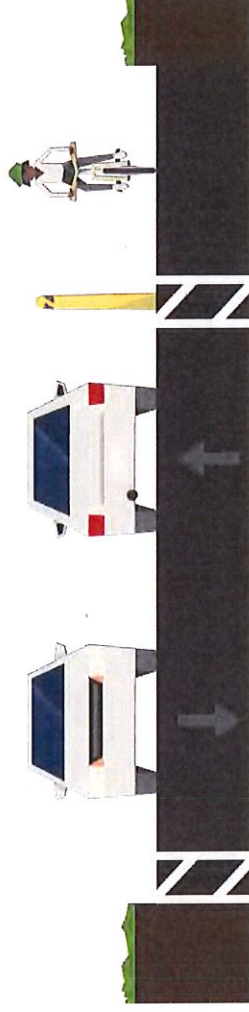
*Alice Rd to Route 378*



Existing

24' edge to edge

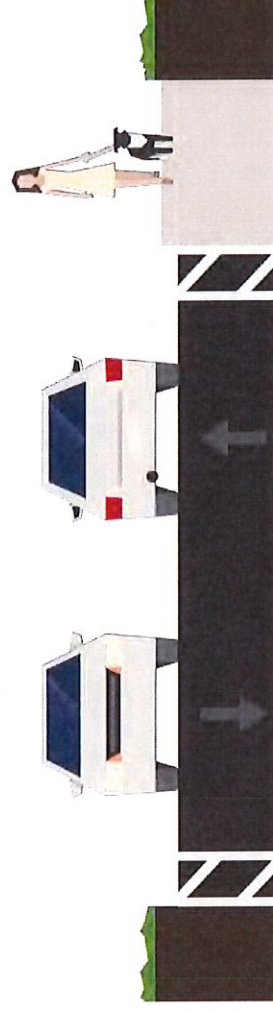
Additional width under I-78 overpass.



**Option 1: Two-way separated multiuse trail**

10' wide trail with physical barrier to travel lanes

Additional width available under I-78 overpass



**Option 2: Sidewalk**

5' wide sidewalk

Additional width available under I-78 overpass

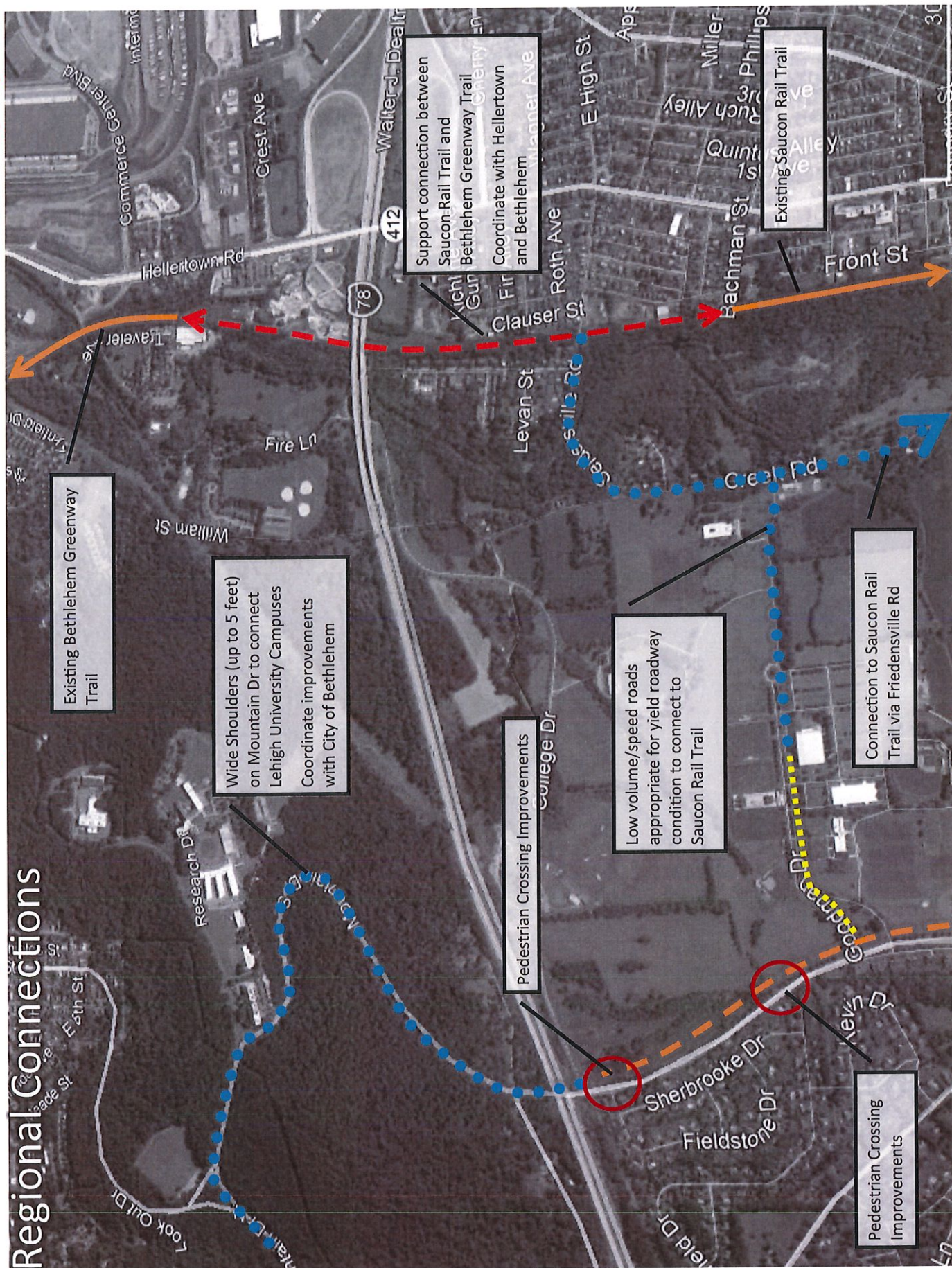
## Meadows Road

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This slide will be updated prior to the Township Council meeting on 6/16/21.



## Regional Connections





## Next Steps

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- Refine draft connections and improvements
- Develop a prioritized implementation plan and metrics
- Develop draft Active Transportation Plan for review
- Present final Active Transportation Plan to Council for consideration of adoption: September



**III. PRESENTATIONS/HEARINGS**

**B. EAGLE SCOUT PROJECT AT HELLER HOMESTEAD PARK**

**COUNCIL INFORMATION:**

*See attached.*

**ACTION REQUESTED:**

Approval

**PUBLIC ANNOUNCEMENT:**

Logan Kade is constructing a kiosk at the Heller Homestead Park for his Eagle Scout project. Parks & Recreation Board Member, Frank Thompson, will discuss Logan's proposal with Council.

**PUBLIC COMMENTS / QUESTIONS:**

**Draft Motion:**

*Motion to approve Logan Kade's proposal to construct a kiosk at the Heller Homestead Park for his Eagle Scout project.*

**MOTION BY:**

**SECOND BY:**

**ROLL CALL:**

Eagle Scout Project – Logan Kade Update  
Kiosk at Heller Homestead Park

Below is an update of my project. I would like to remind you that before construction can begin I must secure approval from Minsi Trails Council. My project proposal must be approved by the project beneficiary, my Scoutmaster, the Committee Chair of my troop, and my local district's representative. Approvals from district are every third Thursday of the month. Right now my Project will likely be approved by Thursday, June 17th by Minsi Trails Council, but it may be approved Thursday, July 15<sup>th</sup>. My project proposal will be printed and compiled into a binder before my proposal is approved, and I will need the signature of the beneficiary for the benefiting organization.

The development of my project proposal is going well, and I now have a sketch and a materials list that I and a leader, Mr. Woodruff, at my troop have created. I've attached the sketch at the bottom of the page. The final kiosk will be double sided and have a plexiglass window with a hinge. It will stand about 10 feet tall. The unapproved materials list that we have compiled is:

Drip edge: 22 feet

PTL Lumber: (10) 2x4x8, (1) 4x4x8, (2) 4x4x12

PTL Plywood: (2) 4x8x1/2"

Cork: (1) 4x8x1/2"

Plexiglass: (1) 4x8x1/4"

Tarpaper: Mr. Woodruff to donate

Shingles: (1) Bundle

Roofing nails: Mr. Woodruff to donate

Hinges: (4) 6"-8"x3"

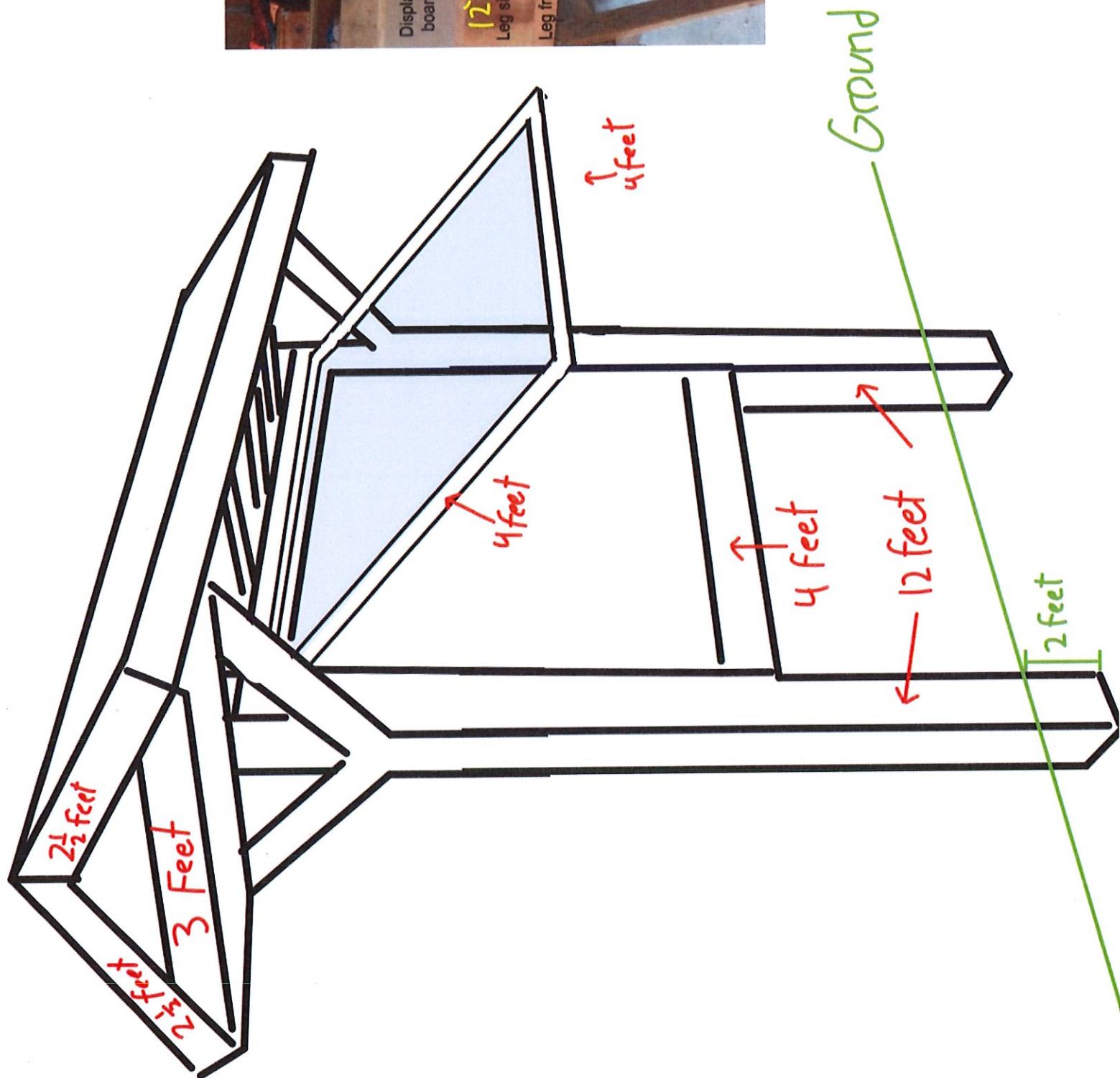
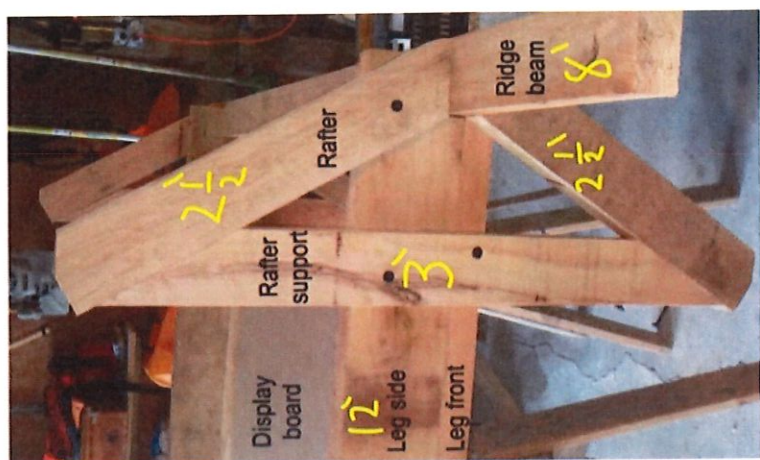
Screws: 3 inch exterior screws

I also attached a document called, "Navigating the Eagle Scout Service Project". It explains the details about permits and digging. The digging involved in my project will be 2 feet deep.

The rough cost I have estimated online is about \$1028.35. The price mostly comes from the lumber required. I am still working on a more accurate cost with leaders in my troop.

That's all I have for now. Thanks!

-Logan



# **Navigating the Eagle Scout Service Project**

## *Information for Project Beneficiaries*

### **Thank You and Congratulations**

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting's contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

### **The Eagle Scout Rank and the Service Project**

Service to others is an important part of the Scout Oath: "... to help other people at all times." Each year tens of thousands of Scouts strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

### **Typical Projects**

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the impact or benefit the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. In order to fulfill the requirement, the Scout must be the one to lead the project. Therefore, it is important that you work with the Scout and not with the Scout's parents or leaders.

### **Projects Restrictions and Limitations**

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service Scouts may provide as part of their daily lives such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

### **Approving the Project Proposal and Project Scheduling**

Once a potential project is identified, you must approve your Scout's proposal. Regular communications with the Scout can make this quick and easy, but be sure you have both discussed and considered all aspects of the project to ensure your Scout has a clear understanding of your expectations and limitations. Keep in mind the proposal is merely an overview—not a comprehensive project plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before project planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout's 18th birthday.

## Approving Project Plans

After the proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Project Plan" form in your Scout's Eagle Scout Service Project Workbook, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements before work begins.

## Permits, Permissions, and Authorizations

- If the project requires building permits, etc., your Scout needs to know about them for planning purposes. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if their help is needed.

## Funding the Project

Eagle service projects often require fundraising. Donations of any money, materials, or services must be pre-approved by the BSA unless provided by your organization; by the Scout, the Scout's parents, or relatives; or by the Scout's unit or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

## Supervision

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's troop must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, must provide the leadership necessary for project completion without adult interference.

## Safety

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, cannot be held responsible for safety. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and the unit leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

## Project Execution and Approval

After the project has been carried out, your Scout will ask for your approval on their project report. The report will be used in the final review of the Scout's qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young Scout's growth.

Navigating the Eagle Scout Service Project is available for download at <http://www.scouting.org/advancement>

**IV. DEVELOPER ITEMS**

**A. COBBLE CREEK – AUTHORIZATION TO END MAINTENANCE PERIOD**

**COUNCIL INFORMATION:**

*Ashley Development has requested to be released from their maintenance obligations.*

**ACTION REQUESTED:**

Approval

**PUBLIC ANNOUNCEMENT:**

The developer has requested to be released from their maintenance period and to release the bond. This project has been completed except for one outstanding item of installing twenty-one (21) trees on the property. However, there is no available area within the development to allow for planting. In order to satisfy this condition, the developer has agreed to provide the Township with a fee in lieu of trees in the amount of \$7,000.

**PUBLIC COMMENTS / QUESTIONS:**

**Draft Motion:**

*Motion to end the maintenance period for Cobble Creek and release the bond to the developer.*

**MOTION BY:**

**SECOND BY:**

**ROLL CALL:**

**V. TOWNSHIP BUSINESS ITEMS**

**A. DISCUSSION OF SENATE BILL 597**

**COUNCIL INFORMATION:**

*See attached*

**ACTION REQUESTED:**

Support

**PUBLIC ANNOUNCEMENT:**

Lower Saucon Authority Administrator, Bill Ross, is present this evening and would like to request Council's support to oppose Senate Bill 597 which will make it more difficult for small municipal utility systems to remain independent and could lead to significant expenses.

**PUBLIC COMMENTS / QUESTIONS:**

**Draft Motion:**

*Motion to send letter opposing proposed legislation.*

**MOTION BY:**

**SECOND BY:**

**ROLL CALL:**

May 25, 2021

Senator

RE: **SB 597 – (Title 27) Water Quality Accountability Act**  
**SB 597 – RE-WRITE, (Title 66) Water and Wastewater Asset Management Plans**

I am writing this letter as a member of the Eastern Pennsylvania Water Pollution Control Operators Association (EPWPCOA). I am a licensed operator and/or serve the water and wastewater community of Eastern Pennsylvania.

I **support** the development of rules and regulations governing water and wastewater systems operations that have improve safety and reliability. These rules and regulations, either promulgated by the Pennsylvania Department of Environmental Protection (DEP) or by the US Environmental Protection Agency (EPA) advanced through a regulatory process that included stakeholder input, public input and Advisory Committee review and comment. Unfortunately, SB 597 is proposing by statute to impose requirements on water and wastewater systems which have not been vetted through a similar review process. I **do not support** the changes to the operations of community systems proposed in SB 597. The proposed requirements in SB 597 do not conform to existing regulations or to regulations currently in the Final Regulatory stage such as the EPA Federal Revised Lead and Copper Rule or the Cybersecurity requirements in the America's Water Infrastructure Act (AWIA). The differences between existing regulations and the proposed requirements in SB 597 will create a compliance conflict for community.

Some examples of particular issues:

**§ 6703 (3703) Asset Management Plan.** There are no existing, specific standards for asset management established either by the American Water Works Association (AWWA) or by the Water Environment Federation (WEF). Each of these associations provides models that wastewater and water systems may choose to use, but each and every asset management plan is different depending on the type of system and most significantly its available budget. Systems which do not have an asset management plan would require much longer than twelve months to develop a plan and a budget allocation of funds to do so.

**Further, requiring community water systems to publish asset management reports on a publicly accessible Internet website is in direct violation of security protocols that have been in place since 9/11. Providing descriptions and locations of vulnerable system infrastructure in a public format is inviting potential security breaches to critical systems and risking public health and welfare.**

**§ 6707 Development of Cybersecurity System.** Community water systems have had a heightened response to security following 9/11. Both the PA DEP and the Department of Homeland Security have provided self-assessment tools for community systems to evaluate system and cybersecurity vulnerabilities. Additionally, the America's Water Infrastructure Act (AWIA) further strengthened the requirements for water systems, and voluntarily for wastewater systems, to self-assess asset and cyber vulnerabilities. The reports generated from these assessments however, are specifically **NOT TO BE SHARED with EPA or other regulatory entities**, but are certified to have been completed and must be retained by the community water system. All certified system operators are also required to complete security training. What is



not available is any standard certification for cybersecurity professionals, which would be required under SB 597.

**§ 6709 Enforcement.** Under no circumstances should a community water system be placed under the jurisdiction of the Public Utility Commission without the customers/consumers of that system being given the opportunity to contest their local municipal authority or municipal system being summarily regulated by the Commission.

The additional work and regulation involved with the changes listed above (in addition to those to the community water systems) will result in significant rate increases to citizens in many communities across Pennsylvania, which benefit of these approaches has not been examined or quantified in any way.

Thank you for the opportunity to provide input on Senate Bill 597. **I strongly recommend you oppose SB 597 P.N> 645 and any subsequent amendments.**

Thank you for your consideration.

Very truly yours,

name  
email  
address

THE GENERAL ASSEMBLY OF PENNSYLVANIA

SENATE BILL

No. 597 Session of  
2021

INTRODUCED BY STEFANO, MENSCH, SCAVELLO, LAUGHLIN AND COLLETT,  
APRIL 21, 2021

REFERRED TO CONSUMER PROTECTION AND PROFESSIONAL LICENSURE,  
APRIL 21, 2021

AN ACT

Amending Title 27 (Environmental Resources) of the Pennsylvania Consolidated Statutes, in special programs, providing for water quality accountability.

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

Section 1. Title 27 of the Pennsylvania Consolidated Statutes is amended by adding a chapter to read:

CHAPTER 67

WATER QUALITY ACCOUNTABILITY

Sec.

6701. Scope.

6702. Definitions.

6703. Asset management plan.

6704. Critical valve inspections and testing by water system  
operator.

6705. Meters.

6706. Lead service line replacements.

6707. Development of cybersecurity system.

6708. Annual information to customers.

6709. Regulations.

6710. Contingency for public funding.

6711. Enforcement.

§ 6701. Scope.

This chapter relates to water quality accountability.

§ 6702. Definitions.

The following words and phrases when used in this chapter shall have the meanings given to them in this section unless the context clearly indicates otherwise:

"Commission." The Pennsylvania Public Utility Commission.

"Community sewerage system." A publicly or privately owned community sewage system that uses a method of sewage collection, conveyance, treatment or disposal other than renovation in a soil absorption area or retention in a retaining tank.

"Critical valve." A valve that is identified as critical by a water system operator, including a valve that is:

(1) located at a hospital or nursing home;

(2) located at an interconnection with a purveyor;

(3) a regulator control valve;

(4) a system valve that, if nonfunctioning, would cause widespread disruption to a service area; or

(5) a valve in a facility, such as a treatment plant, pump station, storage tank or well, that is needed to isolate or operate the facility.

"Department." The Department of Environmental Protection of the Commonwealth.

"Lead service line." A water service pipe made of lead that connects a water main to a building inlet and a lead "pigtail," "gooseneck" or other fitting that is connected to the water service pipe.

"Public water system." A system for the provision to the public of water for human consumption through pipes or other constructed conveyances, if the system has at least 15 service connections or regularly serves an average of at least 25 individuals daily at least 60 days during a calendar year.

"Water system operator." Any person or entity that owns or operates a public water system or community sewerage system.

§ 6703. Asset management plan.

(a) Duty to implement.--Beginning no later than 12 months after the effective date of this section, a water system operator shall implement an asset management plan designed to inspect, maintain, repair and renew its water and wastewater infrastructure consistent with standards established by the American Water Works Association and Water Environmental Federation. The asset management plan shall include:

(1) A water main renewal program designed to achieve a replacement recycle of no greater than 100 years as determined by a detailed engineering analysis of the asset material of construction, condition and estimated service life remaining of the water mains serving the public water system and the failure or low conveyance capability for fire flow.

(2) A wastewater main renewal program designed to achieve a replacement cycle or rehabilitation cycle no greater than 100 years as determined by a detailed engineering analysis of the asset material of construction and condition, including the condition and type of main-to-service connection and estimated service life remaining of the wastewater mains serving the public wastewater system.

(3) A water supply and treatment program designed to

inspect, maintain, repair, renew and upgrade wells, intakes, pumps and treatment facilities in accordance with all Federal and State regulations, standards established by the American Water Works Association and the Water Environmental Federation and any mitigation plan required under this chapter.

(4) A sewer inspection program shall be created in accordance with the NASSCO Pipeline Assessment Certification Program (PACP).

(5) An initial schedule for the planned repair and replacement of water and wastewater infrastructure over a specified time period.

(6) A general description of the location of the water and wastewater infrastructure, including a map.

(7) A reasonable estimate of the quantity of water and wastewater infrastructure to be improved and an estimated timeline in which the assets will be repaired or replaced.

(8) Projected annual expenditures to implement the plan and measures taken to ensure that the plan is cost effective.

(9) The specific criteria used by the water system operator to identify critical valves and their current condition and a map identifying each one.

(b) Annual dedication of money.--Each water system operator shall dedicate money on an annual basis to address and remediate the highest priority projects as determined by its asset management plan.

(c) Report to department.--A water system operator shall post on its publicly accessible Internet website and provide an annual report to the commission or department based on the operator's asset management plan prepared under this section.



The report shall include:

(1) A description that specifies all water and wastewater infrastructure repaired, improved and replaced and the associated costs in the immediately preceding 12-month period according to the asset management plan. The report shall also include a detailed description of inability to execute pipe improvements as planned and how that has or will be addressed so that the plan may be achieved.

(2) A detailed description of all water and wastewater infrastructure to be improved in the upcoming 12-month period and the estimated cost of the improvement.

(d) Centralized portal to be created.--The department shall create a centralized portal allowing for electronic submittal of the report required under subsection (c). The lack of a centralized portal shall not affect the duty to submit a report under subsection (c).

#### § 6704. Critical valve inspections by water system operator.

(a) Duty to inspect and repair or replace critical valves.--A water system operator shall inspect each critical valve in its public water system in accordance with the provisions of subsection (b) in order to determine:

(1) accessibility of the valve for operational purposes;

and

(2) the valve's operating condition.

A water system operator shall repair or replace a valve found to be broken or otherwise not operational.

(b) Frequency of inspections.--A water system operator shall inspect each critical valve consistent with a plan filed with the commission or the department, no less than every five years. At a minimum, a valve inspection conducted pursuant to this

subsection shall include:

(1) clearing of the area around the valve to ensure full access to the valve for operating purposes;

(2) cleaning out of the valve box;

(3) dynamic testing of the valve, by opening and then closing the valve for either of the following number of turns:

(i) recommended by the valve manufacturer to constitute a credible test or the number of turns which constitutes 15% of the total number of turns necessary to completely open or completely close the valve; and

(ii) complying with any other criteria as may be required by department rules and regulations.

(c) Annual fire hydrant inspection.--A water system operator shall annually inspect at least 33% of the fire hydrants in its system in order to determine the hydrant's working condition. The water system operator shall formulate and implement a plan for flushing fire hydrants and at dead ends of water mains in the public water system and as water quality needs dictate. The plan for flushing may be combined with the periodic testing of fire hydrants otherwise required.

(d) Recordkeeping and marking of fire hydrants.--

(1) A water system operator shall keep a record of all inspections, tests and flushings conducted under this section for a period of at least six years.

(2) A water system operator that owns, solely or jointly, a fire hydrant shall mark the hydrant with the initials of its name, abbreviation of its name, corporate symbol or other distinguishing mark or code by which ownership may be readily and definitely ascertained. Each

fire hydrant shall be marked with a number or symbol, or both, by which the location of the hydrant may be determined on the water system operator's office records. The markings may be made with paint, brand or with a soft metal plate and shall be of such size and spaced and maintained so as to be easily read.

(e) GPS identification.--A water system operator shall identify the geographic location of each valve and fire hydrant in its public water system using a global positioning system based on satellite or other location technology.

\$ 6705. Meters.

(a) Allowable error.--No water meter that has an error in registration of more than 2% may be placed in service, nor may a water meter that has an error in registration of more than 4% be allowed to remain in service, when water is passing through the meter at approximately the following rates of flow:

<u>Meter size (inches)</u>	<u>Gallons per minute</u>
<u>5/8</u>	<u>6</u>
<u>3/4</u>	<u>10</u>
<u>1</u>	<u>20</u>
<u>1 1/2</u>	<u>30</u>
<u>2</u>	<u>50</u>
<u>3</u>	<u>90</u>
<u>4</u>	<u>180</u>
<u>6</u>	<u>300</u>

(b) Prohibition.--

(1) No water system operator furnishing metered water service may allow a water meter of one inch or less nor a water meter of more than one inch to remain in service for a period longer than 20 years and eight years, respectively,



without testing the meter for accuracy and readjusting the meter if the meter is found to be incorrect beyond the limits established in subsection (a).

(2) At a customer's request, the water system operator shall also perform a meter test without charge if a meter has been in service and has not been tested for a period greater than that specified in the following table:

<u>Inch Meter</u>	<u>Years</u>
<u>5/8</u>	<u>10</u>
<u>3/4</u>	<u>8</u>
<u>1</u>	<u>6</u>
<u>More than 1</u>	<u>4</u>

(c) Meter test records.--

(1) When a water meter is tested, the original test record shall be kept indicating:

(i) the information necessary for identifying the meter;

(ii) the reason for making the test;

(iii) the reading of the meter before being disturbed; and

(iv) the accuracy of the meter together with data taken at the time of the test.

(2) The record shall be sufficiently complete to permit the convenient checking of the methods employed and the calculations made.

(3) A record shall also be kept, preferably numerically arranged, indicating:

(i) the date of meter purchase;

(ii) the name of the manufacturer;

(iii) the meter's size, identification, various

places of installation with dates of installation and removal; and

(iv) the dates and general results of all tests.

(d) Installation and removal of meters.--

(1) Within 60 days of installation, a water meter shall be inspected by the water system operator for mechanical condition and suitability of location. In the case of a new meter or a meter reconditioned by a manufacturer, the test results of the manufacturer may be accepted as the installation test if the water system operator has verified the manufacturer's reported test results by testing the greater of 10% or 10 meters of a shipment of meters. In case of emergency, a meter not meeting the requirements of this section may be installed temporarily.

(2) (i) A water meter that is removed from service shall be tested within 30 days for accuracy to complete the meter's test history. When a meter is removed from service, it shall be properly sealed to secure registers and measuring devices until it can be properly tested for accuracy.

(ii) This paragraph does not apply to a meter permanently removed from service and replaced by a new meter using a remote reading device.

§ 6706. Lead service line replacements.

(a) Duty to submit plan to department.--Within one year of the effective date of this section, a water system operator shall submit to the department a plan to remove and replace all lead service lines, whether customer-owned or water system operator-owned, within or connected to the operator's public water system. The removal and replacement must be completed

within 20 years from the effective date of this section.

(b) Regulations.--The department shall promulgate regulations establishing the minimum plan requirements under this section.

§ 6707. Development of cybersecurity system.

(a) Regulations.--The department shall promulgate regulations establishing the minimum requirements for a water system operator cybersecurity program.

(b) Development of cybersecurity program.--

(1) Within 120 days of the publication of the department's final regulations under subsection (a), a water system operator shall develop a cybersecurity program that:

(i) is determined by an accredited cyber security professional;

(ii) implements organization accountabilities and responsibilities for cyber risk management activities; and

(iii) establishes policies, plans, processes and procedures for identifying, reporting and mitigating cyber risk to its public water system.

(2) As part of the program, the water system operator shall conduct risk assessments and implement appropriate controls to:

(i) mitigate identified risks to the public water system;

(ii) maintain situational awareness of cyber threats and vulnerabilities to the public water system; and

(iii) create and exercise incident response and recovery plans.

(c) Submission of program to department.--A copy of the



program developed under this subsection shall be provided to the department in a manner prescribed by the department.

§ 6708. Annual information to customers.

A water system operator shall annually inform the operator's customers of compliance with this chapter.

§ 6709. Regulations.

The department, in consultation with the commission, shall promulgate regulations as necessary to implement this chapter.

§ 6710. Contingency for public funding.

Before a water or wastewater system operator may receive a subsidized loan or other financial assistance from the Commonwealth, the operator shall demonstrate to the department that the operator has developed or is in the process of developing an asset management program and cybersecurity plan as required by this chapter.

§ 6711. Enforcement.

After three years of noncompliance with this chapter, a water system operator shall be considered a public utility under 66 Pa.C.S. § 102 (relating to definitions).

Section 2. This act shall take effect in 60 days.



**TO:** Chairman Tomlinson, Chairwoman Boscola, and members of the Senate Consumer Affairs and Professional Licensure Committee

**FROM:** Jennie Shade, Director of Government Relations *J.S.*

**DATE:** May 21, 2021

**SUBJECT:** Opposition to SB 597 P.N. 645 and any subsequent amendments

I am writing on behalf of the Pennsylvania Municipal Authorities Association (PMAA) which represents over 700 municipal authorities across the Commonwealth, the vast majority of which provide drinking water and wastewater treatment services to more than six million of its citizens.

PMAA **vehemently opposes** SB 597 P.N. 645 and any subsequent amendments amending either Title 27 (Environmental Resources) or Title 66 (Public Utilities). The bill in its current form adds a chapter to Title 27 establishing the Water Quality Accountability Act requiring asset management plans and various other provisions. While we are supportive of and more than willing to negotiate best management practice standards as prescribed under the current printer's number, the most recent draft removes Title 27 and shifts everything under Title 66. This shift to PUC oversight is extremely alarming to municipal systems across the Commonwealth and so we must ask why this extreme change? What is the end goal? What is the intent of the bill?

This language essentially strips the DEP of its oversight and enforcement authority related to water and wastewater system operations and asset management practices. Thousands of municipalities and municipal authorities across the Commonwealth would suddenly be subject to PUC oversight at considerable cost to these communities. Not only does this bill overstep regulations currently in place, but it will also significantly increase rates to the consumer. This unnecessary financial burden is contrary to the best interests of the public, your constituents, the citizens of our communities. Authorities and municipal systems are concerned that the consequence will result in making it easier for private utilities to research investment value of and purchase municipal water and wastewater systems.

A related concern is the enforcement action and cost sharing described in this legislation. The proposal includes requirements for plans to be submitted to and approved by the PUC, with no specific criteria for approval provided. However, compliance is contingent upon PUC approval of the utility's plan. Failure to achieve compliance results in the municipality or municipal authority being deemed a "public utility" and falling under complete PUC jurisdiction, with no opportunity for remedy or recourse. The lack of due process is alarming. The legislation clearly creates a pathway for municipal and municipal authority operated water and sewer systems to become PUC-regulated entities. **The consequences of this will be devastating and expensive for these systems and will result in increased costs to the citizens served.** The consumer would see little if any benefit and the likely outcome would be massive rate increases, especially as unemployment is high

and municipal systems work to assist customers who are struggling financially.

There are several other technical concerns with this proposed legislation that are overshadowed by the overarching concerns described above. Examples of these technical concerns include:

- Poorly conceived requirements for certain asset management protocols
- Impractical and expensive requirements related to water meter testing protocols
- Submission of protected critical asset data to the PUC

The immediate implementation of these approaches will result in significant rate increases to citizens in many communities across Pennsylvania, while the benefit of these approaches has not been examined or quantified in any way. A more appropriate approach for asset management requirements would be to follow existing regulatory protocols established by DEP to promulgate new regulations and accept public input and technical advice from industry experts prior to finalizing such requirements, followed by a compliance schedule and small systems technical support to achieve compliance. This legislation bypasses this established process and will result in a myriad of unintended consequences for water and sewer utilities across the Commonwealth.

Due to these inherent complexities and concerns, on behalf of our members, we respectfully ask that you **oppose** SB 597 P.N. 645 and any subsequent amendments. Thank you for your consideration.

TO: Chairman Tomlinson, Chairwoman Boscola, and members of the Senate Consumer Affairs and Professional Licensure Committee

FROM: Joseph Falcone, Executive Director – PA Rural Water Association (PRWA)

SUBJECT: Opposition to SB 597 P.N. 645

PRWA **opposes** SB 597, P.N. 645 or any of its components amending either Title 27 (Environmental Resources) or Title 66 (Public Utilities). This Bill appears to have the primary purpose of driving municipalities and small private entities out of the water and wastewater business through new unnecessary regulatory requirements and costs.

SB 597 has language requiring that community water and wastewater systems develop an asset management plan and other distribution system requirements that go far beyond the requirements of the federal Safe Drinking Water Act and may even result in conflicting requirements with the SDWA and the federal funding associated with it. Additionally, SB 597 places enforcement of The Water Quality Accountability Act under the Public Utilities Commission, effectively placing water and wastewater system operation and maintenance under 2 different state regulatory agencies. This will create significant conflicts and overreach with no significant gains to systems or the general public. SB 597 would require significant additional staff hiring at PUC at a time when the PADEP has many unfilled SDWA positions. It doesn't make sense.

PADEP has an existing process for new regulation development with input from the regulated community throughout the process. For example, under the Safe Drinking Water Act, the Technical Assistance Center (TAC) Board meets with PADEP on a regular basis to review and comment on proposed regulations and technical guidance. PRWA, along with numerous other organizations, including municipal, private utilities and other stakeholders are members. This ensures that regulations are specific to the needs of Pennsylvanians, not overly burdensome on small and rural systems and an appropriate cost-benefit analysis is conducted. This Bill, under Title 66, would bypass that well-developed process.

Of considerable concern are the significant costs associated with implementation of the Bill's requirements for items such as meter testing, mapping, security plans and engineering studies while at the same time prohibiting systems from obtaining funding for these same activities under section 6710. Small and rural systems would not have the reserves to meet these requirements. Their only recourse would be to pass these costs on to their customers. The end result being a significant increase in consumer monthly water and wastewater bills.

The concepts of asset management and distribution/collection system routine and preventative maintenance are valid goals. There are many industry associations and PADEP programs that assist systems with goals outlined in SB 597. Systems do work very hard every day to keep their systems operating for the safety of their customers and the environment at a reasonable cost. We can attest from real world experience that these same goals, if they were regulatory requirements and the increased costs to consumers, would be financially devastating to PA's small and rural municipalities and their water and wastewater systems.

**V. TOWNSHIP BUSINESS ITEMS**

**B. DISCUSSION OF TAX COLLECTION SERVICES**

**COUNCIL INFORMATION:**

*See attached*

**ACTION REQUESTED:**

Discussion

**PUBLIC ANNOUNCEMENT:**

The Director of Finance would like to present Council with tax collection proposals provided by Berkheimer Associates and Keystone Collections Group.

**PUBLIC COMMENTS / QUESTIONS:**

**Draft Motion:**

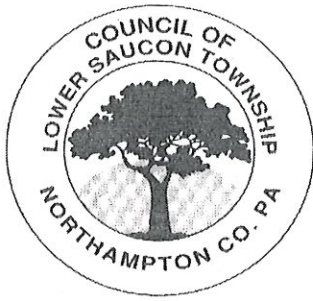
*Motion to authorize \_\_\_\_\_ to collect taxes in 2022.*

**MOTION BY:**

**SECOND BY:**

**ROLL CALL:**





## LOWER SAUCON TOWNSHIP

3700 Old Philadelphia Pike  
Bethlehem, PA 18015  
610-865-3291

# Memo

**To:** Council  
**From:** Cathy Gorman, Director of Finance  
**CC:** Leslie Huhn, Township Manager  
**Date:** June 10, 2021  
**Re:** Appointment of a Tax Collector

After speaking with a representative from Keystone Collections Group regarding another matter, they requested to submit a new proposal for real estate tax collection services if they were able to use Seidersville Hall as an office for the residents.

Berkheimer Assoc. also provided a quote for continuing their current level of limited service and a quote for full service.

We are requesting that Council approve Keystone Collections Group to utilize space in Seidersville Hall and become the deputized Real Estate Tax Collector for Lower Saucon Township for 2022.

Keystone Collections Group is our current EIT collector for Northampton County and the Real Estate Tax Collector for the Saucon Valley School District.

	Berkheimer Full Service			Keystone Full Service	
4,956 Tax Bills	1.50 per bill	\$7,434.00		.75 per bill	\$3,717.00
Reminders Sent 332 in 2020	1.25 per bill	\$ 415.00		.50 per bill	\$ 166.00
Installments	No charge			.50 per bill (10%)	\$ 247.50
Account Access Fee	\$50.00 per month	\$ 600.00		Full service	\$ 0.00
Total		\$8,449.00			\$4,130.50
Postage	Same			Same	
Tax Certification fees	They process			They process	



# KEYSTONE collections group®

546 Wendel Road • Irwin, PA 15642 • keystonecollects.com • Phone: 724.978.0300 • Fax: 724.978.0339

May 19, 2021

Cathy Gorman  
Director of Finance  
Lower Saucon Township  
3700 Old Philadelphia Pike  
Bethlehem PA 18015

RE: Current Real Estate Tax Proposed Rates - UPDATED

Dear Ms. Gorman:

Thank you for the opportunity to propose a tax collection system for Lower Saucon Township. Based upon the information you provided, we are prepared to enter into an agreement to be deputized as the Township's deputy real estate tax collector under its statutory authority and bond at the following rates:

Current Real Estate Tax	\$0.75 per tax duplicate, plus actual postage
	-additional line for Fire Tax on Real Estate Tax Notice at \$.50 each
	- additional installments at \$.50 per installment
	- December 1 late notice at \$.50 per piece, plus actual postage

The Township will be asked to serve as a liaison between Keystone and Northampton County regarding matters of data transfer and upkeep. Any data changes such as property transfers and assessment changes should be emailed directly to Keystone's Vice President of Client Relations, Rose M. Harr. Starting this year, Keystone has expanded the scope of its SOC 1, Type 2 systems controls audit to include current real estate tax collection.

Keystone will distribute any tax funds in its possession to the Township via ACH disbursement on a weekly basis. On a monthly basis, Keystone will supply the Township with a reconciliation report supported by a full accounting of the previous month's collections, along with the monthly DCED report. Keystone is also able to provide "view only access" into its current real estate tax collection system for clients.

Keystone will serve as the exclusive provider of tax certification letters for all current tax years collected by Keystone. At the end of each tax year, Keystone will provide the Township and/or Tax Claim Bureau with a year-end reconciliation report containing a detailed listing of each unpaid face amount that remains due and owing for each parcel pursuant to the data format requested by the Township's delinquent collector.

Ms. Cathy Gorman

May 19, 2021

Page Two

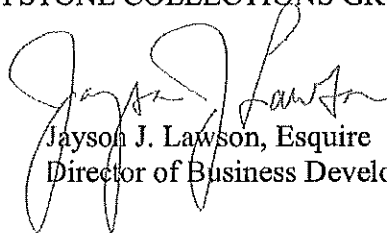
To additionally aid the Township taxpayers in remitting payment, Keystone offers a secure online *e-pay* system, with the ability to remit payment via credit card (minor convenience fee charged to taxpayer) and via taxpayer bank account (no fee charged).

We thank you again for considering Keystone for this important position, and for inviting us to present this proposal.

Very truly yours,

KEYSTONE COLLECTIONS GROUP

By:



Jayson J. Lawson, Esquire

Director of Business Development

JJL/lis

## EXHIBIT “A”

Current Real Estate Tax Bill

**2020/2021 REAL ESTATE TAX**  
**SAUCON VALLEY SCHOOL DISTRICT**  
**NORTHAMPTON COUNTY, PA**



**KEYSTONE**  
collections group

PO Box 505  
Irwin PA 15642  
(724) 978-0300

STATEMENT DATE: 08/01/2020

INVOICE: 000001

**LOCAL OFFICE INFORMATION**

Under the pandemic response directives of the PA Dept of Health and the CDC, the local tax office is currently not open to the public. Tax payment should be made online via [www.keystonecollects.com](http://www.keystonecollects.com) per the instruction on the reverse side of this bill, or by mail. You may check for further information on office openings via the website.

John Q. Public  
123 Any Street  
Anytown, PA 12345

P T B S

**PROPERTY INFORMATION**

PARCEL ID: 123 ABC 456  
OWNER: John Q. Public  
DESCRIPTION: 123 Any Street

	ASSESSMENT	TAX
ORIGINAL:	74200	\$3,964.51
HOMESTEAD/FARMSTEAD EXCL:	0	\$0.00
NET:	74200	\$3,964.51

RECORD NO: R1234567

**Notice of Property Tax Relief**

Your enclosed tax bill may include a tax reduction for your homestead and/or farmstead property. Eligible homestead and/or farmstead property owners may receive tax relief through a homestead and/or farmstead exclusion provided under the Pennsylvania Taxpayer Relief Act, a law passed by the Pennsylvania General Assembly designed to reduce your property taxes.

**Optional Payment Plan - See reverse for important information**

1st Installment	10/05/2020	\$991.13
2nd Installment	12/07/2020	\$991.13
3rd Installment	02/05/2021	\$991.13
4th Installment	04/05/2021	\$991.12

TAX DESCRIPTION	TAX RATE	2% DISCOUNT	AT FACE	10% PENALTY
SCHOOL REAL ESTATE	0.05343	UNTIL 09/30/2020	UNTIL 11/30/2020	AFTER 11/30/2020
		\$3,885.22	\$3,964.51	\$4,360.96
	TOTAL	\$3,885.22	\$3,964.51	\$4,360.96

**Pay online at [www.KeystoneCollects.com/Pay](http://www.KeystoneCollects.com/Pay)**

Need a receipt? [www.KeystoneCollects.com/Pay](http://www.KeystoneCollects.com/Pay) enter invoice number

Detach and remit bottom portion with your payment

**2020/2021 REAL ESTATE TAX**  
**SAUCON VALLEY SCHOOL DISTRICT**  
**NORTHAMPTON COUNTY, PA**

John Q. Public  
123 Any Street  
Anytown, PA 12345

PARCEL ID: 123 ABC 456  
RECORD NO: R1234567  
INVOICE NO: 0000001



**KEYSTONE**  
collections group

PO Box 505  
Irwin PA 15642  
(724) 978-0300

**Pay online at [www.KeystoneCollects.com/Pay](http://www.KeystoneCollects.com/Pay)**  
**or**

**Make check payable to Keystone Collections Group**

check box  
to reflect  
payment

DISCOUNT	09/30/2020	\$3,885.22	<input type="checkbox"/>
paid on or before			
FACE	11/30/2020	\$3,964.51	<input type="checkbox"/>
paid on or before			
PENALTY	11/30/2020	\$4,360.96	<input type="checkbox"/>
paid after			

KEYSTONE COLLECTIONS GROUP  
PO BOX 505  
IRWIN PA 15642-0505

**If tax is paid by your mortgage company, forward this bill for timely payment. Under PA law, mortgage company is not billed directly.**

1901072000009302011302000388522003964510043609600000000003978031

# Paying Your Tax Bill

## Online

- Go to [www.KeystoneCollects.com/Pay](http://www.KeystoneCollects.com/Pay)
- Enter invoice number from your bill and follow instructions
- Pay from your bank account or by credit card
- No fee to pay from your bank account
- Note: First Data Corp. charges a 2.5% processing fee on each credit card transaction



*Use this link to request a receipt whether you pay online or by mail*

## By Mail

- Make check payable to  
Keystone Collections Group  
PO Box 505  
Irwin PA 15642
- Remit payment voucher with payment
- Indicate applicable time period (Discount, Face, Penalty)
- Use appropriate installment payment voucher if paying under installment plan
- Pay full amount by the due date (partial payments will be returned)

## By Phone

- Credit card only
- Call 1-724-978-0300 Monday through Friday between 8 am and 4 pm
- Refer to the account number and invoice number listed on your bill

*Para recibir asistencia en español, por favor llame 1-724-978-2866*

## Taxpayer Election of Installment Payment Option

- Pay only the first installment in full by the due date listed on the front of your bill to elect to pay in installments
- No late first installment payments are accepted
- If first installment payment is not made timely, the full amount of the real estate tax is due on or before the "Face" due date listed on the front
- A 10% penalty may be added to any installment payments paid after the installment due date(s)
- No discount applies to installment payments
- Failure to make timely installment payments may disqualify taxpayer from participating in installment payment plan next year

## Remember

- Pay full amount due by due date
- If your bank refuses to honor your check or payment, the payment amount is determined by the date you resubmit payment
- \$29 bank charge for NSF checks
- After December 15, payment must be by certified check or Money Order
- Unless the installment plan continues into the next calendar year, account will be turned over to the delinquent collector after December 31.
- Failure to receive a bill does not entitle property owner to discount or waiver of penalty
- \$5 charge for duplicate tax bill
- Questions: go to [www.KeystoneCollects.com](http://www.KeystoneCollects.com) and select Contact Us

*Enclose payment voucher or installment payment voucher with payment to ensure proper credit to your account*



**2020/2021 REAL ESTATE TAX**  
SAUCON VALLEY SCHOOL DISTRICT  
NORTHAMPTON COUNTY, PA

John Q. Public  
123 Any Street  
Anytown, PA 12345

PARCEL ID: 123 ABC 456  
PROPERTY: 123 Any Street  
RECORD NO: R1234567  
INVOICE: 0000001

**Optional Payment Plan**  
**1st Installment**

Due Date	10/05/2020
Amount Due	\$991.13

Please pay online at [www.KeystoneCollects.com/Pay](http://www.KeystoneCollects.com/Pay) or  
make checks payable to Keystone Collections Group and  
remit to PO BOX 505 Irwin PA 15642-0505

1911072000110052000000000000991130010902400000000000000000003978039

**2020/2021 REAL ESTATE TAX**  
SAUCON VALLEY SCHOOL DISTRICT  
NORTHAMPTON COUNTY, PA

John Q. Public  
123 Any Street  
Anytown, PA 12345

PARCEL ID: 123 ABC 456  
PROPERTY: 123 Any Street  
RECORD NO: R1234567  
INVOICE: 0000001

**Optional Payment Plan**  
**2nd Installment**

Due Date	12/07/2020
Amount Due	\$991.13

Please pay online at [www.KeystoneCollects.com/Pay](http://www.KeystoneCollects.com/Pay) or  
make checks payable to Keystone Collections Group and  
remit to PO BOX 505 Irwin PA 15642-0505

1911072000212072000000000000991130010902400000000000000000003978034

**2020/2021 REAL ESTATE TAX**  
SAUCON VALLEY SCHOOL DISTRICT  
NORTHAMPTON COUNTY, PA

John Q. Public  
123 Any Street  
Anytown, PA 12345

PARCEL ID: 123 ABC 456  
PROPERTY: 123 Any Street  
RECORD NO: R1234567  
INVOICE: 0000001

**Optional Payment Plan**  
**3rd Installment**

Due Date	02/05/2021
Amount Due	\$991.13

Please pay online at [www.KeystoneCollects.com/Pay](http://www.KeystoneCollects.com/Pay) or  
make checks payable to Keystone Collections Group and  
remit to PO BOX 505 Irwin PA 15642-0505

1911072000302052100000000000991130010902400000000000000000003978036

**2020/2021 REAL ESTATE TAX**  
SAUCON VALLEY SCHOOL DISTRICT  
NORTHAMPTON COUNTY, PA

John Q. Public  
123 Any Street  
Anytown, PA 12345

PARCEL ID: 123 ABC 456  
PROPERTY: 123 Any Street  
RECORD NO: R1234567  
INVOICE: 0000001

**Optional Payment Plan**  
**4th Installment**

Due Date	04/05/2021
Amount Due	\$991.12

Please pay online at [www.KeystoneCollects.com/Pay](http://www.KeystoneCollects.com/Pay) or  
make checks payable to Keystone Collections Group and  
remit to PO BOX 505 Irwin PA 15642-0505

1911072000404052100000000000991120010902300000000000000000003978035

## EXHIBIT “B”

Late Notice



**KEYSTONE** PO Box 505  
collections group<sup>®</sup> Irwin PA 15642  
(724) 978-0300

STATEMENT DATE: 3/5/2021  
RECORD NUMBER: R12345  
PARCEL ID: 123 ABC 456  
PROPERTY: 123 Any Street

John Q. Public  
123 Any Street  
Anytown, PA 12345

P T B S

RE: SAUCON VALLEY SCHOOL DISTRICT  
REMINDER LETTER

Pursuant to Pennsylvania law, Keystone is required to notify you that all or a portion of your real estate tax notice remains unpaid:

YOUR REAL ESTATE TAXES HAVE NOT BEEN PAID ON TIME AND A PENALTY HAS BEEN ADDED TO THE AMOUNT YOU OWE. IF NOT PAID BY APRIL 05, 2021, YOUR REAL ESTATE TAX WILL BE DELINQUENT. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT KEYSTONE COLLECTIONS GROUP BY MAIL AT P.O. BOX 505, IRWIN, PA 15642 OR BY TELEPHONE AT (724) 978-0300. IF YOUR REAL ESTATE TAXES ARE TO BE PAID FROM AN ESCROW ACCOUNT ESTABLISHED IN CONNECTION WITH YOUR MORTGAGE, YOU SHOULD CONTACT THE COMPANY MANAGING YOUR ESCROW ACCOUNT.

**The amount listed below shows the balance due:**

	Invoice #	Due Date	Balance Due
SCHOOL REAL ESTATE	0000001	04/05/2021	\$991.12
<b>Total</b>			<b>\$991.12</b>

If you have opted to participate in the Installment Payment Plan and are current with all installments due to date, please continue to remit payments timely to avoid penalty. If you have recently paid your account in full, please disregard this notice.

Payment can be remitted securely online using your Invoice Number at [www.KeystoneCollects.com/Pay](http://www.KeystoneCollects.com/Pay). If you choose to pay by check, please make your check payable to Keystone Collections Group and mail to the address above.

Payments remitted by mail during the last weeks of a payment period are not guaranteed to reach our offices by the due date. In order to ensure that your payment is received by Keystone prior to April 05, 2021, please remit your final payment as soon as possible. The best way to do this is to go online at [www.KeystoneCollects.com/Pay](http://www.KeystoneCollects.com/Pay). If you need assistance, or would prefer to pay over the phone, please call 724-978-0300.

Only certified funds (cashier's check or money order) will be accepted within 15 days prior to due date. Any payment postmarked after due date will be returned. Accounts not paid in full by the due date will be turned over for collection and you will incur additional charges.

**Pay Online at [www.KeystoneCollects.com/Pay](http://www.KeystoneCollects.com/Pay)**



## EXHIBIT “C”

Monthly Report  
Electronically Uploaded to Your Secure Web Transfer Portal

# Real Estate Tax Collections

Collection Period: 08/01/2020 - 08/31/2020

## PALMYRA AREA SCHOOL DISTRICT NORTH LONDONDERRY TOWNSHIP

<i>Map No</i>	<i>Owner</i>				<i>Account</i>		<i>County Control #</i>		
2299297-359374-0000	BOGRETTE DANIEL S BOGRETTE KARIE D				149126		28:229929		
<i>Description</i>	<i>Face</i>	<i>Penalty</i>	<i>Discount</i>	<i>Lien Cost</i>	<i>Total Collected</i>	<i>Keystone Amount</i>	<i>Municipal Amount</i>	<i>Receipt</i>	<i>Date</i>
202004	\$4,006.89	\$0.00	\$80.14	\$0.00	\$3,926.75	\$0.00	\$3,926.75	2296480	08/10/2020
<i>Map No</i>	<i>Owner</i>				<i>Account</i>		<i>County Control #</i>		
2299162-359239-0000	PIFATH STEVE J				149127		28:229916		
<i>Description</i>	<i>Face</i>	<i>Penalty</i>	<i>Discount</i>	<i>Lien Cost</i>	<i>Total Collected</i>	<i>Keystone Amount</i>	<i>Municipal Amount</i>	<i>Receipt</i>	<i>Date</i>
202004	\$1,001.72	\$0.00	\$0.00	\$0.00	\$1,001.72	\$0.00	\$1,001.72	2290596	08/18/2020
<i>Map No</i>	<i>Owner</i>				<i>Account</i>		<i>County Control #</i>		
2289116-350810-0000	HOERNER BRIAN J HOERNER DEBORAH M				149130		28:228911		
<i>Description</i>	<i>Face</i>	<i>Penalty</i>	<i>Discount</i>	<i>Lien Cost</i>	<i>Total Collected</i>	<i>Keystone Amount</i>	<i>Municipal Amount</i>	<i>Receipt</i>	<i>Date</i>
202004	\$2,268.24	\$0.00	\$45.36	\$0.00	\$2,222.88	\$0.00	\$2,222.88	2264208	07/27/2020
<i>Map No</i>	<i>Owner</i>				<i>Account</i>		<i>County Control #</i>		
2289143-350798-0000	KNG HOLDINGS LLC				149131		28:228914		
<i>Description</i>	<i>Face</i>	<i>Penalty</i>	<i>Discount</i>	<i>Lien Cost</i>	<i>Total Collected</i>	<i>Keystone Amount</i>	<i>Municipal Amount</i>	<i>Receipt</i>	<i>Date</i>
202004	\$1,956.94	\$0.00	\$39.14	\$0.00	\$1,917.80	\$0.00	\$1,917.80	2266203	07/29/2020
<i>Map No</i>	<i>Owner</i>				<i>Account</i>		<i>County Control #</i>		
2289185-350779-0000	TRI SIGMA INVESTMENTS LLC				149133		28:228918		
<i>Description</i>	<i>Face</i>	<i>Penalty</i>	<i>Discount</i>	<i>Lien Cost</i>	<i>Total Collected</i>	<i>Keystone Amount</i>	<i>Municipal Amount</i>	<i>Receipt</i>	<i>Date</i>
202004	\$1,950.68	\$0.00	\$39.01	\$0.00	\$1,911.67	\$0.00	\$1,911.67	2284413	08/13/2020
<i>Map No</i>	<i>Owner</i>				<i>Account</i>		<i>County Control #</i>		
2289231-350758-0000	DOVE JOSEPHINE D TRUSTEE				149135		28:228923		
<i>Description</i>	<i>Face</i>	<i>Penalty</i>	<i>Discount</i>	<i>Lien Cost</i>	<i>Total Collected</i>	<i>Keystone Amount</i>	<i>Municipal Amount</i>	<i>Receipt</i>	<i>Date</i>
202004	\$2,215.77	\$0.00	\$44.32	\$0.00	\$2,171.45	\$0.00	\$2,171.45	2276207	08/07/2020
<i>Map No</i>	<i>Owner</i>				<i>Account</i>		<i>County Control #</i>		
2289302-350743-0000	WILLIARD LARRY R WILLIARD ELAINE J				149136		28:228930		
<i>Description</i>	<i>Face</i>	<i>Penalty</i>	<i>Discount</i>	<i>Lien Cost</i>	<i>Total Collected</i>	<i>Keystone Amount</i>	<i>Municipal Amount</i>	<i>Receipt</i>	<i>Date</i>

# PALMYRA AREA SCHOOL DISTRICT NORTH LONDONDERRY TOWNSHIP

202004	\$2,215.05	\$0.00	\$44.30	\$0.00	\$2,170.75	\$0.00	\$2,170.75	2303010	08/25/2020
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<i>Map No</i>	<i>Owner</i>	<i>Account</i>	<i>County Control #</i>
2289255-350397-0000	CAMPANELLA NORALIZ WIEST KEVIN M	149152	28:228925

<i>Description</i>	<i>Face</i>	<i>Penalty</i>	<i>Discount</i>	<i>Lien Cost</i>	<i>Total Collected</i>	<i>Keystone Amount</i>	<i>Municipal Amount</i>	<i>Receipt</i>	<i>Date</i>
202004	\$544.38	\$0.00	\$0.00	\$0.00	\$544.38	\$0.00	\$544.38	2303735	08/24/2020

<i>Map No</i>	<i>Owner</i>	<i>Account</i>	<i>County Control #</i>
2289199-350252-0000	LEHMAN THOMAS M LEHMAN SUSAN L	149155	28:228919

<i>Description</i>	<i>Face</i>	<i>Penalty</i>	<i>Discount</i>	<i>Lien Cost</i>	<i>Total Collected</i>	<i>Keystone Amount</i>	<i>Municipal Amount</i>	<i>Receipt</i>	<i>Date</i>
202004	\$1,898.22	\$0.00	\$37.96	\$0.00	\$1,860.26	\$0.00	\$1,860.26	2295952	08/15/2020

<i>Map No</i>	<i>Owner</i>	<i>Account</i>	<i>County Control #</i>
2289248-350300-0000	COATES BETH A	149158	28:228924

<i>Description</i>	<i>Face</i>	<i>Penalty</i>	<i>Discount</i>	<i>Lien Cost</i>	<i>Total Collected</i>	<i>Keystone Amount</i>	<i>Municipal Amount</i>	<i>Receipt</i>	<i>Date</i>
202004	\$1,108.66	\$0.00	\$0.00	\$0.00	\$1,108.66	\$0.00	\$1,108.66	2291846	08/15/2020

<i>Map No</i>	<i>Owner</i>	<i>Account</i>	<i>County Control #</i>
2291002-366696-0000	BRUBAKER HARRY B BRUBAKER DEBBIE R	149168	28:229100

<i>Description</i>	<i>Face</i>	<i>Penalty</i>	<i>Discount</i>	<i>Lien Cost</i>	<i>Total Collected</i>	<i>Keystone Amount</i>	<i>Municipal Amount</i>	<i>Receipt</i>	<i>Date</i>
202004	\$3,952.14	\$0.00	\$79.04	\$0.00	\$3,873.10	\$0.00	\$3,873.10	2294242	08/15/2020

<i>Map No</i>	<i>Owner</i>	<i>Account</i>	<i>County Control #</i>
2291036-366441-0000	MOYER ERIC A	149170	28:229103

<i>Description</i>	<i>Face</i>	<i>Penalty</i>	<i>Discount</i>	<i>Lien Cost</i>	<i>Total Collected</i>	<i>Keystone Amount</i>	<i>Municipal Amount</i>	<i>Receipt</i>	<i>Date</i>
202004	\$3,108.98	\$0.00	\$62.18	\$0.00	\$3,046.80	\$0.00	\$3,046.80	2303032	08/25/2020

<i>Map No</i>	<i>Owner</i>	<i>Account</i>	<i>County Control #</i>
2295839-355145-0000	SUMMY GARY L SUMMY EILEEN H	149171	28:229583

<i>Description</i>	<i>Face</i>	<i>Penalty</i>	<i>Discount</i>	<i>Lien Cost</i>	<i>Total Collected</i>	<i>Keystone Amount</i>	<i>Municipal Amount</i>	<i>Receipt</i>	<i>Date</i>
202004	\$2,715.62	\$0.00	\$54.31	\$0.00	\$2,661.31	\$0.00	\$2,661.31	2289752	08/13/2020

<i>Map No</i>	<i>Owner</i>	<i>Account</i>	<i>County Control #</i>
2295845-354952-0000	DUNCAN WILLIAM D DUNCAN JAYNE F	149173	28:229584

<i>Description</i>	<i>Face</i>	<i>Penalty</i>	<i>Discount</i>	<i>Lien Cost</i>	<i>Total Collected</i>	<i>Keystone Amount</i>	<i>Municipal Amount</i>	<i>Receipt</i>	<i>Date</i>
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# PALMYRA AREA SCHOOL DISTRICT SOUTH LONDONDERRY TOWNSHIP

<i>Map No</i>	<i>Owner</i>	<i>Account</i>	<i>County Control #</i>
2295398-347712	MCNAMARA MICHAEL T MCNAMARA MONIKA	584937	31:229539

<i>Description</i>	<i>Face</i>	<i>Penalty</i>	<i>Discount</i>	<i>Lien Cost</i>	<i>Total Collected</i>	<i>Keystone Amount</i>	<i>Municipal Amount</i>	<i>Receipt</i>	<i>Date</i>
202004	\$3,816.05	\$0.00	\$76.32	\$0.00	\$3,739.73	\$0.00	\$3,739.73	2283935	08/12/2020

<i>Map No</i>	<i>Owner</i>	<i>Account</i>	<i>County Control #</i>
2297059-344514	NOONAN ROBERT M NOONAN BARBARA A	584943	31:229705

<i>Description</i>	<i>Face</i>	<i>Penalty</i>	<i>Discount</i>	<i>Lien Cost</i>	<i>Total Collected</i>	<i>Keystone Amount</i>	<i>Municipal Amount</i>	<i>Receipt</i>	<i>Date</i>
202004	\$1,329.66	\$0.00	\$26.59	\$0.00	\$1,303.07	\$0.00	\$1,303.07	2265265	07/24/2020

# PALMYRA AREA SCHOOL DISTRICT SOUTH LONDONDERRY TOWNSHIP

## Collection Summary Page

<i>Description</i>	<i>Face</i>	<i>Penalty</i>	<i>Discount</i>	<i>Lien Cost</i>	<i>Total Collected</i>	<i>Keystone Amount</i>	<i>Municipal Amount</i>
202004	\$2,787,286.93	\$0.00	\$53,941.29	\$0.00	\$2,733,345.64	\$0.00	\$2,733,345.64
<b>Grand Totals:</b>	<b>\$2,787,286.93</b>	<b>\$0.00</b>	<b>\$53,941.29</b>	<b>\$0.00</b>	<b>\$2,733,345.64</b>	<b>\$0.00</b>	<b>\$2,733,345.64</b>

## EXHIBIT “D”

DCED Monthly Report



## Tax Collector's Monthly Report to Taxing Districts

For the Month of August, 2020

PALMYRA AREA SCHOOL DISTRICT TAXING DISTRICT (SCHOOL)  
PALMYRA BORO

	School Real Estate	January Interims	May Interims
<b>A. Collections</b>			
1. Balance Collectable - Beginning of Month	\$7,365,264.42	\$935.93	\$2,463.80
2A. Additions: During the Month ( * )	\$0.00	\$0.00	\$0.00
2B. Deductions: Credits During the Month <i>(line 17)</i>	\$0.00	\$0.00	\$0.00
3. Total Collectable	\$7,365,264.42	\$935.93	\$2,463.80
4. Less: Face Collections for the Month	\$1,439,117.27	\$0.00	\$0.00
5. Less: Deletions from the List ( * )	\$0.00	\$0.00	\$0.00
6. Less: Exonerations ( * )	\$0.00	\$0.00	\$0.00
7. Less: Liens/Non-Lienable Installments ( * )	\$0.00	\$0.00	\$0.00
8. Balance Collectable - End of Month	\$5,926,147.15	\$935.93	\$2,463.80
<b>B. Reconciliation of Cash Collected</b>			
9. Face Amount of Collections <i>(must agree with line 4)</i>	\$1,439,117.27	\$0.00	\$0.00
10. Plus: Penalties	\$0.00	\$0.00	\$0.00
11. Less: Discounts	\$27,491.96	\$0.00	\$0.00
12. Total Cash Collected per Column	\$1,411,625.31	\$0.00	\$0.00
13. Total Cash Collected			\$1,411,625.31

### C. Payment of Taxes

14. Amount Remitted During the Month ( \* )

Tax Type		Transaction ID	ACH ID	Date	Amount
School Real Estate	General	22915298	408391	08/06/2020	\$215,159.54
		22932984	408417	08/07/2020	\$84,460.27
		22946901	408442	08/10/2020	\$71,787.67
		23018494	409518	08/14/2020	\$35,178.37
		23018454	409518	08/14/2020	\$52,181.49
		23050733	410314	08/18/2020	\$123,543.01
		23096891	410591	08/21/2020	\$168,831.34
		23112411	410607	08/24/2020	\$108,894.62
		23124997	411276	08/25/2020	\$75,344.49
		23153131	411572	08/27/2020	\$304,354.94
		23196656	412073	08/31/2020	\$172,209.26
		23231873	412179	09/03/2020	(\$319.69)
Subtotal:					\$1,411,625.31
Total:					\$1,411,625.31

15. Amount Paid with this Report Applicable to this Reporting Month \$0.00

16. Total Remitted This Month \$1,411,625.31

17. List Other Credit Adjustments ( \* ) - Debit adjustments shown as negative values

18. Interest Earnings (if applicable) \_\_\_\_\_

#### TAXING DISTRICT USE (OPTIONAL)

Carryover from Previous Month	\$ _____
Amount Collected This Month	\$ _____
Less Amount Paid this Month	\$ _____
Ending Balance	\$ _____

Keystone Collections Group

09/03/2020

Tax Collector

Date

I verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the month.

Received by (taxing district): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

I acknowledge the receipt of this report.

## EXHIBIT “E”

Online *e-Pay* Website



# Welcome to... *e-Pay*

## About ePay

### Use ePay to:

- View your invoice
- Pay your tax bill
- Receive an electronic Real Estate tax receipt
  - If you have already paid your real estate tax and need a receipt, click here

### We offer 4 payment options:

#### Bank account (ACH)



(no processing fee)

#### Credit/debit card (Visa, MasterCard, Discover)\*



#### Apple Pay\*



#### Google Pay\*



\*A 2.5% credit card processing fee is assessed from First Data Corporation for each transaction (\$1 minimum per transaction).

### To complete this transaction, you will need:

- Your invoice number
- Payment method information

Transactions must be completed within 60 minutes of Initiation. Transactions completed by Midnight EST will be credited to your account today.

Click "Next" to continue.

Next



KEYSTONE  
collections group

## Tax Invoice Lookup

Use your Invoice number to pay your tax bill online or to request a receipt of your tax payment. Online receipts are available for current real estate tax, occupation tax, utility fees and storm water fees as well as current and delinquent per capita tax.

Invoice Number

WKV 6GT Q28

Search

Invoice Number

Search

Lookup by invoice number.

REAL ESTATE TAX

2020

Payment Options Receipts

WALL BOROUGH  
ALLEGHENY COUNTY, PA

Invoice #: WKV 6GT Q28

Account #: 385845

0546-D-00140-0000-00

Primary Owner:

Property Address: 120 WALL AVE

**Total Tax Due At Discount: \$141.51**  
Due: 8/31/20

Add to Cart

Add your bill to the cart.

**Total Tax Due At Discount: \$141.51**

Date Due: 8/31/20



Payment Info
User Info
Checkout
Confirmation

Payment Info

Time Remaining in Session: 00:59:04

Back

Payment Type

Select an option

Bank Account

Credit/Debit Card

Google Pay

Select payment option.

Next

Total: \$141.51

2020 REAL ESTATE TAX
Invoice #: WKV 6GT Q28

Total: \$141.51

Payment Info
User Info
Checkout
Confirmation

Payment Info

Time Remaining in Session: 00:59:04

Back

Payment Type

Bank Account

Credit/Debit Card

Google Pay

Pay

Register Collections Grant

2020

\$141.51

Routing #

Account #

Confirmation #

Total: \$141.51

2020 REAL ESTATE TAX
Invoice #: WKV 6GT Q28

Total: \$141.51

Payment Info
User Info
Checkout
Confirmation

Payment Info

Time Remaining in Session: 00:59:04

Back

Payment Type

Credit/Debit Card

Cardholder Name

Card Number

Exp. Date

CVV

Enter payment info.

Total: \$141.51

2020 REAL ESTATE TAX
Invoice #: WKV 6GT Q28

Total: \$141.51

Pay faster using Google Pay or Apple Pay

-OR-

A 2.5% credit card processing fee is assessed from First Data Corporation for each credit transaction. (\$1 minimum per transaction.)

Payment Info

User Info

Checkout

Confirmation

## User Info

Time Remaining In Session: 00:54:00

[Back](#)

Full Name\*

Address 1\*

Address 2

City\*

State\*

Pennsylvania



Zip Code\*

Phone\*

Email Address\*

Confirm Email\*

Next

Total: \$141.51

2020 REAL ESTATE TAX

Invoice #: WKV 6GT Q28

Total: \$141.51



Complete all user info fields.



Payment Info   User Info   Checkout   Confirmation

**Checkout** Time Remaining in Session: 00:52:31

[Back](#)

<p><b>Taxpayer Information</b></p> <p><b>Full Name:</b> John Q. Taxpayer</p> <p><b>Address:</b> 123 Any Street Anytown, PA 12345</p> <p><b>Email:</b> johnqtaxpayer@gmail.com</p> <p><b>Phone:</b> 7245551234</p>	<p><b>Bank Account Details</b></p> <p><b>Bank Name:</b> FEDERAL RESERVE BANK</p> <p><b>Account Type:</b> Checking</p> <p><b>Routing #:</b> 01 1009015</p> <p><b>Account #:</b> 12345</p>
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<p><b>Item</b></p> <p>Total Tax Due At Discount Payment for Invoice # WKV6GTQ28</p> <p><b>Total:</b></p>	<p><b>Amount Due</b></p> <p>\$141.51</p> <p>\$141.51</p>
--	--

[Submit](#)

Payment Info   User Info   Checkout   Confirmation

**Checkout** Time Remaining in Session: 00:52:31

[Back](#)

**Payment Method:**  
Credit Card

<p><b>Item</b></p> <p>Total Tax Due At Discount Payment for Invoice # WKV6GTQ28</p> <p><b>Card Processing Fee:</b></p> <p><b>Total:</b></p>	<p><b>Amount Due</b></p> <p>\$141.51</p> <p>\$13.34</p> <p>\$154.85</p>
---	---

[Submit](#)

Review and submit Bank or Credit payment at Checkout.

Confirmation of successful payment.

Payment Info   User Info   Checkout   Confirmation

**Confirmation**

**Thank You**  
 Your invoice is scheduled to be paid on 7/31/20

[Return Home](#)





# Lower Saucon Township

June 9th, 2021

50 N 7th Street  
Bangor, PA 18013-1796  
Phone: (610)588-0965  
Fax: (610)588-5765  
[www.PALocalTax.com](http://www.PALocalTax.com)



Cathy Gorman  
Lower Saucon Township  
3700 Old Philadelphia Pike  
Bethlehem, PA 18015

RE: Administration of Real Estate Taxes

Dear Ms. Gorman,

Berkheimer Tax Innovations is pleased to submit this proposal for administration of Lower Saucon Township's Real Estate taxes.

We believe that we are uniquely qualified to best perform tax administration services for your community. Our experienced staff of professionals, aided by state-of-the-art equipment, has considerable experience in increasing collections and information flow. The comprehensive nature of our services, provides a "One-Stop-Shop" for all your collections needs. All aspects of service are controlled in-house with no subcontractors, forming a seamless administration. This maximizes cash flow to you.

Our size, statewide footprint and 80 plus years of tax administration experience, allow us to provide technology and service that is unmatched by any other collector, at an economy of scale that allows for lower collection costs.

We appreciate this opportunity to be of service, and look forward to a collection effort of which we can be mutually proud. Thank You ....very much!

Please review the enclosed proposal and feel free to contact our Director of Governmental Relations, Jim Hunt, at 800-360-8989, ext. 2156 or [jhunt@hab-inc.com](mailto:jhunt@hab-inc.com) or your Client Service Representative, Sean Sanderson, at 610-588-0965 ext. 2232 or [ssanderson@hab-inc.com](mailto:ssanderson@hab-inc.com). If there are any other areas in which we may be of assistance, please don't hesitate to contact us. We would be happy to meet with you at any time to further discuss how Berkheimer can help meet your needs.

**BERKHEIMER TAX INNOVATIONS**

A handwritten signature in black ink that reads "Patricia McNamara". The signature is written in a cursive, flowing style.

Patricia A. McNamara, President  
Direct Dial Extension 2359

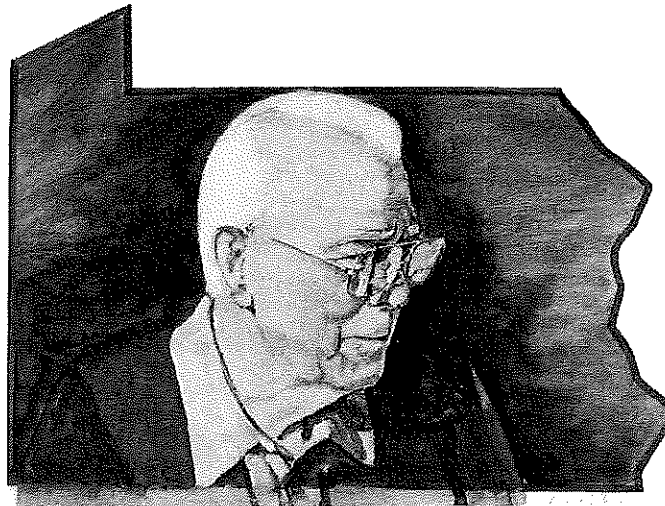
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# History



## ***A Blend of Technology & Tradition***

Harry A. Berkheimer began collecting taxes in 1936. In 1946 he founded a modest tax collection service in Bangor, Pennsylvania, and we have been providing service to local government ever since. We have decades of experience with collection and administration of all local tax types and were the first to administer the Earned Income Tax in 1965.

Today, the Berkheimer tradition continues to prosper... Over 85 years, 18 statewide office locations, over 350 professional staff members and a state-of-the-art paperless processing system attest to our commitment and ability to provide the highest levels of service, coupled with year-after-year revenue increases for our clients statewide.

With over 2600 municipalities and boroughs utilizing our services to administer their collections, we have distributed over \$2 billion dollars annually in each of the last 5 years to our clients, comprised of all types of ACT 511 tax collections including Earned Income, Local Services, Business Privilege/Mercantile and Per Capita Taxes.

H. A. Berkheimer's dream continues to unfold, moving forward in step with the needs of people throughout Pennsylvania.

# Berkheimer Beliefs and Values



## **People**

The fundamental strength of our Company lies in our co-workers. People are our greatest asset and our greatest challenge... that of proper motivation and utilization

## **The Customer**

Keeping in mind that we EXIST, and are provided with the stewardship with which to accomplish the other values, solely because of the customer. We must provide the best possible service. Every person here is in the customer service business... either directly or by serving those who serve the customer. Without the customer... none of us have job security.

## **Team Work**

In order to become greater than the sum of our parts, each person's success influences the successes of others. Only by working together can we create results larger than individual contributions.

## **Honesty and Integrity**

Communications at all levels must be open, consistent, clear and honest. I cannot mandate this. The success in implementation of this goal is the result of the proper management foundation and hence, and atmosphere or culture. This involves the conduct of business in an ethical manner.

## **Innovation**

We need people to be creative and take purposeful risks and we must insist on an atmosphere where suggestions and comments are not only encouraged, but expected, as part of a responsibility to each other.

## **Management Responsibility**

The primary responsibility of every supervisor is to empower others, to act as a "coach" in helping each individual to do a better job in providing a quality service to our customers. We are all ordinary people striving to help each other make an extraordinary contribution to help fulfill our personal goals.

## **Long Term Profit**

Profit is simply a measure of how well we are doing... a way of keeping score and providing the "Seed Corn" we need to reinvest in the business. This translates our vision of future possibilities into real opportunities for growth and positive change. Without long term profit, the majority of which Berkheimer has reinvested in the business, our company cannot survive and provide a meaningful return to all of us for the time and effort we put in.

# Berkheimer Beliefs and Values



## **Company's leadership statement**

At Berkheimer we believe effective leadership, communication, knowledge and teamwork drive the success of our organization.

Our leaders are guided by a simple principle; to Lead by Example.

Many of our leaders have "grown" through Berkheimer and have a distinct understanding of the operational details of local tax administration. They utilize this advantage to teach employees innovative ways to streamline current processes.

These initiatives in turn provide improved services and maximized revenues which align to our commitment and dedication to make decisions that benefit taxpayers, clients and the organization alike.

## **Company's ethics statement**

The following statement appears in our employee handbook and makes up the core of how we expect our employees to perform.

"The successful business operation and reputation of the Company is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Company is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to the Company, its customers, and shareholders to act in a way that will merit the continued trust and confidence of the public.

The Company will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

# Basic Collection Mechanics



The following is a general outline of the scope of service to be performed in the administration and collection of Real Estate Taxes for your political subdivision. If appointed, Berkheimer is prepared to implement a system designed to preserve the integrity of the current collection and streamline the flow of money and information to the political subdivision. Services to be rendered would include, but not be limited to:

1. Provide, all forms, envelopes, or other printed matter necessary to administer these taxes. These services are provided by our in-house printing department. Complete control of this aspect of service is imperative to ensure prompt delivery of forms and reports to individuals and area businesses. Special mailings can be handled at a moment's notice. Changing laws and requirements demand the ability to take printed matter from conception to completion in less than twenty-four hours...Berkheimer delivers.
2. Maintain and update the tax roll with information provided by the political subdivision.
3. Process all receipts and disburse on a weekly basis or more often as receipts warrant. Tax revenues will be electronically transferred to any account designated by the Political Subdivision.
4. Provide accurate and timely reconciliation of all billings.
5. Make available for audit, at a mutually agreeable time and place, all pertinent reports, forms and records regarding the Real Estate taxes.

## Postal Presort

To achieve optimum postage discounts, forms are printed in ZIP Code order with all applicable barcodes and endorsements. In accordance with USPS regulations, we provide CASS (Coding Accuracy Support System) certification for your mailing and include the USPS postnet barcode for each eligible record, enabling you to take advantage of automation discounts. We also include the optional carrier-route endorsement line for each record and complete all necessary USPS paperwork. Upon request, you will receive a copy of the required USPS paperwork - postage statements and qualification reports. Our presorting process not only results in significant postage savings; it will increase the speed and accuracy of your mail-piece delivery.



# Basic Collection Mechanics



## **Insertion**

Following our in-depth approval and tracking processes, all printed forms are approved by members of the Forms Coordination Team and sent to our in-house mail shop, for insertion into an outside envelope. Our mail-house has the capability of producing millions of pieces of mail every year. Using high-speed Pitney Bowes and Bell & Howell insertion equipment, we can work with any size envelope or form. Additional inserts are not a problem; we often create notices, forms, and advertising flyers for our clients. These inserts can be folded and, along with return envelopes, be easily included in your outgoing mail piece. We strongly recommend the use of return envelopes to our clients. Our experience has proven that using a return envelope will increase payment receipt speed and increase mail-opening efficiency.

## **Incoming Payments**

Incoming mail is collected daily from the Lehigh Valley Post Office and logged into the Internal Document Tracking System [IDT].

To ensure timely deposit and disbursement of incoming payments, the IDT system is used to log and track incoming mail throughout all stages of processing. Before routing incoming mail to the various processing units, the mail processing area uses the IDT System's barcode tracking technology to capture the date received, generate a total tray count, and assign batch numbers for the various types of work to be processed.

Check payments are scanned and converted into electronic posting records and electronic Check 21 deposit transactions. At the time of deposit, pending identification by system, the payment is posted to the tax account. Once validated the money is disbursed to your account.

Incoming paper documents including supporting documentation are also converted to electronic images utilizing high-speed, industrial document scanners. We utilize traditional, forms-based Optical Character Recognition as well as state-of-the-art Unstructured OCR technology to extract taxpayer data from these forms in the most efficient way possible, reducing our data entry requirement by 85-90%.

The necessary data is extracted from the documents automatically, verified by an operator and loaded into our collection system. This scanning and OCR method applies to virtually all of our paper submissions including documents that are not submitted on our preprinted forms.

# The Berkheimer Advantage



Berkheimer's performance proven tax administration system has historically been able to streamline and upgrade collections. Ceaseless refinement of systems and services has resulted in programs tailored to fit the needs of diverse clients and the way they work.

Unlike competitors who seem to have suddenly discovered words like "cash flow" and "efficiency", Berkheimer has spent the last decade becoming synonymous with innovative, intelligent financial engineering. The integrity of our collection and administration of Act 511 taxes is the result of a single-minded dedication to technical excellence that explains, in great measure, our dynamic success.

The most powerful equipment in the world can in no way substitute for personal service. At another level, a less superficial one at that, is an attitude...a spirit...the belief that nothing of superior caliber is possible without a commitment to excellence and team work.

At Berkheimer, we believe it is this spirit that separates us from the many other service bureaus and collection agencies. These qualities contribute to the design of programs to produce and ensure more tax dollars and better support services such as:

- **Sophisticated Information Systems**

State-of-the-art data processing equipment backed by a knowledgeable in-house programming staff. A full staff of full-time programmer/analysts support and create the software necessary to ensure user satisfaction. The Berkheimer solution also ensures that all functions needed to implement, execute and succeed with your collection.

Beyond our significant internal software development projects, our core technology focus is on two things: the enhancement of client satisfaction (increased recovery rate, faster distribution, taxpayer satisfaction) and increased efficiency. Over the last 60 years we have been pioneers in the application of state-of-the-art technologies to the tax collection business, continually redefining ourselves. From what we can tell, we were the first to apply variable print technology, document scanning, and optical character recognition to tax forms (more than a decade ago).

# The Berkheimer Advantage



- **State-of the Art Technology**

All of our outbound forms and correspondence have been custom designed and refined by our in-house forms designers. Our forms have been designed with great care and testing to be taxpayer and automation compatible. Over the years these forms have become the industry standard. In fact many of our competitors use "knockoffs" of our forms. Production print runs are generated on high-speed, color-highlight laser printers. These forms are inserted on production mail equipment at speeds over 10,000 per hour and mailed ensuring the greatest possible postage discounts.

Berkheimer is equipped with a state of the art phone system, allowing for the routing of incoming calls by tax type. Skill sets can be established for every representative, allowing for the distribution of calls to the individuals that can answer the question. In peak call times, such as April 15, calls can be re-routed to other departments or branch offices. This allows us to handle the thousands of phone calls that come in during this period with an average wait time of less than 2 minutes.

- **Fast Cash**

Berkheimer utilizes a sophisticated remittance processing system. This same equipment which is utilized by most major banks and high volume lock box providers enhances and streamlines our remittance process while ensuring accuracy of payments posted. Funds to are identified daily and automatically disbursed to your account on a weekly basis

- **Tax Roll Maintenance**

A comprehensive system of tax roll analysis. The database is perpetually in a state of flux as information is edited on a daily basis. Taxpayers are regularly polled in questionnaire form if their status is in doubt. Our experience in census and enumeration has helped us to develop the most comprehensive tax rolls in the industry. Using everything from existing tax rolls, PUC listings, 911 lists, the telephone directory and various information provided by our clients, Berkheimer keeps things current.

- **Customer Care Department**

Representatives are trained professionals available to provide taxpayers with prompt and courteous service. Each representative has access to our imaging systems, providing on-line taxpayer information to them as they respond to taxpayer's telephone inquiry. Personal service along with the major capital investments made by Berkheimer in such state-of-the-art technology and equipment are designed to provide our clients and taxpayers with the best possible service available.

# Service Highlights



- **Integral Delinquent Collection**

Assume responsibility for any and all delinquent tax accounts. Our Delinquent Department will continue to pursue delinquent accounts for as many outstanding years as the law allows.

- **On-staff Attorney**

Provide at our expense, legal representation in regard to all matters pertaining to the tax and/or its administration. Through the use of our in-house and on-staff attorney, Berkheimer is able to provide legal guidance and assistance to the Solicitor as well as handle all appeals relative to delinquent collections. If you choose, and upon appointment, Berkheimer can provide Tax Hearing Officer services.

- **Client Service Representatives**

Provide budgetary counseling through the utilization of our precision accounting system. This allows us to have a finger on the pulse of our client's fiscal situation and provides an accurate picture of future revenue from any levy administered by Berkheimer.

- **SOC 1 Audit**

The SOC 1 Audit is applicable when an auditor is auditing the financial statements of an organization that obtains substantial services from a service organization such as Berkheimer. The SOC 1 Audit engagement provides for a service organization to have its control policies and procedures evaluated and tested by an independent party. We have enclosed with this proposal, a copy of our latest SOC 1 Audit. This Audit contains valuable information for your auditors to assist them in planning for the audit of your financial statements and records.

- **Local Offices**

A statewide office network ensures that every client and its taxables have access to personalized service. Telephone access and a local identity make collection and administration flow smoothly. Residents can make payments at the office of our sister company BerkOne, located at 1530 Valley Center Parkway, Bethlehem, PA.

- **Bonding**

Provide, at our expense, complete bonding on all monies remaining undistributed at any one time. Bonding is not provided for Real Estate Collection Services.



# Service Highlights



- **Accounting for the 21st Century**

A sophisticated set of internal controls that eliminate the need to maintain a separate bank account for each client and every tax. This proven and fully documented system allows us to co-mingle funds for rapid deployment to your account and yet provide to-the-penny audit trails. Time lost in processing a multitude of banks and accounts can mean tardy distribution of funds.

- **Financial Reconciliation**

Detailed reporting to the Political Subdivision, on a monthly basis, reconciling all disbursements for the month. Berkheimer's financial system provides the Finance Department with up-to-the-minute information allowing for the constant monitoring of collections. As a result, daily or weekly disbursements are verifiable to the penny eliminating guesswork intermediate distributions.

- **EFT/EDI**

Tax revenues are electronically transferred to any account designated by you. Berkheimer's computerized system provides for instantaneous use of funds. At the option of any taxing jurisdiction, funds may be deposited directly with your choice of financial institution.

- **24 Hour Access**

Our electronic information and payment center is available to your taxpayers around the clock, 365 days a year. We provide communication and answers when it's convenient for you. Additionally information is available on our web site at <http://www.hab-inc.com>.

- **Reports . . .**

Provide a "Disbursement History" report annually and upon request. This report graphically illustrates cash flow and revenue trends for all tax levies. The report is particularly useful in determining budget figures. It compares tax yield on a month-to-date, year-to-date and percentage of previous year and month basis. Provide the Monthly Tax Collector Report required by the DCED, as well as Posted Payment Reports showing taxpayers who have filed and paid for the month.

- **AND MORE Reports**

Utilize our database to provide statistical information used in obtaining Federal and State funding. These systems, specially engineered to analyze and report data gathered in the course of other operations, can become a financially lifesaving by-product of using Berkheimer's collection expertise.

# Team Profiles



## **JOHN D. BERKHEIMER**, Chairman of the Board

John has been active in the company as the second generation since 1974. He holds a Bachelors degree in Economics from Moravian College. He became corporate Vice President in 1978 and subsequently president in 1982. John currently serves as Board Chair. Major accomplishments include advancing Berkheimer Associates to achieve industry dominance by ceasing to run a business, and instead, building an organization. He has been active in philanthropic and community endeavors including 3 years as chairman of a 250 bed community hospital. He currently serves on several corporate boards in Banking, Manufacturing, and BiTMICRO Networks, an international technology company based in Silicon Valley. John is also a commercial pilot.

## **PATTI McNAMARA**, President

Patti has been a key player in the organization since 1992 beginning service as a Tax Forms Processor in the Earned Income Tax Department. She has held numerous position in the company as well as various supervisory and managerial positions helping to establish controls and procedures. Patti was promoted to President in 2004. Her depth of knowledge, boots-on-the-ground experience, and ability to think out of the box has made her a proven resource to company and co-worker alike. Patti served on the DCED Act 32 task force and various sub-committees and her leadership has allowed for Berkheimer's continued success in the ACT 32 era.

## **HENRY U. SANDT, JR.**, Secretary/Treasurer/Chief Financial Officer

Henry holds a B.S. degree in Accounting. He has been with Berkheimer since 1976. He is currently Chief Financial Officer. Henry has been responsible for the development of all Agency and Corporate accounting and auditing systems in use today. Henry also serves on the Board of Directors of Bible Fellowship Church Homes, Inc., a Continuing Care Retirement Community.

## **JIM HUNT**, Director of Governmental Relations

Jim currently serves in the position of Director of Governmental Relations. In this position Jim works with state, local, and professional agencies to increase knowledge on local taxation and help to improve the processes that are part of it. He has been with the company since 1994, first as a field representative and then as district manager (2000 to 2004), before assuming the position of Director of Sales and Client Services in April 2004 a position he held until March 2015 when he was named to his current one. He has been a member of the Pennsylvania Business Privilege & Mercantile Tax Collectors Association for 21 years and ACT 32 certified since 2012. Jim is a frequent lecturer at Tax Preparer Seminars throughout the Commonwealth. Jim and his family currently reside in Montgomery County, PA.

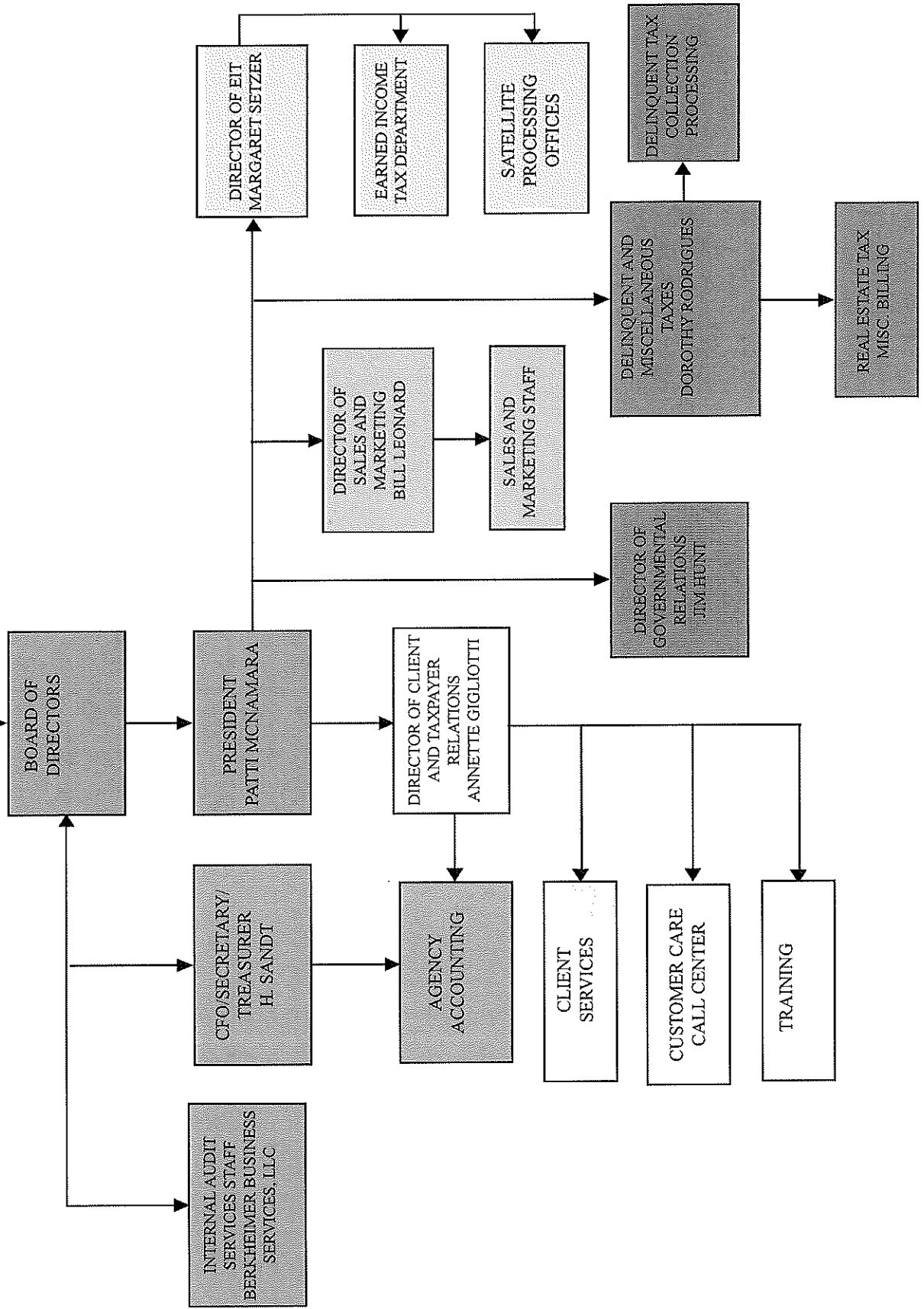
**DAVID GORDON**, Attorney

Dave is a practicing licensed attorney in the Commonwealth of Pennsylvania. He received his Bachelor of Arts (cum laude) in political science in 1984 from Syracuse University. In 1987 he graduated from Dickinson School of Law with a Juris Doctor degree passing the Pennsylvania State Bar in that same year. Dave has served in the capacity of General Counsel for Berkheimer since January 1989. As legal counsel he regularly advises the agency and its municipal clients on local tax matters, conducts in-house training for its various departments and represents the company in tax collection litigation as necessary. Dave has also developed course text and conducts seminars involving The Local Tax Enabling Act. Dave's expertise in Act 511, Act 32, and Pennsylvania local taxation has made him a much sought after resource at all levels of government. He has most recently served on the DCED Act 32 Task Force and various subcommittees.

**SEAN SANDERSON**, Client Service Representative

Sean has 20 years of experience providing clients with a wide range of technical and advisory services as a state-wide consultant on all topics related to local government operations, including taxation, planning, zoning, pensions, code enforcement, public safety, parks and recreation, and all other facets of local government operations. Specifically, he implemented Act 32 (EIT) and Act 7 (LST) for all local governments.

H.A. BERKHEIMER, INC.  
(BERKHEIMER TAX ADMINISTRATOR)  
ORGANIZATIONAL CHART/ACTIVITY CENTERS/DI-  
RECTOR OF





# Compensation



**Term: January 1, 2022 - December 31, 2024**

## **OPTION 1: FULL ADMINISTRATION**

<b>Tax Type</b>	<b>Compensation</b>
Real Estate Tax Bill	\$ 1.50 per bill (plus postage)
Reminder Notices (Optional)	\$ 1.25 per notice (plus postage)
System Access - View Only (Optional)	\$25.00 per month, per user

The following advantages are included in the per bill price under the option of full administration:

- Customer Care – All phone inquiries come to Berkheimer.
- Berkheimer handles all correspondence that needs to be sent out.
- Berkheimer handles all payment processing
- System Access to your files will continue with no monthly charge.
- Lock Box - We will deposit directly into the township bank account.
- All file maintenance handled by Berkheimer.
- Berkheimer handles all Lien filings with Northampton County in the format required.
- Berkheimer provides Mortgage files to all major providers (charge is to company for file provided).
- Mortgage payment loads handled by Berkheimer
- Tax Certifications handled by Berkheimer
- Berkheimer performs printing of all original bills and interims required.
- Taxpayer will be able to pay their tax bill online with us using their credit card or direct debit from their bank account.

## OPTION 2: CURRENT LEVEL OF SERVICES

Tax Type	Compensation
Real Estate Tax Bill	\$.75 per bill (plus postage)
Reminder Notices (Optional)	\$.75 per notice (plus postage)
System Access Fee	\$75.00 per month
Mortgage Load Fee	\$2.25 per bill

- Under this option Berkheimer will provide the township with a direct point of contact for any inquiries.
- If Electronic Payments are desired under this option, Berkheimer will provide assistance in getting this set up with Official Payments – Funds will go directly to client's bank account and Berkheimer will supply file to Official Payments daily.
- This quote reflects current understanding of the requirements.
- This quote does not include postage
- Tax Certifications are provided at a cost of \$20.00 per request, with fees billed directly to requesting party.
- Berkheimer shall be reimbursed for all additional bank fees, i.e. returned checks.
- Pricing subject to an annual 5% "cost-of-living" increase.

## ***Why Berkheimer?***

### **Experience**

- ACT 511 administrators since its inception in 1965

### **Customer Service**

- Dedicated staff of 40 + Customer Care representatives

### **Technology**

- Internally developed programs
- 15+ developers on staff

### **Timely Distributions**

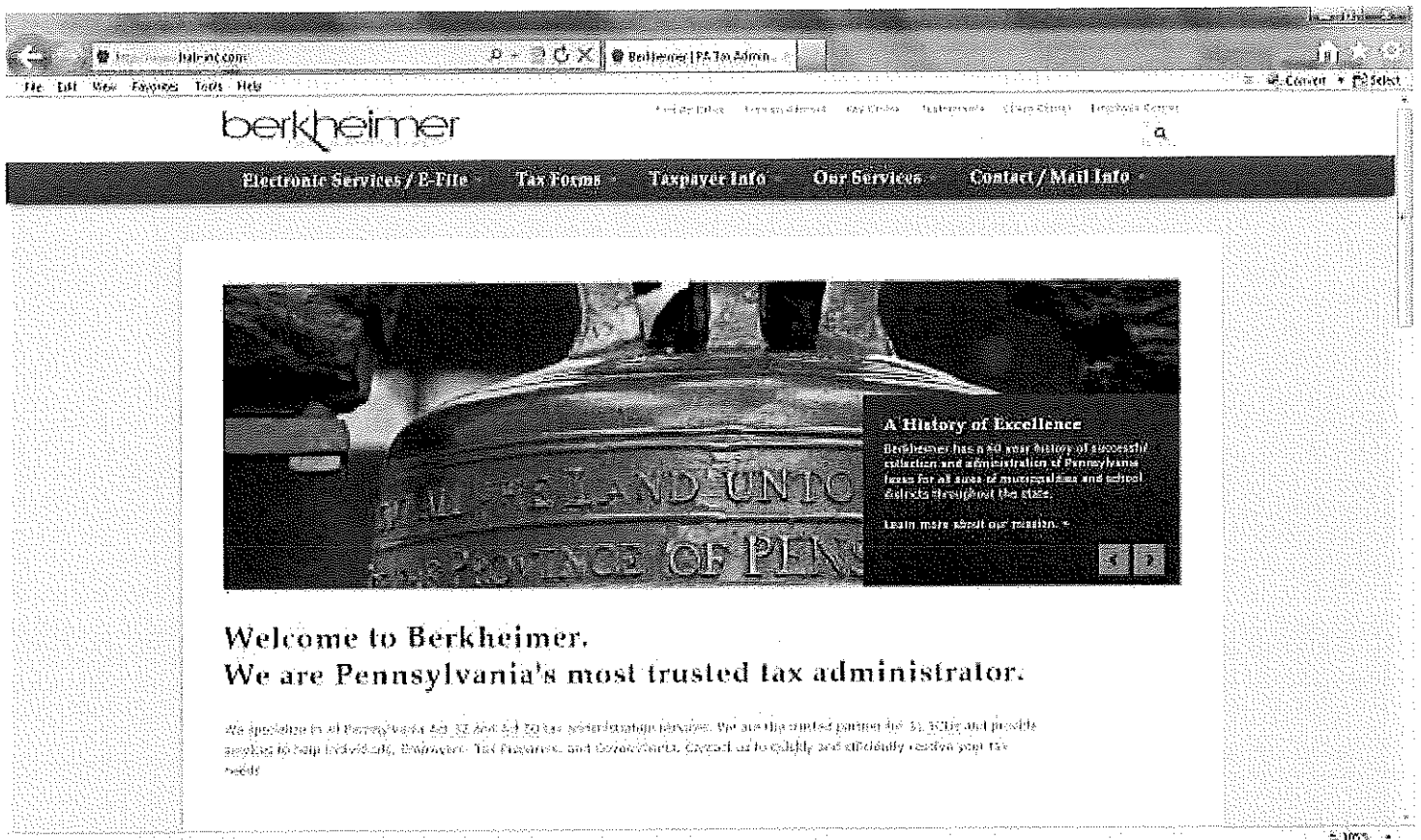
- Current clients enjoy no less than twice weekly distributions

### **SOC 1**

- We just completed our 18th straight successful SOC 1 audit.



**We provide the web based portal and convenience  
your taxpayers have come to expect from their bank  
or retailer.**



# Sample Forms



## 2015 DUPLICATE NOTICE

W PIKELAND TOWNSHIP

berkheimer  
tax administratorPO BOX 25144  
Lehigh Valley, PA 18002-5144BILL NUMBER: 00354  
MAILING DATE: 03/02/15  
MAP NO: 34-04 -0038.6300  
LOCAL OFFICE LOCATION  
325-A North Pottstown Pike  
Exton, PA 19341  
TELEPHONE: 610-599-3143

00700107361000000668194

|||||

DELGATTO LAWRENCE C

ACCOUNT: 000034-0000804

DELGATTO LEONIDE S

19 MOONEY LA

CHESTER SPRINGS, PA 19425

URL: www.hab-inc.com

OFFICE HOURS

Monday thru Friday

9:00 am - 4:00 pm

TYPE OF TAXES	BILL RATE	BASIS	2.00% DISCOUNT UNTIL 05/01/15	AT BASE UNTIL 07/01/15	10.00% PENALTY AFTER 07/01/15
TOWNSHIP FIRE HYDRANT No Discount Allowed.	25.00	1.00	25.00	25.00	27.50
TOWNSHIP REAL ESTATE	0.50 ML	293,940.00	144.03	146.97	161.67
TOWNSHIP LIBRARY	0.30 ML	293,940.00	86.42	88.18	97.00
DESCRIPTION ES OF MOONEY LA 1 AC & DWG LOT 62	TOTAL TAX 255.45 260.15 286.17				
UNPAID TAXES SENT TO LIEN ON: 01/01/16					
W PIKELAND TOWNSHIP ORIGINAL ASSESSMENT: 293,940					
Chester County, PA					
GENERAL INFORMATION:					
<ul style="list-style-type: none"> <li>- Taxes are due and payable and payment is requested from the above named.</li> <li>- If taxes are paid by Mortgage Company, please forward this bill to them.</li> <li>- If you are requesting a return receipt, enclose a Self-Addressed Stamped envelope.</li> <li>- There will be a \$29.00 fee for returned checks. Make checks payable to HAB-RET. NO CASH PAYMENTS WILL BE ACCEPTED</li> <li>- Payments must be post marked by December 15th to avoid a lien being placed on the property.</li> <li>- &gt;&gt;&gt;&gt; YOU MAY PAY ON LINE AT WWW.HAB-INC.COM BY CREDIT CARD, CHECKING OR SAVINGS ACCOUNT. (a third party fee will apply)&lt;&lt;&lt;&lt;</li> <li>- *****</li> <li>- PLEASE NOTE: If remitting payment after December 1, personal checks will not be accepted. Payment after December 1 must be in the form of a cashier's check, money order or credit card.</li> <li>- *****</li> <li>- This tax bill reflects the enactment of a 0.3 mil Library Tax. This Library Tax was voter initiated and approved during the 2014 Primary election. The West Pikeland Township portion of your tax bill remains unchanged at 0.5 mil.</li> </ul>					

## 2015 NOTICE

W PIKELAND TOWNSHIP  
Chester County, PADELGATTO LAWRENCE C  
ACCOUNT: 000034-0000804  
DELGATTO LEONIDE S  
19 MOONEY LA  
CHESTER SPRINGS, PA 19425ACCOUNT NO: 000034-0000804  
BILL NUMBER: 00354  
MAP NO: 34-04 -0038.6300  
TOTAL ASSESSMENT: 293,940

## DUPLICATE

Remit To:  
BERKHEIMER TAX ADMINISTRATOR  
PO BOX 25144  
Lehigh Valley, PA 18002-5144

|||||

DISCOUNT	Check to reflect your enclosed payment:
Until 05/01/15	255.45 [ ]
BASE AMT	
Until 07/01/15	260.15 [ ]
PENALTY	
After 07/01/15	286.17 [ ]

DO NOT WRITE BELOW THIS LINE

60050003400008040035420150000000255450000000260159

**V. TOWNSHIP BUSINESS ITEMS**

**C. DISCUSSION OF FIRE COMPANY FUNDING**

**COUNCIL INFORMATION:**

*N/A*

**ACTION REQUESTED:**

Discussion

**PUBLIC ANNOUNCEMENT:**

Council Member, Tom Carocci, would like to discuss funding for the fire companies and provide an update on the status of the merger.

**PUBLIC COMMENTS / QUESTIONS:**

**Draft Motion:**

*N/A*

**MOTION BY:**

**SECOND BY:**

**ROLL CALL:**

**V. TOWNSHIP BUSINESS ITEMS**

**D. DISCUSSION ON RE-OPENING TOWNSHIP OFFICES**

**COUNCIL INFORMATION:**

*N/A*

**ACTION REQUESTED:**

Discussion and approval

**PUBLIC ANNOUNCEMENT:**

With the anticipated lifting of the Governor's mandates, the Manager would like to recommend to Council re-opening the Township offices to the public effective Monday, July 12, 2021, with the stipulation that requests to meet with staff be by appointment in order to continue to maintain safety precautions.

**PUBLIC COMMENTS / QUESTIONS:**

**Draft Motion:**

*Motion to approve re-opening the municipal building effective July 12, 2021.*

**MOTION BY:**

**SECOND BY:**

**ROLL CALL:**

**V. TOWNSHIP BUSINESS ITEMS**

**E. RESOLUTION #55-2021 – AUTHORIZING EXECUTION OF DIRT, GRAVEL & LOW VOLUME  
ROADS GRANT**

**COUNCIL INFORMATION:**

*See attached.*

**ACTION REQUESTED:**

Approval

**PUBLIC ANNOUNCEMENT:**

Resolution #55-2021 has been prepared for Council's ratification of grant funds. No other action is required by the Township other than execution of the contract once received. This is for the replacement of a culvert on Reading Drive.

**PUBLIC COMMENTS / QUESTIONS:**

**Draft Motion:**

*Motion to approve Resolution #55-2021.*

**MOTION BY:**

**SECOND BY:**

**ROLL CALL:**

# LOWER SAUCON TOWNSHIP

## RESOLUTION #55-2021

### RESOLUTION AUTHORIZING EXECUTION OF DIRT, GRAVEL AND LOW VOLUME ROADS GRANT THROUGH NORTHAMPTON COUNTY CONSERVATION DISTRICT

**WHEREAS**, Lower Saucon Township Council has committed to the improvement to our road and building infrastructure; and

**WHEREAS**, Lower Saucon Township has several roads that are considered low volume as designated by the State of Pennsylvania, and

**WHEREAS**, the State of Pennsylvania Department of Conservation and Natural Resources, Pennsylvania State Conservation Commission, Northampton County Conservation District and Penn State University provide technical and financial assistance to improve dirt, gravel and low volume roads that impact water quality; and

**WHEREAS**, Lower Saucon staff has worked with the Northampton County Conservation District in replacing a culvert on Reading Road that qualifies under the criteria of the program; and

**WHEREAS**, Project requirements include the use of local forces to complete the necessary repairs.

**NOW, THEREFORE, BE IT RESOLVED**, that the Council of Lower Saucon Township, Northampton County, Pennsylvania hereby supports the estimated \$395,632.53 project with financial and technical support from the Northampton Conservation District in the amount of \$268,453.00 and utilizing \$127,178.53 of Township funds, labor and equipment usage.

**BE IT FURTHER RESOLVED**, that the Applicant does hereby designate Leslie Huhn, Township Manager, and Sandra B. Yerger, Council President, to execute all documents and agreements between the Council of Lower Saucon Township and the Northampton County Conservation District to facilitate and assist in obtaining the requested grant.

**ADOPTED and ENACTED** this 16<sup>th</sup> day of June, 2021.

Attest

Lower Saucon Township

---

Leslie Huhn  
Secretary

---

Sandra B. Yerger  
Council President

I, Leslie Huhn, duly qualified Secretary of the Lower Saucon Township Council, Northampton County, Pennsylvania, hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Lower Saucon Township Council at a regular meeting held on June 16, 2021 and said Resolution has been recorded in the Minutes of Lower Saucon Township and remains in effect as of this date.

**IN WITNESS THEREOF**, I affix my hand and attach the seal of Lower Saucon Township this 16<sup>th</sup> day of June 2021.

---

Leslie Huhn  
Secretary



Attachment A  
To Contract

SECTION 9106 OF THE PENNSYLVANIA VEHICLE CODE

DIRT, GRAVEL AND LOW VOLUME ROAD MAINTENANCE  
GRANT APPLICATION

Northampton		Lower Saucon Township		District Use Only	
Project Location: County		Project Location: Municipality		Application Type: DGR <input type="checkbox"/> LVR	
Roger Rasich		Dir of Public Works		Funded Site ID: _____	
ESM Certified Person		Position		Date Received: _____	
Lower Saucon Township		April 3, 2019		Certification Date	
Official Name of Applying Agency					
3700 Old Philadelphia Pike Bethlehem PA 18015					
Mailing Address					
Roger Rasich		610-865-3291		610-867-3580	
Contact Person		Phone		Fax	
				dirpw@lowersaucontownship.org	
				E-Mail	

Reading Drive/TR373		UNT Saucon Creek	
Road Name / ID Number		Affected Stream or Tributary	
September 1, 2021		October 30, 2021	
Proposed Project Start Date		Proposed Project Completion Date	
		Existing Road Surface Type: <input type="checkbox"/> Unpaved <input checked="" type="checkbox"/> Paved	
		Is project considered an emergency? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

- The applicant is required to identify and obtain all necessary permits before starting the project.
- Identify the proposed work elements: ☐ Ditches Improved ☐ Ditch Outlets Added ☐ Off Right-of-Way Improvements  
☐ Road Banks Improved ☐ Road Base Improved ☐ Road Surface Stabilized  
☒ Stream Crossings Improved ☒ Storm Water Improvements ☐ Vegetative Management ☐ Other \_\_\_\_\_
- The applicant is required to obtain the DSA Specification and Certification form prior to DSA placement.
- Complete Attachment B "Project Work Plan" including a sketch of proposed project. Attach a locational map with the project highlighted.
- Project cost estimate: (summarize costs here and attach detailed documentation if needed)

Grant Requested Funds				In-Kind Contributions			
Materials	Equipment	Labor	Engineering*	Materials	Equipment	Labor	Engineering
\$231,353.00	\$7,100.00		\$30,000.00	\$1,132.50	\$57,938.52	\$43,294.25	\$24,813.26
See Attachment A1				See Attachment A2			

Grant Requested.....	\$268,453.00
In-Kind Contributions.....	\$127,178.53
Total Project Value.....	\$395,631.53

\*For Grant Requested Funds, Engineering costs cannot exceed 10% of the total grant amount requested.

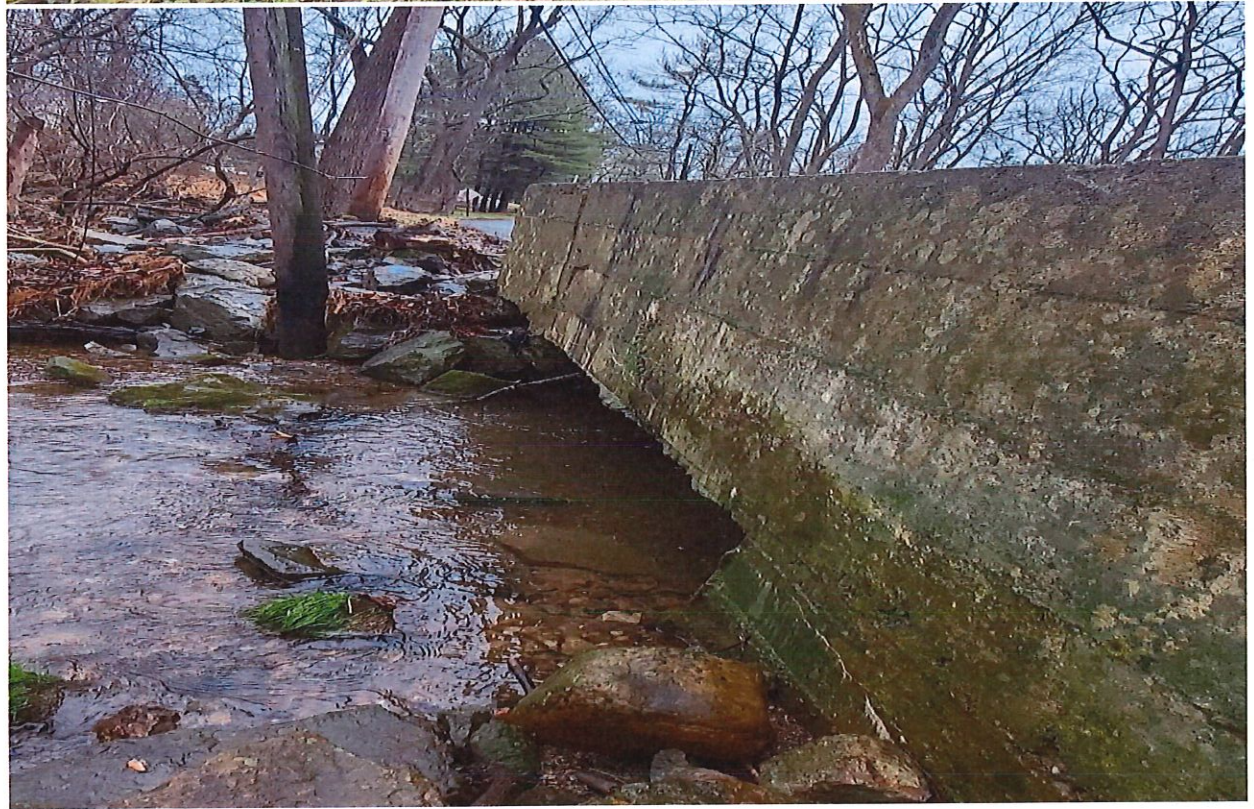
Lysie Luhn  
Applicant Signature

5/3/2021  
Date



















**VI. MISCELLANEOUS BUSINESS ITEMS**

**A. APPROVAL OF JUNE 2, 2021 COUNCIL MINUTES**

**COUNCIL INFORMATION:**

*See attached.*

**ACTION REQUESTED:**

Approval

**PUBLIC ANNOUNCEMENT:**

The June 2, 2021 minutes are ready for Council's review and approval.

**PUBLIC COMMENTS / QUESTIONS:**

**Draft Motion:**

*Motion to approve the June 2, 2021 Council minutes, with corrections if needed.*

**MOTION BY:**

**SECOND BY:**

**ROLL CALL:**

**I. OPENING**

**CALL TO ORDER:** The General Business & Developer meeting of Lower Saucon Township Council was called to order on Wednesday, May 19, 2021 at 6:30 p.m., via Zoom, with Mrs. Sandra Yerger, presiding. Mrs. Yerger said the Township building remains closed to the public. This meeting is being held through Zoom. Information to join the meeting is provided on our website.

**ROLL CALL: Present:** Sandra Yerger, President; Jason Banonis, Vice President; Thomas Carocci, Kristen Stauffer and Priscilla deLeon, Council Members; Leslie Huhn, Township Manager; Linc Treadwell, Township Solicitor; Jr. Council Member Avia Weber & Tyler Dickens. **Absent:** Brien Kocher, Township Engineer.

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENT OF ANY EXECUTIVE SESSION (IF APPLICABLE)** – Mrs. Yerger said Council did not meet in Executive Session.

**PUBLIC COMMENT PROCEDURE**

**II. PUBLIC COMMENT – TOWNSHIP RESIDENTS ONLY – 3 MINUTE TIME LIMIT – NON-AGENDA ITEMS** – Mrs. Yerger said we do welcome input from everybody but we ask that you keep your comments to three minutes per item. If you want to speak, please raise your hand.

**III. PRESENTATIONS/HEARINGS**

**A. PROCLAMATION RECOGNIZING JR. COUNCIL MEMBERS**

1. RESOLUTION #47-2021 – RECOGNIZING AVIA WEBER
2. RESOLUTION #48-2021 – RECOGNIZING TYLER DICKENS
3. RESOLUTION #49-2021 – RECOGNIZING MACLAINE OSKIN
4. RESOLUTION #50-2021 – RECOGNIZING BELA SILVERMAN
5. RESOLUTION #51-2021 – RECOGNIZING BREANNA KEMMERER
6. RESOLUTION #52-2021 – RECOGNIZING MASON SIMMS
7. RESOLUTION #53-2021 – RECOGNIZING COLIN GRIFFITH

Mrs. Yerger read Resolutions #47-2021 to #53-2021 that have been prepared honoring the 2020-2021 Jr. Council members.

**MOTION BY:** Mr. Banonis moved for approval of Resolutions #47-2021 through #53-2021 recognizing the Jr. Council members for the 2020-2021 school year.

Mr. Banonis acknowledged and thanked the Jr. Council members for their participation and community service. He wished them best of luck with their studies and for helping the Township.

**SECOND BY:** Mrs. deLeon

Mrs. deLeon said this was something that she initiated, she doesn't know how many years ago, and she's very proud of you guys and this will look great on your resume. She wishes them the best in the future. Mrs. Yerger said thank you very much, we appreciate you coming to the meetings and hopefully it was a pleasant experience for all of you as well.

**ROLL CALL:** 5-0

Mrs. Stauffer said she did want to thank all of the member as well and for those who were on Council, she hopes they had a positive experience joining the meetings.

**B. BLESSING BOXES IN TOWN HALL & STEEL CITY PARK**

Mrs. Yerger said Kristin Lockett, a Township resident, would like to present to Council a program called "Blessing Boxes", which provides an opportunity for residents to leave non-perishable food items and other useful products, in a Blessing Box for people who are in need. They are accessible 24/7 and are based on the honor system so those in need can take what they need while there are others who replenish the boxes as they can. She would like to install one in Town Hall Park and Steel City Park.

Ms. Lockett said the information she collected on her Power Point presentation was from members of a Facebook group who really kind of heads up monitoring the boxes and communicating about them. She was not a part of the initial boxes that went up in Hellertown or the ones that people

1 know of in surrounding towns. She thinks the idea blended together to come to fruition. She  
2 joined the group in the beginning of the pandemic and wanted to get involved. She's been in touch  
3 with the Christ Lutheran Church in Hellertown where one of the boxes is and there was a lot of  
4 input. Ms. Lockett said Blessing Boxes have the theme "take what you need, leave what you can".  
5 It's based on an honor system. Unlike food pantries, these boxes are accessible 24/7 which seems  
6 to be something that is very helpful in the area. They are within walking distance to those in the  
7 community who do not drive.

8  
9 Ms. Lockett said at one time, the Blessing Boxes were not very popular in town, but the  
10 community rallied together before the pandemic and kept them full and spread the word throughout  
11 the community that they existed. The original page was the "Hellertown Lower Saucon Neighbors  
12 Helping Neighbors" which is a private Facebook group. They just recently created a new page  
13 that's called "Hellertown Lower Saucon Blessing Boxes" to specifically address the needs of these  
14 boxes. Ms. Lockett said the people monitor the use of items including those not being utilized.  
15 Items that seem to be more popular we spread the word about those and remove older items.  
16 Significant increases in the use of the Blessing Boxes since the pandemic started continues through  
17 today. Increase in housing costs, poverty, job loss, continual changes in the local economy, free  
18 and reduced lunch recipients are all indicators of increased need in our area.

19  
20 Ms. Lockett said we usually put in non-perishable food, canned goods, boxed meals, breakfasts,  
21 pasta, baby food, toiletries, paper products, masks and cold weather accessories. She showed  
22 pictures of the Blessing Boxes in Hellertown. They are at Dewey Fire Hall, Christ Lutheran  
23 Church, Hellertown Borough Hall, First UCC and St. Theresa's Church (coming soon). Ms.  
24 Lockett said maintenance and building of the boxes is important to share. The Hellertown boxes  
25 were built by Scouts. They are in communication with the Girl Scouts of Troop 8948 about  
26 building one or multiple ones. They can acquire more than one if there are multiple locations in the  
27 Township. We spoke about adding through Lower Saucon. They will request building materials  
28 through the Facebook group which has close to 900 people based on people in that group and for  
29 other people in the area who are not on Facebook.

30  
31 Ms. Lockett said the maintenance of the boxes have been volunteers like the Saucon Valley  
32 Handyman has donated their services, time and materials whenever maintenance has been  
33 necessary. In the winter they had a broken door and someone put it on the Facebook page and  
34 within a few hours the door was fixed and there was no lag in the amount of time for that to  
35 happen. Ms. Lockett showed what their social media page looks like. They used the pages to  
36 spread the word about what's going on with the boxes. There are stories that are shared on their  
37 Facebook page. They have an Amazon wish list that somebody started on their original group. It's  
38 been a really nice organization and they come together as a group. This opportunity is unique for  
39 her as they already have existing boxes and worked out some kinks. Setting up ones in LST, she's  
40 sure they will be successful.

41  
42 Mr. Banonis said we talked about this at the P&R meeting and he thanked her again for bringing it  
43 to Council's attention. It is a nice resource for residents who may be in need.

44 **MOTION BY:** Mr. Banonis moved to approve the Blessing Boxes in Town Hall and Steel City Park for  
45 residents so we have non-perishable foods and associated items to be placed in locations and  
46 be subject to approval by the Public Works Director and Township Manager.

47 **SECOND BY:** Mrs. deLeon  
48 Mrs. deLeon said she wanted to thank Kristen. She was always impressed when she saw this way  
49 back with other people doing it and she's glad she is bringing this to LST as there are people in  
50 need out there and especially during the pandemic. She thinks they are awesome for doing this and  
51 the group for doing this. If we can be of any help, let Leslie know.

52  
53 Mrs. Yerger thanked her as well. She was at Polk Valley Park this weekend and it was packed,  
54 there was no parking. Depending how things evolve, you may want to consider one there as well

1 in the future. Mrs. deLeon said she agrees and wherever we can put one, just do it. We'll follow  
2 the procedures. Mrs. Yerger said the parking lot was full and it was a very pleasant surprise to see  
3 how that park is being used. Mr. Banonis said when this was brought up at the P&R meeting, they  
4 had talked about various locations in the Township. While he agrees with Sandy about having it in  
5 every park, the two parks that were identified the Town Hall and Steel City Park because of  
6 pedestrian access. We anticipated that Kristen brought this up and most people utilizing it would  
7 be people walking. He agrees, if we can expand it to other locations, we should do that. Mrs.  
8 Yerger said she understands at Polk Valley Park most people drive, they don't walk, but she was  
9 pleasantly surprised how many people were utilizing that park this past weekend.

10  
11 Mrs. Stauffer said she wanted to thank Ms. Lockett for the presentation, it's very thoughtful and a  
12 wonderful example of paying it forward and she supports it. Like Sandy acknowledged, everyone  
13 is bursting at the seams to get out in the nice weather and might help a little bit with the virus. Her  
14 question is what is your hope for the timeline to install these. Ms. Lockett said she was waiting for  
15 this meeting and she doesn't know what the steps are as this is her first time she's doing it, but they  
16 are excited they have a second location and there's a little bit to talk about with location and she  
17 has to talk to the Scout who will help them. She wants to collect materials and will go to the  
18 Facebook page and put information on there. There are several steps to follow. She doesn't really  
19 know as she doesn't know what the process will be with the Township to get them up, so maybe in  
20 a week or so, she can have a better idea. They are not that difficult to put together and the Scout  
21 will help them. Mrs. Stauffer said she was just curious and appreciates everything. Ms. Lockett  
22 said the summer months would be great to get this started.

23 **ROLL CALL:** 5-0

24  
25 **IV. DEVELOPER ITEMS** – None

26  
27 **V. TOWNSHIP BUSINESS ITEMS**

28 **A. APPROVAL OF SUMMER HOURS – OFFICE STAFF**

29 Mrs. Yerger said the Manager would like to discuss with Council a recommendation to adopt  
30 summer hours for the administrative staff which would be Monday through Thursday from 8:00  
31 a.m. to 4:30 p.m. and Friday from 8:00 a.m. to 2:00 p.m.

32  
33 Mrs. Huhn said she'd like to recommend to Council going to summer hours for the office  
34 administrative staff. We already do that for Public Works, it's part of their contract. We've done  
35 this in the past many years ago and at the time it died away. She'd like to recommend it based on  
36 several reasons. She really would like to see some type of thanks for staff, a reward if you will, for  
37 working diligently all through the pandemic. They were in the office, we alternated days in the  
38 office in the beginning and then about April everybody was back to work. It has been seamless  
39 that they provided services for the residents and have been here. In the past when we've done  
40 summer hours, we received feedback from contractors who appreciate it. They are able to pick up  
41 a permit and drop off plans before they get to a jobsite, so they appreciate the earlier hours we  
42 provide. She just thinks staff has done a great job, and the next item on the agenda is a cleaning  
43 service and she'd also like to let everyone know that our staff has been cleaning the building all  
44 through the pandemic in the absence of having a cleaning service or person. She just thinks it is  
45 kudos and they really stepped up and doing this for them in the summer and having a couple hours  
46 off on a Friday afternoon is a nice way to say thank you.

47  
48 Mrs. Yerger said as far as the AM start, she thinks that's beneficial to construction workers but  
49 anybody who needs to drop off requests or information for the Township they can do it on their  
50 way to work depending what time they start. She thinks it's a benefit to the Township as well. Mr.  
51 Banonis said he agrees with Mrs. Yerger.

52 **MOTION BY:** Mr. Banonis moved for approval of summer hours for the office staff from Monday through  
53 Thursday from 8:00 a.m. to 4:30 p.m. and Friday from 8:00 a.m. to 2:00 p.m. beginning on  
54 June 7, 2021 through September 3, 2021.

1 **SECOND BY:** Mrs. Yerger  
2 **ROLL CALL:** 5-0

3 Mr. Banonis said thank you to the staff for all of their hard work last year. Mrs. Yerger and Mr.  
4 Carocci agreed and said thank you. Mrs. Huhn said she appreciates this for the staff.  
5

6 **B. APPROVAL OF HIRING A CLEANING SERVICE**

7 Mrs. Yerger said several quotes have been obtained for cleaning services for the Township  
8 Administration and Police Department areas, the Public Works Building and Seidersville Hall. The  
9 Manager will review with Council and make a recommendation.  
10

11 Mrs. Huhn said we do have a spreadsheet of different companies that have been contacted. Diane  
12 has worked with them to show them through our buildings and show them what's involved in the  
13 cleaning services. We have not had anyone cleaning as staff has been doing that. We're heading  
14 out of the pandemic and she thinks it's important that we get someone in here, a service, that once  
15 we open back to the public we are clean and sanitized. You'll see the spreadsheet lists six different  
16 companies. This isn't a bid type of contract, but even though it's not the lowest annual cost, Jan  
17 Pro is who we are recommending. A lot of their services can be requested ala carte, but what they  
18 do offer is a team so it's not just one person. Some of the other companies were just a one-man  
19 cleaning service which has some concerns and drawbacks with vacations or if someone gets sick.  
20 Jan Pro is also Co-Stars approved which is something the Township follows with many of our  
21 bidding and proposals as they go through Co-Stars. They also prepared a draft contract which is in  
22 your packet.  
23

24 Mr. Banonis said looking at the spreadsheet there are footnotes or asterisk and they offer different  
25 packages. Are you suggesting for both Seidersville Hall and the Public Works as well as the  
26 Council room. Mrs. Huhn said they are willing to work with us. With Seidersville Hall, we do  
27 have the Historical Society in there and it was used for the election yesterday, so definitely  
28 Seidersville Hall until we get opened back up. We can hold off on the Council meeting room for  
29 right now, as it's not being used, so it's not anything that has to be cleaned on a regular basis at this  
30 time, but as she said, there are offering the ala carte option so we can always add it back in and  
31 they do provide the cleaning supplies. Some of the companies don't and incorporating the cleaning  
32 supplies saves us some money as we purchase them all now. Also we have the equipment, but  
33 when the vacuum is damaged and needs repair, that is a cost we incur. Right now she's  
34 recommending cleaning of Seidersville Hall, Public Works and not with the Council room at this  
35 time.

36 **MOTION BY:** Mrs. deLeon moved for approval of hiring Jan Pro as the cleaning service for the municipal  
37 complex.

38 **SECOND BY:** Mrs. Yerger

39 **ROLL CALL:** 5-0  
40

41 **C. RESOLUTION #54-2021 – AUTHORIZING SUBMISSION OF A PA DEPT. OF**  
42 **COMMUNITY & ECONOMIC DEVELOPMENT GREENWAYS, TRAILS AND**  
43 **RECREATION PROGRAM (GTRP) GRANT APPLICATION**

44 Mrs. Yerger said grant funding for park rehabilitation and development is available through PA  
45 DCED. Staff is recommending to Council that we apply for funding in the amount of \$12,100.00  
46 to replace damaged signs at our park entrances. A 15% contribution requirement in the amount of  
47 \$1,815.00 is required and would come from the Park Capital Fund. Resolution #54-2021 has been  
48 prepared to submit with the grant application.  
49

50 Mrs. Huhn said this came across our emails and we thought trying to apply for the park signs  
51 would be a good idea. Council had already approved the replacement of the park signs, so this was  
52 an expense we were already prepared to incur which we haven't yet, and as per the grant, we can't  
53 pre-purchase them. If we are successful, we can apply this money towards the signs and get these  
54 going. We have been speaking with the Conservancy and they are excited to get the sign put back



up at the Heller Homestead for any events that they have coming up and we need to replace the one at Town Hall. If we are successful in getting this grant, we can use it for these signs which would be helpful. Mr. Carocci said thanks to Cathy for finding the grant.

**MOTION BY:** Mrs. Stauffer moved for approval of Resolution #54-2021.

**SECOND BY:** Mrs. Yerger

**ROLL CALL:** 5-0

**VI. MISCELLANEOUS BUSINESS ITEMS**

**A. APPROVAL OF MAY 5, 2021 COUNCIL MINUTES**

Mrs. Yerger said the May 5, 2021 minutes are ready for Council's review and approval.

**MOTION BY:** Mrs. Yerger moved for approval of the May 5, 2021 Council minutes.

**SECOND BY:** Mr. Banonis

**ROLL CALL:** 4-1 (Mr. Carocci – Abstained as he wasn't at the meeting)

**B. APPROVAL OF APRIL 2021 FINANCIAL REPORTS**

Mrs. Yerger said the April 2021 financial reports are ready for Council's review and approval.

**MOTION BY:** Mr. Banonis moved for approval of the April 2021 financial reports.

**SECOND BY:** Mrs. Yerger

Ms. Opthof-Cordaro said she was looking at the financial information and it looked like there was a check for Wells Fargo Home Mortgage, so she was curious as it said home mortgage and she's sure it's something that was appropriate, it's in the amount of \$3,158.35. Mrs. Gorman said in March we collect real estate taxes. Berkheimer collects most of our mortgage company filings. They do it by a CD, it's not manually entered and they provide her with the amount that the mortgage company pays and that the payment was already made by the homeowner. So either the homeowner paid it by not realizing they escrowed their taxes or they went through a refinance and the mortgage was paid by refinance. We pay back who the issuer of the payment was and Wells Fargo will reimburse the homeowner. Ms. Opthof-Cordaro said that sounds great.

**ROLL CALL:** 5-0

**VII. COUNCIL & STAFF REPORTS**

**A. MANAGER – Mrs. Huhn**

➤ She said she had already notified Council, but wanted to bring it up tonight for everyone's awareness. We were awarded the 2021 Mini Grant from LV Greenways. This is for the Saucon Rail Trail rehabilitation project. The amount is \$5,000 and it's a match dollar for dollar of either cash or in-kind services. It's for resurfacing about 8,000' of the Saucon Rail Trail. The grant agreement begins June 1, 2021 and ends November 30, 2022. Public Works will be scheduling this in their list of items to do this season, so we will have it completed before the grant deadline and she'd like to thank staff for their work on this grant and to Council for their support of the match. Mrs. Yerger said thank you again Cathy, and your due diligence.

➤ She said regarding the Heller Homestead Historical Plaque, we'd like to place it on the HH for a dedication to occur in the near future but for now we'd like to get the plaque installed. She sent out to Council some suggested locations. They took some pictures of different heights from the grass line area to where it would be placed on the Homestead. We had talked with the Conservancy and their first thought was placing it about 42" from the grass line which is a little too low. She'd like to recommend the 60" to the top of the plaque which would align with the base of the window. This would be on the left hand side between the corner of the building and the first window on the first floor. The location at 60" would be a good height for someone to come up and read it no matter if they are short or tall. It would help if someone is in a wheel chair and wanted to read it. She thinks everybody would be able to see it. That's her recommendation and if Council is in agreement with that, Public Works can install it. It's a bronze plaque and would go permanently on the stone structure of the building and they would need to grind down some of the stonework so it could be placed evenly and sealed so weather can't get behind

it and it can't be stolen. If Council is okay with that, Public Works can get it installed and we can dedicate the building for its National Register significance. Mrs. Stauffer said that sounds good to her. The Conservancy has been eagerly awaiting installation of this plaque and your recommendation on placement sounds fair. Mrs. Yerger said she has no objection. Mrs. deLeon said she has no objection either. Mrs. Huhn said she will notify Public Works and they can install it. Mrs. deLeon said when they install it could they do a photo op and send it around in one of those little emails. Mrs. Huhn said we'll post it on Facebook and get it around as soon as it's installed.

**B. COUNCIL & JR. COUNCIL REPORTS**

**Jr. Council** – Absent

**Mr. Carocci**

- He said there is a Landfill Committee meeting tomorrow at 1:00 p.m. The Planning Commission meeting on May 27<sup>th</sup> is cancelled due to lack of business.

**Mr. Banonis** – No report

**Mrs. deLeon**

- She said she attended the Hellertown-Lower Saucon Chamber Board meeting last night and upcoming on Tuesday, May 25<sup>th</sup> from 5:15–7 p.m. Honors and Hors d'oeuvres where they will honor business and community leaders and will be giving out leadership awards.
- Saturday, June 5<sup>th</sup> from 1–3 p.m., Nicks BBQ grand opening, tailgate and ribbon cutting ceremony. You can enjoy entertainment by Billy Bauer.
- Sunday, June 6<sup>th</sup>, July 11<sup>th</sup>, July 18<sup>th</sup> and August 15<sup>th</sup>, from 6 – 8 p.m. is the Summer Concert Series. It's back and will be in partnership with Steel Club. Your family and friends are invited to join for the free concerts, and food trucks will also be there.
- Wednesday, June 16<sup>th</sup> from 5:30–7:30 p.m. Flight Night Fundraiser. Guests will have the opportunity to network, listen to music, and win raffles. Food from Nick's BBQ will be available for purchase. Proceeds from the evening will benefit the Hellertown Area Library. Tickets are \$20.00 and include a spirit or wine flight. Unfortunately, that's a Council meeting night.
- Thursday, July 15<sup>th</sup> from 4:30–7:30 p.m. the Affiliated Chamber will be on the Ironton Rail Trail, and there's information on that.

**Mrs. Stauffer**

- She said the Historical Society has received a donation for the Schoolhouse shutters which she mentioned before as they needed repair. They are spearheading some bids and a campaign to raise some more funds. The ongoing spring Sale is happening at [www.lutzfranklin.org](http://www.lutzfranklin.org) and they have the "History Through Photography" contest coming up.

**Mrs. Yerger** – No report

**C. SOLICITOR** – No report

**D. ENGINEER** – Absent

**VIII. PUBLIC COMMENT ON NON-AGENDA ITEMS – NON-RESIDENTS ONLY** – None

**IX. ADJOURNMENT**

**MOTION BY:** Mrs. deLeon moved for adjournment. The time was 7:11 p.m.

**SECOND BY:** Mr. Banonis

**ROLL CALL:** 5-0

Submitted by:

\_\_\_\_\_  
Leslie Huhn  
Township Manager

\_\_\_\_\_  
Sandra B. Yerger  
Council President

**VI. MISCELLANEOUS BUSINESS ITEMS**

**B. APPROVAL OF MAY 2021 FINANCIAL REPORTS**

**COUNCIL INFORMATION:**

*See attached.*

**ACTION REQUESTED:**

Approval

**PUBLIC ANNOUNCEMENT:**

The May 2021 Financial Reports are ready for Council's review and approval.

**PUBLIC COMMENTS / QUESTIONS:**

**Draft Motion:**

*Motion to approve the May 2021 financial reports.*

**MOTION BY:**

**SECOND BY:**

**ROLL CALL:**

# Lower Saucon Township

## Balance Sheet

Period: 5 Year: 2021

Page 1 of 6

06/07/2021

4:13 PM

Fund	Account Number	Debits	Credits
01	General Fund		
01-100-000	Cash--Regular Checking Account	\$31,704.05	
01-102-000	Operating Reserve	\$3,631,541.30	
01-102-001	Operational Res. CD	\$316,254.57	
01-102-002	Oper Res 2 YR CD	\$209,561.64	
01-102-103	Oper Res CD	\$1,256,199.17	
01-104-000	Environmental Reserve	\$209,060.10	
01-104-001	Environmental Res CD	\$105,854.57	
01-105-000	Cash - Payroll Account	\$14,183.49	
01-106-000	General Savings	\$3,891,090.03	
01-107-000	Money Market	\$3,259,162.05	
01-108-000	Gaming Authority Funding	\$2,025.14	
01-109-000	Compost Center Funds	\$20,956.48	
01-110-000	Petty Cash	\$300.00	
01-111-000	General OAG	\$17,397.76	
	Asset Total:	\$12,965,290.35	
01-219-000	LST		\$293.32
01-248-000	Liability - Dev		\$4,013.00
01-279-100	Fund Balance		\$12,960,984.03
	Liability Total:		\$12,965,290.35
	Fund Total:	\$12,965,290.35	\$12,965,290.35

# Lower Saucon Township

## Balance Sheet

Period: 5 Year: 2021

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06/07/2021

4:13 PM

Fund	Account Number	Debits	Credits
02	Special Taxes		
02-100-000	Checking Account	\$2,000.03	
02-109-000	State Liquid Fuels	\$1,794,133.69	
02-110-000	Open Space Fund	\$6,821,056.01	
02-110-001	Open Space CD	\$420,800.00	
02-110-002	Open Space CD 2 yr	\$523,904.11	
02-110-003	Open Space CD 4 2019	\$1,553,928.80	
02-110-004	Money Market BBT	\$1,018,661.78	
02-110-100	Open Space Checking	\$3,084.82	
02-111-000	Fire Tax Fund	\$1,011,193.13	
	<b>Asset Total:</b>	<b>\$13,148,762.37</b>	
02-279-000	Fund Balance		\$6,926,660.93
02-296-000	Budgetary Fund Balance		\$6,222,101.44
	<b>Liability Total:</b>		<b>\$13,148,762.37</b>
	<b>Fund Total:</b>	<b>\$13,148,762.37</b>	<b>\$13,148,762.37</b>



# Lower Saucon Township

## Balance Sheet

Period: 5 Year: 2021

Page 3 of 6

06/07/2021

4:13 PM

Fund	Account Number	Debits	Credits
03	Capital Fund		
03-100-000	Cash--Regular Checking Account	\$2,026.14	
03-107-0036	Park Capital Fund	\$216,121.36	
03-107-0041	Capital - Historical Structure	\$45,418.23	
03-107-752	Capital PLGIT Act 537	\$2,138.43	
03-107-753	PLGIT P8 6 4A Septic	\$2,563.18	
03-107-754	Motorcar Land Development	\$41,848.67	
03-110-000	Capital Fund	\$2,413,854.75	
03-110-002	Money Market Acct BB&T	\$1,009,341.18	
	Asset Total:	\$3,733,311.94	
03-250-000	Maintenance Escrow		\$41,866.87
03-250-020	537 Escrows		\$4,679.08
03-279-100	Fund Balance		\$3,686,765.99
	Liability Total:		\$3,733,311.94
	Fund Total:	\$3,733,311.94	\$3,733,311.94

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**Lower Saucon Township**

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**Balance Sheet**

06/07/2021

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Period: 5 Year: 2021

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Fund	Account Number	Debits	Credits
<hr/>			
04	Sewage Enforcement		
04-100-000	ESCROW SEO	\$9,549.05	
	Asset Total:	\$9,549.05	
04-248-103	SEO LS 21-14- 01		\$1,201.54
04-248-104	SEO LS 20 40		\$558.74
04-248-105	SEO LS 21-14-002		\$966.00
04-248-106	SEO LS 21 14 003		\$1,549.19
04-248-107	SEO LS 21 14 004		\$1,331.25
04-248-108	SEO LS 21 14 05		\$1,942.25
04-248-109	SEO LS 21 14 006		\$2,000.08
	Liability Total:		\$9,549.05
	<u>Fund Total:</u>	\$9,549.05	\$9,549.05

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**Lower Saucon Township**  
**Statement of Revenues and Expenditures - Compared to Budget Summary**  
Year ( 2021 ) Period ( 5 )

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Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
<b>01 General Fund</b>						
<b>Revenue</b>						
	REAL PROPERTY TAXES	\$1,990,940.00	\$16,679.06	\$1,816,009.41	91.21%	\$174,930.59
	LOCAL TAX ENABLING ACT	\$3,075,000.00	\$478,606.44	\$1,493,826.36	48.58%	\$1,581,173.64
	BUSINESS LICENSES AND PERMITS	\$114,702.00	\$0.00	\$115,574.90	100.76%	(\$872.90)
	NON-BUSINESS LICENSES/PERMITS	\$3,550.00	\$255.00	\$3,365.00	94.79%	\$185.00
	FINES	\$50,800.00	\$3,126.17	\$16,652.49	32.78%	\$34,147.51
	INTEREST EARNINGS	\$25,000.00	\$275.82	\$23,312.57	93.25%	\$1,687.43
	INTERGOVERNMENT	\$5,000.00	\$40.53	\$611.76	12.24%	\$4,388.24
	FEDERAL GRANTS	\$35,000.00	\$0.00	\$66,666.67	190.48%	(\$31,666.67)
	STATE CAPITAL/OPERATING GRANTS	\$20,600.00	\$0.00	\$0.00	0.00%	\$20,600.00
	STATE SHARED REVENUE	\$325,244.00	\$0.00	\$400.00	0.12%	\$324,844.00
	GENERAL GOVERNMENT	\$16,800.00	\$665.00	\$9,801.75	58.34%	\$6,998.25
	PUB SAFETY-CHARGES FOR SERVICE	\$38,500.00	\$3,261.50	\$21,074.32	54.74%	\$17,425.68
	HIGHWAY-CHARGES FOR SERVICES	\$4,500.00	\$526.93	\$2,700.82	60.02%	\$1,799.18
	SANITATION/LANDFILL HOSTING	\$2,025,500.00	\$526,499.91	\$916,722.68	45.26%	\$1,108,777.32
	HEALTH-CHARGES FOR SERVICES	\$162,300.00	\$540.00	\$75,427.84	46.47%	\$86,872.16
	RECREATION-CHARGES FOR SRVCS	\$7,000.00	\$1,450.00	\$5,125.00	73.21%	\$1,875.00
	MISCELLANEOUS	\$3,000.00	\$23.75	\$28,315.69	943.86%	(\$25,315.69)
	CONTRIBUTIONS	\$2,000.00	\$0.00	\$50.00	2.50%	\$1,950.00
	SALE OF FIXED ASSETS	\$500.00	\$5.00	\$23.00	4.60%	\$477.00
	TRANSFERS	\$711,720.00	\$0.00	\$427.00	0.06%	\$711,293.00
	PRIOR YEAR EXPENSES	\$200,000.00	\$199,252.64	\$257,653.80	128.83%	(\$57,653.80)
	<b>Total General Fund Revenue:</b>	<b>\$8,817,656.00</b>	<b>\$1,231,207.75</b>	<b>\$4,853,741.06</b>	<b>55.05%</b>	<b>\$3,963,914.94</b>
<b>Expenditure</b>						
	GENERAL GOVERNMENT	\$43,494.00	\$874.68	\$6,525.53	15.00%	\$36,968.47
	EXECUTIVE	\$475,760.00	\$26,167.57	\$188,745.31	39.67%	\$287,014.69
	FINANCE ADMINISTRATION	\$262,983.00	\$18,940.06	\$121,322.48	46.13%	\$141,660.52
	TAX COLLECTION	\$531.00	\$0.00	\$531.00	100.00%	\$0.00
	LAW	\$226,800.00	\$19,642.50	\$73,719.76	32.50%	\$153,080.24
	DATA PROCESSING	\$18,600.00	\$92.50	\$2,380.49	12.80%	\$16,219.51
	ENGINEER	\$117,310.00	\$2,420.13	\$47,644.27	40.61%	\$69,665.73
	BUILDINGS AND PLANT	\$293,706.00	\$9,813.21	\$98,414.31	33.51%	\$195,291.69
	POLICE	\$3,057,379.00	\$223,614.79	\$1,140,860.38	37.31%	\$1,916,518.62
	FIRE	\$395,306.00	\$4,829.71	\$41,672.71	10.54%	\$353,633.29
	PLANNING AND ZONING	\$257,304.00	\$28,894.76	\$92,755.85	36.05%	\$164,548.15
	EMERGENCY MANAGEMENT	\$3,500.00	\$333.34	\$833.35	23.81%	\$2,666.65
	CROSSING GUARDS	\$5,000.00	\$0.00	\$1,234.20	24.68%	\$3,765.80
	DOG CONTROL	\$6,000.00	\$250.00	\$1,405.39	23.42%	\$4,594.61
	RECYCLING	\$34,300.00	\$9,977.57	\$21,225.19	61.88%	\$13,074.81
	HIGHWAY-GENERAL SERVICES	\$1,278,809.00	\$83,161.07	\$431,921.26	33.78%	\$846,887.74
	HIGHWAY-TRAFFIC SIGNALS	\$20,000.00	\$0.00	\$683.52	3.42%	\$19,316.48
	HIGHWAY-REPAIRS TO HIGHWAYS	\$80,000.00	\$23,397.64	\$24,252.75	30.32%	\$55,747.25
	HIGHWAY CONSTR AND REBUILDING	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	PARTICIPANT RECREATION	\$130,878.00	\$14,082.91	\$21,379.50	16.34%	\$109,498.50

**Lower Saucon Township**  
**Statement of Revenues and Expenditures - Compared to Budget Summary**  
Year ( 2021 ) Period ( 5 )

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Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
	LIBRARIES	\$100,264.00	\$8,355.33	\$41,776.65	41.67%	\$58,487.35
	CONSERVATION	\$400.00	\$0.00	\$0.00	0.00%	\$400.00
	DEBT PRINCIPAL	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	DEBT INTEREST	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	INTERGOVERNMENT EXPENSES	\$15,000.00	\$66,666.67	\$67,801.67	452.01%	(\$52,801.67)
	INSURANCE	\$269,000.00	\$12,138.94	\$127,271.70	47.31%	\$141,728.30
	EMPLOYEE BENEFITS	\$162,300.00	\$13,341.36	\$67,852.05	41.81%	\$94,447.95
	MISCELLANEOUS	\$0.00	\$25.75	\$5,613.00	0.00%	(\$5,613.00)
	Transfer	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	REFUNDS-PRIOR YEAR EXPENSES	\$22,000.00	\$166.33	\$21,902.40	99.56%	\$97.60
	INTERFUND OPERATING TRANSFERS	\$1,541,032.00	\$0.00	\$700,000.00	45.42%	\$841,032.00
	<b>Total General Fund Expenditure:</b>	<b>\$8,817,656.00</b>	<b>\$567,186.82</b>	<b>\$3,349,724.72</b>	<b>37.99%</b>	<b>\$5,467,931.28</b>
<hr/>						
<b>Total General Fund Revenues:</b>		<b>\$8,817,656.00</b>	<b>\$1,231,207.75</b>	<b>\$4,853,741.06</b>		<b>\$3,963,914.94</b>
<b>Total General Fund Expenditures:</b>		<b>\$8,817,656.00</b>	<b>\$567,186.82</b>	<b>\$3,349,724.72</b>		<b>\$5,467,931.28</b>
<b>Total General Fund Fund Balance:</b>		<b>\$0.00</b>	<b>\$664,020.93</b>	<b>\$1,504,016.34</b>		<b>(\$1,504,016.34)</b>



**Lower Saucon Township**  
**Statement of Revenues and Expenditures - Compared to Budget Summary**  
Year ( 2021 ) Period ( 5 )

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Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
<b>02 Special Taxes</b>						
<b>Revenue</b>						
	REAL PROPERTY TAXES	\$330,000.00	\$41,748.09	\$302,037.49	91.53%	\$27,962.51
	LOCAL TAX ENABLING ACT	\$1,245,000.00	\$202,892.80	\$606,993.84	48.75%	\$638,006.16
	INTEREST EARNINGS	\$30,000.00	\$250.58	\$30,460.78	101.54%	(\$460.78)
	INTERGOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	STATE SHARED REVENUE	\$460,772.00	\$0.00	\$473,043.35	102.66%	(\$12,271.35)
	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	SALE OF FIXED ASSETS	\$10,000.00	\$0.00	\$0.00	0.00%	\$10,000.00
	TRANSFERS	\$194,028.00	\$0.00	\$0.00	0.00%	\$194,028.00
	PROCEEDS OF LONG-TERM DEBT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	<b>Total Special Taxes Revenue:</b>	<b>\$2,269,800.00</b>	<b>\$244,891.47</b>	<b>\$1,412,535.46</b>	<b>62.23%</b>	<b>\$857,264.54</b>
<b>Expenditure</b>						
	FINANCE ADMINISTRATION	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	LAW	\$10,000.00	\$460.00	\$3,360.00	33.60%	\$6,640.00
	ENGINEER	\$60,000.00	\$0.00	\$7,170.01	11.95%	\$52,829.99
	FIRE	\$141,235.00	\$0.00	\$0.00	0.00%	\$141,235.00
	HIGHWAY-GENERAL SERVICES	\$141,500.00	\$3,802.29	\$13,153.12	9.30%	\$128,346.88
	HIGHWAY-SNOW/ICE REMOVAL	\$130,000.00	\$0.00	\$71,996.78	55.38%	\$58,003.22
	HIGHWAY-TRAFFIC SIGNALS	\$20,000.00	\$0.00	\$0.00	0.00%	\$20,000.00
	HIGHWAY-STREET LIGHTING	\$38,000.00	\$2,732.67	\$14,286.68	37.60%	\$23,713.32
	HIGHWAY-REPAIRS OF TOOLS/MACH	\$3,000.00	\$0.00	\$0.00	0.00%	\$3,000.00
	HIGHWAY-REPAIRS TO HIGHWAYS	\$50,000.00	\$0.00	\$0.00	0.00%	\$50,000.00
	HIGHWAY CONSTR AND REBUILDING	\$284,300.00	\$0.00	\$0.00	0.00%	\$284,300.00
	CONSERVATION	\$1,047,000.00	\$3,465.00	\$3,465.00	0.33%	\$1,043,535.00
	DEBT PRINCIPAL	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	DEBT INTEREST	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	Transfer	\$344,765.00	\$0.00	\$0.00	0.00%	\$344,765.00
	<b>Total Special Taxes Expenditure:</b>	<b>\$2,269,800.00</b>	<b>\$10,459.96</b>	<b>\$113,431.59</b>	<b>5.00%</b>	<b>\$2,156,368.41</b>
<b>Total Special Taxes Revenues:</b>						
		<b>\$2,269,800.00</b>	<b>\$244,891.47</b>	<b>\$1,412,535.46</b>		<b>\$857,264.54</b>
<b>Total Special Taxes Expenditures:</b>						
		<b>\$2,269,800.00</b>	<b>\$10,459.96</b>	<b>\$113,431.59</b>		<b>\$2,156,368.41</b>
<b>Total Special Taxes Fund Balance:</b>						
		<b>\$0.00</b>	<b>\$234,431.51</b>	<b>\$1,299,103.87</b>		<b>(\$1,299,103.87)</b>

**Lower Saucon Township**  
**Statement of Revenues and Expenditures - Compared to Budget Summary**  
Year ( 2021 ) Period ( 5 )

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Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
<b>03 Capital Fund</b>						
<b>Revenue</b>						
	INTEREST EARNINGS	\$6,000.00	\$74.11	\$745.54	12.43%	\$5,254.46
	INTERGOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	STATE CAPITAL/OPERATING GRANTS	\$515,319.00	\$50,607.00	\$241,464.82	46.86%	\$273,854.18
	Local Grant Funding	\$132,239.00	\$0.00	\$152,239.00	115.12%	(\$20,000.00)
	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	SALE OF FIXED ASSETS	\$15,000.00	\$0.00	\$0.00	0.00%	\$15,000.00
	TRANSFERS	\$965,932.00	\$0.00	\$700,000.00	72.47%	\$265,932.00
	<b>Total Capital Fund Revenue:</b>	<b>\$1,634,490.00</b>	<b>\$50,681.11</b>	<b>\$1,094,449.36</b>	<b>66.96%</b>	<b>\$540,040.64</b>
<b>Expenditure</b>						
	FINANCE ADMINISTRATION	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	DATA PROCESSING	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	BUILDINGS AND PLANT	\$135,000.00	\$219.98	\$57,849.15	42.85%	\$77,150.85
	POLICE	\$223,000.00	\$1,595.00	\$50,110.06	22.47%	\$172,889.94
	HIGHWAY-GENERAL SERVICES	\$165,000.00	\$14,005.52	\$23,883.18	14.47%	\$141,116.82
	Storm Water	\$75,000.00	\$0.00	\$6,822.85	9.10%	\$68,177.15
	HIGHWAY CONSTR AND REBUILDING	\$216,490.00	\$0.00	\$0.00	0.00%	\$216,490.00
	PARTICIPANT RECREATION	\$55,000.00	\$0.00	\$0.00	0.00%	\$55,000.00
	Historical Bldg	\$65,000.00	\$0.00	\$0.00	0.00%	\$65,000.00
	INTERFUND OPERATING TRANSFERS	\$700,000.00	\$0.00	\$0.00	0.00%	\$700,000.00
	<b>Total Capital Fund Expenditure:</b>	<b>\$1,634,490.00</b>	<b>\$15,820.50</b>	<b>\$138,665.24</b>	<b>8.48%</b>	<b>\$1,495,824.76</b>
<b>Total Capital Fund Fund Balance:</b>						
	<b>Total Capital Fund Revenues:</b>	<b>\$1,634,490.00</b>	<b>\$50,681.11</b>	<b>\$1,094,449.36</b>		<b>\$540,040.64</b>
	<b>Total Capital Fund Expenditures:</b>	<b>\$1,634,490.00</b>	<b>\$15,820.50</b>	<b>\$138,665.24</b>		<b>\$1,495,824.76</b>
	<b>Total Capital Fund Fund Balance:</b>	<b>\$0.00</b>	<b>\$34,860.61</b>	<b>\$955,784.12</b>		<b>(\$955,784.12)</b>

**Check Register****Lower Saucon Township**

07-Jun-21

From: 01-May-21 To: 31-May-21

Check No	Check Date	VendorNo	Vendor	Check Amount	Status
<b>Bank Account: 1 Fulton Bank - GF CHECKING</b>					
77855	5/4/2021	101338	AMERICAN UNITED LIFE INS	\$2,633.33	R
77856	5/4/2021	101922	Amy Musser	\$100.00	R
77857	5/4/2021	99899	Bethlehem Landfill	\$19.67	R
77858	5/4/2021	101244	BRYAN J EVANS	\$166.67	O
77859	5/4/2021	12879	CASILIO CONCRETE	\$1,000.00	R
77860	5/4/2021	101917	CDW Government	\$34.35	R
77861	5/4/2021	77	CHRIN HAULING, INC.	\$445.24	R
77862	5/4/2021	101332	CHRIS SNYDER	\$250.00	R
77863	5/4/2021	19857	CITY OF BETHLEHEM	\$106.37	R
77864	5/4/2021	101598	Eckert Seamans Cherin and M	\$3,191.00	R
77865	5/4/2021	237	FREEDOM SYSTEMS	\$2,462.00	R
77866	5/4/2021	80	FULTON BANK	\$1,056.84	R
77867	5/4/2021	80	FULTON BANK	\$29.57	R
77868	5/4/2021	255	GARY KICHLINE	\$116.78	R
77869	5/4/2021	93	GENERAL CODE LLC	\$1,195.00	R
77870	5/4/2021	101339	HELLERTOWN AREA LIBRA	\$8,355.33	R
77871	5/4/2021	101088	JARED GUNSHORE	\$51.95	R
77872	5/4/2021	137	Koch Bethlehem Ford	\$162.60	R
77873	5/4/2021	100381	LOWES BUSINESS ACCOUN	\$1,150.94	R
77874	5/4/2021	101905	McMahon Associates, Inc.	\$3,192.20	R
77875	5/4/2021	99886	MRM Trust Workers Comp Fu	\$12,138.94	R
77876	5/4/2021	39704	NAPA Auto Parts-Hellertown	\$109.99	R
77877	5/4/2021	101516	New Enterprise & Lime Co	\$9,642.50	R
77878	5/4/2021	100756	Patriot Workwear	\$119.00	O
77879	5/4/2021	99864	PENN VALLEY CHEMICAL C	\$855.86	R
77880	5/4/2021	101200	Pitney Bowes Reserve Accoun	\$1,000.00	R
77881	5/4/2021	128	PLASTERER EQUIPMENT C	\$2,920.00	R
77882	5/4/2021	59556	PPL UTILITIES	\$2,904.06	R
77883	5/4/2021	99837	PSAB - MRT	\$38,992.25	R
77884	5/4/2021	99838	PSAB - MRT	\$11,207.75	R
77885	5/4/2021	359	SAUCON VALLEY BIKES	\$36.00	R
77886	5/4/2021	100775	STAPLES BUSINESS CREDI	\$785.58	R
77887	5/4/2021	220	STAPLES CREDIT PLAN	\$10.30	R
77888	5/4/2021	377	SUZANNE L.E. TOTO, RPR	\$205.00	R
77889	5/4/2021	100374	TDS TECHNOLOGIES, INC	\$1,017.94	R
77890	5/4/2021	99833	UGI ENERGY SERVICES, LL	\$252.28	R
77891	5/4/2021	254	WHITEHALL TURF EQUIPME	\$95.45	R
77892	5/4/2021	100750	ZOLL MEDICAL CORP	\$354.90	R

**Check Register****Lower Saucon Township**

07-Jun-21

From: 01-May-21 To: 31-May-21

Check No	Check Date	VendorNo	Vendor	Check Amount	Status
77893	5/5/2021	16113	Lower Saucon Township	\$1,087,496.55	R
77894	5/5/2021	101626	Four Seasons Lawn Care & La	\$2,760.00	R
77895	5/7/2021	101924	Mid-Atlantic Fire and Air	\$66,666.67	R
77896	5/11/2021	21851	COUNTY OF NORTHAMPTO	\$195.00	R
77897	5/11/2021	79530	POSTMASTER	\$245.00	R
77898	5/11/2021	79530	POSTMASTER	\$1,000.00	R
77899	5/11/2021	289	TREADWELL LAW OFFICES,	\$13,100.00	R
77900	5/19/2021	101927	Andrew Heckman or Alyson M	\$465.03	O
77901	5/19/2021	101250	Axon Enterprise Inc	\$1,793.20	R
77902	5/19/2021	101529	Bath Supply Co., Inc	\$37.35	R
77903	5/19/2021	332	Berkheimer Inc	\$77.52	R
77904	5/19/2021	243	CHEMUNG SUPPLY CORP.	\$2,932.34	R
77905	5/19/2021	19857	CITY OF BETHLEHEM	\$2,028.58	R
77906	5/19/2021	100283	COOPERSBURG MATERIAL	\$112.41	R
77907	5/19/2021	101925	Darrin Wendling	\$150.00	O
77908	5/19/2021	47826	ECCO COMMUNICATIONS, L	\$20.00	R
77909	5/19/2021	101598	Eckert Seamans Cherin and M	\$2,305.50	R
77910	5/19/2021	237	FREEDOM SYSTEMS	\$97.00	R
77911	5/19/2021	101077	FRY COMMUNICATIONS INC	\$87.00	O
77912	5/19/2021	51563	GEORGE HEITCZMAN, ESQ.	\$841.00	R
77913	5/19/2021	31711	HANOVER ENGINEERING A	\$2,420.13	R
77914	5/19/2021	101088	JARED GUNSHORE	\$27.52	R
77915	5/19/2021	101926	Kenneth or Pamela Brown	\$1,127.94	O
77916	5/19/2021	251	KISTLER OBRIEN	\$530.00	R
77917	5/19/2021	137	Koch Bethlehem Ford	\$416.04	R
77918	5/19/2021	397	KYLE HAGGERTY	\$45.42	O
77919	5/19/2021	101784	Lawn Specialties	\$2,910.00	R
77920	5/19/2021	16113	Lower Saucon Township	\$41,748.09	R
77921	5/19/2021	25600	Martin Stone Quarries, Inc.	\$848.74	R
77922	5/19/2021	39704	NAPA Auto Parts-Hellertown	\$20.94	R
77923	5/19/2021	101656	Naughton Energy Corp	\$3,363.19	R
77924	5/19/2021	101516	New Enterprise & Lime Co	\$9,517.35	R
77925	5/19/2021	101928	NJ Advance Media - Dept 775	\$997.70	R
77926	5/19/2021	384	NORTH SAUCON ANIMAL H	\$142.06	O
77927	5/19/2021	100854	PA Municipal Health Ins Co-op	\$98,413.70	R
77928	5/19/2021	99887	PA MUNICIPAL LEAGUE	\$65.00	R
77929	5/19/2021	211	PA ONE CALL SYSTEM, INC.	\$96.71	R
77930	5/19/2021	100756	Patriot Workwear	\$1,325.00	O
77931	5/19/2021	101040	PITNEY BOWES INC	\$139.63	R



**Check Register****Lower Saucon Township**

07-Jun-21

From: 01-May-21 To: 31-May-21

Check No	Check Date	VendorNo	Vendor	Check Amount	Status
77932	5/19/2021	59556	PPL UTILITIES	\$29.70	R
77933	5/19/2021	101504	RCN	\$398.76	R
77934	5/19/2021	100378	RILEIGHS OUTDOOR	\$181.58	R
77935	5/19/2021	101929	Rivanna K9	\$385.00	O
77936	5/19/2021	101920	Saucon Source	\$130.00	R
77937	5/19/2021	100708	SAUCON TRUE VALUE	\$171.69	R
77938	5/19/2021	359	SAUCON VALLEY BIKES	\$126.00	R
77939	5/19/2021	97385	Saucon Valley Community Ctr.	\$4,000.00	O
77940	5/19/2021	99762	SERVICE TIRE TRUCK CENT	\$339.02	R
77941	5/19/2021	101500	Siteone Landscape Supply LL	\$94.04	R
77942	5/19/2021	100394	THOMAS L. LOUDER	\$37.58	R
77943	5/19/2021	99833	UGI ENERGY SERVICES, LL	\$46.44	R
77944	5/19/2021	101495	United Site Services, INC	\$1,371.05	R
77945	5/19/2021	302	VERIZON	\$42.14	R
77946	5/19/2021	101457	Verizon Connect NWF Inc	\$421.37	R
77947	5/19/2021	100869	VERIZON WIRELESS	\$2,345.86	R
<b>Bank Total:</b>				<b>\$1,465,053.18</b>	

**Bank Account: 2 Fulton Bank - State**

2453	5/4/2021	59556	PPL UTILITIES	\$184.47	R
2454	5/4/2021	100583	TransEdge Truck Center	\$2,166.56	R
2455	5/19/2021	101650	Golden Equipment Company	\$449.74	R
2456	5/19/2021	100925	MOBILE LIFTS, INC	\$688.25	R
2457	5/19/2021	59556	PPL UTILITIES	\$2,732.67	R
2458	5/19/2021	101853	Staver Hydraulics Co Inc	\$313.27	O
<b>Bank Total:</b>				<b>\$6,534.96</b>	

**Bank Account: 3 Fulton Bank - Capital**

569	5/4/2021	100252	FERGUSON WATERWORKS	\$87.66	R
570	5/4/2021	101639	Grainger	\$63.38	R
571	5/4/2021	100381	LOWES BUSINESS ACCOUN	\$5.57	R
572	5/19/2021	100252	FERGUSON WATERWORKS	\$37.86	R
573	5/19/2021	101639	Grainger	\$25.51	O
574	5/19/2021	101749	Premier Upfits	\$1,595.00	R
575	5/19/2021	100411	STEPHENSON EQUIPMENT,	\$14,005.52	V
576	5/19/2021	101930	Tiger Corporation	\$14,005.52	R
<b>Bank Total:</b>				<b>\$29,826.02</b>	

**Bank Account: 4 Fulton Bank**

3	5/19/2021	31711	HANOVER ENGINEERING A	\$2,413.60	R
733	5/19/2021	31711	HANOVER ENGINEERING A	\$2,413.60	V
<b>Bank Total:</b>				<b>\$4,827.20</b>	

**Bank Account: 12 Fulton Bank - Compost**

**Check Register****Lower Saucon Township**

07-Jun-21

From: 01-May-21 To: 31-May-21

Check No	Check Date	VendorNo	Vendor	Check Amount	Status
550	5/4/2021	101921	First Regional Compost Author	\$9,917.50	O
551	5/19/2021	101495	United Site Services, INC	\$69.50	O
<b>Bank Total:</b>				<b>\$9,987.00</b>	
<b>Bank Account: 14 Fulton Bank, NA</b>					
14	5/5/2021	101923	BAPS	\$25.75	R
<b>Bank Total:</b>				<b>\$25.75</b>	
<b>Bank Account: 21 Fulton Bank</b>					
316	5/5/2021	101626	Four Seasons Lawn Care & La	\$3,465.00	R
317	5/11/2021	289	TREADWELL LAW OFFICES,	\$460.00	R
<b>Bank Total:</b>				<b>\$3,925.00</b>	
<b>Total Of Checks:</b>				<b>\$1,520,179.11</b>	

# Receipts By Transaction Code

# Lower Saucon Township

5/1/2021 to 5/31/2021

		<u>Number of Transactions</u>	<u>Amount</u>
ACCIDENT	Accident reports	4	\$160.00
ADMIN	ADMINISTRATION	3	\$180.00
BALLFD	Ballfield Rental	1	\$200.00
BLDGPERMIT	BUILDING PERMITS	4	\$350.00
BRE	Gas Royalty fees	1	\$1,522.07
COPOSTEXP	Compost Ctr Expenses	1	\$20.00
CRIME CODE	CRIME CODE VIOLATIONS	2	\$277.16
CTYCRTFINE	COUNTY COURT FINES	1	\$1,093.15
DRIVEWAY	ROAD ENCROACHMENT PERMITS	1	\$75.00
DUPTXBILL	DUPLICATE TAX BILL FEE	2	\$20.00
EIT	EARNED INCOME-CURRENT YEAR	6	\$377,627.83
EIT-PRIOR	EARNED INCOME TAX PRIOR YEAR	5	\$34,700.00
EMS	Local Services Tax	4	\$11,765.91
FIRETXG	Fire Tax	1	\$41,748.09
GRNTSCAP	Grants Capital Fund	1	\$50,607.00
HEALTH	Health Insurance reimb	3	\$480.00
HOST	Hosting Fee - Landfill	2	\$524,977.84
MISC	MISCELLANEOUS INCOME	5	\$23.25
MOVING	MOVING PERMITS	3	\$15.00
MTRVEHJP	MOTOR VEHICLE CODE VIOL JP	2	\$1,400.86
OPEIT	Open Space EIT	6	\$186,392.80
OPEITPRIOR	Open Space EIT Prior	3	\$15,000.00
ORDVIO	ORDINANCE VIOLATIONS	1	\$350.00
PARKTKTS	PARKING TICKETS	1	\$5.00
PAVILO	Pavilion Rental	6	\$750.00

# Receipts By Transaction Code

## Lower Saucon Township

5/1/2021 to 5/31/2021

		<u>Number of Transactions</u>	<u>Amount</u>
PWSVCS	Public Works Services	3	\$526.93
PYEXPCOMP	Prior Year Expense - Compost	1	\$199,232.64
REAL/C	REAL ESTATE - CURRENT YEARS	50	\$56,680.95
REAL/D	REAL ESTATE-DELINQUENT	1	\$3,339.17
REAL/T	REAL ESTATE TRANSFER TAX	2	\$56,012.70
REIMBEXP	Reimbursement of Expenses	1	\$40.53
SALEFX	Sale of Fixed Assets	1	\$5.00
SANIPERMIT	SANITATION PERMITS	1	\$135.00
SECALARM	SECURITY ALARM MONITORING FEE	2	\$15.00
TAXCERT	TAX CERTIFICATION FEE	7	\$125.00
UCCREV	UCC REVENUE	1	\$4.50
Grand Total :		139	\$1,565,858.38

**LAW May 2021 General Fund**

B. Lincoln Treadwell Office	\$13,100.00
George Heitzman, Esq.	\$841.00
Eckert Seamans Cherin & Mell	\$5,496.50
Arbitrator fee	\$0.00
<b>Total Month of May</b>	<b>\$19,437.50</b>

**LAW May 2021 Open Space Fund**

B. Lincoln Treadwell Office	\$460.00
<b>Total Month of May</b>	<b>\$460.00</b>



**VII. COUNCIL & STAFF REPORTS**

**A. TOWNSHIP MANAGER'S REPORT**

**B. COUNCIL REPORT/JUNIOR COUNCIL REPORT**

**C. SOLICITOR'S REPORT**

**D. ENGINEER'S REPORT**

**VIII. PUBLIC COMMENT/NON-AGENDA ITEMS – NON-RESIDENTS ONLY**

**IX. ADJOURNMENT**

**Motion:**

*A motion to adjourn at \_\_\_\_\_ pm.*

**MOTION BY:**

**SECOND BY:**

**ROLL CALL:**