

**YEAR TO DATE
APPROVED MINUTES
FOR 2014**

REORGANIZATION MINUTES – January 6, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:05 p.m. by Chairperson, Mike Rinker

Board members present were Andrew Donello, Willard Mohn, Michael Rinker, Scott Sylvainus, and Steve Ytkin. Also present was Steve Mills for Township Solicitor, Gary Asteak and Township Engineer, Al Kortze.

Mr. Rinker asked for nominations for Chairman of the Board.

Motion made by Mr. Mohn and seconded by Mr. Donello to appoint Michael Rinker as Chairman of the Board for 2014. Motion carried by all voting aye.

Mr. Rinker assumed the chairman's chair.

Motion made by Mr. Rinker and seconded by Mr. Mohn to appoint Scott Sylvainus as vice chairman of the Board for 2014. Motion carried by all voting aye.

COURTESY OF THE FLOOR (Agenda Items Only)

Nothing at this time

APPOINTMENTS

Motion made by Mr. Sylvainus and seconded by Mr. Ytkin to accept the appointments as stated in the agenda. Motion carried by all voting aye.

The following were the appointments:

- Township Solicitor and Fees – Asteak Law Offices, Gary Asteak, \$150.00 - \$175.00/hour
- Township Engineer and Fees – Keystone Consulting Engineers, Al Kortze, according to their fee schedule
- Zoning Hearing Board Solicitor Fees - \$150.00 per hour
- State Sewage Enforcement Officer – Keystone Consulting Engineers, Chris Noll, according to their fee schedule
- Alternate Sewage Enforcement Officer – Keystone Consulting Engineers, Daren Martocci, according to their fee schedule
- Inspection Services – CodeMaster Inspection Services, according to the fee schedule
- Fire Marshall – Donald Seiple
- Purchasing Officer – Jerilyn Kronstadt
- Zoning Hearing Board Secretary – Betty Parrish
- Board Delegate to the PSATS State Convention of Township Supervisors – Mr. Donello

Board Delegate to the Northampton County Association of Township Officials –
Mr. Rinker
Board Delegate to the NAZCOG – Mr. Ytkin, Alternate – Mr. Rinker
Board Delegate to the NAZCOG – Mr. Ytkin, Alternate – Mr. Rinker
Representative to the Library Budget Committee – Mr. Sylvainus
Representative to the Nazareth Ambulance Board – Mr. Rinker
Vacancy Board – Joanne Messenlehner
Chief Administrative Officer of Pension Plans – Betty Parrish
Township Auditors - Traci Stocker was elected to the six year auditor term.
Nanette Baranowski and Jay Benfield were appointed at previous
meetings. Salary is set at \$10.00/hr.
The annual auditor's reorganization meeting will be held on
January 7, 2014, at 7:00 p.m.
Planning Commission Member – Wilhelmina Donnelly
Zoning Hearing Board – Andrew Bohl and James Augustine (alternate)

APPOINTMENT AND COMPENSATION FOR CHIEF OF POLICE

Motion made by Mr. Rinker and seconded by Mr. Mohn to set the police chief as a salaried, exempt employee position. The Police Chief's wages were set at \$75,690.37 per year (\$2,911.17 per pay period). Motion carried by all voting aye.

APPOINTMENTS AND COMPENSATION

Mr. Sylvainus stated that he prefers merit raises instead of across the board percentage raises.

Mr. Rinker stated that 4% raises were budgeted for in 2014.

Mr. Sylvainus stated that all department heads should be salaried positions and recommended making the Office Manager position as a salaried position. He also stated that the department heads should make at least \$.50 more per hour than the next position.

Mr. Donello suggested hiring part-time public works employee, Kyle Kline, as a full time employee. Mr. Shupe stated that during budget talks it was recommended and budgeted for Mr. Kline to be hired fulltime on his April 2014 anniversary date.

Attorney Steve Mills left at 7:22 p.m.

Mr. Rinker stated that he does not feel that the Township is ready for merit raises at this time. He stated that the Township can work on it and prepare something for 2015 in regard to merit raises. Mr. Ytkin also stated that a 4% across the board can be done now and that merit raises can be considered for 2015. Mr. Shupe stated that in January 2013, the first evaluations were performed. He believes that

evaluations should be performed in January and November of 2014 if merit raises will be considered for 2015.

Motion made by Mr. Ytkin and seconded by Mr. Mohn to set the appointments and compensation for employees as stated on the agenda, changing the Police Chief and the Office Manager to salaried positions. Motion carried by all voting aye.

The following were the appointments and compensation....

FT Secretary/Treasurer and Compensation – Jerilyn Kronstadt, \$19.49 per hour
FT Office Manager/Zoning Secretary and Compensation – Joan Lyons, \$41,580 per year, (\$1,599.23 per pay period)
FT Local Service Tax Officer/Benefits Administrator and Compensation – Betty Parrish, \$18.98 per hour
PT Zoning Officer and Compensation – John Soloe, \$24.50 per hour
FT Public Works Director and Compensation, Salaried – Shawn Shupe, \$56,773.60 per year (\$2,183.60 per pay period)
PT Assistant Road Superintendent – Bob Eberly, \$18.94 per hour
FT Road Crew Compensation – Edgar Geiger, Craig Hoffman, \$18.38 per hour
PT Road Crew – \$18.38 per hour
PT Road Crew, laborer two, starting in April, \$15.94
Police Secretary – Debra Knecht, \$19.43 per hour
PT Police Officers – \$19.21 per hour
Emergency Management Coordinator and Compensation – Michael Rinker, Salary to be set by the auditors
Zoning Hearing Board Members
\$30.00 per hearing attended per member, paid quarterly
\$116.67 per hearing attended for the secretary, paid quarterly
Planning Commission Members
\$30.00 per meeting attended per member, paid quarterly
\$116.67 per meeting attended for the secretary, paid quarterly

EMPLOYEE HOLIDAYS

Motion made by Mr. Sylvainus and seconded by Mr. Rinker to set the fulltime employee holidays as stated in the agenda under employee holidays. Motion carried by all voting aye.

Mr. Sylvainus pointed out that in 2013 there were two half days, Christmas Eve and New Years Eve; however, this year there are no half days and the employees will be off the day after Christmas.

The following are the assigned fulltime employee holidays:

New Year's Day (1/1/14)	Thanksgiving Day (11/27/14)
Martin Luther King Jr. Day (1/20/14)	Day after Thanksgiving (11/28/14)
President's Day (2/17/14)	

Good Friday (4/18/14)
Memorial Day (5/26/14)
Independence Day (7/4/14)
Labor Day (9/1/14)

Christmas Day (12/25/14)
Day After Christmas (12/36/14)
Birthday
New Year's Day (1/1/15)

MILEAGE ALLOWANCE

Motion made by Mr. Sylvainus and seconded by Mr. Rinker to set the mileage rate for employee's using their own vehicles at the current IRS rate. Motion carried by all voting aye.

(The IRS rate at this time is 56.0 cents)

EMPLOYEE MEDICAL OPT-OUT

Motion made by Mr. Sylvainus and seconded by Mr. Ytkin to authorize an employee medical opt-out program of \$2,000.00 per year to fulltime Township employees. Motion carried by all voting aye.

AUTHORIZATION FOR CLEANING SERVICES

Motion made by Mr. Mohn and seconded by Mr. Ytkin to authorize the cleaning of the municipal building at a rate of \$75.00 bi-weekly for two cleaning people. Motion carried by all voting aye. The Township will be cleaned two times per week by two different people.

SIGNATORY AUTHORIZATION

Motion made by Mr. Rinker and seconded by Mr. Donello to authorize two bank authorized signatures to sign Township checks (Secretary-Treasurer/Supervisor or Supervisor/Supervisor). Motion carried by all voting aye.

OFFICIAL BONDS

Motion made by Mr. Sylvainus and seconded by Mr. Mohn to set the official bonds for the Township employees at the rates stated in the agenda. Motion carried by all voting aye.

The following are the bond rates for the Township employees:

Secretary/Treasurer - \$170,000.00 (\$992.38 – 2 years)
Administrative Assistant - \$100,325.00 (\$351.14 – 1 year)
LST Officer - \$120,000.00 for the Township (\$720.00 – 1 year)
RE Tax Collector - \$500,000.00 (\$1,004.27 – 1 year)

Police Secretary - \$25,000.00 (\$100.00 – 1year)

RESOLUTIONS

Motion made by Mr. Rinker and seconded by Mr. Sylvainus to adopt Resolution 14-01: Upper Nazareth Township Fee Schedule. Motion carried by all voting aye.

Motion made by Mr. Mohn and seconded by Mr. Donello to adopt Resolution 14-02: Township Depositories. Motion carried by all voting aye.

Motion made by Mr. Rinker and seconded by Mr. Mohn to adopt Resolution 14-03: Pension – No Contributions. Motion carried by all voting aye.

Motion made by Mr. Sylvainus and seconded by Mr. Rinker to adopt Resolution 14-04: Township Audit Done by CPA (Riley and Company). Motion carried by all voting aye.

Motion made by Mr. Mohn and seconded by Mr. Donello to adopt Resolution 14-05: TCC Delegate and Alternates. Motion carried by all voting aye.

LIAISONS

Liaisons were selected as follows:

Mr. Rinker as liaison to the emergency services – police department, fire department and emergency management

Mr. Ytkin as liaison to the public works department

Mr. Sylvainus as liaison to the administrative/zoning departments

Mr. Mohn as liaison to the recycling coordinator

COURTESY OF THE FLOOR (Non-agenda items)

Nothing at this time

ANNOUNCEMENTS

Nothing at this time

ADJOURNMENT

Motion made by Mr. Mohn and seconded by Mr. Sylvainus to adjourn the meeting at 7:40 p.m. Motion carried by all voting aye.

MINUTES – January 6, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 8:41 p.m. by Chairman, Mike Rinker.

Mr. Rinker stated that there was an executive session before the meeting began to discuss personnel issues.

Board members present were: Andrew Donello, Willard Mohn, Mike Rinker, Scott Sylvainus, and Steve Ytkin. Also present was Township Engineer, Al Kortze. The solicitor was not present.

Motion was made by Mr. Rinker and seconded by Mr. Donello to approve the agenda as written. Motion carried by four voting aye, Mr. Sylvainus abstained as he did not attend the meeting.

Motion was made by Mr. Mohn and seconded by Mr. Donello to approve the minutes from the December 18, 2013. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to accept the bills report. Motion carried by all voting aye.

COURTESY OF THE FLOOR (Non-Agenda items only)

Nothing at this time

SUPERVISORS COMMENTS

Mr. Rinker presented a proclamation to Michael Kresge for his many years of service on the Planning Commission and the Zoning Hearing Board for Upper Nazareth Township. The Township declared Saturday, January 11, 2014, as “Michael Kresge Day”.

Mr. Sylvainus stated that the Township had contracted with Cohen Law Group to prepare the Township’s updated RCN Franchise Agreement with the understanding presented by Cohen Law Group that the Township would receive a significant savings over the current contract and that the Township would receive more money with the new contract. As it has turned out, the Township paid two of three installments for a contract that presents the exact same benefits and costs as the previous contract. Mr. Sylvainus stated that Cohen Law Group did not fulfill their promise and that the Township solicitor actually finished the contract negotiations with RCN. Mr. Sylvainus would like the Board’s authorization to prepare a letter stating these facts and withholding the last installment of payment. Mr. Augustine stated that Cohen Law Group stated that they would bring “riches beyond our dreams” if they were selected to renegotiate the RCN franchise contract. The Board agreed that Mr. Sylvainus can prepare a letter for the Board’s review.

Mr. Sylvainus asked for the Board to appoint James Augustine as the contact person for the gaming grant that has been submitted by him on behalf of the Township. Mr. Augustine updated the Board on the gaming grant stating that at the end of the month the applications will be reviewed and he hopes that the Township will hear back as to how much money the Township will be granted by the end of January or the beginning of February.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to appoint James Augustine as the contact person for the gaming grant submitted by him on behalf of the Township. Motion carried by all voting aye.

Mr. Soloe requested that zoning be moved to earlier on the agenda because he had to leave our meeting to attend another meeting.

PLANNING & ZONING

Mr. Soloe presented his monthly and year-end zoning reports. The year-end report showed an eight year comparison of permits. Mr. Soloe stated that the zoning department netted \$72,363 of income from all permits, 58 of which were new homes. Mr. Soloe stated that in 2014 Tuskes Homes has approximately 80 more homes to be built, Redcliffe has approximately 7-8 townhomes to be built, Florey Farms has 2 more lots to be built and that Scenic View, with approximately 33 – 36 lots should begin development. He stated that overall the Township has had a good year for zoning permits.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to accept the zoning reports. Motion carried by all voting aye.

ADMINISTRATION

Mrs. Kronstadt stated that East Lawn Social Club, the place we attended for our holiday luncheon, had offered the Township the room rental at no cost to the Township. She then stated that the day of the luncheon, she was told that the luncheon would also be provided at no cost to the Township. The Board asked Mrs. Kronstadt to send a thank you note to the East Lawn Social Club and a \$100.00 tip for the cook and wait staff.

Motion was made by Mr. Mohn and seconded by Mr. Sylvainus to authorize the secretary to send a thank you note to the East Lawn Social Club for the Township holiday luncheon and to send a check for \$100.00 tip for the cook and the wait staff. Motion carried by all voting aye.

Mrs. Kronstadt requested authorization to advertise for the 2014 meetings for the Supervisors, Planning Commission, and Zoning Hearing Board.

Motion was made by Mr. Mohn and seconded by Mr. Sylvainus to authorize the secretary to advertise for the 2014 meetings for the Supervisors, Planning Commission, and Zoning Hearing Board as follows:

Zoning Hearing Board meetings are held the last Wednesday of the month at 6:30 p.m. on an as-needed basis and will be legally advertised (for 2014 see November and December).

Planning Commission
1st Thursday following the
2nd Wednesday at 7:00 p.m.

January 9
February 13
March 13
April 10
May 15
June 12
July 10
August 14
September 11
October 9
November 13
December 11

Board of Supervisors
1st & 3rd Wednesday (see holidays)
Workshop at 6:30 p.m. (as needed)
Regular Meeting at 7:00 p.m.

January 6 & 15
February 5 & 19
March 5 & 19
April 2 & 16
May 7 & 21
June 4 & 18
July 2 & 16
August 6 & 20
September 3 & 17
October 1 & 15
November 5 & 19
December 3 & 17

All meetings will be held at the Upper Nazareth Township Municipal Building, 100 Newport Avenue, Nazareth, PA. This location is handicap accessible. Meetings are open to the public.

Motion carried by all voting aye.

Mrs. Kronstadt reminded the Board that the auditor's reorganization meeting is scheduled for Tuesday, January 7, 2014, at 7:00 p.m.

Mrs. Kronstadt reminded the Board that the PSATS Annual Conference is scheduled for April 13 – 16, 2014, and that the lottery for staying in the Hershey Lodge deadline for sign up is January 24, 2014. She stated that she would need to know who would be interested at the next meeting.

Mrs. Kronstadt presented the NAZCOG meeting dates. They are January 28th, April 22nd, July 22nd, and October 28th of 2014, at 7:00 p.m. at the Stockertown Municipal Building located at 209 Main Street, Stockertown, PA 18083.

Mrs. Kronstadt presented a worksheet comparison of the two codification companies that the Township met with, Keystate Publishers and General Code. The Board looked over the comparison and decided to go with Keystate Publishers .

Motion was made by Mr. Rinker and seconded by Mr. Mohn to award the Upper Nazareth Township codification project to Keystate Publishers at a cost of \$7,995.00. Motion carried by all voting aye.

Mrs. Kronstadt presented an email sent by the Northampton Joint COG about a meeting scheduled for Tuesday, January 7, 2014, at 5:00 p.m. at the Lehigh Valley Planning Commission to discuss the possibility of joining the four distinct COGs in Northampton into one Joint COG.

Mrs. Kronstadt presented the annual PSATS membership bill and asked the Board if they would be interested in dropping the "Township Legal Defense Partnership" that costs \$90.00 and the CD-ROM of the "PA Township News" monthly magazine that costs \$45.00. The Board looked over the material and decided to drop these two items from the renewal changing the total cost from \$1,587.00 to \$1,442.00.

Mrs. Kronstadt presented the extended office copier lease showing a cost of \$99.00 per month for eighteen months with a \$1.00 buyout.

Motion was made by Mr. Mohn and seconded by Mr. Ytkin to accept the copier agreement showing a cost of \$99.00 per month for eighteen months with a \$1.00 buyout and to have the chairman sign the agreement. Motion carried by all voting aye.

PUBLIC WORKS

Mr. Shupe represented his report. He stated that most of the work being done at this time is dealing with snow, ice, sleet, cold, and disabled vehicles.

Mr. Shupe stated that the generator should be arriving in mid-January. The paperwork has been completed and he will begin work as soon as weather permits. Mr. Sylvainus stated that the secretary should contact the insurance company with the specifications of the generator.

Mr. Ytkin complimented the road department on the cleaning and clearing of roads so far this winter.

Mr. Shupe stated that Christmas trees may be dropped at the two municipal garages through the end of January.

LIBRARY

Mrs. Sayago presented a number of activities coming up this month at the library. The 11th Annual Young Author's program runs from January 27th through March 8th. There is an Intro to Painting class for adults on February 10th. An author talk will occur on January 11th. "Food for Fines" runs from January 13th through the 18th. There is a "Sit & Knit" group that meets on the second Tuesday of the month.

POLICE DEPARTMENT

Chief Siegfried stated the he and Mr. Rinker inventoried the bicycles that have been collecting in the basement. He stated that there are twelve viable bicycles that could be donated. Mr. Rinker contacted the Nazareth Area Food Bank but was not able to work anything out with them. It was suggested that Vision of Eagles and the Easton Children's Home are two more options to look into.

FIRE DEPARTMENT

Chief Seiple dropped off the fire report.

Motion was made by Mr. Rinker and seconded by Mr. Donello to accept the fire report. Motion carried by all voting aye.

EMERGENCY MANAGEMENT

Mr. Rinker stated that he is in the process of updating the emergency plan documentations.

TOWNSHIP SOLICITOR

Nothing at this time

TOWNSHIP ENGINEER

Mr. Kortze stated that he spoke with PennDOT today in regard to the Florey Farms PennDOT permit and that the permit should be reviewed within the next few weeks. Once the permit is received, Keystone Consulting Engineers will put the specs together, send it to the Township PennDOT representative, Jeff Roback, for review, and then put it out to bid.

RECREATION BOARD

Nothing at this time

CDBG

Nothing at this time

SAFETY COMMITTEE

There is a meeting scheduled for January 24, 2014 at 8:30 a.m.

RECYCLING

Mr. Sylvainus stated that the Board should appoint the recycling coordinator. The Board budgeted \$30,000.00 for this position. Mr. Mohn asked for a proposal from the coordinator as to what needs to be accomplished and the time frames they need to be accomplished in. Mr. Shupe asked about the impact to the yard waste facility operations. Mr. Sylvainus stated that he believes it will not impact the yard waste facility at this time.

Motion was made by Mr. Mohn and seconded by Mr. Sylvainus to appoint Cindy Oatis as the recycling coordinator for Upper Nazareth Township. Motion carried by all voting aye.

COURTESY OF THE FLOOR (Agenda items only)

Nothing at this time

OLD BUSINESS

Chief Siegfried stated that the additional panic alarms have been installed. The fire inspection has not been done to date.

NEW BUSINESS

Nothing at this time

ADJOURNMENT

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to adjourn the meeting at 8:43 p.m. Motion carried by all voting aye.

MINUTES – January 15, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:02 p.m. by Chairman, Mike Rinker.

Board members present were: Andrew Donello, Willard Mohn, Mike Rinker, Scott Sylvainus, and Steve Ytkin. Also present was Township Engineer, Al Kortze, and Steve Mills for Township Solicitor, Gary Asteak.

The Board left for an executive session.

The Board returned from the executive session at 7:08 p.m. Mr. Rinker stated that the executive session was to discuss personnel issues.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the agenda adding a request from Mr. Shupe to discuss a V-Box Spreader under Public Works. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to add January 1, 2015, as a holiday as the first meeting in January is after the first of the year. Motion carried by all voting aye.

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to approve the minutes from the January 6, 2014, Reorganization Meeting. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to delete the sentence “The Board budgeted \$30,000.00 for this position” from the January 6, 2014, regular business meeting. Motion carried by all voting aye.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the minutes from the January 6, 2014, regular business meeting with the above mentioned change. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Donello to accept the bills report. Motion carried by all voting aye.

Motion was made by Mr. Mohn and seconded by Mr. Rinker to accept the financial report. Motion carried by all voting aye.

COURTESY OF THE FLOOR (Non-Agenda items only)

Nothing at this time

SUPERVISORS COMMENTS

Mr. Sylvainus asked that the Cohen issue be moved to the next meeting.

ADMINISTRATION

Mrs. Kronstadt read the auditor’s reorganization minutes from their January 7, 2014, reorganization meeting setting Mr. Donello’s salary at 17.67 per hour and Mr. Rinker’s salary at \$2,400.00 per year, paid monthly.

Mrs. Kronstadt reminded the Board that if they would like to enter the lottery for the Hershey Lodge at the PSATS Annual Conference they need to contact her before January 24, 2014.

Mrs. Kronstadt presented information about transcription equipment for meetings. At the time the Township does not have adequate equipment for proper recording/transcription of meetings. The recommended equipment is a recording system, microphones, and a step pedal from Martel Electronics for a cost of \$599.00.

Motion was made by Mr. Donello and seconded by Mr. Sylvainus to authorize the purchase of a recording/transcription package with the recorder, microphones, and a step pedal from Martel Electronics for a cost of \$599.99. Motion carried by all voting aye.

Mrs. Kronstadt presented information to the Board about 10 Regional Housing Plan Meetings in January and February to compliment the Allentown and Bethlehem meetings held last November. Each Supervisor was given a copy of the scheduled meeting dates if they are interested in attending the meeting.

Mrs. Kronstadt asked for authorization to pay necessary bills the week of January 27, 2014, due to the fact that there are three weeks between meetings.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to authorize the secretary/treasurer to pay necessary bills the week of January 27, 2014. Motion carried by all voting aye.

PLANNING & ZONING

Mr. Soloe reminded the Board that there will be a conditional use hearing for Morningstar Senior Living at the next municipal meeting on February 5, 2014.

PUBLIC WORKS

Mr. Shupe asked Mr. Sylvainus to discuss the computer proposal for the purchase of computer hardware, software, and professional services for the GIS system. Mr. Sylvainus stated that a quote has been received to purchase a computer and the necessary upgrades to accommodate the GIS system to comply with the federal requirements to have an inventory management system to track the reflectivity, location, maintenance schedule, etc. of Township signs. It will also track storm sewers and street lights in the future. A monitor must be purchased at a cost of \$153.00.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to purchase a computer to comply with the federal requirements for sign inventory for a cost of \$2,025.28, installed. \$1,000.00 would come from the liquid fuels account and the balance would come from the general fund. Motion carried by all voting aye.

Mr. Shupe stated that he had suggested to the Board during the budgeting process the purchase of a salt spreader to be installed on the new truck purchased from Hanover Township at a cost of approximately \$6,000.00. Mr. Shupe stated that Tatamy Borough purchased a new truck with a spreader and that their old V-Box spreader was going to be scrapped. Mr. Shupe took a look at the V-Box spreader and found it in good condition. Mr. Shupe is recommending purchasing the V-Box spreader at a cost of \$500.00 from Tatamy Borough. This would equip another Township truck with a spreader at a much lower cost to the Township.

Motion was made by Mr. Rinker and seconded by Mr. Donello to authorize Mr. Shupe to purchase a V-Box spreader from Tatamy Borough at a cost of \$500.00 to be installed on the new truck purchased from Hanover Township. Motion carried by all voting aye.

Mr. Shupe stated that the generator will be delivered within the next week to the Township building for installation. Mrs. Kronstadt stated that she spoke with the insurance company and the generator is covered by the Township building's policy at no additional cost.

LIBRARY

Nothing at this time

POLICE DEPARTMENT

Nothing at this time

FIRE DEPARTMENT

Chief Seiple gave an overview of the fire report that was dropped off and approved at the last meeting.

EMERGENCY MANAGEMENT

Nothing at this time

TOWNSHIP SOLICITOR

Nothing at this time

TOWNSHIP ENGINEER

Mr. Kortze stated that Tuskes is requesting a letter of credit reduction for Eagles Landing Phase 3A. Mr. Kortze stated that a status review was performed and based on that he recommends reducing the letter of credit from \$317,851.49 to \$274,635.79 for a total reduction of \$43,215.70.

Motion was made by Mr. Sylvainus and seconded by Mr. Donello to authorize the letter of credit reduction for Eagles Landing Phase 3A from \$317,851.49 to \$274,635.79 for a total reduction of \$43,215.70. Motion carried by all voting aye.

Mr. Kortze stated that the County will be doing extensive repair of the bridge on Christian Springs Road starting around April or May, closing the road for about one month. Mr. Kortze and Mr. Shupe were concerned that a lot of damage could occur on the road which was just rebuilt last year. They wanted to see the specific plan of travel on the road with equipment and who is responsible for the over site and inspection of the work. The County stated that they would be getting the permits and paying for the work. Sean Dooley had suggested to the County engineer that the County put \$2,500.00 into an escrow account with the Township to cover any professional fees incurred by the Township during this project. The County engineer did not see a need for this. It was learned that the scope of the work is not as bad as first thought. There will be no escrow account. The public works department will oversee the work and watch for any damage of the Township road. There will be a pre-construction meeting and Mr. Shupe asked Chief Siegfried to attend this meeting to make sure there will be sufficient signage for the closure of the road. The Board authorized the office manager to send a letter to the County stating that there will be no escrow fee.

Mr. Kortze stated that PennDOT has issued the highway occupancy permit for the work to be done along Route 248 at New England Drive and Lehigh Lane. The tentative schedule is to advertise for the bid requests mid-January to mid-February, hold the pre-bid meeting in mid-February, open the bids received at the end of February,

award the bid in early March and provide the notice to proceed at the end of March. The project is given two months to complete; therefore, the road work should be completed by the end of May 2014.

RECREATION BOARD

Mr. Sylvainus stated that the recreation board will be meeting next week. He presented an invoice for the lawn care at Tuskes Park and stated that there is a 5% discount if the invoice is paid in full. The Township has done this in the past. The Board agreed to pay the invoice in full.

Mr. Shupe asked about the aerating of the fields. He stated that he has some equipment that can be used to aerate the fields. He may need to rent a deep tine aerator to attach to the equipment and that this could save the Township money in lieu of hiring an outside firm to aerate the fields. Mr. Shupe will look into this and get back to the Board.

CDBG

Mr. Sylvainus stated that the CDBG program is not allowed to hold any interest earned from CDBG monies and that any interest over \$100.00 per year must be returned to the program. A check for \$807.46 was printed to pay back interest from 2005 through 2011. At this time all funds from the CDBG State program have been used and this part of the program has been closed. The Township is now working only with the County program.

SAFETY COMMITTEE

There is a meeting scheduled for January 24, 2014 at 8:30 a.m.

One of the recommendations of the safety committee was to install a solid wood door and deadbolt on the "safe room" which is the ladies room. The office requested that this be approved and installed. Mr. Shupe stated that the cost of the solid wood door is about \$59.99. He did not get a price on the deadbolt at this time.

Motion was made by Mr. Mohn and seconded by Mr. Sylvainus to authorize Mr. Shupe to purchase and install a solid wood door and dead bolt on the "safe room" in the Township building. Motion carried by all voting aye.

RECYCLING

Mr. Mohn reported that there was a meeting on January 13, 2014, with Cindy Oatis, Shawn Shupe, Joan Lyons, Betty Parrish and himself to discuss the needs and plans for recycling in 2014. Mr. Mohn stated that Mr. Shupe currently has a lot of projects in place that comply with the recycling requirements.

Mr. Mohn stated that Mrs. Oatis provided a "Plan of Action" for 2014 outlining the projects required to be done each month. The Township needs to start right away with a mailer providing recycling information to the residents. Mr. Mohn recommended that due to the increase in stamp prices occurring within the next week that the Township purchase stamped envelopes right away at the current cost of stamps.

Motion was made by Mr. Mohn and seconded by Mr. Sylvainus to authorize the purchase of stamped envelopes at the current stamp price for use with the recycling mailer to the Township residents. Motion carried by all voting aye.

Mr. Mohn suggested that the recycling committee could make the flyers and stuff the envelopes.

Mr. Mohn stated that the Township had obtained a grant; however, part of the grant was for the purchase of containers with the use of a single hauler. Since the Board did not go with a single hauler, about \$121,000.00 of the grant must be returned.

Mr. Mohn stated that the other part of the grant could be used to purchase a chipper and other equipment; however, the Township must purchase the equipment first and the grant will pay back 90% of the purchase to the Township. He stated that this money should be sent back to the Township within 30-60 days. Mr. Shupe stated that work done by the public works department to comply with the recycling can be calculated and used towards the 10% the Township must pay for equipment. This part of the grant can also be used for compliance with recycling requirements possibly toward the mailings.

Mr. Mohn stated that Mrs. Oatis suggested that the Township set up a display at the "Touch a Truck" event in October to display literature about recycling. Mr. Mohn stated that this is something the recycling committee could do.

Mr. Shupe stated that he is meeting with Mrs. Oatis to talk more specifically on the roll that the public works department has in the recycling process. Mr. Shupe also stated that this spring may be the first curbside yard waste pickup ever scheduled.

Mrs. Lyons stated that Mrs. Oatis could come before a meeting during a workshop to discuss the municipal grant overview of the program and plans for 2014 recycling in Upper Nazareth Township. The Board agreed to have a workshop starting at 6:30 p.m. before the February 19, 2014, to discuss recycling. If Mrs. Oatis needs more than the half hour, she can continue and the meeting will start when the workshop is over.

Mr. Mohn stated that there is a conference scheduled for May 3, 2014, in Reading called the "2014 Environmental Advisory Network Conference" to provide networking and training opportunities. Mr. Mohn suggested that a member of the recycling committee could attend this workshop.

COURTESY OF THE FLOOR (Agenda items only)

Mrs. Donnelly asked if the Township has always paid so much for the fire hydrants in the Township. She was told that this is true and that the fee is a monthly charge.

OLD BUSINESS

Nothing at this time

NEW BUSINESS

Nothing at this time

ADJOURNMENT

Motion was made by Mr. Mohn and seconded by Mr. Donello to adjourn the meeting at 8:22 p.m. Motion carried by all voting aye.

MINUTES – February 5, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

The Board left for an executive session at 7:00 p.m.

Meeting called to order at 7:10 p.m. by Chairman, Mike Rinker.

Board members present were: Andrew Donello, Willard Mohn, Mike Rinker, Scott Sylvainus, and Steve Ytkin. Also present was Township Engineer, Al Kortze, and Township Solicitor, Gary Asteak.

The agenda was accepted moving Public Works to after the approval of the minutes. Motion carried by all voting aye.

Motion was made by Mr. Ytkin and seconded by Mr. Mohn to approve the minutes from the January 15, 2014, meeting with changes on page 2 changing the amount 599.00 to 599.99 and page 3 stating “Public Works will monitor the work to be certain the Township road is returned to its original condition”. Motion carried by all voting aye.

Mr. Asteak stated that due to the winter weather, the Conditional Use Hearing for Morningstar Senior Living/Serfas has been rescheduled for March 5, 2014, at 7:00 p.m. at the municipal meeting.

PUBLIC WORKS

Mr. Shupe presented the 2013 yard waste facility report. He stated that the Board has a copy and he sent a copy to Cindy Oatis for recycling.

Mr. Shupe stated that the preliminary electrical work for the generator has been completed and that the generator is scheduled to be delivered on February 11, 2014.

Mr. Shupe stated that the Township is being faced with a salt shortage and stated that depending on material available that will dictate how the Township deals with snow and ice clearing of the roads and the effectiveness of that clearing. He thanked the residents for their patience, help, and kindness in dealing with this latest storm. Mr. Shupe stated that the public works department is trying to do the best job they can with the materials/equipment they have.

Mr. Rinker stated that the public works department is doing a good job.

The GIS hand-held system was turned over to Mr. Kortze for Keystone Consulting Engineering to program the unit for the use of the Public Works department.

COURTESY OF THE FLOOR (Non-Agenda items only)

Mrs. Kelli Balog of 2153 Eagles Landing Dr. stated that there is an issue with the developer in the Eagles Landing development not removing snow from sidewalks in front of the developer owned model home. This corner is also a bus stop and the children have to stand out in the street when the sidewalks are not cleared. The Township currently does not have an ordinance in regard to the timeframe of clearing sidewalks. Mr. Kortze stated that Nazareth Borough and Bethlehem requires sidewalk shoveling within twenty-four (24) hours of the snow stopping.

Mr. Asteak stated that the Township needs to create an ordinance in regard to sidewalk shoveling. In the interim a notice can be put on the website stating that the Board of Supervisors requests homeowners to clear their

sidewalks within twenty-four (24) hours after the snow stops. It was recommended that a letter be sent to Tuskes homes stating that their sidewalks should be cleared within twenty-four (24) hours after the snow stops.

Mrs. Elise Kopp, 3339 Westminster Dr., from the Redcliffe development, stated that there is a snow removal issue in her development. She understands that the Township has not taken those roads over and is not responsible for snow plowing the roads in the development; however, the developer is not removing the snow either. She spoke with the homeowners association and they also stated that it is the developer's responsibility. She stated that the residents cannot get out of the development and to work. Her biggest fear is that emergency vehicles cannot get into the development. Mr. Rinker assured her that the Township public works department would enter the development to clear the way for emergency vehicles. Mrs. Kopp asked if there was an ordinance that could charge a fine to any development that does not plow.

Mr. Kortze stated that the developer plans to complete the roads by this summer and then the roads will go into the 18 month maintenance agreement period after which the roads will be dedicated to the Township. Mr. Kortze suggested that in addition to the maintenance escrow the developer could also create a "winter" escrow to hire the Township to do the plowing in the development.

Mrs. Lyons will speak with Mr. Kortze and create a letter to send to the developer to address the snow issue occurring now.

SUPERVISORS COMMENTS

Mr. Mohn stated that the basement records storage area is supposed to be a secure area for Township records. He stated that the electrical panel is also in this room and that workers, such as the electricians doing the generator work, have access to these records. Mr. Mohn suggested that the Township look into a way to make the records more secure and separate them from the electrical panels. Mr. Ytkin suggested cage fencing in the area as a separation. Mr. Mohn would like all of the Board of Supervisors to take a look at the area for suggestions.

Mr. Soloe suggested that the Board look into their ultimate goal for the basement in the future such as creating a meeting room or as Mr. Sylvainus suggested which had been discussed in the past, the possibility of a magistrate's office.

Mrs. Lyons stated that at the present time if a worker must go into the room for the electrical panel that someone from the office must go down with them. Also, the room is getting full and there is a need for more room. Mr. Shupe did install a few more shelves. Mr. Asteak asked if the Township checked the records retention policy and indicated he would be forwarding additional Township files from his office in the near future, which will also need to be stored.

Mr. Sylvainus stated that there was a telephone call about a property in the Township without running water and there is a health concern. Mr. Soloe stated that Northampton County was looking into developing a health bureau but due to the costs and complications, decided not to go through with it. All Health Department calls are directed to the municipalities who are not equipped or knowledgeable of all of the codes to deal with these issues. Mr. Asteak offered to look into the situation. Mr. Soloe stated that he spoke with an attorney about this situation and believes the issue is settled.

Mr. Sylvainus stated that the SOP and handbook are being updated according to the settlement with the police union complaint. Chief Siegfried and Mrs. Parrish are working together on this project and he and will forward an existing electronic file of the SOP to Mrs. Parrish as they had recently discussed. Chief Siegfried has sent a copy of the SOP contents page to Mr. Shupe for formatting guidance for him to develop SOP guidelines for the public works department.

Mr. Sylvainus asked that the Cohen issue be discussed at the next meeting.

Motion was made by Mr. Mohn and seconded by Mr. Donello to approve the bills. Motion carried by all voting aye.

ADMINISTRATION

Mrs. Kronstadt stated that the Univest 2013 Annual Investment Report for the Police Pension is available in the office for their review.

Mrs. Kronstadt presented the “agreement for use of polling place” from the County of Northampton for voting at the municipal building.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to authorize the use of the municipal building as a polling place for elections. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to authorize Mrs. Kronstadt, Mrs. Parrish, Mrs. Lyons, and Mr. Shupe to attend the PSATS conference in April. Mrs. Kronstadt and Mrs. Parrish will stay for one night. Motion carried by all voting aye.

Mrs. Kronstadt reminded the Board of the Lehigh Valley Economic Development Corp. (LVEDC) 2014 Annual Meeting scheduled for March 19, 2014.

Mrs. Kronstadt stated that Mrs. Lyons current insurance bond is set at \$100,325.00 for a cost of \$351.14. Mrs. Lyons had two deposits in 2013 were over the current bond limit. It has been recommended that her bond be increased from \$100,325.00 to \$173,000.00 to cover the increase in the deposit totals. The cost of this bond is \$605.50, an increase of \$254.36.

Motion was made by Mr. Sylvainus and seconded by Mr. Donello to authorize the increase of bond insurance for Mrs. Lyons from \$100,325.00 (at a cost of \$351.14) to \$173,000.00 (at a cost of \$605.50), an increase of \$254.36. Motion carried by all voting aye.

Mrs. Kronstadt stated that the Township received an email from Lori Sywensky at the County in regard to creating a County Council of Governments, merging the local COGs in the County. There were four questions that the Board was asked to respond to. Mr. Asteak stated that at the last NAZCOG (the Township’s local COG) there was discussion about this and the general consensus was that our local COG was doing just fine. He believes there was a request for a County COG from other local COGs that are not doing as well. The Board will respond to the email questions indicating that *The Nazareth COG works well for Upper Nazareth Township.*

Mrs. Kronstadt stated that the office has been working diligently on the verbiage for the newsletter. If anyone has anything that they would like to be put into the newsletter, please get it to her as soon as possible.

Mrs. Kronstadt stated that she received an email from Laura Thompson with I Drive Safely asking about including them as a link on the website for I Drive Safely. The Board had a discussion and decided that Mrs. Kronstadt will respond that the Township will not add a link to the Township website for this for profit entity.

Mrs. Kronstadt stated that the Township received a Right-to-Know request from the Express-Times for a list of compensation for each employee, including overtime. The Board agreed to fulfill the request. Mrs. Kronstadt will work with Chief Siegfried to prepare the document.

Mrs. Kronstadt stated that at the last meeting the Board approved a Pennsylvania American Water bill for fire hydrants was very high. She called Pennsylvania American Water and was told that there were problems with their transition to a new system and some bills were delayed and others were just completely wrong. The bill is being reviewed and is on hold by Pennsylvania American Water until March 16, 2014, with no late charges or interest being charged while the review is occurring.

Mrs. Kronstadt reminded the Board that there will be a recycling workshop starting at 6:30 p.m. before the February 19, 2014, meeting.

PLANNING & ZONING

Mr. Soloe presented the activity report for January. There were seven new occupancy permits.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to approve the zoning report. Motion carried by all voting aye.

Mr. Soloe state that he had attended a seminar on disaster recovery for municipalities and learned how to submit for funding and the proper way to file for an emergency. He stated that the Declaration of Disaster should be prefilled and signed leaving only the dates to be entered at the time of a disaster. This way the form can be submitted quickly. Mr. Rinker liked this idea and as the emergency management coordinator will look into printing, getting the forms signed and preparing these forms to be stored at the municipal building. Mr. Soloe also stated that municipalities tend to not declare an emergency based on a “wait and see” mentality. These forms can be filed for “cause or threat to cause” and can be filed up to a day before a pending disaster.

LIBRARY

Nothing at this time

POLICE DEPARTMENT

Chief Siegfried presented a memo stating that the part-time police officers received their 4% raises on their Township salaries and the Chief requested that the Board also apply this increase to the part-time police officer’s event salary. This has been done in the past and is an incentive to have part-time employees take on sporting events or other events. The 4% increase would bring the salary for events to \$20.06.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to approve a 4% increase in the event salary for part time police officers setting the new rate at \$20.06. Motion carried by a four to one vote with Mr. Mohn voting nay.

FIRE DEPARTMENT

Nothing at this time

EMERGENCY MANAGEMENT

Mr. Rinker stated that a snow emergency was declared for Upper Nazareth Township starting at midnight Tuesday, February 4, 2014, through 10:00 p.m. Wednesday, February 5, 2014.

Mr. Rinker thanked the police officer for updating the police Facebook page reflecting the snow emergency and listing the snow emergency routes in the Township.

TOWNSHIP SOLICITOR

Nothing at this time

TOWNSHIP ENGINEER

Mr. Kortze stated that the Township is eligible to be reimbursed for 50 percent of the costs incurred in the preparation, enactment, administration, and enforcement of the required floodplain ordinance. The deadline to apply is February 28, 2014. Mr. Kortze stated that Mr. Dooley will work with Mr. Soloe to complete the application.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to authorize Mr. Dooley from Keystone Consulting Engineers to work with Mr. Soloe on the application for reimbursement for 50 percent of the costs incurred in the preparation, enactment, administration, and enforcement of the required floodplain ordinance. Motion carried by all voting aye.

Mr. Kortze stated that the second advertisement to bid for the Florey Farms road work was printed this week. There will be a mandatory pre-bid meeting on February 11, 2014, and the bid opening is scheduled for 1:00 p.m. on February 26, 2014.

RECREATION BOARD

Nothing at this time

CDBG

Nothing at this time

SAFETY COMMITTEE

Mr. Rinker stated that the safety committee met and discussed some of the safety issues. They also performed inspections of the Township properties. Four fire extinguishers were ordered as well as latex gloves. Latex gloves will be placed in the public works department vehicles. Two first aid kits are on backorder for the two public works garages. The door still needs to be installed in the "safe" room. Mrs. Lyons stated that Mrs. Parrish prepared the agenda for the meeting and that the minutes will follow.

RECYCLING

Nothing at this time

COURTESY OF THE FLOOR (Agenda items only)

Nothing at this time

OLD BUSINESS

Nothing at this time

NEW BUSINESS

Mr. Donello stated that along Longley Road into Penn Allen Road there are two sharp corners and there are lots of tractor trailer trucks including Jaindl vehicles traveling along the road. He stated that there are now two dips in the road. Mr. Donello stated that these roads are not made for tractor trailer trucks. Mr. Kortze stated that he will make sure Tuskes Homes does not travel on that part of the roads with their construction vehicles and to have them go out to Route 946.

Mr. Sylvainus stated that the State Faming/Local Share grant committee met to review the grants submitted on January 28, 2014m including the Upper Nazareth application for the signalization project at Route 191 and Friedenstahl Avenue. Mr. Sylvainus stated that the committee has made no decisions at this time and will meet again on March 20, 2014, to continue reviewing the 134 applications submitted. There were 40% more submissions this year.

ADJOURNMENT

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to adjourn the meeting at 8:38 p.m. Motion carried by all voting aye.

MINUTES – February 19, 2014

UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

There was a recycling workshop starting at 6:30 p.m. with Cindy Oatis, the recycling coordinator, to update the Board and residents on the requirements of mandatory recycling in the Township and the steps moving forward. The Board suggested that Mrs. Oatis try to negotiate smaller containers to be purchased with the grant money. Mr. Rinker suggested setting up a public meeting just to discuss recycling on March 12, 2014, at 7:00 p.m.

Meeting called to order at 7:13 p.m. by Chairman, Mike Rinker.

Board members present were: Andrew Donello, Willard Mohn, Mike Rinker, Scott Sylvainus, and Steve Ytkin. Also present was Township Engineer, Al Kortze, and Steve Mills for Township Solicitor, Gary Asteak.

The agenda was accepted as written.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to approve the minutes from the February 5, 2014, meeting. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve the bills. Motion carried by all voting aye.

TOWNSHIP SOLICITOR

The Solicitor report was moved up due to Mr. Mills needing to attend another meeting at 7:30 p.m.

Mr. Mills stated that the snow removal ordinance has been prepared and advertised and is ready for adoption by the Board. Mr. Soloe recommended that the Board not adopt the ordinance as written and to make changes specifically stating that the sidewalks must be shoveled the width of the sidewalk or actual dimensions. The way it is written makes it seem as though a shovel's width is acceptable. He also recommended adding that the curb cutouts required by ADA regulations must also be cleared. Finally, Mr. Soloe stated that it should be mentioned that snow cannot be deposited in the streets.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to adopt the snow removal ordinance with the following changes: specify that the entire width of the sidewalk be shoveled, that the ADA corner cutouts must be completely cleared, and that no snow can be deposited into the streets. Motion carried by all voting aye.

PLANNING & ZONING

The planning and zoning report was moved up due to Mr. Soloe needing to attend another meeting at 7:30 p.m.

Mr. Soloe stated that there have been no submittals from Chrin for projects.

Mr. Soloe reminded the Board that there will be a Conditional Use Hearing requested by Morningstar Senior Living/Serfas held during the March 5, 2014, meeting.

Mr. Mills and Mr. Soloe left.

FINANCIAL REPORT

The financial report was presented to the Board.

Motion was made by Mr. Mohn and seconded by Mr. Rinker to approve the financial report. Motion carried by all voting aye.

Mr. Sylvainus asked why there was such a small amount in the County 911 Center escrow account. Mrs. Kronstadt and Mrs. Lyons stated that the County has not replenished the escrow account. Mr. Sylvainus stated that the plans that have been submitted for signature will be held until this escrow has been replenished.

COURTESY OF THE FLOOR (Non-Agenda items only)

Mrs. Messenlehner asked if the signalization line item in the “Active Projects” on the agenda was for the traffic signal at Route 191 and Friedenstahl Avenue. The Board stated that her understanding was correct. Mrs. Messenlehner just wanted to make sure the Township was keeping this project active.

Mrs. Messenlehner complemented the road crew on taking care of the roads during the many storms this winter.

Mrs. Messenlehner commented that many fire hydrants have not been dug out from the snow storms. She wanted to make the residents aware that if a fire hydrant is on their property, they should dig it out. Mr. Rinker suggested putting this request on the website.

Mr. Donnelly stated that he felt the public works department has taken care of the snow covered roads better than average considering the amount of snow we have had this year. He did state that some of the corners of roadway intersections have snow piled so high that you cannot see well to pull out. Mr. Shupe stated that the public works department has spent the last few days clearing storm drains preparing for the coming rain. Next on the list is removing some snow from roadway corners.

SUPERVISORS COMMENTS

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to advertise for an informational workshop to discuss mandatory recycling in Upper Nazareth Township on Wednesday, March 12, 2014, at 7:00 p.m. at the Township building. Motion carried by all voting aye.

Mr. Rinker suggested putting the meeting announcement on the website.

Mr. Benfield thanked the Township for putting a link on the website to the snow emergency ordinance so that residents could see what roads are included on the snow emergency routes.

Mr. Sylvainus presented a draft letter to Cohen Law Group in regard to the RCN cable franchise agreement that the Cohen Law Group “prepared” for the Township.

Motion was made by Mr. Mohn and seconded by Mr. Donello to approve the letter to Cohen Law Group in regard to the RCN cable franchise agreement. Motion carried by all voting aye.

Mr. Ytkin stated that the public works department is doing an excellent job with the roads during all these winter snow storms. Mr. Shupe stated that most of the residents are great during the storms. There are a few that complain; however, he understands that residents are frustrated with this weather.

ADMINISTRATION

Mrs. Kronstadt presented Resolution 14-6 for the Township application to the Pennsylvania Municipal Assistance Program for reimbursement (50%) for costs for developing the required floodplain ordinance updates. Mrs. Kronstadt asked for direction as to the amount the Township would commit as a match for that project. After collecting engineer and solicitor bills and estimates for advertising, Mrs. Kronstadt estimated the cost to date around \$10,000.00. The Board recommended committing \$5,000.00 as a match for the project.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to approve Resolution 14-6 authorizing the Township to apply to the Pennsylvania Municipal Assistance Program for reimbursement (50%) for costs for developing the required floodplain ordinance updates and committing \$5,000.00 as a match for the project. Motion carried by all voting aye.

Mrs. Kronstadt stated that a mailing went out last week to Upper Nazareth Township businesses requesting updated information for the business registry. Included in this mailing was information from the fire department regarding the Knox Boxes. The response to this mailing has been good as businesses are returning completed forms as well as calling to get more information about the Knox Boxes.

Mrs. Kronstadt stated that Pennsylvania American Water is offering an Environmental Grant Program for municipalities planning projects in 2014 that benefits the environment within their service territory. The deadline for entries is March 31, 2014. Mr. Shupe and Mr. Kortze will look into the grant. A couple of ideas mentioned were to address water issues at the Sycamore Street playground or some water issues at Silvercrest Park.

Mrs. Kronstadt reminded the Board that the LVEDC Annual Meeting will be held on Wednesday, March 19, 2013, at 5:00 p.m., at the State Theater in Easton.

Mrs. Kronstadt presented quotes from Premier Electric for renewal of our electric contract which expires in May 2014. The Board asked Mrs. Kronstadt to obtain updated quotes to be addressed at the March 19, 2014, meeting with the information available for review in their packets the Friday before.

Mrs. Kronstadt stated that the Pennsylvania Department of Transportation sent a letter to the Township notifying the Township that the bridge on Penn Dixie Road is scheduled for inspection.

Mr. Sylvainus stated that information was received stating that construction will commence in March on the bridge near the Pizza Hut on Broad Street in Nazareth. Detours will be set up to avoid the area. The project is expected to continue into September.

PUBLIC WORKS

Mr. Shupe stated that he is obtaining quotations for a chipper and front end loader to be purchased with the recycling grant money. The grant has allotted \$100,000.00 towards equipment. The Township would be responsible for about \$1,000.00. The Township will have to pay for the equipment first and then will be reimbursed. Mr. Shupe will have the quotations for the Board's review at the next meeting.

Mr. Shupe announced that there will be curb-side yard waste recycling (not including grass) the week of April 21 – 25, 2014. The yard waste facility will open on Saturday, April 26, 2014.

Mr. Shupe stated that the recycling grant also provides money for improvements to the yard waste facility and one thing Mr. Shupe would like to install is a larger salt storage bin. He would also like to reconfigure the facility for more storage. Mr. Mohn stated that any plans should be presented to Hercules as the Township leases this land from them.

Mr. Shupe stated that he pushed back the delivery of the generator due to the multiple snow storms.

Mr. Sylvainus asked if Mr. Shupe has obtained information on the deep tine aeration for the Tuskes fields. Mr. Shupe stated that he will gather the information shortly.

LIBRARY

Mrs. Sayago provided the Board with the 2013 Annual Report for the Library. She pointed out that on page 3 is information on the Touch a Truck with a thank you to Upper Nazareth Township and the Public Works Department.

Mrs. Sayago provided information on upcoming events at the library. She also stated that she was appointed as the president of the Library Board.

POLICE DEPARTMENT

Chief Siegfried stated that the police association would like to schedule a dinner with a couple of the Board members to keep lines of communication open. The police association provided a number of dates for the dinner. Mr. Rinker stated that he would like to attend and asked that Mr. Ytkin also attend. Mr. Ytkin will have to check the available dates and get back to Mr. Rinker.

Chief Siegfried presented the December police report.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to approve the police report. Motion carried by all voting aye.

Chief Siegfried stated that the 2011 Tahoe police vehicle was involved in an accident earlier in the evening with a tractor trailer that ran a stop sign. Chief Siegfried will contact the insurance company to get an estimate on the repairs.

FIRE DEPARTMENT

Chief Seiple presented the fire report.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to approve the fire report. Motion carried by all voting aye.

Mr. Kolakowski requested an update on the progress of the requests presented to the Board at a workshop in December 2013, concerning fire code enforcement and having the public works department trained to drive fire trucks to fires so the equipment could arrive at the fire faster and the firemen can meet them there.

The Board did not have an update on the code enforcement; however, Mr. Sylvainus has a contact that he has not been able to reach at this time. Mr. Sylvainus will follow up with this contact and get back to the fire department. Mr. Shupe stated that he was not against the public works department helping the fire department with equipment; however, he needs to meet to lay out parameters, training guidelines, and responsibilities from each department.

Mr. Rinker suggested assigning a committee to discuss this. He, Mr. Ytkin, and Mr. Shupe will meet with the fire department.

EMERGENCY MANAGEMENT

Mr. Rinker stated that Upper Nazareth Township declared another snow emergency from February 12, 2014, at 6:00 p.m. through February 14, 2014, at 6:00 p.m.

Mr. Shupe stated that all future snow storms will require a declaration of a snow emergency to aid the public works department in clearing snow from emergency routes.

TOWNSHIP ENGINEER

Mr. Kortze stated there was a pre-bid meeting for the Florey Farms road work with six companies attending. The bid opening is scheduled for February 26, 2014, at 1:00 p.m. here at the municipal building.

Mr. Mohn asked what the next project to go out to bid would be. Mr. Kortze and Mr. Shupe stated that after the Florey Farms project and the Schoeneck Road drainage project, if there are funds available, Rose Inn Avenue is schedule for resurfacing. There are also a number of roads that are scheduled for micro-surfacing if the funds are available.

Mr. Sylvainus asked Mr. Shupe if there are any differences with the different road surfacing done last year. Mr. Shupe stated that Industrial Drive has held up very well. He feels that the double oil & chip with the cape seal has worked out better than the plain oil and chip.

RECREATION BOARD

Mr. Sylvainus stated that the Board met last night. He stated that the Clippers lacrosse will be using the Silvercrest Park this spring.

CDBG

Mr. Sylvainus stated that two houses have been completed and that seven new houses have been added to the list. These projects should run through the County money for this program and then the Township will move into the "Home Program" that works with the State rather than the County.

SAFETY COMMITTEE

Mr. Rinker stated two first aid kits were purchased for the municipal garages and fire extinguishers were purchased for the Tuskes concession stand and the welding area at the Daniels garage. Latex gloves were purchased for each of the public works vehicles.

RECYCLING

Public meeting on March 12, 2014, at 7:00 p.m. at the Township building.

COURTESY OF THE FLOOR (Agenda items only)

Nothing at this time

OLD BUSINESS

Nothing at this time

NEW BUSINESS

Kendra's Buttercup Bakery was unable to attend tonight under community spotlight. Mr. Ytkin was traveling and did not call to remind them.

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 8:27 p.m. Motion carried by all voting aye.

MINUTES – February 19, 2014

UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

There was a recycling workshop starting at 6:30 p.m. with Cindy Oatis, the recycling coordinator, to update the Board and residents on the requirements of mandatory recycling in the Township and the steps moving forward. The Board suggested that Mrs. Oatis try to negotiate smaller containers to be purchased with the grant money. Mr. Rinker suggested setting up a public meeting just to discuss recycling on March 12, 2014, at 7:00 p.m.

Meeting called to order at 7:13 p.m. by Chairman, Mike Rinker.

Board members present were: Andrew Donello, Willard Mohn, Mike Rinker, Scott Sylvainus, and Steve Ytkin. Also present was Township Engineer, Al Kortze, and Steve Mills for Township Solicitor, Gary Asteak.

The agenda was accepted as written.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to approve the minutes from the February 5, 2014, meeting. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve the bills. Motion carried by all voting aye.

TOWNSHIP SOLICITOR

The Solicitor report was moved up due to Mr. Mills needing to attend another meeting at 7:30 p.m.

Mr. Mills stated that the snow removal ordinance has been prepared and advertised and is ready for adoption by the Board. Mr. Soloe recommended that the Board not adopt the ordinance as written and to make changes specifically stating that the sidewalks must be shoveled the width of the sidewalk or actual dimensions. The way it is written makes it seem as though a shovel's width is acceptable. He also recommended adding that the curb cutouts required by ADA regulations must also be cleared. Finally, Mr. Soloe stated that it should be mentioned that snow cannot be deposited in the streets.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to adopt the snow removal ordinance with the following changes: specify that the entire width of the sidewalk be shoveled, that the ADA corner cutouts must be completely cleared, and that no snow can be deposited into the streets. Motion carried by all voting aye.

PLANNING & ZONING

The planning and zoning report was moved up due to Mr. Soloe needing to attend another meeting at 7:30 p.m.

Mr. Soloe stated that there have been no submittals from Chrin for projects.

Mr. Soloe reminded the Board that there will be a Conditional Use Hearing requested by Morningstar Senior Living/Serfas held during the March 5, 2014, meeting.

Mr. Mills and Mr. Soloe left.

FINANCIAL REPORT

The financial report was presented to the Board.

Motion was made by Mr. Mohn and seconded by Mr. Rinker to approve the financial report. Motion carried by all voting aye.

Mr. Sylvainus asked why there was such a small amount in the County 911 Center escrow account. Mrs. Kronstadt and Mrs. Lyons stated that the County has not replenished the escrow account. Mr. Sylvainus stated that the plans that have been submitted for signature will be held until this escrow has been replenished.

COURTESY OF THE FLOOR (Non-Agenda items only)

Mrs. Messenlehner asked if the signalization line item in the “Active Projects” on the agenda was for the traffic signal at Route 191 and Friedenstahl Avenue. The Board stated that her understanding was correct. Mrs. Messenlehner just wanted to make sure the Township was keeping this project active.

Mrs. Messenlehner complemented the road crew on taking care of the roads during the many storms this winter.

Mrs. Messenlehner commented that many fire hydrants have not been dug out from the snow storms. She wanted to make the residents aware that if a fire hydrant is on their property, they should dig it out. Mr. Rinker suggested putting this request on the website.

Mr. Donnelly stated that he felt the public works department has taken care of the snow covered roads better than average considering the amount of snow we have had this year. He did state that some of the corners of roadway intersections have snow piled so high that you cannot see well to pull out. Mr. Shupe stated that the public works department has spent the last few days clearing storm drains preparing for the coming rain. Next on the list is removing some snow from roadway corners.

SUPERVISORS COMMENTS

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to advertise for an informational workshop to discuss mandatory recycling in Upper Nazareth Township on Wednesday, March 12, 2014, at 7:00 p.m. at the Township building. Motion carried by all voting aye.

Mr. Rinker suggested putting the meeting announcement on the website.

Mr. Benfield thanked the Township for putting a link on the website to the snow emergency ordinance so that residents could see what roads are included on the snow emergency routes.

Mr. Sylvainus presented a draft letter to Cohen Law Group in regard to the RCN cable franchise agreement that the Cohen Law Group “prepared” for the Township.

Motion was made by Mr. Mohn and seconded by Mr. Donello to approve the letter to Cohen Law Group in regard to the RCN cable franchise agreement. Motion carried by all voting aye.

Mr. Ytkin stated that the public works department is doing an excellent job with the roads during all these winter snow storms. Mr. Shupe stated that most of the residents are great during the storms. There are a few that complain; however, he understands that residents are frustrated with this weather.

ADMINISTRATION

Mrs. Kronstadt presented Resolution 14-6 for the Township application to the Pennsylvania Municipal Assistance Program for reimbursement (50%) for costs for developing the required floodplain ordinance updates. Mrs. Kronstadt asked for direction as to the amount the Township would commit as a match for that project. After collecting engineer and solicitor bills and estimates for advertising, Mrs. Kronstadt estimated the cost to date around \$10,000.00. The Board recommended committing \$5,000.00 as a match for the project.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to approve Resolution 14-6 authorizing the Township to apply to the Pennsylvania Municipal Assistance Program for reimbursement (50%) for costs for developing the required floodplain ordinance updates and committing \$5,000.00 as a match for the project. Motion carried by all voting aye.

Mrs. Kronstadt stated that a mailing went out last week to Upper Nazareth Township businesses requesting updated information for the business registry. Included in this mailing was information from the fire department regarding the Knox Boxes. The response to this mailing has been good as businesses are returning completed forms as well as calling to get more information about the Knox Boxes.

Mrs. Kronstadt stated that Pennsylvania American Water is offering an Environmental Grant Program for municipalities planning projects in 2014 that benefits the environment within their service territory. The deadline for entries is March 31, 2014. Mr. Shupe and Mr. Kortze will look into the grant. A couple of ideas mentioned were to address water issues at the Sycamore Street playground or some water issues at Silvercrest Park.

Mrs. Kronstadt reminded the Board that the LVEDC Annual Meeting will be held on Wednesday, March 19, 2013, at 5:00 p.m., at the State Theater in Easton.

Mrs. Kronstadt presented quotes from Premier Electric for renewal of our electric contract which expires in May 2014. The Board asked Mrs. Kronstadt to obtain updated quotes to be addressed at the March 19, 2014, meeting with the information available for review in their packets the Friday before.

Mrs. Kronstadt stated that the Pennsylvania Department of Transportation sent a letter to the Township notifying the Township that the bridge on Penn Dixie Road is scheduled for inspection.

Mr. Sylvainus stated that information was received stating that construction will commence in March on the bridge near the Pizza Hut on Broad Street in Nazareth. Detours will be set up to avoid the area. The project is expected to continue into September.

PUBLIC WORKS

Mr. Shupe stated that he is obtaining quotations for a chipper and front end loader to be purchased with the recycling grant money. The grant has allotted \$100,000.00 towards equipment. The Township would be responsible for about \$1,000.00. The Township will have to pay for the equipment first and then will be reimbursed. Mr. Shupe will have the quotations for the Board's review at the next meeting.

Mr. Shupe announced that there will be curb-side yard waste recycling (not including grass) the week of April 21 – 25, 2014. The yard waste facility will open on Saturday, April 26, 2014.

Mr. Shupe stated that the recycling grant also provides money for improvements to the yard waste facility and one thing Mr. Shupe would like to install is a larger salt storage bin. He would also like to reconfigure the facility for more storage. Mr. Mohn stated that any plans should be presented to Hercules as the Township leases this land from them.

Mr. Shupe stated that he pushed back the delivery of the generator due to the multiple snow storms.

Mr. Sylvainus asked if Mr. Shupe has obtained information on the deep tine aeration for the Tuskes fields. Mr. Shupe stated that he will gather the information shortly.

LIBRARY

Mrs. Sayago provided the Board with the 2013 Annual Report for the Library. She pointed out that on page 3 is information on the Touch a Truck with a thank you to Upper Nazareth Township and the Public Works Department.

Mrs. Sayago provided information on upcoming events at the library. She also stated that she was appointed as the president of the Library Board.

POLICE DEPARTMENT

Chief Siegfried stated that the police association would like to schedule a dinner with a couple of the Board members to keep lines of communication open. The police association provided a number of dates for the dinner. Mr. Rinker stated that he would like to attend and asked that Mr. Ytkin also attend. Mr. Ytkin will have to check the available dates and get back to Mr. Rinker.

Chief Siegfried presented the December police report.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to approve the police report. Motion carried by all voting aye.

Chief Siegfried stated that the 2011 Tahoe police vehicle was involved in an accident earlier in the evening with a tractor trailer that ran a stop sign. Chief Siegfried will contact the insurance company to get an estimate on the repairs.

FIRE DEPARTMENT

Chief Seiple presented the fire report.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to approve the fire report. Motion carried by all voting aye.

Mr. Kolakowski requested an update on the progress of the requests presented to the Board at a workshop in December 2013, concerning fire code enforcement and having the public works department trained to drive fire trucks to fires so the equipment could arrive at the fire faster and the firemen can meet them there.

The Board did not have an update on the code enforcement; however, Mr. Sylvainus has a contact that he has not been able to reach at this time. Mr. Sylvainus will follow up with this contact and get back to the fire department. Mr. Shupe stated that he was not against the public works department helping the fire department with equipment; however, he needs to meet to lay out parameters, training guidelines, and responsibilities from each department.

Mr. Rinker suggested assigning a committee to discuss this. He, Mr. Ytkin, and Mr. Shupe will meet with the fire department.

EMERGENCY MANAGEMENT

Mr. Rinker stated that Upper Nazareth Township declared another snow emergency from February 12, 2014, at 6:00 p.m. through February 14, 2014, at 6:00 p.m.

Mr. Shupe stated that all future snow storms will require a declaration of a snow emergency to aid the public works department in clearing snow from emergency routes.

TOWNSHIP ENGINEER

Mr. Kortze stated there was a pre-bid meeting for the Florey Farms road work with six companies attending. The bid opening is scheduled for February 26, 2014, at 1:00 p.m. here at the municipal building.

Mr. Mohn asked what the next project to go out to bid would be. Mr. Kortze and Mr. Shupe stated that after the Florey Farms project and the Schoeneck Road drainage project, if there are funds available, Rose Inn Avenue is scheduled for resurfacing. There are also a number of roads that are scheduled for micro-surfacing if the funds are available.

Mr. Sylvainus asked Mr. Shupe if there are any differences with the different road surfacing done last year. Mr. Shupe stated that Industrial Drive has held up very well. He feels that the double oil & chip with the cape seal has worked out better than the plain oil and chip.

RECREATION BOARD

Mr. Sylvainus stated that the Board met last night. He stated that the Clippers lacrosse will be using the Silvercrest Park this spring.

CDBG

Mr. Sylvainus stated that two houses have been completed and that seven new houses have been added to the list. These projects should run through the County money for this program and then the Township will move into the "Home Program" that works with the State rather than the County.

SAFETY COMMITTEE

Mr. Rinker stated two first aid kits were purchased for the municipal garages and fire extinguishers were purchased for the Tuskes concession stand and the welding area at the Daniels garage. Latex gloves were purchased for each of the public works vehicles.

RECYCLING

Public meeting on March 12, 2014, at 7:00 p.m. at the Township building.

COURTESY OF THE FLOOR (Agenda items only)

Nothing at this time

OLD BUSINESS

Nothing at this time

NEW BUSINESS

Kendra's Buttercup Bakery was unable to attend tonight under community spotlight. Mr. Ytkin was traveling and did not call to remind them.

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 8:27 p.m. Motion carried by all voting aye.

MINUTES – March 5, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Board members present were: Andrew Donello, Willard Mohn, Mike Rinker, Scott Sylvainus, and Steve Ytkin. Also present was Township Engineer, Al Kortze, and Township Solicitor, Gary Asteak.

Motion was made by Mr. Rinker and seconded by Mr. Donello to approve the agenda. Motion carried by all voting aye.

Motion was made by Mr. Donello and seconded by Mr. Mohn to approve the minutes from the February 19, 2014, meeting. Motion carried by all voting aye.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to approve the bills. Motion carried by all voting aye.

Mr. Sylvainus asked Mrs. Kronstadt to verify with Mrs. Adamski how many books of stamps she was asking to be reimbursed for as the “memo” and the amount did not coincide.

CONDITIONAL USE HEARING – MORNINGSTAR SENIOR LIVING/SERFAS

Mr. Asteak called the conditional use hearing to order at 7:05 p.m. He stated that an application was received from Morningstar Senior Living and the Serfas’ regarding two properties. There have been two prior conditional use hearings on adjacent properties that have been granted Board approval. Morningstar Senior Living would like to obtain the Board’s approval to include an additional acre of land added to the development in the conditional use and to approve a lot line adjustment between Morningstar Senior Living and the Serfas’ property. Mr. Asteak stated that this hearing has been duly advertised and posted.

Mr. Ted Lewis, the attorney for Morningstar Senior Living, presented Sue Drabic, with Morningstar Senior Living, Phil Malitsch, with Hanover Engineering, and Christian Brown, the landscape architect for the development.

Mr. Lewis stated that this conditional use will not increase the number of housing units in the development, that it is allowing more open space and the adjustment of some existing housing.

The court reporter swore in Ms. Drabic, Mr. Malitsch, and Mr. Brown.

Mr. Lewis asked Mr. Malitsch to confirm that he had testified at the last two conditional use hearings and that there would be no affects on the stream on this tract due to the proposed use of this land. Mr. Malitsch stated that one part is a land swap extending the width and decreasing the length of the Serfas lot by adjusting the lot lines making the Serfas lot more conforming to existing zoning. The acquisition of the one acre lot benefits the functionality of the land by enabling some planned units to change from townhouses to detached single family units.

Mr. Lewis presented three maps showing the potential changes. Map A1 is the main map showing the whole development, A2 is the blowup of the one acre parcel and A3 is the blowup of the Serfas property.

Mr. Kortze asked if these calculations would have any net changes on the impervious coverage. Mr. Malitsch stated that the impervious coverage will go up and this will be reflected in the plans when they are submitted to the planning commission. Mr. Kortze asked what the count was on the single homes, townhouses, and twins. Ms. Drabic stated that there are 18 twins, 50 townhouses, and 75 single homes in the plan at this time. The

overall total units have not changed and remain at 143 units. The original count was 59 single homes, 28 twins, and 56 townhouses.

Mr. Brown stated that all screening and landscaping requirements will be met. He stated that the proposed changes will not negatively affect the development area and surrounding area.

Mr. Ytkin asked what kind of trees are planned to be planted along the driveway to the main road and will there be an issue with them blocking the site triangles. Mr. Brown stated that the layout of the plantings complies with site triangle requirements and that there are overhead wires as well in the area, so a non-aggressive type of tree will be planted there, like a small maple. Mr. Brown also stated that the driveway into the development is located in the best area of the development to allow the furthest line of site in both directions onto the main road. The plans will be more specific when presented to the planning commission.

The court report swore in David Serfas. Mr. Lewis stated that Mr. Serfas is the owner of the property where the lot lines are proposed to be adjusted. Mr. Lewis asked Mr. Serfas if he is in favor or this swap. Mr. Serfas stated that he is in favor of it and actually requested the change.

Mr. Lewis asked Ms. Drabic if this change would in any way negatively affect the criteria of the previous conditional use approvals. Ms. Drabic stated that there would be no negative effects. She stated her opinion that the distribution is actually more favorable. Ms. Drabic explained that the development contains “cul-de-squares” to give the development a more historic look instead of the traditional “cul-de-sacs”.

Mr. Sylvainus asked what kind of services would be provided to the residents in this development. Ms. Drabic stated that residents would receive housekeeping, maintenance, snow removal, lawn care, etc. There would be no nursing or personal care at the development. Anyone who would live in this development would have access to assisted living and nursing care at the Moravian Hall Square in Nazareth Borough and none of those services would be performed on this tract..

Mr. Asteak asked if the Board had any questions or comments. They did not. Mr. Asteak asked if those present in the room had any comments. They did not. Mr. Asteak called the hearing closed at 7:42 p.m.

Mr. Asteak stated that he would render his written opinion at the next Board of Supervisor’s meeting.

COURTESY OF THE FLOOR (Non-Agenda items only)

Nothing at this time

SUPERVISORS COMMENTS

Nothing at this time

ADMINISTRATION

Mrs. Kronstadt stated that Upper Nazareth Township’s liquid fuels funds, in the amount of \$146,619.39, were deposited into the liquid fuels account on March 3, 2014.

Mrs. Kronstadt reminded the Board and the residents about the Recycling meeting scheduled for Wednesday, March 12, 2014, starting at 7:00 p.m. at the municipal meeting.

Mrs. Kronstadt presented the 2014 Proposed PSATS Bylaws Changes for consideration at the 2014 PSATS Annual Educational State Conference and Trade Show to be held April 12-16, 2014, for the Board's review and recommendation for how Mr. Donello, the PSATS delegate for the Township, will vote at the conference.

Mrs. Kronstadt presented an email invitation to the Board from Home Depot for the 1st Annual Community Leaders Forum Day to be held on March 28, 2014. They are requesting an RSVP. Mr. Ytkin stated that he would like to attend on behalf of the Township and will contact Home Depot with his RSVP.

PLANNING & ZONING

Mr. Soloe presented his monthly report.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to approve the zoning report. Motion carried by all voting aye.

Mr. Soloe stated that the Township received a letter in regard to the preparation of the Nazareth Borough Municipal Authority 2014 **Chapter 94** Report requesting information from Upper Nazareth Township's current developments and potential future developments within the NBMA Drainage Area. Information is requested for the Eagles Landing and Heritage Village developments. Mr. Soloe stated that he will provide estimated numbers for each year for the next five years in these developments and may estimate possible development up near City View Drive. He will submit this report.

Mr. Soloe stated that a resolution needed to be approved by the Board approving the sanitary sewer allocation for Heritage Village. Mr. Malitsch, engineer for the Heritage Village development, stated that the DEP requests a sanitary sewer allocation plan addressing the incorporation of the Heritage Village plan into the Township's 537 plan with the Nazareth Borough Municipal Authority 537 plan. The plan must explain the affect of the Heritage Village development on the design flows and sewer capacity that will affect NBMA. The Upper Nazareth Township Planning Commission and the Lehigh Valley Planning Commission have completed and returned the documentation. Now the Township must approve the documentation by resolution and submit it to the DEP.

Motion was made by Mr. Mohn and seconded by Mr. Donello to approve Resolution 14-07 adopting the review of the sanitary sewer plan for Heritage Village to the DEP. Motion carried by all voting aye.

PUBLIC WORKS

Mr. Shupe presented his monthly report.

Mr. Shupe stated that the recycling grant has \$101,756.00 allocated for equipment purchases for the yard waste facility to improve Upper Nazareth Township's compliance with applicable recycling guidelines and regulations. Mr. Shupe presented a quotation for a JCB Model 409 Wheel Loader at a cost of \$69,540.00 and a Brush Bandit chipper at a cost of \$21,725.00. Mr. Shupe stated that he had obtained other quotes; however, these prices were the best. Mr. Ytkin stated that he also researched prices and agrees with Mr. Shupe that these are the best prices. Mr. Shupe stated that prices quoted for the grant are a couple of years old and that the prices have increased. The Township will have to pay out of pocket \$5,331.00 for \$106,109.00 worth of equipment.

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to purchase the JCB Model 409 Wheel Loader at a cost of \$69,540.00. Motion carried by all voting aye.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to purchase the Brush Bandit chipper at a cost of \$21,725.00. Motion carried by all voting aye.

Mr. Shupe stated that he needs to advertise for two seasonal employees for this summer and one yard waste facility employee (for fourteen hours per week) as last year's employees will not be returning. Mr. Sylvainus asked what the hourly rate would be and the Board agreed the hourly rate would be \$9.00.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to authorize the advertisement for two seasonal summer employees and one yard waste facility employee (for fourteen hours per week) at a rate of \$9.00 per hour. Motion carried by all voting aye.

Mr. Shupe stated that he needs to advertise for the "spring cleanup" of street sweeping (first week in April), the curbside yard waste pickup April 21st – 25th), and the opening of the yard waste facility (April 26th).

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to authorize the advertisement for "spring cleanup" of street sweeping (first week in April), the curbside yard waste pickup April 21st – 25th), and the opening of the yard waste facility (April 26th). Motion carried by all voting aye.

Mr. Shupe stated that he has researched the renting of a deep tine aerator for use at Tuskes Park. He cannot find anywhere to rent this piece of equipment. Mr. Shupe would like to make contact with local golf courses to see if they would rent this equipment.

Mr. Shupe stated that he will be contacting Mr. Kortze to discuss options for the Pennsylvania American Water grant opportunity.

Mr. Shupe stated that he received a quote for the containers for the yard waste facility and for the depositing of brush at Scott Farms. The containers are \$400.00 each (up from \$360.00 last year) and the brush remains at \$3.00 per yard. Mr. Shupe is trying to obtain another quote and will address this at the next meeting.

Mr. Shupe asked about the Township's plans for Cleanup Day this year. The Board authorized Mr. Shupe to reach out to Lower Nazareth Township to inquire about a joint cleanup day.

LIBRARY

Nothing at this time

POLICE DEPARTMENT

Chief Siegfried stated that the 2011 Tahoe police vehicle involved in an accident earlier this year has been repaired and is in the shop to have the graphics repaired.

FIRE DEPARTMENT

Nothing at this time

EMERGENCY MANAGEMENT

Nothing at this time

TOWNSHIP SOLICITOR

Nothing at this time

TOWNSHIP ENGINEER

Mr. Kortze stated that the Township received eight bids for the Florey Farms Road Pavement Project on February 26, 2014. In a letter from Keystone Consulting Engineers dated February 28, 2014, the bid results were listed. The basic, unforeseen, and alternate work total bids ranged from \$256,167.70 to \$366,164.00. Mr. Kortze stated that he spoke with Mr. Shupe about doing the alternate work (some base work on the roads) in house and Mr. Shupe felt confident that his department can complete the alternate bid work in addition to his other work responsibilities. Therefore, Mr. Kortze recommended accepting the basic and unforeseen bid from Livengood Excavators, Inc. for a total cost of \$217,891.50.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to award the Florey Farms Road Pavement Project for the basic and unforeseen work to Livengood Excavators, Inc. for a total cost of \$217,891.50. Motion carried by all voting aye.

Mr. Sylvainus asked about the timeframe of the work. Mr. Shupe and Mr. Kortze stated that it should take the public works department two weeks to accomplish the alternate work and that the contractor work is contracted to be completed within 45 days. Mr. Kortze stated that he believes the work will move along quickly.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to authorize Mr. Shupe and the public works department to begin the base work on the Florey Farms Road Pavement Project. Motion carried by all voting aye.

Mr. Kortze stated that PennDOT will perform the inspections on the Route 248 part of the Florey Farms Road Pavement Project and those fees will be charged to the Township. It is estimated that these fees may be up to \$8,000.00. This cost was not figured into the original specifications of the project.

Mr. Kortze stated that the GPS handheld equipment purchased from Magellan for the sign reflectivity project is not working the way it was advertised to work. The customer service department from Magellan is not cooperative. Mr. Kortze is requesting the Board's authorization to return the equipment and to look into purchasing another that is comparable or better at the same price or a little more. The Board agreed to return the Magellan GPS equipment.

Mr. Kortze stated that the floodplain ordinance revisions for the third cycle have been completed. He asked if the ordinance should be forwarded to the Planning Commission for their review. After the review and any recommendations, the ordinance will be submitted with the updates. Mr. Asteak will also review the ordinance. The Planning Commission will review the ordinance at their next meeting.

RECREATION BOARD

Nothing at this time

CDBG

Nothing at this time

SAFETY COMMITTEE

Mr. Rinker stated that a meeting is being set up in the near future.

RECYCLING

Public meeting on March 12, 2014, at 7:00 p.m. at the Township building.

COURTESY OF THE FLOOR (Agenda items only)

Nothing at this time

OLD BUSINESS

Nothing at this time

NEW BUSINESS

Mr. Sylvainus stated that he had reviewed the letter from Mr. Asteak about the municipal derivatives and that this does not seem to pertain to Upper Nazareth Township.

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 8:29 p.m. Motion carried by all voting aye.

MINUTES – March 19, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Board members present were: Andrew Donello, Willard Mohn, Mike Rinker, Scott Sylvainus, and Steve Ytkin. Also present were Township Solicitor, Gary Asteak and for Township Engineer, Sean Dooley.

The Board left for an executive session.

The Board returned from the executive session at 7:08 p.m. Mr. Rinker stated that the executive session was to discuss personnel issues.

Motion was made by Mr. Donello and seconded by Mr. Rinker to approve the agenda. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the minutes from the March 5, 2014, meeting after Mr. Soloe confirms the Chapter number for the NBMA 2014 Report. Motion carried by all voting aye.

Motion was made by Mr. Mohn and seconded by Mr. Rinker to approve the bills. Motion carried by all voting aye.

Community Spotlight – Kendra’s Buttercup Bakery provided cookies to sample. Mr. Ytkin stated that Kendra could not attend because of a family illness, and indicated that he has had cakes and recommends Kendra’s Bakery on East Lawn Road next to Rita’s Italian Ice.

COURTESY OF THE FLOOR (Non-Agenda items only)

Mr. Donnelly noted that the agenda was not on the website for the meeting. He also had questions about the master plan for future road work and hoped that the general public could see that information on the website. He also noted that, in his opinion, the Township should be looking at Liberty Street and stated that he felt that there were roads in worse shape than Rose Inn Avenue. He also expressed his disappointment of the Upper Nazareth Township residents for poor attendance at the advertised workshop on recycling presented on March 12.

SUPERVISORS COMMENTS

Nothing at this time

ADMINISTRATION

Mr. Sylvainus explained and answered questions about the March 7, 2014, Proposal from Computer Networking & Repair for the Purchase of Computer Hardware to be utilized as a server for the administration department.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the cost of \$1,218.00 for the purchase of the server for the administration department.

Motion carried by all voting aye.

Mrs. Lyons mentioned that the Lehigh Valley Planning Commission Floodplain Management Forum will be held March 20, 2014, from 9:00 a.m. until 12 noon at the Nurture Nature Center in Easton, PA.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to go with the Duquesne Light rate for the Renewal of an electrical supplier beginning in May of 2014 for 24 months at a rate of .08034 cents/kWh.

Motion carried by all voting aye.

Mrs. Lyons brought up the March 4, 2014, permission request by the Nazareth Area High School Race Director for the 8th Annual Together for Derek 5K Run/Walk to be held on Saturday, May 24th. They would like to request traffic control/road closures directed by the Township as well as an EMS unit. Chief Siegfried stated that he had no problem as long as we can get personnel available and the fire police to handle traffic at every intersection. Mrs. Lyons will send copies of the letter request to Mike Rinker, Chief Don Seiple and Jeff Fassl.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to OK the request with a contingency that the Township will have the personnel available to work the race intersections.

Motion carried by all voting aye.

Mrs. Lyons read an announcement from Gracedale Nursing Home about the 3rd Annual Community Health and Wellness Fair to be held on Wednesday, March 26, 2014, from 10 a.m. until 4 p.m. at 2 Gracedale Avenue.

PLANNING & ZONING

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to grant Applicant, Morningstar Senior Living, Inc., conditional use approval to develop the subject properties at 139 West Beil Avenue and 181 West Beil Avenue as a Continuing Care Retirement Community subject to the Findings and Conditions section of the appended opinion dated March 19, 2014.

Motion carried by all voting aye.

PUBLIC WORKS

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to hire Kyle Kline as a fulltime employee with all benefits as of April 1, 2014, at a salary of \$15.94 per hour.

Motion carried by all voting aye.

Mr. Shupe stated that he received a quote for the containers for the yard waste facility and for the depositing of brush at Scott Farms. The containers are \$400.00 each (up from \$360.00 last year) and the brush remain at \$3.00 per yard. Mr. Shupe is trying to obtain another quote and will address this at the next meeting.

Mr. Shupe met with Brent Miller of STV Incorporated to discuss the bridge inspection report and it was found that the bridge is in good condition.

Mr. Shupe reported that the pad for the generator will be poured on March 20th at 9 a.m. Mr. Shupe is waiting for word from the electrician and MetEd on when the work will be scheduled.

Mr. Shupe asked about the Township's plans for Cleanup Day this year. The Board authorized Mr. Shupe to reach out to Lower Nazareth Township to inquire about a joint cleanup day.

LIBRARY

Mrs. Sayago stated that the new library director has been hired. Upcoming programs: Tax help for low and middle income taxpayers, Story Telling Workshop, Barnes & Noble Fundraiser and the library's spring book sale was held on March 17-22. National Library Week is April 13-19. A complete report is available at the Township office. Mr. Asteak congratulated Mrs. Sayago for being named the new Library Board President.

POLICE DEPARTMENT

Chief Siegfried stated that the 2011 Tahoe police vehicle repairs are completed. He read the police reports for January and February, 2014.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the January and February police reports.

FIRE DEPARTMENT

Chief Seiple presented the fire report. He stated that April 18th is the Easter Egg Hunt at 2 p.m. behind the Township building. The Fire Dept. will be getting a new truck in May. A request was made by Mr. Fassel to revise the burning ordinance sheet for Ordinance 58. It was the Board's feeling that the Codification process that is currently going on with all the ordinances should identify issues to be addressed, but it was suggested that an information sheet about burning be prepared for distribution to residents.

EMERGENCY MANAGEMENT

Nothing at this time

TOWNSHIP SOLICITOR

Motion was made by Mr. Sylvainus and seconded by Mr. Donello to approve and accept the subdivision improvements agreement between Upper Nazareth Township and Stone Creek Development for Eagles Landing Phase IIIB.

Motion carried by all voting aye.

TOWNSHIP ENGINEER

Mr. Dooley stated that the GPS System was sent back to the Supplier. It was noted that the unit purchased was sold for the purpose which we intended. He had no explanation for why they were having difficulties in getting it to work properly.

A preconstruction meeting will be held on Friday, March 21, 2014, about Florey Farms. Keystone cannot discuss final schedule dates until the asphalt plants open. They will give Shawn Shupe two week's notice to do prep work.

The Floodplain Ordinance has been finalized and accepted with minor revisions. The adoption process will follow.

RECREATION BOARD

The recreation board met on March 18th. Shawn Shupe will contact Sean Dooley to find out placement for the flagpole to be set up at Tuskes Park and will also do the electrical work necessary. Tuskes Park will open April 1st.

CDBG

Nothing at this time

SAFETY COMMITTEE

The next meeting is scheduled for April 25, 2014, at 8:30 a.m.

RECYCLING

Mrs. Oatis called Mr. Asteak with regard to questions about how to get compliance from haulers who work in Upper Nazareth to register with the Township. Mr. Asteak did not believe we could issue permits or charge a fee. Mrs. Oatis, recycling coordinator, will be invited to attend the April 2, 2014, Board of Supervisor's meeting to give an update of her findings and also to show sample recycling containers. Mr. Berger also offered to bring small containers to display.

COURTESY OF THE FLOOR (Agenda items only)

OLD BUSINESS

NEW BUSINESS

Mr. Sylvainus said he spoke with Mr. Dishman at DCED regarding the approved local share grant to be used for construction of the traffic signal and improvements at Friedenstahl Avenue and Route 191 for the Nazareth Middle School project.

There will be a traffic light at 248 and Gracedale Avenue during the time of the bridge repair on Route 191.

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 8:30 p.m. Motion carried by all voting aye.

MINUTES – April 2, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:02 p.m. by Chairman, Mike Rinker.

Board members present were: Andrew Donello, Willard Mohn, Mike Rinker, Scott Sylvainus, and Steve Ytkin. Also present was Township Engineer, Al Kortze, and Township Solicitor, Gary Asteak.

The Board went to an executive session right after the Pledge.

The Board returned from the executive session at 7:20 p.m.

Motion was made by Mr. Mohn and seconded by Mr. Ytkin to accept the two weeks' notice for the resignation of the secretary/treasurer. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to allow the chairman to hire a temporary person to fill the position to provide an immediate transition in the job until further action is taken by the Board at the next meeting. Motion carried by all voting aye.

The agenda was accepted as written.

Motion was made by Mr. Rinker and seconded by Mr. Donello to approve the minutes from the March 19, 2014, meeting. Motion carried by all voting aye.

Motion was made by Mr. Donello and seconded by Mr. Sylvainus to approve the bills. Motion carried by all voting aye.

Motion was made by Mr. Mohn and seconded by Mr. Rinker to approve the financial report. Motion carried by all voting aye.

COURTESY OF THE FLOOR (Non-Agenda items only)

Mr. Donnelly suggested that the Township look into developing industrial income in the Township to possibly lower taxes. He suggested a committee could be set up to look into this information. Mr. Sylvainus stated that all of the land in the industrial area is privately owned and the Township did not have any land or means to purchase land to try to pursue this idea at this time.

Mr. Donnelly suggested staying on top of the idea of regionalizing our police department and local police departments based on the school district.

Mr. Donnelly commented on the active projects list on the agenda.

Mrs. Berlew stated that there is a lot of recyclable garbage along Route 248 near the Redcliffe development. She asked who is responsible for cleaning it up. The Board stated it is the responsibility of the developer or PennDOT. Calls will be made to get the area cleaned up.

Mr. Betz stated that the condition of Silvercrest Road and Blossom Hill Road is very bad and asked that the Township look into it. Mr. Shupe will take a look.

Mr. Augustine stated that the Township has received the \$500,000 Monroe County Casino Grant to be used toward the traffic signal for Route 191 and Friedenstahl Avenue. He stated that there is another grant being made available through Harrisburg and that he is requesting authorization to apply for additional monies to cover remaining costs of the traffic signal.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to authorize Jim Augustine to apply for grant money to be used towards the traffic signal for Route 191 and Friedenstahl Avenue. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Nothing at this time

ADMINISTRATION

Mrs. Kronstadt stated that the Board needs to guide Mr. Donello, the Township representative to the PSATs Convention, as to how the Township would like him to vote on the proposed by-law changes and proposed resolutions at the convention. The Board stated that he should follow the recommendations of the PSATs committees.

Mrs. Kronstadt stated that the Act 205 Reports for the uniform and non-uniform pension plans are available in the office for the Board to review.

Mrs. Kronstadt stated that the ordinance, the resolution, and the signed contract amending the PMRS non-uniform pension plan has been formally approved by the PMRS Board and all pertinent documentation has been received for our files.

Mrs. Kronstadt stated that the Northampton County Gaming Revenue and Economic Redevelopment Authority will host two public informational sessions on Tuesday, May 13, 2014, at 2:00 p.m. and 6:00 p.m. in the Northampton County Council Chambers to brief Northampton County municipalities on the 2014 Uncommitted Funds Municipal Gaming Grant process. Mr. Augustine will plan to attend this meeting.

Mrs. Kronstadt stated that the Township received an invitation from Lafayette Ambassador Bank for a luncheon at the Marblehead Grill on April 10, 2014, at 12:00 noon for municipal representatives about leasing opportunities and tax advantages. Mr. Sylvainus will attend this luncheon.

Mrs. Kronstadt stated that Keystone Consulting Engineers, Inc. is sponsoring a blood drive for Miller Keystone Blood Center on Friday, May 2, 2014, from 2:00 p.m. to 4:00 pm. at the Bethlehem office.

Mrs. Kronstadt presented an email from a resident requesting signage for "blind child area" along Route 191 and Newport Avenue. The resident has been working with the office, Mr. Shupe, and PennDOT. The resident is requesting that the Township purchase, install, and maintain the sign and that PennDOT would approve and inspect the signs.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to authorize Mr. Shupe to complete the process to obtain the permits and signage and to report back to the resident. Motion carried by all voting aye.

Mrs. Kronstadt presented a letter in regard to the Pennsylvania American Water intention to file an application to the Pennsylvania Department of Environmental Protection for a proposed booster pump station located in Upper Nazareth Township just northeast of the City View Drive cul-de-sac. The Township has thirty days to issue any comments or complaints. If there are no issues from the Township, no response is necessary.

Mrs. Kronstadt stated that Keystone Consulting Engineers, Inc. is requesting that the Township appoint a second alternate sewage enforcement officer.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to appoint Eric Erb as an additional alternate Sewage Enforcement Officer for Upper Nazareth Township. Motion carried by all voting aye.

Mr. Sylvainus stated that the police pension report received at the last meeting stated that the pension fund is underfunded. Mr. Sylvainus suggested taking the unfunded balance from the general fund and opening a restricted account for unfunded pension money to cover this balance. This should be done regularly so that the Township will not be faced with a large deficit sometime in the future.

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to open a restricted account to deposit monies into from the general fund to cover the unfunded balance in the police pension. Motion carried by all voting aye.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to appoint Andrew Donello as the NAZCOG representative for Upper Nazareth Township, replacing Mr. Ytkin. Mr. Rinker will remain the alternate representative. Motion carried by all voting aye.

PLANNING & ZONING

Mr. Soloe stated that the subdivision improvements agreement for Eagles Landing Phase IIIB is ready to be adopted and the plans signed.

Motion was made by Mr. Rinker and seconded by Mr. Donello to accept the subdivision improvements agreement for Eagles Landing Phase IIIB and sign the plans. Motion carried by all voting aye.

PUBLIC WORKS

Motion was made by Mr. Sylvainus and seconded by Mr. Donello to accept the proposal from Scotta Farms for the containers, at \$400.00 per container, and the brush price of \$3.00 per cubic yard for the yard waste facility. Motion carried by all voting aye.

Mr. Shupe stated that Scotta Farms will have recycled materials available for residents to see that have been produced from our yard waste facility collections, for possible future purchases.

Mr. Shupe stated that he spoke with East Penn Sanitation about adding a recycling dumpster at the Township building. He stated that this dumpster was placed at the building at no charge to the Township. Now the Township has recycling containers on both sides of the Township.

Mr. Sylvainus stated that there has been some communication with Lower Nazareth Township about combining the clean-up days of the two Townships at the Lower Nazareth Township facility. He will keep the Board updated.

LIBRARY

Mrs. Sayago stated that the new library director started on April 1, 2014. She stated that there is a wine and cheese social planned for May 9, 2014 to meet the new director. Invitations will be mailed shortly.

Mrs. Sayago stated that the Touch-a-Truck event is currently scheduled on a holiday and requested that the event be moved from October 4, 2014, to October 11, 2014.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to move the Touch-a-Truck event held at Tuskes Park from October 4, 2014, to October 11, 2014. Motion carried by all voting aye.

Mrs. Sayago stated that tax help is available at the library on Saturdays. She stated that the Barnes and Noble fundraiser is this weekend and that for any books purchased, 10% will be donated to our library. She stated that National Library Week is April 13 – 19, 2014. There are events going on at the library to celebrate this week.

POLICE DEPARTMENT

Officer Arthur was in attendance for Chief Siegfried and reported on the SRO officer changes and the new school safety department at the school district.

FIRE DEPARTMENT

Nothing at this time

EMERGENCY MANAGEMENT

Nothing at this time

TOWNSHIP SOLICITOR

Nothing at this time

TOWNSHIP ENGINEER

Mr. Kortze stated that Tuskes has asked for a letter of credit reduction for Eagles Landing Phase IIIB. Mr. Kortze presented his letter of recommendation dated March 28, 2014.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to authorize the reduction in the letter of credit for Eagles Landing Phase IIIB from \$830,827.20 to \$692,383.95 showing a total reduction of \$138,443.25 based on the recommendations from the Township engineer. Motion carried by all voting aye.

RECREATION BOARD

Mr. Sylvainus asked Mr. Shupe for an update on the flag pole. Mr. Shupe stated that he has met with the installation people and will keep the Board up to date as to when the pole will be installed.

Mr. Sylvainus asked if the park and bathrooms have been opened for the season. Mr. Shupe stated yes.

Mr. Sylvainus asked when the net for the batting cage will be going up. Mr. Shupe stated that it is on his list for this week.

Mr. Sylvainus asked Mr. Shupe about the ruts in the soccer field. Mr. Shupe stated that top soil has been placed and he plans to roll the field when it dries out a little more.

Mr. Sylvainus stated that the recreation board would like to contract with a company to do the deep tine aeration of the playing fields only at Tuskes Park.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to authorize the contracting for the deep tine aeration of the playing fields at Tuskes Park at a cost similar to the last time it was done. If there is a large difference in price, it will be brought back to the Board for additional approval. Motion carried by all voting aye.

CDBG

Nothing at this time

SAFETY COMMITTEE

Mr. Rinker stated that a safety meeting is scheduled for April 25, 2014 at 8:30 a.m.

RECYCLING

Mrs. Oatis stated that Mr. Mohn requested a list of haulers and a way to maintain that list. Mrs. Oatis stated that she spoke with Mr. Asteak and that a section can be added to the recycling ordinance requiring that all haulers in the Township must register with the Township listing their name and a contact. Mr. Asteak stated that the state has updated the recycling statute and redefined some wording so that the Township's ordinance must be updated to reflect the state changes and we can add this registration requirement also. Mrs. Oatis stated that Northampton County has a working list of 25 – 30 haulers in the County that she is working with to identify those working in Upper Nazareth Township. Mrs. Oatis is planning on having the ordinance updated within the next 30 days.

Mr. Mohn asked Mrs. Oatis about the recycling containers for the Township. Mrs. Oatis had samples of the 96 gallon and the 64 gallon containers available at the meeting for residents to view. She stated that the current grants allows for one container for each residence. Mr. Mohn requested that the recycling committee meet to analyze the population and needs of the Township in regard to how many of the 96 gallon and how many of the 64 gallon containers the Township should order. He would like to get the containers ordered as soon as possible.

Mrs. Plakotaris of East Penn Sanitation, recommended only purchasing the 96 gallon container to enable the Township residents to recycle as much as possible. She stated that if the containers are too small, people will have overflow and place it in the regular garbage. The larger containers enable the recycling of more materials.

The recycling committee will meet on Tuesday, April 15, 2014, at 6:30 p.m. to discuss demographics of the Township and to develop a list of how many of each recycling container to order.

There was some discussion about creating an Environmental Advisory Council. Mr. Asteak stated that the Township needs to move forward with the recycling as soon as possible and that the recycling committee can do this. He stated that the Township can create an Environmental Advisory Council in the future to address the environmental needs of the Township.

COURTESY OF THE FLOOR (Agenda items only)

Nothing at this time

OLD BUSINESS

Nothing at this time

NEW BUSINESS

Mr. Sylvainus asked Mr. Shupe for an update on the generator installation. Mr. Shupe stated that the generator is sitting on the pad behind the building and is ready to be hooked up to the Township electric. Power will be turned off tomorrow, April 3, 2014, starting around noon for this hook up. Then the propane tank will be delivered and hooked up. Finally, a representative from Kohler, the generator company, will come and perform the initial start up of the generator. There will be intermittent interruptions of power to the building at that time.

Mr. Sylvainus asked Mr. Shupe for an update on the Florey Farms project. Mr. Shupe stated that the public works department has been working on the project the last couple of days. They are preparing and blacktopping the smaller areas first and plan to move on to the larger areas shortly. Mr. Shupe expects to have his part of the project completed within two weeks. Then the project will move onto the contractor for the major work.

ADJOURNMENT

Motion was made by Mr. Rinker and seconded by Mr. Mohn to adjourn the meeting at 8:44 p.m. Motion carried by all voting aye.

MINUTES – April 16, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:06 p.m. by Chairman, Mike Rinker.

Board members present were: Andrew Donello, Willard Mohn, Mike Rinker, Scott Sylvainus, and Steve Ytkin. Also present was Township Engineer, Al Kortze, and Township Solicitor, Gary Asteak.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the Agenda as written. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve the minutes from the April 2, 2014, meeting. Motion carried by all voting aye.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to approve the bills. Motion carried by all voting aye.

Tracy Adamski's bill request was \$3.00 short. Another check will be issued at the next meeting.

Motion was made by Mr. Mohn and seconded by Mr. Sylvainus to approve the financial report. Motion carried by all voting aye.

COURTESY OF THE FLOOR (Non-Agenda items only)

Nothing at this time

SUPERVISORS COMMENTS

Mr. Sylvainus stated that in August of 2012, the Board was discussing traffic studies for a number of Township roads. The Board has not acted on this issue. The Board needs to prioritize the roads and start requesting the traffic studies. A traffic study by Keystone Consulting Engineers costs approximately \$300.00 - \$400.00 depending on the length of the road. Mr. Sylvainus stated that the Board should authorize a couple of studies per year. At this time, the Board decided to have a study done on Silvercrest Road.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to authorize Keystone Consulting Engineers to perform a traffic study on Silvercrest Road. Motion carried by all voting aye.

Mr. Sylvainus stated that the Township solar light in the Farmview development has been out for quite a while. Mr. Shupe stated that he will need to borrow a bucket truck and phone the service department for the solar light while up in the bucket to make the necessary fixes. This issue is on Mr. Shupe's list of things to do.

Mr. Shupe stated that he has been working on the Florey Farms development road work and that his part of the project should be completed by the next meeting.

Mr. Sylvainus stated that he attended a luncheon with Lafayette Bank and that the bank has started a municipal leasing department that is very aggressive and accommodating. He stated that Lower Nazareth Township has four leases with the bank and they are very happy with the program. The Township should keep this in mind for future large purchases. He indicated that loan would normally run up to 7 years for a vehicle and 20 years for a fire truck. Once paperwork is submitted to the bank, the turnaround is typically one day.

Mr. Sylvainus asked Mr. Kortze if the Township should consider the Capital Highway and Bridge Bills being considered by the Senate Transportation Committee in the near future. He asked if that would apply to signalization on state roads. Mr. Kortze stated that he will look into this subject and report back to the Board.

ADMINISTRATION

Mrs. Kronstadt presented information on the PA Dirt and Gravel Road Program. Mr. Shupe stated that the Wilkes-Barre class is full. He did state that he received an email with additional classes available due to the interest in the program and will look into the possibility of attending one.

Mrs. Kronstadt asked what the Board will be doing in regard to the Township-wide clean-up day and yard sale. Mr. Sylvainus stated that he spoke with Lower Nazareth Township about combining the Township's clean-up days. Lower Nazareth Township discussed it at their last Board meeting and stated that they are not ready to do anything at this time. Mr. Sylvainus suggested not having the clean-up day this year. He stated that residents can bring their excess to East Penn Sanitation any time at no charge and metal can be brought to the Township facility. The Board decided to hold clean-up day for one more year.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to contact East Penn Sanitation to set up Clean-up Day for June 7, 2014, with an alternate date of June 14, 2014. The motion also authorized the advertisement of the Clean-up Day, with the Township-wide Yard Sale the week before Clean-up Day in the Key Newspaper. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to approve a salary of \$15.00 per hour for a recording secretary for the Board of Supervisor's meetings starting at the May 7, 2014 meeting. Motion carried by all voting aye.

Mrs. Kronstadt presented a request from the Monocacy Creek Watershed Association looking for some "new blood" to serve on the committee. The Board members were not able to offer their services at this time.

Mrs. Kronstadt stated that Vondercrone and Behrens have submitted a proposal to do the 2013 EIT Audit for \$1,100.00 and the 2013 LST Audit for \$400.00.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to authorize Vondercrone and Behrens to perform the 2013 EIT Audit for \$1,100.00 and the 2013 LST Audit for \$400.00. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve a salary of \$19.49 per hour for Betty Parrish who is assuming the position of the treasurer/secretary, effective April 7, 2014. Motion carried by all voting aye.

Mrs. Kronstadt presented the PLGIT Annual Meeting of Shareholders Proxy for the Boards approval.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to approve the election for all nominees listed for positions for the PLGIT Board with Mr. Rinker signing the proxy. Motion carried by all voting aye.

Mrs. Kronstadt presented an invitation on behalf of the Lehigh Valley Postal Customer Council to their Spring Breakfast meeting on Wednesday, April 23, 2014. The Board members were not able to attend.

Mrs. Kronstadt presented a stormwater training called "How to Fund Municipal Stormwater Costs" scheduled for May 8, 2014. The Board asked if Mr. Kortze or anyone from his office was planning on attending. Mr. Kortze stated that he will look into this and if so will bring the information learned back to the Board.

Mrs. Kronstadt stated that Mr. Soloe will be attending a Floodplain Administrator seminar called the "Floodplain Administrator Best Practices: Guidance and Tools for Meeting Day to Day Challenges" on May 20, 2014.

Mrs. Kronstadt stated that the Upper Nazareth Township Liquid Fuels Tax Fund audit is available in the office for the Board's review.

Mrs. Lyons stated that a letter was received from Riley and Company in regard to performing an audit of the first quarter. There were two options. Mrs. Lyons stated that option two was recommended by Riley and Company.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to authorize Riley & Company to perform a first quarter audit, selecting option 2: Audit of Governmental Funds Only at a cost of \$6,300.00. Motion carried by all voting aye.

Mrs. Kronstadt stated that she was appointed as the alternate check signer for the EIT/LST bank accounts and that a new person needs to be appointed.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to authorize Mr. Sylvainus as the alternate check signer on the EIT/LST bank accounts. Motion carried by all voting aye.

Mrs. Kronstadt thanked the Board, the Township employees, and the residents for seven wonderful years working with the Township.

Mrs. Lyons thanked Mrs. Kronstadt for staying on to do tonight's meeting and the transcription of the minutes and read a letter being sent to her by the Township thanking Mrs. Kronstadt for her seven years of service as secretary/treasurer.

Mr. Rinker stated that an executive meeting was held before tonight's meeting to discuss personnel issues.

PLANNING & ZONING

Mr. Soloe presented the March activity report

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the zoning report. Motion carried by all voting aye.

Mr. Kortze introduced members for the Verus/Chrin project request for preliminary/final approval of their development plan that includes a large warehouse. Mr. Paul Szewczak, from Liberty Engineering presented the development plan stating that the majority of the development is in Palmer Township and the back corner containing the detention pond is in Upper Nazareth Township. He stated that the detention pond is then piped into Palmer Township and that little water will affect Upper Nazareth Township. They hope to complete the project by the end of 2014 or the beginning of 2015. Mr. Mohn asked how the traffic at the warehouse will affect the roads in Upper Nazareth Township. Mr. Szewczak stated that the new interchange being built on Route 33 will handle most of the traffic and that little traffic should travel on Upper Nazareth Township roads.

Mr. Asteak stated that he received a statement from the Chrin developers stating that they are willing to offer a contribution of \$100,000.00 into Traffic Impact toward the improvements to the Route 191/Friedenstahl Avenue intersection upon recording of their Plan. Mr. Asteak stated that there is no obligation to do this and that it is a voluntary offer.

Mr. Ytkin stated concerns for the intersection of Tatamy Road and Friedenstahl Avenue. Mr. Fassel stated that if there is an accident on Route 33, the traffic will travel Friedenstahl Avenue to Route 191 and then on to Route 191. Mr. Szewczak stated that if cars could not travel on Route 33, they would most likely take Van Buren Road to Hollo Road to Route 248 instead of the route suggested by Mr. Fassel.

Mr. Kortze stated in a letter from Keystone Consulting Engineers dated April 7, 2014, that he had a number of "housekeeping" comments that the developer has addressed. Mr. Kortze also stated that he suggested an improvements agreement for the Township for the stormwater detention pond. Mr. Kortze stated that the developer is requesting three waivers from the SALDO. They are section 774.31, 774.32C, and 774.32E. All of the waivers were recommended for approval by the Planning Commission and also by Mr. Kortze.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to authorize the waiver of SALDO section 774.31 requiring the basin design to return to normal conditions within 24 hours of a storm. New DEP/EAP requirements have changed to allow the water to stay in for a longer period of time. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to authorize the waiver of SALDO section 774.32C requiring a clay liner in the detention pond. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to authorize the waiver of SALDO section 774.32E requiring a 1% slope in the detention pond. Motion carried by all voting aye.

Mr. Siegfried asked if the Board has considered the problems that have occurred with the Trader Joe's warehouse noise issues carrying into adjoining neighborhoods. Has the Board considered the noise that would affect the Farmview development? Mr. Asteak stated that the Township's noise ordinance can be enforced with noise issues. Mr. Szewczak stated that there are 90 acres on the other side of the railroad tracks from the building that is in the floodplain and that nothing can be developed on that land; therefore, this warehouse is quite far from the residential neighborhood.

Mrs. Williams asked if there is a fence around the pond. It was stated that there is a four foot fence to be erected around the detention pond.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to authorize preliminary and final approval of the plan subject to the stipulations noted in the April 7, 2014, letter from Keystone Consulting Engineers. Motion carried by all voting aye.

PUBLIC WORKS

Mr. Shupe stated that the Township-wide yard waste curbside pickup is scheduled for April 21 – 25, 2014.

Mr. Shupe stated that he would like authorization to hire Brian Seip to work in the yard waste facility and Josh Gurick, and Zachary Johnson as summer help all at a salary of \$9.00 per hour pending the results of their background checks.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to authorize the hiring of Brian Seip to work in the yard waste facility and Josh Gurinko, and Zachary Johnson as summer help all at a salary of \$9.00 per hour pending the results of their background checks. Motion carried by all voting aye.

Mr. Donnelly asked how the curbside collection is planned. Mr. Shupe stated that he is following the leaf collection pickup schedule. Mr. Shupe stated that residents can call him or the Township office. Mrs. Kronstadt stated that the schedule is on the website under public works.

Mr. Shupe stated that the front end loader purchased with the grant money has been delivered and that the public works department has had training on the machine. He stated that the wood chipper should arrive in about two weeks.

LIBRARY

Nothing at this time

POLICE DEPARTMENT

Chief Siegfried presented the police report for March 2014.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to approve the police report. Motion carried by all voting aye.

FIRE DEPARTMENT

Mr. Fassl presented the fire report.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to approve the fire report. Motion carried by all voting aye.

Mr. Fassl requested that the Township look into putting an opticon on the Rt. 248/946 traffic light as all of the fire vehicles are equipped with this feature that allows the lights to remain green and the fire vehicles do not have to stop at intersections with traffic lights, saving time to reach calls on the west end of the Township. Mr. Shupe will check into this and report back to the Board.

Mr. Fassl stated that he and Chief Seiple will be going to South Dakota for a final inspection of the new fire vehicle and expect deliver of the vehicle in mid-May. At that time it will need to be added to the insurance plan.

Mr. Fassl announced that the annual Easter Egg Hunt will be held on Friday, April 18, 2014, at 2:00 p.m. at the municipal building followed by refreshments at the firehouse.

EMERGENCY MANAGEMENT

Mr. Shupe stated that the generator final startup will be on Monday, April 21, 2014, at 9:30 a.m. There will be minor 8 – 10 second interruptions of power during the testing.

TOWNSHIP SOLICITOR

Mr. Asteak stated that the floodplain ordinance is ready to be adopted. He requested authorization to forward it to the LVPC for comments and to put it on the June 4, 2014 agenda for approval.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to authorize the solicitor to forward the Floodplain Ordinance to the LVPC for comments and to put it on the June 4, 2014 agenda for approval. Motion carried by all voting aye.

TOWNSHIP ENGINEER

Mr. Kortze stated the GPS unit was returned and a new one was sent with the needed adjustments so that it will work with the software. Mr. Kortze stated that Keystone Consulting Engineers is running some tests and once they are satisfied they will coordinate with Mr. Shupe to start the tracking of signs throughout the Township.

Mr. Kortze stated that there was a project kickoff meeting on April 11, 2014, with PennDOT, the public works department, the contractor and himself for the Florey Farm development road work. The contractor plans to begin the first or second week in May and should complete the project within one to two weeks.

Mr. Kortze thanked Mrs. Kronstadt for all of her help and support over the years.

RECREATION BOARD

Mr. Sylvainus stated that the recreation board met last night. Mr. Shupe stated that there seems to be an issue with the flag pole. Mr. Sylvainus will check into it. Mr. Shupe stated that the lights at the park are working.

Mr. Sylvainus stated that soccer will be using the field behind the Township building. The soccer club will be informed that event parking must not use the municipal building parking lot.

Mr. Sylvainus stated that the initial fertilizing of Tuskes Park was done on April 14, 2014.

Mr. Sylvainus stated that the deep tine treatment is planned for the last week in April or the first week in May. He stated that the price for the deep tine treatment is the same as it was five years ago, about \$7,300.00.

CDBG

Mr. Sylvainus stated that the program is moving along well. He stated that a new project has been accepted. He stated that there is about \$25,000.00 left in this program that must be used by the end of the year. Mr. Sylvainus also stated that this program will be ending soon and that the Township needs to discuss whether to become involved in another program called HOME which is a similar program with changing parameters; however, it will be much more administratively intense.

SAFETY COMMITTEE

Mr. Rinker stated that a safety meeting is scheduled for April 25, 2014 at 8:30 a.m.

RECYCLING

Mr. Mohn stated that there was a recycling meeting last night. He stated that there was a lot of discussion on the containers. He stated that Mrs. Oatis is developing a survey flyer with questions to be sent to the recycling committee members. Mr. Mohn hopes that there will be answers about the containers at the next meeting.

Mr. Asteak suggested tabling the Environmental Advisory Council name for a time as the current Recycling Committee is working on recycling only and that an Environmental Advisory Council works on many more environmental issues.

COURTESY OF THE FLOOR (Agenda items only)

Mr. Donnelly stated that the Board approved a \$30,000.00 budget for the recycling coordinator. He asked if there were any parameters or agreements and for how long she was contracted for. The Board stated that this amount was what was budgeted for the current year.

Mrs. Williams questioned the need for a recording secretary when they appointed Mrs. Parrish as the treasurer/secretary. Mr. Sylvainus stated that the Board felt that a recording secretary would make the office more efficient.

OLD BUSINESS

Mr. Augustine was not present to discuss the local share grant. Mr. Sylvainus stated that he spoke with Mr. Augustine and that Mr. Augustine is confirming a September notification deadline and that he is in the process of working on another grant for the Township as well.

Mr. Donnelly stated that he read in the Express-Times about the PA Liquor Control Board receiving licensing funds and forwarding them to the municipalities. He asked if the Township got any money. Mrs. Kronstadt stated that the Township does receive money yearly from the PA Liquor Control Board.

Mrs. Kronstadt reminded everyone about the blood drive being held at Keystone Consulting Engineers on May 2, 2014, from 2:00pm to 4:00pm.

NEW BUSINESS

Mr. Glen Klempka, 27 Henry Avenue, and Mr. Barry Smith, 17 Henry Avenue, presented a complaint about water runoff along Klipple Street and into their yards. They asked the Board for help to remedy the situation. Mr. Shupe will take a look at the situation.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to appoint Pam Berlew as the recording secretary. Motion carried by all voting aye.

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 9:00 p.m. Motion carried by all voting aye.

MINUTES –May 7, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

There was an executive session held prior to the meeting.

Meeting called to order at 7:12 p.m. by Chairman, Mike Rinker.

Board members present were: Andrew Donello, Willard Mohn, Mike Rinker, Scott Sylvainus, and Steve Ytkin. Also present was Township Engineer, Al Kortze, and Township Solicitor, Gary Asteak.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the Agenda as written. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the minutes from the April 16, 2014, meeting. Motion carried by all voting aye.

BILLS:

Mr. Sylvainus questioned Mr. Kortze about the invoice for NC Bridge #107. Mr. Kortze responded the invoice was in regard to a meeting with the Engineer and County for the Christian Springs Road Bridge.

Mr. Sylvainus questioned Mr. Shupe if all new employees passed the pre-employment testing. Mr. Shupe responded Brian Seip had and he was still waiting on Josh Gurinko and Zachary Johnson.

Mr. Sylvainus questioned Chief Siegfried if all employees pay association membership. Chief Siegfried responded that just a couple of officers pay association membership.

Mr. Sylvainus questioned Mr. Shupe where the bathroom repairs were performed. Mr. Shupe responded the Home Depot invoice was in reference to the Friedenstahl garage bathroom repairs.

Mr. Sylvainus questioned Mr. Shupe about the photocell for the Tuskes Park lights. Mr. Shupe responded he had purchased two units, and that the repair required additional parts.

Mr. Sylvainus asked Mr. Shupe if he had completed the Florey Farms project and if a final cost had been compiled. Mr. Shupe responded he wanted to verify his numbers to compile the final costs.

Mr. Sylvainus commented he liked the stones vs bollards around the new generator at the municipal building. Mr. Shupe responded he will be revising the location to protect the gas pipe connection.

Motion was made by Mr. Sylvainus and seconded by Mr. Donello to approve the bills. Motion carried by all voting aye.

Mr. Rinker Presented **Proclamation** 2014-02 to Mr. David Enstrom honoring his service to the Township and announcing May 10, 2014, as David Enstrom Day in Upper Nazareth Township.

COURTESY OF THE FLOOR (Non-Agenda items only)

Mrs. Messenlehner asked if something could be done regarding the trees blocking the sight distance at Friedenstahl Avenue and Route 191. Mr. Rinker responded that Mr. Shupe added to his list of items to do. Mr. Shupe indicated the work had been planned in the fall and with the past winter's weather the work was delayed.

Mr. Mohap indicated he is opposed to a proposed Tennis Club on Gun Club Road. Attorney Asteak indicated the Zoning Hearing Board will hear the request for Special Exception and Zoning Variance on May 28, 2014, at 7:00 p.m., and Mr. Mohap may wish to consult council. Mr. Sylvainus indicated the plan will be reviewed by the Planning Commission May 15, 2014. Mr. Mohap asked if the property would be posted and neighbors notified. Mr. Soloe indicated it would be posted and Mrs. Lyons responded all property owners within 200' will be notified of the meeting.

Mr. Powell requested assistance with a drainage issue at Claire Smith's residence. Mr. Asteak indicated that it was a private civil matter and the Township does not get involved with such matters. Ms. Smith asked if she could have the 10' from the abandoned alley added to her deed. Mr. Asteak indicated she should contact Attorney Zulick and have him call Mr. Asteak and he would assist in having her deed incorporate the 10'.

SUPERVISORS COMMENTS

Mr. Mohn commented that the file room will need to be rearranged for access to the electric panel. Mr. Sylvainus commented access to the electric panel and computer equipment needs to be provided and the files need to remain sealed. Mr. Donello suggested a chain link fence and lock be placed to provide access. Mr. Sylvainus suggested a 5' hall. Mr. Shupe requested clarification of what the vision of the supervisors was for the basement. He asked how the final product should function.

Mr. Sylvainus asked Mr. Soloe if a permit had been requested for a deck on a property on Manchester Way. The property is currently for sale; however no railings are on the deck. Mr. Soloe indicated he did not recall a permit being issued but will research.

ADMINISTRATION

Mrs. Lyons reminded the Board that the polls will be open on May 20, 2014.

Mrs. Lyons indicated a card and donation was sent to Officer Seagreaves regarding the death of his father.

Mrs. Lyons indicated the Univest Quarterly Report and Municipal Pension Act 205 Actuarial Report are available in office for review.

Mrs. Lyons indicated Secretary, Kim Mutarelli has agreed to work for the Township starting next Monday, May 12, 2014, at a salary of \$16.00/hour. She requested a motion to hire Ms. Mutarelli.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to hire Mrs. Kim Mutarelli, at a salary of \$16/hr effective May 12, 2014. Motion carried by 4-0 vote, Mr. Donello abstained.

Mrs. Lyons indicated the Township received a letter from Ms. Louise Krouse regarding the 4th annual Brenton's Hope 5K run to be held on September 27, 2014, from the hours of 9:00 to 11:00 a.m.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the use of a portion of the Township for the Brenton's Hope 5K on September 27, 2014. Motion carried all voting aye.

Mrs. Lyons stated that on March 26, 2014, Tru-Comfort inspected the HVAC system for the Administration side of the building and recommended repairs to be made. A discussion followed. Mrs. Lyons indicated she will research the cost to replace the system for the meeting room completed last year along with length of contract with Tru Comfort. Conclusion was to research costs for replacement of the system.

Mrs. Lyons indicated we received a letter from Attorney Pierce regarding 5th Street sinkholes. Mr. Shupe indicated he had been contacted regarding the repairs to 5th street. Mr. Shupe said he did not have the power to make the decision to have the Township repair the road, he deferred the decision to the Supervisors. Mr. Sylvainus indicated he thought the agreement was the Authority would fix roads damaged by pipe repairs/replacement. Mr. Ytkin asked why the Township is responsible for repairing the roads. Mr. Ytkin asked for clarification. He indicated if the Authority would repair pipe and backfill, the Township could provide base and wearing and roll. Attorney Asteak asked if he should respond to Attorney Pierce, indicating the Township will provide the base and top coat for sinkhole pipe repair/replacement. Mr. Asteak was asked to write the letter.

PLANNING & ZONING

Mr. Soloe presented the April activity report. He stated that there are 6 new taxpayers in the Township.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to approve the zoning report. Motion carried by all voting aye.

PUBLIC WORKS

Mr. Shupe stated that the Township wide yard waste curbside pickup was conducted April 21 – 26, 2014. He indicated that there will need to be changes made to next year's program, due to a few residents taking advantage of the Township and cutting down multiple trees which required hours of time at each home. He suggested all brush must be bundled. Also he indicated that it was frustrating due to trash being collected each day that they had to look into trash containers to see if there was yard waste to be picked up.

Mr. Shupe indicated Mr. Eberly would like to reduce his hours to 14 hours per week. He would like to promote Mr. Hoffman to Laborer Foreman/Assistant and change Mr. Eberly's job title to Laborer 1.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to promote Mr. Hoffman to Laborer Foreman/Assistant at a rate of \$18.94/hr. Motion carried by all voting aye.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to change Mr. Eberly's title to Laborer 1 at a rate of \$18.38/hr. Motion carried by all voting aye.

Mr. Shupe stated that he obtained a quote from Nazareth Building Design and Erectors, Inc. for installation of a garage door at the Friedenstahl garage to provide better access to the garage.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to authorize the installation of a Garage Door by Nazareth Building Design & Erectors from account #430.600. Motion carried by all voting aye.

Mr. Shupe stated he has obtained a quotation from Signal Service for installation of an opticom for emergency vehicle preemption at the Rt. 248 and Rt. 946 traffic light. Mr. Sylvainus asked if it is a Costar vendor. Mr. Mohn indicated the Township has a contract with Signal Service for the light. Mr. Sylvainus asked if Mr. Kortze could provide names of other contractors who could install an opticom system. Mr. Kortze indicated he would provide Mr. Shupe with a list of other contractors. Mr. Shupe indicated there are different grades and this quote was for a mid-range quote. Mr. Ytkin asked if the price includes receivers. The fire company has receivers in their vehicles; however the police vehicles do not have receivers. Mr. Sylvainus requested that Mr. Shupe obtain pricing for receivers.

LIBRARY

Ms. Sayago indicated invitations were sent to the supervisors to attend the Wine and Cheese Celebration for the new Librarian on Friday May 9.

Ms. Sayago indicated all four municipalities voted to approve the revision of library by-laws to increase the board from 7 members to 9 members. Each Township will have 2 representatives on the board and the Borough will have 3 members. A member will be added from Lower Nazareth and Bushkill Township to bring the number to 9 and when a Borough representative resigns, Upper Nazareth Township will be able to appoint an additional representative. Attorney Asteak asked for a copy of the revised by-laws.

Ms. Sayago indicated the 2013 Annual report has been posted on the Library Web Page.

Ms. Sayago indicated the library had received \$100 from the Barnes and Noble fundraiser and they will be doing the fundraiser again in the fall.

Ms. Sayago indicated the book sale will be held from June 4 – 8, 2014, and the library is currently accepting donations.

POLICE DEPARTMENT

Chief Siegfried requested approval to promote officer Cope and Officer Herman to Sergeant. Mr. Rinker asked if Officer Herman coordinated the grants for the DUI enforcement. Chief Siegfried indicated that the Lehigh Township officer does most of the coordination. Mr. Rinker asked if Officer Herman coordinates the Speed and Aggressive Driving Enforcement program. Chief Siegfried affirmed that Officer Herman does most of the work and Chief Siegfried enters the data into the website. Chief Siegfried indicated there were 55 traffic citations during the last ADE. Mr. Sylvainus asked if these promotions were in the budget and contract. Chief Siegfried confirmed "yes". Mr. Sylvainus asked what the salary would be. Chief Siegfried indicated the salary is dictated by contract. Mr. Sylvainus asked why the promotions are being proposed at this time. Chief Siegfried responded they have both been performing these additional duties voluntarily for over a year. Chief Siegfried asked when the promotions should go into effect. Mr. Sylvainus said at the next pay cycle beginning on May 18, 2014.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to promote Officers Cope and Herman to Sergeant. Motion carried by all voting aye.

FIRE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Nothing at this time.

TOWNSHIP SOLICITOR

Nothing at this time.

TOWNSHIP ENGINEER

Mr. Kortze has employees attending the Stormwater training on May 8 and will update the municipality with any pertinent news and information.

Mr. Kortze indicated this is the last easy cycle for the MS4 compliance. He indicated he will be preparing an outline for the Township for future compliance items.

Mr. Kortze indicated Act 89 of 2013 has funds with deadlines for DCED of June 20 and June 30 for PennDOT. Mr. Sylvainus contacted Mr. Augustine to confirm he is working on that grant. Mr. Augustine responded affirmatively.

Mr. Ytkin asked how much funding is required for the completion of the light. Mr. Kortze indicated the estimate which was prepared in 2012 was \$1,000,000. Mr. Ytkin questioned whether the school will be contributing to the light. Mr. Asteak responded the school will make up the difference between Grants and actual costs.

Mr. Kortze indicated he located an ordinance for weight restriction on Silvercrest Road. Mr. Shupe will recommend the next road to be considered for weight restrictions to the Board at the next meeting.

RECREATION BOARD

Mr. Sylvainus stated that they are looking into an automated system for the field lights. At present he is contacted when the lights go on and off.

Mr. Sylvainus stated they are obtaining prices for a counter and hood system for the Tuskes Park refreshment stand. Mr. Shupe asked if he should research surplus. Mr. Sylvainus said to look for counters and a triple sink.

CDBG

Mr. Sylvainus stated that the program is moving along well. He stated that there is about \$25,000.00 left in this program that must be used by the end of the year. There is a status and planning meeting scheduled for May 29, 2014 at 9:00 am.

SAFETY COMMITTEE

Mr. Rinker stated that a safety meeting is scheduled for May 23, 2014 at 8:30 am

RECYCLING

Ms. Oatis indicated that the DEP announced the 2014 grant program with a very tight time table. She indicated she will coordinate with Mr. Shupe's needs for equipment and public education. She indicated the Recycling Committee held two meetings this month and they have prepared a mailer for residents with 1 and 2 member households to opt for a 64 gallon toter if they did not want the 96 gallon toter. Ms. Oatis reminded the Board that most haulers collect recycling every two weeks. The mailer will include required recycling education. Discussion followed regarding repair of the toters. Mrs. Messenlehner asked if every household is getting a toter. Ms. Oatis responded yes. Ms. Oatis commented that according to act 101 the Township has to have enforcement. At present no one has taken on that responsibility. She indicated since it is the first year she can explain the situation, however in the future 902 enforcement compliance will be required. Recycling is mandatory in the Township. Mr. Sylvainus commented that in response to the recycling information in the recently mailed Township newsletter, three people on his block had questioned when recycling will start and who to contact. Ms. Oatis commented each year the DEP grant has a new focus; she will be meeting with DEP in the next month or so. Attorney Asteak questioned why public works should be responsible for toter repair. Ms. Oatis commented it could be time consuming for administration to contact haulers for repair. Attorney Asteak suggested including in new ordinance holding each hauler responsible for damage. Mr. Donnelly commented he has had damage in the past and Herceg has repaired or replaced his cans. Mr. Benfield commented that homeowners should not be responsible for damage done by hauler. Mr. Donnelly commented that the homeowner should be responsible if they damage the toter. Mrs. Donnelly commented she felt September was a bad time to send out the request to opt out due to overwhelming paperwork required by parents of school age children. Ms. Oatis commented that no response was necessary by families with children and they would receive the 96 gal tote. Ms. Sayago commented if the Township is considering hiring a single hauler for recycling, residents prices will increase for trash collection. Ms. Oatis indicated she needs authorization to move forward.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to make Township recycling toters mandatory for all residents; to have household delivery by delivery company with an electronic distribution list provided to the Township; all households will be required to have 96 gallon toters except households of 1 or 2 will be able to opt-out in favor of a 64 gallon toter. Repairs will be the responsibility of the haulers. Motion carried by a vote of 3-2. Mr. Donnelo and Mr. Rinker voting no.

Attorney Asteak commented the repair responsibility will be incorporated into the recycling ordinance.

COURTESY OF THE FLOOR (Agenda items only)

Mr. Donnelly asked about the two police officers who were promoted to sergeant. He questioned who are they and do they work well with the other officers. He asked if there will be a public swearing in. Mr. Rinker answered the Officers are Bill Cope and Mark Herman. Chief Siegfried answered that they will be sworn in at a later date.

Mrs. Williams commented on the pick-up trucks which remove the recycling. Mr. Rinker will look into it and see if we can find out who is removing the recycling. Ms. Oatis commented that once the toters are in place the scrapers are reduced due to inability to see recycling material. They may still come for white goods.

OLD BUSINESS

Mr. Augustine was not present to discuss the local share grant.

NEW BUSINESS

Mr. Rinker announced the Township-Wide Yard Sale will be held May 31, 2014

Mr. Rinker announced that Cleanup Day is scheduled for June 7, 2014, 7:00-1:00 p.m. Mr. Shupe stated Herceg has requested Township staff assist and check-in.

Mr. Sylvainus asked Mr. Asteak about Morningstar's Heritage Village project requesting renegotiating of impact and filing fees. Mr. Asteak responded he does not think it is a matter of Morningstar renegotiating the fees, he feels there is a misunderstanding on their part as to how we calculated the fees and feels we should sit down with them beforehand rather than take up time at a public meeting to explain that.

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 9:06 p.m. Motion carried by all voting aye.

Respectfully submitted,
Pamela A. Berlew

MINUTES –May 21, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Board members present were: Andrew Donello, Willard Mohn, Mike Rinker, and Steve Ytkin. Scott Sylvainus was absent. Also present was Township Engineer, Al Kortze, and Township Solicitor, Gary Asteak.

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to approve the Agenda as written. Motion carried by all voting aye.

Motion was made by Mr. Ytkin and seconded by Mr. Donello to approve the minutes from the May 7, 2014, meeting with the revision of wall to “chain link fence and lock” under supervisors comment. Motion carried by all voting aye.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to approve the bills. Motion carried by all voting aye.

Motion was made by Mr. Donello and seconded by Mr. Ytkin to approve the Financial Report. Motion carried by all voting aye.

COURTESY OF THE FLOOR (Non-Agenda items only)

None

SUPERVISORS COMMENTS

Mr. Rinker asked Ms. Parrish if she was familiar with the letter to Pastor Fischer. Ms. Parrish explained that Pastor Fischer expressed his appreciation of the efforts of the Police Department during Police Appreciation Week. Mr. Rinker acknowledged the Township will send a letter in return.

ADMINISTRATION

Mr. Rinker questioned the Tru-Comfort Proposal. Mr. Ytkin explained that last meeting, the supervisors were presented a list of replacement items and he requested Township staff to research costs for replacement of the HVAC system which covers the administrative area of the township building. Mr. Ytkin asked which account the funds would come from for the replacement. Ms. Parrish responded most likely capital budget. Ms. Parrish also commented that the maintenance agreement with Tru Comfort expires October 15, 2014. Mr. Ytkin asked Ms. Parrish to remind the Supervisors a few months prior to expiration to request additional quotes.

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to authorize replacement of the HVAC system by Tru-Comfort at a fee of \$6,828.00. Motion carried by all voting aye.

Ms. Parrish reported the State Auditor General’s office started the audit of the Township Pension Plans this week.

PLANNING & ZONING

Mr. Rinker stated he is revising the agenda to move Scenic View Estates III to Planning and Zoning.

Scenic View Estates III was presented for final plan approval to the Township supervisors by Attorney Piperato. Attorney Piperato explained the changes to the plan primarily consisted of Stormwater system changes and reduction in number of building lots in both Upper Nazareth Township and Bushkill Township. Attorney Piperato indicated Mr. Carty is willing to comply with all comments on Mr. Kortze's review letter of May 15, 2014.

Mr. Ytkin asked to see the plans and asked where the access to the development would be from City View Drive. Mr. David Lear from Lehigh Engineering Associates presented the plans to the Supervisors and explained the developer would be responsible for the revisions to City View Drive to include; repaving the revised driveways and removing the cul-de-sac and returning it to grass. Mr. Kortze reviewed his letter with the supervisors and highlighted item 5 on Page 3. Mr. Carty agreed to contribute \$10,000 in lieu of performing a traffic study. This was prior to the Township's Act 209 Study. Also under Miscellaneous item 3, in lieu of sidewalks, the developer will contribute \$40,000 toward the signal at 191 and Friedenstahl Avenue. Mr. Kortze commented that an easement agreement is required from the Property Owner on Schoeneck Avenue. Attorney Piperato provided a copy of the easement agreement recorded in Northampton Court House in 2003.

Motion was made by Mr. Mohn and seconded by Mr. Donello to authorize final plan approval of the Scenic View Estate III subject to the conditions of the Keystone Consulting Engineers review letter of May 15, 2014. Motion carried by all voting aye. Attorney Asteak asked Mr. Soloe if he prepared a resolution for approval. Mr. Soloe indicated he did not have one prepared. Attorney Asteak indicated he would send Mr. Soloe a template for the preparation of the resolution.

Mr. Soloe presented the supervisors with a letter from Ms. Lyon of 298 Friedenstahl inquiring about removal of a tree in a paper street. Attorney Asteak indicated the Township has never accepted the dedication of the roadway. Chief Siegfried commented many years ago there was a rail road spur which went through the neighborhood. Attorney Asteak indicated he will send a letter to the resident indicating the Township does not own the property in question.

Mr. Soloe summarized the recent floodplain seminar. He indicated that paperwork must be maintained for life by the Township, audits will be conducted and non-compliance will increase the flood insurance premiums for applicable Township residents.

PUBLIC WORKS

Mr. Shupe stated he has not been able to review the basement storage and would like to table that until next meeting.

Mr. Shupe stated he has contacted three additional companies for a quote for the installation of Opticom for emergency Vehicle preemption at the 248 and 946 light. He reported one firm would not supply a quote until a PennDOT permit has been secured. They provided a rough estimate of \$8,000 to \$12,000. He indicated he is still waiting for the other two firms to provide their quote. Mr. Shupe will follow up next meeting.

Mr. Shupe reviewed the list for engineering study of weight restricted roadways. He suggested Gun Club Road and Penn Allen Road. The board was polled and it was agreed to authorize Keystone Consulting Engineers to perform a weight study on Gun Club Road from the Nazareth Building Systems to Route 248 and Penn Allen Road from 248 to Daniels Road.

Mr. Shupe indicated he prepared the final costs for Florey Farm's however, did not have paperwork with him. He summarized that he did go over his budget; however, additional materials were required, which were unforeseen. Overall the savings to the Township was \$7,000. Full report will be presented at next meeting.

LIBRARY

No report this meeting.

POLICE DEPARTMENT

Chief Siegfried presented the police report for April 2014.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to accept the Police Report. Motion carried by all voting aye.

FIRE DEPARTMENT

Mr. Rinker presented the Fire Report, due to Fire Department being out on an accident call.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to accept the Fire Report. Motion carried by all voting aye.

EMERGENCY MANAGEMENT

Nothing at this time.

TOWNSHIP SOLICITOR

Attorney Asteak reported on Earned Income Tax (EIT) Bond. He suggested that since Keystone is handling current EIT collections, the duties of collecting delinquent EIT be transferred to the Treasurer whom is already bonded and audited, which will eliminate the need for additional audit and bonding.

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to transfer the duties of collecting the delinquent Earned Income Tax (EIT) to the Township Treasurer and no additional audits are required. Motion carried by all voting aye.

Attorney Asteak reported on Intergovernmental Agreement regarding repair of sinkholes on 5th Street. He has prepared an agreement outlining the Township's duties and the Sewer Authority's duties for repairs to the current sinkholes on 5th Street only. Mr. Mohn asked if this is only for 5th Street. Mr. Asteak confirmed the agreement is exclusive to 5th Street only. Mr. Mohn asked who did the paving in the past. There was no one at the meeting able to answer Mr. Mohn's question. Mr. Donello confirmed that the agreement is for 5th Street only. Mr. Ytkin responded that the Township will handle agreements on a case-by-case basis. Mr. Donello responded he was in agreement with Mr. Ytkin's phrasing.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to sign the Intergovernmental Agreement outlining the duties of the Township and Sewer Authority for repairs to 5th Street Sinkhole repair. Motion carried by all voting aye.

TOWNSHIP ENGINEER

Mr. Kortze reported on the “How to Fund Municipal Stormwater Costs” seminar which was attended by members of his organization. He indicated Act 68 provided for the creation of a Stormwater Authority and ability to assess fees. He summarized many scenarios for fee structure. He indicated he could prepare a full report and present to the supervisors at a workshop. The Supervisors requested a workshop. Mr. Kortze indicated he will prepare a report and distribute to the Township staff and supervisors and would schedule a workshop after they had an opportunity to review the information.

Mr. Soloe indicated he was concerned with the construction/maintenance of the rain gardens in the proposed Scenic View Estates III, by homeowners’ additions of sheds, pools, patios, etc. He indicated the Township needs a policy in place. Mr. Kortze commented each lot had an easement and location detailed on the plans and permits will not be issued for development on Stormwater structures. Mr. Soloe commented his concern is when a permit is not acquired.

Mr. Kortze confirmed that the Capital Highway and Bridge Bill – Act 89 is the same funding source Mr. Augustine is pursuing.

Mr. Kortze presented the board with a Federal Retroreflectivity Sign Maintenance Policy. The Township is moving toward compliance. The brief will provide the township with a policy in case of an inquiry by the Federal Government. Mr. Shupe commented that the Township is following Item 2 for sign replacement.

Mr. Rinker asked if the board is in agreement and wish to adopt this evening. Consensus was to proceed with adoption.

Motion was made by Mr. Donello and seconded by Mr. Mohn to adopt the Minimum Retroreflectivity Maintenance Policy for Traffic Control Signs. Motion carried by all voting aye.

RECREATION BOARD

Items tabled due to Mr. Sylvainus absence.

Mr. Shupe commented the existing supplier of rubber mulch is no longer producing rubber mulch.

CDBG

Mr. Rinker there is a status and planning meeting scheduled for May 29, 2014 at 9:00 am.

SAFETY COMMITTEE

Mr. Rinker stated that a safety meeting is scheduled for May 23, 2014 at 8:30 am.

RECYCLING

Ms. Smith indicated she handed out recycling pamphlets on Election Day and comments received from the residents were positive. Ms. Williams noted that the West Side was unable to distribute due to being unable to know if voter or visitor.

COURTESY OF THE FLOOR (Agenda items only)

Nothing at this time.

OLD BUSINESS

Mr. Augustine was not present to discuss the local share grant.

NEW BUSINESS

Mr. Rinker questioned the Secretary/Treasurer meeting attendance. Mr. Rinker would like the position reverted to Secretary/Treasurer as one position and eliminate recording secretary position. Mr. Ytkin asked if this should be discussed when the full board is present. Mr. Ytkin felt Mr. Sylvainus should be present for the discussion. Mr. Rinker felt the full board should be present. Mr. Rinker asked Attorney Asteak if this can be discussed at a public meeting. Mr. Asteak responded it could due to it not being a personnel issue but a Township Administrative structure discussion.

Mr. Ytkin indicated that it is possible Papa Johns would introduce himself to the Township on June 4, 2014. Also Owner of Subway will be next.

UPCOMING EVENTS

Mr. Rinker announced Township-Wide Yard Sale will be held May 31, 2014
Mr. Rinker announced Cleanup Day is scheduled on June 7, 2014, 7:00-1:00 p.m.
Mr. Rinker announced Brenton's Hope 4th Annual Dragonfly 5K Run/Walk—September 9, 2014, 8:30 a.m.
Mr. Rinker announced Hazardous Waste Drop-off Event Saturday May 31, 2014 at Northampton Community College

Mr. Shupe commented the Township Yard Waste Facility will be closed this weekend due to the Memorial Day Holiday.

ADJOURNMENT

Motion was made by Mr. Mohn and seconded by Mr. Donello to adjourn the meeting at 8:00 p.m. Motion carried by all voting aye.

MINUTES –June 4, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:02 p.m. by Vice-Chairman, Scott Sylvainus.

Board members present were: Andrew Donello, Willard Mohn, Scott Sylvainus, and Steve Ytkin. Mike Rinker was absent. Also present was Township Engineer, Sean Dooley, and Township Solicitor, Gary Asteak.

Mr. Sylvainus suggested revising the Agenda with a move of the Solicitor portion to after Administration

Motion was made by Mr. Ytkin and seconded by Mr. Donello to approve the Agenda as revised. Motion carried by all voting aye.

Motion was made by Mr. Donello and seconded by Mr. Mohn to approve the minutes from the May 21, 2014, meeting. Motion carried 3-0 Vote. Mr. Sylvainus abstained due to being absent at the meeting.

Mr. Sylvainus questioned the Cantelmi Ace Hardware invoice. Mr. Shupe responded the purchase was a Stihl cord.

Mr. Sylvainus questioned the EMP Emergency Medical Product, Invoice item Sage Sharps Shuttle. Chief Siegfried responded they are used to safely transport syringes.

Motion was made by Mr. Donello and seconded by Mr. Ytkin to approve the bills. Motion carried by all voting aye.

Mr. Ytkin presented Mr. Sorial owner of Papa John's to the Township. Mr. Sorial indicated he has owned the Papa John's franchise in Upper Nazareth Township for five years and would like to get involved in the community. He asked if there are teams or events to inform him of such.

COURTESY OF THE FLOOR (Non-Agenda items only)

Mrs. Messenlehner thanked Mr. Shupe for moving the lilac bushes at the intersection of Friedenstahl and Route 191. She indicated it was a big improvement to the sight distance.

SUPERVISORS COMMENTS

Mr. Sylvainus reviewed the invoice from Cohen Law Group. Mr. Sylvainus indicated he will contact Cohen Law Group to respond to the invoice. Mr. Ytkin asked if the Township was incurring additional legal bills from Mr. Asteak. Mr. Asteak responded he was no longer involved. Mr. Donello asked if they should pay the Township. Mr. Sylvainus commented that the Township was receiving payment from RCN.

ADMINISTRATION

Mr. Sylvainus presented Resolution No. 14-09 to request a Multimodal Transportation Fund grant in the amount of Seven Hundred Fifty Thousand for the proposed light at Route 191 and Friedenstahl Avenue.

Motion was made by Mr. Sylvainus and seconded by Mr. Donello to approved Resolution No. 14-09 to request a Multimodal Transportation Fund grant in the amount of Seven Hundred Fifty Thousand for the proposed light at Route 191 and Friedenstahl Avenue. Motion carried by all voting aye.

Mr. Sylvainus asked Mr. Dooley when the project could be put out for bid. Mr. Dooley responded their plans were not finalized and there was a lot left to do. Mr. Dooley expressed if everything went quickly the time frame would be about 3-6 months. Mr. Sylvainus commented that to put it in planning terms the drawings were still in sketch plan stage. Mr. Dooley agreed with the analogy. He commented that until the geometry of the intersection was locked in by PennDOT then the drawings could be finalized. Mr. Asteak indicated he recalled an update from Newton Engineers. He indicated bidding could not proceed until permit was obtained. Mr. Asteak will check with Newton for an update. Mr. Donello commented we are bouncing this project around like a basket ball.

Mr. Sylvainus commented on the invoice from Weiss Schantz Agency, Inc. that the Property Insurance has increased by \$1,200.00 due to additional property/equipment obtained in the last year.

Mr. Sylvainus read a thank you letter from the Michael J. Fox Foundation for the donation received in memory of Mr. George F. Seagreaves, Jr.

Mr. Sylvainus presented a letter to VALIC requesting a change of the plan administrator for Upper Nazareth Township Plan #70204 to Ms. Betty Parrish.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to approve the change of the plan administrator for Upper Nazareth Township Plan #70204 to Ms. Betty Parrish. Motion carried by all voting aye.

Mr. Sylvainus presented a report from Keystone Municipal Insurance Trust which indicated the Township is not performing well with the current disability claims for Township personnel, resulting in higher premiums for the Township.

Ms. Parrish presented a list of suppliers which received overpayments and she requested refunds.

TOWNSHIP SOLICITOR

Attorney Asteak presented Floodplain Ordinance amendment for approval. He indicated the ordinance has been reviewed by LVPC and Upper Nazareth Township Planning Commission and advertised in the Express Times newspaper on April 19, 2014 for thirty days of inspection. Mr. Sylvainus opened the floor for public comment. Hearing none he asked for a motion.

Motion was made by Mr. Mohn and seconded by Mr. Sylvainus to approve revisions to Section 504 of the Zoning Ordinance with Amendment Floodplain Ordinance. Motion carried by all voting aye.

Attorney Asteak presented Resolution #UNT-2014-08 outlining the conditions for the approval of the Scenic View Estates III. Attorney Asteak commented that this is the proper way to approve a development.

Motion was made by Mr. Mohn and seconded by Mr. Donello to approve Resolution #UNT-2014-08 outlining the conditions for the approval of the Scenic View Estates III. Motion carried by all voting aye. Attorney Asteak presented the approved resolution to Ms. Parrish and requested she send to the developer with instructions to accept or reject in five (5) days.

PLANNING & ZONING

Mr. Soloe presented the May activity report; Mr. Soloe commented there are 6 new tax payers in the Township and the last two building are being built in the Redcliff Estates Developments.

Motion was made by Mr. Mohn and seconded by Mr. Donello to approve the zoning report. Motion carried by all voting aye.

PUBLIC WORKS

Mr. Shupe indicated he is still waiting for the other two firms to provide their quote. Mr. Shupe will follow up prior to next meeting.

Mr. Shupe presented the final costs for Florey Farm's. He summarized why he did go over his budget. He indicated additional work was performed to limit disturbance to the residents.

Mr. Shupe stated he has reviewed the basement storage issue and suggested moving the files to the emergency management room and install fencing for the zoning files

Mr. Shupe stated that Upper Nazareth Township Public Works has won first place in the Build a Better Mouse Trap Public Works Competition for the Tailgate Hitch Receiver which holds the road saw.

LIBRARY

Ms. Sayago reported the Wine and Cheese Celebration for the new Librarian on Friday May 9 was a successful event and Mr. Sylvainus attended.

Ms. Sayago indicated they are donating books to the Nazareth Area Food Bank for clients of the Food Bank to have. She indicated that a problem clients of the food bank have borrowing library books is lack of a consistent address.

Ms. Sayago indicated the library is hosting visits from the Alexandra Manor and other senior living centers.

Ms. Sayago announced the Friends of the Library sale will be held from June 5 through June 7, 2014.

Ms. Sayago announced the Summer reading program Fizz Boom Read will be held June 9, 2014 to August 2, 2014. Information is available on the library website.

Ms. Sayago indicated the library is organizing an American Red Cross Blood Drive and more information will be announced later.

Ms. Sayago announced a Digitizing Fundraiser to be held July 19, 2014, where the library will convert photos and movies to a DVD for a fee.

Ms. Sayago indicated the AARP tax program was a success and will be held again next year.

POLICE DEPARTMENT

Nothing at this time

FIRE DEPARTMENT

No report this meeting, however, the new rescue engine should arrive Monday or Tuesday of next week.

EMERGENCY MANAGEMENT

Nothing at this time.

TOWNSHIP ENGINEER

Mr. Dooley commented that the work on 248 will be performed during daytime hours, not nighttime as previously presented.

Mr. Dooley indicated the County Bridge 107 on Christian Springs Road will be under construction for 2-3 months and road signs will be posted on 946.

Mr. Dooley presented the Sign Inventory Management System, he indicated the GPS has been loaded and tested. He estimated about one mile a day for the data collection, which would take about 28 days to collect all signs in the township. Mr. Shupe indicated he anticipated the work would be performed in the late fall and early spring. Mr. Dooley indicated that once the sign information is obtained the unit can be used to document Stormwater handling apparatus and street signs. The GIS master document can be expanded with different layers to add assets in the Township. Once the sign data is collected and numbers confirmed the sign management program can implement replacement protocol.

RECREATION BOARD

Mr. Sylvainus presented the final costs for the flagpole in the amount of \$3,125.00. He asked if one flag or two will be flown. Mr. Mohn suggested that the pole be designed for 2. The flag pole will be erected in Tuskes Park in memory of Officer Haberle. Mr. Ytkin asked if the funds will be taken from recreation fees, Mr. Sylvainus affirmed. The order will require 50% deposit.

Motion was made by Mr. Mohn and seconded by Mr. Ytkin to approve the purchase of the flag pole from Kaplan's for a fee of \$3,125.00. Motion carried by all voting aye. Ms. Parrish indicated she will cut the check, and Ms. Lull will contact Kaplan's to confirm the order.

Mr. Sylvainus announced plans are underway to hold Community Day at Tuskes Park on Labor Day weekend 2015. Mr. Ytkin asked what the event would entail. Mr. Sylvainus responded that it would be similar to Palmer and Forks. Mr. Sayago asked if the Recreation Board would like the Library to participate. Mr. Ytkin said business owners want to get involved in the Township.

Mr. Ytkin asked why the signs limiting hours of use were posted in the park. Mr. Sylvainus indicated that there have been complaints. Mr. Shupe indicated that the signs are posted in all parks and the park should have been posted years ago.

CDBG

Mr. Sylvainus announced the end of funding and currently \$19,700.00 is left in the program. He asked should the Township proceed with another project or return the funds. The next project estimate is within budget but Ms. Parrish indicated at times there are change orders once the work gets underway. Mr. Ytkin indicated Home Depot has a program to assist these residents. Mr. Mohn commented that it was a good idea. Consensus was to proceed with the next project. Ms. Parrish will contact the CDBG Program Coordinator and instruct him to proceed with the next project.

SAFETY COMMITTEE

Mr. Sylvainus stated that a safety meeting is scheduled for June 13, 2014. He asked what time? Ms. Parrish responded at 8:30 am.

RECYCLING

Ms. Oatis stated education pamphlets were handed out on Election Day, and will be handed out on Clean-up day. She drafted the website information and distributed to the recycling committee and received tremendous feedback. Ms. Oatis asked if the township had an illegal dumping and litter ordinance. Ms. Oatis announced the DEP meeting will be held later this month. This meeting will announce any changes required in the recycling ordinance. Ms. Oatis will finalize the recycling ordinance after the meeting. Ms. Oatis asked for authorization to hire a Graphic Designer with a limit of \$300.00.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to authorize Ms. Oatis to hire Graphic Designer at a fee not to exceed \$300.00. Motion carried by all voting aye.

Ms. Oatis indicated the 2014 grant program could be used for education and equipment. Mr. Shupe indicated the Township needs a leaf vacuum and revisions to the yard waste center. Ms. Oatis indicated that until the supervisors signed the agreement the grant would not be finalized.

COURTESY OF THE FLOOR (Agenda items only)

Nothing at this time.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ACTIVE PROJECTS

Mr. Sylvainus asked about the Traffic Study on Silvercrest Road. Mr. Shupe indicated it was complete and Gun Club and Penn Allen would be the next roads.

Ms. Sayago asked about Blossom Hill. Mr. Shupe indicated the plan was to remove the paving and stone the road. Ms. Sayago indicated that would be better than the 12' deep pot holes which currently exist.

Mr. Sylvainus asked Mr. Shupe for the status of the Farmview Solar Light. Mr. Shupe indicated he will add that to his list.

UPCOMING EVENTS

Mr. Sylvainus announced Cleanup Day is scheduled on June 7, 2014, 7:00-1:00 p.m.

Mr. Sylvainus announced Brenton's Hope 4th Annual Dragonfly 5K Run/Walk—September 9, 2014, 8:30 a.m.

ADJOURNMENT

Motion was made by Mr. Mohn and seconded by Mr. Ytkin to adjourn the meeting at 8:35 p.m. Motion carried by all voting aye.

Respectfully submitted,
Pamela A. Berlew

MINUTES –June 18, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Board members present were: Andrew Donello, Willard Mohn, Mike Rinker, Scott Sylvainus and Steve Ytkin. Mr. Ytkin left at 8:00 PM. Also present were Township Engineer, Al Kortze, and Township Solicitor, Gary Asteak.

Mr. Rinker revised the agenda to move the presentation of the Sergeant badges prior to the Supervisors comments and to add a Fire Department report.

Motion was made by Mr. Ytkin and seconded by Mr. Mohn to approve the minutes from the June 4, 2014, meeting. Motion carried by 4-0 Vote. Mr. Rinker abstained due to being absent from that meeting.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve the bills. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the Financial Report. Motion carried by all voting aye.

COURTESY OF THE FLOOR (Non-Agenda items only)

Mr. Joe Wolf of 355 S. Cedar Street, inquired about vacating West Street, a paper street. Mr. Kortze indicated a property survey would need to be performed at Mr. Wolf's expense. Mr. Asteak commented that the Township is willing to vacate the paper alley and suggested that Mr. Wolf's engineer contact Mr. Kortze's office.

Mr. Laubach of 306 Friedenstahl Ave. commented on the dangerous ponding of rain water within the roadway. Property owners of 299 Mt. Vernon and 57 Tatamy Road also commented on the need for storm drainage in the area. Mr. Ytkin indicated he and Mr. Shupe would review the issues.

PRESENTATION FOR SERGEANT MARK HERMAN AND SERGEANT BILL COPE.

Chief Siegfried presented Sergeant Herman and Sergeant Cope with their Sergeant badges. Family members pinned the badges on the officers.

SUPERVISORS COMMENTS

Mr. Rinker commented he would like the Secretary/Treasurer position to remain as it was and remove the recording secretary position. Mr. Sylvainus commented having an additional position is more efficient, as an example Betty has been able to review vendor accounts and request overpayments. Mr. Soloe indicated it takes time and concentration to record the minutes and it is very difficult when interrupted with daily functions. Mr. Donello commented that the Secretary always recorded the meeting minutes and one of the three office staff should be doing so. Willard indicated he was in agreement. Mr. Ytkin suggested the Board reevaluate the positions in three months. Mr. Rinker commented that the Board will table till September.

ADMINISTRATION

Mrs. Parrish presented the Board with a 2 year renewal contract from Signal Service for maintenance of the traffic signal at Rt. 248 and Rt. 946 for a fee of \$525 yearly.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to contract with Signal Service for a two year contract for maintenance of the traffic signal at Rt. 248 and Rt. 946 at a fee of \$525 a year. Motion carried by all voting aye.

Mrs. Parrish Presented Resolution 14-10 Adopting Written Procedures In How Professional Services Are Chosen For Its Pension Plans In Order To Comply With Act 44 Of 2009 and The Auditor General's Request.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to adopt Resolution 14-10 Adopting Written Procedures In How Professional Services Are Chosen For Its Pension Plans In Order To Comply With Act 44 Of 2009 and The Auditor General's Request. Motion carried by all voting aye.

Mrs. Parrish presented a request to attend the Basic Municipal Budgeting Seminar on July 31, 2014 in Scranton PA at a cost of \$130.00.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to allow Mrs. Parrish to attend the Basic Municipal Budgeting seminar on July 31, 2014 at a cost of \$130.00. Motion carried by all voting aye.

PLANNING & ZONING

Mr. Soloe reported on a complaint of roadside dumping on Penn Dixie Road. Mr. Donello indicated he will look into the issue on Thursday June 19, 2014.

PUBLIC WORKS

Mr. Shupe was absent and Mr. Ytkin commented on the agenda items.

Mr. Ytkin commented that Mr. Shupe was having a difficult time getting quotes for the opticom system. Mr. Ytkin indicated with current quotes of \$8,000 to \$10,000, the cost is too high to proceed.

Mr. Ytkin indicated that clean-up day had no problems and there were 187 trips. Mrs. Parrish indicated the office did not get the reports as yet from East Penn with the quantities of material dumped.

Mr. Ytkin commented Mr. Shupe was in contact with the manufacturer of the solar light; however, the individual who built the unit is on vacation for 2 weeks.

LIBRARY

No report this meeting.

POLICE DEPARTMENT

Chief Siegfried presented the Board with a proposed rate increase for security services billed to outside entities from \$43/hr. to \$46/hr.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to increase the rate charged to outside entities for security service to \$46.00/hr. Motion carried by all voting aye.

Chief Siegfried presented the Board with a request from the McDonald's Lehigh Valley All Star Football Classic for donation of security service for the June 26th football game at Nazareth Area High School. Mr. Donello

questioned the location and if the School was providing security. Chief Siegfried commented the school is not providing security services.

Motion was made by Mr. Ytkin and seconded by Mr. Donello to donate security services to McDonald's Lehigh Valley All Star Football Classic. Motion carried by all voting aye.

Chief Siegfried informed the Board that one of the police vehicles experienced a major mechanical failure and needs a transmission and cooler at an approximate cost of \$3500.

Chief Siegfried indicated that in response to an email from Ms. Guzman requesting temporary speed bumps he indicated a speed trailer had been placed on Eagles Nest Lane on June 9th. He reported that 1005 automobiles were timed and the average speed was 20.6 with the 85th percentile being 27 mph and the road is posted for 25 mph. Mr. Riveria, a resident of Eagles Nest Lane, commented that the speeding has been getting worse in his three years of residency. Mr. Asteak indicated the police could do enforcement; however, the most likely offenders are residents of the development. Mr. Kaplan also expressed concern for the residents' safety. Attorney Asteak indicated that speed bumps are very noisy and maybe a 3 way stop would help. Mr. Kash comment that prior to the Board accepting the roadways they may want to request the stop signs. In conclusion it was decided to have Mr. Kortze and Mr. Shupe review the stop signs and the police will start enforcement.

Chief Siegfried presented the police report for May 2014

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to accept the Police Report. Motion carried by all voting aye.

FIRE DEPARTMENT

Mr. Rinker presented the Fire Report.

Motion was made by Mr. Donello and seconded by Mr. Sylvainus to accept the Fire Report. Motion carried by all voting aye.

Mr. Rinker announced the new fire truck will be on display July 16, 2014 at 6:30 p.m.

EMERGENCY MANAGEMENT

Mr. Rinker indicated the goal is to move the Emergency Manager's office to the Fire Department and then the area can be used for file storage.

TOWNSHIP SOLICITOR

Nothing at this time.

Mr. Ytkin excused himself at this time 8:00 p.m.

TOWNSHIP ENGINEER

Mr. Kortze commented on the status memo for the Friedenstahl light.

Mr. Kortze presented the Board with Application for Payments No. 1, 2 and 3 for the PennDOT inspections at Florey Farms for a total of \$2,634.37.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to pay Application No. 1, 2 and 3 for PennDOT inspections in the amount of \$2,634.37. Motion carried by all voting aye (4-0).

Mr. Kortze presented the Board with Application for Payment No 1 from Livengood Excavators, Inc. for construction at Florey Farms in the amount of \$97,102.33.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to pay Application for Payment No 1 from Livengood Excavators, Inc. for construction at Florey Farms in the amount of \$97,102.33. Motion carried by all voting aye (4-0).

Mr. Donello inquired about what the Contractor (Livengood) was doing. Mr. Kortze responded they are completing the shoulders on the north side of Rt. 248 at Lehigh Lane and New England Drive and should be done within two weeks.

Mr. Sylvainus inquired whether all the paperwork was complete for the Capital Highway Grant. Mrs. Parrish commented that the check was cut and the resolution passed and Mr. Augustine was aware the deadline was June 20, 2014.

RECREATION BOARD

Mr. Sylvainus commented that the Recreation Board met on Tuesday and the flagpole has arrived and is ready for installation. He inquired about a commemorative plaque and Mr. Rinker indicated he and Chief Siegfried had discussed this to honor Officer Haberle. Mr. Sylvainus asked the Chief if he could confirm the date for anniversary presentation.

Mr. Sylvainus commented that work has begun for 2015 Community Days to be held over the Labor Day Weekend. More information will follow.

Mr. Sylvainus commented the Recreation Board had discussed the request from Redcliff to replace the play equipment and have requested a drawing and detail of proposed equipment.

CDBG

Nothing at this time

SAFETY COMMITTEE

Mr. Rinker commented he will prepare the meeting minutes of the last meeting.

RECYCLING

Nothing at this time

COURTESY OF THE FLOOR (Agenda items only)

Ms. Donnelly inquired about the car for Township Personnel under active projects.

OLD BUSINESS

NEW BUSINESS

Mr. Donello asked if the Board wanted to blow up the photo of the Public Works award and laminate and display it. Mrs. Parrish indicated that she thought the award would be presented at PSATS next April.

UPCOMING EVENTS

Mr. Rinker announced Brenton's Hope 4th Annual Dragonfly 5K Run/Walk—September 9, 2014, 8:30 a.m.

ADJOURNMENT

Motion was made by Mr. Donello and seconded by Mr. Rinker to adjourn the meeting at 8:16 p.m. Motion carried by all voting aye.

Respectfully submitted,

Pamela A. Berlew

MINUTES –July 2, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Vice-Chairman, Scott Sylvainus.

Board members present were: Willard Mohn, Scott Sylvainus, and Steve Ytkin. Andrew Donello and Mike Rinker were absent. Also present was Township Engineer, Al Kortze, and Township Solicitor representative, Steve Mills.

Motion was made by Mr. Ytkin and seconded by Mr. Mohn to approve the Agenda. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve the minutes from the June 18, 2014, meeting. Motion carried by all voting aye.

Mr. Sylvainus asked what the All Phase 125 V timer switch was for. Mr. Shupe responded the outdoor lights at Township building.

Mr. Sylvainus asked what the tonnage of collection was for clean-up day. Mrs. Lyons responded that it was not provided on the invoice; she will contact East Penn and get that data.

Mr. Sylvainus asked when the lease for the copier expires so that we have sufficient time to explore our options. Mrs. Lyons will check the files.

Mr. Sylvainus inquired if the door was complete at the public works building. Mr. Shupe responded yes.

Mr. Sylvainus asked what the rate change protection was from Neopost. Mrs. Lyons will contact Neopost for an explanation.

Mr. Sylvainus asked what the KNBT deposit was. Mrs. Lyons indicated that the deposit was initially posted to an incorrect account and a transfer had to be made between accounts.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to approve the bills. Motion carried by all voting aye.

COURTESY OF THE FLOOR (Non-Agenda items only)

Mr. Donnelly congratulated the Board on the Turkey Award in the Express Times. Mr. Mohn apologized to the attendees at the meeting for his misunderstanding. He indicated he was signing checks and unaware the meeting with Morning Star was to be held. He indicated he thought the meeting with Morning Star was cancelled and then they came back after the regular meeting was adjourned. Mr. Mohn indicated that the meeting was for information only.

Mrs. Donnelly indicated she attended the school board meeting and they were unaware of the letter requesting an update on the status of the traffic signal. Mr. Sylvainus stated that he spoke to a school board representative who also asked about that correspondence.

SUPERVISORS COMMENTS

Mr. Sylvainus indicated that the Municipal Gaming Grant from Northampton County has uncommitted funds available with a deadline for application of August 6, 2014. Mr. Ytkin indicated maybe funds could be applied for the Storm Water improvement at Friedenstahl and Tatamy Road.

Mr. Sylvainus stated that the Fire Department Vehicles are on the Township Policy and they should probably be on their own policy since the Fire Department is a separate entity. They own the vehicles, they garage

the vehicles and provide the people to drive and operate the vehicles. Mr. Sylvainus indicated he is not suggesting passing the cost of the insurance to the Fire Department only removing the liability from the Township. He suggests that the Township reimburse the Fire Department for the monetary cost of the policy they would have. The cost on a proposal from the Fire Department's insurance carrier is \$8,409.00. Mrs. Lyons asked if the Township will continue to supply workers compensation coverage. Mr. Sylvainus indicated he thought Workers Compensation coverage was required to be provided by the Township. Mr. Mohn stated the Township would increase the contribution to the Department to cover the insurance premium. Mr. Sylvainus indicated this issue will be brought up again at the next meeting when the full Board is present.

GRANT UPDATE – Capital Highway and Bridge Bill Act 89

The grant submission for the Capital Highway and Bridge Bill Act 89 was completed by Mr. Augustine by the deadline.

ADMINISTRATION

Mrs. Lyons announced an exit conference will take place on July 10, 2014 at 8:30 a.m. with the Department of the Auditor General to discuss the completion of the audit of the Upper Nazareth Township Pension Plan for the period January 1, 2011 to December 31, 2013 and invited all Board members to attend.

Mrs. Lyons read sections of Mrs. Mutarelli's letter dated June 26, 2014, to the Board requesting that they consider purchasing one of the website maintenance proposal options offered by ENTER.NET. She has been able to make many changes to the website but they do not offer training and she is not able to upload agendas, minutes, or put on or take off photos because they have to do it. One option provides for five changes a month for a fee of \$348.00/yr. and the other option is ten changes a month for a fee of \$588/yr. It was agreed that we would go with the lower option and see how many changes are necessary in the months to come. Mr. Ytkin asked if other vendors were researched and was advised not at this time by Mr. Sylvainus. Mrs. Lyons stated that if we do not go with the maintenance proposal their fee per hour is \$125.00.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to approve the Website Maintenance Agreement from ENTER.NET option for the five changes at a fee of \$348/year. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to appoint Mrs. Mutarelli as the Open Records Officer. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to appoint Mrs. Mutarelli as the Purchasing Agent. Motion carried by all voting aye.

Motion was made by Mr. Mohn and seconded by Mr. Ytkin to purchase a \$25,000 bond at a fee of \$100.00 for Mrs. Mutarelli. Motion carried by all voting aye.

Mrs. Lyons presented a report prepared by Mrs. Parrish of an accounting for the Florey Farms Subdivision stating how much money is available in the account. Mr. Mohn indicated he hopes that this is the last time the Township has to use Township funds to complete a development.

Mrs. Lyons indicated that access to the electric panel would be uppermost in her request for the basement. Storage is important but panel access requires administrative staff to go into the basement and stay with any vendors who have to go into the storage area. Discussion followed regarding preparing Emergency Management area for the files currently in the storage room.

Mrs. Lyons indicated that Mrs. Mutarelli found an existing policy from 2007 stating that all agenda items be submitted to her by noon on the Friday prior to a meeting by all departments, professional staff, etc. to prepare the agenda for the following week's meeting. She is requesting that this policy be reinstated immediately. This will enable Mrs. Mutarelli to prepare the final complete Supervisors packets by Friday afternoon so they have sufficient review time over a weekend before the meeting.

Motion was made by Mr. Mohn and seconded by Mr. Sylvainus to reinstate a Friday 12:00 noon deadline for agenda items and reports and requests. Motion carried by all voting aye.

Mrs. Lyons requested the supervisors review the memo from Mrs. Parrish regarding the PMRS Pension Seminar. Mr. Sylvainus suggested that each Board member contact the state representative regarding HB 1708.

Mrs. Lyons obtained a quote to purchase two flags for the flag pole at Tuskes Park. Mrs. Lyons indicated Chief Siegfried obtained a free 3 x 5 state flag from our state representative's office. Because we purchased the flag pole from Kaplan's they offered a onetime price reduction of \$71.00 for an American Flag and a State Flag.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to purchase both flags for a fee of \$100.00. Motion carried by all voting aye.

Mrs. Lyons stated that Blooming Glen Contractors has contacted the Township to state that the Christian Springs Road Bridge will be under construction beginning on July 7th and the road will be closed for approximately 4 months.

PLANNING & ZONING

A discussion was held regarding the use of 3080 Newburg Road. Mrs. Sayago indicated Mr. Mammana has not been in compliance with a variance dated December of 1998. The variance indicates no additional signage and no hazardous substances and a limited scope of work to be performed. Mrs. Sayago did bring in photos for the Board to see. Mrs. Sayago would like the Zoning Officer to review the variance and speak to Mr. Mammana about the new sign on his property, the hours he works, and how many vehicles he keeps on the site. Mr. Ytkin asked Mr. Soloe if he could check into it. The Board directed Mr. Soloe to investigate the complaint as noted in Mrs. Sayago's letter to him dated June 23, 2014, and report to the supervisors at the next meeting. Mrs. Lyons will research the Township vendor account to see if the Township has paid Mr. Mammana for services which are in violation of the variance and let Mr. Soloe know the type of work that Mr. Mammana is doing.

PUBLIC WORKS

Mr. Shupe indicated he has repaired the Solar light at Farmview. He indicated it was a fuse and the batteries may be getting close to the end of their lifespan. He will monitor now that the fuse has been repaired.

Mr. Shupe presented the costs to replace the light fixtures in the Township administration area with 2 x 4 T-8 fixtures. He indicated the fixtures and bulbs are more energy efficient than the current fixtures and estimates the cost would be about \$50/fixture. Mr. Sylvainus asked Mr. Shupe to research if Met-ed will reimburse the cost of the fixtures. Mrs. Lyons will contact Met-ed about the conversion rebate program and get back to Mr. Shupe.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to replace nine (9) fixtures. Motion carried by all voting aye.

Mr. Shupe reported on the Mt. Vernon and Tatamy Road ponding issues. He requested additional time to research a permanent solution.

Mr. Donnelly commented that there is a pot hole on Tatamy Road. Tatamy Road is a State road and Mr. Shupe will contact the State and request the repair be made.

Mr. Shupe presented a Preventative Maintenance Agreement from Winter Engine – Generator Service, Inc. for a fee of \$1,299.00/year. Discussion followed and it was decided that Mr. Shupe will perform the required preventative maintenance at this time.

Mr. Shupe requested authorization to purchase a 100 gallon transfer diesel fuel tank for Township pick-up.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to authorize up to \$1,000.00 from Liquid Fuels funds to purchase a diesel fuel transfer tank. Motion carried by all voting aye.

Mr. Shupe requested authorization to purchase two 5 x 12 steel road plates.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to authorize Mr. Shupe to use Liquid Fuels funds to purchase two 5 x 12 steel road plates. Motion carried by all voting aye.

Mr. Shupe reported he has researched options for lighting the flag pole at Tuskes Park. He suggests a 13W LED fixture on a concrete base.

Motion was made by Mr. Mohn and seconded by Mr. Ytkin to authorize Mr. Shupe to use Recreation funds to purchase lights for the flag pole at Tuskes Park. Motion carried by all voting aye.

Mr. Shupe indicated he would start the upgrades to the Yard Waste Facility which were included in the recycling 902 grant. He reminded the Board that the grant included \$21,000 of matching funds.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to authorize Mr. Shupe to proceed with the improvements to the Yard Waste Facility. Motion carried by all voting aye.

Mr. Shupe indicated he was still researching a rubber mulch supplier.

LIBRARY

Mrs. Sayago indicated the book donations to the Nazareth Area Food Bank were going very well and the Library has expanded the donations to include both St. John's Soup Kitchen and the Senior Center.

Mrs. Sayago indicated the librarian reviewed the Township's webpage and thanks the Township for mentioning the Library twice.

Mrs. Sayago announced the Library is starting to update their Strategic Plan.

Mrs. Sayago announced the schools summer reading recommended books are available for rent at the library desk.

Mrs. Sayago indicated the library is looking to reallocate trust funds to replace the HVAC system at an estimated cost of \$125,000.

Mrs. Sayago announced PPL has provided a \$1,000.00 grant for the summer reading program, 40% of the participants in the program are from Upper Nazareth Township.

Mrs. Sayago announced a Digitizing Fundraiser to be held July 19, 2014, where the library will convert photos and movies to a DVD for a fee.

POLICE DEPARTMENT

Chief Siegfried presented a memo from the Nazareth YMCA requesting approval for the Pumpkin Pie 5K course which enters the Township in the area of the High School and Middle School.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve the Pumpkin Pie 5k. Motion carried by all voting aye.

Chief Siegfried read a letter from the District Attorney regarding identification Cards for Illegal Aliens.

FIRE DEPARTMENT

No report this time. The new rescue engine will be on display July 16, 2014 at 6:30 p.m. before the Township meeting.

EMERGENCY MANAGEMENT

Nothing at this time.

TOWNSHIP SOLICITOR

Nothing at this time.

TOWNSHIP ENGINEER

Mr. Kortze indicated he has reviewed the criteria established for erecting stop signs. Eagles Nest Lane does not meet any of the base criteria; however, there are other additional criteria which may apply. The criteria which may apply would be conflicts with vehicular traffic and pedestrians. Discussion followed on various traffic calming techniques by the Board, Engineer and numerous Residents.

Motion was made by Mr. Mohn and seconded by Mr. Ytkin to authorize Mr. Kortze to perform a study of the Eagles Nest Lane at a cost not to exceed \$1,000.00. Motion carried by all voting aye.

RECREATION BOARD

Mr. Shupe commented that the softball tournament went very well.

Mr. Sylvainus asked if the light keys have been ordered and if the key can be put back at field 3. Mr. Shupe suggested distributing keys and having them returned at the end of the season.

CDBG

Nothing at this time.

SAFETY COMMITTEE

Nothing at this time.

RECYCLING

Nothing at this time.

COURTESY OF THE FLOOR (Agenda items only)

Nothing at this time.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Mr. Sylvainus asked Mr. Kortze if he was aware that four (4) homes on Monacacy Road in Eagles Landing are being used as a rehab center. Mr. Kortze indicated that the area was not zoned for commercial use and he would need additional information. The Board has asked the Zoning Officer to investigate.

ACTIVE PROJECTS

No discussion at this time.

UPCOMING EVENTS

Mr. Sylvainus announced Brenton's Hope 4th Annual Dragonfly 5K Run/Walk-September 9, 2014, 8:30 a.m.

ADJOURNMENT

Motion was made by Mr. Mohn and seconded by Mr. Ytkin to adjourn the meeting at 9:15 p.m. Motion carried by all voting aye.

Respectfully submitted,

Pamela A. Berlew

MINUTES –July 16, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Board members present were: Andrew Donello, Willard Mohn, Mike Rinker, Scott Sylvainus and Steve Ytkin. Also present were Township Engineer, Al Kortze, and Township Solicitor, Gary Asteak.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to approve the Agenda. Motion carried by all voting aye.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to approve the minutes from the July 2, 2014, meeting. Motion carried by 3-0 Vote, Mr. Rinker and Mr. Donello abstained due to being absent from the meeting.

BILLS

Mr. Rinker questioned the Nazareth Ambulance Transport Services invoice. Mrs. Lyons stated that there was an error that would be corrected.

Mr. Sylvainus questioned the US Municipal Supply, Inc. bills. Mr. Shupe responded they sent the incorrect signage he ordered Vision Impaired and was sent Hearing Impaired. Check was voided and new check was sent.

Mr. Donello questioned if the Township has received the chipper. Mr. Shupe confirmed the chipper has been received; however, it has a recall and he is waiting on a part.

Mr. Sylvainus questioned the concrete blocks from Four Winds Concrete, Inc. Mr. Shupe responded they will be used for improvements to the Friedenstahl Avenue Public Works facility area that he is making for a taller, deeper road millings bin area.

Mr. Sylvainus asked if Friedenstahl Avenue was scheduled for crack sealing. Mr. Shupe responded he has base and top coat repairs on Friedenstahl first but Friedenstahl is on the schedule for crack sealing.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the bills. Motion carried by all voting aye.

Mrs. Parrish presented the Financial Report.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve the Financial Report. Motion carried by all voting aye.

Mrs. Parrish presented the Treasurers Report.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the Treasurers Report. Motion carried by all voting aye.

Mr. Sylvainus indicated that Mrs. Parrish had prepared an updated report for the cost of the Florey Farms improvements. He indicated that the only items left are the trees and the project is under budget. It is projected that only approximately \$36,000 of general fund dollars will be needed to finish the project of the \$66,000 previously committed. Mr. Kortze indicated this was primarily due to the Public Works Department doing much of the prep work.

COURTESY OF THE FLOOR (Non-Agenda items only)

Nothing at this time.

SUPERVISORS COMMENTS

Mr. Sylvainus commented that the 2013 Audit is complete, and a draft is available to review in the Township office. He indicated there is a portion of the audit which is written by the Township, explaining any large purchases or events. He asked if anyone had anything they wanted included. He indicated he would include Florey Farms Improvements and recycling.

Mr. Sylvainus indicated that he thought the budget process went well last year and would like to continue scheduling budget workshops by department. He also indicated it will be Mrs. Parrish's first budget and that she will be attending a seminar at the end of the month.

Mrs. Lyons indicated Mrs. Parrish did research and asked if the Board would approve the paying of bills between meetings in accordance with the memo of July 14, 2014 included in their packets. Mr. Asteak indicated this procedure is the same in many Townships.

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to approve the paying of bills in accordance with the Memo of July 14, 2014. Motion carried by all voting aye.

Mr. Sylvainus explained why the Township and Fire Department should have separate vehicle insurance policies. He indicated he is not asking the Fire Department to incur the additional cost; the Township will cover the cost of the policy by donating additional funds to the Fire Department.

Mr. Ytkin asked who pays if a volunteer is injured. Mr. Sylvainus indicated the Township is required to cover workers compensation insurance for the Fire Department.

Mr. Rinker asked if this is to limit the Township's liability and he was advised that it did.

Mr. Fassl commented he was concerned that future Boards may cut the donation. He requested that the reimbursement be a separate line item on the budget.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to Transfer the insurance to the Fire Department and reimburse the Fire Department the cost of the policy along with creating an additional donation line item on the budget for this expense. Motion carried by all voting aye.

Mr. Donello indicated he looked into the dumping on Penn Allen Road that was reported to the DEP. He indicated he did not see any dumping. Mrs. Lyons indicated she will follow-up with DEP.

Mr. Donello indicated that Route 248 has a lot of pot holes and is in very bad shape.

GRANT UPDATE

Mr. Augustine reported on the Multi-modal grant. He indicated that the funds cannot be used for state roads. The grant request has been revised to include improvements required to Schoeneck and Friedenstahl Avenues. The grant is in the amount of approximately \$448,000.00 with a match of approximately \$108,000.00. Mr. Sylvainus indicated that the Township has funds from developers and in escrow to cover the required match. Mr. Augustine indicated that actual construction amounts may be different from the budget but felt the difference would be small and not be an issue for the School District to cover. Mr. Augustine indicated that the construction time-line would have a projected completion of September 2015.

ADMINISTRATION

Mrs. Lyons reported the EIT, LST and Pension Audits are complete and available for review.

Mrs. Lyons reported East Penn Sanitation did not sort the trash from clean-up day and all was reported as Municipal Solid Waste.

Mrs. Lyons reported the Neopost Rate Protection Change was for updated chips for rate changes throughout the year.

Mrs. Lyons reported the copier lease expires in June 2015 and she will inform the supervisors a few months prior to research replacement options.

Mrs. Lyons reported that the Northampton County Comprehensive Annual Financial Report is available for review.

Mrs. Lyons reported that the agenda and meeting minutes have been uploaded to the website and that the secretary is requesting assistance from department heads for updated photos.

PLANNING & ZONING

Mr. Soloe presented the Zoning Report. He indicated that there are four new residents in the Township. He indicated that Eagles Landing has about 65-75 homes to be built and all Redcliffe homes are now under construction.

Motion was made by Mr. Donello and seconded by Mr. Sylvainus to accept the Zoning Report. Motion carried by all voting aye.

3080 Newburg Road Variance complaint: Mr. Soloe indicated he met with Mr. Mammana regarding the complaint and he indicated that Mr. Mammana has 4 to 10 personal vehicles at his home at any given time, and performing oil changes is the only violation he observed.

He is primarily performing minor repairs. Mr. Ytkin suggested the Township request Mr. Mammana to discontinue doing oil changes. Mr. Soloe reported if something is found during inspection which requires the oil to be changed it is a violation not to change the oil. Mr. Ytkin indicated that is the inspection code and not in the variance. Attorney Asteak asked Mr. Mammana how many vehicles he owned. Mr. Mammana responded 8-10 vehicles and 5 drivers in the household. Mr. Asteak indicated according to the variance the home is supposed to look like a residential property and the only allowed signage is State Inspection signs.

Mrs. Keller asked where Township police vehicles are getting their oil changes. Mr. Sylvainus responded some are done at Mr. Mammana's. Mrs. Keller asked if outside tire storage was permitted. Attorney Asteak indicated outside storage of material is not allowed. George Pollack asked for clarification of the word "Shall". Attorney Asteak reread the variance. Mr. Soloe will follow-up. Mr. Asteak stated, and the Board agreed, that Mr. Soloe will enforce the variance.

Mr. Soloe indicated he contacted Mr. Steinberg of Universal Northampton LLC. to discuss the use of the 4 homes his organization owns on Monacacy Road in Eagles Landing. Mr. Steinberg indicated each home will have two patients who suffer from brain injuries and one staff member. The patients are transported to Brodhead Road for rehabilitation therapy daily. Mr. Fassl requested that the Fire Department be informed of any special needs of residents in the future. Attorney Asteak indicated that such a use is licensed by the state and a copy of that license must be delivered to the Zoning Officer. Mr. Sylvainus asked if state inspections are performed. Mr. Donello indicated his concerns would be hazardous materials stored on-site. Mr. Rinker indicated homes like these are all over the County. Attorney Asteak indicated the Township cannot ask any questions which would not normally be asked of a single family resident. Attorney Asteak indicated Attorney Piperato and Mr. Tuskes had vetted the firm and intended use prior to the sale.

BOY SCOUT, Greg Oplinger, of 161 East Biel Avenue was present to observe the meeting.

PUBLIC WORKS

Mr. Shupe indicated that some of the drainage issues along Friedenstahl Avenue can be resolved through grading.

Mr. Shupe indicated he has a meeting this week regarding the rubber mulch.

LIBRARY

No report this meeting.

POLICE DEPARTMENT

Chief Siegfried presented the police report for June 2014

Motion was made by Mr. Rinker and seconded by Mr. Mohn to accept the Police Report. Motion carried by all voting aye.

FIRE DEPARTMENT

Mr. Seiple presented the Fire Report.

Motion was made by Mr. Rinker and seconded by Mr. Donello to accept the Fire Report. Motion carried by all voting aye.

Chief Seiple requested information on the Township burn ordinance to distribute to offenders. Attorney Asteak indicated this is a seasonal issue and the Fire Department and Police Department can use their judgment regarding enforcement about recreational burning. The Board was in concurrence with Attorney Asteak. Mr. Sylvainus indicated he would prepare a handout for the Fire Department to distribute at their discretion.

EMERGENCY MANAGEMENT

Mr. Rinker indicated he will review the recommended training for stakeholders with each department head.

Mr. Fassl commented the Office of Emergency Management will be in the Fire Department. A discussion followed regarding purchasing a trailer for the generators and other emergency management supplies. Mr. Sylvainus asked when the move will take place. Mr. Rinker responded early next week.

TOWNSHIP SOLICITOR

Attorney Asteak indicated the Board did not violate the Open Meeting Law and no apology was necessary. The Board held the meeting for fact finding to gather information and no deliberations or decisions were made.

Attorney Asteak presented the revised Verus Partners Chrin Commerce Center Resolution No. 14-11 for approval.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the Verus Partners Chrin Commerce Center Resolution No. 14-11. Motion carried by all voting aye.

TOWNSHIP ENGINEER

Mr. Kortze presented the Traffic Study for Eagle Nest Lane. The Traffic Study found cause for placement of stop signs along Eagles Nest Lane. Mr. Ytkin suggested the Township inform Mr. Tuskes of the results. Attorney Asteak indicated that the Township should wait until the roads are dedicated. Attorney Asteak also noted a police presence during a recent visit to the site. Chief Siegfried responded he has officers monitoring the speed and are handing out warnings. He has also contacted the recreation event organizers and asked them to speak to the parents at their orientation meetings. Mr. Kortze indicated that a sketch plan would be required for placement of the signs.

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to authorize Mr. Kortze to prepare the sketch. Motion carried by all voting aye.

Mr. Kortze presented a change order for the Florey Farms Improvements which included a revised date of final completion of July 10, 2014 and a reduction in contract cost in the amount of \$1,830.42.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the Change Order. Motion carried by all voting aye.

Mr. Kortze presented the Board with the Final Application for Payment from Livengood Excavators, Inc. for construction at Florey Farms in the amount of \$99,466.32.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to pay the Final Application for Payment from Livengood Excavators, Inc. for construction at Florey Farms in the amount of \$99,466.32. Motion carried by all voting aye.

Mr. Kortze suggested the Supervisors bundle the bidding for the trees for the Florey Farms Improvements with trees for the Tuskes Park.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to include trees for both Florey Farms and Tuskes Park in the bid package. Motion carried by all voting aye.

Mr. Kortze presented the Board with a proposal to contract the guiderail installation on the Penn Dixie Road Bridge, West Beil Avenue Bridge, and the West Highland Terrace Bridge.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to authorize Mr. Kortze to prepare the bid package for the guiderail installations. Motion carried by all voting aye.

Mr. Kortze presented the Board with a request to coordinate easement acquisition for the guiderail installation.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to authorize Mr. Kortze to coordinate the easement acquisition for the guiderail installation. Motion carried by all voting aye.

RECREATION BOARD

Mr. Sylvainus commented plans are moving forward for 2015 Community Days to be held over the Labor Day Weekend.

Mr. Sylvainus reported the Flagpole is in and the lights will be in next week. Chief Siegfried will work with the committee about the wording on the memorial stone.

CDBG

Nothing at this time

SAFETY COMMITTEE

Nothing at this time

RECYCLING

Attorney Asteak reported the Recycling Ordinance has been reviewed and will be advertised and ready for adoption at the August 6, 2014, meeting. Attorney Asteak advised the Board that any material changes would require re-advertising.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to authorize Attorney Asteak to advertise the Recycling Ordinance. Motion carried by all voting aye.

Mrs. Oatis presented the Board with a Land Use Planning Form which is required for the Act 101 Grant. She will also need a designated signatory for the grant.

Motion was made by Mr. Ytkin and seconded by Mr. Donello to authorize Mr. Sylvainus to sign both the Land Use Planning Form and the Grant Application. Motion carried by all voting aye.

COURTESY OF THE FLOOR (Agenda items only)

Mr. Gonsalves expressed his concerns regarding modifications to the Heritage Village Development.

OLD BUSINESS

Nothing at this time

NEW BUSINESS

Nothing at this time

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 9:07 p.m. Motion carried by all voting aye.

Respectfully submitted,

Pamela A. Berlew

MINUTES –August 6, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

An Executive Session was held at 6:45 regarding personnel matters.

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Board members present were: Andrew Donello, Willard Mohn, Mike Rinker, Scott Sylvainus, and Steve Ytkin. Also present was Township Engineer, Al Kortze, and Township Solicitor representative, Steve Mills.

Debbie Borger and Jay Grobelny of Riley and Company presented the 2013 Audit.

Motion was made by Mr. Mohn and seconded by Mr. Sylvainus to accept the 2013 Audit. Motion carried by all voting aye.

COURTESY OF THE FLOOR (Non-Agenda items only)

Marilyn Asmuss of 148 East Lawn Road and Randy Trach of 137 Henry Avenue initiated a complaint regarding weeds growing on the Top Star property on June 24, 2014, and they stated no letter was sent to the property owner. They also showed photos of the property to Board members. Mr. Ytkin commented Mr. Soloe will look at the property again and enforce the ordinance; however, Mr. Ytkin also noted this may be a civil matter between neighbors. Mr. Soloe agreed.

Mr. Jeff Richards from the Nazareth Hockey Club requested the use of the Tuskes Parking lot for a garage sale type fundraiser. Mr. Sylvainus indicated that the agreement for rental indicates nothing would be sold and wanted the Board to approve the use. Consensus was that this was a fund raising event and is permitted. A date along with a rain date will be on the request form. Mrs. Lyons will prepare a rental form similar to the field agreement.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the Agenda. Motion carried by all voting aye.

Motion was made by Mr. Mohn and seconded by Mr. Sylvainus to approve the minutes from the July 16, 2014, meeting, with the change in the fifth paragraph, fifth sentence under Planning and Zoning from: Mr. Pollack asked for clarification of the wording to: George Pollack asked for clarification of the word "Shall".

Motion carried by all voting aye.

Mr. Sylvainus asked the police Chief to clarify the chair and battery purchase.

Mr. Sylvainus asked if this is the last Audit of EIT. Mrs. Lyons responded yes.

Mr. Sylvainus inquired about the purchase of a measuring wheel. Mr. Ytkin indicated it was to be used for paving project estimation.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the bills. Motion carried by all voting aye.

TOWNSHIP SOLICITOR

Attorney Mills presented Ordinance 161 – Recycling Ordinance. He indicated it had been advertised in the Express-Times and was ready for adoption.

There was no public comment.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to adopt Ordinance 161 – Recycling Ordinance. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Mr. Sylvainus read a letter from Federal Emergency Management Agency that outlined which previously issued LOMR-R and LOMA have been revalidated and superseded. Mr. Soloe indicated the maps are available and able to be downloaded to Google Earth. Mrs. Lyons asked who will the public address if there is a question about the flood maps. Mr. Soloe indicated he would.

Mr. Sylvainus asked Chief Siegfried if he had completed the application for the Northampton County Gaming Authority Uncommitted Round funds. Chief Siegfried confirmed he had completed the grant application for a Thermal Imager.

GRANT UPDATE

Nothing at this time

ADMINISTRATION

Mrs. Lyons reported the Univest Pension Investment Report for period ending 6/30/2014 is available for review

Mrs. Lyons reported the Police Pension 2nd Quarter Investment Reports is available for review

Ms. Lyons read Paula Smith's Thank you Letter to Public Works for the Visually Impaired Signs

Mr. Sylvainus presented the Updated Electric Supplier Rates

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to choose Washington Gas Energy Services as the energy supplier for the Township at a cost of \$.05324 for a 24 month period. Motion carried by all voting aye.

Mrs. Lyons read Mr. Jim Augustine's Zoning Hearing Board Alternate Resignation Letter.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to accept the resignation of Mr. Augustine. Motion carried by all voting aye.

An announcement was made for anyone interested in the Alternate Zoning Hearing Board position to submit a letter of interest to the Township.

Mrs. Lyons reported the Essroc Renewal of NPDES Permit for Surface Mining's Application is available for review.

Mrs. Lyons reported the County of Northampton will re-implement the Act 4 Millage Freeze Letter for parcels which are only partially subject to an Agricultural Conservation Easement.

Ms. Lyons requested approval of the dates for the Univest Police Pension workshop and dates for Budget workshops for advertisement.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to advertise the budget workshop dates and also the Univest Pension workshop in the Home News. Motion carried by all voting aye.

Mr. Sylvainus noted he would not be able to make the September 10, 2014, budget workshop meeting.

PLANNING & ZONING

The Heritage Village Community of Moravian Hall Square - Final Land Development and Subdivision Plan was presented by Attorney Ted Lewis. Sue Drabic, from Morningstar Senior Living and Phil Malitsch from Hanover Engineering were also in attendance. The submitted material depicts a 143 unit Planned Residential Community located along the south side of West Beil Avenue. The 47.85 acre (net area) site will include 73 townhouse, 20 twins and 50 cottages dwelling units. The total number of dwelling units has remained the same from the preliminary plans. However the unit mix from the previous submission was 59 cottages, 28 twins and 56 townhouses. This site will also contain a centrally located community center and maintenance barn. The development will be served by public water and public sanitary sewer service. The development will be accessed from West Beil Avenue and from Porter Street. The West Beil Avenue access, a boulevard style street, will serve as the main entrance into the facility. The Porter Street entrance will be limited access and gated for use by residents only. There are three other streets at the eastern and western ends of the property that are noted as "Emergency Access" points onto West Beil Avenue. The development was subject to the review process of a Conditional Use per section 105B of the Township Zoning Ordinance. The Heritage Village project received conditional use approval from the Board of Supervisors on June 2, 2010. The development also received preliminary plan approval from the Board of Supervisors on April 18, 2012.

Al Kortze's April 9, 2014 review letter was reviewed and discussed. The applicants agreed to pay the \$63,720 traffic impact fee that Al Kortze had calculated. Recreation fees and use of the recreation facilities by residents of Upper Nazareth Township were discussed. Morningstar confirmed that the walking path would be open to all Upper Nazareth Township residents and that the pool and activity building could be available for a fee, only to the public that was over 60 years old.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to approve Resolution #UNT-2014-12 Conditional Final Plan approval of the Heritage Village Community, with the additional conditions of the approval letter from the current Fire Chief and a \$50,000 donation that will be paid in advance of construction or in \$350.00 increments upon application of each building permit for the planned 143 units in lieu of recreation fees. Motion carried by all voting aye.

PUBLIC WORKS

Nothing at this time

LIBRARY

Nothing at this time

POLICE DEPARTMENT

Chief Siegfried presented a memo to inform the Board of a date conflict with Trick-or-Treat and the Nazareth-Easton Football game and noted that the date may change to November 1, depending on if Nazareth Borough moves their Trick-or-Treat date.

Chief Siegfried reported Officer Haberle's Memorial stone is almost complete and he will coordinate with Public Works for the placement. The Memorial presentation will be held on Sunday, September 14, 2014, at Tuskes Park. The Chief will reach out to the family with an invitation and establish a time that is best for them.

FIRE DEPARTMENT

Mr. Sylvainus presented a portion of the Stockertown Borough ordinance regarding recreational burning for review. Mrs. Lyons will update and provide to the Fire Chief for review.

Mr. Fassl reported the AED pads are going to expire this month and since he is ordering replacement pads for the units at the Fire Department, he asked if the Township would like him to order replacements for the Township AED Unit at a cost of \$50.00.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve ordering replacement pads for the Township AED Unit. Motion carried by all voting aye.

EMERGENCY MANAGEMENT

Mr. Rinker reported that the move of the Emergency Management Office is proceeding.

TOWNSHIP SOLICITOR

Attorney Mills presented the Service Electric Franchise Renewal proposal for review by the Supervisors.

Attorney Mills announced a meeting regarding the Nazareth Area School District Friedenstahl Intersection Traffic signal will be held on August 12, 2014, at the Township building at 3:30 p.m. and Mr. Rinker and Mr. Sylvainus will attend from the Board.

TOWNSHIP ENGINEER

Mr. Kortze presented a Request for Letter of Credit Reduction for Eagles Landing Phase IIIA from \$274,635.79 to \$141,747.87.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to approve a Letter of Credit reduction for Eagles Landing Phase IIIA from \$274,635.79 to \$141,747.87. Motion carried by all voting aye.

Mr. Kortze presented a Request for a Letter of Credit reduction for Eagles Landing Phase IIIB from \$692,383.95 to \$346,344.58.

Motion was made by Mr. Sylvainus and seconded by Mr. Donello to approve a Letter of Credit reduction for Eagles Landing Phase IIIB from \$692,383.95 to \$346,344.58. Motion carried by all voting aye.

Mr. Kortze presented a Request for the Maintenance Escrow Release for Eagles Landing Phase 2. He suggested release could be made upon proof that the deeds for the roadways have been executed and recorded. Paperwork has been sent to Mr. Asteak. Mr. Sylvainus asked if payment of Met-Ed fees for streetlights can be a condition of release. Mr. Kortze confirmed it could.

Motion was made by Mr. Rinker and seconded by Mr. Donello to approve the release of Maintenance Escrow for Eagles landing Phase 2, based upon the conditions that the Deeds for the roadways have been executed and recorded and payment of all Met-Ed fees for streetlights have been made. Motion carried by all voting aye.

Mr. Kortze read a thank you letter he wrote dated July 31, 2014, to Stone Creek Development for donating two Stop Signs and support post for the multi-way stop at Eagle Nest Lane and American Hemlock Lane.

RECREATION BOARD

Nothing at this time.

CDBG

Nothing at this time.

SAFETY COMMITTEE

Nothing at this time.

RECYCLING

Nothing at this time.

COURTESY OF THE FLOOR (Agenda items only)

Nothing at this time.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Mr. Sylvainus reported that Mrs. Parrish has found that the Township has been charged sales tax on several utilities and refund requests have been made.

ACTIVE PROJECTS

No discussion at this time.

UPCOMING EVENTS

Nazareth Library Hosting Book Reading and Signing - Local Author Jennifer Grube September 11, 2014
5:30 – 7:30pm

Brenton's Hope 4th Annual Dragonfly 5K Run/Walk—September 27, 2014, 8:30 a.m.

Touch a Truck at Tuskes Community Park October 11, 2014 10am – 2pm

Household Hazardous Waste Drop Off at NCC October 11, 2014 8:30am - 2pm

8th Annual Pumpkin Pie 5K Run and Scenic Walk – Thanksgiving Day 11/27/14

Community Day - Tuskes Park - Labor Day 2015

Memorial for Officer Haber September 14, 2014

ADJOURNMENT

Motion was made by Mr. Rinker and seconded by Mr. Donello to adjourn the meeting at 9:15 p.m. Motion carried by all voting aye.

Respectfully submitted,

Pamela A. Berlew

MINUTES –August 20, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Board members present were: Andrew Donello, Willard Mohn, Mike Rinker, Scott Sylvainus and Steve Ytkin. Also present for Township Engineer was Sean Dooley, and for the Township Solicitor was Steve Mills.

COURTESY OF THE FLOOR (Non-Agenda items only)

Marylin Asmuss of 148 East Lawn Road asked the Board for assistance with a rain runoff issue at her home.

Donna Lull of 216 Kurt Drive asked for an explanation of why the Board agreed to \$350.00 per dwelling instead of \$1,750.00 per dwelling in the Morningstar Development. The response was that Morningstar was providing a portion of the recreation for its residents and the walking paths are open to the public and residents 60 and over will be able to use the pool and gym facilities for a fee.

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to approve the Agenda. Motion carried by all voting aye.

Motion was made by Mr. Donello and seconded by Mr. Mohn to approve the minutes from the August 6, 2014, meeting.

Mr. Sylvainus questioned whether the motion to approve Morningstar should be revised to include the referenced Traffic Impact Fees and Keystone Consulting Engineers letter of September 29, 2013, stating how the recreation fee should/could be paid, and approval letter from the current Fire Chief. Chief Seiple responded that he did not give the approval letter to Morningstar Development. Attorney Mills response was the minutes and motion can stand as recorded; changes will be incorporated into the resolution.

Motion carried by all voting aye.

BILLS

Mr. Donello questioned what the \$6,000.00 payment to Nazareth Building Design. Mr. Shupe responded the door at Friedenstahl Garage.

Mr. Donello asked where 4-Winds is located. Mr. Shupe responded the Hellertown exit off of Route 78.

Mr. Sylvainus questioned the need for the EIT Post Office Box. Mrs. Lyons asked if the Board wanted the mail to be delivered with the regular mail. Mrs. Lyons will follow up.

Mr. Sylvainus asked what the A+ Fire Protection Service was for. Mr. Shupe responded fire extinguisher inspection/recharging at the Municipal office, Police Dept. office, two public works garages and Tuskes Park. He indicated an additional extinguisher was purchased.

Mr. Sylvainus asked Mr. Shupe if he had a status of the Scott Farms yard waste in comparison to previous years. Mr. Shupe responded he did not have the exact figures but thought it was less this year.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the bills. Motion carried by all voting aye.

Mr. Sylvainus asked why the payroll account is increasing. Mrs. Lyons indicated she will review with Mrs. Parrish.

Motion was made by Mr. Mohn and seconded by Mr. Sylvainus to approve the Financial Report and Treasurers Report. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Nothing at this time

ADMINISTRATION

Mrs. Lyons presented a proposal from Service Master for cleaning the Township Building on the police and municipal sides once per week for a fee of \$335.00 per month.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to contract with Service Master for cleaning services of the Township Building both Administration and Police sides once a week for a fee of \$335.00 per month. Motion carried by all voting aye.

Mrs. Lyons indicated that a sympathy card was sent to Walter Davidge's family and a donation in his memory was made to the Monroe County VNA Hospice.

Mrs. Lyons indicated that Mr. Bud Donnelly sent a letter of interest for the vacant Zoning Hearing Board Alternate position.

Motion was made by Mr. Mohn and seconded by Mr. Rinker to approve Mr. Bud Donnelly as the Zoning Hearing Board Alternate. Motion carried by all voting aye.

Mrs. Lyons read a memo from Mrs. Parrish regarding the 2015 Minimum Municipal Obligation (MMO) which indicated that Upper Nazareth Township's expected financial obligation for the up-coming year is \$16,800.00.

Mrs. Lyons indicated that the Township has received a rebate check from the Pennsylvania One Call System in the amount of \$119.57 for the Township's portion of the 2013 excavator rebate fee.

Mrs. Lyons reported that the phone system has been malfunctioning and the vendor determined the cause to be the battery back-up at a cost of \$952.00. Mr. Ytkin asked Mrs. Lyons to obtain another quote

from the Computer vendor. Mrs. Lyons asked if she had the authority to purchase from the lowest vendor quote. The Board agreed to go with the lowest quote.

PLANNING & ZONING

Mr. Soloe presented the Zoning Report.

Mr. Soloe indicated he sent a letter and met with the management about the Top Star weed issue and the issue has been resolved. Mr. Donello and Mr. Ytkin indicated they had also observed the clean-up. Mr. Soloe indicated that trees had been removed along with weeds. Mrs. Asmuss indicated she spoke to the landscape contractor and he indicated he would maintain the area monthly.

Mr. Gene Weber of Finelli Consulting Engineers did a presentation for the Videra Minor Subdivision. The 0.6 acre plan is for a parcel at the corner of Mount Vernon Avenue and First Street. The intent is to subdivide the tract into two lots, creating a .256 acre parcel and 0.344 acre parcel which contain an existing dwelling and a detached garage. Mr. Weber indicated that a portion of the existing home which encroaches onto the proposed new lot will be removed prior to the recording of the plan. Mr. Weber also indicated the entire existing structure may be removed due to poor condition. Mr. Weber reported a storm water handling system was designed for the proposed building lot to handle stormwater runoff from the proposed dwelling and driveway. Mr. Ytkin asked what the square footage of the proposed dwelling is. Mr. Videra responded 2200 square feet. Mr. Sylvainus commented that a single Traffic Impact Fee and a one-time Recreation Fee would be required to be paid.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to grant conditional approval of the Minor Subdivision Plan for Jose Videra subject to Keystone Consulting Engineer's review letter of August 11, 2014. Motion carried by all voting aye.

PUBLIC WORKS

Mr. Ytkin asked the Board to consider allocating additional funds to street repairs in the upcoming budget.

Mr. Shupe presented his July Monthly report.

Mr. Shupe indicated that he and Mr. Sean A Plank from George Ely Associates, Inc. had reviewed the Township's existing park and playgrounds. Mr. Plank had provided quotes for each park for installation of Vitriturf, Inc. a rubber surfacing in lieu of mulch for the playgrounds. Mr. Plank commented he would not suggest installing the surfacing on Sycamore Park due to the play equipment lifespan vs the surfacing lifespan. Mr. Shupe indicated that two pieces of equipment were removed from Sycamore due to safety concerns. Mr. Shupe indicated that the rubber surfacing is expensive; however, the Township will realize a cost savings in the long run. The rubber surfacing has a lifespan of 20 years and mulch requires replacement yearly. In addition, maintenance of weeds will not be required with the rubber mulch. Mr. Shupe recommended trying the rubber surfacing at Creekside Park. He indicated that Creekside is the park which is the most maintenance intensive. Mr. Shupe indicated that this system is not

a loose rubber mulch system. Mr. Ytkin asked Mr. Shupe to look into another vendor from York, PA. The proposed installation procedure was reviewed.

Mr. Shupe reported the lights for Mr. Haberle's memorial have been installed. He indicated the stone will be installed shortly and asked for landscape suggestions. Mr. Rinker asked what time the dedication would take place. Mr. Sylvainus suggested 1:00 p.m. Chief Siegfried will check with the family to see if 1:00 p.m. is agreeable to them. Mrs. Lyons asked what the program or proclamation will contain. Mr. Rinker indicated he will meet with Chief Siegfried on Thursday to confirm the details of the program.

Mr. Shupe reported that work in the emergency management office is progressing.

Mr. Sylvainus asked Mr. Shupe if he followed up on the solar light to see if the batteries were charging properly. Mr. Shupe said he would.

Mr. Sylvainus asked if Friedenstahl Avenue required additional patch repairs. Mr. Shupe indicated he will look at it.

Mr. Sylvainus asked Mr. Shupe to look into the traffic light paint requirements at Route 946 and 248.

Mr. Sylvainus reported a resident from Blossom Hill Road reported the stop sign at Gun Club and Blossom Hill was damaged by a vehicle accident.

Mr. Sylvainus asked Mr. Shupe to look into the weed issue at Newburg and Gun Club Road.

Mr. Rinker asked Mr. Shupe to look into the light at Newport and Kingsbury. Mr. Shupe indicated he was aware of it, but thought he needed authorization to proceed.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to authorize Public Works to repair the street light at Newport and Kingsbury. Motion carried by all voting aye.

Ms. Sayago asked when Blossom Hill Road will be opened. Mr. Shupe indicated he has it on his schedule.

LIBRARY

Mrs. Sayago reported Touch a Truck will be held October 11 from 10 – 2 and tickets are on sale at the library.

Mrs. Sayago reported the Library had received a \$3,870.00 grant and a \$1,000.00 donation which will be used for computers and book purchases.

Mrs. Sayago reported the library has upcoming programs on grief, a book signing and an AARP driver safety class.

Mrs. Lyons asked if the Library wanted property owners and residents on the mailing list they requested. They agreed that they should do both.

POLICE DEPARTMENT

Chief Siegfried presented the police report for July 2014

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to accept the Police Report. Motion carried by all voting aye.

Chief Siegfried reported Officer Jake Able submitted his letter of resignation due to obtaining full time employment with the Bushkill Police Department.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to accept the resignation of Officer Able. Motion carried by all voting aye.

FIRE DEPARTMENT

Mr. Seiple presented the Fire Report.

Motion was made by Mr. Rinker and seconded by Mr. Donello to accept the Fire Report. Motion carried by all voting aye.

The burning policy handout for recreational burning was reviewed and with a few minor corrections the fire chief indicated it was ready for approval.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the Upper Nazareth Township Recreation Burning Policy. Motion carried by all voting aye.

EMERGENCY MANAGEMENT

Nothing at this time.

TOWNSHIP SOLICITOR

Attorney Mills reported that the meeting regarding the Traffic Signal on the corner of Rt. 191 and Friedenstahl Avenue was a productive meeting.

Attorney Mills presented the Board with a comparison report of the Service Electric Franchise Agreement and the RCN Franchise Agreement for review and discussion upon Mr. Asteak's return at the next meeting.

Attorney Mills presented the Board with proposed changes to the SALDO prepared by Keystone Consulting Engineer's at Attorney Asteak's request. Mr. Soloe had also prepared changes for discussion. Mr. Sylvainus reported the Planning Commission started to review the information at their last meeting and will continue to do so.

TOWNSHIP ENGINEER

Mr. Dooley presented the 2015 Road Program. Mr. Dooley reported the program is designed to save as many roads as possible. Mr. Dooley reported he would like to try the concrete material and test its durability on a low volume road. Mr. Shupe indicated that using concrete vs conventional bituminous material would result in a 20% to 25% savings. Mr. Dooley indicated that the current road program does not complete all roads in the Township in 15 years. Mr. Sylvainus and Mr. Ytkin commented that additional funds would reduce the cycle. Currently the program completes about 1 mile of roadway a year. Realistically the program should complete about 3 to 4 miles a year.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to approve the 2015 Road Program. Motion carried by all voting aye.

RECREATION BOARD

Mr. Dooley reported the Notice to Bidders is available for review for the street trees at Florey Farms and the trees for Tuskes Park and will be published in the newspaper Friday and Tuesday. Mr. Dooley asked if planting in the fall was too risky for the trees or should he delay the bid until spring. Mr. Shupe suggested Mr. Dooley contact Mr. Ditmar for his advice. Mr. Sylvainus commented that the 18 month maintenance period should cover any trees which would not survive the winter. Chief Siegfried asked how far behind the curb the street trees in Florey Farms were going to be planted. Mr. Dooley indicated five (5') feet due to concern about conflict with electrical lines if trees were moved farther back.

CDBG

Nothing at this time

SAFETY COMMITTEE

Next Meeting is October 10, 2014 at 8:30 a.m.

RECYCLING

Next Meeting is August 28, 2014 at 6:30 p.m.

COURTESY OF THE FLOOR (Agenda items only)

Nothing at this time.

OLD BUSINESS

Mrs. Lyons reported the Budget workshop dates have been revised and there will no longer be a workshop on September 10, 2014.

NEW BUSINESS

Nothing at this time

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 9:07 p.m.
Motion carried by all voting aye.

Respectfully submitted, Pamela A. Berlew, Recording Secretary

MINUTES –September 3, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Board members present were: Andrew Donello, Willard Mohn, Mike Rinker, Scott Sylvainus, and Steve Ytkin. Also present was Township Engineer, Al Kortze, and Township Solicitor Gary Asteak.

COURTESY OF THE FLOOR (Non-Agenda items only)

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to approve the Agenda. Motion carried by all voting aye.

Motion was made by Mr. Rinker and seconded by Mr. Donello to approve the minutes from the August 20, 2014, meeting. Motion carried by all voting aye.

Mr. Sylvainus asked about the Haberle Memorial; Chief Siegfried responded that the cost was split between two accounts.

Mr. Sylvainus asked what was purchased at A.J. Trunzo; Mr. Shupe responded the purchase was recycled Asphalt.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to approve the bills. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Mrs. Lyons read a two page memo from Mr. Ben Miller, spokesperson for the residents of Tewksbury area, regarding the Tewksbury/Met-Ed meter issue. Ms. Barbara Fowler of 146 Tewksbury Circle reported that she was informed by Met-Ed that the issue was not a Met-Ed problem. Mr. Hogan of 179 Kingsbury indicated that the conduit at his home is cracked and there is a fee to disconnect and reconnect the electric. A resident at 188 Tewksbury found out about the issue and got an inspection ticket but was unable to get information regarding her inspection. Ms. Meade of 180 Tewksbury indicated she had a quick response from Met-Ed with many employees and trucks coming to her home. Attorney Asteak asked the public what was their most urgent complaint and group perception of what caused the problem: The answer was the Met-Ed response, costs, and installation between the pole and meter. Attorney Asteak asked how many homes are affected. The estimate was about 80 homes. Attorney Asteak asked the homeowners involved to provide the Township with a written report from the electricians or inspectors on their letterhead detailing the cause of the problem with verification from them that Met-Ed is actually at fault. Attorney Asteak indicated the Township would like to help the residents; however, the Public Utility Commission (PUC) has governing power over Met-Ed. He urged the residents to contact the PUC. He also indicated that the Township will prepare a letter to Met-Ed. Mr. Rinker indicated he would try to contact Met-Ed on Thursday, September 4, 2014. Ms. Meade asked where the reports should be sent. Mr. Sylvainus responded to the Township Administration Office.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to send a letter to Met-Ed and copy to State Representative Joe Emrick. Motion carried by all voting aye.

Mr. Rinker indicated the SPCA of Philadelphia assisted the Township with the removal of 118 animals. The complaint is still being investigated. He indicated that they are a volunteer organization and accept donations. He suggested a \$200 donation.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to make a \$200.00 donation to the SPCA of Philadelphia. Motion carried by all voting aye.

ADMINISTRATION

Mrs. Lyons read a memo from Mrs. Parrish regarding the 2015 Minimum Municipal Obligation (MMO) for the Upper Nazareth Township Police Pension which indicated that Upper Nazareth Township's expected financial obligation for the up-coming year is \$56,960.00.

Mrs. Lyons read a memo from Mrs. Parrish regarding the Act 205 of 1984 Notice of 2014 Pension Distress Determination and she stated that the determination would not affect the state aid to the Township.

Mrs. Lyons reported on the ordinance codification project and requested that a motion be made to contact the department heads directly for answers to Keystone Publishers questions that pertain to their departments such as the vehicle code, crimes code, and zoning code.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to authorize Mrs. Lyons to contact each department head directly for the answers that pertain to their departments. Motion carried by all voting aye.

Mrs. Lyons read the August 26, 2014, memo she wrote to the Board that indicated that Mrs. Mutarelli has completed her probation period with the Township and after an evaluation and comments on all that Mrs. Mutarelli has accomplished and completed in a short time she felt a salary increase was warranted.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to approve an increase in the Township Secretary's salary by 4%. Motion carried by all voting aye.

Mrs. Lyons requested authorization to amend the Upper Nazareth Township Handbook regarding the **457b plan.**

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to authorize the changes requested. Motion carried by all voting aye.

Mrs. Lyons read Debra Yeska's Planning Commission resignation letter.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to accept the resignation of Mrs. Yeska. Motion carried by all voting aye.

An announcement was made for anyone interested in the Planning Commission position to submit a letter of interest to the Township.

Mrs. Lyons reported the second quote for the battery back-up for the phone system was less than the original quote and would be around \$280.00.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to approve the purchase of the battery backup from Computer Networking and Repair at a cost of around \$280.00. Motion carried by all voting aye.

Mrs. Lyons indicated that a sympathy card was sent to Bill Cope's family for the death of his father-in-law and stated that a donation was made by the Township in his memory.

Attorney Asteak requested an Assistant Township Secretary be appointed to comply with the Second Class Township Code for signatures that are required at meetings.

Motion was made by Mr. Mohn and seconded by Mr. Ytkin to appoint Mrs. Joan Lyons the additional title of Assistant Township Secretary. Motion carried by all voting aye.

PLANNING & ZONING

Mr. Soloe reported PennEast is working on the proposed gas line which will run through Upper Nazareth Township.

Mr. Rinker asked Mr. Soloe to send a letter to 3489 Daniels Road regarding violations to the weed ordinance.

PUBLIC WORKS

Mr. Shupe reported the person he needed to speak to regarding the rubber mulch surfacing was out of town and he has not been able to obtain a quote from her as yet. Mr. Shupe indicated that George Ely Associates, Inc. will be able to reduce the costs if all playgrounds were completed at the same time.

Mr. Shupe reported the Farmview solar light batteries are charging and functioning properly.

Mr. Shupe reported he did review the Friedenstahl Road deterioration and plans on repairing the area of concern.

Mr. Shupe reported the drainage on Friedenstahl Road has been improved. Mr. Sylvainus responded the regrading is a big improvement.

Mr. Shupe reported he is scheduled to paint the stop bars at the Rt. 248 and Rt. 946 traffic light on September 11, 2014.

Mr. Shupe reported the stop sign at Blossom Hill Road and Gun Club Road has been repaired.

Mr. Shupe reported the weed issue at Newburg Road and Gun Club Road has been resolved.

LIBRARY

Mr. Sylvainus reported that he will be unable to attend the 2015 Library Budget meeting on September 9, 2014, at 4:00 p.m. Mr. Donello will attend in his place. Mr. Sylvainus will email Mrs. Lyons the paperwork for the meeting to give to Mr. Donello.

POLICE DEPARTMENT

Nothing at this time

FIRE DEPARTMENT

Mr. Fassl reported the AED Pads have been replaced and they are functioning properly.

EMERGENCY MANAGEMENT

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to approve spending \$200.00 for emergency management clothing. Motion carried 4-0, Mr. Rinker abstained.

Mr. Rinker reported he is still looking for an enclosed trailer and will budget for it in 2015.

TOWNSHIP SOLICITOR

Attorney Asteak indicated he reviewed the Service Electric Franchise Agreement and that he will incorporate all changes requested by the Board and meet with Service Electric to review.

Attorney Asteak indicated the MHS Resolution #UNT 2014-14 is ready. Mr. Sylvainus asked if the resolution indicated a letter of compliance is required from the "Current" Fire Chief. Mr. Asteak indicated the resolution would be revised to reflect the word Current.

Attorney Asteak presented Resolution UNT 2014-13 for the Videra Minor Subdivision.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve Resolution UNT 2014-13 for the Videra Minor Subdivision. Motion carried by all voting aye.

Attorney Asteak presented Resolution UNT 2014-14 regarding the Deed of Dedication for the Roads in Phase 2 of the Eagles Landing Subdivision. Attorney Asteak asked Mrs. Lyons if all fees including Met-Ed have been paid. Mrs. Lyons confirmed they had.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approved Resolution UNT 2014-14 accepting the roads in Phase 2 of the Eagles Landing Subdivision. Motion carried by all voting aye.

TOWNSHIP ENGINEER

Mr. Kortze reported on the Township responsibilities for compliance with the MS4 permit. He indicated that six control measures are required at this time. One of which is the mapping of municipally owned storm sewer collection and conveyance systems. Mr. Shupe indicated the new GPS/GIS unit will assist in obtaining some of the data required. Discussion followed. It was also mentioned that this would be a good project for a boy scout to mark the inlets.

RECREATION BOARD

Nothing at this time.

CDBG

Nothing at this time.

SAFETY COMMITTEE

Next Meeting October 10, 2014.

RECYCLING

Cindy Oatis, recycling coordinator, will do a presentation on October 1, 2014.

COURTESY OF THE FLOOR (Agenda items only)

Nothing from the public at this time.

Mrs. Lyons asked who would be completing the letter to Met-Ed. It was confirmed it would be signed by Mr. Rinker on Upper Nazareth Township letterhead.

Mrs. Lyons asked if there would be a proclamation for Officer Haberle's Memorial. Mr. Rinker confirmed there would be and he would finalize the details and get back to her.

Attorney Asteak reported he spoke with Representative Emrick regarding the Friedenstahl Traffic Signal, and he indicated the second grant notifications should be announced after September 9, 2014.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ACTIVE PROJECTS

Mr. Sylvainus asked if the Trick or Treat date has been finalized. Chief Siegfried responded not at this time; however, he thought November 1, 2014, was going to be the date.

Mr. Sylvainus asked Mr. Shupe if panel access has been completed. Mr. Shupe responded that he had been addressing a mold issue in that area and was working on the project on rainy days. He asked if that was something the Board wanted as a higher priority.

UPCOMING EVENTS

Nazareth Library Hosting Book Reading and Signing - Local Author Jennifer Grube September 11, 2014 5:30 – 7:30pm

Memorial for Officer Haberle September 14, 2014, at 1 p.m.

Brenton's Hope 4th Annual Dragonfly 5K Run/Walk—September 27, 2014, 8:30 a.m.

Touch a Truck at Tuskes Community Park October 11, 2014 10am – 2pm

Household Hazardous Waste Drop Off at NCC October 11, 2014 8:30am - 2pm

8th Annual Pumpkin Pie 5K Run and Scenic Walk – Thanksgiving Day 11/27/14

Community Day - Tuskes Park - Labor Day 2015

ADJOURNMENT

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to adjourn the meeting at 8:50 p.m. Motion carried by all voting aye.

Respectfully submitted, Pamela A. Berlew, Recording Secretary

MINUTES –September 17, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Board members present were: Andrew Donello, Willard Mohn, Mike Rinker, Scott Sylvainus and Steve Ytkin. Also present Township Engineer Al Kortze and for the Township Solicitor, Steve Mills.

COURTESY OF THE FLOOR (Non-Agenda items only)

Mrs. Donnelly of 50 N Broad Street asked who notifies PennDOT of pot holes and sink holes. Mr. Rinker responded that the Township can notify PennDOT or residents can also notify PennDOT at 610-250-1840 directly. Mrs. Donnelly asked if the Township has an emergency notification system. It would be on 69 News and Mr. Rinker responded that the County has a reverse 911 call system which is run by Northampton County Emergency Management and that would notify residents affected within one square mile of the incident.

Mr. Donnelly of 50 N. Broad Street asked why the time was not on the website for the memorial for Officer Haberle. Mr. Donnelly also asked if the Township's fire alarm was similar to the Borough's alarm. Mr. Rinker responded that it was not and the cost of a similar siren would be appx \$24,000.00.

Mr. Albert Smith of W. St Elmo Street asked for assistance in resolving the drainage issue at his residence. Mr. Shupe will meet with Mr. Smith at 7:00 a.m. on September 18, 2014.

The resident of 2942 Mallard Court questioned what the recreational burning regulations are and what zoning noise regulations are. Mr. Seiple provided him with a copy of the current recreational burning regulations and Chief Siegfried indicated noise is handled under disorderly conduct regulations after 10:00 pm.

Mr. Rivera of 2829 Eagles Nest Lane asked when the stop signs will be erected. Mr. Kortze stated that the developer was to take care of the stop signs, but he will contact them for an update.

Mr. Shupe asked to add purchase approval of a paver to the agenda.

Mr. Rinker asked to revise the agenda to move up the hiring of Officer Todd Pysher to before the Supervisors comments since he was in attendance at the meeting.

Motion was made by Mr. Rinker and seconded by Mr. Donello to approve the Agenda with the requested changes. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to approve the minutes from the September 3, 2014, meeting.

Mr. Sylvainus questioned why the difference in car wash costs. The Chief responded the local car wash was experiencing problems at the time, so the vehicle was taken to Shabby Shine. Mr. Sylvainus asked Mr. Shupe if the traffic light stop bar painting went well. Mr. Shupe confirmed it had.

Motion was made by Mr. Mohn and seconded by Mr. Sylvainus to approve the bills. Motion carried by all voting aye.

Motion was made by Mr. Mohn and seconded by Mr. Sylvainus to approve the Financial Report and Treasurers Report. Motion carried by all voting aye.

Chief Siegfried introduced Officer Todd Pysher to the Board for approval of his part-time employment with the Upper Nazareth Township Police Department.

Motion was made by Mr. Mohn and seconded by Mr. Rinker to approve hiring Officer Todd Pysher for part-time employment with the Upper Nazareth Township police department. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Mr. Rinker introduced Mr. Mark Troutman from Met-Ed. Mr. Troutman detailed the process Met Ed is taking to inspect the electric meters in the Tewksbury Development. Mr. Troutman indicated that all the homes were visually inspected and a spreadsheet was prepared with the results. He indicated that further investigation (Phase 2) would be required at some residences. He indicated that Met-Ed would be in contact with those home occupants because the investigation would require the power to be shut off. He indicated that only in the case of catastrophic failure would the power not be turned back on. Mr. Rinker asked how often the meter reader inspects the meter. Mr. Troutman indicated that the meter reader does not inspect the meters. Mr. Ytkin showed Mr. Troutman an insert he received in his monthly bill. Mr. Troutman indicated that it was just coincidence. He indicated those inserts are approved months in advance. Mr. Rinker asked if there is insurance to cover these types of repairs. Mr. Mohn asked if they will inspect every home. Mr. Troutman indicated that a visual inspection of every home has been conducted. Ms. Fowler indicated her meter has been repaired and lacked the hairpin wire. Mr. Troutman indicated that the meter base can be lowered or the line can be spliced to provide extra wire. The Board thanked Mr. Troutman for attending the meeting to provide a status update.

Mr. Rinker asked Chief Siegfried if he was aware of the Jogging for Joey 5K fund raiser. Chief Siegfried and Chief Seiple approved the area in Upper Nazareth Township.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the Jogging for Joey 5K route in Upper Nazareth Township. Motion carried by all voting aye.

The multi modal Grant was approved for a total of \$351,000.00 which brings the anticipated amount for the traffic signal at Friedenstahl Avenue and Route 191 to appx. \$1.2 million dollars. Mr. Mohn asked who will pay for any additional costs. Mr. Sylvainus responded the school district will be responsible for any overage, however he hopes the project comes in under budget. Mrs. Donnelly asked the time frame for completion. Mr. Ytkin indicated the start of next school year.

ADMINISTRATION

Mrs. Lyons presented a memo from Mrs. Mutarelli regarding the security company, Altronics, upgrade to a 4G Unit at a one-time cost of \$812.00 and the reduction of the yearly monitoring fee to \$468.00.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to upgrade the Altronics unit to a 4G unit at a cost of \$812.00 with a yearly monitoring fee of \$468.00. Motion carried by all voting aye.

Mrs. Lyons presented a memo from Mrs. Mutarelli regarding the Neopost renewal/upgrade. Mrs. Mutarelli recommends upgrading the postage meter to a Neopost IS-330 digital postage meter with a 5lb weighing platform for a fee of \$34.95 a month with a one-time fee of \$33.00 for shipping and handling.

Mr. Ytkin asked if postage can be added on line. Mr. Sylvainus confirmed you can add postage on-line. Mrs. Lyons indicated the unit is used for mostly large packages and most mail is sent in prepaid envelopes.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to upgrade the postage meter to a Neopost IS-330 digital postage meter. Motion carried by all voting aye.

Mrs. Lyons presented the Board with a memo from Tina Smith regarding the Borough of Nazareth 275th Anniversary and bus tour. The Board suggested Ms. Smith contact Martin Guitar and Moravian Church regarding the Indian Tower.

Mrs. Lyons presented the Board with an Administrative staff job title clarification.

Mrs. Lyons asked the Board to get back to her if anyone was planning on attending the Northampton County Association of Township Officials Annual Convention on September 26, 2014.

Mrs. Lyons indicated that photos from the Memorial for Officer Haberle will be put on the website.

PLANNING & ZONING

Mr. Soloe presented the August Zoning Report. Mr. Soloe commented that there 9 new residences in the Township.

Motion was made by Mr. Rinker and seconded by Mr. Donello to accept the Zoning Report. Motion carried by all voting aye.

Mr. Soloe reported that a weed violation letter about the shrubbery at 3489 Daniels Road has been sent. Mrs. Lyons indicated that an e-mail was sent indicating the issue has been corrected. Mr. Rinker asked Mr. Soloe to investigate the overgrown weeds across the street from 3489 Daniels Road as well as along Silvercrest Road behind the fields.

Mr. Roger LeMar, Sr. of 514 West St. Elmo Street asked the Board for assistance enforcing the no truck traffic on St. Elmo Street. Mr. Ytkin asked if the signs indicate “except for local deliveries”. A discussion was held and comments were made that this did not seem to be a zoning matter but a police enforcement issue. Chief Siegfried indicated the signs may be unenforceable because a traffic study on that street has not been done. Mr. Rinker asked if the Chief can place a car in the area to enforce the two signs that state “no trucks”. The Board directed Mr. Kortze to add West St. Elmo Street to the traffic study list so we can begin to enforce the no trucks signs.

PUBLIC WORKS

Mr. Shupe indicated that Lower Nazareth Township has purchased a new asphalt paving machine and he would like to purchase their old machine at a cost of \$7,500.00. The money can be taken from the Liquid Fuels account.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to purchase the asphalt paving machine from Lower Nazareth Township at a cost of \$7,500.00. Motion carried by all voting aye.

Mr. Rinker thanked Mr. Shupe for the work done by the Public Works department at the memorial site at Tuskes Park in memory of Officer Stephen Haber.

LIBRARY

Mrs. Sayago indicated several library trustees met with State Representative Mario Scavello to discuss funding for making the Library’s entrance handicapped accessible.

Mrs. Sayago reported the library director met with a representative of the Economic Development to discuss how the library can be of service to local business and vice versa.

Mrs. Sayago announced any patron who wants to participate in the process of updating Library’s strategic plan can still obtain a survey at the desk in the library.

Mrs. Sayago reported the library received a \$150 donation raised by the National. Jr. Honor Society bake sale.

Mrs. Sayago reported that the current library programs are:

- Sat., 9/20, 1-3 pm: Helping Children with Grief - Luke William Hahn Foundation
- Free PA Permit Practice Test is available on the Library website now
- 10/6 – Library will begin accepting book donations for the Friends’ book sale

•Vet Center – 2nd and 4th Thursday of every month at 10 a.m. a representative from Veterans' Affairs is at the library to assist vets with questions/problems

Mrs. Sayago presented the library budget requests. Mrs. Sayago indicated the increase in the request is due to the discovery of a gap in the present insurance coverage in both Workers Compensation and Liability.

POLICE DEPARTMENT

Chief Siegfried presented the police report for August 2014

Motion was made by Mr. Rinker and seconded by Mr. Mohn to accept the Police Report. Motion carried by all voting aye.

Mr. Sylvainus asked if a confirmed date for Trick or Treat has been established. Chief Siegfried responded he did not know and suggested the administrative office contact the Borough.

FIRE DEPARTMENT

Mr. Seiple presented the Fire Report.

Motion was made by Mr. Mohn and seconded by Mr. Donello to accept the Fire Report. Motion carried by all voting aye.

EMERGENCY MANAGEMENT

Nothing at this time.

TOWNSHIP SOLICITOR

Attorney Mills presented a draft ordinance amending the Police Pension Plan allowing Credit for Military Service, and he requested authorization to advertise.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to authorize advertising an ordinance amending the Police Pension Plan allowing Credit for Military Service. Motion carried by all voting aye.

Attorney Mills reported the Service Electric Franchise Agreement meeting had to be rescheduled.

TOWNSHIP ENGINEER

Mr. Kortze reported that Mr. Dooley reviewed the bids received for the Municipal Street and Park Tree Planting Project, and recommended award of the contract to J Margerison Landscaping, Inc. for a total bid of \$29,660.00. Mr. Ytkin inquired about why there was such a large disparity in the bids. Mr. Kortze indicated his office had contacted the contractor and he was comfortable with his price and his

references indicated that the contractor's work was said to be satisfactory. Mr. Mohn did not want to use Township funds to add trees to private property in Florey Farms.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to award the contract to J Margerison Landscaping, Inc. for a total cost of \$29,660.00. Motion carried by a vote of 4-1. Mr. Mohn voted no.

Mr. Kortze indicated that he had reviewed the Pennsylvania American Water Public Fire Hydrant Agreement but felt that it should be reviewed by Attorney Asteak's office. Mrs. Lyons will get Attorney Asteak's comments before the agreement is mailed.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to sign the Public Fire Hydrant Agreement upon approval by Attorney Asteak's office. Motion carried by all voting aye.

RECREATION BOARD

Mr. Sylvainus reported the Clippers would like to store a file cabinet in the basement.

Mrs. Williams suggested the Township obtain a written release of liability letter from the Clippers regarding the contents and access of the file cabinets to be done during Township office hours.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to allow the Clippers to keep a filing cabinet in the Township basement after a release of liability letter is obtained. Motion carried by all voting aye.

Mr. Shupe asked if the soccer club was using the fields at Tuskes Park and if they were informed that no practices were to be scheduled during the Touch a Truck event. Mr. Sylvainus indicated that all the recreations program responsible parties have been notified.

Mr. Shupe asked to be part of the planning committee for the Community Day event to be held September 5, 2015.

CDBG

The final project is nearing completion and will exhaust current program funds.

SAFETY COMMITTEE

The next meeting is scheduled for October 10, 2014 at 8:30 a.m.

RECYCLING

Mrs. Oatis will do a presentation at the next Supervisors meeting.

COURTESY OF THE FLOOR (Agenda items only)

Mr. Donnelly asked if there was a way to confirm utilities are/were installed correctly. Mr. Mohn commented that at the time of Tewksbury Estates construction there were no inspections, and now with the UCC there are inspections.

Mr. Donnelly also indicated that he has not seen an increase in traffic on St. Elmo Street.

Mr. Donello commented that resident traffic from the Eagles Landing development is using Penn Allen Road to access Rt. 248 as per his predictions.

OLD BUSINESS

Nothing at this time

NEW BUSINESS

Nothing at this time

ADJOURNMENT

Motion was made by Mr. Mohn and seconded by Mr. Rinker to adjourn the meeting at 8:30 p.m. Motion carried by all voting aye.

Respectfully submitted, Pamela A. Berlew, Recording Clerk

MINUTES –October 1, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Board members present were: Willard Mohn, Mike Rinker, Scott Sylvainus, and Steve Ytkin. Also present for Township Engineer, was Sean Dooley, and for Township Solicitor Steve Mills. Andrew Donello was absent.

COURTESY OF THE FLOOR (Non-Agenda items only)

Mr. Ben Miller of 181 Tewksbury Court expressed his gratitude for the actions taken to resolve the electric issues in his development. He requested the Board send a thank you letter to Mr. Jeff Longenbach for alerting the residents, zoning dept. and supervisors to the issues. Mrs. Lyons will send the letter from the Township.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the Agenda. Motion carried by all voting aye.

Motion was made by Mr. Mohn and seconded by Mr. Sylvainus to approve the minutes from the September 17, 2014, meeting. Motion carried by all voting aye.

BILLS

Mr. Sylvainus asked about the Home Depot invoice. Mr. Shupe responded it was for the spikes and edging for the playground flagpole area.

Mr. Sylvainus asked how the new cleaning service was performing. Mrs. Lyons indicated that they were doing a great job. Chief Siegfried indicated he had a few issues. Mrs. Lyons indicated the service was trying to get one permanent person to do the building.

Mr. Sylvainus asked for an explanation about the pension payments. Mrs. Parrish indicated one was for the regular payment and the second one was for the state aid received and deposited with PMRS.

Mr. Sylvainus asked what the crash detection monitor replacement charge was for. Chief Siegfried indicated that the unit records if a crash has been detected and it was malfunctioning and recording constantly.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to approve the bills. Motion carried by all voting aye.

Mrs. Lyons introduced Mr. Victor Rodite. Discussion notes prepared by Mr. Rodite requesting consideration by the Board about the HOME housing rehabilitation grant program presentation are attached at the end of these minutes.

SUPERVISORS COMMENTS

Mrs. Loeb sack of 3460 Westminster Way asked the Board for assistance in obtaining a safe route for students walking to the school bus stop in her development. Mr. and Mrs. Loeb sack brought photos to show the Board. Mr. Ytkin suggested she contact Bernadine Rishcoff at the school district for assistance.

GRANT UPDATE

Chief Siegfried reported the grant for the acquisition of the thermal imaging equipment was approved for \$10,625.00 and he expects to receive a grant agreement soon. He commented that the success of the grant was primarily due to the efforts of Sgt. Mark Herman. The Board asked the chief to extend their gratitude to Sgt. Herman for his efforts in obtaining the grant.

Mr. Sylvainus reported for Mr. Augustine that Mr. Bud Newton is working on additional information requested by the Commonwealth Financing Authority regarding the Friedenstahl/Route 191 traffic light project.

ADMINISTRATION

Mrs. Lyons reported the Real Estate Audit Report is available for review.

Mrs. Lyons reported the Uniform and Non-Uniform State Audit Reports are available for review.

Mrs. Lyons indicated she made a phone call and sent a letter to Nazareth Borough requesting the date for Trick-or-Treat this year and another phone call will have to be made after their next meeting for the decision.

Mrs. Lyons presented a proposal from Responsible Recycling Services, LLC, for an e-cycle event for Township residents at no cost to the Township. Mr. Shupe suggested the best date to hold it would be November 12, 2014, from 3:00 p.m. until 5:30 p.m. because that coincides with the public works yard waste center hours. It will be publicized on the website and on front door of building.

Mrs. Lyons requested authorization for Mrs. Mutarelli to become a notary at a fee of \$424.95 which includes all costs for training, supplies and equipment, bond and insurance for a four year membership.

Motion was made by Mr. Mohn and seconded by Mr. Sylvainus to authorize Mrs. Mutarelli to start the process of becoming a Notary. Motion carried by all voting aye.

Mrs. Lyons reported LTAP and PennDOT would like to make a presentation to our Public Works Department at our December 3, 2014, meeting about the award for the invention "Build a Better Mouse Trap". The Board agreed December 3, 2014 would be a good date for the presentation.

Mrs. Lyons reported the 2014 allocation of \$70,328.71 from the General Municipal Pension System State Aid has been received.

Mrs. Lyons reported the 2014 State Aid allocation of \$45,874.73 for the Volunteer Fire Relief Association has been received.

Mrs. Lyons reported the deadline for responses from the Department Heads to the questions that came up about codification is October 10, 2014.

Mrs. Lyons reported Mr. Jay Benfield sent a letter of interest for the Planning Commission Position opening.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to appoint Mr. Benfield to the Planning Commission position. Motion carried by all voting aye.

Mr. Jay Benfield sent a letter of resignation from the position of Auditor so he could be on the Planning Commission.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to accept Mr. Benfield's resignation from the Auditor position. Motion carried by all voting aye.

Mrs. Lyons reported Mr. Shupe is speaking to the resident about the streetlight outage issue in the Creekside development.

PLANNING & ZONING

Mr. Soloe reported the encroaching portion of the Videira dwelling has been removed, "in fact the entire home has been removed".

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the plans subject to the written approval of the Township Engineer, Mr. Al Kortze. Motion carried by all voting aye.

A training workshop is offered by the PA Local Government Training Partnership entitled "A New Look at Reviewing Subdivision and Development Plans" at a cost of \$80.00. If anyone is interested in attending please let the administration office know prior to the next meeting.

PUBLIC WORKS

Mr. Shupe reported leaf collection is scheduled to start October 20, 2014.

Mr. Shupe reported the Yard Waste Facility will be closing for the season on November 22, 2014.

Mr. Shupe reported Touch a Truck will be held at the Tuskes Park on October 11, 2014.

LIBRARY

Mrs. Sayago reported the Library Director will attend the Library Budget meeting on October 15, 2014.

POLICE DEPARTMENT

Nothing at this time

FIRE DEPARTMENT

Nothing at this time

EMERGENCY MANAGEMENT

Mr. Rinker reported he is researching the purchase of a tablet computer for use by the Emergency Management Office. A discussion followed. Betty Parrish will contact Jim Albanese at Computer Network Repair (the IT company Township administration dept. uses) to get price quotes.

TOWNSHIP SOLICITOR

Attorney Mills indicated Ordinance 162 amending the Upper Nazareth Township Police Employees' Pension Plan providing for the purchase of non-intervening military service credit has been advertised and is ready for public comment and adoption.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve Ordinance 162 Amending the Upper Nazareth Township Police Employees' Pension Plan providing for the purchase of non-intervening military service credit. Motion carried by all voting aye.

Attorney Mills reported the Service Electric meeting has been held. The agreement is identical to the RCN agreement and will be ready for final approval of the Board at the next meeting.

TOWNSHIP ENGINEER

Mr. Dooley reported he has reviewed the improvements completed in the Request for Reduction in the Letter of Credit for Redcliffe Phase 1 Penn Dixie Manor and his office recommends reduction in the Letter of Credit from \$322,531.98 to \$218,328.43.

Motion was made by Mr. Mohn and seconded by Mr. Sylvainus to approve the reduction in the Letter of Credit from \$322,531.98 to \$218,328.43 for Redcliffe Phase 1 Penn Dixie Manor. Motion carried by all voting aye.

Mr. Dooley reported he has reviewed the improvements completed in the Request for Reduction in the Letter of Credit for Redcliffe Phase 2 Patriot Hills and his office recommends reduction in the Letter of Credit from \$179,659.34 to \$93,466.91.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to approve the reduction in the Letter of Credit from \$179,659.34 to \$93,466.91.43 for Redcliffe Phase 2 Patriot Hills. Motion carried by all voting aye.

RECREATION BOARD

Nothing at this time.

SAFETY COMMITTEE

Next scheduled meeting is October 10, 2014 at 8:30 a.m.

RECYCLING

Cindy Oatis, recycling coordinator, presented an update on the status of the recycling grants and recycling program. Mrs. Oatis indicated she needed the Board's direction this evening to move forward with the cart purchase. A complete copy of the presentation agenda is attached to the end of these minutes.

Mr. Rinker excused himself from the meeting at 8:30 p.m.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to obtain firm quotes for 96 gallon recycling carts with a green base and yellow lid from Rehrig. Motion carried by all voting aye (3-0).

Mrs. Oatis presented the Logo for approval on the carts.

Motion was made by Mr. Ytkin and seconded by Mr. Mohn to approve the logo to be embossed in white on the cart. Motion carried by a vote of 2-0. Mr. Sylvainus abstained since his son prepared the logo.

COURTESY OF THE FLOOR (Agenda items only)

Nothing from the public at this time.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ACTIVE PROJECTS

Nothing at this time.

UPCOMING EVENTS

Touch a Truck at Tuskes Community Park October 11, 2014, 10 a.m. - 2 p.m.
Household Hazardous Waste Drop Off at NCC October 11, 2014, 8:30 a.m. - 2 p.m.
8th Annual Pumpkin Pie 5K Run and Scenic Walk – Thanksgiving Day 11/27/14
Joggin for Joey 5K – November 29, 2014, 8:30 a.m. - 2:00 p.m.
Community Day - Tuskes Park - Labor Day 2015

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Mr. Mohn to adjourn the meeting at 8:55 p.m.
Motion carried by all voting aye.

Respectfully submitted, Pamela A. Berlew, Recording Clerk

MINUTES –October 15, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:05 p.m. by Chairman, Mike Rinker. An executive session was held at 6:55 p.m. regarding personnel issues.

Board members present were: Andrew Donello, Willard Mohn, Mike Rinker, and Scott Sylvainus, Steve Ytkin was absent. Also present Township Solicitor, Gary Asteak and for Township Engineer, Sean Dooley.

COURTESY OF THE FLOOR (Non-Agenda items only)

Mrs. Sayago asked the Board to send a letter to the County requesting they re-institute the spraying for gnats. She indicated that she and some of her family members suffered allergic reactions to the gnat bites. The Board agreed to send a letter.

Mrs. Williams asked for the status of the gas pipeline. Mrs. Lyons indicated she will call Penn East for an update. Attorney Asteak indicated he has performed research and will provide the Board with information. He indicated that residents can contact (Federal Energy Regulatory Commission (FERC) to make comments and get information and the docket # is PF15-1-000. He did indicate once a Certificate of Convenience is provided the pipeline has rights of eminent domain. Attorney Asteak indicated the next step would be public hearings.

Motion was made by Mr. Rinker and seconded by Mr. Donello to approve the Agenda. Motion carried by all voting aye.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to approve the minutes from the October 1, 2014, meeting. Mr. Mohn asked if the vote for the container design was ok. Attorney Asteak indicated three members is a quorum and two votes would be a majority.

Mr. Sylvainus questioned the police about what the external hard drive was used for. The Chief responded the external drives are used for the computer system backup. Mr. Sylvainus asked Mr. Shupe what the storm drains were for. Mr. Shupe indicated they were for Tewksbury.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to approve the bills. Motion carried by all voting aye.

Motion was made by Mr. Mohn and seconded by Mr. Rinker to approve the Financial Report. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to accept the Treasurer's Report. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Mr. Sylvainus asked Mr. Dooley if he had information on the Act 89 "Green Light-Go" Traffic Signal Program. Mr. Dooley responded he did not have all the details; however, from the summary it looks like upgrades to the Route 248/946 light would apply. Mr. Shupe was asked to obtain the grant information.

The Nazareth Area Council of Governments (COG) has received a proposal from LVPC for the Comprehensive Review and Implementation Report of the Multi-municipal 2030 Comprehensive Plan for the period 2010 - 2014. Attorney Asteak indicated the fee is broken down based on the 2010 census data. The Council of Governments will contribute \$5,000.00. Each participating municipality was asked to contribute to the study and Upper Nazareth Township's portion is \$1,932.00. Mr. Asteak asked Mrs. Lyons to inform the COG of the Board's decision.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to participate in the Comprehensive Review and Implementation Report of the Multi-municipal 2030 Comprehensive Plan at a fee of \$1,932.00. Motion carried by all voting aye.

Attorney Asteak indicated that the COG has purchased a subscription to the Weather Trends International (WTI) www.weather Trends360.com. He indicated the COG will need a representative from each municipality. After discussion Mrs. Kim Mutarelli was named the point person and she will distribute the information to all the other departments.

GRANT UPDATE

Mrs. Lyons asked who the contact person in the Township for the Signalization grant project is at this time. Attorney Asteak indicated the project needs a coordinator because of timetables, expenditures and budget. Attorney Asteak indicated the next step would be to obtain approval from the school district. Mr. Asteak will contact the attorney and Mrs. Lyons will write the school district and notify Mr. Dishman. Mr. Sylvainus indicated he was willing to coordinate the grant project finances.

Mr. Sylvainus indicated a listing of Township expected funds is reported on the bottom of the Financial Report.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to name Mr. Sylvainus as Project Coordinator for the Signalization Grant. Motion carried by all voting aye.

ADMINISTRATION

Mrs. Lyons indicated the Pennsylvania Municipal Retirement System 2013 Comprehensive Annual Financial Report is available in the office for review.

Mrs. Lyons announced the Township has a vacant auditor position. Attorney Asteak indicated the position requires less than a quarter hour of time (after the yearly reorganization) at a wage of \$10.00 for the purpose of setting any working Supervisor's salary.

Mrs. Lyons indicated the Northampton County Proposed 2015 Budget and 2015 Capital Improvements Plan is available for review.

Mrs. Lyons requested approval to hire Mr. Victor Rodite, Grant Writer and Community Planner to start the research for the HOME Housing Rehab grant program - 30 hours at \$45/hr. for a total fee of \$1,350.00. Attorney Asteak indicated Mr. Rodite has worked with the Slate Belt COG in the past and had a good track record.

Motion was made by Mr. Mohn and seconded by Mr. Sylvainus to hire Mr. Rodite at a fee of \$45/hr. with a 30 hour limit to start the research for the HOME Program. Motion carried by all voting aye.

Mrs. Lyons presented the Board with a recommendation from TruComfort for maintenance and upgrades to the HVAC system on the Police side of the Township building. Mrs. Lyons indicated the fee for the spraying and cleaning only under Item # 4 is \$187.50. Mrs. Lyons indicated the funds for these repairs are in the administration budget.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to authorize TruComfort to do repairs to the HVAC: 40 AMP single pole, clean evap coil, spray to clean growth in the air handler, and secondary switch for a total fee of \$919.96. Motion was carried by all voting aye.

PLANNING & ZONING

Mr. Soloe presented the September zoning report. Mr. Soloe commented that there are seven (7) new residences in the Township and Penn Dixie-Redcliff is almost completely occupied with two occupancy permits outstanding.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to accept the zoning report. Motion carried by all voting aye.

Mrs. Lyons spoke about a letter that was sent to the Board from the NBMA dated 9-30-14 about discrepancies and confusion with Upper Nazareth Township with regard to sanitary sewer pipe approvals for subdivision and new building construction, demolition and copies of plans. The Board asked Mr. Soloe to get back to NBMA. Mr. Soloe reported that the issues will be handled.

PUBLIC WORKS

Mr. Shupe reported that leaf collection will begin on Monday, October 20, 2014. Mr. Rinker thanked Mr. Shupe and his staff for a great job at the Touch a Truck fundraiser.

Mr. Sylvainus indicated he had a few calls from a resident on 5th street regarding standing water. Mr. Shupe indicated he will investigate and repair.

LIBRARY

Mrs. Sayago thanked the Township, Police and Public Works for all the help in making the Touch a Truck fundraiser a success. She indicated that next year the event will be held on October 3, 2015.

Mrs. Sayago reported the library received a donation from the Munch Bilheimer Foundation and used it for the purchase of additional computer equipment.

Upcoming Programs:

Mrs. Sayago announced a Halloween stories and craft will be held October 22, 2014; from 6:30 to 7:15 pm registration is required and limited to 30 participants.

Mrs. Sayago reported the library will begin accepting book donations for the Friends' Book Sale through October. Book sale is 11/5 – 8..

Mrs. Sayago reported the library is having a Blood Drive – Sat., 11/14, from 11 a.m. – 4 p.m. Donors can be as young as 16 with parent permission. Preregistration is required and can be done by calling the Library at 610-759-4932 or by visiting the Red Cross website www.redcross.org.

Mrs. Sayago reported the library is having a fund raiser at Barnes & Noble Book Fair: 11/1-4 in store and 11/1-9 online. Present a voucher at time of purchase. Get voucher from link on library's web site. Voucher gives information about how to purchase online. There will be special events at the store on 11/1 and 11/4 (book signings by local authors and Toddler Shake and Boogie)

Mrs. Sayago indicated a Revolutionary Tea and a Tale event will be held on November 6, 2014 11:30am – 12:30pm: a program on the origins of tea. Light refreshments served. Limit 35, registration begins Oct. 23rd.

POLICE DEPARTMENT

Chief Siegfried presented the police report for September 2014

Motion was made by Mr. Rinker and seconded by Mr. Mohn to accept the Police Report. Motion carried by all voting aye.

FIRE DEPARTMENT

Mr. Seiple presented the Fire Report.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to accept the Fire Report. Motion carried by all voting aye.

Mr. Sylvainus asked Chief Seiple about the Fire Police Certifications. The Chief responded he will have that information for the Township next week. Mr. Sylvainus asked if Chief Seiple has received the plans from Morningstar. Chief Seiple responded he had not.

EMERGENCY MANAGEMENT

Mr. Rinker indicated he is moving forward trying to obtain a tablet type computer for Emergency Management use.

TOWNSHIP SOLICITOR

Attorney Asteak presented the Service Electric Franchise Agreement and requested authorization to advertise and requested a date to bring back to the Board for approval.

Mr. Sylvainus asked if the section requiring the Township to provide the best deal to Service Electric was removed. Attorney Asteak indicated that Section 1.3 had been revised and that the section was removed.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to authorize advertising for adoption of the Service Electric Cable Franchise Agreement on November 19, 2014. Motion carried by all voting aye.

TOWNSHIP ENGINEER

Mr. Dooley presented a revised letter of Credit Reduction Report for Redcliff Phase 1 Penn Dixie Manor from \$270,556.36 to \$214,811.44.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to supersede correspondence of September 25, 2014 with Keystone Consulting Engineering's letter of October 10, 2014 to revise Credit Reduction Report for Redcliff Phase 1 Penn Dixie Manor from \$270,556.36 to \$214,811.44. Motion carried by all voting aye.

Attorney Asteak indicated the Township shall inform the developer via a letter of the Boards action.

Mrs. Lyons reported that Mr. Kortze's office is working on the St. Elmo weight restriction study.

RECREATION BOARD

Mr. Sylvainus reported meeting will be next week.

CDBG

Mr. Sylvainus reported that there are one and one-half projects to be completed.

SAFETY COMMITTEE

Nothing at this time

RECYCLING

Mrs. Oatis indicated she received quotes to purchase 2,000 and 2,100 carts for a fee of \$118,500.00 and \$124,425.00, respectively. She inquired if the Township has the capacity to store 100 or 200 carts. Attorney Asteak inquired if the extra carts are not ordered at this time can a recycling fee be incorporated into an existing fee (such as occupancy) to cover the cost of the cart. Mrs. Oatis indicated that if DEP pays for the carts the Township cannot charge a fee for the carts. She also stated that additional carts can be purchased with grant money in the future.

Motion was made by Mr. Sylvainus and seconded by Mr. Mohn to purchase 2,000 carts at a fee of \$118,500. Motion carried by all voting aye.

Mrs. Oatis asked who the signatory at the Township would be for this proposal. Mr. Rinker indicated as Chairperson it would be him.

Mrs. Oatis reported the Touch a Truck recycling outreach went very well that residents could view the items purchased through the grant and additional residents expressed interest in being on the committee. Overall she felt the feedback was positive and the event was great.

COURTESY OF THE FLOOR (Agenda items only)

Nothing at this time

OLD BUSINESS

Mr. Sylvainus asked Mr. Dooley to review the current letters of credit to complete the development yearly as allowed by the MPC. Mr. Sylvainus indicated that this had been done in the past but appears to have been stopped. Mr. Sylvainus commented he did not want the Township to get into another Florey Farms situation.

NEW BUSINESS

Nothing at this time

UPCOMING EVENTS

Trick or Treat – November 1, 2014 – 6:00 p.m. to 8:00 p.m.

Annual Upper Nazareth Police Halloween Party – November 1, 2014 – 5:00pm to 8:30pm

Electronic Recycling Day – November 12, 2014, 3:00 p.m. to 5:30 p.m. @ the Yard Waste Facility – 155 Friedenstahl Ave

8th Annual Pumpkin Pie 5K Run and Scenic Walk – Thanksgiving Day 11/27/14

Joggin for Joey 5K – November 29, 2014 – 8:30 a.m. – 2:00 p.m.

Community Day - Tuskes Park - Labor Day 2015

ADJOURNMENT

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to adjourn the meeting at 8:19 p.m. Motion carried by all voting aye.

Pamela A. Berlew, Recording Clerk

MINUTES –November 5, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Board members present were: Andrew Donello, Willard Mohn, Mike Rinker, Scott Sylvainus, and Steve Ytkin. Also present were: Township Engineer, Al Kortze, and Township Solicitor Gary Asteak.

PUBLIC COMMENT (Non-Agenda items only)

Mr. Keith Berlew asked the Board for assistance to resolve noise issues from Berks Products. Mr. Soloe indicated he will research the variance and verify the hours of operation. Mr. Rinker suggested Mr. Berlew contact the non-emergency number to document noise complaints.

David Nemeth asked if permits were available for open fires. He indicated he continues to observe non-recreational burning. Mr. Rinker suggested he contact the non-emergency number to inform the police and fire department of non-recreational burning.

Motion was made by Mr. Rinker and seconded by Mr. Donello to approve the Agenda. Motion carried by all voting aye.

Motion was made by Mr. Mohn and seconded by Mr. Rinker to approve the minutes from the October 15, 2014, meeting. Motion carried by all voting aye.

BILLS

Mr. Sylvainus asked about the check for Lewis and Walters. Mrs. Lyons responded it was for dollars returned from escrow for the Simpson Septic Drainage project.

Mr. Sylvainus asked how the Halloween Party went. Mrs. Lyons indicated the event was well attended and feedback was positive; however, residents requested the date not be changed in the future.

Motion was made by Mr. Mohn and seconded by Mr. Sylvainus to approve the bills. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to advertise the 2015 Budget for review and adoption at the December 3rd meeting. Motion carried by all voting aye.

Mrs. Lyons asked if the Board wanted to designate a point person for the Penn East Pipeline Project. Mr. Rinker indicated he received a request from Mr. Tenges, Lower Nazareth Township Manager to set up a meeting and will update the Township after he returns the call. Mr. Sylvainus indicated a public meeting is scheduled for November 12, 2014 from 5:30 to 7:30 at the Hanover Township Community Center.

Mr. Rinker reported on the Pennsylvania Diesel-Powered Motor Vehicle Idling Act. Discussion followed regarding the ability to cite offenders and who has the authority to do so. Chief Siegfried asked if this is a non-traffic citation. Attorney Asteak indicated the Township should look into the regulation and police provide warning if not able to provide a citation.

Mr. Rinker reported on Act 164 of 2014 requiring criminal history check, mandatory basic tax education and continuing education, certification by the DCED for anyone running for the office of tax collector. The act makes the basic tax collector education program mandatory, requires tax collector-elects to be certified by the state DCED before taking the oath of office and requires continuing education for tax collectors. These provisions take effect October 22, 2015. The act also requires the appointment of deputy tax collector to act on behalf of the elected tax collector should he/she become incapacitated. This provision of the act took effect October 22, 2014. Attorney Asteak indicated that the deputy tax collector position could be filled in the beginning of the year at reorganization. Attorney Asteak will look into whether a private company can be appointed to fill this position.

TOWNSHIP SOLICITOR

Attorney Asteak presented House Bill 80, Municipal Gun Ordinance, and requested the Township review all ordinances to identify any references to firearms to see if any repeals are necessary.

TOWNSHIP ENGINEER

Mr. Kortze reported all trees at Florey Farms have been planted. Mr. Kortze indicated there was a minor issue with the Conservation District and the Contractor regarding a soil stockpile and it has been resolved.

Mr. Kortze reported Redcliffe placed the final wearing course.

GRANT UPDATE

Mr. Shupe will look into the Green Light-Go Traffic Signal Grant. Mrs. Lyons indicated the deadline is November 14, 2014.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to approve the grant application. Motion carried by all voting aye.

Mr. Sylvainus reported the grant paperwork for the Route 191 traffic signal should be arriving shortly. Upon arrival he will schedule a meeting with Mr. Newton.

ADMINISTRATION

Mrs. Lyons asked Attorney Asteak to review the light agreement for Eagles Landing Phase 3A and 3B.

Mrs. Lyons reported Met-Ed indicated the photo cell and bulb have been replaced on several of the lights in the Farmview Development. The Township should investigate to see if another problem exists.

Mrs. Lyons will check with Met-Ed for a quote on upgrading the maintenance service on the street lights.

Mr. Rinker asked for a status of the streetlight on Tewksbury and Newport. Mr. Shupe indicated power has been shut off to that fixture. Mr. Shupe will contact Mr. Troutman for an update on electric service reconnection. There was some indication that this streetlight outage could be related to the existing electrical problem in that development.

Mrs. Lyons indicated letters regarding the Guiderail/Drainage Easement have been sent to affected residents. Mr. Shupe indicated he has had a few curiosity calls.

Mrs. Lyons indicated that, on behalf of the Township, she would like to thank Mr. Rinker and the police department for the Halloween Party. Chief Siegfried indicated in addition to Mr. Rinker that Mr. Rinker's wife and daughter were also very helpful. Mr. Donnelly indicated his grandchildren enjoyed both the Township and Fire Department's events.

Mr. Sylvainus reported that the backup copier has broken and the repair estimate is higher than the value of the machine; also the current machine is near the end of its lease. He suggested moving the current machine to the police department or backroom and replacing it with a new Kyocera Copystar Model CS-2551ci, with a purchase price of \$6,590.00 or lease of \$170/mo for 48 months.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to purchase the Kyocera Copystar Model CS-2551ci at a cost of \$6,590.00. Motion carried by all voting aye.

Mrs. Lyons presented a proposal from Computer Networking and Repair for the purchase of one computer (\$750.00), one license for Quickbooks Pro 2014 (\$200.00) and five (5) MS Office 2013 licenses (\$200/each for an estimate of \$1000.00) and seven hours service (\$560.00), for a total estimated fee of \$2,510.00.

Motion was made by Mr. Mohn and seconded by Mr. Donello to proceed with the computer program upgrade at an estimated fee of \$2,510.00. Motion carried by all voting aye.

Mrs. Parrish reported that Premier Power Solutions, LLC could not find a lower rate than the current electric rate being charged PPL. Premier Power suggested that the Township should stay with PPL at the prevailing rate.

Mrs. Lyons reported that there are two (2) Auditor positions available at the Township.

Mrs. Lyons reported the draft Audit Report for the first quarter of 2014 is available for review. Mr. Sylvainus reported there were no areas of concern.

Mrs. Lyons reported the Upper Nazareth Township Police Pension Financial Report is available for review

Mrs. Lyons reported the Essroc Nazareth quarries I, II, III and Imperial Rehabilitation Plans are available for review until 12/19/2014.

Mr. Sylvainus asked for suggestions regarding the holiday party this year. Mrs. Lyons will contact the Upper Nazareth Fire Department Social Hall for dates and pricing.

Mr. Sylvainus announced that the Township has received a credit of \$799.00 from RCN due to sales tax incorrectly charged for.

PLANNING & ZONING

Mr. Soloe reported there are an additional three (3) new residents in the Township and one home remains to be occupied in Redcliffe.

Mr. Sylvainus asked what the status of the Vidiera building permit is. Mr. Soloe indicated that CodeMaster has not approved the plans to date.

Mr. Sylvainus asked what the ISO inquiry was. Mr. Soloe indicated it was a 10 question survey which he has completed in other municipalities regarding administering a program called the Building Code Effectiveness Grading schedule.

PUBLIC WORKS

Mr. Shupe presented the October Public Works report.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to accept the October Public Works Report. Motion carried by all voting aye.

Mr. Shupe reported leaf collection will continue until the second week of December (approximately).

Mr. Shupe reported the Yard Waste Facility will be closing for the season November 22, 2014.

Mr. Shupe reported there will be an Electronic Recycling Event at the Yard Waste Facility on November 12 from 3 to 5:30.

Mr. Sylvainus will inform the Clippers organization that Mr. Shupe will be emptying the contents of shed.

Mr. Sylvainus inquired about the status of the rubber mulch. Mr. Shupe responded it will be installed in the Spring.

LIBRARY

Mrs. Sayago presented the Library Report:

- Touch a Truck. Raised Approx. \$4,500.00 once figures are final she will inform the Board.

• Suspected Child Abuse: On or about December 31 library employees and volunteers become mandated reporters. They must report suspected child abuse directly, whether at work or anywhere else, or be subject to criminal prosecution. A new library policy is in approval process, expected to be voted on in November.

- Board of Directors has instituted a Yearly Employee Review process.

Upcoming Programs:

- Friends' Book Sale: 11/5 – 8.

• Blood Drive – Sat., 11/14, 11– 4. Donors can be as young as 16 with parent permission. Preregistration is required and can be done by calling the Library at 610-759-4932 or by visiting the Red Cross website www.redcross.org.

• Barnes & Noble Book Fair: in store over; 11/1-9 online. Residents can get a voucher from a link on library's web site. Voucher gives information about how to purchase online.

• Revolutionary Tea and a Tale: Thu, November 6, 11:30am – 12:30pm: a program on the origins of tea. Light refreshments served. Limit 35, registration begins Oct. 23rd.

• Dark and Stormy Nights – Battle of the Books: Sat. 11/22, 1:00. Sponsored by the Greater Lehigh Valley Writers' Group. Readings from original works, audience participation, games, prizes

• 10,000 Villages Fund Raiser: Lehigh Valley Mall, Sunday 12/7, 2-6 pm. Portion of their sales will be donated to the library

Jacobsburg Earth Day Trail Run. 5K Run/Walk; Sunday, April 19, 2015.

Earth Day is Wed., Apr. 22

POLICE DEPARTMENT

Thank you to the new Fire Department administration for providing a list of Certified Fire Police for Confirmation by the Board of Supervisors. The Board approved the list with the addition of Trevor Metzgar and Betty Williams.

Chief Siegfried presented three options for the purchase of a new vehicle. A discussion was held and the option to purchase the interior equipment in the 2014 budget year and lease the vehicle over the next 3 years was the most advantageous to the Township.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to proceed with Option 1 and purchase the interior equipment at a cost of \$9057.00 in 2014 and lease the vehicle over the next 3 years. Motion carried by all voting aye.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the overspending line item 410.254. Motion carried by all voting aye.

FIRE DEPARTMENT

Nothing at this time

EMERGENCY MANAGEMENT

Mr. Rinker reported the Northampton County Fire School is celebrating its 50th year and has invited the Board of Supervisors to attend and observe the Structural Burn Training Session on Sunday November 16, 2014 at the Northampton County Fire School.

Mr. Rinker presented a quote for Emergency Management Computer, software, and case at a cost of about \$1500.00. Discussion followed as to the functionality of a hybrid vs a Lenovo Yoga 2.

Motion was made by Mr. Ytkin and seconded by Mr. Mohn to authorize purchase of computer with a limit of \$1300.00. Motion carried 4-0. Mr. Rinker abstained.

RECREATION BOARD

Nothing at this time

CDBG

Mrs. Lyons presented a November 7, 2014, letter invitation containing housing rehabilitation information which will be sent to each household included with the recycling information mailing.

SAFETY COMMITTEE

Nothing at this time

RECYCLING

Mrs. Lyons reported 2,260 informational flyers will be mailed out to residents regarding recycling. Mrs. Lyons reported November 18th will start the roll-out of the totes and the distribution should take about 4 days.

Mrs. Oatis will be at the November 19, 2014 supervisors meeting.

Mrs. Lyons reported that businesses will get a special recycling letter at a later date.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ACTIVE PROJECTS

Nothing at this time.

UPCOMING EVENTS

- Electronic Recycling Day – November 12, 2014, 3:00 p.m. to 5:30 p.m. @ the Yard Waste Facility at 155 Friedenstahl Ave
- Yard Waste Facility will close on 11-22-14
- 8th Annual Pumpkin Pie 5K Run and Scenic Walk – Thanksgiving Day November 27, 2014
- Joggin for Joey 5K – November 29, 2014 – 8:30 a.m. – 2:00 p.m.
- Community Day - Tuskes Park - Labor Day 2015
- Touch a Truck – October 3, 2015

ADJOURNMENT

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to adjourn the meeting at 8:31 p.m. Motion carried by all voting aye.

Respectfully submitted, Pamela A. Berlew, Recording Clerk

MINUTES –November 19, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker. An Executive Session was held prior to the meeting to discuss LST tax collector.

Board members present were: Andrew Donello, Willard Mohn, Mike Rinker, Scott Sylvainus, and Steve Ytkin. Also present were: Township Engineer, Al Kortze, and Township Solicitor, Gary Asteak.

PUBLIC COMMENT

Mr. Jay Benfield, 85 Friedenstahl Avenue, informed the Board that the lids on the new recycling bins do not close completely.

Ms. Gail Price, 348 Winter Spring Drive, informed the Board of a situation where her daughter's car was damaged due to road work. Attorney Asteak asked Ms. Price to provide a letter with the facts and supporting documentation, i.e. photos, invoices, receipts, witnesses for the Board to submit to the insurance carrier. Mr. Shupe was asked to prepare a report for the Board.

Mr. Keith Berlew, 3057 Bath Pike, informed the Board that Berks Products has been running all summer long in the evening creating excessive noise at all hours of the night. He indicated that in testimony at the Zoning Hearing Board the hours of operation would normally be from 5 a.m. to 5 p.m. Attorney Asteak indicated that in 2004 the Zoning Hearing Board determined it was a permitted use and no restrictions were placed on the operation. Mr. Berlew asked the Board if they could look into imposing a no jake brake zone. Mr. Asteak indicated he has prepared ordinances for other municipalities and could create an ordinance if the Board desires.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to authorize Attorney Asteak and Mr. Kortze to proceed with preparation of a "No Jake Brake" Ordinance. Motion carried by all voting aye.

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to approve the Agenda. Motion carried by all voting aye.

Motion was made by Mr. Donello and seconded by Mr. Sylvainus to approve the minutes from the November 5, 2014, meeting. Motion carried by all voting aye.

BILLS

Mr. Sylvainus asked Chief Siegfried what vehicle the strobe was purchased. Chief Siegfried indicated the vehicle was damaged by an accident with a deer.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to approve the bills as detailed on the 11-14-14 report. Motion carried by all voting aye.

Motion was made by Mr. Mohn and seconded by Mr. Rinker to approve the bills as detailed on the 11-18-14 report. Motion carried by a 4-0 vote Mr. Sylvainus abstained to avoid any potential conflict of interest for the payment of his son's invoice.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the bills as detailed on the 11-19-14 report. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the Financial report. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve the Treasurers report. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Mr. Donello introduced Mr. Temos, 3224 Sterner Road. Mr. Temos informed the Board of his research and findings regarding the PennEast Pipeline which is proposed to go through his property. Mr. Temos reported that the line will require a compressor station every thirty (30) miles, which are powered by a turbine and are noisy. He also indicated there are shut of valves which are above ground and would require him to plow around them. He indicated that access points are also above ground to clean and televise the line. Mrs. Sayago indicated she was informed that the 36" pipe would have 36" of cover and since the area was prone to sinkholes it would not be the best location for such a line. Mr. Temos also informed the Board of line explosions and asked if our Township had the emergency equipment to handle such an explosion. Mr. Rinker indicated he would contact the pipeline company to see if they would offer to purchase some of the emergency response equipment. Mr. Temos indicated that New Jersey municipalities are receiving a fee if the line is going through their municipality. Attorney Asteak responded that New Jersey has passed legislation which allows municipalities to tax a line. He indicated Pennsylvania does not have such legislation. Mr. Donello indicated it would require Presidential action for the line to be stopped. Mr. Donello reported that the meeting he attended was organized in a way that you could only speak to the individual at the table of your municipality. Attorney Asteak indicated that Mr. Temos was able to provide objective factual reasons why the line should not go in this area. The Board asked Mr. Kortze if he knew if buried gas lines were already in the Township. Mr. Kortze responded he attempted to obtain that information but was informed due to (Homeland Security)security reasons the information would not be provided. Mr. Kortze indicated by viewing aerial mapping his office could see if there appeared to be pipeline right-of-ways.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to authorize Mr. Kortze to locate any pipelines currently running through the Township. Motion carried by a 4-1 vote Mr. Sylvainus opposed.

Mr. Sylvainus indicated Mrs. Parrish has compiled a list of Escrow Accounts and Open Letters of Credit as discussed in earlier meeting minutes as a procedure and it appeared based on Township records that the amounts have not been reviewed revised in accordance with MPC section 509 (f). Mr. Kortze indicated he has been reviewing the amounts as he prepares the request for release and he holds back 10% of the entire project and he has retained an additional 10% of the entire project for outstanding improvements order to avoid situation that occurred with regard to what happened in Florey Farms. Mr. Kortze also indicated he does not use the contractors' numbers for preparation but uses figures to cover

the Township's bidding and prevailing wages. Attorney Asteak indicated that an increase can be requested at any time as long as the Letter of Credit does not expire.

TOWNSHIP SOLICITOR

Attorney Asteak informed the Board that a deputy tax collector would need to be appointed and the item should be placed on the reorganization agenda. Mrs. Parrish reported she spoke with Berkheimer and they could be the deputy tax collector; however, they would require a contract prior to proceeding.

Attorney Asteak indicated that it is time to advertise for an accounting firm to make an examination of all the accounts of the Township for the fiscal year 2014

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to authorize Attorney Asteak to advertise for the accounting firm to conduct the 2014 audit. Motion carried by all voting aye.

Attorney Asteak presented Ordinance 163 "Service Electric Franchise Agreement" for adoption.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to adopt Ordinance 163 "Service Electric Franchise Agreement". Motion carried by all voting aye.

TOWNSHIP ENGINEER

Mr. Kortze reported he has completed the Traffic Study on St. Elmo and would provide to the Board for review. He asked that it be placed on the December 3, 2014 agenda.

Mr. Sylvainus asked Mr. Kortze if the deeds in Eagle Landing should reference the Covenant restricting removal of trees and preservation of conservation areas on the north side of the development. Mr. Donello indicated he has observed homeowners removing trees in the conservation area. Attorney Asteak indicated the deeds usually reference the covenants on the plan. Attorney Asteak suggested Mr. Soloe send letters to all affected property owners with a copy of the Covenant.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to authorize Mr. Soloe to send letters to all property owners with a copy of the Covenant. Motion carried by all voting aye.

GRANT UPDATE

Mr. Shupe reported the Green Light-Go Traffic Signal Grant was submitted for an Opticon System added to the 248 and 946 light. Mr. Shupe thanked the staff for the support in getting the grant submitted on time.

Mr. Sylvainus indicated the Township has received two Grant letters for execution for the \$500,000 gaming grant and \$351,000 for the multi modal grant.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to sign and execute both grant letters. Motion carried by all voting aye.

ADMINISTRATION

Mrs. Lyons indicated in the executive session it was suggested that the Township obtain a contract from Keystone Collections Group to collect the LST tax.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to obtain a contract from Keystone Collections Group to collect the LST tax. Motion carried by all voting aye.

Mrs. Lyons indicated a workshop regarding future healthcare options will be held prior to the December 3, 2014 meeting at 6:15 pm.

Mrs. Lyons reported she met with the Met-Ed representative regarding maintenance of street lights. Mrs. Lyons has revised the procedure for street light outages. Mr. Shupe asked if the procedure could be revised to include a limit of expense prior to coming to the Board. After discussion the Board set a \$250 limit for street light repair without Board Approval.

Mrs. Lyons reported Met-Ed has confirmed there is no power to the disconnect for the Farmview light.

Mrs. Lyons reported 70 invitations have been sent for the Township holiday party to be held on December 19, 2014 from 11 a.m. to 2 p.m.

Mrs. Lyons thanked the recycling committee for their assistance in getting the recycling and Home program informational sheets mailed out.

Mrs. Lyons reported the Township has a copy of Exhibit B for seniors with low income to receive a discount from Service Electric

Mrs. Lyons reported Mrs. Mutarelli has many options for custom and severe weather alerts from Weather Trends. Mr. Rinker indicated he will meet with Mrs. Mutarelli and provide the requested information.

Mrs. Lyons reported 2354 pounds of electronic waste was collected from Responsible Recycling Services at the Township's recycling event.

Mrs. Lyons reported that based upon review of the existing Township copiers it was recommended to move the color copier to the back office. Mr. Sylvainus asked Mrs. Lyons to have the maintenance contract revised to include 60% of copies made on the new copier and 40% on the old copier.

Mrs. Lyons reported supervisors' packets will be available Monday, December 1, 2014 for the December 3, 2014 Board meeting due to the Thanksgiving Holiday.

Mrs. Lyons presented Resolution 14-15 outlining the street light agreement for Eagles Landing Phase 3A and 3B.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to adopt Resolution 14-15 outlining the street light agreement for Eagles Landing Phase 3A and 3B. Motion carried by all voting aye.

PLANNING & ZONING

Mr. Soloe presented a Resolution 14-16 for the Sewer Planning Module for new land development for Verus Partners.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to adopt Resolution 14-16 for the Sewer Planning Module for new land development for Verus Partners. Motion carried by all voting aye.

Attorney Asteak reported the subdivision plan will go back to Palmer but not be recorded until the Township receives the \$100,000 contribution.

PUBLIC WORKS

Mr. Shupe reported the Yard Waste Facility will be closing for the season November 22, 2014.

Mr. Sylvainus asked for an update on the basement revisions. Mr. Shupe responded the painting is proceeding and shelving will follow. Mr. Sylvainus asked if revised as-built plans were prepared. Mr. Shupe responded the only revision was to add a dehumidifier. Mr. Shupe will do drawings for review.

LIBRARY

Nothing at this time

POLICE DEPARTMENT

Chief Siegfried presented the October Police report.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to accept the October Police report. Motion carried by all voting aye.

Mr. Sylvainus asked about the fatal accident on Newburg Road. Chief Siegfried reported the coroner ruled the death accidental due to accident.

FIRE DEPARTMENT

Chief Seiple presented the October Fire Report.

Motion was made by Mr. Rinker and seconded by Mr. Donello to accept the October Fire report. Motion carried by all voting aye.

Chief Seiple reported he has reviewed the Heritage Village plans and was awaiting revised plans.

EMERGENCY MANAGEMENT

Mr. Rinker indicated he is still researching a computer for Emergency Management.

RECREATION BOARD

Mr. Sylvainus reported that the Recreation Board would like the Township to adopt the Young Lungs at Play Tobacco Free Zone at all parks. Attorney Asteak indicated he will prepare a resolution for adoption.

Mr. Sylvainus reported the Recreation Board is proceeding with the revisions to the Recreation and Open Space Plan.

Mr. Sylvainus reported there is a \$104,000 matching Open Space Grant available with five Options. 1. Purchase Land; 2. Concession stand with kitchen at Tuskes Parks; 3. Parking area at Tuskes both off site; 4. Parking area at Tuskes both Onsite; 5. Rubber Mulch. Mr. Sylvainus reported Northampton county representative suggested option 1 or 5. The grant application is due March of 2105.

Mr. Shupe asked if December 1, 2014, is a good date to close the restrooms at the park. Mr. Sylvainus agreed.

CDBG

Mrs. Lyons reported Victor is working on a letter to be sent to area business. Mrs. Lyons responded the response to the direct mail has been very good.

SAFETY COMMITTEE

No date has been set for next meeting

RECYCLING

Mrs. Oatis reported on the status of the cart delivery, and indicated due to weather conditions the delivery is going slower than expected and should be completed by Friday.

Mrs. Oatis reported she will research the lid not closing completely on carts delivered to Newport and Friedenstahl Avenue.

Mr. Ytkin left the meeting at 9:05.

Resident of 2730 New England Drive indicated his hauler cannot handle the carts. Mrs. Oatis indicated she had the opportunity to speak with the hauler and he is cooperating and can obtain a lifter for his truck.

Mr. Rinker asked if haulers are picking up their recycling carts. Mrs. Oatis indicated that during conversations with the haulers they indicated they would; however, she suggested residents contact their hauler to arrange pick-up.

Mr. Asteak indicated the carts are owned by the Township and go with the house should the house be sold, the cart remains with the home.

Mrs. Lyons reported that the recycling educational material has been posted on the website

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ACTIVE PROJECTS

Nothing at this time.

UPCOMING EVENTS

Yard Waste Facility will close on 11/22/14

8th Annual Pumpkin Pie 5K Run and Scenic Walk – Thanksgiving Day 11/27/14

Joggin for Joey 5K – November 29, 2014 – 8:30 a.m. – 2:00 p.m.

Community Day - Tuskes Park - Labor Day 2015

Touch a Truck – October 3, 2015

ADJOURNMENT

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to adjourn the meeting at 9:10 p.m. Motion carried by all voting aye.

MINUTES –December 3, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:19 p.m. by Chairman, Mike Rinker. An Executive Session was held prior to the meeting to discuss personnel issues. Also a workshop was held regarding future healthcare options.

Board members present were: Andrew Donello, Willard Mohn, Mike Rinker, Scott Sylvainus, and Steve Ytkin. Also present were: Township Engineer, Al Kortze, and Township Solicitor, Gary Asteak.

An award presentation from PennDOT LTAP's (Local Technical Assistance Program) Build a Better Mouse Trap Competition was made to this year's First Place winner, Upper Nazareth Township Public Works for the Road Saw Hitch Receiver/Carrier.

PUBLIC COMMENT (Non-Agenda items only)

Mr. Ross Reyes, 148 First Street, asked if he could return his recycling bin. The Board informed the public that the bins are Township property and are assigned to the residence. Mr. Dave Tarreto, 429 E Biel indicated his hauler provided a recycling bin and he did not want two bins.

A Berger Sanitation representative was in the audience and indicated his attorney suggested picking up the bins would void the contract he has with his customers. Berger Sanitation will check with their attorney and asked if Attorney Asteak would be willing to speak with his attorney. Attorney Asteak indicated he would. Berger Sanitation will pick up bins based on advisement from their attorney.

Mr. Keith Haverstock, 70 Sycamore Street, asked if he was required to recycle curbside and if he could drop off at the recycling center. Mr. Haverstock was informed that the drop off facility figures were not included in the Township totals and curbside recycling numbers are provided to the state for additional grants.

Mrs. Oatis explained that according to PA Act 101, all residents are required by law to have curbside collection of both trash and recycling. The recycling taken to the drop off facility is not credited to Upper Nazareth which impacts our recycling performance grants. State recycling grants are based on the tonnage we can demonstrate that we recycle. These grants can bring thousands of dollars back into our community and the money can offset our costs and help to keep our taxes low. Right now Upper Nazareth has many residents who do not recycle at all, and many that take their recycling to a drop off facility which cannot attest to how much of which belongs to Upper Nazareth and contributes to our very low recycling rate.

Mrs. Oatis indicated that she had prepared a list of known haulers working within the Township and would be presenting this list to the Board in her recycling report later on the agenda. She would be seeking Board approval for that list to be posted on the website and distributed to those requesting the information.

Mr. Ytkin suggested the residents put pressure on the hauler to take back their bins.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the Agenda. Motion carried by all voting aye.

Motion was made by Mr. Ytkin and seconded by Mr. Donello to approve the minutes from the November 19, 2014, meeting. Motion carried by all voting aye.

BILLS

Mr. Sylvainus asked if grading charges were a pass through. Response was yes.

Mr. Sylvainus asked what the Stanley Steamer invoice was for. Chief Siegfried indicated it was to clean the upholstered chairs in the police department.

Mr. Shupe asked if the Scotta invoice was for hauling or for a dumpster. Mrs. Parrish will review.

Mr. Sylvainus asked public works about concrete usage. Mr. Shupe responded with locations.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to approve the bills. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Mr. Sylvainus indicated he is recommending a policy change to the HSA Healthcare account that would provide for a prorated contribution for a new employee based on their hire date.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to prorate the health care contribution to the HSA based on the employee hire date. Motion carried by all voting aye.

TOWNSHIP ENGINEER

Mr. Kortze presented the traffic study for West St. Elmo Street. Based on his findings truck traffic should be restricted on West St. Elmo Street.

Mr. Mohn asked how truck drivers would know not to use North Street and use Center Street instead. Mr. Kortze indicated the Borough would have to restrict truck traffic on North Street if they did not desire truck traffic there.

Attorney Asteak has prepared an Ordinance restricting truck traffic on West St. Elmo and requested authorization to advertise for adoption.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to authorize advertising the West St. Elmo Street Truck Restriction Ordinance for adoption on January 5, 2015. Motion carried by all voting aye.

Mr. Kortze reported he has reviewed Redcliffe Phases I and II Letter of Credit amounts and found both have sufficient funds to complete the developments.

Mr. Sylvainus requested the designation of the two 2015 holidays where dates are before the 2015 reorganization meeting on January 5 be placed on the agenda for discussion at the next meeting.

TOWNSHIP SOLICITOR

Attorney Asteak presented Resolution 14-17 for prohibiting the use of tobacco in recreational areas, parks and playgrounds.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve Resolution 14-17 prohibiting the use of tobacco in recreational areas, parks and playgrounds. Motion carried by all voting aye.

Attorney Asteak presented an Ordinance authorizing the participation of Upper Nazareth Township in the PSATS Unemployment Compensation Group Trust Pursuant to the Pennsylvania Intergovernmental Cooperation Law.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to authorize advertising Ordinance Authorizing the Participation of Upper Nazareth Township in the PSATS Unemployment Compensation Group Trust Pursuant to the Pennsylvania Intergovernmental Cooperation Law for adoption January 5, 2014. Motion carried by all voting aye.

Attorney Asteak gave a status update on the No Jake Brake Zone, He indicated that Mr. Kortze is finalizing the required engineering study and Attorney Asteak would like to discuss at the next meeting upon completion of the engineering study.

Attorney Asteak asked when and what time the Auditors meet. Mrs. Lyons responded January 6, 2015, at 7:00 PM.

Attorney Asteak indicated he will be getting the check from Chrin for the signalization project and after filing of the plans he would present the check to the Township.

GRANT UPDATE

Nothing at this time.

QUESTIONS FOR THE SOLICITOR/ENGINEER

Mr. Sylvainus inquired about the Eagles Landing covenant. Mr. Kortze indicated that there was not a covenant on the plan but a note indicating no disturbance of the trees. He indicated the Township could address on a case by case basis if they choose. Mr. Donello commented that one lot appears to have removed trees in the area not to be disturbed. Mr. Kortze indicated he does not get into that area of the Township often and if someone sees something please contact him and he will investigate. Mr. Sylvainus

asked how the Township can obtain copies of the Eagles Landing Final Plan. Mr. Kortze indicated he can contact the developer for a copy or get a copy from the County. Mrs. Lyons asked if the Township should still send the letters to residents. Mr. Kortze confirmed that the letters can be sent and he can direct the appropriate sheets to be included with the letters

ADMINISTRATION

Mrs. Lyons presented a letter to the Board from Becky Bartlett expressing her desire to become an Upper Nazareth Township Auditor.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to appoint Becky Bartlett an Upper Nazareth Township Auditor. Motion carried by all voting aye.

Mrs. Lyons presented Resolution 14-18 fixing the 2015 tax rate for general purposes at 5.95 mils and Resolution 14-19 fixing the 2015 tax rates for the following: Real Estate Transfer Tax at 1.0%, Earned Income Tax at 0.5%, Non-Resident Earned Income Tax at 1.0% and Local Services Tax at \$52.00.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to approve Resolution 14-18 fixing the 2015 tax rate for general purposes at 5.95 mils and Resolution 14-19 fixing the 2015 tax rates for the following: Real Estate Transfer Tax at 1.0%, Earned Income Tax at 0.5%, Non-Resident Earned Income Tax at 1.0% and Local Services Tax at \$52.00. Motion carried by all voting aye.

Mrs. Lyons presented the Local Service Tax Collection Agreement between Upper Nazareth Township and Kratzenberg & Associates, Inc. d/b/a/ Keystone Collections Group. Mr. Asteak confirmed he had reviewed the document.

Motion was made by Mr. Donello and seconded by Mr. Sylvainus to approve the Local Service Tax Collection Agreement between Upper Nazareth Township and Kratzenberg & Associates, Inc. d/b/a/ Keystone Collections Group. Motion carried by all voting aye.

Mrs. Lyons indicated she has almost all the information to submit to the insurance company for the Schoeneck road incident. She is waiting for the report from the Road Supervisor in Public Works. Attorney Asteak informed Mr. Shupe to detail the facts of the repair process and get back to Mrs. Lyons as soon as possible.

PLANNING & ZONING

Mr. Sylvainus asked if the Videra subdivision building permit was moving forward. Mr. Soloe confirmed that Mr. Videra's permits have been approved and building has begun on Mr. Vernon Avenue.

PUBLIC WORKS

Mr. Shupe inquired about the detail required for the basement as-built plans. Mr. Sylvainus responded the plans should depict what is there now, i.e.: wall placement, electric, CAT5, plumbing etc.

Mr. Shupe reported the painting has been completed and he will start shelving placement Thursday, December 4, 2014.

Mr. Shupe informed the Board that the septic grinder pump at Tuskes Park has malfunctioned and was taken out of service for repairs. He did not have an estimate on the repair or replacement.

LIBRARY

Nothing at this time.

POLICE DEPARTMENT

Chief Siegfried requested Attorney Asteak define local delivery and school bus traffic in the West St. Elmo Truck Restriction Ordinance. Mr. Ytkin suggested limit bus traffic to busses for children with bus stops on this street.

Chief Siegfried requested the Board prepare a procedure and agreement for 5k races in the Township to include application, approvals and map. Mrs. Lyons informed the Board that she and Mrs. Mutarelli have drafted a procedure and form for the Board's review. Mr. Asteak indicated any form should include an Indemnification Agreement, the Township must be indemnified. Attorney Asteak suggested the Township follow PennDOT's approval procedure and review at the next meeting. Chief Siegfried said he would contact Christina Wise and PennDOT.

Chief Siegfried informed the Board that one of the police vehicles required a new transmission. He request authorization to overspend the repair line item. He indicated it was a Ford transmission with a three (3) year warranty.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to authorize the overspending of the vehicle repair line item on the budget. Motion carried by all voting aye.

FIRE DEPARTMENT

Nothing at this time

EMERGENCY MANAGEMENT

Mr. Rinker indicated he is still researching a computer.

RECREATION BOARD

Nothing at this time

CDBG

Nothing at this time

SAFETY COMMITTEE

Nothing at this time

RECYCLING

Cindy Oatis reported that 2000 carts were received: 1773 delivered to residents, and 227 were in Township storage. Several were not delivered due to address duplications, vacant homes, and addresses that were not located in Upper Nazareth. Residual deliveries and exchanges will be taken care of by Public Works. The complete report will be available with serial and RFID tag information and a copy will be forwarded to the municipal office.

Mr. Oatis indicated the Township can wait to pay the current bill and pay the total bill when the final invoice is received.

Mrs. Oatis further stated that she has received many calls; most issues were merely logistical in nature. Concerns about the elderly were expressed. Many residents do not currently have trash or recycling service and were upset that they now had to have it. A few wanted to retain both recycling containers.

Mrs. Oatis presented a list of haulers and their phone numbers and requested permission to distribute this to residents requesting this information and to place it on the website. Attorney Asteak indicated that any hauler which provides recycling should be added upon request, and approved the wording indicating that the Township was not making recommendations, merely providing the information as a service for our residents.

OLD BUSINESS

Pipeline workshop will be held at 6:30 on December 17, 2014.

Mr. Shupe asked if Mrs. Lyons has heard anything from the Met-Ed representative with regard to the streetlight at Tewksbury and Newport. Mrs. Lyons will follow up and get back to Mr. Shupe.

NEW BUSINESS

Nothing at this time.

ACTIVE PROJECTS

Nothing at this time.

UPCOMING EVENTS

Community Day - Tuskes Park - September 5, 2015

Touch a Truck – October 3, 2015

ADJOURNMENT

Motion was made by Mr. Rinker and seconded by Mr. Mohn to adjourn the meeting at 9:00 p.m.
Motion carried by all voting aye.

MINUTES –December 17, 2014
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker. An Information Session was held prior to the meeting. Malinda Clatterbuck, a former Upper Nazareth Township resident, who now lives in the Lancaster area and has a similar pipeline issue in her county explained her experience with the mechanics of the FERC process.

Board members present were: Andrew Donello, Mike Rinker, and Scott Sylvainus. Willard Mohn, and Steve Ytkin were absent. Also present were: Township Engineer, Al Kortze, and Township Solicitor, Gary Asteak.

PUBLIC COMMENT

Ms. Sayago informed the Board that New York State has banned fracking and her understanding is that there is only five years of gas available to supply the pipeline, not twenty-five years.

Ms. Zrinski of Hanover Township, Local Coordinator for Food and Water Watch, cautioned the Board on understanding the cumulative impacts of the proposed pipeline and requested a venue to bring in environmental experts to discuss the issues.

Mr. Donnelly of 50 North Broad St. indicated that if the pipeline went through his backyard he would be o.k. with it. He indicated very few issues occur with such a line.

Ms. Zrinski indicated that an explosion a few years ago in Virginia caused major damage.

Mr. Rinker asked to revise the agenda to move up the hiring of part-time Officer Danielle C. Marvin.

Motion was made by Mr. Rinker and seconded by Mr. Donello to approve the Agenda with the requested changes. Motion carried by all voting aye. (3-0).

Chief Siegfried presented a brief resume of Ms. Danielle C. Marvin to the Board and recommended hiring her as a part-time officer.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to hire Ms. Danielle C. Marvin as an Upper Nazareth Township Part-time Police Officer. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the minutes from the December 3, 2014, meeting. Motion carried by all voting aye.

BILLS

Mr. Sylvainus asked where the roof leak was. Mr. Shupe responded it was at the Friedenstahl garage where a roof leak caused damage to the security system, and the charges were for the initial service call by Altronics. The final invoice for replacement has not been received. The system has been fixed.

Motion was made by Mr. Rinker and seconded by Mr. Donello to approve the bills. Motion carried by all voting aye.

Motion was made by Mr. Donello and seconded by Mr. Sylvainus to approve the financial report. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the 2015 Upper Nazareth Township Budget. Motion carried by all voting aye.

Mrs. Parrish presented a request from Mrs. Mutarelli for permission to advertise the 2015 Regular and Reorganization Board of Supervisors meetings, and Auditors meeting.

Motion was made by Mr. Rinker and seconded by Mr. Donello to authorize a single advertisement of the Reorganization and Regular scheduled meeting in the Bath Home News. Motion carried by all voting aye.

Motion was made by Mr. Rinker and seconded by Mr. Donello to authorize a single advertisement of the Auditors meeting in the Bath Home News. Motion carried by all voting aye.

Motion was made by Mr. Rinker and seconded by Mr. Donello to approve the 2015 Upper Nazareth Township Holiday Schedule. Motion carried by all voting aye.

A discussion regarding a resolution against the PennEast Pipeline was held and decision was to wait until input from the LVPC was received. Mrs. Parrish indicated that PSATS was planning on doing an article in the magazine and wanted to interview a supervisor.

Mr. Sylvainus reported that as of the new year the Township is going to a paperless system for the payroll paystubs.

Mrs. Parrish indicated that all bills which require payment in 2014 and any cash that needs to be deposited needs to be submitted by noon on December 29, 2014.

TOWNSHIP ENGINEER

Mr. Kortze reported on the Florey Farm Road Paving Project. He indicated the project is almost complete and only the restoration of the grass areas of properties along Route 248 remain incomplete. The project is expected to be completed in the spring of 2015 at a contract price of \$2,993.43.

Mr. Kortze presented a report on the Florey Farm Public Improvements Project. He indicated the total project cost was \$299,111.09 to complete which is \$35,888.91, under estimated budget costs.

Mr. Donello asked Mr. Kortze if the Township is covered financially on all current projects. Mr. Kortze responded he has reviewed all current projects and Township has enough funds to complete the projects.

Mr. Kortze presented the Township with change orders and final application for payment for the municipal Street and park tree planting project with regard to the Florey Farms Street Trees/Tuskes Park Trees.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve Change Order Number One for the Municipal Street and Park Tree Planting Project Florey Farms Street Trees/Tuskes Park Trees which included revision of the date of completion to November 29, 2014 and changing ten (10) trees from *Quercus rubra borealis* to (9) *Geditsia tricanthos inermis* var. *Skyline* and one (1) *Acer rubrum*. Motion carried by all voting aye.

Motion was made by Mr. Rinker and seconded by Mr. Donello to approve Change Order Number Two for the Municipal Street and Park Tree Planting Project Florey Farms Street Trees/Tuskes Park Trees which included the addition of two (2) trees one (1) *Acer rubrum* and One (1) *Geditsia tricanthos inermis* var. *Skyline* and installation for a total increase of \$590.00. Motion carried by all voting aye.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to conditionally approve Application for Payment Number 1 for the Municipal Street and Park Tree Planting Project Florey Farms Street Trees/Tuskes Park Trees for \$30,250.00 contingent upon certification by the Township Engineer that the Contractor has submitted all administratively complete project close-out documents. Motion carried by all voting aye.

Mr. Kortze thanked the Township for a productive year and wished the Board Happy Holidays.

TOWNSHIP SOLICITOR

Attorney Asteak informed the Board that upon his review improvements to the roadway or right-of-way in the Redcliff development phase I and phase II are not complete and he does not recommend accepting the roads for dedication until they are completed. The Board agreed.

Attorney Asteak addressed the request by Mr. Miller to perform an open burn. Attorney Asteak indicated that in accordance with the Right to Farm Act, burning of cleared tree line

brush is permitted but limited to permission and supervision by the Fire Chief. Mr. Soloe will inform Mr. Miller to contact the Fire Chief prior to burning for approval to burn. At that time the Fire Chief will do a visual inspection of material to be burned and a set a date for the burn to take place so that the Fire Chief can be present for the actual burn. Attorney Asteak indicated no accelerant could be used and a fire truck may be on the premises during the burn.

Attorney Asteak reported he has reviewed the Berger Sanitation agreement and did not see anything in the agreement stating that Berger Sanitation containers had to be used rather than the Township bins. He did note that breaking the contract required written notice sent via certified mail 90 days prior to contract renewing. If proper notice is not given with regard to non-renewal, then contracts automatically renew. Mr. Sylvainus mentioned that neither the current rate nor the renewal rate was guaranteed in the contract.

Attorney Asteak thanked the Board for an exciting and productive year. He thanked the recycling committee for all their hard work. He too wished the Board Happy Holidays.

GRANT UPDATE

Nothing at this time.

QUESTIONS FOR THE SOLICITOR/ENGINEER

Mr. Sylvainus asked Mr. Kortze which roads are next for weight restriction study. After discussion it was decided that Gun Club and Penn Allen Road would be the next roads to be studied.

Ms. Williams asked how much Township funds were used to complete the Florey Farm Development and why. Mr. Sylvainus responded approximately \$109,900 of Township funds were used. Mr. Kortze indicated the reason was primarily that the roadway improvements along Route 248 were not secured by PennDOT or the Township at the time the plans were originally approved.

Attorney Asteak noted he sent a note regarding the SALDO Revision and Recreation Fee Revision. Mr. Sylvainus indicated the Recreation Board is working on revising the Park Recreation and Open Space Plan and the fee has been revised based on DCNR guidelines.

ADMINISTRATION

Mrs. Parrish presented a memo from Mrs. Lyons which indicated Ms. Jeanie Morgano of 123 Second Street was interested in being an Upper Nazareth Township Auditor.

Motion was made by Mr. Rinker and seconded by Mr. Donello to appoint Ms. Jeanie Morgano of 123 Second Street an Upper Nazareth Township Auditor. Motion carried by all voting aye.

Mrs. Parrish presented a letter from Mr. Robert Raesly of 161 Third Street which indicated he was interested in being reappointed to the Nazareth Borough Municipal Authority Board for a period of 5 years.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to reappoint Robert Raesly of 161 Third Street to the Nazareth Borough Municipal Authority Board for a period of 5 years. Motion carried by all voting aye. The Board also requested that Mr. Raesly provide quarterly or semi-annual updates at the Board of Supervisors Meeting.

Mrs. Parrish reported the 2014 Interim Audit is available for review.

Mrs. Parrish announced the PSATS conference would be held April 19 – 22, 2015 and registration starts January 8, 2015.

Mrs. Parrish announced a new lower rate and better service contract was negotiated with RCN which requires Board approval.

Motion was made by Mr. Sylvainus and seconded by Mr. Donello to approve the revised RCN Contract. Motion carried by all voting aye.

PLANNING & ZONING

Mr. Soloe presented the November Zoning Report and indicated the Township has four (4) new tax paying residences which are in Eagles Landing.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to accept the Zoning Report. Motion carried by all voting aye.

Mr. Soloe and Mrs. Parrish presented the Supervisors a draft of the proposed Fee Schedule for review and adoption at the Re-organization meeting. They indicated all changes are marked in yellow.

Mr. Soloe reported the Recreation Fee was revised after a review of surrounding communities' fees that was conducted by Mr. Kortze, the Planning Commission and himself along with DCNR guidelines. Mr. Sylvainus indicated numbers are based upon land values. Attorney Asteak asked the Planning Commission to prepare a report justifying the numbers.

Mr. Sylvainus reported Mr. Keith Haverstock, 70 Sycamore Street, was interested in the alternate Zoning Hearing Board position and also said he would like to serve on the recycling committee.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to appoint Mr. Keith Haverstock, 70 Sycamore Street as a Zoning Hearing Board Alternate. Motion carried by all voting aye.

PUBLIC WORKS

Mr. Shupe presented an advertisement for the Christmas tree drop off which indicated Christmas Trees Only. The Board agreed with the wording and authorized advertising in the Key.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to authorize advertising the Christmas Tree Drop off specifying the locations and dates one time only in The Key. Motion carried by all voting aye.

LIBRARY

Ms. Sayago presented the Library Report

Touch a Truck final totals were \$4,620.00
Grant for DVDs and Audio Books in the amount of \$800.00
Grant for Health Books in the amount of \$1,250.00
Friends of the Library Book sale raised \$2,178.00
Barnes and Noble Book sale raised \$149.00
10,000 Villages Sale raised \$233.81

January 5, is the Food for Fines.

January 22 an Antique Appraisal fund raiser will be held at the Nazareth Center for the Arts from 11:00 a.m. to 8:00 p.m. Harry Rinker will give a presentation, Sell, Keep or Toss, at 1:00 p.m. Admission is \$5.00 per person. If you bring an Item for appraisal the entrance fee is waived.

The Run for Reading Trail Race will be held April 19, 2015 and it will be a 5K run/walk fund raiser held completely in Jacobsburg State Park limited to 200 participants

POLICE DEPARTMENT

Chief Siegfried reported that Officer Kim Arthur is retiring.

Motion was made by Mr. Rinker and seconded by Mr. Donello to accept the retirement of Officer Kim Arthur. Motion carried by all voting aye.

Chief Siegfried asked for authorization to replace Officer Arthur. After discussion it was decided to replace Officer Arthur through promoting from within the department. Mr. Rinker and Chief Siegfried will meet and look at the guidelines used previously when an officer was promoted from within the department. An executive session will be held on January 21, 2015 at 6:15 to discuss this matter.

Chief Siegfried presented the November Police Report.

Motion was made by Mr. Rinker and seconded by Mr. Donello to accept the November Police Report. Motion carried by all voting aye.

Mr. Donello asked what the outcome was on the vehicle which was shot. Chief Siegfried indicated the department did not have enough evidence to get an arrest.

Chief Siegfried reported he did not have an update to the 5K procedure. He is still looking to get procedures from other municipalities. Chief Siegfried asked Ms. Sayago to provide any procedure the library had regarding their 5K.

Chief Siegfried presented the Board with a purchase request in the amount of \$4,286.67 which will require the overspending of some line items, however the department is currently under budget by \$41,000.00.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to authorize Chief Siegfried to make the requested purchases in the amount of \$4,286.67, and overspend on some line items. Motion carried by all voting aye.

FIRE DEPARTMENT

Chief Seiple presented the November Fire Report.

Motion was made by Mr. Rinker and seconded by Mr. Donello to accept the November Fire report. Motion carried by all voting aye.

Chief Seiple reported he has approved the fire hydrant locations for the Heritage Village plans.

Chief Seiple thanked the Board for a good year.

EMERGENCY MANAGEMENT

Mr. Rinker indicated he has purchased a computer for Emergency Management at a cost of \$1,282.00, with a three (3) year warranty.

RECREATION BOARD

Mr. Sylvainus reported the Recreation Board is proceeding with the revisions to the Recreation and Open Space Plan and currently on the fourth revision. The Board anticipates completion by January 20, 2015.

Mr. Shupe asked if he could use road milling to enlarge the parking area at Silvercrest. Mr. Sylvainus agreed.

Mr. Sylvainus asked Mr. Shupe about the grinder pump. Mr. Shupe reported they are waiting on pricing for the repair, he has requested a repair and replacement price.

Mr. Sylvainus reported that the Recreation Board is planning on meeting twice a month to organize the 2015 Community Day.

CDBG

Mrs. Parrish reported Victor has finalized a letter to be sent to area business. He has asked the Board to review and approve.

SAFETY COMMITTEE

Next meeting date will be January 9, 2015 to review KMIT paperwork.

RECYCLING

Mr. Donnelly asked what the Township was planning to do with regard to violators of the recycling ordinance since it had been noted at a previous meeting that many residents do not have curbside pickup for trash or recycling. The Board acknowledged that without a single hauler it is hard to track offenders and enforce, but that enforcement will be a focus in 2015.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ACTIVE PROJECTS

Nothing at this time.

UPCOMING EVENTS

Run for Reading – April 19, 2015
Community Day - Tuskes Park - Labor Day 2015
Touch a Truck – October 3, 2015

ADJOURNMENT

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to adjourn the meeting at 8:35 p.m. Motion carried by all voting aye.