

**REORGANIZATION & REGULAR MEETING MINUTES – JANUARY 3, 2017  
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:02 p.m. by Manager E.J. Mentry.

Board members present were: Mike Rinker, Scott Sylvainus, Donna Hirst, Richard Mann and Robert Disbrow. Also present were: Manager, E.J. Mentry and for Township Solicitor, Steven Mills. Township Engineer, Sean Dooley was absent.

Mr. Mentry took charge of the meeting and asked for nominations for Chairman of the Board.

**Motion** made by Robert Disbrow to nominate Michael Rinker as Chairman of the Board for 2017. There being no other nominations, Mr. Rinker was elected Chairman by all voting aye. (5-0)

Mr. Rinker assumed the Chairman's chair.

**Motion** made by Mr. Rinker to nominate Mr. Sylvainus as Vice Chairman of the Board for 2017. **Motion** was made by Mr. Mann to nominate Ms. Hirst as Vice Chairman of the Board for 2017. The vote was tallied in favor of Mr. Sylvainus with Mr. Rinker voting yea, Mr. Sylvainus voting yea, and Mr. Disbrow voting yea. Ms. Hirst voted nay and Mr. Mann voted nay. Motion carried with Mr. Sylvainus assuming the Vice Chairman of the Board of Supervisors for 2017. (3-2)

**APPOINTMENTS**

**Motion** made by Mr. Rinker and seconded by Mr. Sylvainus to accept the 2017 appointments as stated in the agenda. Motion carried by all voting aye. (5-0)

The following were the appointments:

Township Solicitor and Fees – Asteak Law Offices, Gary Asteak, \$150.00 - \$175.00/hour  
Zoning Hearing Board Solicitor and Fees – Peters, Moritz, Peishl, Zulick, Landes & Brienza LLP  
- James L. Zulick - \$150.00 per hour  
Township Engineer and Fees – Keystone Consulting Engineers, Al Kortze, according to the fee schedule  
State Sewage Enforcement Officer and Fees – Keystone Consulting Engineers, Chris Noll, according to the fee schedule  
Alternate Sewage Enforcement Officer and Fees – Keystone Consulting Engineers, Eric Erb, according to the fee schedule  
Inspection Services and Fees – CodeMaster Inspection Services, according to the fee schedule  
Emergency Management Coordinator – Michael F. Rinker  
Zoning Hearing Board Secretary - Betty Parrish  
Zoning Hearing Board – Andrew Bohl – Term Expires 12/31/19  
Zoning Hearing Board Alternate – Mark Stewart – Term Expires 12/31/19  
Planning Commission – Wilhelmina Donnelly – Term Expires 12/31/20  
Planning Commission – Scott Sylvainus – Term Expires 12/31/20  
Recreation Board – Eileen Haney – Term Expires 12/31/2021  
Delegate to the PSATS State Convention of Township Supervisors – E.J. Mentry

Delegate to the Northampton County Association of Township Officials – E.J. Mentry  
Delegate to the NAZCOG - E.J. Mentry; Alternate – Mike Rinker  
Representative to the Nazareth Memorial Library Budget Committee - Scott Sylvainus  
Representative to the Nazareth Ambulance Board - Mike Rinker  
Representative to the Nazareth Borough Municipal Authority – Jack Gum  
Vacancy Board – 1 year appointment – Joanne Messenlehner  
FT Township Manager/Assistant Secretary/Assistant Treasurer/Alternate Open  
Records Officer – E.J. Mentry  
FT Treasurer/Chief Administrative Officer Pension Plans – Betty Parrish  
FT Secretary/Zoning Secretary/Purchasing Officer/Open Records Officer/Plans Administrator –  
Kim Mutarelli  
PT Zoning Officer – John Soloe  
FT Police Secretary – Debra Knecht

## COMPENSATION

**Motion** made by Mr. Sylvainus and seconded by Mr. Disbrow to set the 2017 appointments and compensation for employees as included in the 2017 Adopted Budget and stated in the agenda. Motion carried by all voting aye. (5-0)

FT Township Manager

- \$77,000.00 salaried (as set by Employment Agreement)

Acting FT Chief of Police

- \$74,308.22 salaried/per Collective Bargaining Agreement

FT Public Works Director

- \$63,856.85

Township Auditors

- \$10.00/hr.

Planning Commission

- \$30.00 per meeting attended per member, paid quarterly

Zoning Hearing Board

- \$30.00 per hearing date attended per member, paid quarterly
- \$116.67 per hearing date attended for the secretary, paid quarterly

Increase for all non-uniform, non-exempt, part-time employees and part-time police officers as included in the 2017 Adopted Budget

- Three percent (3%)

## MILEAGE ALLOWANCE

**Motion** made by Mr. Rinker and seconded by Mr. Sylvainus to set the mileage reimbursement rate for employee's using their own vehicles at the current IRS rate of 53.5 cents per mile. Motion carried by all voting aye. (5-0)

## **EMPLOYEE MEDICAL OPT-OUT**

**Motion** made by Mr. Sylvainus and seconded by Mr. Rinker to set the full time employee medical opt-out at \$2,000.00 a year for single coverage and \$5,000.00 for two or more family unit. Motion carried by all voting aye. (5-0)

## **SIGNATORY AUTHORIZATION**

**Motion** made by Mr. Rinker and seconded by Mr. Disbrow to authorize two bank authorized signatures to sign Township checks as stated in the agenda. Motion carried by all voting aye. (5-0)

## **OFFICIAL BONDS**

**Motion** made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the official bonds as stated in the agenda. Motion carried by all voting aye. (5-0)

## **RESOLUTIONS**

**Motion** made by Mr. Sylvainus and seconded by Mr. Disbrow to adopt Resolution 17-01: Upper Nazareth Township Fee Schedule. Motion carried by all voting aye. (5-0)

**Motion** made by Mr. Rinker and seconded by Mr. Sylvainus to adopt Resolution 17-02: Township Depositories. Motion carried by all voting aye. (5-0)

**Motion** made by Mr. Sylvainus and seconded by Mr. Rinker to adopt Resolution 17-03: Police Pension, No Contributions. Motion carried by all voting aye. (5-0)

In accordance with Second Class Township Code Section 917(b) (2) Resolution 17-04 was advertised in the Express-Times on November 21, 2016. This resolution only gives the Township the authority to appoint a CPA or CPA firm. It does not specify who that will be. An appointment of a specific entity will take place at the regular Board meeting following this Reorganization Meeting.

**Motion** made by Mr. Rinker and seconded by Mr. Disbrow to adopt Resolution 17-04: Township Audit by CPA. Motion carried by all voting aye. (5-0)

**Motion** made by Mr. Disbrow and seconded by Mr. Sylvainus to adopt Resolution 17-05: TCC Delegate and Alternates. Motion carried by all voting aye. (5-0)

**The regular business meeting of the Upper Nazareth Township Board of Supervisors commenced at 7:15 p.m.**

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the agenda. Motion carried by all voting aye. (5-0)

**Motion** was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve the minutes from the December 21, 2016, meeting. Motion carried by a vote of 3-0 with Ms. Hirst and Mr. Mann abstaining as they were not present at the December 21, 2016, meeting.

**Motion** was made by Mr. Sylvainus and seconded by Disbrow to approve payment of the bills. Motion carried by all voting aye. (5-0)

### **SUPERVISORS COMMENTS**

Mr. Rinker read a letter from the Board of Supervisors to Chief Alan Siegfried announcing the Chief's resignation.

### **TOWNSHIP ENGINEER**

Nothing at this time.

### **TOWNSHIP SOLICITOR**

Nothing at this time.

### **MANAGER**

Mr. Mentry stated that 3 proposals were received and sent to the Board of Supervisors approximately 6 weeks ago. These proposals were discussed at a prior meeting. Mr. Mentry stated that, of the 3 proposals received, his recommendation to the Board would be to appoint Maher Deussel per their 3 year proposal. Mr. Mentry stated that if Maher Deussel were not named Township CPA, then his second recommendation would be Riley and Company.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Mann to appoint Maher Deussel as the CPA firm to perform the 2016 audit. Motion carried by all voting aye. (5-0)

Mr. Mentry informed the Board that on December 17, 2016, a resident called the police because she claimed her mailbox was hit by a plow. The police officer instructed her to get a new mailbox and turn the receipt into the Township for reimbursement. However, this has not been past practice. Mr. Shupe stated that we had adopted the PennDOT Policy whereby the mailbox is allowed to be in the right-of-way. Mr. Shupe stated that if we damage a mailbox because a plow hits it, then the Public Works Department goes out and replaces it. If the mailbox is damaged by snow coming off the plow, we do not replace it. Mr. Mentry stated that the procedure has been to notify Mr. Shupe within 48 hours of the incident and he will then go out and inspect the mailbox to see what happened. Mr. Mentry stated that this procedure was not followed this time. The resident is requesting full reimbursement in the amount of \$278.74.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to approve payment of \$278.74 to a resident of Friedenstahl Ave. for the mailbox that was perceived to be damaged on December 17, 2016, by a snow plow. This reimbursement is out of the ordinary and is specific to this particular incident. Motion carried by all voting aye. (5-0)

Mr. Mentry stated that the Township needs to have a formal written policy for the future so that errors of this type do not happen again. Mr. Mentry stated that the policy would state that when a mailbox is damaged by a Township plow, such damage needs to be reported within 48 hours of the occurrence. Mr. Shupe will then be notified, will make an inspection of the damage and determine if it is the Township's responsibility to repair/replace said mailbox.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to authorize the Township Manager, E. J. Mentry, to write a mailbox replacement policy for snow plow related damages. Motion carried by all voting aye. (5-0)

Mr. Mentry announced that we have received notification from PennDOT that they are in the process of closing out the Traffic Signal project. Mr. Dooley will begin preparing the final submission for reimbursement.

Mr. Mentry reported that he reached out to General Code for an update on the codification process. Mr. Mentry was informed by General Code that we could expect to receive a final draft of the codification in February. The Township will then have about 2 months to review and provide General Code with any changes that might need to be made prior to publishing.

## **PLANNING & ZONING**

Nothing at this time.

## **PUBLIC WORKS**

Mr. Shupe stated that the Public Works Department would be picking up holiday trees curbside for the month of January in accordance with the leaf pick up schedule. The trees are then taken to the yard waste facility to be ground.

Mr. Disbrow asked Mr. Shupe if he had made any progress with the estimate for the lights for the two trees at the front of the Township property. Mr. Shupe responded he had not. Mr. Mentry stated that we have only had 7 working days since the last meeting and one of those days involved a snow storm. Mr. Shupe stated he had been in a store and the lights were on clearance, however, he did not have authorization to spend any money.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to approve an expenditure not to exceed \$1,000.00 toward the purchase of lights for the trees at the front of the Township property. Motion carried by all voting aye. (5-0)

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Acting Police Chief Cope informed the Board that the 2015 Ford SUV was involved in an accident on Monday, January 2, 2017, whereby an officer was responding to a welfare check at the Nazareth Area Middle School. Upon approaching the idling vehicle, which was in reverse, the occupant hit the gas and backed into the police vehicle. The damage was such that the vehicle had to be towed. The incident has been reported to the insurance companies.

Acting Police Chief Cope informed the Board that the 2 used police vehicles had been picked up and within 2 weeks they would be fully operational.

**EMERGENCY MANAGEMENT** – Nothing at this time.

**SAFETY COMMITTEE** – Next meeting will be in March of 2017.

**OLD BUSINESS**

Nothing at this time.

**NEW BUSINESS**

Nothing at this time.

**ADJOURNMENT**

**Motion** made by Mr. Rinker and seconded by Mr. Mann to adjourn the meeting at 7:43 p.m. Motion carried by all voting aye. (5-0)

**NEXT MEETING:** Wednesday, January 18, 2017.