

**BOARD OF SUPERVISORS
UPPER NAZARETH TOWNSHIP - NORTHAMPTON COUNTY
100 NEWPORT AVENUE
NAZARETH, PA 18064
610-759-5341 (T) 610-759-4430 (F)**

BOARD MEETING

AGENDA

January 3, 2017

REORGANIZATION MEETING – 7:00 pm

Call To Order By Chairman – Mike Rinker

Pledge of Allegiance

Election of Chairman for 2017 and Assumption of Chair

Election of Vice-Chairman

Appointments (NOTE: The Board may make a single motion for the appointments listed below.)

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

- Mike Rinker

Zoning Hearing Board Secretary

- Betty Parrish

Zoning Hearing Board

- Andrew Bohl – Term Expires 12/31/19
- Mark Stewart - Alternate - Term Expires 12/31/19

Planning Commission

- Wilhelmina Donnelly – Term Expires 12/31/20
- 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

Police Secretary

- Debra Knecht

Compensation, as Included in the 2017 Adopted Budget
(NOTE: The Board may make a single motion for the compensation listed below.)

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 police personnel as included in the 2017 Adopted Budget

- Three percent (3%)

Mileage Allowance – 2017 IRS rate: 53.5 cents/mile

2017 Medical Opt-out - \$2,000.00 single coverage/\$5,000.00 two or more family unit

Signatory Authorization – 2 authorized signers required on all checks
– Treasurer or Assistant Treasurer/Supervisor or
Supervisor/Supervisor

Official Bonds

Township Manager - \$170,000.00

Secretary - \$173,000.00

Treasurer - \$170,000.00

RE Tax Collector - \$500,000.00

Police Secretary - \$25,000.00

Resolutions

Resolution No. 17-01 - Upper Nazareth Township Fee Schedule

- Pavilion Rental Fees added
- Escrow Fees increased
- SEO Fees updated per KCE Fee Schedule

Resolution No. 17-02 - Township Depositories

Resolution No. 17-03 – Police Pension, No Contributions

Resolution No. 17-04 - Township CPA for 2016

Resolution No. 17-05 - TCC Delegate and Alternates

Commence Regular Business Meeting of Board of Supervisors

OPENING

- **Roll Call**

COURTESY OF THE FLOOR (Anyone wishing to address the Board must sign in.)

APPROVALS

- Agenda
- Minutes - December 21, 2016
- Bills

SUPERVISORS COMMENTS

- Siegfried Retirement Letter

TOWNSHIP ENGINEER

TOWNSHIP SOLICITOR

MANAGER

- Appoint CPA Firm
- Discussion mailbox replacement policy

PLANNING & ZONING

PUBLIC WORKS

RECREATION

PUBLIC SAFETY

POLICE DEPARTMENT

EMERGENCY MANAGEMENT

SAFETY COMMITTEE

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

UPCOMING EVENTS & MEETING DATES

January 4, 2017	7:00 PM	Auditor's Re-Organization Meeting
January 12, 2017	7:00 PM	Planning Commission/Re-Organization/Regular Mtg
January 18, 2017	7:00 PM	Board of Supervisors Regular Meeting
October 7, 2017		Touch a Truck