

**MINUTES FEBRUARY 15, 2017**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

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

Pledge of Allegiance

Board members present were: Robert Disbrow, Donna Hirst, Richard Mann, Mike Rinker, and Scott Sylvainus.

Also present were Township Manager, E.J. Mentry, Township Solicitor, Gary Asteak and for Township Engineer, Sean Dooley.

**PUBLIC COMMENT**

Mr. Frank Hirst of 140 5<sup>th</sup> St. asked the Board how far the Township was in recouping some of the money that the Township spent on the traffic light. Mr. Mentry stated that Mr. Dooley is in the process of closing out the project with PennDOT. When all close out documentation is received, the Board of Supervisors will decide how they want to proceed in recouping the costs of the traffic light.

Mrs. Joanne Messenlehner of 40 Schoeneck Ave. asked the Board what the Township was doing about a Climate Action Plan. Mrs. Bartlett stated that the City of Bethlehem has just put together a plan that will lower their carbon footprint. Mr. Mentry stated that the Township would take a look into this matter.

Mr. Rinker stated that he wanted to add the Manager's salary increase under Supervisor Comments.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the revised 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 February 1, 2017, meeting. Motion carried by a vote of 3 – 0 with Ms. Hirst and Mr. Mann abstaining as they were not present at the February 1, 2017, meeting.

**BILLS**

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

Ms. Parrish presented the Financial Report

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

## **SUPERVISORS COMMENTS**

Mr. Rinker stated that an executive session was held prior to the meeting for personnel reasons.

Mr. Rinker proposed to the Board raising the Manager's salary to \$86,000 per year based on his 6 month review, as required by agreement.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve increasing the salary of the Manager to \$86,000 based on his 6 month review. Motion carried by all voting aye. (5-0)

## **TOWNSHIP ENGINEER**

Nothing at this time.

## **TOWNSHIP SOLICITOR**

Nothing at this time.

## **MANAGER**

Mr. Mentry presented the revised amendment to the Personnel Handbook setting forth a Public Works Pay Scale Policy per the Board's direction at a previous Board meeting.

**Motion** was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve Handbook Amendment, Section 4, Part R – Public Works Pay Scale. Motion carried by all voting aye. (5-0)

Mr. Mentry requested approval to close out the Wells Fargo Asset Replacement account and move the money into the Embassy Bank General Fund Money Market account in preparation for investing in higher yield CD's. Mr. Mentry stated that he and the Treasurer were in the process of compiling data from several area banks for terms and rates.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to approve close out the Wells Fargo Asset Replacement account and move the money into the Embassy Bank General Fund Money Market account. Motion carried by all voting aye. (5-0)

## **DEPARTMENT REPORTS**

Department reports were submitted to the Board of Supervisors for approval.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to accept the department reports as submitted. Motion carried by all voting aye. (5-0)

## **PLANNING & ZONING**

Mr. Soloe informed the Board that the paperwork has been generated for the Conditional Use Hearing which is scheduled for March 15, 2017, at 6:00 pm.

## **PUBLIC WORKS**

Mr. Shupe requested permission to advertise in the newspaper for summer help.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Disbrow to advertise in the Key for Public Works summer help. Motion carried by all voting aye. (5-0)

Mr. Shupe requested permission from the Board for Josh Gurinko and himself to attend the PSATS Road Symposium held during the PSATS Conference at a cost of \$65.00 each.

**Motion** was made by Mr. Rinker and seconded by Ms. Hirst to approve the attendance of Mr. Shupe and Mr. Gurinko at the PSATS Road Symposium. Motion carried by all voting aye. (5-0)

## **RECREATION**

Mr. Mentry stated that the next Recreation Board Meeting is Tuesday, February 21, 2017, at 7:30 pm.

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Police Chief Cope requested permission to purchase a new ENRADD machine from YIS/Cowden Group, Inc. at a cost of \$3,995.00 to replace the old one that is no longer working.

**Motion** was made by Mr. Sylvainus and seconded by Ms. Hirst to approve the purchase of a new ENRADD machine from YIS/Cowden Group, Inc. at a cost of \$3,995.00. Motion carried by all voting aye. (5-0)

Police Chief Cope requested approval for the Police Chief and Sergeant Herman to attend Leadership and Command Training. Police Chief Cope stated that this training is a 5 day training session which is being held at the 911 Center. Therefore, no other costs will be incurred other than the cost of the training, which is \$715.00 per person.

**Motion** was made by Mr. Rinker and seconded by Ms. Hirst to approve the Police Chief and Sergeant Herman attending Leadership and Command Training at the 911 Center. Motion carried by all voting aye. (5-0)

### **EMERGENCY MANAGEMENT**

Nothing at this time.

### **SAFETY COMMITTEE**

Next Safety Committee Meeting will be March 17, 2017, at 10:30 am.

**OLD BUSINESS**

Nothing at this time.

**NEW BUSINESS**

Nothing at this time.

**ADJOURNMENT**

**Motion** was made by Mr. Sylvainus and seconded by Mr. Mann to adjourn the meeting at 7:33 p.m. Motion carried by all voting aye. (5-0)

Next meeting will be March 1, 2017, 7:00 p.m.