

MINUTES MARCH 15, 2017
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:25 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

Ms. Becky Bartlett of 127 4th St. asked why the Conditional Use Hearing was not on the website. Mr. Mentry replied that it is under meeting information.

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

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the February 15, 2017, meeting minutes. Motion carried by all voting aye. (5-0)

BILLS

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

The Financial Report was presented.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve the Financial Report and the Treasurer's 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 and litigation reasons.

Mr. Disbrow stated that he had received several calls from residents in the Redcliffe development with regard to snow removal. Mr. Disbrow stated that this has all been worked out and that snow removal in that area would begin on Thursday, March 16, 2017. Mr. Disbrow also complimented the road crew on the great job they did during the storm.

Mr. Mentry thanked the Fire Department for providing assistance to the Public Works Department and the Police Department during the recent snow event.

TOWNSHIP ENGINEER

Mr. Dooley gave the Board of Supervisors a map outlining the streets that are slated for oil and chip as part of the 2017 Road Program. Mr. Dooley requested permission to prepare the bid specs and advertise for same.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve Keystone Consulting Engineers to prepare the bid specs and advertise for same for the 2017 Road Program Oil and Chip project. Motion carried by all voting aye. (5-0)

Mr. Dooley stated that a request was made by Redcliffe Phase 1, Penn Dixie and Redcliffe Phase 2, Patriot Hills for a reduction in their letters of credit. Mr. Dooley stated that the remaining balance in the letters of credit is sufficient funding to finish the remaining items on the punch list. Ms. Hirst asked where the punch list was? Mr. Dooley stated Keystone had it and would forward it to the Township. Approval of this request has been tabled until the punch list is received and reviewed by the Township Board of Supervisors and Manager.

TOWNSHIP SOLICITOR

Attorney Asteak stated that a Conditional Use Hearing was held prior to tonight's meeting and he would have a draft opinion of those proceedings before the next Board meeting.

MANAGER

Mr. Mentry stated that a draft of the codification has been received and would be distributed to the Board and Attorney Asteak shortly.

Mr. Mentry stated that he had submitted a grant application to the Lehigh Valley Greenways Mini-Grant Program for funding assistance for the adoption and implementation of the Township Official Map. This is a 50% matching grant for professional fees.

Mr. Mentry informed the Board that Township email addresses are currently in the works so that each Supervisor will have a Township owned email address.

Mr. Mentry explained that new rates have been received for the distribution charges in connection with several of our Met Ed accounts.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve a 24 month contract with Champion Energy at a cost of \$.04445 per kWh. Motion carried by all voting aye. (5-0)

The Board was presented with Upper Nazareth Township HOME Program Housing Rehabilitation Guidelines for approval.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the Upper Nazareth Township HOME Program Housing Rehabilitation Guidelines. Motion carried by all voting aye. (5-0)

Approval of a Radon Testing company has been tabled until more information is available.

Mrs. Parrish requested approval to close out the Scipioni Escrow Accounts and return the balances to Bruno Scipioni as no activity has taken place since 2011 and if new activity were to begin on this project, the Township Engineer would need to review the Improvements Agreement and determine the amount of security that would be required. At that time, a new escrow account would be established.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve closing the Scipioni Escrow Accounts and return the balances to Bruno Scipioni in accordance with the attached memo of March 8, 2017. Motion carried by all voting aye. (5-0)

Mrs. Parrish requested approval to merge the two separate Duke Realty Escrow Accounts into one as Chrin I is almost complete. Mrs. Parrish stated that Duke Realty had been contacted and has approved merging to one account.

Motion was made by Mr. Sylvainus and seconded by Ms. Hirst to approve merging the Duke Realty Chrin I and Chrin II and III Escrow Accounts into one account per the attached memo of March 8, 2017. Motion carried by all voting aye. (5-0)

DEPARTMENT REPORTS

Department reports were submitted to the Board of Supervisors for approval. It was noted that the First Department had not submitted their report, but would have it available for the next Board meeting.

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

Nothing at this time.

PUBLIC WORKS

On behalf of Mr. Shupe, Mr. Mentry requested permission to advertise in the newspaper for a Yard Waste Facility Worker, if necessary, as they have someone who had applied in the past that is still interested.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to advertise for a Yard Waste Facility Worker, if necessary. Motion carried by all voting aye. (5-0)

Mr. Mentry requested approval to advertise Street Sweeping, Spring Curbside Yard Waste Collection dates and Yard Waste Facility opening date.

Motion was made by Mr. Sylvainus and seconded by Ms. Hirst to approve advertising Street Sweeping, Spring Curbside Yard Waste Collection dates and Yard Waste Facility opening date. Motion carried by all voting aye. (5-0)

RECREATION

Mr. Mentry stated that the first meeting of the Community Day Committee would be on Tuesday, April 4, 2017 at 7:00 pm.

PUBLIC SAFETY

POLICE DEPARTMENT

Police Chief Cope informed the Board the one of the police cars had been taken out of service. Mr. Mentry requested the Board approve the utilization of this vehicle by the Administrative staff for purposes of attending meetings, etc.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve utilizing this vehicle by the Administrative staff. Motion carried by all voting aye. (5-0)

Police Chief Cope requested approval to hire part-time Officer Melissa Sylvester at the rate of \$20.98 per hour.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the hiring part-time Officer Melissa Sylvester at the rate of \$20.98 per hour. Motion carried by all voting aye. (5-0)

Police Chief Cope requested approval to advertise for part-time officers, if necessary, after interviewing several individuals in the next few days.

Motion was made by Mr. Disbrow and seconded by Ms. Hirst to approve the advertising for part-time police officers if necessary. Motion carried by all voting aye. (5-0)

Police Chief Cope requested approval to purchase a new Dodge Charger Police Vehicle from a dealership in Bangor. Chief Cope stated that this is a less expensive option than what was presented during the budget meetings.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve the purchase a new Dodge Charger Police Vehicle from a dealership in Bangor. Motion carried by all voting aye. (5-0)

EMERGENCY MANAGEMENT

Mr. Mentry stated that a Nixle webinar was attended by Chief Cope, Mr. Rinker, himself and other staff members. Nixle is an emergency notification company which sends alerts via landlines and text message or through a application on your phone for any issues the Township might want to send to their residents. Mr. Mentry stated that he is waiting for more information from Nixle to provide to the Board for their review.

SAFETY COMMITTEE

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

OLD BUSINESS

Mr. Bud Donnelly of 50 N. Broad St. Ext. asked whether the traffic light submission was complete. Mr. Mentry replied no. Mr. Mentry stated that we are still waiting on close out paperwork from PennDOT.

NEW BUSINESS

Ms. Becky Bartlett of 127 4th St. stated that another neighborhood clean-up day had been scheduled for April 29 with a rain date of April 30. Ms. Bartlett requested permission to put the bags of trash collected in the dumpster at the yard waste facility. The Board granted this request. Ms. Bartlett will coordinate her efforts with Mr. Shupe.

ADJOURNMENT

Motion was made by Mr. Mann and seconded by Mr. Rinker to adjourn the meeting at 8:36 p.m. Motion carried by all voting aye. (5-0)

Next meeting will be April 5, 2017, 7:00 p.m.