

MINUTES AUGUST 2, 2017
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:04 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance

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

Also present were Township Manager, E.J. Mentry, Township Solicitor, Gary Asteak, and Township Engineer, Al Kortze.

PUBLIC COMMENT

Joanne Messenlehner of 40 Schoeneck Ave. stated that she had heard that the County is going to put the proposed prison on the Gracedale site and that it was zoned accordingly. She also wanted to know if the Board was still opposed to the prison being constructed at Gracedale. The Board responded that they are still opposed to the prison being constructed at Gracedale, and that so far we have not received any submissions to do so. Attorney Asteak responded that the Gracedale site is not zoned for the construction of a prison on the Gracedale site and such a request would require rezoning.

Mr. Andrew Donello of 3083 Penn Allen Rd. requested Township assistance to remedy the water issue he is having at his property. Water has been coming from the farm field behind his home and at times floods his basement. Mr. Donello stated that Mr. Shawn Shupe has been out to his property in the past and he has met with the Conservation District to see if a solution can be worked out. Mr. Donello stated the Conservation District suggested constructing a berm to block the flow of water. Mr. Rinker asked if this was on Township property and Mr. Donello responded no.

APPROVALS

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the agenda. Motion carried by all voting aye. (4-0)

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the meeting minutes of July 5, 2017. Motion carried by a vote of 3-0 with Mrs. Hirst abstaining as she was not present at the July 5, 2017, meeting.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to approve payment of the bills. Motion carried by all voting aye. (4-0)

The June 2017 Financial Report was presented.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the June 2017 Financial Report and the Treasurer's Report. Motion carried by all voting aye. (4-0)

SUPERVISORS COMMENTS

Mr. Rinker announced that an Executive Session had been held prior to the meeting for personnel reasons.

Mr. Mentry stated that Police Chief Cope has completed his six month probation period and as outlined in the letter of agreement is entitled to a salary increase to \$88,000.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to increase Police Chief Cope's salary to \$88,000. Motion carried by all voting aye. (4-0)

TOWNSHIP ENGINEER

Mr. Kortze presented a request from Kay Builders for a reduction to their Letter of Credit. Mr. Kortze stated that in his report of July 21, 2017, this is their second request. Based on a inspections that was performed recently, it is his recommendation to reduce the Letter of Credit from the current \$1,389,205.55 to \$1,059,704.95.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the reduction in the Letter of Credit for Kay Builders to \$1,059,704.95. Motion carried by all voting aye. (4-0)

TOWNSHIP SOLICITOR

Attorney Asteak submitted requests from Stone Creek Development for acceptance of Eagles Landing Phase IIIB and IIIC to substitute cash escrow in place of their Letters of Credit as allowed in in the MPC. Attorney Asteak stated the amount substituted for Eagles Landing Phase IIIB would be in the amount of \$75,235.60 and \$48,512.80 for Eagles Landing Phase IIIC. Attorney Asteak stated that this is the amount of money remaining in the Letters of Credit. Attorney Asteak recommended releasing the Letters of Credit as soon as the escrow monies are received as outlined in the Amendments to Subdivision Improvements Agreements that he has prepared and are ready for approval and signature by the Board.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve Eagles Landing Phase IIIB Amendment to Subdivision Improvements Agreement allowing for the substitution of cash in the amount of \$75,235.60 for the Letter of Credit. Motion carried by all voting aye. (4-0)

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve Eagles Landing Phase IIIC Amendment to Subdivision Improvements Agreement allowing for the substitution of cash in the amount of \$48,512.80 for the Letter of Credit. Motion carried by all voting aye. (4-0)

MANAGER

Mr. Mentry stated that the 2nd Quarter Police Pension reports have been received from Nationwide and Uninvest and are available for review.

Mr. Mentry stated that the NCATO 2017 County Convention will be held at the Green Pond County Club on Thursday, October 5, 2017. NCATO is trying a different location and a different night in the hopes of boosting attendance, as it seems Friday's has posed conflicts with potential attendees in the past. Mr. Mentry is requesting approval for the office staff to attend as well as Public Works Director and the Police Chief and any Board member that would like to attend. Mr. Mentry stated that the cost is \$15.00 if just attending the presentations or \$55.00 if attending the presentations and dinner. Mr. Rinker, Mr. Disbrow, Mr. Sylvainus and Mrs. Hirst all expressed interest in attending.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve attendance of up to 10 employees/supervisors attending the NCATO 2017 County Convention on October 5, 2017. Motion carried by all voting aye. (4-0)

Mr. Mentry informed the Board that a request had been received from the Recycling Committee for approval to create an "Upper Nazareth Township Recycling" Facebook page. This request was proposed by the Recycling Committee as a way of further educating the public about the necessity of recycling. Mr. Mentry stated that since this is an official Upper Nazareth Township sanctioned social media account, that approval would be necessary prior to any postings. Mr. Mentry stated that he would be approving all information that the committee wanted to post. Mrs. Mutarelli would be responsible for managing the postings to the account.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve the creation of an "Upper Nazareth Township Recycling" Facebook page. Motion carried by all voting aye. (4-0)

Mr. Mentry asked the Board to appoint Mark Stewart as a regular member of the Zoning Hearing Board to fill the vacancy that currently exists.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to appoint Mark Stewart as a regular member of the Zoning Hearing Board. Motion carried by all voting aye (4-0)

Mr. Mentry requested approval to switch the Township credit card company from the current ComData to Embassy Bank. Mr. Mentry stated that we met with three agencies, and although they all had similar features, Embassy allows a 30 day window for payments as opposed to the 7 day window utilized by PLGIT and ComData.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve switching the Township credit card company to Embassy Bank. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval from the Board to invest up to \$300,000.00 from the Asset Replacement Fund in laddered CD's. Mr. Mentry stated this request is being made due to CD rates being updated on a daily basis, and in order to get the best rates available, we need to act when the rates are published as opposed to waiting for a meeting for approval. This will allow the Township to maximize interest earnings.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to grant advance approval for the Manager and Treasurer to invest up to \$300,000.00 from the Asset Replacement Fund in laddered CD's. Motion carried by all voting aye. (4-0)

Mr. Mentry stated that he did not have an update for the server/IT overhaul as he has not received anything from the IT Company as they are concentrating their efforts with the Police Department IT overhaul.

Mr. Mentry requested approval of the proposal from Royal Security Services Inc. in the amount of \$2,888.00 for upgrades to the alarm system. Mr. Mentry stated that this upgrade also includes two new smoke alarms to replace ones that are currently outdated. This proposal is also approximately \$400.00 less than the proposal from Altronics.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve the alarm system upgrade with Royal Security Services Inc. at a cost of \$2,888.00. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval of the Fair Housing Resolution #17-12. This resolution needs to be approved annually and will now become part of the annual Township Reorganization Meeting in January. This is a requirement of the HOME Program that we are participating in currently.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve Fair Housing Resolution #17-12. Motion carried by all voting aye. (4-0)

Mr. Mentry asked the Board to appoint Betty Parrish as the Upper Nazareth Township Fair Housing Officer. This appointment is required by HUD for participation in the HOME Program.

Motion was made by Mrs. Hirst and seconded by Mr. Rinker to appoint Betty Parrish as Upper Nazareth Township Fair Housing Officer. Motion carried by all voting aye. (4-0)

APPROVAL OF DEPARTMENT REPORTS

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the Fire, Zoning, Police, and Public Works Department Reports as submitted. Motion carried by all voting aye. (4-0)

PLANNING & ZONING

Mr. Mentry stated that a letter had been received from New Enterprise Stone & Lime Company granting the Township a 6 month extension of time to review the Land Development Plan submitted previously. Mr. Mentry stated that this has been done twice previously.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to accept the letter granting the 6 month time extension in order to review the proposed Land Development Plan. Motion carried by all voting aye. (4-0)

PUBLIC WORKS

Nothing at this time

RECREATION

Mr. Mentry stated that the Community Day Committee requested the Township approve a Designated Smoking Area at Tuskes Park for Community Day 2017. No action was taken on this request.

Mr. Mentry requested approval for the Fire Department to serve alcohol at Tuskes Park for Community Day 2017.

Motion was made by Mr. Rinker and seconded by Mr. Sylvanus to approve the serving of alcohol by the Fire Department at Tuskes Park on Community Day 2017. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval for Tuskes Park to be open after dusk for Community Day 2017.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve Tuskes Park being open after dusk for Community Day 2017. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval of the Best Line Equipment proposal of \$536.00 to supply light towers for use at Tuskes Park for Community Day 2017.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the proposal from Best Line Equipment to supply light towers at Tuskes Park for Community Day 2017. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval of the Gotta Go Potties, Inc. proposal of \$520.00 additional porta potties and wash stations for use at Tuskes Park for Community Day 2017.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the proposal from Gotta Go Potties in the amount of \$520.00 for porta potties and wash stands for use Tuskes Park for Community Day 2017. Motion carried by all voting aye. (4-0)

PUBLIC SAFETY

POLICE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Nothing at this time.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Mr. Mentry stated that he met with a resident who submitted a formal complaint regarding the feral cats in her neighborhood. Mr. Mentry said the resident wanted to know if the Township would be willing to address this issue. Mr. Mentry stated that he informed the resident that the Slate Belt COG had instituted an Animal Control Program and had presented their program at one of the NAZCOG meetings. Attorney Asteak stated that the Slate Belt COG is having issues staffing this program.

ADJOURNMENT

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to adjourn the meeting at 7:55 p.m. Motion carried by all voting aye. (4-0)

Next meeting will be August 16, 2017, 7:00 p.m.

Respectfully Submitted,

*Edward M. Mentry Jr.
Township Manager/Assistant Secretary*