

**REORGANIZATION & REGULAR MEETING MINUTES – JANUARY 2, 2018
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:04 p.m. by Manager E.J. Mentry.

Pledge of Allegiance

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

Mr. Mentry took over as temporary chair of the meeting and asked for public comment. There being none, he asked for nominations for Chairman of the Board.

Motion was made by Mr. Sylvainus to nominate Mr. Rinker as Chairman of the Board for 2018 and seconded by Mrs. Hirst. There being no other nominations, Mr. Rinker was elected Chairman by all voting aye. (5-0)

Mr. Rinker assumed the Chairman's chair.

Motion was made by Mr. Rinker to nominate Mr. Sylvainus as Vice Chair of the Board for 2018. There was no second. **Motion** was made by Mr. Disbrow and seconded by Mr. Pulliam to nominate Mrs. Hirst as Vice Chair of the Board for 2018. The vote was tallied in favor of Mrs. Hirst with Mr. Disbrow voting yea, Mr. Pulliam voting yea and Mrs. Hirst voting yea with Mr. Rinker voting nay and Mr. Sylvainus voting nay. Motion carried with Mrs. Hirst assuming the Vice Chair of the Board of Supervisors for 2018. (3-2)

APPOINTMENTS

Motion made by Mr. Sylvainus and seconded by Mrs. Hirst to accept the 2018 Professional Appointments as stated in the agenda. Motion carried by all voting aye. (5-0)

The following were the appointments:

FT Township Manager/Assistant Secretary/Assistant Treasurer/Alternate Open
Records Officer - E.J. Mentry
FT Secretary/Zoning Secretary/Purchasing Officer/Open Records Officer/Plans Administrator -
Kim Mutarelli
FT Treasurer/Chief Administrative Officer Pension Plans - Betty Parrish
Township Solicitor and Fees - Asteak Law Offices, Gary Asteak, \$165.00 - \$190.00/hour
Zoning Hearing Board Solicitor and Fees - Peters, Moritz, Peishl, Zulick, Landes & Brienza LLP
James L. Zulick - \$160.00 per hour
Township Engineer and Fees - Keystone Consulting Engineers, according to the fee schedule
State Sewage Enforcement Officer and Fees - Keystone Consulting Engineers, 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
PT Zoning Officer - John Soloe
Deputy Tax Collector - Carol Bower

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

Motion made by Mr. Rinker and seconded by Mr. Sylvainus to accept the 2018 Volunteer Appointments as stated in the agenda. Motion carried by all voting aye. (5-0)

The following were the appointments:

Zoning Hearing Board - Mark Stewart - Term Expires 12/31/20
Recreation Board - Robert Disbrow - Term Expires 12/31/22
Representative to the Nazareth Memorial Library Budget Committee - Scott Sylvainus
Representative to the Nazareth Library Board - Athena Gross - Term Expires 12/31/20
Representative to the Nazareth Ambulance Board - Mike Rinker
Representative to the Nazareth Borough Municipal Authority - Jack Gum
Vacancy Board – 1 year appointment - Joanne Messenlehner

COMPENSATION

Motion made by Mr. Disbrow and seconded by Mrs. Hirst to set the 2018 compensation for employees as included in the 2018 Adopted Budget and stated in the agenda. Motion carried by all voting aye. (5-0)

FT Township Manager

- \$90,000.00 salaried (as set by Employment Agreement)

FT Chief of Police

- \$88,000.00 salaried

FT Public Works Director

- \$70,242.54 salaried

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 2018 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 54.5 cents per mile. Motion carried by all voting aye. (5-0)

EMPLOYEE MEDICAL OPT-OUT

Motion made by Mrs. Hirst and seconded by Mr. Sylvainus 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 Mrs. Hirst and seconded by Mr. Disbrow to authorize two bank authorized signatures to sign Township checks either Treasurer/Assistant Treasurer and Supervisors or Supervisor and Supervisor. Motion carried by all voting aye. (5-0)

OFFICIAL BONDS

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

Township Manager - \$170,000.00
Secretary - \$100,000.00
Treasurer - \$250,000.00
RE Tax Collector - \$500,000.00
Police Secretary - \$25,000.00

RESOLUTIONS

Motion made by Mr. Sylvainus and seconded by Mr. Disbrow to adopt Resolution 18-01: Upper Nazareth Township Fee Schedule. Motion carried by all voting aye. (5-0)

Motion made by Mr. Sylvainus and seconded by Mr. Rinker to adopt Resolution 18-02: Township Depositories. Motion carried by all voting aye. (5-0)

Motion made by Mrs. Hirst and seconded by Mr. Sylvainus to adopt Resolution 18-03: Police Pension, No Contributions. Motion carried by all voting aye. (5-0)

In accordance with Second Class Township Code Section 917(b) (2) Resolution 18-04 was advertised in the Express-Times on November 20, 2017. 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 Mrs. Hirst and seconded by Mr. Rinker to adopt Resolution 18-04: Township Audit by CPA for 2017. Motion carried by all voting aye. (5-0)

Motion made by Mr. Disbrow and seconded by Mrs. Hirst to adopt Resolution 18-05: TCC Delegate and Alternates. Motion carried by all voting aye. (5-0)

Motion made by Mr. Rinker and seconded by Mr. Sylvainus to adjourn the Reorganization Meeting of the Upper Nazareth Township Board of Supervisors at 7:15 p.m. Motion carried by all voting aye. (5-0)

The regular business meeting of the Upper Nazareth Township Board of Supervisors commenced at 7:17 p.m.

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

Ms. Becky Bartlett of 127 4th St. addressed the Board stating that she was unhappy with the Board not voting on the single hauler issued that had been promised. Ms. Bartlett stated that she thought the Board would listen to the results of the survey that they had requested. Ms. Bartlett stated that the Board ignored the recommendations from the Recycling Committee, the Recycling Coordinator, and the surveys. Ms. Bartlett felt that she was denied her right to participate in the democratic process since the Board did not vote on this issue as they had stated they would do.

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

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the minutes from the December 20, 2017, meeting. Motion carried by a vote of 3-0 with Ms. Hirst and Mr. Pulliam abstaining as they were not present at the December 20, 2017, meeting.

Motion was made by Mr. Rinker and seconded by Hirst to approve payment of the bills. 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 welcomed Mr. Pulliam to the Board.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to raise the full-time office staff hourly rate by \$0.50 per hour retroactive to December 31, 2017. Motion carried by all voting aye. (5-0)

TOWNSHIP ENGINEER

Nothing at this time.

TOWNSHIP SOLICITOR

Nothing at this time.

MANAGER

Mr. Mentry requested the appointment of Maher Duessel to conduct the 2017 Financial Audit at a cost not to exceed \$12,000.00.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to appoint Maher Duessel as the CPA firm to perform the 2017 audit at a cost not to exceed \$12,000.00. Motion carried by all voting aye. (5-0)

Mr. Mentry stated that Backup and Disaster Recovery proposals have been received from Computer Network and Repair. Mr. Mentry explained the 3 options that were quoted. Option 1 would give the administrative server and police server cloud backup for all data currently being stored locally. This would allow the Township to retrieve its data in a timely fashion in the event of a disruption to our Township computers. Options 2 and 3 are proposals for business continuity, whereby all programs, data, etc. would be backed up to the cloud. Option 1 utilizes Carbonite Business and is the least expensive of the three options. Mr. Mentry recommended accepting the proposal for option 1 for 2 years. Mr. Mentry stated that, should we find that this is not what we are looking for, we can upgrade to a different option.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve CNR Server Backup and Disaster Recovery Proposal Option 1 for 2 years conditioned on Carbonite being able to have the Township files restored within a 72 hour period. Motion carried by all voting aye. (5-0)

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Shupe stated he has received a proposal from Hendershot Door Systems for a garage door for the addition to the Friedenstahl garage in the amount of \$1,950.00. Mr. Shupe stated that this is included in the 2018 budget. Mr. Mentry stated that \$2,000.00 was budgeted.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve the purchase of a garage door for the Friedenstahl Garage from Hendershot Door Systems at a cost of \$1,950.00. Motion carried by all voting aye. (5-0)

Mr. Shupe requested approval of the proposal from FarmTek for the fabric roof for the salt/cinder bin at the Friedenstahl Garage in the amount of \$4,255.47. Mr. Shupe stated that this is below what was included in the 2018 budget. Mr. Mentry stated that \$4,500.00 was budgeted.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the purchase of a fabric roof for the salt/cinder bin at the Friedenstahl garage from FarmTek in the amount of \$4,255.47. Motion carried by all voting aye. (5-0)

Mr. Shupe stated that the Public Works Department would be picking up holiday trees curbside until January 26 in accordance with the leaf pick up schedule.

RECREATION

Mr. Mentry stated that at the Recreation Board Meeting in December, the Rec. Board discussed the issue of some members having very poor attendance. The Rec. Board felt since they are becoming more involved in Community Day, it is important to have an active group of members. The Rec. Board asked Mr. Mentry to reach out the Board of Supervisors requesting an attendance policy for Rec. Board members. The Board of Supervisors asked Mr. Mentry to reach out to the inactive Rec. Board members to see if they are able to re-commit and to adhere to an attendance policy, therefore, giving the members the chance to re-evaluate whether or not they want to continue to serve as an active member of the Rec. Board. This would allow us to then advertise any vacancy in the Spring Newsletter.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief Cope requested approval to have a uniformed officer present at the Board of Supervisor meetings. Chief Cope stated this recommendation has come from the Safety Committee. Mr. Sylvainus asked if an officer might be more of a necessity at the Zoning Hearing Board Meetings and the Planning Commission Meetings as these meetings are attended by more individuals. The Board tabled this issue at this time, requesting that the Manger reach out to see what other municipalities are doing and what the financial impact of this would be to the Township.

Chief Cope brought the issue of stray dogs and feral cats to the Boards attention. Chief Cope stated the Township is keeping animals too long and is seeking input from the Board as to a resolution. Chief Cope informed the Board that currently there is no place to take strays that are unclaimed. It was mentioned that the Township could enact an ordinance setting forth fees and penalties when owners retrieve their dogs from the Township. Mr. Rinker stated that he would look for a shelter for the stray dogs. The Board felt 2 business days was adequate time for an owner to claim their dogs and after that it should be relinquished to a shelter. The Board requested Mr. Mentry reach out to other municipalities to see what they are doing with their strays.

EMERGENCY MANAGEMENT

Mr. Rinker stated that a water main break occurred on the 200 block of N. Liberty St. on January 1, 2018.

SAFETY COMMITTEE – Next meeting will be in March of 2018.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion made by Mr. Sylvainus and seconded by Mr. Disbrow to adjourn the meeting at 8:07 p.m. Motion carried by all voting aye. (5-0)

NEXT MEETING: Wednesday, January 17, 2018.

Respectfully Submitted,

*Betty Parrish
Recording Secretary*