

**MINUTES JANUARY 17, 2018**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Chairman Mike Rinker.

Pledge of Allegiance

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

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

**PUBLIC COMMENT**

Mrs. Becky Bartlett of 127 4<sup>th</sup> St. asked if the Township could do anything about the School District leaving the gate open at the 4<sup>th</sup> St. entrance to the school. Mr. Rinker asked if anyone had a remote. Mrs. Bartlett responded that she had a remote but felt that it was not her responsibility nor anyone else's to go and close the gate all the time. Mrs. Hirst commented that the problem exists due to the amount of traffic using 4<sup>th</sup> St. to enter and exit the school when dropping off and picking up their children. A major traffic jam also occurs on Tatamy Rd. at the school entrance on a daily basis with parents dropping off and picking up their children. Mr. Rinker stated that there was a meeting scheduled with the Superintendent of the Nazareth Area School District on Tuesday and they would address this issue with him at that time.

**APPROVALS**

Mr. Mentry revised the agenda by adding a request received from LVPC and discussion of moving funds from the Police Pension Supplement account into a CD.

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

Mr. Sylvainus requested the meeting minutes of January 2, 2018 on page 3 under Signatory Authorization reflect that the Township checks require two signatures: Treasurer/Assistant Treasurer and Supervisor or two Supervisors.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the meeting minutes of January 2, 2018 as corrected by Mr. Sylvainus. Motion carried by all voting aye. (5-0)

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

**Motion** was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve the December 2017 Financial and 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 issues.

Police Chief William Cope presented a plaque to Mr. William Kirk as a thank you for his generous donation of a bicycle to the Township Police Department.

## **TOWNSHIP ENGINEER**

Mr. Dooley presented Hanover Engineering's request for a reduction in the letter of credit for Morningstar Heritage Village Phase 1 from \$1,049,326.20 to \$616,837.00 in accordance with Keystone Consulting Engineers letter of January 10, 2018.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve Morningstar Heritage Village Phase 1 request for a reduction in the letter of credit from \$1,049,326.20 to \$616,837.00. Motion carried by all voting aye. (5-0)

Mr. Dooley gave an update on the various developments and projects throughout the Township. Mr. Dooley stated that the Municipal Building Roof had been advertised and the bid opening is scheduled for January 31, 2018, at 8:00 am.

Mr. Dooley gave a presentation of the 2018 Road Program. Discussion took place with regard to the various types of surface treatments available and cost for each. Using the fog seal method provides a smoother surface, is not liquid fuels approved, and costs more. The high performance chip seal also is not liquid fuels approved and costs less than the fog seal, allowing us to cover more road miles than the fog seal method. Mr. Sylvainus asked if the high performance chip seal method is used in other areas. Mr. Dooley responded, that yes, it is used in other municipalities around our area. Mr. Dooley will provide a listing of municipalities and roads that have been treated with this method. Mr. Mentry stated that last year an article appeared in the PSATS News about the various road surface treatments available, and he would locate that article and distribute it to the Board.

Mr. Dooley presented his plan for road striping on Friedenstahl Ave. after the surface treatment is applied. Mr. Dooley proposed lined parking spaces on the west side of Friedenstahl Ave. along the Calandra property to define the acceptable parking area. Mr. Dooley also recommended less cross-hatching on Friedenstahl Ave. as a cost savings measure.

Mr. Dooley asked the Board for feedback on using PSATS approved PennBid when advertising for bids. Mr. Dooley explained that the cost is generally between 1/10 of a percent and 1/4 of a percent of the contract price and is paid by the bidder, which is built into the contract costs. Mr. Dooley recommended using PennBid due to the lack of competitive bids we have received in the past for various projects. Mr. Dooley explained that this media reaches a larger audience and increases the competitiveness of the bids. Mr. Dooley stated that if the project cost

is less than \$13,000 there is no fee. Mr. Mentry stated that the Township will be prepared to go out to bid on the 2018 Road Surface Treatment project at the February 7, 2018 meeting.

Mr. Dooley discussed roller compacted concrete due to the potential of a warehouse on Gun Club Rd. Mr. Dooley stated that this method is used primarily in high load areas. Mr. Dooley stated that PPL uses this type surface in all their yards. Mr. Dooley stated that cities in Ohio and other states put it in all their specs. Mr. Dooley suggested testing this type surface on 1<sup>st</sup> St. prior to considering using it out on Georgetown Rd. Mr. Disbrow asked if 1<sup>st</sup> St. was a highly travelled road. Mr. Dooley responded that it is not, but would allow us to test the product.

Mr. Sylvainus inquired as to the status of the guiderail work. Mr. Dooley responded that Mr. Mentry applied for the ARLE Grant back in September and we have not heard anything yet.

### **TOWNSHIP SOLICITOR**

Nothing at this time.

### **TOWNSHIP MANAGER**

Mr. Mentry stated that proposals had been received from 4 engineering firms for our Pollution Reduction Plan and MS4 renewal. A public workshop was held prior to tonight's Board meeting to discuss these proposals. Mr. Mentry recommended approving the proposal from Keystone Consulting Engineers for a cost of \$11,000.00.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve the proposal from Keystone Consulting Engineers to complete the Upper Nazareth Township Pollution Reduction Plan at a cost of \$11,000.00. Motion carried by all voting aye. (5-0)

Mr. Mentry asked the Board for approval of attendees to the PSATS Conference April 22 through April 25, 2018.

**Motion** was made by Mr. Rinker and seconded by Mr. Disbrow to approve Mr. Mentry, 5 Supervisors and Shawn Shupe attending the 2018 PSATS Conference April 22 to April 25, 2018. Motion carried by all voting aye. (5-0)

Mr. Mentry stated that he had received a letter from LVPC for the formalization of the Lehigh Valley General Assembly requesting attendance by at least one elected official from each municipality and they are free to bring other staff members. The General Assembly will meet three times a year. Mr. Sylvainus, Mrs. Hirst, Mr. Rinker, Mr. Disbrow and Mr. Mentry will be in attendance.

Mr. Mentry requested to move \$50,000.00 from the Police Pension Supplement Account into a CD with a high interest rate.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve moving \$50,000.00 from the Police Pension Supplement Account into a higher interest bearing CD. Motion carried by all voting aye. (5-0)

### **APPROVAL OF DEPARTMENT REPORTS**

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve the Zoning, Police and Public Works reports as submitted. Motion carried by all voting aye. (5-0)

### **PLANNING & ZONING**

Mr. Soloe stated that he had received a request from a local resident on the west end inquiring if the Township would be willing to install streetlights where there are none. When asked what the location was, Mr. Mentry responded Rising Sun Ct. Attorney Asteak stated that this was addressed during the land development review process. Attorney Asteak stated that if we are going to entertain this request, we should notify all the residents of the development, as some people do not want lights. Attorney Asteak reiterated that this is something that is addressed in the subdivision and land development process and people know what is going to be there when they buy into a development. Mr. Mentry recommended that the Township not get involved in this issue. The Board declined to get involved.

### **PUBLIC WORKS**

Nothing at this time.

### **RECREATION**

Mr. Mentry brought up the subject of converting the existing volleyball court at Tuskes Park into a parking area, yielding 40 to 50 additional spaces, as was discussed during one of the budget workshops. Mr. Mentry requested a formal motion on this, if the Board was in agreement with this conversion. Mr. Sylvainus expressed his concern with this area being too close to the pavilion. Mr. Disbrow stated that more parking is necessary as parking is very chaotic during some weekends. Mr. Sylvainus had no objection to removing the volleyball court, but objected to the area being converted to parking. Mr. Rinker stated that he remembers ESSROC verbally agreeing to allow the Township to put parking spaces on their land adjacent to Tuskes Park. Mr. Mentry will follow up on this matter with ESSROC. This was tabled for further information.

### **PUBLIC SAFETY**

#### **POLICE DEPARTMENT**

Chief Cope requested approval to hire 3 additional part-time Police Officers. This request is being made due to the removal of several part-time Police from the

roster due to their being unable to commit to working scheduled hours, as well as the necessity of filling holes created when full-time officers are out on leave.

**Motion** was made by Mr. Rinker and seconded by Mr. Disbrow to approve hiring 3 additional part-time Police Officers. Motion carried by all voting aye. (5-0)

### **EMERGENCY MANAGEMENT**

Mr. Rinker stated that a water main break occurred on Saturday at 3<sup>rd</sup> St. and Friedenstahl Ave.

Mr. Rinker stated that a sinkhole opened up at Tuskes Park along a gas line in the swale along the tree line behind the backstop of field #3 along the Polak property.

### **SAFETY COMMITTEE**

Nothing at this time.

### **OLD BUSINESS**

Nothing at this time.

### **NEW BUSINESS**

Nothing at this time.

### **ADJOURNMENT**

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to adjourn at 8:20 p.m. Motion carried by all voting aye. (5-0)

*Respectfully submitted,*

*Betty Parrish  
Recording Secretary*