

MINUTES DECEMBER 16, 2015
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker. The meeting was preceded by an Executive Session regarding Personnel Issues.

Pledge of Allegiance

Board members present were: William Austin, Donna Hirst, Mike Rinker, Scott Sylvainus and Steve Ytkin.

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

PUBLIC COMMENT

Ms. Bartlett asked why the active project list is not available as she was told it would be at the October 21, 2015. Mr. Mentry explained he provided Ms. Bartlett with the list and that the list is no longer maintained, therefore, he cannot produce something that does not exist.

Ms. Williams asked what percent increase is proposed for employees' salaries in the 2016 Budget. Mr. Rinker responded Five (5%) percent. Ms. Williams responded many of the residents are not receiving an increase in income and paying 100% of their health care costs. She asked if the healthcare is covered at 100%. Mr. Sylvainus indicated the Township is offering a set amount and it may cover 100% of the cost depending which plan the employee chooses.

Mr. Mentry had revisions to the agenda:

Changing the meeting minutes date to December 2, 2105, and
Adding the 2016 Holiday Schedule under Supervisors' Comments.

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

Mr. Ytkin requested in the second sentence under Supervisors Comments "issue the HOP" be revised to "approve the Tech Specs."

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to approve the revised minutes from the December 2, 2015, meeting. Motion carried by all voting aye.

Mr. Sylvainus asked why the tax collector was permitted to use the drop box. Mr. Mentry indicated that due to liability issues Ms. Adamski requested permission to use the drop box at the Township building as the Upper Nazareth Township Real Estate Tax drop box and that only she would have the keys. Ms. Adamski will be required to empty it daily.

BILLS

Mr. Sylvainus asked for clarification regarding the PSATS membership. Ms. Parrish responded the membership covers every employee of the Township. Ms. Parrish indicated that last year the fee was approximately \$1,400 and this year it is \$1,613.

Mr. Sylvainus asked if Mr. Rodite work is complete. Mr. Mentry indicated his work is completed for what has been required at this time and the HOME grant has been submitted.

Mr. Ytkin asked what his invoice covered. Ms. Parrish indicated grant preparation and reimbursable expenses.

Mr. Sylvainus asked if the workers compensation charges were correct for the Zoning Officer since it is higher than the administrative and the manager charges? Ms. Parrish indicated that Zoning Officers are higher due to inspections.

Mr. Sylvainus questioned the duplicate Dempsey invoice. Ms. Parrish indicated they come twice a month.

Mr. Sylvainus questioned the DEP charges. Mr. Kortze indicated they are for the MS4 permit renewal.

Mr. Sylvainus asked what the ballast was for. Mr. Shupe responded Silo Circle Street light.

Mr. Ytkin questioned Ms. Oatis's invoices. Ms. Parrish responded the invoices are from June to date. Mr. Sylvainus commented that some of those expenses would have been eliminated if the Township went with the single hauler system.

Mr. Sylvainus asked what Heritage Village invoice from Attorney Asteak was in reference to. Mr. Asteak indicated he had a conversation with Heritage Village about phasing and the location of the driveway.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the bills. Motion carried by all voting aye.

Ms. Parrish presented the Financial Report

Motion was made by Mr. Sylvainus and seconded by Ms. Hirst to approve the Financial Report. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Mr. Sylvainus presented the 2016 Township Holiday Schedule.

Motion was made by Mr. Rinker and seconded by Mr. Austin to approve the 2016 Holiday Schedule. Motion carried by all voting aye.

TOWNSHIP ENGINEER

Mr. Kortze indicated he can move forward with the creation of the Township Official Map to be included in the Park, Recreation and Open Space Plan and could probably have something to Planning Commission January 14, 2016. Mr. Sylvainus asked for an estimated cost to complete the map. Mr. Kortze indicated less than \$1,000.00.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to authorize Keystone Consulting Engineers (KCE) to prepare an Official Map. Motion carried by all voting aye.

Mr. Kortze thanked the Township for another great year and for allowing KCE to be the Township Engineer.

TOWNSHIP SOLICITOR

Attorney Asteak indicated he had nothing to report, however, wanted to thank the Township for being appointed to serve the Township as Solicitor in 2015. Attorney Asteak thanked Mr. Austin for his service to the Board of Supervisors and extended his welcome Mr. Mentry. Attorney Asteak commented on the exceptional job Mr. Mentry has been doing since his appointment as Manager of Upper Nazareth Township in August, 2015. Attorney Asteak stated he looks forward to a continued his relationship with Upper Nazareth Township. Attorney Asteak also wanted to wish everyone Happy Holidays.

MANAGER

Mr. Mentry presented the General Fund Budget. Discussion followed regarding the increase to the Nazareth Library. Ms. Sayago reported Upper Nazareth Township residents use the Library more than any other participating municipality

Motion was made by Mr. Rinker and seconded by Mr. Austin to include the full amount requested by the Library of \$88,574 in the budget. Motion carried by a 4-1 vote; Ms. Hirst voting nay.

Discussion followed regarding raises and merit versus a percentage for all employees.

Mr. Sylvainus informed the residents that the current budget does not include a tax increase, however, it does deplete some of the current reserves; partly due to the Traffic Signal. Mr. Sylvainus indicated the Township has received a million dollars in grants and will have to make up the balance of the cost. Ms. Hirst asked why the school district did not pay 100%. Mr. Sylvainus indicated in the future the Township will get everything in writing and it was an expensive lesson learned.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to approve the 2016 General Fund Budget. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the 2016 Liquid Fuels Budget. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve the 2016 Recreation Budget. Motion carried by all voting aye.

Mr. Mentry reported both Mr. Shupe and Chief Siegfried made concessions from their original budgets and thanked them for their cooperation. He also thanked Ms. Parrish for her part in the budget preparation process.

Mr. Mentry presented Resolution 15-14 which establishes the 2016 Real Estate Tax Rate.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to approve Resolution 15-14 fixing the 2016 Real Estate Tax rate for Upper Nazareth Township at 5.95 mils. Motion carried by all voting aye.

Mr. Mentry presented Resolution 15-15 which establishes the 2016 Tax Rate for Real Estate Transfer Tax, Earned Income Tax, Non-Resident Earned Income Tax and Local Services Tax.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve Resolution 15-15 fixing the Upper Nazareth Township 2016 Tax Rate for Real Estate Transfer Tax at 1.0%, Earned Income Tax at 0.5%, Non-Resident Earned Income Tax at 1.0% and Local Services Tax at \$52.00. Motion carried by all voting aye.

Mr. Mentry requested authorization to advertise the 2016 Upper Nazareth Township Meeting Schedule.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the advertising of the 2016 Upper Nazareth Township Meetings in the Bath Home News. Motion carried by all voting aye.

Mr. Mentry presented suggested amendments to the Employee Handbook.

1. Driver Licenses – Employees must maintain a valid Pennsylvania driver’s license and if required to hold a Commercial Driver License (CDL) must renew and maintain as a condition of employment.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve the revision to the Employee Handbook with regard to Driver Licenses. Motion carried by all voting aye.

2. Longevity – Full Time Employees with six or more years of service will receive annual compensation for their service 6-10 years - \$750.00; 11-15 years - \$1,200.00; 16-20 years - \$1,600.00 and over 20 years \$2,200.00.

Motion was made by Mr. Ytkin and seconded by Mr. Austin to approve the revision to the Employee Handbook with regard to Longevity. Motion carried a 3-2 vote Ms. Hirst and Mr. Sylvainus voted nay.

3. Insurance Benefits – Full Time Employees will be eligible for Health benefits or opt out reimbursement if applicable.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the revision to the Employee Handbook with regard to Insurance Benefits. Motion carried by all voting aye.

Mr. Mentry presented an invoice from Enter.net for makeover of the Township's website.

Mr. Austin indicated he reviewed the proposed changes with Enter.net and one change will be to include a Space Responsive Design which will scale to screen size, which will enable better viewing of the website on smart phones.

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to approve the upgrade to the Township Website for \$895.00. Motion carried by a 4-1 vote; Mr. Sylvainus voted nay.

Mr. Mentry presented an invoice for eCivis, however, he indicated he has other sites to review prior to requesting membership and a decided to table this item until further investigation can be done.

DEPARTMENT REPORTS

Mr. Soloe presented the November 2015 Zoning Report.
Mr. Shupe presented the November 2015 Public Works Report.
Chief Siegfried presented the November 2015 Police Report.
Chief Seiple presented the November 2015 Fire Report.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to accept the November Department Reports. Motion carried by all voting aye.

Mr. Sylvainus asked what Code 2 was in the police report. Chief Siegfried indicated he will look into it and get an answer. Mr. Sylvainus asked that UCR stood for in this report. Attorney Asteak stated it was the Uniform Crime Report.

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Shupe presented a quote from Tri-Boro Fencing for additional fencing at the yard waste facility. Mr. Shupe reported this expenditure is part of the 902 Grant and requires a 10% Match from the Township.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to approve the purchase of Fencing material from Tri-Boro fencing at a fee of \$4,734. Motion carried by all voting aye.

Mr. Sylvainus asked Mr. Shupe for the status of the fencing at the Silvercrest fields. Mr. Shupe responded if the weather cooperates he should be able to work on it next week. Mr. Sylvainus asked if Mr. Shupe ordered salt yet. Mr. Shupe indicated 200 tons have been delivered and are in the salt shed.

PUBLIC SAFETY

POLICE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Next meeting January 2016.

OLD BUSINESS

Mr. Sylvainus reported Mr. Austin will be the Community Day Director and requested scheduling the date of September 3, 2016 for Community Day.

Motion was made by Mr. Austin and seconded by Mr. Rinker to hold Upper Nazareth Township Community Day on September 3, 2016 at Tuskes Park. Motion carried by all voting aye.

Mr. Sylvainus asked if the Mammana sign was removed. Mr. Soloe responded yes.

NEW BUSINESS

Nothing at this time.

Upcoming Events

Latex Paint Collection Event August 6, 2016 – 9 a.m. – 12 noon @ Yard Waste Facility
Touch a Truck – October 1, 2016

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 8:16 p.m. Motion carried by all voting aye.

Next meeting will be January 4, 2016, 7:00 p.m.

MINUTES –DECEMBER 2, 2015
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: William Austin, Donna Hirst, Mike Rinker, and Steve Ytkin, Scott Sylvainus arrived at 7:30 p.m.

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

PUBLIC COMMENT

Ms. Messenlehner asked about the status of the Mammana Zoning Issue. Mr. Asteak indicated it would be addressed later in the meeting.

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

Motion was made by Mr. Ytkin and seconded by Ms. Hirst to approve the minutes from the November 18, 2015, meeting. Motion carried by all voting aye (4-0).

BILLS

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

SUPERVISORS COMMENTS

Mr. Ytkin informed the public that the progress of the proposed traffic signal at 191 and Friedenstahl was positive and that the Township is just waiting on a few sign-offs from residents for roadway widening. It is anticipated that PennDOT will issue the HOP next week and the project will go out to bid. The anticipated timeline is as follows:

January 11 and 15	Public Advertising of Project Bid Specifications
January 17	Pre-Bid Meeting
February 4	Last day for Contractor Clarifications
February 17	Award of Bid

Mr. Ytkin commented that this project took a lot of work to get to this point and that the traffic light will be installed prior to the start of school next year.

Ms. Bartlett asked if the storm sewer system would require televising again in the spring. Mr. Dooley responded that it would not.

Ms. Williams asked for the status of the Public Meeting regarding the traffic light. Mr. Ytkin and Attorney Asteak responded the Public Meeting's purpose is to inform the public about the project and will not interfere with the bidding process.

Mr. Ytkin indicated if the winter is mild the Township and school have plans in place to start construction prior to the Spring/Summer.

TOWNSHIP MANAGER

Mr. Mentry indicated Ms. Adamski, the Real Estate Tax Collector, has requested to use the drop box at the Township Building for Township real estate tax payments and that she would empty the box daily. Mr. Rinker asked how many payments would be in the mail box on a daily basis. Ms. Adamski indicated about 12 daily and up to 40 on the last day of discount.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve the use of the drop box at the Township Building for Upper Nazareth Township Real Estate Tax Payments. Motion carried by all voting aye.

Mr. Mentry indicated he has reviewed the grants for the traffic signal and construction must commence by June 2017.

TOWNSHIP ENGINEER

Mr. Dooley explained that everything is coming together for the Traffic Signal Project and asked for Authorization to Advertise the Project for Bid once it is fully ready.

Motion was made by Mr. Ytkin and seconded by Ms. Hirst to authorize advertisement for the 191/Friedenstahl Signalization Project on the condition that the Township Engineer certifies that the project is ready to bid. Motion carried by all voting aye.

TOWNSHIP SOLICITOR

Attorney Asteak reported on the Mammana Zoning Issue at the Newburg Garage. Mr. Asteak explained that Mr. Mammana has agreed to remove the large sign from the garage and will only have a small sign identifying the property as "Mammana" along with the PA Inspection Sign, which conforms to current zoning regulations. With regard to uses at the garage, Mr. Asteak is of the opinion the Zoning Opinion limited the use, however, the Township has granted Variance by Estoppel or Vested Right. Mr. Asteak indicated the Township has failed to enforce its own ordinance. The Township used Mr. Mammana to service municipal vehicles for restricted services, which gave Mr. Mammana the impression that the use was permitted. Mr. Asteak explained that any denial at this point would cause an unnecessary hardship. Mr. Asteak's opinion is the Township's lack of action gives Mr. Mammana the right to continue. Mr. Asteak recommended that no further Township resources be expended on this issue, and that the Township should not get involved with any more neighbor complaints regarding this site.

Mr. Mammana indicated that he appreciated the clarification and that the sign will come down Thursday if the weather permitted.

PLANNING & ZONING

Nothing at this time

PUBLIC WORKS

Mr. Shupe requested permission to advertise for the Christmas Tree Curbside Collection. Christmas Trees will be collected curb side from January 4 through 29, 2016 following the leaf collection schedule. Collection will be curbside this year due to the amount of unacceptable materials that were being dropped off. Mr. Ytkin requested posting this information on the website.

Motion was made by Ms. Hirst and seconded by Mr. Rinker to authorize advertising of the Christmas Tree Curbside Collection in The Key. Motion carried by all voting aye.

Mr. Shupe reported he has obtained prices for the 14 cubic yard self-contained leaf vacuum as part of the recycling grant. Mr. Shupe indicated he has received a quote for the 14 yard leaf vacuum from ODB, for \$46,241.25, and that the grant requires a 10% Township match. Mr. Mentry indicated the match is less than anticipated since the price for the leaf vacuum is less.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve purchase of a 14 Cubic Yard Self Contained Leaf Vacuum from ODB, at a fee of \$46,241.25. Motion carried by all voting aye.

Mr. Shupe indicated he has not received the final pricing for the fencing for branch storage and would bring that pricing to the Board next meeting.

Mr. Sylvainus arrived at the meeting.

Mr. Shupe reported the fee for the retaining wall blocks was \$3,500.00.

Motion was made by Mr. Rinker and seconded by Mr. Austin to approve the purchase of retaining wall blocks for the upgrades to the yard waste facility. Motion carried by all voting aye. 5-0

Mr. Sylvainus asked for a status of the Salt Shed construction. Mr. Shupe indicated that due to weather and vacation schedules the construction has been delayed, however, he anticipated placing the top next week and ordering 60% of his salt by the end of the week.

PUBLIC SAFETY

Police Department

Mr. Mentry presented two quotes for a replacement Taser from Taser International. The first quote was for a purchase at \$1,197.99 with no protection/replacement plan. The second quote included 5 years of replacement warranty and replacement at the end of 5 years with a new unit for a fee of \$1,372.00, with an annual fee for the Taser Assurance Plan of 190.55 per year for a total fee of \$2,150.74.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve the purchase of the Taser with 5 year Assurance Plan and Replacement at a fee of \$2,150.74. Motion carried by all voting aye.

Fire Department

Nothing at this time.

Emergency Management

Mr. Rinker reported there was a search and rescue which ended successfully.

Safety Committee

Next safety meeting is scheduled for January 2016.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

UPCOMING EVENTS

Latex Paint Collection Event – August 6, 2016 9 a.m. – 12 noon at the yard waste facility.

Touch a truck – October 1 2016

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 7:40 p.m. Motion carried by all voting aye.

Next meeting will be held on December 16, 2015 at 7:00 PM.

MINUTES NOVEMBER 18, 2015
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker. The meeting was preceded by an Executive Session regarding Personnel Issues.

Pledge of Allegiance

Board members present were: Donna Hirst, Mike Rinker, and Steve Ytkin; William Austin and Scott Sylvainus were absent

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

PUBLIC COMMENT

Ms. Messenlehner inquired about the status of the reflective address signs. Mr. Rinker stated that the first grant was not successful and the Fire Department is reviewing other funding opportunities.

Ms. Bartlett asked why the proposed light was not on the agenda. Mr. Ytkin responded there is nothing to report. Attorney Asteak commented Upper Nazareth Township has completed all work necessary to bid and secure easements for the project. Upper Nazareth Township is just waiting on the issuance of the HOP. Mr. Ytkin is applying as much pressure as possible.

Shawn Shupe requested to add Mr. Nick Robibero to the agenda under Supervisor's Comments.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to approve the revised Agenda. Motion carried by all voting aye (3-0).

Ms. Hirst requested in the second paragraph under Public Comment "here resignation" be revised to "her resignation".

Motion was made by Ms. Hirst and seconded by Mr. Rinker to approve the revised minutes from the November 4, 2015, meeting. Motion carried by all voting aye.

BILLS

Motion was made by Mr. Ytkin and seconded by Ms. Hirst to approve the bills. Motion carried by all voting aye.

Ms. Parrish presented the Financial Report

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to approve the Financial Report. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Mr. Rinker announced that executive sessions regarding personnel matters were held on October 28, 2015, November 9, 2015 and tonight prior to the meeting.

Mr. Rinker read a Thank You card from township employee Edgar Geiger and his mother, Elizabeth Geiger Morell, for the township's donation to St. Luke's Hospice in the name of Damon Morrell Jr.

Mr. Ytkin asked for the status of the Mammana Zoning Complaint. Mr. Soloe reported all vehicles are owned by Mr. Mammana and the signage has been corrected and is now in compliance with Zoning. Mr. Asteak reported according to the Zoning Ordinance the only sign should be a Pennsylvania State Inspection Sign, if more than the State Inspection Sign it is not in compliance. Mr. Soloe indicated according to his interpretation the property is in compliance. Mr. Asteak reported he is relying on testimony at the Zoning Hearing Board. Mr. Donnelly reported that Mr. Mammana performs work beyond the scope of the variance at that facility. Mr. Mentry reported that he had Mr. Soloe send a certified letter to Mr. Mammana to remove the advertising portion of the sign, and that Mr. Mammana complied with the letter. Mr. Rinker indicated if Mr. Mammana wants additional signage he would need to apply for a variance. Ms. Hirst indicated she agrees; Mr. Ytkin indicated he is also in agreement. Ms. Hirst asked for Mr. Mentry and Mr. Soloe to provide the variance and information to the board for their review and decision.

Mr. Nick Robibero presented revised proposal forms for his Eagles Scout Project; the forms now include a fundraising page listing Upper Nazareth Township as the beneficiary of any fundraising and revised proposal. Ms. Hirst asked for an example of the fund raising activities. Mr. Robibero indicated candy sales, car wash, and spaghetti dinner are some examples.

MANAGER

Mr. Mentry reported that public budget workshops were held on October 19 & 28 and November 9, and the 2016 proposed budgets have been balanced with no tax increase. The budgets (General Fund, Liquid Fuels and Recreation) will be advertised for a 20 day period with an anticipated adoption date of December 16, 2015.

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to approve the advertising of the 2016 Budgets. Motion carried by all voting aye.

Mr. Benfield asked if the budget will be available on the website. Ms. Parrish indicated it will be posted on the Bulletin Board and will check with the Township Secretary to see if she can publish it on the website. Ms. Bartlett asked when the budget will be posted. Mr. Mentry responded by next week.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to appoint Mr. Scott Sylvainus to the Planning Commission with a term expiring December 31, 2016. Motion carried by all voting aye.

Motion was made by Mr. Ytkin and seconded by Ms. Hirst to appoint Mr. Stephen Bacak to the Planning Commission with a term expiring December 31, 2018. Motion carried by all voting aye.

TOWNSHIP ENGINEER

Mr. Sean Dooley presented information on an Official Township Map and its purpose and process. Mr. Rinker indicated the Township should move forward on the creation of an Official Township Map.

TOWNSHIP SOLICITOR

Attorney Asteak requested authorization to advertise the Resolution to appoint a CPA firm to conduct the 2015 audit.

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to Authorize the Advertisement of the Resolution to appoint a CPA firm to conduct the 2015 audit. Motion carried by all voting aye.

PLANNING & ZONING

Mr. Soloe presented the October 2015 Zoning Report, indicating there are three new residential occupancies in Eagles Landing.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to accept the October Zoning report. Motion carried by all voting aye.

PUBLIC WORKS

Mr. Shupe presented his October report. He indicated in October leaf collection totaled 100 yards, however, currently they are collecting 50-75 yards a day.

Mr. Shupe reported the Yard Waste Facility will close for the season Saturday, November 21, 2015 and grass clippings are no longer being accepted.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief Siegfried indicated the police department had submitted a grant application to the Trumbower Foundation for three AED units and received enough funds to purchase 2 AED units.

Chief Siegfried presented his October Report.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to accept the October Police Report. Motion carried by all voting aye.

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Nothing at this time.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

Upcoming Events

9th Annual Pumpkin Pie 5K Run and Scenic Walk – November 26, 2015

2nd Annual Joggin for Joe 5K Run – November 28, 2015 9:15-11:30 a.m.

Latex Paint Collection Event August 6, 2016 – 9 a.m. – 12 noon @ Yard Waste Facility

Touch a Truck – October 1, 2016

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 7:51 p.m. Motion carried by all voting aye.

Next meeting will be December 2, 2015, 7:00 p.m.

MINUTES –November 4, 2015
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: William Austin, Donna Hirst, Mike Rinker, Scott Sylvainus and Steve Ytkin.

Also present were Township Solicitor, Gary Asteak and for Township Engineer, Sean Dooley (arrived 7:15). Manager, E.J. Mentry was absent.

PUBLIC COMMENT

Ms. Bartlett asked why the proposed traffic signal was not on the agenda. Mr. Rinker responded because at this time there is nothing to report. Attorney Asteak reported an HOP has not been issued at this time. Mr. Ytkin said as soon as there is something to report he will do so. Ms. Donnelly asked if someone was following up. Mr. Ytkin assured he is keeping in touch with them.

Ms. Sayago reported the Director of the Library has tendered here resignation effective November 25, 2015, and the library will be searching for a new candidate.

Ms. Sayago asked for the status of her inquiry into Mr. Mamana's property. Mr. Soloe reported he has viewed the property and prepared a report for the Township Manager and will ask to meet with him.

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

Motion was made by Ms. Hirst and seconded by Mr. Rinker to approve the minutes from the October 21, 2015, meeting. Motion carried by all voting aye.

BILLS

Mr. Sylvainus asked if budgeted amount for the tub grinder was for the fuel. Mr. Shupe responded the 2015 budget amount was to have an outside company come in and grind it. However, since then, an agreement has been made with Bethlehem Township to use their grinder and the budget figure is for any repair to their unit should it be needed.

Mr. Sylvainus indicated that the Salt Shed has arrived. Mr. Shupe confirmed. Mr. Sylvainus asked about the progress of the work at the corner of 191 and Friedenstahl. Mr. Shupe indicated the pre-construction work is completed for now and an additional erosion matting invoice will be forthcoming.

Motion was made by Mr. Ytkin and seconded by Ms. Sylvainus to approve the bills. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Nothing at this time.

MANAGER

Ms. Parrish reported the Uninvest and Nationwide 3rd Quarter Investment reports are available for review. Mr. Sylvainus asked what the Nationwide reports pertain to? Ms. Parrish indicated the Police Pension.

Ms. Parrish indicated the township should receive the amount of \$201,357.90 from the 2012 902 Recycling grant in the next four to six weeks.

Ms. Parrish reported the TreeVitalize Grant application was unsuccessful this year and Dr. Dooley will review with the Pennsylvania Urban and Community Forestry Council as to why the grant application was denied.

Ms. Parrish indicated the Township received a letter from Duke Realty accepting the provisions set in Resolution #15-13. Mr. Sylvainus asked Mr. Soloe to verify that all conditions including those in KCE letter are met.

TOWNSHIP SOLICITOR

Nothing at this time

PLANNING & ZONING

Nothing at this time

PUBLIC WORKS

Ms. Bartlett asked what the leaf collection schedule is. Mr. Shupe indicated it is on the website and then stated the days for pick up.

Mr. Shupe reported grass clippings will no longer be accepted at the yard waste recycling facility due to an order by Pennsylvania DEP. Residents asked if that information could be put on the Website. Board responded yes.

Mr. Sylvainus asked what the time frame is for the Salt Shed erection. Mr. Shupe indicated construction will begin next week. Mr. Shupe indicated he is borrowing a bucket truck.

PUBLIC SAFETY

Police Department

Chief Siegfried indicated he would like to hire Ian Macloud pending successful completion of pre-employment testing and Mopec certification.

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to hire Mr. Ian Macloud on a part time basis pending successful completion of pre-employment testing and Mopec certification. Motion carried by all voting aye.

Chief Siegfried reported it appears the Fire Police have sufficient manpower to man the Joggin for Joey 5k; he indicated that volunteers will be asked to man the lower volume roadways.

Fire Department

Mr. Rinker indicated the department has been in training, and upon completion of the training, they will submit their 3 monthly reports.

Emergency Management

Nothing at this time.

Safety Committee

Next safety meeting is scheduled for January 2016.

TOWNSHIP ENGINEER

Dr. Dooley presented a letter outlining the Playground Mulch Project Application For Payment No. 1 and Contract Change Order #1 in which he recommends the Board approve.

Motion was made by Ms. Hirst and seconded by Mr. Sylvainus to approve payment of the invoice from George Ely in the amount of 71,321.25 which covers both the Application for Payment No. 1 and Change Order No. 1. Motion carried by all voting aye.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

UPCOMING EVENTS

9th Annual Pumpkin Pie 5K - November 26, 2015
2nd Annual Joggin for Joey – November 28, 2015
Touch a truck – October 1 2016

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 7:22 p.m. Motion carried by all voting aye.

Next meeting will be held on November 18, 2015 at 7:00 PM.

MINUTES OCTOBER 21, 2015
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:10 p.m. by Chairman, Mike Rinker. The meeting was preceded by an Executive Session regarding Personnel and Legal Issues.

Pledge of Allegiance

Board members present were: William Austin, Donna Hirst, Mike Rinker, Scott Sylvainus and Steve Ytkin.

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

PUBLIC COMMENT

Ms. Messenlehner commented that she enjoyed Community Day and that the committee did a good job. She did request a lower vendor fee for Non-profits.

Ms. Messenlehner requested a status update on the proposed Traffic Signal. Attorney Asteak reported the plans have been resubmitted to PennDOT for the HOP, and Keystone Consulting Engineers are currently obtaining the required easements. Attorney Asteak reported a meeting will be held upon approval of the HOP to update residents.

Ms. Bartlett asked why the active project list had been removed from the agenda. Mr. Mentry responded the agenda should only contain items that require action from the Board of Supervisors. Mr. Mentry indicated Ms. Bartlett can call and obtain the active project list.

Mr. Rodite indicated the Home Program application has not been submitted due to related plans and procedures required regarding fair housing. Mr. Rodite indicated that the procedures can be accomplished in the new year after grant submission. Mr. Rodite also asked the board for direction as to adding the proposition of banks buying the 25% loan. The Board suggested the option be included in the grant application.

Ms. Donnelly asked if banks would impose an interest rate if they bought the loans. Mr. Rodite responded that they would not.

Mr. Mentry had revisions to the agenda:

- Adding APMM Fall Meeting Attendance under Manager
- Moving the Chrin Commerce Center Lot 2 and 3 to Solicitor
- Additions to Police
 - Roster Change
 - Part-time Hire
 - Adoption of the Collective Bargaining Agreement
 - Adoption of the Addendum to the Collective Bargaining Agreement

Motion was made by Ms. Hirst and seconded by Mr. Sylvainus to approve the revised Agenda. Motion carried by all voting aye (5-0).

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve the minutes from the October 7, 2015, meeting. Motion carried by all voting aye.

BILLS

Mr. Sylvainus asked if the Riley & Company payment was the final payment. Mr. Mentry confirmed it was the final installment for the audit services.

Mr. Sylvainus asked if Legal Fees can be itemized. Mr. Mentry indicated he was not sure that QuickBooks could accomplish it but data could be provided.

Mr. Sylvainus asked if New England Court Sewage fees were a pass through. Mr. Soloe confirmed they were.

Mr. Sylvainus asked if the Heeter's Electric Service was before or after rebate. Mr. Mentry thought it was after rebate, however he will confirm.

Mr. Sylvainus asked what Ice Beeter 50# was. Mr. Shupe indicated it was ice melt for the Township building.

Mr. Sylvainus asked if there would be a final report on the yard waste facility after it closes. Mr. Shupe confirmed that there would be.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve the bills. Motion carried by all voting aye.

Mr. Mentry presented the Financial Report

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the financial report. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Nothing at this time

MANAGER

Mr. Mentry reported the District Magistrate has postponed a decision regarding the weed ordinance violation along Silvercrest Park. Mr. Mentry indicated the resident's argument was that the occupants of the park trespass on their property, and the weeds provide a barrier. Mr. Mentry presented the Board with a proposal for a chain link fence to be installed by the Public Works Department for a fee of approximately \$2,300. Mr. Sylvainus indicated the fee would come from the Recreation Fund.

Motion was made by Mr. Austin and seconded by Mr. Sylvainus to approve purchase and installation of a chain link fence at Silvercrest Park by the Public Works Department. Motion carried by 4-1 vote. Mr. Ytkin voted no.

Mr. Mentry indicated the Township has been invited to join the Borough of Tatamy and 5 other municipalities for an E-cycle event to be held at Hope Lutheran Church on Tatamy Road at a fee of \$70.72.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to join Tatamy Borough and other municipalities for an E-cycle event in April 2016 at a cost of \$70.72. Motion carried by all voting aye.

Mr. Mentry indicated Nazareth Ambulance manned Community Day for the entire day in case of an emergency and that a donation is customary.

Motion was made by Ms. Hirst and seconded by Mr. Rinker to donate \$200.00 to Nazareth Ambulance for attending Community Day. Motion carried by all voting aye.

Mr. Mentry indicated the Act 205 Actuarial Valuation Report has been received and is available for review.

Mr. Mentry asked for authorization to attend the APMM Fall Managers Meeting on October 30, 2015.

Motion was made by Mr. Sylvainus and seconded by Ms. Hirst for Mr. Mentry to attend the APMM Fall Managers Meeting at a fee of \$140.00. Motion carried by all voting aye.

TOWNSHIP ENGINEER

Mr. Kortze reported that in the next two weeks, in the Eagles Landing Development, the wearing course will be placed in Phase 3B and binder will be placed in Phase 3C.

TOWNSHIP SOLICITOR

Attorney Asteak presented a request from Mr. Thomas Soloe to vacate a portion of Newport Avenue behind his home at 108 El Reno.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to Authorize the Township Engineer to review the property for vacation. Motion carried by all voting aye.

Attorney Asteak introduced Mr. Davis of Duke Realty. Mr. Davis gave a presentation of the proposed Chrin Commerce Center Lots 2 & 3 Development. Mr. Davis explained there will be two warehouses, one which will be 1,000,000 square feet and the other will be 600,000. Mr. Davis indicated that the goal of Duke Realty is to have a single tenant in each warehouse. Per Mr. Kortze's review letter of October 8, 2015, his recommendation is for preliminary/final approval. Attorney Asteak indicated he had no comments at this time. Public Comment followed. Mr. Frank Hirst asked what the Township is getting out of this development. Mr. Davis responded he felt jobs were a plus to the Township. Mr. Rinker asked how many employees per building. Mr. Davis responded 150 -500 depending on tenant. Ms. Messenlehner asked if a truck will be exiting/entering every minute. Mr. Wichner indicated that during peak hours the count is 44 trucks an hour. Ms. Becky Bartlett asked if the warehouse will be storing hazardous chemicals. Mr. Davis replied that Duke does not plan on renting the space to a tenant with hazardous chemicals, but that it is possible. If they did rent to such a tenant, they would

follow all EPA regulations. Mr. Ytkin asked if Van Buren Road is the only access to the warehouses. Duke responded a second access will be built on Lot 4. Ms. Williams asked if the proposed signalization at Rte 33 will include roadway lighting. Mr. Wichner responded that the roadway lighting is a component of the signalization project. Mr. Haverstock asked for the timing of the signalization projects. Mr. Wichner responded the light at Van Buren Road will be installed at the completion of Lot 1. The lights along Main Street and Rte 33 will be installed prior to occupancy of Lots 2 and 3. Mr. Sylvainus remarked that the Staff of Duke Realty and professionals hired by Duke have been very cooperative and helpful. Mr. Sylvainus asked Duke if there was any reconsideration regarding the recreation fee. Duke responded there was no reconsideration other than the offer of \$26,489, but that they want to be a good neighbor and would be willing to donate for special events as they have done for Palmer Township.

Attorney Asteak indicated that the Township has a draft Resolution for the Chrin Commerce Center Lot #2 & #3.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to approve Resolution No. 15-13 granting Conditional Final Approval to the Chrin Commerce Center Lot #2 & #3 plans. Motion carried by a 4-1 vote. Ms. Hirst voted nay.

PLANNING & ZONING

Mr. Soloe reported that on September 30, 2015, the Zoning Hearing Board granted approval to Mr. John Keglovics for a reduction in the side yard set-back for the purpose of building a garage at 74 Morris Street.

PUBLIC WORKS

Mr. Shupe reported he and Mr. Mentry have interviewed applications for the part time Public Laborer 3 position. Mr. Shupe has recommended the Board hire Mr. John Spadoni at a rate of \$14.34/hr which is 75% of top rate, on the condition that he passes all pre-employment drug/alcohol screens as well as background checks.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to hire Mr. John Spadoni as a part time Public Laborer 3 at a rate of \$14.34 per hour for approximately 25 hours a week contingent upon him passing his drug screens and background checks. Motion carried by all voting aye.

Mr. Sylvainus asked if the Township has enough plow drivers for the winter. Mr. Shupe indicated he was in the process of contacting the drivers he had in the past to verify they were still available.

Mr. Ytkin indicated that the Public Works department is in need of another part-time employee. Mr. Shupe responded the 2014 902 Grant includes a leaf vac which requires a 3 man crew.

Mr. Sylvainus asked how many employees Public Works currently has. Mr. Shupe indicated there are 4 full time, 2 part time, 2 summer help and 1 yard waste helper.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to hire Mr. Keith Flynn as a part time Public Laborer 3 at a rate of \$14.34 per hour for approximately 25 hours a week contingent upon him passing his drug/alcohol screening and background checks. Motion carried by all voting aye.

Mr. Shupe presented his September Public Works Report.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to accept the September Public Works Report. Motion carried by all voting aye.

Mr. Sylvainus reported that the Recreation Committee had reports of stones on the new rubber mulch. Mr. Shupe thanked the Recreation Committee and indicated he would have it cleaned off immediately. He also indicated that there is an area at Newport Park which will have to be redone. Mr. Sylvainus asked if the Township will need to be concerned with the seams. Mr. Shupe responded no since there are no seams with the new playground rubber mulch.

PUBLIC SAFETY

POLICE DEPARTMENT

Mr. Mentry presented the 2016-2018 Collective Bargaining Agreement which has been approved by the Police Association. Mr. Mentry indicated the contract will commence on January 1, 2016, and run thru December 31, 2018. Mr. Mentry indicated the contract is similar to the previous contract with a few minor differences and the healthcare has moved toward a “marketplace” system.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve 2016-2018 Collective Bargaining Agreement which runs from January 1, 2016 through December 31, 2018. Motion carried by all voting aye.

Mr. Mentry presented the 2016-2018 Collective Bargaining Agreement Addendum which addresses two officers with less than 5 years of service.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the 2016-2018 Collective Bargaining Agreement Addendum. Motion carried by all voting aye.

Chief Siegfried presented his September Report.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to accept the September Police Report. Motion carried by all voting aye.

Chief Siegfried indicated that the Annual Jogging for Joey 5K request has been submitted.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to grant Chief Siegfried the authority to permit the Joggin for Joey 5K, based on his discussion with Chief Seiple. Motion carried by all voting aye.

Chief Siegfried asked to remove Darren Steward from the police roster.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to remove Darren Steward from the police roster. Motion carried by all voting aye.

Chief Siegfried requested authorization to hire a part time officer.

Motion was made by Mr. Austin and seconded by Mr. Hirst to hire a part time police officer. Motion carried by all voting aye.

Chief Siegfried explained that there is another open spot on the roster for a part-time officer and wanted to look into possibly adding a second new hire. The Board suggested he look into it and come back to them once he has the information together.

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Meeting minutes from the October 9, 2015 meeting will be available prior to the next supervisors meeting. The next safety committee meeting will be in January, 2016.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

Upcoming Events

9th Annual Pumpkin Pie 5K Run and Scenic Walk – November 26, 2015
Touch a Truck – October 1, 2016

ADJOURNMENT

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to adjourn the meeting at 8:53 p.m. Motion carried by all voting aye.

Next meeting will be November 4, 2015, 7:00 p.m.

MINUTES –October 7, 2015
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: Donna Hirst, Mike Rinker, Scott Sylvainus and Steve Ytkin. William Austin was absent.

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

PUBLIC COMMENT

Senator Mario Scavello introduced himself and gave a brief overview of what was happening in Harrisburg. He indicated residents can reach him at www.marioscavello.com or www.senatorscavello.com

Mr. Betz of 2810 Georgetown Road inquired about roadway crack sealing. Mr. Shupe responded that the schedule for the next two weeks includes Friedenstahl, Gun Club, Blossom Hill, Georgetown and Silvercrest Road.

Ms. Sayago asked for the Board's assistance in keeping Mr. Mammana's property in compliance with the Zoning Variance. She indicated at least two signs have been added at the property. Mr. Rinker asked Mr. Soloe to inspect the property.

Ms. Sayago asked to have the Library report added to the agenda. Mr. Rinker indicated it would be added after Public Safety.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve the Revised Agenda. Motion carried by all voting aye (4-0).

Motion was made by Ms. Hirst and seconded by Mr. Rinker to approve the minutes from the September 2, 2015, meeting. Motion carried by all voting aye.

BILLS

Mr. Ytkin asked what the Eastern Industries invoice was for. Mr. Shupe responded asphalt.

Mr. Sylvainus asked if polyflex was for crack sealing. Mr. Shupe confirmed it was.

Mr. Sylvainus asked if the Nationwide Pension Services invoice was a pass through. Ms. Parrish confirmed it was for the Police pension and paid by the State.

Mr. Sylvainus asked if the Hodges Technologies, Inc. invoice was really for printer problems only. Chief Siegfried confirmed that it was, indicating that the repairmen were in the office many hours. Mr. Mentry confirmed the Chief's explanation.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve the bills. Motion carried by a 3-0 vote with Mr. Sylvainus abstaining.

Ms. Parrish presented the Financial Report.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the Financial Report. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Mr. Ytkin gave an update on the traffic signal.

MANAGER

Mr. Mentry thanked the police and emergency responders for the professional and quick service at the Township building today.

Mr. Mentry reported the 3rd Quarter PMRS Financial Report is available for review.

Mr. Mentry reported Nazareth Borough's Trick or Treat will be held Saturday, October 31, 2015 from 6 pm to 8 pm.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to hold Upper Nazareth's Trick or Treat on Saturday, October 31, 2015 from 6 pm to 8 pm. Motion carried by all voting aye.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to hold the annual Halloween Party at the Township building from 4:30 pm to 8:00 pm. Motion carried by all voting aye.

Mr. Mentry reported the annual employee holiday luncheon will be held on December 17, 2015.

Mr. Mentry presented Resolution 15-12 requesting a 2015 Monroe County LSA Gaming Grant Application for a Police Vehicle. The Resolution also authorizes the municipality's CEO, which in this case is the Township Manager, as executor of all grant documents. Mr. Mentry indicated the cost of the application is \$100.00. The requested grant amount is \$48,131.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve Resolution 15-12 requesting a Local Share Account Grant in the amount of \$48,131.00 and authorizing Mr. Mentry to execute all grant documents. Motion carried by all voting aye.

TOWNSHIP ENGINEER

Mr. Kortze presented the Board with a review of the Letter of Credit reduction request for Eagles Landing Phase III-A. Mr. Kortze suggested the 18-month maintenance period commence.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to reduce the Letter of Credit for Eagles Landing Phase III-A to \$63,722.12. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to commence the 18 month maintenance period for Eagle Landing Phase III-A. Motion carried by all voting aye.

Mr. Kortze presented the Board with a review of the Letter of Credit reduction request for Eagles Landing Phase III-C.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to reduce the Letter of Credit for Eagles Landing Phase III-C to \$507,186.40. Motion carried by all voting aye.

TOWNSHIP SOLICITOR

Attorney Asteak presented Ordinance 169 Establishing Truck Traffic Restrictions on Alms House Road between Christian Springs Road and Bath Pike (PA Route 248) and on Christian Springs Road between Daniels Road (Pa Route 946) and Bath Pike (PA Route 248) within the Township of Upper Nazareth. He indicated it has been advertised in the newspaper and open to public comment. Ordinance was prepared based upon a report prepared by Keystone Consulting Engineers.

Mr. Rinker opened the floor to Public Comment regarding the Ordinance. No public comment was made

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to approve Ordinance 169 Establishing Truck Traffic Restrictions on Alms House Road between Christian Springs Road and Bath Pike (PA Route 248) and on Christian Springs Road between Daniels Road (Pa Route 946) and Bath Pike (PA Route 248) within the Township of Upper Nazareth. Motion carried by all voting aye.

QUESTIONS FOR THE SOLICITOR/ENGINEER

Nothing at this time

PLANNING & ZONING

Mr. Soloe presented the September Zoning Report. He commented there are four new residences occupied.

Motion was made by Mr. Rinker and seconded by Ms. Hirst accepting the September Zoning Report. Motion carried by all voting aye.

PUBLIC WORKS

Attorney Asteak indicated a motion should be made to erect the appropriate signage for Ordinance 169.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to authorize erection of the appropriate signage for Ordinance 169. Motion carried by all voting aye.

Mr. Shupe presented his August Monthly report. He indicated the September report was delayed due to computer problems.

Mr. Shupe presented the dates for leaf collection and the decision was made to advertise.

Mr. Shupe presented quotes for a salt shed.

Motion was made by Mr. Ytkin and seconded by Ms. Hirst to purchase the ClearSpan HD Building from Farmtek at a cost of \$14,552.46. Motion carried by all voting aye.

Mr. Sylvainus asked if a policy has been established for Ice and Snow Removal. Mr. Mentry indicated that the Safety Committee will be meeting this Friday and will discuss and establish a procedure.

PUBLIC SAFETY

Police Department

Chief Siegfried presented a letter from Ms. Janis regarding the 9th Annual Pumpkin Pie 5K.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to Approve YMCA's 9th Annual Pumpkin Pie 5K route through a portion of Upper Nazareth Township. Motion carried by all voting aye.

Chief Siegfried presented the August police report.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to accept the August Police Report. Motion carried by all voting aye.

Chief Siegfried presented a memo requesting the rate for Security Service be increased from \$46.00/hr to \$49.00/hr.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve setting the Security Service Billing Rate to \$49.00/hr. Motion carried by all voting aye.

Fire Department

Nothing at this time.

Emergency Management

No hurricane.

Safety Committee

Next safety meeting is October 9, 2015 at 9:00 am.

LIBRARY

Ms. Sayago presented the library report.

The library has requested that Touch a Truck be held next year October 1, 2016.

Library Budget was distributed to the Board members Monday.

OLD BUSINESS

Executive session was held Tuesday regarding personnel issues.

NEW BUSINESS

Mr. Ytkin requested the meeting minutes from the Planning Commission Meeting be distributed to the Board of Supervisors.

Executive session will be held after this meeting regarding personnel issues.

UPCOMING EVENTS

Household Hazardous Waste Drop-Off Event - NCC Main Campus-October 10, 2015

ADJOURNMENT

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to adjourn the meeting at 8:15 p.m. Motion carried by all voting aye.

Next meeting will be held on October 21, 2015 at 7:00 PM.

MINUTES –September 2, 2015
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: William Austin, Donna Hirst, Mike Rinker, Scott Sylvainus and Steve Ytkin.

Also present were Township Manager, E.J. Mentry, Township Treasurer, Betty Parrish, Township Engineer, Al Kortze and Township Solicitor, Steve Mills.

PUBLIC COMMENT

Mr. Keith Haverstock reported the sign at Sycamore Park currently reads open from dusk to dawn rather than dawn to dusk. Mr. Shupe stated he would take care of it.

Mr. Becker of Windsor Court asked if the ordinance regarding piling snow in the street could be rescinded in the Redcliffe Development. The board informed him that due to liability issues the Township could not permit a development to violate the ordinance.

Ms. Betty Williams suggested the Township save the wires from the Community Day signs and use them for the Township wide yard sale signs.

Mr. Jay Benfield thanked the Board for getting the weeds cut at 280 Friedenstahl. Mr. Sylvainus commented only the front was cut and the rear is still weeds.

Mr. Mentry asked for the Newsletter to be added to the agenda under Township Manager.

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. Sylvainus and seconded by Mr. Austin to approve the minutes from the August 19, 2015, meeting. Motion carried by all voting aye.

BILLS

Mr. Sylvainus asked if the backflow certification was for all buildings or just the Administration Building. Mr. Shupe indicated he was not contacted for access to the public works buildings.

Mr. Sylvainus asked if the ballistic vests would be reimbursed. Chief Siegfried indicated a portion is reimbursed via grant funds.

Mr. Sylvainus asked if the Valley Business Systems was for the copier. Chief Siegfried confirmed it was.

Mr. Ytkin asked if the funds for the Community Day were coming from proceeds. Mr. Austin and Mr. Sylvainus confirmed they were coming from the General Fund; however, a separate account number was set up for the donations and expenses.

Mr. Sylvainus asked which vehicle the heater and air conditioner repairs were for. Chief Siegfried confirmed the police vehicles. Ms. Parrish indicated she would recode the expenses under 410.

Mr. Sylvainus asked Mr. Shupe if the road plates had arrived. Mr. Shupe confirmed they had, but he has not had the opportunity to use them.

Mr. Sylvainus asked what the contractor's mix and straw bales were for. Mr. Shupe indicated to reseed the area at the Tuskes play area.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the bills. Motion carried by all voting aye.

Ms. Parrish presented the Financial Report.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the Financial Report. Motion carried by all voting aye.

Malcom West from ClearResults, energy rebate contractor for Met-Ed and Mr. Heeter, of Heeter's Electric presented the Energy Audit and explained the rebate program being offered by Met-Ed. Discussion followed regarding LED or compact florescent replacement bulbs. Mr. Donnelly and Mr. Hirst both commented on LED bulbs and lifespan.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to proceed with the upgrade using compact florescent bulbs. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Motion was made by Mr. Sylvainus and seconded by Mr. Austin to approve the 2014 Municipal Audit. Motion carried by all voting aye.

Mr. Ytkin mentioned with the passing of Mr. Mohn the Township currently does not have a recycling liaison. He suggested Ms. Hirst be appointed. Ms. Hirst thanked Mr. Ytkin.

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to appoint Ms. Hirst recycling liaison. Motion carried by all voting aye.

Mr. Ytkin asked the status of the reflective address signs. Mr. Rinker indicated that they are currently researching grant opportunities. He suggested discussing at the next meeting when the Fire Department was present.

MANAGER

Mr. Mentry announced the deadline for publication of the Township Newsletter is September 18, 2015.

Mr. Mentry reported he has reviewed the options for the playground mulch and has visited other facilities that have each type of proposed mulch in use.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve the placement of Bondflex mulch. Motion carried by a 4-1 vote. Mr. Sylvainus voted no.

Mr. Mentry requested board approval for himself and Ms. Parrish to attend the NCATO Convention on October 2, 2105 at a cost of \$55/pp.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve Mr. Mentry's and Ms. Parrish's attendance at the NCATO Convention. Motion carried by all voting aye.

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to approve the resignation of public works employee Mr. Eberly. Motion carried by all voting aye.

Mr. Mentry presented the 2016 expected minimum municipal financial obligation (MMO) for both the uniform and non-uniform pensions.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to acknowledge the 2016 expected MMO for the non-uniform pension. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to acknowledge the 2016 expected financial obligation for the uniform pension. Motion carried by all voting aye.

TOWNSHIP ENGINEER

Mr. Kortze informed the board that the Carriage View Estates subdivision preconstruction meeting had been held and the project should be starting shortly. He indicated that the NPDES permit will require a minor modification. Mr. Sylvainus asked if the agreements are all in place; Mr. Kortze indicated those are still outstanding.

TOWNSHIP SOLICITOR

Nothing at this time

Mr. Rinker asked if the police union contract first draft will be ready for review by September 11, 2015. Attorney Mills stated he would speak to Attorney Asteak.

GRANT UPDATE

Mr. Ytkin reported the revised plans should be submitted to PennDOT by Mr. Newton by the September 4, 2015. He indicated he would e-mail Mr. Newton to remind him as to not miss the deadline.

Mr. Mentry reported there were additional application requirements prior to submission.

Mr. Mentry also indicated that the Multi-municipal plan revision pertaining to the use of CDBG grant money available possibly available from East Allen Township will not be permitted since Upper Nazareth Township is not contiguous with the other three municipalities.

QUESTIONS FOR THE SOLICITOR/ENGINEER

Nothing at this time

PLANNING & ZONING

Mr. Soloe presented the July and August Zoning Report.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to accept the July and August Zoning Reports. Motion carried by all voting aye.

Mr. Sylvainus asked if the Videra property had an occupancy permit as it appears the dwelling is occupied.

PUBLIC WORKS

Mr. Shupe presented Mr. Robibero's Eagle Scout Project with photos. Mr. Robibero is proposing to construct a Bulletin Board at Tuskes Park.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve Mr. Robibero's proposal for the Bulletin Board at Tuskes Park. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Ms. Hirst to authorize Mr. Rinker to sign any paperwork related to the project. Motion carried by all voting aye.

Mr. Shupe requested approval to advertise for employment. Ms. Parrish responded the biggest exposure for this area would be the Express Times. Mr. Ytkin asked for the ad to also be placed on the website.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to advertise for a part-time road crew. Motion carried by all voting aye.

Discussion followed to as to where to advertise.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to advertise in the Express-Times for part-time road crew. Motion carried by all voting aye.

LIBRARY

Ms. Terry Sayago presented the Library report, and the report is posted in the Board Room.

PUBLIC SAFETY

Police Department

Nothing at this time.

Mr. Rinker asked if the planning for the Halloween party had started. Mr. Mentry will contact the Borough to see if they have set a date for trick-or-treat.

Fire Department

Nothing at this time.

Emergency Management

Nothing at this time.

Safety Committee

Next safety meeting is October 9, 2015 at 8:30 am.

RECREATION BOARD

Mr. Austin presented an update for Community Day. Mr. Austin announced Keystone Consulting Engineer is also a sponsor this year.

CDBG/HOME Program.

Nothing at this time.

SAFETY COMMITTEE

Nothing at this time.

RECYCLING

Nothing at this time.

NBMA

Nothing at this time.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ACTIVE PROJECTS

Parking at Tuskes Park
Clipper Agreement
Zoning Enforcement
Management Book
Saldo & Zoning Amendment
Location of Pipelines
5K Procedure - Police Department
Recreation and Open Space Plan
GIS - Public Works - KCE
Police SOP Manual
ARLE- Route 191 and Newport Ave Emergency Vehicle Signal - KCE
Reflective Address Signs - Reflective Signs Committee
Return to Work Program
Young Lungs at Play - placement of signs
Lights at Tuskes Park

UPCOMING EVENTS

Community Day - Tuskes Park – September 5, 2015
Touch a Truck – October 3, 2015
Household Hazardous Waste Drop-Off Event - NCC Main Campus-October 10, 2015

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 8:21 p.m. Motion carried by all voting aye.

Next meeting will be held on September 16, 2015 at 7:00 PM.

MINUTES AUGUST 19, 2015
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Vice-Chairman, Scott Sylvainus.

Pledge of Allegiance

Board members present were: William Austin, Scott Sylvainus and Steve Ytkin; Donna Hirst and Mike Rinker were absent.

Also present was Township Manager, E.J. Mentry and arriving at 7:10 p.m. were Township Engineer, Alan Kortze and Township Solicitor, Gary Asteak.

PUBLIC COMMENT

Nothing at this time.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to approve the Agenda. Motion carried by all voting aye (3-0).

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to approve the minutes from the August 5, 2015, meeting. Motion carried by all voting aye.

BILLS

Mr. Sylvainus asked what the springs, pins and bolts from Alex's Tire Center were for. Mr. Shupe responded to repair the rear end of the 1998 10 ton dump truck.

Mr. Austin asked about the Computer Networking & Repair invoice. Mr. Sylvainus responded it was for more than just setting up a computer, the invoice included relocating and running new wires for computers.

Motion was made by Mr. Ytkin and seconded by Mr. Austin to approve the bills. Motion carried by all voting aye.

Riley and Company presented and reviewed the 2014 Financial Statements and Supplementary Information.

Debbie Borger thanked Ms. Parrish for her help in compiling the data required to complete the audit.

The decision was made to table approval of the audit until the Supervisors have a chance to review thoroughly.

SUPERVISORS COMMENTS

Motion was made by Mr. Ytkin and seconded by Mr. Austin to appoint Mr. Mentry Assistant Secretary. Motion carried by all voting aye.

Motion was made by Mr. Austin and seconded by Mr. Ytkin to appoint Mr. Mentry Assistant Treasurer. Motion carried by all voting aye.

Motion was made by Mr. Ytkin and seconded by Mr. Austin to approve bonding Mr. Mentry for \$170,000 for a fee of \$595.00/per year. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Austin to increase the bond for Ms. Mutarelli to \$173,000 for an increase of \$507.50 for a total bonding fee of \$605.50. Motion carried by all voting aye.

MANAGER

Mr. Mentry reported that the Corporate Seal is broken and the wording is Board of Road Supervisors Upper Nazareth Township. Mr. Asteak indicated that removing the word Road is permitted.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to order replacement seal with the revised wording of “Board of Supervisors Upper Nazareth Township”. Motion carried by all voting aye.

TOWNSHIP ENGINEER

Mr. Kortze reported his office has completed the Engineering Study of Christian Spring Road and based upon the study a No Truck Restriction is warranted.

Mr. Kortze reported his office has completed the Engineering Study of Alms House Road and based upon the study a No Truck Restriction is warranted.

Motion was made by Mr. Sylvainus and seconded by Mr. Austin to authorize Mr. Asteak’s office to prepare the ordinance to restrict truck traffic on Christian Springs Road between Bath Pike and Daniels Road, also Alms House Road between Bath Pike and Christian Springs Road. Motion carried by all voting aye.

TOWNSHIP SOLICITOR

Attorney Asteak presented Resolution No. 15-11 for approval authorizing submission of the HOME program application. Mr. Rodite indicated that the application included a \$23,000 pledge from the Township Funds over the next three years.

Mr. Austin inquired about the location of project. Mr. Rodite confirmed that the application shall list both locations and will be revised prior to submission.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to approve Resolution No. 15-11 Authorizing Submission of the HOME program application with the Department of Community and Economic Development (DCED). Motion carried by all voting aye.

Mr. Donnelly mentioned he has reviewed the County website regarding the Silvercrest Park and reported according to the website the weeds are on the homeowner's property. Mr. Donnelly asked if the Township planned on paying for the survey.

Mr. Sylvainus indicated the Board has decided not to survey the property at this time and cite the property owner for violation of the ordinance.

Mr. Rodite reported that Northampton Borough currently has a HOME Program and a CDBG Housing Program Energy Rider program with funds available. He inquired if the Township would like to join the multi municipal programs and fund some of the projects on the waiting list. The supervisors expressed interest. Mr. Rodite indicated he would present the option to Northampton Borough Council on August 20, 2015.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to authorize Attorney Asteak to review and prepare the necessary multi-municipal documentation should the other municipalities agree to have Upper Nazareth Township join their HOME program. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Austin to authorize Attorney Asteak to review and prepare the necessary multi-municipal documentation should the other municipalities agree to have Upper Nazareth Township join their Northampton County Community Development Block Grant (CDBG) Housing Program Energy Rider. Motion carried by all voting aye.

GRANT UPDATE

Mr. Ytkin reported he had nothing new.

Mr. Kortze reported he has had productive meetings with Hercules Cement and they are in agreement with the required changes to the property.

Mr. Robibero asked when the Traffic Light will be installed and operating. Mr. Ytkin responded the plan is to have it functional by the end of July 2016.

QUESTIONS FOR THE SOLICITOR/ENGINEER

Nothing at this time.

ADMINISTRATION

Nothing at this time.

PLANNING & ZONING

Mr. Sylvainus asked for an update on the Homes which are in violation of the Weed Ordinance. Mr. Soloe indicated some are resolved and he has hopes the others will be shortly.

PUBLIC WORKS

Mr. Shupe reported a hard copy of the signage for St. Elmo was sent to PennDOT. He is awaiting approval.

Mr. Shupe reported he would like to hire Logan Koch as a part time Public Laborer 3 at a rate of \$13.39 per hour for 25 hours a week. Mr. Sylvainus asked if he has passed the pre-employment testing and back ground check, Mr. Shupe responded this will start that procedure.

Motion was made by Mr. Ytkin and seconded by Mr. Austin to hire Mr. Logan Koch as a part time Public Laborer 3 at a rate of \$13.39 per hour for 25 hours a week contingent upon him passing his testing and background screening. Motion carried by all voting aye.

Mr. Nick Robibero 504 City View Drive reported he is working toward obtaining his Eagle Scout Ranking and was looking for a project. Mr. Shupe indicated he would be willing to work with Mr. Robibero.

LIBRARY

No report at this time

POLICE DEPARTMENT

Chief Siegfried presented his July Report.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to accept the July Police Report. Motion carried by all voting aye.

FIRE DEPARTMENT

Chief Seiple presented the July Fire Report.

Motion was made by Mr. Ytkin and seconded by Mr. Austin to accept the July Fire Report. Motion carried by all voting aye.

EMERGENCY MANAGEMENT

Nothing at this time.

RECREATION BOARD

Recreation Board planning for Community Day is moving forward. To date \$13,000 has been collected in Sponsor and Vendor fees. The Upper Nazareth Township Fire Company will be selling Food and Beer; they will also sponsor the firework display. Mr. Austin indicated that the Band will require a 20 amp service. Mr. Austin also reported T-shirts will be obtained for volunteers. Mr. Austin requested authorization to advertise two more additional times in the Key once more before the event and once after thanking the sponsors and vendors.

Motion was made by Mr. Sylvainus and seconded by Mr. Austin to authorize two additional advertisements in the Key for a fee of \$572.80. Motion carried by all voting aye.

CDBG/HOME PROGRAM

Mr. Victor Rodite reviewed the program under Solicitor

SAFETY COMMITTEE

Nothing at this time.

RECYCLING

The committee minutes were not complete. Mr. Sylvainus reported that members of the committee will be present at the Community Day. Also discussed were presentations to schools and environmental clubs. Awareness Brochures will be placed at local businesses, library and events. Mr. Sylvainus will request an updated list from Ms. Oatis of residents which do not currently have recycling bins. Mr. Shupe reported the playground will remain in current condition for Community Day. He will wait until after the event to start construction on that playground.

NBMA

Nothing at this time.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ACTIVE PROJECTS

Signalization

Parking at Tuskes Park

Clipper Agreement

Zoning Enforcement

Management Book

~~Weight Restricted Roads Program - KCE - Christian Springs Road and Alms House Road~~

RESOLVED

Saldo & Zoning Amendment

Location of Pipelines

5K Procedure - Police Department

Recreation and Open Space Plan

GIS - Public Works - KCE

Police SOP Manual

LVPC - Route 191 and Newport Ave Emergency Vehicle Signal - KCE

Reflective Address Signs - Reflective Signs Committee

Return to Work program

Roger Miller Complaint

Young Lungs at Play – Placement of Signs – Public Works will decide on date, it was recommended not to do it during Community Day – too hectic.

Lights at Tuskes Park

Upcoming Events

Community Day - Tuskes Park – September 5, 2015

Touch a Truck – October 3, 2015

Household Hazardous Waste Drop-Off Event - NCC Main Campus - October 10, 2015

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Mr. Austin to adjourn the meeting at 8:23 p.m. Motion carried by all voting aye.

Next meeting will be September 2, 2015, 7:00 p.m.

MINUTES –August 5, 2015
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

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

Board members present were: William Austin, Donna Hirst, Mike Rinker, Scott Sylvainus and Steve Ytkin. Also present were: for Township Solicitor, Steve Mills and for Township Engineer, Sean Dooley.

PUBLIC COMMENT

Ms. Becky Bartlett 127 Fourth Street, on July 1, 2015 residents asked if any updates regarding the ranch house bar and grill due to rat infestation. . Betty Williams indicated she only noticed birds and cats. Mr. Scipioni comes every week to mow the grass.

Dr. Myra Pina asked when will the placement of the Young Lungs at Play signs take place at the park. Mr. Sylvainus and Mr. Ytkin indicated that the placement may coincide with the community day; however a firm date has not been established.

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

Dr. Dooley indicated he had a correction under Township Engineer

From: Dr. Dooley reported the Silvercrest property line pins have been located; however Mr. Kortze wanted to review the data and would report at the August 5 meeting.

To: Dr. Dooley reported the Silvercrest property line pins have “NOT” been located; however Mr. Kortze wanted to review the data and would report at the August 5 meeting.

Motion was made by Mr. Sylvainus and seconded by Ms. Hirst to approve the revised minutes from the July 15, 2015, meeting. Motion carried by all voting aye.

BILLS

Mr. Sylvainus asked what is Sirchie. Chief Siegfried responded fingerprint supplier.

Mr. Sylvainus asked what the purchase of galvanize pipe from Fry’s plastic was for. Mr. Ytkin thought it was for Schoeneck Road. Dr. Dooley indicated it may be a typo but the quantity was very small.

Mr. Sylvainus asked if the advertising for the Home program can be applied to the program once funds are received. Ms. Parrish indicated she believed so.

Mr. Sylvainus asked what the case of drain cleaner from Trach Plumbing and Heating was for. Chief Siegfried indicated it was for general Township use and it is industrial strength.

Mr. Sylvainus asked if the Panasonic lease was the last payment Mr. Parrish indicated she thought one dollar was remaining.

Mr. Sylvainus asked what the brake purchase was for. Mr. Ytkin indicated he was not sure and would get back to the board.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to approve the bills. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Motion was made by Mr. Rinker and seconded by Ms. Hirst to appoint Mr. Edward (EJ) Mentry to the position of Township Manager. Motion carried by all voting aye.

Ammended Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to appoint Mr. Edward EJ Mentry to the position of Township Manager starting August 6, 2015 based on the June 29, 2015 offer of employment. Motion carried by all voting aye.

Mr. Rinker indicated at the Nazareth COG meeting the LVPC indicated every municipality was present except Upper Nazareth Township. Mr. Rinker asked if Mr. Sylvainus would be available August 31, 2015 to attend the LVPC meeting at 7:30.

TOWNSHIP ENGINEER

Dr. Dooley suggested tabling the request to put Eagles Landing Section 3A into the 18-month Maintenance Period. He indicated the development is not ready at this time. The issue is connected with a future phase.

Dr. Dooley provided the results of the Rubber Mulch Bid. Dr. Dooley recommended awarding to the lowest bidder George Ely Associates at a bid of \$174,661.25.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to award the Upper Nazareth Township Rubberized Playground Mulching Project to George Ely Associates at a bid of \$174,661.25. Motion carried by all voting aye.

Dr. Dooley indicated Silvercrest Park Property did not have monuments set, they have located one pin on the park side. He estimated the cost for a boundary survey to be between \$1,700 and \$2,200. Discussion followed regarding establishing the property line to avoid trespassing onto private property.

TOWNSHIP SOLICITOR

Resolution to vacate the alley to Clair Smith has been reviewed, issues with the date of the creation of the alley has been referred back to the applicant for legal determination. The Township is no longer involved.

Carriage Hill Estates Improvement Agreement has been prepared and forwarded to Attorney Piperato's office, to date a signed copy has not been received, so at this time no action is taken.

Redcliff snow removal ordinance waiver request. The Board has been informed they can waive the ordinance, however is then liable for any accident which may occur. The Board does not want that liability and the ordinance will be remaining in force.

Attorney Asteak suggested reviewing the Police Bargaining Pension Changes by a financial advisor.

GRANT UPDATE

Mr. Ytkin reported the HOP is still in PennDOT's hands. The Township may perform some prep work in preparation of the Permit.

QUESTIONS FOR THE SOLICITOR/ENGINEER

Nothing at this time

ADMINISTRATION

Ms. Parrish indicated the Upper Nazareth Township 2014 Municipal Audit is available for review and Riley and Company will be available at the August 19 2015, meeting to review with the Board.

Ms. Parrish indicated the Police Pension 2nd quarter is available for review.

Ms. Parrish indicated, the Fall Newsletter will be prepared in house then will be sent to the printers to be printed and mailed to the residents. Deadline for submission is August 31, 2015. A portion of the funds will be reimbursed through the grant.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to authorize spending up to \$2000, for preparation of the Fall Newsletter. Motion carried by all voting aye.

PLANNING & ZONING

Mr. Soloe indicated 71 N. Broad is now on a mowing schedule and should be maintained.

PUBLIC WORKS

Mr. Shupe is on vacation. Mr. Ytkin addressed this section.

Mr. Ytkin indicated Mr. Shupe would address the Energy Audit and Signage on St. Elmo at the next meeting.

Mr. Ytkin presented the June and July reports.

Mr. Ytkin indicated Schoeneck Road repairs are 90% complete and only minor crack sealing remain to be completed.

Mr. Ytkin presented a quote for two (2) Steel Plates at a cost of \$1,730.00 each and \$700.00 delivery for a total cost of \$4,160.00. Mr. Ytkin asked that the funds be taken from the general fund and indicated this was the lowest of the three bids received by Mr. Shupe.

Motion was made by Ms. Hirst and seconded by Mr. Austin to approve purchase of two Steel Plates from Safety-Box at a fee with delivery of \$4,160.00. Motion carried by all voting aye.

Mr. Ytkin addressed the roadway repair/crack sealing plan and roads. Mr. Ytkin indicated \$40,000 to \$50,000 would be required to complete all these repairs. Mr. Sylvainus suggested using the Liquid Fuels funds to complete this work. Ms. Hirst asked when the roadwork will be started. Mr. Ytkin indicated Blossom Hill will be first.

LIBRARY

Ms. Athena Gross presented the Library report and the report is posted in the Board Room.

POLICE DEPARTMENT

Chief Siegfried reported the conversion of the unmarked car is completed.

FIRE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Nothing at this time.

RECREATION BOARD

Mr. Austin presented a Performance Agreement for Lo and Behold for entertainment at the Community Day. Mr. Soloe presented concerns regarding section 8 regarding power supply.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the Performance Agreement from Lo and Behold subject to satisfactory clarification of the power needs in Section 8. Motion carried by all voting aye.

Mr. Austin presented a quote from The Key for advertising the Community Day for a fee of \$572.80 for two advertisements.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to approve two half page advertisements of the Community Day in The Key for a fee of \$572.80. Motion carried by all voting aye.

Mr. Austin presented an update on the Community Day. Food Vendors, Entertainment, Sports exhibitions, and a photo booth have been secured. Fireworks and a beer truck may be obtained pending upon permits. Volunteer's Needed!

CDBG/HOME Program

A Public Hearing preceded the meeting; resolution will be presented next meeting.

SAFETY COMMITTEE

Nothing at this time.

RECYCLING

Mr. Sylvainus reported the committee is moving forward with community education. Also distribution of carts to new residents will be conducted prior to the public meeting.

NBMA

Meeting minutes from the June 18 and July 16, 2015, meetings are available for review.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Mr. Rinker indicated he would not be present at the next meeting.

ACTIVE PROJECTS

Signalization
Parking at Tuskes Park
Clipper Agreement
Zoning Enforcement
Management Book
Weight Restricted Roads Program -KCE - Christian Springs Rd and Alms House Rd
Saldo & Zoning Amendment

Location of Pipelines
5K Procedure - Police Department
Recreation and Open Space Plan
GIS - Public Works - KCE
Police SOP Manual
ARLE- Route 191 and Newport Ave Emergency Vehicle Signal - KCE
Reflective Address Signs - Reflective Signs Committee
Return to Work Program
Roger Miller Complaint
Young Lungs at Play - placement of signs
Lights at Tuskes Park

UPCOMING EVENTS

Community Day - Tuskes Park – September 5, 2015
Touch a Truck – October 3, 2015
Household Hazardous Waste Drop-Off Event - NCC Main Campus-October 10, 2015

ADJOURNMENT

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to adjourn the meeting at 8:20 p.m. Motion carried by all voting aye.

MINUTES –JULY 15, 2015
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Vice-Chairman, Scott Sylvainus.

Board members present were: Donna Hirst, Scott Sylvainus and Steve Ytkin; William Austin and Mike Rinker were absent. Also present were: Township Engineer, Sean Dooley and Township Solicitor, Gary Asteak.

PUBLIC COMMENT

Nothing at this time.

Motion was made by Mr. Ytkin and seconded by Ms. Hirst to approve the Agenda. Motion carried by all voting aye (3-0).

Motion was made by Ms. Hirst and seconded by Mr. Ytkin to approve the minutes from the July 1, 2015, meeting. Motion carried by all voting aye.

BILLS

Mr. Sylvainus asked about the Keystone Consulting Engineers, Inc. payment for Lot 7 Florey Farms Sewage. Ms. Parrish indicated it is a pass through payment.

Mr. Ytkin asked about the Contech Engineered Solutions invoice on the Liquid Fuels invoice summary. Mr. Shupe responded it was for pipe for Schoeneck Avenue roadway repairs.

Mr. Sylvainus inquired about how many containers of yard waste has been hauled by Scotta Equipment and Material, LLC. Mr. Shupe responded he did not have the exact number but thought it was about 1 a month.

Mr. Sylvainus asked about the L-shaped concrete/inlet riser. Mr. Shupe responded it was for Schoeneck Avenue roadway repairs. Mr. Sylvainus asked why it was not paid out of the Liquid Fuels Account. Mr. Shupe responded because he had a line item for concrete in his budget.

Mr. Sylvainus asked if the tire repair was from a nail. Chief Siegfried responded yes.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to approve the bills. Motion carried by all voting aye.

Ms. Parrish presented the Financial Report.

Motion was made by Ms. Hirst and seconded by Mr. Ytkin to approve the financial report. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Nothing at this time.

TOWNSHIP ENGINEER

Mr. Dooley reported that the Silvercrest property line pins have been located; however Mr. Kortze wanted to review the data and would report at the August 5 meeting.

TOWNSHIP SOLICITOR

Attorney Asteak reported there was some confusion about the letter of credit for Eagles Landing Phase IIIA; however it has been resolved and will be extended for 1 year. He also indicated he received the letter of credit for Eagles Landing Phase IIIC today.

Attorney Asteak reported vacating the land behind Ms. Smith's at 75 St. Elmo would require research, notification and an Ordinance. He stated that it is not as easy as only preparing a resolution. He needs confirmation the Township wants to expend the funds. Mr. Sylvainus asked if her engineer would have the information. Mr. Soloe indicated he would have the surveyor send his information to Attorney Asteak. Attorney Asteak indicated he would contact Ms. Smith to let her know it would be at her cost.

Attorney Asteak presented Resolution No. 15-10 for approval authorizing submission of the TreeVitalize Grant Application to Pennsylvania Department of Conservation and Natural Resources Bureau of Forestry.

Motion was made by Mr. Ytkin and seconded by Ms. Hirst to approve Resolution No. 15-10 Authorizing Submission of the TreeVitalize Tree Planting Grant Application to the Pennsylvania Department of Conservation and Natural Resources Bureau of Forestry. Motion carried by all voting aye.

Attorney Asteak reported the HOME Program would be reviewed at a Public Meeting on August 5, 2015 at 6:30p.m.

Attorney Asteak reported Scenic View III name has been changed to Carriage Hill Estates and he suggested all plans be revised to reflect the name change prior to recording. Mr. Ytkin asked if the promised funds will be forthcoming. Attorney Asteak responded they are part of the developer's agreement and will be paid prior to development beginning.

Attorney Asteak presented Eagles Landing Phase IIIC letter of credit for approval.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to accept the Letter of Credit for Eagles Landing Phase IIIC. Motion carried by all voting aye.

GRANT UPDATE

Mr. Dooley reported he attended the meeting regarding the traffic signal. He indicated Newton Engineering will be responding to PennDOT's comment letter. Mr. Ytkin indicated that a Public Meeting is being scheduled and that one contact person would be appointed to answer

questions from the public regarding this project. Attorney Asteak reported the permanent and construction easement paperwork has been prepared in order to avoid delaying this project. Attorney Asteak reported traffic detours for before and during school have been reviewed. All is ready to go when the HOP is issued.

Mr. Dooley reported the playground rubber mulch bids will be advertised and bids will be opened on August 5, 2015 at 8:00 a.m.

QUESTIONS FOR THE SOLICITOR/ENGINEER

Nothing at this time.

ADMINISTRATION

Ms. Parrish indicated the results of the “walk-through” with Met-Ed regarding the energy rebates are in the packets for review. Each Met Ed account is eligible for up to \$6000 rebate. She indicated the Police side is in need of extensive lighting upgrades. After discussion it was decided Ms. Parrish will check to see if LED bulbs would be a cost effective option and if they are available in the program.

Ms. Parrish presented a request for minor renovation to the front office to provide an L-shaped counter height work station. Mr. Shupe indicated he would be able to perform the renovation using prefab counter from Home Depot and construct cubicles underneath.

Motion was made by Ms. Hirst and seconded by Mr. Sylvainus to approve the renovations to the front office limited to a cost of up to \$1,000.00 including all supplies and fixtures. Motion carried by all voting aye.

PLANNING & ZONING

Mr. Soloe presented the Planning and Zoning Monthly Report.

Mr. Sylvainus asked the status of the high grass issues. Mr. Soloe responded that certified letters have been sent, however, no response or return receipts have been received.

Mr. Soloe reported a Zoning Hearing Board Meeting had been held and a variance was granted for a handicap access to residential dwelling.

PUBLIC WORKS

Mr. Shupe reported there is about 80’ of pipe remaining to be installed on the Schoeneck Avenue roadway repair. The storm sewer is currently operational.

Mr. Shupe reported he will have the crack sealing update next meeting.

Mr. Shupe reported signage for W. St. Elmo was never received by PennDOT and has been resubmitted.

Mr. Shupe reported he is obtaining quotes for road plates.

Mr. Shupe reported he is obtaining information regarding improvements to the salt shed and the project may have to go out for bid.

Mr. Shupe indicated he would be requesting to advertise for another part-time employee, as the newest part-time hire has resigned.

LIBRARY

No report at this time

POLICE DEPARTMENT

Chief Siegfried presented his June Report.

Motion was made by Mr. Ytkin and seconded by Ms. Hirst to accept the June Police Report. Motion carried by all voting aye.

Chief Siegfried reported on the status of the unmarked police vehicle. He indicated the police bar has been removed and will be used for parts to maintain the bars on existing vehicles. He presented three quotes for repairs and repainting of the police vehicle. Brown Daub's quote was \$5,544.50, Murante Auto's quote was \$3,155.10 and Maaco's quote was \$1,905.85.

Motion was made by Mr. Sylvainus and seconded by Ms. Hirst to authorize the repairs and repainting of the police vehicle by Maaco for a cost of \$1,905.85. Motion carried by all voting aye.

FIRE DEPARTMENT

Chief Seiple presented the June Fire Report.

Motion was made by Ms. Hirst and seconded by Mr. Sylvainus to accept the June Fire Report. Motion carried by all voting aye.

EMERGENCY MANAGEMENT

Nothing at this time.

RECREATION BOARD

Recreation Board meets next week. Mr. Sylvainus responded the planning for Community Days is moving forward and Mivajo's has recently made a donation. Mr. Shupe asked if he should start to attending Recreation Board meeting with regard to Community Days. Mr. Sylvainus affirmed it was advisable to start attending with the next meeting.

CDBG/HOME PROGRAM

Mr. Victor Rodite will be at the August 5, 2015, meeting to conduct the required HOME Program hearing.

SAFETY COMMITTEE

Mr. Tim Weir, from PMA attended the July 14, 2015, meeting. Mr. Weir recommended pre-employment post-offer physicals for new hires. The Safety Committee is requesting the Upper Nazareth Township handbook be amended to include pre-employment physicals as part of the new hire process, as well as a policy that would require all Township employees using Township vehicles to wear seatbelts.

RECYCLING

Nothing at this time.

NBMA

Nothing at this time.

OLD BUSINESS

Ms. Williams asked about the status of the codification of the ordinances. Mr. Sylvainus responded that the project is 90% complete.

NEW BUSINESS

Nothing at this time.

ACTIVE PROJECTS

Signalization
Parking at Tuskes Park
Clipper Agreement
Zoning Enforcement
Management Book
Weight Restricted Roads Program –KECK – Christian Springs Road and Alms House Road
Saldo & Zoning Amendment
Location of Pipelines
5K Procedure - Police Department
Recreation and Open Space Plan
GIS - Public Works - KCE
Police SOP Manual
LVPC – Route 191 and Newport Ave Emergency Vehicle Signal - KCE
Reflective Address Signs – Reflective Signs Committee
Return to Work program
Roger Miller Complaint
Young Lungs at Play – Placement of Signs

Lights at Tuskes Park

Upcoming Events

Community Day - Tuskes Park – September 5, 2015

Touch a Truck – October 3, 2015

Household Hazardous Waste Drop-Off Event - NCC Main Campus - October 10, 2015

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Ms. Hirst to adjourn the meeting at 8:22 p.m. Motion carried by all voting aye.

MINUTES –JULY 1, 2015
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

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

Board members present were: William Austin, Donna Hirst, Mike Rinker, Scott Sylvainus and Steve Ytkin. Also present were: for Township Solicitor, Steve Mills and Township Engineer, Al Kortze.

PUBLIC COMMENT

Ms. Donnelly asked for a status in regards to high grass at 71 N. Broad Street Ext. Mr. Soloe indicated he has made several calls to the bank's maintenance department to try to get the situation resolved. Mr. Rinker indicated a certified letter should be sent.

Ms. Donnelly also asked about the status of the proposed traffic signal. Mr. Sylvainus indicated it was on the agenda and would be discussed later.

Mr. Donnelly asked if the Township could mow the lawn at 71 N. Broad St. Ext. then bill the property owner. Mr. Ytkin indicated he did not think that was a good idea. Mr. Sylvainus indicated about 18 months ago the Township looked into having an outside vendor mow the offender's property and place a lien on the property for the costs incurred. He indicated that at the time due to costs involved in creating an ordinance with very few offenders in the Township it was not pursued.

Mr. Shultz indicated that Bangor Borough just adopted a Quality of Life Ordinance which deals with property maintenance.

Mr. Benfield indicated there is another property with high grass at 280 Friedenstahl Avenue. Mr. Soloe indicated that he was already working on that property.

Ms. Horvath of 568 City View Drive asked if a traffic study was performed for the proposed Scenic View development. Mr. Sylvainus indicated that the developer agreed to pay funds in lieu of a traffic study.

Ms. Donnelly indicated that a neighbor had a private sign on W. St. Elmo St. which read "Drive like your kids live here" which was stolen. Was there anything the Township could do to slow the traffic? Mr. Rinker indicated the police can place the speed trailer in the area. Ms. Donnelly asked for a status update of the truck restriction on W. St. Elmo. Mr. Shupe indicated PennDOT has not approved the required signage. Mr. Shupe will follow up with PennDOT.

Ms. Messenlehner indicated that the 2015 IRC is being held up by special interest groups (builders) and there are already lawsuits pending for when it is adopted. She wanted to clarify it is not the Township's fault for not adopting the 2015 code.

Ms. Sudowski asked about the status of the Ranch House. She worries that it could be inhabited by rodents.

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

Motion was made by Ms. Hirst and seconded by Mr. Sylvainus to approve the minutes from the June 17, 2015, meeting. Motion carried by all voting aye.

BILLS

Mr. Sylvainus asked Mr. Shupe about Choice Concrete. Mr. Shupe indicated it was a division of Modern Concrete.

Mr. Sylvainus asked Mr. Shupe about the Home Depot charges. Mr. Shupe indicated charges were for the connecting line from the generator to the Traffic Signal at 248 and 946.

Mr. Sylvainus asked Mr. Shupe about the All-Phase charges. Mr. Shupe indicated the charges were for multiple photocells to repair street lights.

Mr. Sylvainus asked Mr. Shupe about the keys purchased from Nazareth Hometown Hardware. Mr. Shupe indicated 10 keys were purchased, 5 requested and 5 additional for park.

Mr. Sylvainus asked Ms. Parrish about the Panasonic lease. Ms. Parrish responded the lease will end in August.

Mr. Sylvainus asked Ms. Parrish about the Dempsey carpet service. Ms. Parrish indicated the police are still using Dempsey.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the bills. Motion carried by all voting aye.

HOME PROGRAM PRESENTATION

Mr. Victor Rodite presented the Board with an overview of the history of the current housing rehabilitation program. He outlined the process taken to date to prepare a more favorable grant application for the new funding source (HOME Program). He first tried to join with other communities in our COG, and then tried to get local businesses involved; he was able to get a time and talent commitment but not a financial commitment. Mr. Rodite indicated that if the Township would agree to pledge some funds, the application would have a greater chance of being successful. He also indicated defining a target area or two would be beneficial. Ms. Hirst indicated she was not willing to vote on an expenditure of funds until after she had a chance to review the Rules and Guidelines of the current program. Mr. Rodite indicated that tonight's meeting did not meet the criteria for a public hearing since the Home Program was not publically advertised as part of the meeting. Mr. Rodite indicated to save funds a smaller ad can be placed with a link to the Township website.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to authorize advertising in the Express Times and the Nazareth Key of the Home Program Public Meeting for August 5, 2015. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Mr. Rinker reported he and Mr. Ytkin attended the dedication for the Tatamy Bridge. They indicated that the roadway would be open by July 5, 2015.

Mr. Ytkin indicated the Public Works department is in need of steel plates for placement on openings in the road surfaces when repairs are being performed. Mr. Shupe will obtain costs for plates and present at next meeting.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to hire Inter-county Investigations to perform a background check on the potential Township Manager at a fee up to \$3,000. Motion carried by all voting aye.

TOWNSHIP ENGINEER

Mr. Kortze presented a proposal from Geo-Technology Associates, Inc. (GTA) for Full Depth Reclamation Design Services. The proposal included 31 testing sites on Silvercrest, Gun Club, Rose Inn and Liberty Streets. Mr. Kortze indicated the proposed method of roadway repair is less expensive and stronger than bituminous material placed on stone. Mr. Kortze indicated the only disadvantage to this method would be if you have utilities in the roadway that would require excavation after completion of roadway repairs.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to contract with Geo-Technology Associates, Inc. for Full Depth Reclamation Design Services for a fee of \$7,500.00 to be charged to the 2015 Road Program Engineering Budget. Motion carried by all voting aye.

Mr. Kortze indicated an ARLE grant application has been submitted for the emergency light on 191.

Mr. Kortze indicated the Tree Vitalization Grant application was proceeding and he would have a resolution at the next meeting.

Mr. Kortze reported the Open Space Grant Specifications would be ready shortly and could go out to bid if authorized by the Board.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to authorize Keystone Consulting Engineers to advertise and obtain bids for the work to be done through the Open Space Grant. Motion carried by all voting aye.

Mr. Kortze reported PennDOT has reviewed the Highway Occupancy Permit Application for the Route 191 Traffic Signal and returned it for revision. Mr. Kortze indicated there was a meeting scheduled at the School District for July 8, 2015, at 10:00 am. Mr. Sylvainus asked if anything in the review letter would change the scope or cost of the project. Mr. Kortze indicated there was not.

TOWNSHIP SOLICITOR

Attorney Mills reported his office has the deed descriptions for preparation of the easements and right-of-ways required for the construction of the 191 traffic signal.

GRANT UPDATE

Mr. Sylvainus presented two proposals from Riley and Company for auditing services that are required by each grant for the construction of the traffic signal and roadway improvements at the intersection of Route 191 and Friedenstahl Ave.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to hire Riley and Company, Inc. to Audit the contract financial statements of the Commonwealth Financing Authority Local Share Account Grant Contract C000059639 for a fee of \$3,200.00 and Multimodal Transportation Fund Grant Contract C000059630 for a fee of \$3,200.00 in accordance with requirement established by DCED. Motion carried by all voting aye.

QUESTIONS FOR THE SOLICITOR/ENGINEER

Ms. Donnelly asked why the Township is repairing the storm sewer under Route 191 versus replacing. Mr. Kortze responded that the lifespan of the repair is 50 years and Mr. Sylvainus responded the repair is more cost effective for the Township.

Ms. Donnelly asked if we can start construction and not lose the funding. Mr. Sylvainus responded yes.

ADMINISTRATION

Ms. Parrish indicated the Upper Nazareth Township municipal profile prepared by LVPC was included in the Supervisors' packets and the full report of the BuildLV: Lehigh Valley Annual Development Report is available in the Township office for review.

Ms. Parrish indicated, to date, 70 businesses have obtained certificates and \$1,600 in fees have been received.

PLANNING & ZONING

Mr. Soloe presented a response letter from Ms. Tonnies regarding the high grass on her property. After discussion Mr. Kortze's office will go out and delineate the property line.

PUBLIC WORKS

Mr. Shupe reported crack sealing is proceeding and he, Dr. Dooley and Mr. Ytkin have a meeting scheduled for Thursday, July 2, 2015. Mr. Shupe indicated he would have an update at the next meeting.

Mr. Shupe reported RCN installed a line through a storm sewer pipe. He indicated the damage to the pipe caused erosion and collapse of a section of W. Highland Terrace. He indicated he would like to bill RCN for the repairs. Mr. Sylvainus asked Mr. Shupe to contact

the office for the contact name and number and would expect no problems from RCN reimbursing the Township for the repairs.

Mr. Shupe reported 200' of the 500' of storm sewer pipe has been replaced in and along Schoeneck Avenue.

LIBRARY

Mrs. Sayago presented the Library report and the report is posted in the Board Room.

POLICE DEPARTMENT

Nothing at this time.

FIRE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Nothing at this time.

RECREATION BOARD

Nothing at this time.

CDBG/HOME Program

Nothing at this time.

SAFETY COMMITTEE

Nothing at this time.

RECYCLING

Nothing at this time.

NBMA

Meeting minutes from the May 21, 2105, meeting are available for review.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Mr. Rinker indicated he would not be present at the next meeting.

A resident asked if Peddlers' Permits are required for door to door sales people. Sergeant Cope responded they are and are issued by the Police Department.

ACTIVE PROJECTS

Mr. Sylvanus asked to review the status of some of the active projects.

GIS - Public Works - KCE - Mr. Shupe indicated it is ongoing and most of the signs south of 191 have been located and documented.

Young Lungs at Play – placement of signs – Mr. Shupe indicated he would set a date for the sign placement.

Flowers and Lights at Tuskes Park – Mr. Shupe indicated he cleaned up the area but has not planted anything yet. The issue with the path lights has been corrected.

Police SOP Manual – Sergeant Cope will look into the status.

Signalization

Parking at Tuskes Park

Clipper Agreement

Zoning Enforcement

Management Book

Weight Restricted Roads Program KCE – Christian Spring Road and Alms House Road

Saldo & Zoning Amendments

Location of Pipelines

5 K Procedures - Police Department

Recreation and Open Space Plan

LVPC - Route 191 and Newport Ave Emergency Vehicle Signal - KCE

Reflective Address Signs - Reflective Signs Committee

Return to Work Program

Roger Miller Complaint

UPCOMING EVENTS

Community Day - Tuskes Park – September 5, 2015

Touch a Truck – October 3, 2015

Household Hazardous Waste Drop-Off Event - NCC Main Campus-October 10, 2015

ADJOURNMENT

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to adjourn the meeting at 8:50 p.m. Motion carried by all voting aye.

MINUTES –JUNE 17, 2015
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

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

Board members present were: William Austin, Donna Hirst, Mike Rinker, Scott Sylvainus (arrived 7:06 pm) and Steve Ytkin were present. Also present were: Township Engineer, Al Kortze and for Township Solicitor, Steve Mills.

PUBLIC COMMENT

Ms. Smith asked for the Board's to move forward in vacating the alley behind her property. Ms. Smith has had a property survey done and it is ready for recording. Mr. Soloe indicated he would prepare a resolution for approval at the July 1, 2015 meeting. Mr. Soloe will deliver the paperwork to Ms. Smith.

Ms. Messenlehner asked if the date of the current IRC codes were 2012 or 2015. Mr. Soloe indicated IRC codes were 2009. Ms. Messenlehner asked why we were using the 2009 codes. Mr. Soloe replied that the state has not adopted the newer codes.

Ms. Horvath of 568 City View Drive reported she received a letter from Tuskes Homes stating that road construction for Scenic View Estates III would be starting in 60 days. She asked if access to her home would be disrupted during construction. Mr. Kortze indicated access to her property would have to be maintained. Mr. Horvath inquired about snow removal and heavy equipment access. Mr. Ytkin suggested she contact Mr. Tuskes to properly address her concerns.

Mr. Shupe asked for revisions to the agenda to add Schoeneck Avenue Repairs and Recycling Center property appraisal to the Agenda.

Mr. Rinker asked for revision to the agenda to move the hiring of the part-time police office to before Supervisors 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. Rinker and seconded by Ms. Hirst to approve the minutes from the June 3, 2015, meeting. Motion carried by a 4-0 Vote. Mr. Ytkin did not vote since he was not present at the June 3rd meeting.

BILLS

Ms. Hirst inquired about the Newton Engineering Invoices and asked to see the detail. Ms. Parrish will provide copies to Ms. Hirst for her review and recommendations.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to approve the bills. Motion carried by all voting aye.

Ms. Parrish presented the Financial Report.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the financial report. Motion carried by all voting aye.

Chief Siegfried presented Mr. Casey Snyder to the board for consideration for hiring as part-time police officer. Mr. Snyder is a resident of Nazareth and an active member of the Upper Nazareth Volunteer Fire Department. He holds an Associate's Degree in Criminal Justice and is a 2013 graduate of Allentown Police Academy. His hiring is contingent upon successfully passing the physical and psychological testing and drug screening.

Motion was made by Ms. Hirst and seconded by Mr. Rinker to hire Mr. Casey Snyder as a part-time police officer contingent upon successfully passing the physical and psychological testing and drug screening. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Mr. Rinker inquired who would be attending the Ribbon Cutting Ceremony for the Route 33 interchange at Tatamy Road on June 25, 2015 at 10:00 am. All supervisors expressed interest.

Ms. Hirst reviewed the PennEast Pipeline presentation of June 11, 2015. She indicated 22 property owners are affected in Upper Nazareth Township. The FERC pre-filing has taken place. The Environmental Impact Studies would be conducted through the end of this year and into early next year. The pipe would be buried deeper in the agriculture fields. Ms. Hirst stated that she expressed concerns about the timeframe in which UGI would make repairs to damages caused by the construction. Per Kevin Kelleher from UGI Energy Services "we will make it right and there is no timeline."

TOWNSHIP ENGINEER

Mr. Kortze reported the Northampton County Open Space Initiative Grant was awarded. The bid specifications for the bonded rubber mulch will be ready for review and approval at the 7/1/2015 meeting and the project will go out for bid shortly thereafter.

Mr. Kortze also reported the TreeVitalize Grant was nearing completion and had a few questions. Mr. Sylvainus and Ms. Parrish indicated they would obtain the answers for KCE.

TOWNSHIP SOLICITOR

Nothing at this time.

GRANT UPDATE

Mr. Kortze reported the HOP Application was submitted to PennDOT on June 10, 2015. KCE is finalizing the easement descriptions and the Pole relocation has been submitted to Met-Ed. Mr. Ytkin asked how many poles. Mr. Kortze responded 8.

Mr. Kortze reported the Emergency Light on 191 has not been funded by LVPC as the project did not meet their specifications. The supervisors requested KCE look into other funding opportunities for the light.

QUESTIONS FOR THE SOLICITOR/ENGINEER

Nothing at this time.

ADMINISTRATION

Ms. Parrish indicated she has scheduled a “walk-through” with Met-Ed on June 18, 2015 to review the Township facilities to see if the Township would qualify for any energy rebates.

Ms. Parrish reported the County of Northampton Comprehensive 2014 Annual Financial Report is available for review.

PLANNING & ZONING

Mr. Soloe presented the Planning and Zoning Monthly Report.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to accept the May Planning and Zoning Report. Motion carried by all voting aye.

Mr. Soloe reported that Scenic View Estates has been removed from the agenda.

PUBLIC WORKS

Mr. Shupe presented his May Public Works report.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to accept the May Public Works report. Motion carried by all voting aye.

Mr. Shupe requested authorization to purchase storm drain pipe from Contech. Mr. Shupe indicated due to safety issues he would prefer the Township purchase from Contech at a \$300 higher price, however, two week earlier delivery.

Mr. Sylvainus asked if a safe roadway would be maintained, throughout the construction. Mr. Shupe responded yes.

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to purchase the storm drain pipe and fittings from Contech at a fee of \$9,677.18 due to expedited delivery and safety concerns due to the condition of the failing roadway. Motion carried by all voting aye.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to purchase four storm inlets with bicycle grates and M top from Modern Concrete at a fee of \$3,591.28 due to expedited delivery and safety concerns due to the condition of the failing roadway. Motion carried by all voting aye.

Mr. Shupe requested authorization to send Mr. Craig Hoffman to the Tree Tender Training course on Thursday, June 25, 2015, cost of which is \$25.00. The TreeVitalize Grant requires one new person to be trained as part of the grant parameters.

Motion was made by Mr. Sylvainus and seconded by Ms. Hirst to send Mr. Craig Hoffman to the Tree Tender training program on June 25, 2015 at a fee of \$25.00. Motion carried by all voting aye.

Mr. Shupe indicated Ms. Oatis needs an appraisal for the lease value of the Friedenstahl Ave. Recycling Area. Mr. Sylvainus suggested calling Mr. Lichtenwalner of Prudential Real Estate.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to authorize Ms. Oatis to hire an individual to appraise the recycling center property located on Friedenstahl Ave. Motion carried by all voting aye.

Mr. Sylvainus asked about crack sealing. Mr. Shupe indicated he had a spreadsheet with roadways and mileage for crack sealing. Mr. Shupe indicated he is also researching full depth reclamation of a few roadways.

Mr. Shupe indicated the walk through with the rubber mulch manufacturer was conducted today and specifications will be available at the July 1, 2015 meeting. He indicated that the second part of the grant is for additional parking at Tuskes Park and that would require meeting with the Recreation Board.

Mr. Sylvainus asked about the planting at the flag pole. Mr. Shupe indicated not all the mums survived the winter and he was considering Pachysandra groundcover. Daylilies were suggested along with the Pachysandra.

Mr. Sylvainus asked why the pathway lights are not functioning as designed. Mr. Shupe indicated that a switch on the timer is being shut off by someone.

Mr. Sylvainus asked if additional infield mix was available for the softball field. He indicated games had to be rescheduled due to injury concerns.

LIBRARY

No report at this time

POLICE DEPARTMENT

Chief Siegfried presented a letter requesting the donation of police security services, as Upper Nazareth Township has done in the past, for the McDonald's Lehigh Valley All Star Football Classic to be held on June 18, 2015. All proceeds go to the Ronald McDonald House Charities in Philadelphia.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to donate police services to the McDonald's Lehigh Valley All Star Football Classic. Motion carried by all voting aye.

Chief Siegfried presented his May Report.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to accept the May Police Report. Motion carried by all voting aye.

Chief Siegfried indicated that due to Buckle-up PA initiative the traffic stops and violations were greater than usual.

FIRE DEPARTMENT

Captain Fassel presented the May Fire Report.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to accept the May Fire Report. Motion carried by all voting aye.

EMERGENCY MANAGEMENT

Nothing at this time.

RECREATION BOARD

Meeting was held on June 16, 2015. Community Day requests for sponsors and vendors has had great response. UGI has committed to be a silver sponsor. Faulkner Cadillac has expressed interest. All printing has been donated by Vivid Impressions. One musical act has been booked. Mr. Rinker will check on the Martin Guitar band.

Questions regarding the condition of the Hillside playground were raised. Mr. Shupe indicated his staff was out this morning to clean up the area.

CDBG/HOME PROGRAM

Mr. Victor Rodlite will be at the July 1, 2015 to present information to the Board about the Home Program and expected application for funding. Mr. Sylvainus stated that this announcement at this Board Meeting, June 17, 2015, would serve as public notice that this presentation was going to take place.

SAFETY COMMITTEE

Nothing at this time

RECYCLING

Meeting minutes of the June 8, 2015, Recycling Committee were presented for review.

NBMA

Nothing at this time.

OLD BUSINESS

Ms. Donnelly asked about the Reflective Address Signs. Captain Fassl indicated the required documentation was not obtained prior to grant deadline, however, they are still looking into other funding opportunities.

Ms. Donnelly asked about the status of the high grass at the vacant house on North Broad Street Ext. Ms. Parrish indicated Mr. Soloe has been trying to contact the Bank. Mr. Soloe is working on this.

NEW BUSINESS

Nothing at this time.

ACTIVE PROJECTS

Signalization
Parking at Tuskes Park
Clipper Agreement
Zoning Enforcement
Management Book
Weight Restricted Roads Program –KCE – Christian Springs Road and Alms House Road
Saldo & Zoning Amendment
Location of Pipelines
5K Procedure - Police Department
Recreation and Open Space Plan
GIS - Public Works - KCE
Police SOP Manual
LVPC – Route 191 and Newport Ave Emergency Vehicle Signal - KCE
Reflective Address Signs – Reflective Signs Committee
Return to Work program
Roger Miller Complaint
Young Lungs at Play – Placement of Signs

Upcoming Events

Community yard sale – June 20, 2015 8 a.m. to 2 p.m.
Community Day - Tuskes Park – September 5, 2015
Touch a Truck – October 3, 2015
Household Hazardous Waste Drop-Off Event - NCC Main Campus - October 10, 2015

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 8:30 p.m. Motion carried by all voting aye.

MINUTES –JUNE 3, 2015
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:04 p.m. by Chairman, Mike Rinker. After the Pledge of Allegiance a moment of silence for Mr. Willard Mohn was held.

Board members present were: Mike Rinker, William Austin, Donna Hirst; Scott Sylvainus arrived at 8:05 p.m.; Steve Ytkin was absent. Also present were: Township Solicitor, Gary Asteak and Township Engineer, Al Kortze.

PUBLIC COMMENT

Mr. Donnelly asked for the board to enforce the zoning ordinance regarding high grass at 71 N. Broad Street and the storage of boats on W. St. Elmo Street.

Dr. Jeffery Wack of 206 E. Lawn Road expressed his opinions on the Business Registration Fee.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve the Agenda. Motion carried by all voting aye (3-0).

Motion was made by Ms. Hirst and seconded by Mr. Austin to approve the minutes from the May 20, 2015, meeting. Motion carried by a 2-0 vote. Mr. Rinker abstained as he was not present at the supervisor's May 20, 2015, meeting.

BILLS

Mr. Austin asked what the MetEd bill was for and Ms. Parrish indicated it was for the lights at Tuskes Park.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve the bills. Motion carried by all voting aye (3-0)

SUPERVISORS COMMENTS

Mr. Schultz of 69 Willowdale Avenue asked for the Township's assistance with the deterioration of his property by Schoeneck Creek. He indicated a grant was used to repair other portions of the creek. State Representative Joseph Emrick was in attendance and informed Mr. Schultz that his office would look into other grants to see if anything was available to help him with the erosion problem.

Mr. Rinker presented Mrs. Joan Lyons with a Proclamation and letter of appreciation for her years of service to Upper Nazareth Township, declaring June 6, 2015, as Joan Lyons Day.

State Representative Joseph Emrick, 2312 Blue Jay Drive, voiced his concern about the lack of oversight of the engineer performing the work on the proposed traffic signal at Route 191 and Friedenstahl. State Representative Joseph Emrick suggested a meeting to confirm goals are met and to obtain a timeline in writing in order to hold the engineers accountable to that timeline.

Mr. Sylvainus arrived during State Representative Joseph Emrick's discussion.

The board suggested they request a copy of the contract between the Nazareth Area School Board and Newton Engineering.

Mr. Donnelly expressed his concern about the lack of follow through regarding the Active Project list.

Ms. Williams commented that at this point it will be impossible to have the light completed by the opening of school in the fall.

TOWNSHIP ENGINEER

Nothing at this time.

TOWNSHIP SOLICITOR

Attorney Asteak informed the Board that, based on his review of Act 153, all volunteers that have contact with children are required to have background checks in accordance with the standards set forth in the Act.

GRANT UPDATE

Approval from Northampton County for the Playground and Parking Improvements Project Grant in the amount of \$104,640.03 was received. Mr. Shupe indicated it is a matching fund and reimbursement grant where the Township will pay for the improvements and be partially reimbursed through the grant. Ms. Parrish asked from which account the initial funds would be dispersed and Mr. Sylvainus responded the Recreation Fund. Mr. Shupe indicated the project would require public bidding.

QUESTIONS FOR THE SOLICITOR/ENGINEER

Nothing at this time.

ADMINISTRATION

Ms. Parrish presented a letter from PennDOT which indicates, based on the audit performed by Mr. John Mazur, the Liquid Fuels Tax Fund was in compliance and accurate.

Ms. Parrish stated that the 2014 Uninvest Police Pension Financial Statement was received and reviewed by the Board of Supervisors and is available in the Township Office.

PLANNING & ZONING

Nothing at this time

PUBLIC WORKS

Mr. Shupe reported 2015 crack sealing will be done according to the schedule in the Five Year Plan. Mr. Sylvainus asked if there are any plans to microsurface any roadways and which oil and chip procedure was determined to be the best. Mr. Shupe indicated he was hoping for more public comments and that some roadways are experiencing cracking. He indicated Monroe and Industrial Drive held up well.

Mr. Shupe indicated he has been consumed with roadway failures. He indicated he will need to purchase piping and storm inlets under state contract pricing to repair Schoeneck Avenue.

Mr. Shupe reported that handicap accessibility will be required at parks where the grant work is being performed and that the Hillside play area will remain closed until the rubber mulching is in place.

Mr. Rinker asked if there were any updates on the street lights. Mr. Shupe indicated not at this time. He indicated he spoke with Forks Township regarding their procedure to repair street lights and they stated that they own all their development street lights and take care of all their own repairs.

LIBRARY

Mrs. Sayago presented the Library report. A copy of her report will be kept in the meeting room.

POLICE DEPARTMENT

Chief Siegfried presented a letter of resignation from Officer Richard Murphy.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to accept Officer Murphy's resignation. Motion carried by all voting aye (4-0)

Chief Siegfried asked for authorization to fill the part time position created by the resignation of Officer Richard Murphy.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to authorize Chief Siegfried to fill the part time position created by the resignation of Officer Richard Murphy. Motion carried by all voting aye (4-0)

FIRE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Nothing at this time.

RECREATION BOARD

Mr. Austin reported on the Community Day planning. He indicated that that Township planned on purchasing 4 banners. Mr. Nick Abruzzo has offered to donate one of the four banners saving the Township \$45. The total cost for four banners would be \$135. Ms. Parrish asked which account this expense should be debitted; Mr. Sylvainus responded the general fund.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to purchase the 4 banners from Mr. Nick Abruzzo for a fee of \$135.00. Motion carried by all voting aye (4-0)

Mr. Austin presented an event contract with Metz Amusement and concession for a train ride, inflatable slide and bounce house for a fee of \$2,000.00 for Community Day.

Motion was made by Ms. Hirst and seconded by Mr. Rinker to authorize execution of the contract with Metz Amusements and Concessions, LLC for \$2,000.00. Motion carried by all voting aye (4-0)

Mr. Austin indicated he was able to secure Jordan White for 3 hours of musical entertainment for Community Day at a fee of \$250.00.

Motion was made by Mr. Austin and seconded by Mr. Sylvainus hire Jordan White for three hours of Musical Entertainment at a fee of \$250.00. Motion carried by all voting aye (4-0)

Mr. Sylvainus reported that the Recreation Board sent out 180 letters to local business asking for vendors or sponsorship for Community Day.

CDBG/HOME Program

Nothing at this time.

SAFETY COMMITTEE

Nothing at this time.

RECYCLING

Nothing at this time.

NBMA

Meeting minutes from the March 19, 2015 are available for review.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Mr. Rinker acknowledged the Scouts from Troop 76 who attended the meeting for a merit badge.

Jan Smith asked about the warranty for the trees at Tuskes Park. She indicated, while most have survived, a few have not. Mr. Rinker recalled an 18 month warranty. Mr. Kortze indicated he did not have the file, however recalled they had an 18 month warranty.

ACTIVE PROJECTS

Signalization

Parking at Tuskes Park – Northampton County Grant \$104,640.03

Clipper Agreement

Zoning Enforcement

Management Book

Weight Restricted Roads Program KCE – Christian Spring Road and Alms House Road

Saldo & Zoning Amendments

Location of Pipelines

5 K Procedures - Police Department

Recreation and Open Space Plan

GIS - Public Works - KCE

Police SOP Manual

LVPC - Route 191 and Newport Ave Emergency Vehicle Signal - KCE

Reflective Address Signs - Reflective Signs Committee

Return to Work Program

Roger Miller Complaint

Young Lungs at Play – placement of signs

UPCOMING EVENTS

Community Yard Sale – June 20, 2015 8 am to 2 pm

Community Day - Tuskes Park – September 5, 2015

Touch a Truck – October 3, 2015

Household Hazardous Waste Drop-Off Event - NCC Main Campus-October 10, 2015

ADJOURNMENT

Motion was made by Ms. Hirst and seconded by Mr. Rinker to adjourn the meeting at 9:00 p.m. Motion carried by all voting aye.

MINUTES –May 20, 2015
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:04 p.m. by Vice-Chairman, Scott Sylvainus.

Board members present were: William Austin, Donna Hirst, Scott Sylvainus and Steve Ytkin. Mike Rinker was absent. Also present were: Township Engineer, Al Kortze and Township Solicitor, Gary Asteak.

PUBLIC COMMENT

Mr. Donnelly requested another public comment on the agenda; he indicated having public comment in the beginning only did not allow enough time for people. Mrs. Lyons responded that public comment has to be heard before the Board takes any official action.

Becky Bartlett thanked the poll workers and volunteers from the primary election and hopes to speak to many more residents during her campaign before the November election.

Motion was made by Mr. Ytkin and seconded by Mrs. Hirst to approve the Agenda. Motion carried by all voting aye (4-0).

Motion was made by Mrs. Hirst and seconded by Mr. Ytkin to approve the minutes from the May 6, 2015, meeting. Motion carried by a 3-0 vote. Mr. Austin did not vote since he was not a Board member at the time of the meeting.

BILLS

Mr. Sylvainus inquired about the tempered glass bill. Mr. Shupe stated the glass was to replace the parking lot light covers which were shattered during the winter.

Mr. Sylvainus inquired about the Davidheiser's invoice. Mrs. Lyons showed the chief the invoice and Chief Siegfried confirmed the charge was for the speed timing light and yearly maintenance.

Mr. Sylvainus inquired about the LaBarre Towing invoice. Chief Siegfried responded it was for a vehicle with mechanical issues.

Mr. Sylvainus inquired about the Nazareth Ford invoice. Chief Siegfried confirmed the purchase and stated that more invoices will follow.

Motion was made by Mr. Ytkin and seconded by Mrs. Hirst to approve the bills. Motion carried by all voting aye.

Mrs. Lyons presented the Financial Report.

Motion was made by Mr. Ytkin and seconded by Mrs. Hirst to approve the financial report. Motion carried by all voting aye.

Mr. Sylvainus stated that the Treasurer's Report is for informational purposes for the Board and is a list of incoming and outgoing banking transactions held during the last month

SUPERVISORS COMMENTS

Mr. Sylvainus indicated that after a review of the recycling ordinance it did indicate that trash pickup should not begin prior to 6:00 a.m. The Board decided to wait to see if there are any noise complaints prior to enforcing the ordinance. Recycling, administration and police department were requested to track these complaints for future discussion.

TOWNSHIP ENGINEER

Mr. Kortze reported on the Signalization grant status. He indicated he is working with Met-Ed to relocate the poles and he met with property owners to discuss construction easements. Mr. Kortze indicated he expects the final submission to PennDOT to occur within the next two weeks. Mr. Sylvainus asked how many property owners are affected. Mr. Kortze responded about six. He indicated multiple properties affected are owned by the same owner. Mr. Kortze also indicated that eight poles will require relocation. Mr. Sylvainus confirmed that the Township would be doing the bidding.

TOWNSHIP SOLICITOR

Attorney Asteak presented Resolution #15-9 requested by PennDOT defining the authority to submit and sign the Traffic Signal Approval application.

Motion was made by Mr. Ytkin and seconded by Mr. Austin to approve Resolution # 15-9 defining the authority to submit and sign the PennDOT Traffic Signal Approval application designating Mr. Rinker as the authorized individual to sign. Motion carried by all voting aye.

Mr. Asteak reported that he sent Dr. Pina a copy of Upper Nazareth Township's resolution #14-17 prohibiting the use of tobacco in recreational areas, parks and playgrounds. Mrs. Lyons has been communicating with Dr. Pina and copies of attached emails were included in the packets. Mrs. Lyons indicated that we received 7 free signs for our parks "Young Lungs at Play" "Tobacco Free Zone". Mr. Asteak indicated the sign placement could be a media event. Mr. Shupe will contact Dr. Pina to schedule.

GRANT UPDATE

Mr. Kortze gave the update on the Signalization Grant under Township Engineer.

QUESTIONS FOR THE SOLICITOR/ENGINEER

Mr. Sylvainus asked what roadways Keystone Consulting Engineers will study next for weight restrictions. After an update of the current list a discussion was held and it was decided to authorize the study of Christian Springs and Alms House Roads.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to authorize Mr. Kortze to study Christian Springs and Alms House Roads. Motion carried by all voting aye.

ADMINISTRATION

Mrs. Lyons reported Mrs. Parrish sent a letter to KMIT in response to their letter dated April 30, 2015 for an Action Plan Request.

Mr. Sylvainus asked how the Township is continually evaluating tasks appropriate for the aging workforce to minimize accidents. Mr. Shupe indicated he does not age discriminate; however, he does assign the tasks based on the ability of the worker both physically and mentally. In addition Mr. Shupe reminds workers about safety, during the numerous tailgate safety discussions. Mrs. Lyons indicated that Mrs. Parrish sent a letter request to all department heads to do a list of light duty jobs several months ago.

Mrs. Lyons indicated she emailed her official letter of resignation regarding her retirement to the Board members dated May 29, 2015.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to accept Mrs. Lyon's letter of resignation effective May 29, 2015. Motion carried by all voting aye.

Mrs. Lyons thanked the Board and indicated that the 9 years of employment with Upper Nazareth have been challenging and rewarding. The Board and Attorney Asteak responded with a thank you to Mrs. Lyons for her years of service.

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Shupe presented his March and April Public Works reports and explained the format to the two new supervisors.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to accept the March and April Public Works reports. Motion carried by all voting aye.

Mr. Shupe requested authorization to hire Mr. Mark Messinger as a part-time public works employee in a Laborer 3 position at 60% of the base of top rate or \$13.39 per hour for 25 hours a week. He will begin employment on June 15 contingent upon passing his pre-employment testing. Mr. Messinger has his Class A driver's license and has worked at Nazareth Borough and Plainfield Township.

Motion was made by Mr. Ytkin and seconded by Mrs. Hirst to hire Mr. Mark Messinger as a part-time employee in a Laborer 3 position at 60% of the base of top rate or \$13.39 per hour for 25 hours a week contingent upon his passing his pre-employment testing. Motion carried by all voting aye.

Mr. Sylvainus asked when crack sealing is scheduled to start. Mr. Shupe indicated he is trying to catch up from the winter. Mr. Sylvainus asked if there were any roadways which will be paved this year. Mr. Shupe indicated nothing is planned as yet because he is trying to do the work on the deteriorating pipe on St. Elmo. He will bring a list of roads he plans to crack seal to the next meeting as well as pricing for the two big projects he is currently working on. He did indicate he will consult with Sean Dooley regarding costs for pipe sizing and grading. Mr. Shupe also indicated he is working on the border and border prep at the park playgrounds. Hillside Park is the only park that is closed until the new mulch is put down.

LIBRARY

No report at this time

POLICE DEPARTMENT

Chief Siegfried presented the Board with photos of a police vehicle and asked for the Board to consider repainting the vehicle so it can be used as an unmarked car. Chief Siegfried indicated the light bar will be removed and used for spare parts. The light bar parts are very costly. Chief Siegfried indicated that he did not have all the figures for the damage to the car at this time but will report back at the next meeting.

Chief Siegfried presented the April police report.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to accept the April Police report. Motion carried by all voting aye.

FIRE DEPARTMENT

Chief Seiple presented the April Fire report.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to accept the April Fire Report. Motion carried by all voting aye.

EMERGENCY MANAGEMENT

Nothing at this time.

RECREATION BOARD

The next meeting has been rescheduled for May 26, 2015, due to the primary election date conflict.

Mr. Ytkin read an excerpt from the PSATS News Bulletin which mentions a statute about all individuals who are responsible for the welfare of a child or have direct contact with children must obtain criminal and child abuse background checks. The law states that volunteers who work with children will now require background checks and child abuse clearances. Mr. Astak will review the statute and send a copy for the Board to review and discuss at the next meeting. A discussion was held and lots of questions were brought up regarding current employee checks

and volunteer criteria, etc. It was noted that the Township does not have any employees recreation staff or volunteers at this time.

CDBG/HOME PROGRAM

Mr. Sylvainus reported an individual in the Township who was a recipient of the CDBG funds would like to obtain a reverse mortgage which would require the Township to subordinate the lien. Mr. Sylvainus suggested the Township require payment of the 25% guarantee funds and subordinate the lien.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to accept 25% of the loan funds and subordinate the lien with all legal work being performed by the applicant and review and approval by the Township Solicitor. Motion carried by all voting aye.

SAFETY COMMITTEE

Mr. Shupe gave a verbal report of what took place at the meeting held on May 15, 2015 at 9:00 a.m. The Safety Committee will schedule their next meeting based on the availability of the representative from PMA.

RECYCLING

Nothing at this time

NBMA

Nothing at this time.

OLD BUSINESS

With regard to the Roger Miller water issue Mr. Kortze stated that he has some ideas about a basin at the Tuskes Park.

Derek 5K run this coming Saturday.

NEW BUSINESS

Mrs. Hirst questioned how to inform the haulers about the recycling ordinance. Attorney Asteak indicated at this time the Township will wait for complaints and then discuss enforcement.

Mrs. Berlew asked who to report a Route 248 street light outage to. Ms. Lyons reported that the Township will make the notification to MetEd.

ACTIVE PROJECTS

Signalization
Parking at Tuskes Park
Clipper Agreement
Zoning Enforcement
Management Book
Weight Restricted Roads Program -KCE
Saldo & Zoning Amendment
Rubber Mulch / Northampton County Open Space Grants - Shawn Shupe and Sean Dooley
Location of Pipelines
5K Procedure - Police Department
Recreation and Open Space Plan
GIS - Public Works - KCE
Police SOP Manual
LVPC – Route 191 and Newport Ave Emergency Vehicle Signal - KCE
Reflective Address Signs – Reflective Signs Committee
Return to Work program
Roger Miller Complaint

Upcoming Events

Together for Derek 5K Run/Walk May 23, 2015
Household Hazardous Waste Drop-Off Event - NCC Main Campus - May 30, 2015
Community yard sale – June 20, 2015 8 a.m. to 2 p.m.
Community Day - Tuskes Park – September 5, 2015
Touch a Truck – October 3, 2015
Household Hazardous Waste Drop-Off Event - NCC Main Campus - October 10, 2015

Ms. Donnelly asked how many of the Active Projects have been resolved. Mr. Sylvainus indicated all are currently open.

Mr. Sylvainus asked about the drainage issue, Mr. Kortze reported he is looking at the water sheds causing the problems and may alter the basin in the park.

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Mrs. Hirst to adjourn the meeting at 8:20 p.m. Motion carried by all voting aye.

MINUTES –MAY 6, 2015
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:09 p.m. by Chairman, Mike Rinker.

Board members present were: Donna Hirst, Mike Rinker, Scott Sylvainus and Steve Ytkin. Also present were: Township Solicitor, Gary Asteak and Township Engineer, Al Kortze.

PUBLIC COMMENT

Mr. Victor Scomillio, candidate for Judge, introduced himself and provided the public with his background and asked for our vote.

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

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve the minutes from the April 15, 2015, meeting. Motion carried by a 3-0 vote. Mrs. Hirst abstained as she was not a supervisor at the time of the April 15, 2015 meeting.

BILLS

Mr. Sylvainus asked Mrs. Lyons to confirm the postage charges on the COMDATA bill.

Mr. Sylvainus asked about the decoy head. Chief Siegfried indicated it was to repair the previous mannequin which was damaged.

Mr. Sylvainus asked Mr. Shupe if he followed up with the Street Sweeper regarding Mt. Vernon and several other streets. Mr. Shupe responded he had.

Mr. Sylvainus asked Mr. Shupe what the 250V fuse was for. Mr. Shupe responded that it was for the light at Field 1 at Tuskes Park. Mr. Shupe indicated that additional bills were incurred repairing that lighting issue.

Mr. Ytkin questioned the Schuylkill Valley Sports invoice. Mr. Shupe responded it was for the baseball drag and spikes for field prep.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to approve the bills. Motion carried by all voting aye.

Mr. Rinker presented Michael Mohn with a Proclamation and letter of appreciation for his father, former supervisor, Willard Mohn, declaring May 9, 2015, as Willard Mohn Day.

SUPERVISORS COMMENTS

Mr. Rinker indicated he was unable to attend the April 28th Nazareth COG meeting. Mr. Asteak reported it was an informative meeting and that Geoff Reese of the Lehigh Valley Planning Commission outlined the work to be done on the review of the Multi-Municipal Plan. Mr. Asteak indicated that a steering committee member should be appointed and present to review the results of the study and it was critical that someone from the Board participate. Mrs. Lyons indicated that this request would be made during Administration on agenda.

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to appoint Mr. William Austin to fill the remainder of Mr. Mohn's Board of Supervisor's vacated position. Motion carried by a 3-0 vote. Mrs. Hirst abstained due to not being a supervisor when all the interviews were held.

The Board thanked all the applicants for the interest shown about the two recently vacated unexpired term openings for supervisor positions.

TOWNSHIP ENGINEER

Mr. Kortze indicated the Exigo Manufacturing Preliminary/Final Land Development Plan was before the Board for approval. Mr. Kortze reviewed his letter of May 1, 2015, outlining items and meetings required. Mr. Ytkin asked what was manufactured at the facility and if the expansion would create an increase in traffic. Mr. Craig Trauger representing Exigo indicated that they produce stainless steel fittings and valves for the pharmaceutical industry, and he did not anticipate an increase in traffic from current deliveries and pickups. They work in 3 shifts and close by 11 p.m. at night. They would be using the addition mostly for warehousing and storage. They use UPS for most deliveries. No Conservation District. Keystone will process.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the Exigo Land Development Preliminary/Final Land Development plan contingent upon all items in Mr. Kortze's May 1, 2015, review letter being addressed. Motion carried by all voting aye.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to approve Resolution #UNT-2015-08 for Exigo Manufacturing. Motion carried by all voting aye.

TOWNSHIP SOLICITOR

Attorney Asteak informed the Board that CMC Development has purchased Scenic View Estates and will be providing a new developer's agreement and paying the fee for the traffic signal.

GRANT UPDATE

Mr. Shupe indicated that upon approval by Northampton County the grant for the park improvements will be available. Mr. Shupe indicated it is a reimbursement grant where the Township will pay for the improvements and be reimbursed through the grant. Mr. Sylvainus asked if the rubber mulch pricing was still good. Mr. Shupe indicated the project would require public bidding but feels the numbers included in the grant for the mulch pricing should be close to the original amount quoted.

Mr. Kortze reported the April 21 signalization meeting with Penn DOT went well, and upon finalization of the plans, he will meet with property owners to request easements. Mr. Sylvainus asked how many property owners are involved. Mr. Kortze indicated he did not have a number at this time. Mr. Sylvainus asked who will be responsible for soliciting the bids. Newton Engineering does the plans using our templates. Mr. Kortze and Attorney Asteak indicated that since the grant is in the Township's name the Township should solicit the bids and oversee construction. .

QUESTIONS FOR THE SOLICITOR/ENGINEER

Nothing at this time.

ADMINISTRATION

Mrs. Lyons stated that the 2015 1st Quarter Univest Police Pension Investment Report is in the office and available for review.

Mrs. Lyons stated that the PLGIT Annual Report is in the office and available for review.

Mrs. Lyons presented an updated Met-Ed Streetlight outage procedure. The new procedure states that once the notifications are sent by the administrative staff that all the communications that come back from Met-Ed go directly to the public works department for follow-up regarding repairs done by Met Ed and repairs to be done by public works personnel. Mr. Shupe has been given all the information regarding who to contact at Met-Ed and he was asked by Mr. Sylvainus to check with Forks Township regarding their procedure.

Mrs. Lyons indicated that the Nazareth COG is requesting a representative for the Multi-Municipal Plan Steering Committee. Mr. Sylvainus agreed to be the Upper Nazareth Township representative.

Mrs. Lyons presented a memo from Mrs. Parrish thanking the Board for allowing her to attend the recent PSATS Conference and stated Mrs. Parrish's offer to share any information she learned about at the conference to those interested.

Mrs. Lyons indicated a letter was received by KMIT with the 2015 Report to Management. They also requested several steps be taken by the Township including completion of a 2014 action plan and prompt attention and responses to a list of safety and loss ratio concerns that need to be put in writing and returned to them no later than August 3, 2015. Mrs. Lyons announced the next Safety Committee meeting will be held May 15, 2015, and stated that they are reviewing our minutes with regard to the safety committee meetings. The safety committee is supposed to meet quarterly.

Mrs. Lyons indicated the office has received a few complaints regarding parking in front of mailboxes. Chief Siegfried responded that the police can ticket the offenders.

PLANNING & ZONING

Mr. Soloe presented the April, 2015 Zoning Report and he indicated that four (4) new home permits were issued and two (2) new occupancy permits were obtained.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the April Zoning Report. Motion carried by all voting aye.

PUBLIC WORKS

Mr. Shupe discussed hiring an additional part-time employee. He requested placement on the next Agenda for a vote by the Board.

Mr. Shupe indicated Public Works will be removing the edging at the playgrounds, preparing the base for new rubberized mulch and will do the borders. He will have a caution sign made and posted at the parks. The 2015 Northampton County Open Space Initiative Grant was unofficially approved. He indicated that the grant stated that playgrounds should be open and ADA compliant.

Mrs. Berlew indicated that the coating is separating from the metal on the steps on the unit at Tuskes Park.

Mr. Sylvainus asked when 2015 crack sealing will take place. Mr. Shupe responded that currently they are filling potholes, and stated that deteriorating storm sewers are causing roadway failures.

LIBRARY

Mrs. Sayago presented the Library report. A copy of her report will be kept in the meeting room.

POLICE DEPARTMENT

Nothing at this time.

FIRE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Nothing at this time.

RECREATION BOARD

Nothing at this time.

CDBG/HOME Program

Nothing at this time.

SAFETY COMMITTEE

Next meeting May 15th at 9:00 a.m.

RECYCLING

Mrs. Oatis indicated both 902 grants will be reviewed with Shawn Shupe and then submitted with expected payment being during the 3rd quarter of 2015.

Mrs. Oatis indicated that East Penn and Berger are reporting first quarter recycling increases. Mrs. Donnelly inquired about reporting frequency and Mrs. Oatis responded that haulers are only required to report tonnage figures yearly.

Mrs. Oatis indicated that the first report of a broken toter was received and it should be covered under Rehrig's replacement warranty. Mr. Rinker requested a copy of the warranty or a letter from the company substantiating their policy. Hauler, public works, or the resident will be responsible for transporting a broken cart to the municipal building and picking up a replacement depending on circumstances. Mrs. Oatis will coordinate this process with all.

Mr. Sylvainus asked what the proper way for the hauler to leave the toter. Mrs. Oatis responded with the lid closed. Mr. Sylvainus indicated Herceg is leaving the lid open.

Mr. Berger indicated recycling material weight is deceptive. There is a lot more plastic and not as much glass, which lowers the weight of the material. Mrs. Oatis remarked that while that might be true, that weight decrease is often offset by the increase in cardboard associated with consumers buying more products online.

Mr. Sylvainus asked if haulers can start before 6:00 a.m. Mrs. Oatis indicated that she understood that the township's noise ordinance to be that they should not be starting before 6 a.m. Mr. Berger indicated that he tries to get his trucks off the street prior to the school traffic and therefore starts about midnight. He indicated that in some municipalities the trucks are followed by police for safety. Mr. Rinker asked for a review of the times stated on the ordinance and requested that Mrs. Oatis, office and police staff begin documentation of resident complaints with regard to noise issues incurred after hours by hauler's trucks.

NBMA

Nothing at this time.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ACTIVE PROJECTS

Signalization
Parking at Tuskes Park
Clipper Agreement
Zoning Enforcement
Management Book
Weight Restricted Roads Program
Saldo & Zoning Amendments
Rubber Mulch / Northampton County Open Space Grants - Shawn Shupe and Sean Dooley
Location of Pipelines
5 K Procedures - Police Department
Recreation and Open Space Plan
GIS - Public Works - KCE
Police SOP Manual
LVPC - Route 191 and Newport Ave Emergency Vehicle Signal - KCE
Reflective Address Signs - Reflective Signs Committee
Return to work Program
Roger Miller Complaint

UPCOMING EVENTS

Together for Derek 5k Run/Walk – May 23, 2015
Household Hazardous Waste Drop-Off Event - NCC Main Campus - May 30, 2015
Community Yard Sale – June 20, 2015
Community Day - Tuskes Park – September 5, 2015
Touch a Truck – October 3, 2015
Household Hazardous Waste Drop-Off Event - NCC Main Campus-October 10, 2015

ADJOURNMENT

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to adjourn the meeting at 8:49 p.m. Motion carried by all voting aye.

MINUTES –April 15, 2015
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:23 p.m. by Chairman, Mike Rinker.

Board members present were: Mike Rinker, Scott Sylvainus and Steve Ytkin. Willard Mohn was absent. Also present were: for Township Engineer, Sean Dooly and Township Solicitor, Gary Asteak.

PUBLIC COMMENT

Mr. Kilbanks from Mr. Emrick's office presented a letter from Mr. Emrick regarding the soil erosion issues on Mr. Miller's property at 3009 Bath Pike in Upper Nazareth. Mr. Kilbanks informed the Board that their office will assist in establishing a meeting with PennDOT regarding the storm water structures within Route 248. Mr. Roger Miller addressed the Board giving history about his property and he indicated that he spoke to the developer at Tuskes Homes and tried to reach personnel at the Conservation District about the property. He brought in photos for the Board's review. Mr. Dooley of Keystone Consulting Engineers indicated his office would do a Conditions Assessment to ascertain the source of the water causing the erosion. Mr. Rinker indicated he would accompany Mr. Dooley. Mrs. Miller commented the water near the pool of her home ponds very deep.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to approve the Agenda. Motion carried by all voting aye (3-0).

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to approve the minutes from the April 1, 2015, meeting. Motion carried by all voting aye.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the minutes from the April 2, 2015, meeting. Motion carried by all voting aye.

BILLS

Mr. Sylvainus inquired if the last of the CDBG funds were expended. Mrs. Parrish responded they were but there could still be a refund from a previously funded project.

Mr. Sylvainus inquired if the garage door opener has been replaced. Chief Siegfried confirmed the opener has been replaced.

Mr. Sylvainus inquired about the City of Allentown payment. Chief Siegfried responded it was for mandatory police training.

Mr. Sylvainus inquired about the thermal imaging equipment. Chief Siegfried indicated the delay was due to a manufacturing problem and is now fixed.

Mr. Sylvainus inquired why Second Street between Friedenstahl Avenue and Mt. Vernon Avenue was not cleaned by street sweeping. Mr. Shupe indicated there must have been a problem or automobiles parked in the area.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the bills. Motion carried by all voting aye.

Mrs. Parrish presented the Treasurer's Report and Financial Report.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the Treasurer's Report and the Financial Report. Motion carried by all voting aye.

Mr. Sylvainus stated that a credit from Neenah Foundry for \$2600.00 that was shown on the books since 2012 has been refunded to the Township after a phone call from Mrs. Parrish.

COMMUNITY SPOTLIGHT

Mr. Ytkin introduced the community spotlight business, Jay Calandra of Rita's Ice. Mr. Calandra indicated he has obtained a push cart and is now able to provide 8 flavors of ice on mobile sales. He explained various fundraising opportunities available and stated that he currently plans on being at Nazareth Bikefest, Martin on Main and would be available for Touch a Truck and Community Day if contacted.

SUPERVISORS COMMENTS

Mr. Rinker presented Mr. Mohn's letter of resignation effective April 15, 2015.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to accept Mr. Mohn's resignation. Motion carried by all voting aye.

Mr. Rinker indicated the Nazareth COG meeting will be held April 28, 2015, at 7:00 pm and he plans on attending.

An executive session discussing employee hiring logistics was announced to be held April 16, 2015, from 12:00 noon to 2:00 pm.

Mr. Sylvainus announced he had been contacted by the National Guard requesting the use of Tuskes Park on September 13th. After discussion it was decided the National Guard could use the park that day and they would be required to obtain 2 port-a-potties and pay the rental fee for both pavilions.

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to appoint Mrs. Donna Hirst interim supervisor to fill the remainder of Mr. Donello's position for 2015. Motion carried by all voting aye.

Mrs. Hirst accepted the position and her first official Board of Supervisors meeting will be May 6, 2015. Mr. Asteak stated that Mrs. Hirst will need to contact the municipal office to complete and pickup paperwork and arrange the oath of office swearing in.

TOWNSHIP ENGINEER

Mr. Dooley reported he and Mr. Kortze attended a pre-submission meeting regarding the Signalization Project traffic signal at Route 191 and Friedenstahl Avenue with Newton Engineering. Mr. Dooley indicated the next meeting will be with PennDOT on April 21, 2015. Mr. Sylvainus asked about the storm sewer televising. Mr. Dooley indicated some of the storm water system will require rehabilitation and some will require replacement. Mr. Sylvainus asked if the project is still going to be bid in May. Mr. Dooley indicated he would have that answer after the April 21, 2015 meeting.

TOWNSHIP SOLICITOR

Attorney Asteak indicated his office has prepared Ordinance No. 168 and it was advertised in the Express Times on April 4, 2015, establishing the Issuance of a Business Registration Certificate for Businesses, Home Occupations and No-Impact Home-Based Businesses within the Township of Upper Nazareth Providing for Definitions, Issuance and Enforcement.

Mr. Rinker asked for Public Comment. Nothing was provided

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve Ordinance No. 168 establishing the Issuance of a Business Registration Certificate for Businesses, Home Occupations and No-Impact Home-Based Businesses within the Township of Upper Nazareth Providing for Definitions, Issuance and Enforcement. Motion carried by all voting aye.

GRANT UPDATE

Mr. Dooley reported on the April 10, 2015 meeting under Township Engineer.

QUESTIONS FOR THE SOLICITOR/ENGINEER

Mr. Sylvainus asked Attorney Asteak what the Township could do with a developer who refuses to replenish the escrow accounts and just pays current amount due on accounts. Attorney Asteak responded the Township could stop issuing permits for the development.

ADMINISTRATION

Mrs. Lyons asked if the Board wanted to purchase mats for the administration side of the Township building rather than continue to rent from Dempsey's. After discussion it was decided to purchase rather than rent mats because of the reduced cost.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to purchase a 4 x 8 scrapper entry mat from U-line. Motion carried by all voting aye.

Mrs. Lyons reported Mrs. Mutarelli is now an editor for the Township Facebook page and will be doing updates as needed.

PLANNING & ZONING

Mr. Soloe presented his March 2015 report. He indicated four new residents have obtained occupancy permits.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to accept the March Zoning Report. Motion carried by all voting aye.

Mr. Soloe presented a revision to the Fee Schedule adding Section 100.90 Business Registration Certificate Application @ \$35.00, Yearly Renewal @ \$35.00 and late fee of \$25.00.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to revise the Fee Schedule adding Section 100.90 Business Registration Certificate Application @ \$35.00, Yearly Renewal @ \$35.00 and late fee of \$25.00. Motion carried by all voting aye.

PUBLIC WORKS

Mr. Shupe reported that next week from the 20th to the 24th the curbside yard waste collection will be held following the same schedule as fall leaf collection.

Mr. Rinker asked Mr. Shupe about the status of the street light at Kingsbury and Newport. Mr. Shupe has been in touch with MetEd again and he is hoping to coordinate a meeting with them at the light in the near future.

Mr. Ytkin reported the Public Works department is in need of a part-time employee. Mr. Sylvainus inquired on the number of hours this employee would need to work. Mr. Shupe explained that it would be no more than 25 per week and that it was necessary because some existing part-time workers are working a reduced schedule.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to advertise in the Key, and post on Facebook and the Township website for a part-time Public Works employee. Motion carried by all voting aye.

Ms. Berlew asked if the Township would have mulch for residents. Mr. Shupe indicated that most likely the earliest the Township would have mulch would be next spring. Mulch will be single ground with no dye added.

LIBRARY

No report at this time.

POLICE DEPARTMENT

Chief Siegfried presented the March Police report.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to accept the March Police Report. Motion carried by all voting aye.

FIRE DEPARTMENT

Chief Seiple presented the March Fire Report.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to accept the March Fire Report. Motion carried by all voting aye.

EMERGENCY MANAGEMENT

Mr. Rinker reported he attended the first community Safety Conference hosted by Senator Scavello on April 8th with Jeff Fassl and Don Seiple.

RECREATION BOARD

Next meeting will be held April 21, 2015.

CDBG/HOME PROGRAM

Mr. Ytkin reported nothing new at this time.

SAFETY COMMITTEE

April 10, 2015 meeting will be rescheduled for May 15, 2015 at 9:00 a.m.

RECYCLING

Mrs. Lyons reported that the recycling committee will meet on April 20, 2015 at 7:00 p.m.

NBMA

Nothing at this time.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ACTIVE PROJECTS

Signalization
Parking at Tuskes Park
Clipper Agreement
Zoning Enforcement
Management Book
Weight Restricted Roads Program -KCE

Saldo & Zoning Amendment
Rubber Mulch / Northampton County Open Space Grants - Shawn Shupe and Sean Dooley
Location of Pipelines
Recreation and Open Space Plan
GIS - Public Works - KCE
Police SOP Manual
Reflective Address Signs – Reflective Signs Committee
Return to Work program

Upcoming Events

2015 E-Cycling Event - Saturday, April 18, 2015 9am - 1pm - Arts Quest/SteelStacks
Together for Derek 5K Run/Walk May 23, 2015
Household Hazardous Waste Drop-Off Event - NCC Main Campus - May 30, 2015
Community yard sale – June 20, 2015 8 a.m. to 2 p.m.
Community Day - Tuskes Park – September 5, 2015
Touch a Truck – October 3, 2015
Household Hazardous Waste Drop-Off Event - NCC Main Campus - October 10, 2015

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 8:30 p.m. Motion carried by all voting aye.

MINUTES –April 2, 2015
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS
SPECIAL MEETING

Meeting called to order at 11:45 a.m. by Chairman, Mike Rinker.

Board members present were: Mike Rinker, Scott Sylvainus and Steve Ytkin. Willard Mohn was absent. Township Engineer and Township Solicitor were not in attendance.

PUBLIC COMMENT

A letter from Supervisor Willard Mohn was introduced indicating his intent to resign his position with the Board of Supervisors effective the next Board of Supervisor's meeting scheduled for April 15, 2015. This letter will be re-introduced at the April 15, 2015, meeting.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to approve the Agenda. Motion carried by all voting aye (3-0).

SUPERVISORS COMMENTS

A discussion was held regarding a proposal from Mr. David Woglom of Lafayette College Meyner Center for Local Government to provide assistance and the services they can offer to the Township in the search for a Township Manager. Mr. Woglom provided a copy of his job qualifications and various projects he has done for the Meyner Center for the Board's review. The Meyner Center's services are provided at a rate of \$75 per hour and the total cost for their service will not exceed \$6,000.00.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to engage the services of the Lafayette College Meyner Center for Local Government in the search for a qualified Township Manager.

A logistics meeting executive session to discuss the recruitment of a Township Manager is scheduled with the Board of Supervisors and David Woglom of the Lafayette College Meyner Center for April 16th from noon until 2 p.m.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

ADJOURNMENT

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to adjourn the meeting at 12:40 p.m. Motion carried by all voting aye.

MINUTES –April 1, 2015
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

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

Board members present were: Mike Rinker Scott Sylvainus and Steve Ytkin; Willard Mohn was absent. Also present were: Township Solicitor, Gary Asteak and Township Engineer, Al Kortze.

PUBLIC COMMENT

Nothing at this time

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to approve the Agenda. Motion carried by all voting aye (3-0).

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the minutes from the March 18, 2015, meeting. Motion carried by all voting aye.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to approve the minutes from the Special Meeting held on March 25, 2015. Motion carried by all voting aye.

BILLS

Mr. Ytkin asked if the Newton Engineering bills were in reference to the school traffic signal. Mr. Sylvainus confirmed the charges are related to the traffic signal and are being paid from escrow funds.

Mr. Sylvainus asked what the Metro Alert charges are for. Chief Siegfried responded they were for the license and maintenance.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to approve the bills. Motion carried 2-0, Mr. Sylvainus abstained.

SUPERVISORS COMMENTS

Mr. Sylvainus reviewed the Public Works Gas Consumption/Cost Comparison report prepared by Mrs. Parrish. Mr. Shupe indicated the comparison was very helpful. Mr. Sylvainus commented that the Friedenstahl Avenue facility had the most savings. Mr. Shupe responded the public works department spent time insulating the facility.

Mr. Sylvainus asked Mr. Kortze his opinion on moving forward with the engineering study prohibiting traffic on Gun Club Road. A discussion was held and Mr. Kortze indicated he does not see the roadway being used for anything other than local deliveries and eliminating truck traffic would require a considerable amount of signage. After a discussion the Supervisors decided not to proceed with the study.

Mr. Sylvainus asked Mr. Kortze if he had an opportunity to view the Westminster Way/Mayfair Place traffic complaint. Mr. Kortze indicated he had, and stop signs cannot be

used to control speed. He indicated that the area would not meet the warrants for a stop sign. He indicated placing an unwarranted stop sign could leave the Township open to a court case if an accident was to happen in the area. Mr. Kortze indicated to Mrs. Lyons to have Ms. Kopp contact him if she has any questions.

Mr. Ytkin indicated he is not in favor of using Township funds to create signs for the Township community wide yard sale day in June. It was decided that information will be given to the residents on the Township website, put on Facebook, posted at the Township building and advertised on May 13 and June 17 in The Key.

TOWNSHIP ENGINEER

Mr. Kortze presented the Board with an update on the 2015 LRTP grant application. The process will be culminated in a draft long range transportation plan complete with draft project lists by late May at which time it will begin a 30-day public review and comment period. Adoption of the plan is scheduled for late June.

Mr. Kortze explained a March 18, 2015, letter received from Mr. Sankari, the District Traffic Studies Signing Manager of PennDOT's to Mr. Dooley regarding the Townships request for a traffic study and the reasoning that an engine brake retarder prohibition is not warranted at the requested location on SR 248.

TOWNSHIP SOLICITOR

Attorney Asteak presented Ordinance 167 Establishing Truck Traffic Restrictions on Penn Allen Road between Daniels Road (PA Route 946) and Bath Pike (PA Route 248) within the Township of Upper Nazareth. He indicated it was advertised in the Express-Times on March 7, 2015. The floor was open to Public Comment. Receiving none the Chairman asked for Supervisors Comments. Receiving no comments from the Board, the following motion was made.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to approve Ordinance 167 Establishing Truck Traffic Restrictions on Penn Allen Road between Daniels Road (PA Route 946) and Bath Pike (PA Route 248) within the Township of Upper Nazareth. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to have the Public Works Department erect the signage outlined in the Engineering Study for the Traffic Restrictions on Penn Allen Road. Motion carried by all voting aye.

Attorney Asteak presented An Ordinance establishing the issuance of a business registration certificate for businesses, home occupations and non-impact home-based businesses within the Township of Upper Nazareth, providing for definitions, issuance and enforcement for review. He indicated if approved the annual fee would be \$35 with a fiscal year beginning on July 1, 2015, and would carry a \$300.00 fine for failure to comply. Mr. Fassl asked if the form listed hazardous materials and if the Fire Department can obtain copies. Attorney Asteak indicated the form has addressed most of the questions including a section on hazardous materials and copies will be provided to the Fire Department. Mr. Haverstock asked how the Township is going to advertise the business registration certificate requirements. The

supervisors indicated it would be on the website, in future newsletters and an ad will be placed in The Key.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to authorize the advertising of the Ordinance Establishing the Issuance of a Business Registration Certificate for Businesses, Home Occupations and Non-Impact Home-Based Businesses within the Township of Upper Nazareth. Motion carried by all voting aye.

GRANT UPDATE

Mrs. Lyons discussed promised funding for the signalization project. She spoke to Mr. Carty, the developer for Scenic View Estates, and his attorney and they confirmed that the payment was a condition to recording the plans and the developer does not plan on moving forward with the development at this time. He stated that he would pay the promised funding when he records the plan.

Mr. Sylvainus asked Mr. Kortze for an update on the televising of the storm sewer piping. Mr. Kortze indicated the work was completed and he has provided the data to Newton Engineering and the design can now be finalized. He did not have a date for resubmission. Mr. Kortze indicated once he has the final design he can meet with MetEd for pole relocation and Hercules regarding right-of-way dedication.

QUESTIONS FOR THE SOLICITOR/ENGINEER

Nothing at this time.

ADMINISTRATION

Mrs. Lyons stated the newsletter was mailed to all residents on March 27, 2015.

Mrs. Lyons presented an e-mail from PennEast Pipeline with updates regarding the pipeline which is placed on the website.

Mrs. Lyons indicated that the Upper Nazareth Township Supervisors have been invited to Representative Matt Cartwright's Mayors Conference to be held April 25, 2015, at Kings College.

Mrs. Lyons indicated a motion was made to advertise the Township wide community yard sale: however, dates for the advertisement were not confirmed. The Supervisors suggested six weeks before and 1 week prior. Mrs. Williams suggested cancelling the yard sale if the Township was not going to place signs. The dates to advertise were set at May 13, and June 17.

Mrs. Lyons indicated the PSATS convention would require the appointed delegate to the conference to vote on the 2015 Proposed PSATS resolutions. The supervisors reviewed the suggestions provided by PSATS and agreed with the positions that PSATS recommended and instructed Mrs. Parrish, the appointed delegate, to vote accordingly.

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Shupe presented his monthly report.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to accept the Public Works Report. Motion carried by all voting aye.

Mr. Sylvainus asked if the Township had salt left. Mr. Shupe confirmed the Township still had salt.

Mr. Shupe reported Redcliffe development is requesting services not offered by the Township.

Mr. Shupe presented a proposal from Scotta Farms for the Yard Waste debris. He indicated the price is the same as last year.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to authorize the contract with Scotta for the Yard Waste debris. Motion carried by all voting aye.

Mr. Shupe presented a Hold Harmless Indemnification Agreement from Bethlehem Township for use of the Tub Grinder. Mr. Shupe indicated Attorney Asteak has reviewed and provided his blessing. Mr. Shupe indicated the Township will stockpile the debris and grind maybe twice a year. The mulch will be single ground mulch possibly available to residents. Mr. Shupe indicated that Green Pond will take any leftover mulch for free.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to authorize signing the Hold Harmless Indemnification Agreement for Bethlehem Township Tub Grinder. Motion carried by all voting aye.

Mr. Shupe requested authorization to rehire last year's part-time summer help.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to bring back three part-time summer employees: Zach Johnson and Joshua Gurinko at a rate of ten dollars (\$10.00) an hour and Brian Seip, yard waste attendant, at a rate of ten dollars (\$10.00) an hour. Motion carried by all voting aye.

Mr. Shupe reported seven public works employees are mandated to get their flagger certification cards at a fee of \$50 per person. He indicated classes were scheduled for May 6th in Northampton County and June 1st in Monroe County.

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to authorize seven public works employees to attend flagger certification class at a fee of \$50 per person. Motion carried by all voting aye.

LIBRARY

Mrs. Sayago presented the Library Report. A copy is in the meeting room.

POLICE DEPARTMENT

Chief Siegfried reported the garage door opener has failed and repairs would cost \$140.00 and replacement of the 19 year old unit would be \$355.00.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to purchase a replacement garage door opener. Motion carried by all voting aye.

A discussion was held with regard to the Township constructing an impound enclosure for a vehicle that Chief Siegfried reported the department is investigating with regard to a vehicle fire that occurred March 29, 2015. He indicated the State Police Fire Marshall obtained evidence to send to the State Police Crime Lab. After much discussion it was determined that an impound enclosure will not be built at this time.

FIRE DEPARTMENT

Chief Seiple announced the Egg Hunt would take place Friday, April 3, 2015, at 2:00 p.m.

EMERGENCY MANAGEMENT

Nothing at this time.

RECREATION BOARD

Nothing at this time.

CDBG/HOME Program

Mr. Ytkin and Mr. Rodite started to visit the Township businesses. Mr. Rodite indicated that the applications for the funds are batched and the next batch will be April 30. He asked for direction as to whether he should rush the submission to April or continue with the May submission. Mr. Sylvainus suggested sticking with the May submission date. The Board agreed.

SAFETY COMMITTEE

Next meeting April 10th at 9:00 a.m.

RECYCLING

Mrs. Lyons stated that Mrs. Oatis will be reconvening the recycling committee in the near future.

Mrs. Lyons mentioned the memo from Kenneth Zinis dated 4/1/15 regarding the Northampton County Earth and Health Day to be held April 22nd from 11:30 a.m. until 1 1:30 p.m.

NBMA

Nothing at this time.

OLD BUSINESS

Mr. Rinker asked for the status of the Newport and Kingsbury streetlight. Mr. Shupe was asked to contact MetEd again.

Mr. Sylvainus asked Mr. Shupe to change the bulbs in lights in the parking lot that have been out for several months.

NEW BUSINESS

April 15, 2015, Rita's Italian Ice will be at the Supervisor's meeting under community spotlight.

Mrs. Donnelly asked if the Manager's responsibilities would include recycling, which would allow funds to replace Mrs. Lyons.

Mr. Rinker announced a Public Meeting would be held on Thursday, April 2, 2015, to meet with a representative from the Lafayette College Meyner Center for Local Government.

Mr. Ferretti of 176 West Highland Terrace asked if there would be a clean-up day this year. Mr. Rinker indicated that there would not be.

ACTIVE PROJECTS

Signalization
Parking at Tuskes Park
Clipper Agreement
Zoning Enforcement
Management Book
Weight Restricted Roads Program
Saldo & Zoning Amendments
Rubber Mulch / Northampton County Open Space Grants - Shawn Shupe and Sean Dooley
Location of Pipelines
5 K Procedures - Police Department
Recreation and Open Space Plan
GIS - Public Works - KCE
Police SOP Manual
LVPC - Route 191 and Newport Ave Emergency Vehicle Signal - KCE
Reflective Address Signs - Reflective Signs Committee

UPCOMING EVENTS

Upper Nazareth Township Fire Department Easter Egg Hunt - April 3rd 2 p.m.
at Leibert Field (behind Township Building/Police Station)
2015 E-Cycling Event - Saturday, April 18, 2015, 9 a.m. – 1 p.m. - Arts Quest/Steel Stacks
Household Hazardous Waste Drop-Off Event - NCC Main Campus - May 30, 2015
Community Yard Sale – June 20, 2015
Community Day - Tuskes Park – September 5, 2015
Touch a Truck – October 3, 2015
Household Hazardous Waste Drop-Off Event - NCC Main Campus-October 10, 2015

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 8:31 p.m. Motion carried by all voting aye.

MINUTES –March 25, 2015
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS
SPECIAL MEETING

Meeting called to order at 6:56 p.m. by Chairman, Mike Rinker.

Board members present were: Mike Rinker, Scott Sylvainus and Steve Ytkin. Willard Mohn was absent. Township Engineer and Township Solicitor were not in attendance.

PUBLIC COMMENT

Nothing at this time.

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to approve the Agenda. Motion carried by all voting aye (3-0).

SUPERVISORS COMMENTS

A discussion was held regarding personnel staffing issues. Mr. Ytkin indicated he would like to see a job description for the proposed Township Manager and current office staff. He asked if a Township Manager would free up the Township Secretary so she could attend the evening meetings and eliminate the recording secretary's position. Mr. Sylvainus responded he did not anticipate the Township Secretary's workload would permit her to attend evening meetings. It was suggested that the Board meet with Mr. David Woglom of Lafayette College's Meyner Center. Mr. Sylvainus indicated part of the services offered include assistance in defining a job description for a Township Manager and setting up a salary range. Mr. Ytkin indicated he is in favor of talking to Mr. Woglom and asked when Mr. Woglom would be available to meet with the Board. Mr. Sylvainus indicated he would like someone to start as soon as possible since Mrs. Lyons will be retiring May 22, 2015. The Board asked Mrs. Parrish to check Mr. Woglom's availability. The best days for the Board are April 1, 2015 prior to the public meeting or April 2, 2015 at 11:30 a.m.

PLANNING & ZONING

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to accept the February zoning report. Motion carried by all voting aye.

POLICE DEPARTMENT

Chief Siegfried presented the February police report. Mr. Sylvainus asked what the purse snatching incident was. Chief Siegfried reported a resident of Gracedale took an employee's purse; however, it has been returned and no charges will be filed.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to accept the February police report. Motion carried by all voting aye.

FIRE DEPARTMENT

Chief Seiple presented the February fire report.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to accept the February fire report. Motion carried by all voting aye.

Chief Seiple asked for authorization to use the Leibert Field for the annual Easter egg hunt to begin at 2:00 p.m.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to authorize use of the Leibert Field behind the Township Building for the Annual Easter Egg Hunt. Motion carried by all voting aye.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Mrs. Williams indicated that the Township should promote a Community Yard Sale with advertisements, announcements and signs. After discussion the Board decided that June 20, 2015, from 8 a.m. to 2 p.m. will be the date for the Upper Nazareth Community Yard Sale.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to schedule the Upper Nazareth Community Yard Sale for June 20, 2015 from 8:00 a.m. to 2:00 p.m. Motion carried by all voting aye.

Mr. Fassel indicated the deadline for grant submission for the reflective address signs is April 17, with a June 15-September 30 award time. Mrs. Messenlehner responded she is in favor of uniform address signs. Mrs. Parrish asked if the grant is fully funded. Mr. Fassel responded that the grant is fully funded and that signs are a permitted use for the grant funds and the grant is funded through FEMA. Mr. Rinker asked for the other Board members opinions on the matter. Mr. Sylvainus responded he thinks the signs are not aesthetically pleasing and not necessary on the east side of the Township. Mr. Fassel indicated the emergency personnel committee is working to create uniform regulations for placement of the signs. Mr. Sylvainus indicated that thought would have to be given to businesses in the Township with shared entryways and the time and cost involved for the distribution of the signs in the future. Mr. Ytkin asked if Redcliffe would need to comply since they had a homeowner association. Mr. Sylvainus asked about how they would work in Heritage Village. Chief Siegfried responded Stop, Road, and Speed Limit signs are not aesthetically pleasing, but they are necessary. Mr. Fassel indicated there will always be exceptions; however, they are trying to address the majority of the issues. Mr. Rinker indicated that an ordinance would be required. Chief Siegfried indicated the committee will customize the basic ordinance provided since the Board expressed interest in proceeding. Mr. Ytkin expressed concern with timing for the grant. Chief Siegfried indicated that they have enough information to proceed with the grant. Mr. Rinker indicated that preliminary estimated costs would be about \$22,000. Mr. Rinker asked if the Township would still move forward if the grant was not successful. Chief Seiple and Mr. Fassel indicated that other townships have charged the residents for the signs. They also indicated they would set up times and days for residents to come and pick up signs. Mr. Fassel asked if he can get together with Officer Herman to prepare the grant. Chief Siegfried confirmed that Officer Herman will assist with grant

preparation. Mr. Sylvainus asked for the grant to include labor charges, including the time for the Township to collect funds. Mr. Fassl indicated he would include cost of the signs, poles and labor time. Mr. Rinker indicated the Township Fire Department could assist with placement of signs for disabled residents if necessary. The Board will address the ordinance with Solicitor Asteak.

Mr. Sylvainus indicated the newsletter went to 2124 homes and businesses.

The Board reviewed the process of filling the remainder of Mr. Donello's term. Mr. Sylvainus stated that the Supervisors would need to appoint a replacement by April 18, 2015. If they were unsuccessful in appointing a replacement the appointment would go to the Vacancy Board for 30 days. Mrs. Messenlehner indicated she would also break a tie in the event there was one; and if still unsuccessful in finding a replacement one would be appointed by Northampton County Court. The Board requested letters of interest be sent to the Township and Mrs. Lyons should set up interviews for before the April 1 and April 15 meetings when necessary.

Mrs. Donnelly asked if a Township Manager would relieve the Township office staff when Mrs. Lyons leaves. Mrs. Lyons indicated that in her opinion that it would not initially.

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 7:53 p.m. Motion carried by all voting aye.

MINUTES –March 18, 2015
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:02 p.m. by Chairman, Mike Rinker.

Board members present were: Mike Rinker, Scott Sylvainus and Steve Ytkin. Andrew Donello and Willard Mohn were absent. Also present were: Township Engineer, Al Kortze and for Township Solicitor, Steve Mills.

PUBLIC COMMENT

Mr. Donnelly asked if there was an update on the garage on Newburg Road. Mr. Ytkin asked if Mr. Donnelly knew of a violation and stated that Mr. Soloe will only pay a personal visit to the place in question if there is a known complaint. Mr. Sylvainus commented unless there is a complaint the Zoning Officer assumes compliance.

Mr. Smith asked the procedure to vacate the paper alley in the rear of his mother's property. Mr. Soloe explained the procedure requiring a survey of the properties, submitting same to the Township with a request to vacate the alley. Mr. Sylvainus informed Mr. Smith that the Township had no plans to open the alley.

Mr. Donnelly cautioned the Township about the height of the Hercules "mountain". Mr. Shupe responded he has asked them not to add to the area on Wednesday and Saturday for the safety of the residents. Mr. Kortze commented that the Department of Mining monitors the height and slope of the area regularly.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the Agenda. Motion carried by all voting aye (3-0).

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the minutes from the March 4, 2015, meeting. Motion carried by all voting aye.

BILLS

Mr. Sylvainus asked about the purchase of tires on two police cars. Chief Siegfried confirmed the purchase stating one vehicle was the purchase of a 2nd set of tires and the second vehicle was due to mileage.

Mr. Sylvainus asked about the duplicate laptop set up charges. Chief Siegfried confirmed the purchase. He indicated there were two laptops which required set-up. The company did not charge for all the time due to the learning curve of police software.

Mr. Sylvainus asked about the duplicate laptop 65W chargers. Chief Siegfried confirmed the purchase stating one charger was for the police vehicle and 2nd charger was for his laptop case for use when away from the office.

Mr. Sylvainus asked Mr. Shupe what the computer battery purchase was from All-Phase Electric in Bethlehem. Mr. Shupe responded it was for the back-up power supply to the garage computer.

Mr. Sylvainus asked Mrs. Parrish to prepare a comparison of propane usage for this winter to last winter.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to approve the bills. Motion carried by all voting aye.

Mrs. Parrish presented the financial and treasurer's reports. Mr. Sylvainus asked what the decrease in dollars on the recreation account was used for. Mrs. Parrish indicated it was for the trees in Tuskes Park.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the financial and treasurer's report. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Mr. Ytkin indicated he is doing research for funding to repair the roads in Upper Nazareth Township. He indicated ARLE Grant Program and PA Infrastructure with a current interest rate of 1.625% are funding sources he is researching.

Mr. Ytkin also announced that the community spotlight presenter on April 15, 2015, will be Rita's Italian Ice.

TOWNSHIP ENGINEER

Mr. Kortze reported the Northampton County Grant has been prepared and ready for submission along with Resolution 15-7.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve Resolution No. 15-7 authorizing the submission of a Municipal Park Acquisition and Development Program Grant Application to the County of Northampton. Motion carried by all voting aye.

Mr. Kortze asked the supervisors to consider the signage required to restrict Truck Traffic on Gun Club Road. He indicated there are six driveways which would require No-Left Turn Signs. He indicated the roadway cannot support truck traffic and it would be dangerous for a truck making a right onto Newburg Road. Mr. Kortze asked the supervisors to advise him if he should proceed. Mr. Sylvainus stated that if there was no traffic study done then there could be no enforcement of the signs. The Supervisors are going to consider the issue and get back to Mr. Kortze.

TOWNSHIP SOLICITOR

Attorney Mills indicated his office has prepared Ordinance No. 166 and it was advertised in the Express Times on March 5, 2015, Repealing the Provision of Township Ordinances

regulating the Possession of Firearms, Ammunition or Ammunition Components, Complying with the limitations on Municipal Powers Provided for the in 53 Pa. C.S.A. 2962(g) and 18 Pa. C.S.A. 6120(a).

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve Ordinance No. 166, Repealing the Provision of Township Ordinances regulating the Possession of Firearms, Ammunition or Ammunition Components; Complying with the limitations on Municipal Powers Provided for the in 53 Pa. C.S.A. 2962(g) and 18 Pa. C.S.A. 6120(a). Motion carried by all voting aye.

Attorney Mills indicated his office is in the process of finalizing the Ordinance for Business Registration.

GRANT UPDATE

Mr. Sylvainus asked if the grant submission for improvements to the intersection of Route 191 and Friedenstahl Ave. was on track. Mr. Kortze indicated the televising of storm pipes along 191 is scheduled for Monday stating the lines have been frozen and previously they have been unable to get a camera through. Mr. Kortze commented the plan was to submit to PennDOT by the end of the month. Mr. Sylvainus asked that all bills submitted regarding the grant work be clearly labeled indicating which of the two projects: 1. Multi modal transportation fund-Friedenstahl road work or 2. Local Share Account-Monroe-State Route 191 road work. All invoices submitted must be clearly coded with the correct project description.

QUESTIONS FOR THE SOLICITOR/ENGINEER

Nothing at this time.

ADMINISTRATION

Mrs. Lyons read Mr. Donello's resignation letter to the Board effective March 18, 2015.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to accept the resignation of Mr. Donello. Motion carried by all voting aye.

Attorney Mills commented the Board has 30 days to fill the vacated supervisor position.

Mrs. Lyons reported she had requested a clarification from Attorney Asteak regarding Ordinance 159 enforcement. Attorney Asteak indicated that zoning matters should be handled by the zoning officer and health, safety and welfare matters should be handled by the Police department.

Senator Scavello invited the local elected officials, municipal managers, road masters/public works, police chiefs, fire chiefs and other first responders to his first Community Safety Conference on April 8, 2015, from 6:00 p.m. until 9:00 p.m. Mr. Rinker indicated that he would be attending with Mr. Fassl and Mr. Seiple.

Mrs. Lyons presented the DEP approval letter for Act 101, Section 902 Recycling Development and Implementation Program Grant for signature to the supervisors. Mr. Ytkin

responded that the grant was a lot less than requested because the requested public works building was not a focus of the grant this cycle.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to authorize signature of the 902 Recycling Grant Award. Motion carried by all voting aye.

Mrs. Lyons wrote a letter to the Board requesting permission to advertise for a secretary to train since she is retiring on May 22, 2015. Mr. Sylvainus suggested it would be a good time for the Board to consider hiring a Township Manager. Mr. Ytkin asked if there was a job description prepared for a manager and Mrs. Lyons stated that there was an ordinance referencing the position. It was suggested that a special meeting be set up next week to discuss personnel staffing issues. Mr. Sylvainus indicated he is available after 6:30 p.m. Mr. Ytkin indicated he will look at his home calendar for availability and respond to the office so that they can advertise the special meeting for the following Tuesday or Wednesday evening.

Mrs. Lyons indicated that PennEast Pipeline updated their website and stated that the new information will be put on the Township's website.

Mrs. Lyons indicated that the Board should have a designated representative from the Township to vote at the April, 2015 PSATS convention. Mrs. Lyons stated that Mrs. Parrish is the only Township employee who will be at the conference during that time period.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to designate Mrs. Parrish as Upper Nazareth Township's PSATS representative. Motion carried by all voting aye.

Mrs. Lyons presented a letter from Elise Kopp regarding traffic issues at Redcliffe. Her concern is the intersection of Mayfair Place and Westminster Way. Ms. Kopp requested an all-way stop. Mr. Kortze will look into the details. Chief Siegfried responded he had no reports of any incidents at the intersection.

Chief Siegfried indicated he did not have an officer in mind but was looking for authorization to start the process of hiring a part-time police officer to replace the officer that was recently promoted to fulltime.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to authorize Chief Siegfried to advertise for a part-time police officer. Motion carried by all voting aye.

Mr. Ytkin had to leave the meeting at 8:00 p.m.

Because at this point of the meeting there was no quorum it was stated that the meeting would continue without any official action.

PLANNING & ZONING

Mr. Soloe presented his February 2015 report. He indicated four new homes have obtained building permits in Eagles Landing.

Mr. Soloe indicated Mrs. Parrish, Attorney Asteak and the office staff are working on a Business Registration Certificate Ordinance and he anticipates it will be available for the next meeting.

PUBLIC WORKS

Mr. Shupe reported that street sweeping will begin in the Township next week.

Mr. Shupe indicated he anticipates the asphalt plants will open next week and he hopes to delay any pothole repair until they can be repaired properly.

Mr. Shupe reported repairs to the storm sewer are required along Schoeneck Avenue.

Mr. Shupe indicated that a meeting is scheduled for Friday, March 20th to review the roadway budget.

LIBRARY

Mrs. Sayago introduced Mrs. Athena Gross to the Board. Mrs. Gross is Upper Nazareth Township's second representative on the Library Board.

Mrs. Sayago reported tax help has been well attended and will continue every Saturday from 11-2.

Mrs. Sayago reported the Almost Spring Book sale is going on until March 21.

Mrs. Sayago reported that the PA Department of Health will hold a health screening on March 23 from 10:30 a.m. to 12 noon.

Mrs. Sayago reported on March 24, 2015, from 6:30 p.m. to 7:30 p.m. Catch the Coupon Train will be presented.

Mrs. Sayago reported Spring Craft Night will take place on March 25.

Mrs. Sayago reported Nazareth Run Inn will hold a Registration Drive for the Run for Reading Trail Race on March 28, from 10:00 am to 12 noon.

Mrs. Sayago reported that the library was a busy place this winter. In February, 7041 items circulated and Internet Usage at the Library was 1,115 session for 591 hours.

POLICE DEPARTMENT

Chief Siegfried reported the emergency responders committee is working on the reflective address signage and they hope to have an update for the Board next month.

Chief Siegfried will present the February Police report next meeting

FIRE DEPARTMENT

Mr. Fassl reported that he found a grant which has a due date of April 17, 2015, for the reflective address signs. He will give the information to the Board.

Mr. Fassl asked if authorization to use the field behind the Township building for the annual Easter egg hunt could be placed on the agenda for the Special Meeting.

EMERGENCY MANAGEMENT

Mr. Rinker reported he responded to the UGI issue in East Lawn Gardens. He was told there was water in the gas line. The Board will contact Mrs. Eshbach at UGI regarding correct protocol for future issues.

RECREATION BOARD

Mr. Sylvainus reported the Recreation Board is moving forward with the Labor Day Community Day Event. He indicated signs will be placed at the Park and Township building looking for volunteers and sponsors.

Mr. Shupe reported MetEd will be at the Tuskes Park for repairs Friday from 9-12.

CDBG/HOME PROGRAM

Mr. Rodite and Mr. Ytkin are going to start to visit Township businesses March 19.

SAFETY COMMITTEE

Next Meeting April 10, 2015. Mr. Shupe commented the Public Works Department attended a webinar on safe driving.

RECYCLING

Mrs. Lyons reported the 2015 Spring/Summer newsletter will be delivered to residents at the end of this month. The newsletter also includes the recycling educational information required by the DEP.

NBMA

Mrs. Lyons reported the February NBMA meeting minutes are available in the office for review.

OLD BUSINESS

Mr. Sylvainus asked Mr. Kortze if anything was required by the Board for the Chapter 94 report.

NEW BUSINESS

Mr. Sylvainus asked the department heads to review their tasks and designate light duty tasks in situations where an employee out on a workers' compensation claim is cleared to return to work on light duty.

Ms. Williams asked if the Township is planning a community yard sale. Mr. Rinker suggested the issue be placed on the next agenda.

ACTIVE PROJECTS

Signalization
Parking at Tuskes Park
Clipper Agreement
Zoning Enforcement
Management Book
Weight Restricted Roads Program -KCE
Saldo & Zoning Amendment
Rubber Mulch / Northampton County Open Space Grants - Shawn Shupe and Sean Dooley
Location of Pipelines
5K Procedure - Police Department
Recreation and Open Space Plan
GIS - Public Works - KCE
Police SOP Manual
Safety meeting - April 10, 2015 at 9:00am
LVPC - Route 191 and Newport Ave Emergency Vehicle Signal - KCE
Brake Retarder Prohibition - KCE- application submitted to PennDot

Upcoming Events

Upper Nazareth Township Fire Department Easter Egg Hunt - Good Friday,
April 3rd,- 2:00pm at Leibert Field(behind Township Building/Police Station)
2015 E-Cycling Event - Saturday, April 18, 2015 9am - 1pm - Arts Quest/SteelStacks
Household Hazardous Waste Drop-Off Event - NCC Main Campus - May 30, 2015
Cancer Support Community Tuskes Park - July 11, 2015
Community Day - Tuskes Park – September 5, 2015
Touch a Truck – October 3, 2015
Household Hazardous Waste Drop-Off Event - NCC Main Campus - October 10, 2015

ADJOURNMENT

Mr. Rinker suggested the informal portion of the meeting end at 8:50 pm.

MINUTES –March 4, 2015
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:20 p.m. by Chairman, Mike Rinker. The meeting was preceded by a workshop session regarding recycling.

Board members present were: Mike Rinker, Scott Sylvainus and Steve Ytkin; Andrew Donello and Willard Mohn were absent. Also present were: Township Solicitor, Gary Asteak and Township Engineer, Al Kortze.

PUBLIC COMMENT

Jan Zaremba Smith requested the Board revisit the single hauler concept. Mr. Sylvainus suggested the Recycling Committee create options for the Board to review in January 2016 after a full year of data has been reported. Mrs. Oatis commented that haulers are required to submit their recycling tonnages for the previous year, by February 1st of the following year; therefore, 2015 data will not be compiled and verified until March 15, 2016. Mr. Haverstock asked when the recycling started. Mrs. Oatis indicated the mandate was in 2013 and data began being compiled for the 2013 calendar year. The automated cart program began in November 2014. Mrs. Oatis commented it was smart planning to start the process of evaluating recycling performance now since the time between identifying poor performance, reviewing options, implementing program changes, and seeing results is typically years. This could result in thousands of dollars in lost revenue to the Township. The Board agreed to have the Recycling Committee prepare options for review in case the current system does not produce the results it is expecting.

Mr. Rinker requested that Public Works be moved up on the agenda to before the Supervisors comments.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve the revised Agenda. Motion carried by all voting aye.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to approve the minutes from the February 18, 2015, meeting. Motion carried by all voting aye.

BILLS

Mr. Sylvainus asked Mr. Kortze if the fees for the study of the Route 191/Newport Avenue Emergency Vehicle Signalization Fire Department Emergency light will be included in the Grant if successful. Mr. Kortze responded that he thought they would be.

Mr. Sylvainus asked if the fees for the grading were pass-thru fees. Mrs. Lyons responded that building permits issued do have grading fees charged.

Mr. Rinker inquired how the MetEd bill for the park could be so high. Mr. Sylvainus explained his understanding is that MetEd charges commercial users a fee based on the maximum need of the entire year.

Mr. Sylvainus inquired about the charge by Alex's Tire. Mr. Shupe responded it was for a tire repair to a backhoe.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the bills. Motion carried by all voting aye.

PUBLIC WORKS

Mr. Shupe reported MetEd contacted him regarding a transformer issue at Tuskes Park. MetEd will be responsible for the cost.

Mr. Shupe presented his January monthly report.

Mr. Shupe reported the GIS system is up and running and the signs in East Lawn Gardens and Farmview Estates have been entered into the database.

Mr. Shupe reported street sweeping will take place from March 23 to April 3. He indicated the Township will again contract with Martin's Power Sweeping to pick-up the debris during the 2nd week. Mr. Sylvainus asked why the Township does not do the entire job. Mr. Shupe indicated the unit, which is available to rent, does not vacuum up the debris it just sweeps the debris to the curb line.

Mr. Shupe presented a proposed advertisement for the Street Sweeping, Spring Curbside Yard Waste Cleanup, and Yard Waste Facility opening date. Mr. Sylvainus requested Mr. Shupe remove the aluminum notation at the bottom. Mrs. Oatis indicated the DEP needs to see the Act 101 wording on the advertisements. Mr. Shupe and Mrs. Oatis will finalize the advertisement and give to Administrative office to get in the Key paper for March 19. Mrs. Lyons indicated the information would also be in the Township front lobby, in the spring/summer newsletter, and on the Township website.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to authorize the advertisement in the Key for one time. Motion carried by all voting aye.

Mr. Shupe requested authorization to purchase a Zero Turn Mower with bagger attachment. Mr. Shupe indicated he would use the bagger for occasional high grass; however, it would be used primarily for leaf cleanup. Mr. Sylvainus expressed concern about bagging the grass. Mr. Shupe said most of the time the grass is mulched back into the turf but in cases of high grass where there is an inability to mow, in inclement weather, and along the outfield fence line, the bagger will be utilized.

Motion was made by Mr. Rinker and seconded by Mr. Ytkin to authorize the purchase of a John Deere Z960R and 14 Bushel 3 –Bag Material Collection System under State Power Equipment Contract #4400011369 for a fee of \$13,187.35. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Mr. Sylvainus presented a memo and package of informational material regarding a potential Business Registration/Licensing Ordinance prepared by Mrs. Parrish. Attorney Asteak asked what the origin of the Ordinance was. It was stated that the information for review came

from the Township zoning ordinance, the MPC and another Township. Attorney Asteak asked what the registration and purpose was and stated that if the Board wishes to pursue he will prepare an ordinance. Mrs. Lyons explained that we need to have correct and updated information on our Township businesses. People call and ask to register their business. Attorney Asteak asked for clarification of a waiver for home occupation and no impact home based business. Attorney Asteak will prepare a working draft ordinance for the Board to review.

TOWNSHIP ENGINEER

Mr. Kortze presented the Board with the Penn Allen Road Engineering and Traffic Study which concluded the roadway cannot support truck traffic. Attorney Asteak indicated the next step would be to prepare an ordinance restricting truck traffic on Penn Allen Road.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to authorize Attorney Asteak to prepare an ordinance restricting truck traffic on Penn Allen Road. Motion carried by all voting aye.

Mr. Kortze reported he will have the Gun Club Road report next meeting.

Mr. Kortze reported he is still waiting on PennDOT response regarding the Engine Retarder Restriction Engineering and Traffic Study.

Mr. Kortze reported on the status of the 191 traffic signal. He met with the engineer on February 27th. He indicated he has contracted to have the storm sewer piping televised to justify to the state that the system is in good shape and does not require replacement. Mr. Kortze will meet with Hercules Cement regarding easements. Mr. Kortze indicated the submission should be made to PennDOT by the end of the month. Mr. Rinker asked if any meetings are scheduled. Mr. Kortze responded other than design coordination meetings, nothing was scheduled. Mr. Sylvainus asked if the August 2015 time schedule for completion can be met. Mr. Kortze indicated “nothings impossible”. Mr. Kortze indicated PennDOT was aware of the funding and has been responsive.

TOWNSHIP SOLICITOR

Attorney Asteak reported the Express-Times had neglected to advertise the Ordinance Repealing The Provision of Township Ordinances Regulating the Possession of Firearms, Ammunition or Ammunition Components, Complying with the Limitation on Municipal Powers Provided for in 53 Pa. C.S.A. 2962(g) and 18 Pa. C.S.A. 6120(a), Mrs. Lyons has received a letter of explanation and apology from the newspaper and the ordinance will be advertised free of charge. Attorney Asteak reported the ordinance will be on the next agenda.

GRANT UPDATE

Nothing at this time.

QUESTIONS FOR THE SOLICITOR/ENGINEER

Nothing at this time.

ADMINISTRATION

Mrs. Lyons presented an email from Bethany Varvarelis regarding snow removal and throwing of snow in the street in the Redcliffe Development. Mrs. Lyons asked for direction from the Board and Attorney Asteak. Attorney Asteak indicated that the Redcliffe Homeowner's Board can copy and distribute the Township ordinance; however, they do not have the authority to enforce the ordinance. As a Homeowners Association they can create their own rules and enforce as they wish. Mrs. Lyons will respond to the resident.

Mrs. Lyons presented the Board with three ordinances from local municipalities regarding Reflective Emergency Response Signs. After discussion Mr. Ytkin asked Chief Siegfried to coordinate with the Police, Fire and Ambulance and obtain details for the Board to proceed.

Mrs. Lyons indicated that the Township has received a request from Together for Derek to have a 5K in the Township. The Board asked Chief Siegfried for his input. The Chief responded if he had the same level of participation from the Fire Police as he had in past years the event would not be a problem.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to authorize Mrs. Lyons to prepare a letter granting permission for the use of the Township Roads for the Annual Together for Derek 5K. Motion carried by all voting aye.

PLANNING & ZONING

Nothing at this time.

LIBRARY

Nothing at this time.

POLICE DEPARTMENT

Chief Siegfried reported Mr. David Deily and Mr. Ryan Bigas have requested approval to act as Fire Police. Mr. Sylvainus indicated the complete list of Fire Police was not attached to the memo and asked for the list. Chief Siegfried responded he will see that the Supervisors get the complete list.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to confirm Mr. David Deily and Mr. Ryan Bigas may act as Fire Police. Motion carried by all voting aye.

Chief Siegfried requested authorization to hire Mr. Ben Rizzotto as a fulltime police officer. Chief Siegfried indicated Mr. Rizzotto has been working part-time for Upper Nazareth Township for 4-5 years and also for Nazareth Borough and Tatamy Borough.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to hire Mr. Ben Rizzotto as a fulltime officer starting at pay period beginning on March 22, 2015. Motion carried by all voting aye.

FIRE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Mr. Rinker indicated the incorrect cover for the lap top has been received and sent back.

RECREATION BOARD

Nothing at this time.

CDBG/HOME Program

Mr. Ytkin indicated due to work conflicts he has been unable to meet with Mr. Rodite to visit the Township Businesses as yet.

SAFETY COMMITTEE

Mrs. Lyons reported Mr. Jeff Fritz trained Public Works, and Administration personnel for AED, CPR and First Aid training on March 3, 2015. .

RECYCLING

Mrs. Oatis reported that the 2014 902 DEP Grant contract documents should be received soon. These have a 30 day time limit attached so prompt attention will be required.

NBMA

Mrs. Lyons presented the NBMA January meeting minutes, their contact listing, and their Board meeting schedule from Mr. Raesly for the NBMA.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ACTIVE PROJECTS

Signalization – KCE waiting for signed contracts. Project should be started this year.

Parking at Tuskes Park

Clipper Agreement

Zoning Enforcement

Management Book

Weight Restricted Roads Program – KCE

Saldo & Zoning Amendment - Planning Commission

Rubber Mulch/Northampton County Open Space Grants. Mr. Shupe and Mr. Dooley
5K Procedure – Police Department
Recreation and Open Space Plan
GIS – Public Works – KCE
Police SOP Manual
Safety Meeting – April 10, 2015 at 9:00 a.m.

UPCOMING EVENTS

2015 e-Cycling Event – Saturday, April 18, 2015 9 a.m. to 1 p.m. at the Arts Quest /Steel
Stacks

Household Hazardous Waste Drop-Off Event - NCC Main Campus - May 30, 2015

Cancer Support Community Tuskes Park – July 11, 2015

Community Day - Tuskes Park – September 5, 2015

Touch a Truck – October 3, 2015

Household Hazardous Waste Drop-Off Event - NCC Main Campus - October 10, 2015

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 8:40 p.m. Motion carried by all voting aye.

MINUTES –February 18, 2015
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

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

Board members present were: Andrew Donello, Mike Rinker, Scott Sylvainus and Steve Ytkin. Mr. Willard Mohn was absent. Also present were: Township Engineer, Al Kortze and for Township Solicitor, Steve Mills.

PUBLIC COMMENT

Nothing at this time.

Motion was made by Mr. Donello and seconded by Mr. Sylvainus to approve the Agenda. Motion carried by all voting aye (4-0).

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to approve the minutes from the February 4, 2015, meeting. Motion carried by all voting aye.

BILLS

Mr. Sylvainus asked about the heat shrink bit. Mr. Shupe confirmed the purchase.

Mr. Sylvainus asked what the propane problem was at the Daniels Road Garage. Mr. Shupe responded that they smelled propane and Suburban Propane performed a leak test on the entire building.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the bills. Motion carried by all voting aye.

Motion was made by Mr. Donello and seconded by Mr. Sylvainus to approve the financial report. Motion carried by all voting aye.

PROCLAMATION

Mr. Rinker presented Officer Kim Arthur with a proclamation for his duty to the Township and announced February 21, 2015 was Kim Arthur Day in Upper Nazareth Township.

A citation honoring Officer Arthur was also presented signed by State Representative Emrick and State Representative Hahn.

SUPERVISORS COMMENTS

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to appoint Athena Gross as the second Upper Nazareth Township Representative to the Library Board of Trustees. For a 3 year term. Motion carried by all voting aye.

Mr. Donello indicated he thought Upper Nazareth Township should do a resolution against the PennEast Pipeline. Mrs. Lyons indicated Lower Nazareth was collecting letters from

residents to forward to FERC. Mr. Rinker asked how many letters Upper Nazareth Township has received. Mrs. Lyons responded two. A Moore Township resident expressed her concern and asked the Township to join the other municipalities in expressing opposition to the pipeline by doing a resolution. She stated that Moore Township and Lower Saucon did a resolution. Mrs. Lyons reported that the secretary called Lower Nazareth and Williams Township and they are not doing resolutions at this time. It was stated that the Lehigh Valley Planning Commission plans to remain neutral on the pipeline issue at this time.

Mr. Rinker reported he had attended the Nazareth Area Council of Government meeting on February 10.

An executive session was held to discuss a motion to fill a fulltime police officer position with a current Upper Nazareth part-time officer.

Another personnel matter was also discussed in the executive session.

TOWNSHIP ENGINEER

Mr. Kortze reported the Engine Retarder Restriction Engineering and Traffic Study was submitted to PennDOT on February 7th and he has not received a response.

Mr. Kortze reported his office has obtained a copy of the final Eagles Landing Phase I, II and III Recorded Plans and provided them to Mr. Soloe for the Township files.

TOWNSHIP SOLICITOR

Attorney Mills indicated his office has received a letter from Attorney Pierce and local deliveries would be permitted on Gun Club Road. Mr. Russell Beatty inquired as to the necessity for a study for a road which only receives local traffic. Supervisors indicated they would proceed with the study which will not limit local deliveries.

GRANT UPDATE

Mrs. Lyons indicated according to Mrs. Oatis the Coca Cola grant is primarily for municipalities in financial distress.

QUESTIONS FOR THE SOLICITOR/ENGINEER

Nothing at this time.

ADMINISTRATION

Mrs. Lyons indicated the Township has received a request from the Cancer Support Community to use Tuskes Park on July 11, 2015. A discussion was held and the Board decided to waive the fees for this event. Mr. Soloe cautioned the supervisors about the classification of events versus rentals of the fields and pavilions and the UCC requirements regarding parking spaces and restroom facilities. Mr. Soloe also suggested the Township require a one million dollar insurance liability coverage from the organization. Mrs. Donnelly indicated similar events are held at the Nazareth Borough Park. Chief Siegfried indicated police assistance would not be an issue. He said the officer on duty would monitor traffic exiting along Route 248 similar to the Touch a Truck event held at the Tuskes Park.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to waive the fee for the Cancer Support Community Event. Motion carried by all voting aye.

Mrs. Lyons indicated the 2014 Memorial Library and Vicinity's Annual Report is available for review.

PLANNING & ZONING

Mr. Soloe presented his January 2015 report.

Mr. Rinker inquired about the four dollar fee. Mr. Soloe responded that it is the State UCC fee. Mr. Rinker also inquired about the Road Opening Permit.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to accept the Zoning Report. Motion carried by all voting aye.

PUBLIC WORKS

Mr. Shupe reported that at the next meeting he will have dates for street sweeping, yard waste and spring curbside cleanup.

Mr. Ytkin presented Mr. Shupe with the citation from Mr. Emrick, State Representative in recognition for the Build a Better Mouse Trap Award.

LIBRARY

Nothing at this time.

POLICE DEPARTMENT

Chief Siegfried presented the Board with a request from the Police Association to require Township Residences to have reflective address signs. Mr. Fassl indicated that East Allen Township Fire Company and Bushkill Township Fire Company sold the signs. Mrs. Lyons indicated that the signs can be purchased at Lowes. The Board requested Mrs. Lyons obtain copies of ordinances from other municipalities for the Board to review.

Chief Siegfried reported No Nonsense Neutering required a contract, and their closest facility is in Allentown. He discussed the procedure he followed for feral cats. Mr. Sylvainus asked how they handle dogs and if the company could be of service to the Township or its residents. The Board asked Mrs. Lyons to include a link to the organization on the Township website.

Chief Siegfried presented the January Police report.

Motion was made by Mr. Rinker and seconded by Mr. Donello to accept the January Police report. Motion carried by all voting aye.

FIRE DEPARTMENT

Chief Seiple presented the December 2014 and January 2015 Fire Department reports.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to accept the reports. Motion carried by all voting aye.

EMERGENCY MANAGEMENT

Mr. Rinker reported the emergency management computer is up and running, and he has ordered a waterproof case from Staples which is currently on backorder.

RECREATION BOARD

Mr. Sylvainus reported the Recreation Board is organizing the Labor Day Community Day and the next meeting is March 17, 2015 at 7:00 pm.

Mr. Sylvainus reported the Recreation Board is compiling the maps for the Recreation and Open Space Plan.

CDBG/HOME PROGRAM

Mr. Sylvainus reported Mr. Rodite is going to start to visit Township businesses next week and some visits will be with Mr. Ytkin. He will apply for the grant in April with an expected award date of July or August.

SAFETY COMMITTEE

Nothing at this time. Next meeting will be April 10 at 9 a.m.

RECYCLING

Mrs. Lyons reported Mrs. Oatis will be at the next meeting. She will hold a workshop at 6:30 p.m.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Mr. Rinker recognized Boy Scout Josiah Snyder, Troop 44-Bushkill, who presently resides in Upper Nazareth Township.

ACTIVE PROJECTS

Signalization
Codification
Parking at Tuskes Park
Clipper Agreement
Zoning Enforcement
Management Book
Weight Restricted Roads Program
Saldo & Zoning Amendment
Rubber Mulch / Northampton County Open Space Grants
Location of Pipelines
5K Procedure - Police Department
Recreation and Open Space Plan
GIS - Public Works - KCE
Police SOP Manual
Safety meeting - April 10, 2015 at 9:00am
LVPC - Route 191 and Newport Ave Emergency Vehicle Signal - KCE
Brake Retarder Prohibition - KCE- application submitted to PennDOT

UPCOMING EVENTS

Household Hazardous Waste Drop-Off Event - NCC Main Campus - May 30, 2015
Community Day - Tuskes Park – September 5, 2015
Touch a Truck – October 3, 2015
Household Hazardous Waste Drop-Off Event - NCC Main Campus - October 10, 2015

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 7:54 p.m. Motion carried by all voting aye.

MINUTES –February 4, 2015
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:09 p.m. by Vice-Chairman, Scott Sylvainus. The meeting was preceded by an executive session regarding personnel matters.

Board members present were: Scott Sylvainus, Steve Ytkin and Andrew Donello; Mike Rinker and Willard Mohn were absent. Also present were: for Township Solicitor, Steve Mills and Township Engineer, Al Kortze.

PUBLIC COMMENT

Nothing at this time.

Motion was made by Mr. Sylvainus and seconded by Mr. Donello to approve the Agenda. Motion carried by all voting aye (3-0).

Motion was made by Mr. Donello and seconded by Mr. Ytkin to approve the minutes from the January 21, 2015, meeting. Motion carried by all voting aye.

BILLS

Mr. Sylvainus asked Mrs. Lyons to check on the payment to Altronics, he thought it was paid previously.

Mr. Sylvainus asked how the new cleaning firm was performing. Mrs. Lyons responded how pleased the administrative side was and how they never miss and do a very thorough job. Chief Siegfried responded that there were no problems and everything was good on the police side.

Mr. Sylvainus inquired about the charge by Alex's Tire. Mr. Shupe responded it was for diagnostics and he did not have the full repair cost at this time.

Motion was made by Mr. Donello and seconded by Mr. Ytkin to approve the bills. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Mr. Sylvainus presented three reports: the end of year balance report from January until December, 2014, a report showing gains and losses from 2006 until 2014, and the Profit & Loss Budget vs Actual reports prepared by Mrs. Parrish for January through December 2014.

The content of the Chrin Improvements agreement was discussed.

TOWNSHIP ENGINEER

Mr. Kortze presented the Board with a review of the Letter of Credit funds and outstanding work for Eagles Landing Phase III-A. Mr. Kortze indicated the Letter of Credit amount was sufficient to complete the work should the Township have to complete the project.

Mr. Kortze presented the Board with a review of the Letter of Credit funds and outstanding work for Eagles Landing Phase III-B. Mr. Kortze indicated the Letter of Credit amount was sufficient to complete the work should the Township have to complete the project.

Mr. Sylvainus asked Mr. Kortze if he was able to obtain a set of signed plans for Eagles Landing. Mr. Kortze indicated he asked the developer and they were unable to locate the plans. He indicated he would have his staff pick up a copy next time they were down at the courthouse.

Mr. Kortze presented the Board with the Engine Retarder Restriction Engineering and Traffic Study and requested authorization to submit the study to PennDOT.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to authorize Keystone Consulting Engineers to submit the prepared Engine Retarder Restriction Engineering and Traffic Study to PennDOT for approval. Motion carried by all voting aye.

Mr. Kortze reported he presented the LVPC with a brief explanation of the Route 191 Emergency Signal funding request. He did not have a decision date at this time.

TOWNSHIP SOLICITOR

Attorney Mills requested authorization to advertise the Ordinance Repealing The Provision of Township Ordinances Regulating the Possession of Firearms, Ammunition or Ammunition Components, Complying with the Limitation on Municipal Powers Provided for in 53 Pa. C.S.A. 2962(g) and 18 Pa. C.S.A. 6120(a).

Motion was made by Mr. Ytkin and seconded by Mr. Donello to authorize advertising of the Ordinance Repealing The Provision of Township Ordinances Regulating the Possession of Firearms, Ammunition or Ammunition Components, Complying with the Limitation on Municipal Powers Provided for in 53 Pa. C.S.A. 2962(g) and 18 Pa. C.S.A. 6120(a). Motion carried by all voting aye.

Mr. Donello asked if that was inside the Township buildings. Mr. Mills responded yes.

GRANT UPDATE

Mr. Kortze reported on the status of the Friedenstahl light. He indicated he will be meeting with Hercules and Met-Ed regarding right-of-ways and pole relocations.

QUESTIONS FOR THE SOLICITOR/ENGINEER

Mr. Shupe asked if the Township is in agreement with PennDOT's right of way policies. After discussion it was agreed upon that the Township concurs with PennDOT's procedure.

Mrs. Lyons indicated PennDOT's "Winterizing your Mailbox" procedure is on the Township Website. Mr. Shupe requested that he be informed of all mailbox complaints.

ADMINISTRATION

Mrs. Lyons reported that the PennEast Pipeline scoping meeting is scheduled for February 10, 2015, 6:00 p.m. at the Northampton Community College. Mr. Donello indicated he will try to attend. Mrs. Sayago asked if this meeting was different than previous meetings. Mr. Sylvainus responded that this meeting is the official meeting where testimony can be submitted on record.

Mrs. Lyons indicated that Met-Ed has provided the Township with a 14 month credit for the non-functioning street light at Newport Avenue and Kingsbury Court.

Mrs. Lyons read a memo from Mrs. Mutarelli, the Township purchasing agent, requesting that when possible all vendor appointments be coordinated by email notifying all departments when they schedule an appointment with a vendor such as: Altronics, CNR, Valley Business, ET&T, Tru Comfort, A+ Fire Protection so that other departments who may also work with that vendor can schedule time in their department around the same time to avoid additional service call expenses in the future.

Mrs. Lyons informed the Supervisors of a PPL construction project which will take place in 2016 along the northwest portion of the Township. Survey work for the project will take place in 2015.

Mrs. Lyons reported that Mrs. Mutarelli is beginning to compile articles for the spring/summer newsletter for distribution in March and requested that any department that would like to put an article in should get the information to her by February 27, 2015. Mrs. Sayago asked Mrs. Lyons to let Mrs. Mutarelli know to contact the Director of the Library for information on upcoming events.

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Shupe reported the Green Light Go grant is on file for this year's funding request. Our entry fits the requirements. The application deadline for submissions is February 27.

Mr. Shupe reported the Police door bell has been installed. Mrs. Lyons indicated it is working well for residents/visitors to the police department and saving time for the receptionist when the police department is unattended.

LIBRARY

Mrs. Sayago requested the Board of Supervisors appoint the Library Board representative at the February 18, 2015, meeting.

The Food for Fines program was successful and 13 boxes of food was donated to the Nazareth Area Food Bank.

A Security Camera has been installed at the Library Front Door.

Upcoming Programs

February 7 – April 11 Every Saturday from 11-2 AARP will be providing Tax Help.

February 8 – 14 a Fund Raiser at Five Below will be held Flyer required and available on Library Website.

February 12, 6:30 Heart Disease in Women program. Preregistration required.

February 13, Trick Tray Drawing.

12th Annual Young Authors Contest continues through March 7.

April 19, Run for Reading applications available on library website limited to 200 participant.

April 23, Author Zach Ohora, will have a reading at various locations including the Library.

POLICE DEPARTMENT

Chief Siegfried reported he is still working on the updates to the SOP and he said it is a work in progress and expects to finalize by next month.

Mrs. Lyons asked if the Proclamation and Executive Session should be placed on the agenda for February 18, 2015. Chief Siegfried confirmed.

FIRE DEPARTMENT

Chief Seiple and/or Mr. Fassl were not present due to a fire call. Report will be presented at next meeting.

EMERGENCY MANAGEMENT

Nothing at this time.

RECREATION BOARD

Nothing at this time.

CDBG

Mr. Rodite is proceeding with the HOME program. He has inquired about training and will forward information to the Township.

SAFETY COMMITTEE

Meeting was held on January 12, 2015. Mrs. Lyons prepared and presented the minutes to the Supervisors. Chief Siegfried asked if Mr. Fritz, CPR, AED, first aid instructor, will be compensated under his part-time police pay rate and his time scheduled as time-worked. Mr. Sylvainus responded “yes” it will be scheduled time as has been the practice in the past, and Mr. Fritz’s job responsibilities for that day will be the training.

Mrs. Lyons reported that Mr. Rhoads from PMA met with Mrs. Parrish, Mr. Rinker, Mr. Shupe, Chief Siegfried and herself and the meeting went very well. A discussion was held regarding worker’s compensation insurance. He also inquired about the status of the safety committee and he was very encouraged by the progress the safety committee has made in such a short time period. He also offered assistance in any training that might be necessary.

RECYCLING

Mrs. Oatis will be presenting a workshop on March 4, 2015, at 6:30 p.m.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Mr. Sylvainus reported he had received a flyer from “No Nonsense Neutering” regarding their services. He requested that Chief Siegfried review the information and comment back to the Board. Chief Siegfried commented that at the present time the Township does not do anything with feral cats.

Mrs. Sayago asked if the Township can assist in obtaining the EIT figures for the Library budgeting. Mrs. Lyons indicated Mrs. Parrish should be contacted, that she was working on this issue when it was brought up the last time.

ACTIVE PROJECTS

Signalization – KCE waiting for signed contracts. Project should be started this year.

Parking at Tuskes Park

Clipper Agreement

Zoning Enforcement

Fire Department Grant Opportunities - KCE

Management Book

Weight Restricted Roads Program – KCE

Saldo & Zoning Amendment - Planning Commission

Rubber Mulch Quote - Northampton County Open Space Grants Initiative. Mr. Shupe and Mr. Dooley proceeding with the grant for completion of the project.

5K Procedure – Chief Siegfried gathering data from other municipalities.

Recreation and Open Space Plan will be presented next meeting.

GIS – Public Works – KCE – Mr. Sylvainus suggested backing up data periodically and not wait until the card is filled up.

UPCOMING EVENTS

Household Hazardous Waste Drop-Off Event - NCC Main Campus - May 30, 2015

Community Day - Tuskes Park – September 5, 2015

Touch a Truck – October 3, 2015

Household Hazardous Waste Drop-Off Event - NCC Main Campus - October 10, 2015

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to adjourn the meeting at 8:27 p.m. Motion carried by all voting aye.

MINUTES –January 21, 2015
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Vice-Chairman, Scott Sylvainus.

Board members present were: Scott Sylvainus, Steve Ytkin and Andrew Donello via speakerphone. Mike Rinker and Willard Mohn were absent. Also present were: Township Solicitor, Gary Asteak and Sean Dooley, representing the Township Engineer.

Mr. Asteak stated that due to illness and his inability to be physically present, Mr. Donello can hear, speak and participate fully in these proceedings via telephone.

PUBLIC COMMENT

Nothing at this time.

Motion was made by Mr. Ytkin and seconded by Mr. Donello to approve the Agenda. Motion carried by all voting aye (3-0).

Motion was made by Mr. Ytkin and seconded by Mr. Donello to approve the minutes from the reorganization meeting of January 5, 2015. Motion carried by all voting aye.

Motion was made by Mr. Donello and seconded by Mr. Ytkin to approve the minutes from the January 5, 2015, meeting. Motion carried by all voting aye.

BILLS

Mr. Sylvainus asked what a glove pouch was. Chief Siegfried responded a pouch to be attached to your belt to hold a supply of latex gloves.

Mr. Ytkin noted Chief Siegfried purchased the flag from Kaplan's.

Mr. Sylvainus questioned why the Township is paying the School District for the Signalization engineering bills. Attorney Asteak indicated the agreement was that the Township would pay Newton directly. Attorney Asteak stated that the Township needs to send a letter to Newton and the School District informing them that all bills from Newton are to be sent directly to the Township and we will then pay those invoices from escrow.

Mr. Sylvainus asked if Innovative Designs and Publishing, Inc. was Home News. Mrs. Parrish confirmed that it was.

Mr. Sylvainus questioned the check for the Recorder of Deeds. Mrs. Parrish explained it was for the recording of Mrs. Mutarelli's notary and signature at the Courthouse.

Mr. Sylvainus asked which computer was purchased from Hewlett-Packard Company. Mrs. Parrish responded it was the Emergency Management computer.

Mr. Sylvainus asked Chief Siegfried what was dry-cleaned. Chief Siegfried responded he dry cleaned a former officer's coat prior to reissuing it to a new employee.

Mr. Sylvainus asked what a spit hood was. Chief Siegfried responded that the apparatus provides the ability to cover a person's head, allowing them to breathe and prevents them from spitting on an arresting officer.

Mr. Sylvainus asked the status of the C-pull towels. Mr. Shupe responded he has found a vendor which is less expensive and will be ordering via that vendor from now on.

Mr. Sylvainus asked about the drill bits. Mr. Shupe explained it was for tools for the shop, not just drill bits.

Mr. Sylvainus asked about the CB assembly. Mr. Shupe responded it was for a snow plow.

Mr. Sylvainus asked what the concrete was for. Mr. Shupe responded it was for bridge repairs performed in the Fall.

Motion was made by Mr. Ytkin and seconded by Mr. Donello to approve the bills. Motion carried by all voting aye.

Motion was made by Mr. Donello and seconded by Mr. Sylvainus to approve the financial report. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Mr. Sylvainus asked Mr. Dooley if the cost of the engineering study for Gun Club and Penn Allen will be the same as the other studies. It was thought that the cost was around \$500.00 previously. Mr. Dooley indicated he did not have that information.

Motion was made by Mr. Ytkin and seconded by Mr. Donello to authorize Keystone Consulting Engineers to perform an engineering study of Penn Allen and Gun Club Road for use in creating a weight limit for the roadway. Motion carried by all voting aye.

Mr. Sylvainus reported the Penn East Pipeline scoping session will be held on February 10, 2015, at the Northampton Community College at 6:00 p.m. and it is open to the public. Attorney Asteak encouraged the supervisors and public to attend.

Mr. Sylvainus asked if there was a motion to appoint Mrs. Carole Bowers Deputy Tax Collector.

Motion was made by Mr. Ytkin and seconded by Mr. Donello to appoint Mrs. Carole Bowers Deputy Tax Collector. Motion carried by all voting aye.

TOWNSHIP ENGINEER

Attorney Asteak indicated he has Resolution 15-06 for the Dedication of the following roads in Phase 1 Penn Dixie Manor and Phase 2 Patriot Hills: Broadwood Way, Heatherwood Way, Penfield Way, Neville Way, Westminster Way, Mayfair Place and Windsor Court.

Mr. Donello asked if the road will have an 18-month maintenance period. Attorney Asteak confirmed that the roadways would.

Mr. Larry Becker of 3513 Windsor Court asked when the Township maintenance would begin. Attorney Asteak indicated that it would begin upon the approved motion.

Motion was made by Mr. Ytkin and seconded by Mr. Donello to adopt Resolution 15-06 for the Dedication of following roads in Phase 1 Penn Dixie Manor and Phase 2 Patriot Hills: Broadwood Way, Heatherwood Way, Penfield Way, Neville Way, Westminster Way, Mayfair Place and Windsor Court. Motion carried by all voting aye.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to place the following roads in Phase 1 Penn Dixie Manor and Phase 2 Patriot Hills: Broadwood Way, Heatherwood Way, Penfield Way, Neville Way, Westminster Way, Mayfair Place and Windsor Court into the 18 Month Maintenance Period. Motion carried by all voting aye.

Motion was made by Mr. Sylvainus and seconded by Mr. Donello to reduce the Letter of Credit for Phase 1 Penn Dixie Manor to \$148,687.70 and Phase 2 Patriot Hills to \$70,252.51. Motion carried by all voting aye.

Mr. Dooley indicated that Mr. Kortze would have an update to the Brake Retarder Prohibition, and Eagles Landing Phase 3A Letter of Credit review.

Mr. Sylvainus asked if the Township can revise the Letter of Credit at any time due to cost increases. Attorney Asteak confirmed the Township has that ability.

Mr. Dooley reported Keystone Consulting Engineers has submitted the grant to the LVPC for the Emergency Signal at Newport and S.R. 191. Mrs. Parrish indicated the Township was not on the January 26, 2015, agenda to make a presentation. Mr. Dooley will follow-up and obtain the meeting date for our Township to present. Mr. Dooley stated that LVPC likes to have supervisors attend not just the engineer.

Mr. Dooley reported on the availability of grants for open space. Mr. Dooley indicated the Township should have a "bucket list" prepared to enable expedited grant preparation. He indicated the more matching funds the higher the chances of funding.

TOWNSHIP SOLICITOR

Attorney Asteak reported that Mrs. Mutarelli has provided him with a list of ordinances and requested authorization to remove references to firearms.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to repeal any reference to firearms in Township ordinances in accordance with Act 192. Motion carried by all voting aye.

GRANT UPDATE

Mr. Shupe reported that the Green Light Go Grant submitted in 2014 was being held and placed with the 2015 grant applications. Mr. Shupe indicated he will follow-up.

Mr. Sylvainus reported the Township has received a recycling grant in the amount of \$71,292, to be used for a recycling center and leaf waste collection upgrades.

Mr. Becker asked if the Redcliff development would be receiving recycling totes. Mr. Sylvainus responded that since the HOA is responsible for the recycling in the development, totes will not be provided.

QUESTIONS FOR THE SOLICITOR/ENGINEER

Mr. Sylvainus asked if the GIS data collection system is currently being used. Mr. Shupe responded that the data collection has started and that the significant amount of data being captured is very time consuming. No information has been given to Keystone Consulting for uploading into the computer system.

ADMINISTRATION

Mrs. Parrish presented the minutes from the Upper Nazareth Township Auditors which set the part-time road crew salary for the working supervisor at \$17.67/hr. and the Emergency Manager salary for the working supervisor at \$2,400/yr.

Mrs. Parrish reported the 2014 Nazareth Borough Municipal Authority Board reports are available for review in the Township Office.

Mrs. Parrish indicated the office has received a request from Fresenius Medical Care requesting early snow removal of two Township roads for Dialysis Patients. It was stated that Gracedale Ave., is a State Road. Mr. Shupe indicated that the Township Road Department is aware of the list. Mr. Ytkin suggested we respond that the Township road has been placed at the top of the list; however, they need to contact PennDOT regarding State roadways.

Mrs. Parrish reported the 2014 Police Pension Quarterly and Annual Investment Reports are available for review.

Mrs. Parrish reported the Liquid Fuels Audit from January 31, 2013 to December 31, 2013 is available for review.

PLANNING & ZONING

Mr. Soloe provided the Supervisors with a 9 year permit comparison report.

Mrs. Parrish reported that the Insurance Services Office, Inc. (ISO) building Codes Effectiveness Grading Schedule Results have been received and the Township has received a grade of 4 for 1 and 2 family residential properties and a grade of 3 for commercial and industrial properties. The grading is 1 to 10 with 1 being the best.

PUBLIC WORKS

Mr. Shupe reported that the current model pump is the best model for the Tuskes Park and a back-up pump would cost \$1,900 plus an estimated \$100 freight charge. Mr. Donello asked how big the pump is. Mr. Shupe responded 2 Hp. Mr. Sylvainus asked how long the warranty is on the new pump. Mr. Shupe responded 1 year and the warranty period would take effect when the pump is placed in service.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to authorize purchase of a new pump at an estimated fee of \$2000, for installation and an additional pump for backup. Motion carried by all voting aye.

Mr. Sylvainus asked Mr. Shupe how his snow budget was doing. Mr. Shupe responded he was having difficulties with salt delivery and stated that the Township uses more salt for ice and minor snowfall than when there is plow able snow. Mr. Shupe indicated he would like a greater stockpile.

Mr. Shupe presented his December Public Works Reports.

Motion was made by Mr. Ytkin and seconded by Mr. Sylvainus to accept the December 2014 Public Works Report. Motion carried by all voting aye.

LIBRARY

Nothing at this time.

POLICE DEPARTMENT

Chief Siegfried presented the December Police report.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to accept the December Police report. Motion carried by all voting aye.

Mr. Sylvainus asked how the officer was that fell. Chief Siegfried responded he has two broken ribs and is very sore.

Mr. Shupe and Chief Siegfried have discussed the matter and the police will be keeping a supply of salt for their future use.

FIRE DEPARTMENT

Chief Seiple and Mr. Fassl were not present due to a house fire. The fire report will be presented at the next meeting.

EMERGENCY MANAGEMENT

Mrs. Parrish reported the Emergency Management Computer has arrived and is being loaded with software and data.

RECREATION BOARD

Mr. Sylvainus reported the Recreation Board has a first draft of the Recreation and Open Space Plan.

Mr. Shupe asked if the Township is responsible for the Tot Lot in Redcliff. Response was no that is the responsibility of the HOA.

CDBG/HOME PROGRAM

Mr. Rodite is finalizing the contact list of businesses for seeking donations toward the rehabilitation program and will be applying for the HOME program grant. Mrs. Parrish reported the Township has performed \$300,000 of rehabilitation to homes in the Township since 2011 under the CDBG program. Mrs. Parrish has 14 homes on the waiting list.

SAFETY COMMITTEE

Safety Committee meeting was held January 12, 2015, and safety walk through was reviewed. Minutes will be presented at the next BOS meeting. Public works has attended two webinars and have 2 more to attend. PMA Group, Risk Management Agency for KMIT, will be meeting with the Safety Committee on January 22, 2015 at 1:30 PM. Mr. Ytkin will be unable to attend due to work requirement.

RECYCLING

Mr. Ytkin asked if Herceg is aware they are responsible for damage to the toters. Mr. Sylvainus said yes they were notified. Comments were made that people are using toters for regular trash.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ACTIVE PROJECTS

Signalization
Parking at Tuskes Park
Clipper Agreement
Zoning Enforcement

Fire Department Grant Opportunities
Management Book
Weight Restricted Roads Program
Saldo & Zoning amendments/revisions
Rubber Mulch/Northampton County Open Space Grants Initiative
Location of Pipelines - KCE working on gathering data
Recreation and Open Space
5 K procedure

The active projects list was reviewed and several items have been addressed and completed including the Fire Department Request to have public works assistance driving during daytime hours on calls. The Board of Supervisors decided that because of the fact that workers compensation insurance will not cover public works they will not be able to assist.

At the present time the Fingerprint Door Locks/Keyless entry is not an issue and the procedure will remain that the doors will be opened by Supervisors, office personnel and/or police officers for meetings held after office hours.

Police Standard Operating Procedure Update will come off open items because Chief Siegfried will provide the Township with the manual with dates.

Rubber mulch quote will be addressed by Mr. Shupe who will contact Mr. Dooley at Keystone Consulting Engineers to proceed with the grant for completion of the project.

Police Doorbell – Mr. Shupe will install a door bell on Police Door to be heard in office and garage.

Motion was made by Mr. Sylvainus and seconded by Mr. Donello to authorize Mr. Shupe to install a door bell to be heard in the police office and garage. Motion carried by all voting aye.

UPCOMING EVENTS

Household Hazardous Waste Drop-Off Event - NCC Main Campus - May 30, 2015
Community Day - Tuskes Park – September 5, 2015
Touch a Truck – October 3, 2015
Household Hazardous Waste Drop-Off Event - NCC Main Campus - October 10, 2015

PUBLIC COMMENTS

Mrs. Donnelly asked how the Township can enforce the recycling. Response was contact Recycling Coordinator with reports of violators. Township has to rely on the neighbors to report violators.

Mr. Donnelly asked if there is an ordinance regarding boats and junk cars. There is an ordinance and Chief Siegfried indicated that if it can be seen it has to be inspected and licensed. Mrs. Parrish asked Mr. Donnelly to provide the Township with the address of the property with the boats and car.

ADJOURNMENT

Motion was made by Mr. Ytkin and seconded by Mr. Donello to adjourn the meeting at 8:30 p.m. Motion carried by all voting aye.

MINUTES – January 5, 2015
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

The Regular Meeting called to order at 7:12 p.m. by Chairman, Mike Rinker.

Mr. Rinker revised the agenda to allow for Attorney Asteak the Township Solicitor to speak first so he could attend another meeting.

TOWNSHIP SOLICITOR

Attorney Asteak reported he had two matters for the Board this evening:

Ordinance No. 164 Authorizing the Participation of Upper Nazareth Township in the PSATS Unemployment Compensation Group Trust Pursuant to the Pennsylvania Intergovernmental Cooperation Law. This was advertised in the Express-Times on December 13, 2014, with Proof of Publication provided.

Motion was made by Mr. Rinker and Seconded by Mr. Mohn, to adopt Ordinance No. 164 Authorizing the Participation of Upper Nazareth Township in the PSATS Unemployment Compensation Group Trust Pursuant to the Pennsylvania Intergovernmental Cooperation Law. Motion carried by all voting aye.

Ordinance No. 165 Establishing Truck Traffic Restrictions on West St. Elmo Street within - Upper Nazareth Township. This was advertised in the Express-Times on December 13, 2014, with Proof of Publication provided.

Motion was made by Mr. Ytkin and Seconded by Mr. Mohn, to adopt Ordinance No. 165 Establishing Truck Traffic Restrictions on West St. Elmo Street within the Township of Upper Nazareth Township. Motion carried by all voting aye.

PUBLIC COMMENT

Mrs. Sayago said she noticed both flags are tattered in the front of the Township Building. Chief Siegfried indicated he had planned on replacing them and will contact Kaplan's for replacement. Mr. Fassl informed the Board that Representative Emrick's office has donated both flags to the Fire Company. Chief Siegfried will also contact Representative Emrick's office regarding replacement flags.

Motion was made by Mr. Ytkin and seconded by Mr. Donello to approve the Agenda, with the revision of the Township Solicitor being moved to the beginning of the Meeting. Motion carried by all voting aye.

Motion was made by Mr. Rinker and seconded by Mr. Mohn to approve the minutes from the December 17, 2014, meeting. Motion carried by all voting aye.

BILLS

Mr. Ytkin asked if the Valley Business Systems Copier Maintenance Contract was for one year. Mr. Sylvainus responded that it was for one year and also stated that the fee is on a per copier basis and if copies are not used the contract they would rollover/extend additional months. The contract also includes toner.

Mr. Rinker asked if the Tuskes electric bill of \$269.78 was for one month. He was advised by the treasurer that it was.

Motion was made by Mr. Donello and seconded by Mr. Sylvainus to approve the bills. Motion carried by all voting aye.

SUPERVISORS COMMENTS

Mr. Sylvainus asked Mr. Kortze if there are projects in the Township which could be funded through the \$3.3 billion regional infrastructure investment pool. Mr. Kortze indicated he had attended an informational meeting and each municipality would be able to make a presentation to have their project included. He indicated the Opticon could be a project such as a light for the emergency vehicles exiting Newport Avenue onto Route 191. Mr. Kortze indicated an emergency light would probably cost about \$60,000. The Board asked Mr. Kortze to explore the emergency light project.

Chief Siegfried presented a memo to the Board of Supervisors indicating Officer Kim Arthur has 480 hours of unused sick time for which he is entitled to receive compensation.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to pay Officer Kim Arthur for his unused sick time at a rate of 40 hours a week, bi-weekly for 12 weeks. Motion carried by all voting aye.

An invoice for the Greater Lehigh Valley Chamber of Commerce was presented for discussion and the decision was not to join this year.

Mr. Rinker asked what Tuskes Park rentals made in 2014. Mr. Sylvainus did not have exact numbers but said it was about \$2,000.00.

TOWNSHIP ENGINEER

Mr. Kortze presented the Board with an update on the Jake Brake Retarder Restrictions on Route 248. He indicated PennDOT has provided criteria and he is in discussions with PennDOT regarding this matter.

Mr. Donello indicated he contacted PennDOT regarding potholes along Route 248. He indicated they repaired the potholes. He indicated the road requires complete reconstruction. Mr. Kortze indicated he did think the roadway was on the schedule for repairs but he was not sure if it was the shoulder or the full roadway.

GRANT UPDATE

Nothing at this time.

QUESTIONS FOR THE SOLICITOR/ENGINEER

Nothing at this time.

ADMINISTRATION

Mrs. Lyons thanked the Public Works Department for their work in getting the basement storage area organized and the panel access problem resolved.

Mrs. Lyons asked for approval for Betty Parrish to attend the PSATS Annual convention for 2 full days including overnight lodging.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker for the approval for Mrs. Parrish to attend the PSATS convention for two full days with overnight lodging. Motion carried by all voting aye.

Mr. Shupe indicated he would like to attend the first full day of the convention with one additional Public Works employee to view the new product releases.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve Mr. Shupe and one additional employee to attend the PSATS convention. Motion carried by all voting aye.

Mrs. Lyons asked for authorization to advertise the 2015 Meeting schedule

Motion was made by Mr. Rinker and seconded by Mr. Donello to authorize the advertisement of the 2015 meeting dates in the Home News for the Board of Supervisors, the Planning Commission and the Zoning Hearing Board as follows: Motion carried by all voting aye.

Zoning Hearing Board meetings are held the last Wednesday of the month at 6:30 p.m. on an as-needed basis and will be legally advertised.

Board of Supervisors

1st & 3rd Wednesday (see holidays)

Workshop at 6:30 p.m. (as needed)

Regular Meeting at 7:00 p.m.

January 5 & 21

February 4 & 18

March 4 & 18

April 1 & 15

May 6 & 20

June 3 & 17

July 1 & 15

August 5 & 19

September 2 & 16

October 7 & 21

November 4 & 18

December 2 & 16

Planning Commission

1st Thursday following the

2nd Wednesday at 7:00 p.m.

January 15

February 12

March 12

April 9

May 14

June 11

July 9

August 13

September 10

October 15

November 12

December 10

PLANNING & ZONING

The Zoning Hearing Board reorganization meeting minutes for 2015 were provided to the Board of Supervisors.

PUBLIC WORKS

Mr. Shupe informed the Board that the septic grinder pump at Tuskes Park repair or replacement estimates were \$1096.00 for repair with a 3 month warranty and \$1956+freight for replacement. After discussion it was decided to have the original unit repaired and purchase an additional new unit keeping the repaired unit as a backup in case of a breakdown in the future. Mr. Shupe will obtain quotes for a larger/stronger unit as replacement and will also inquire about a price reduction on the repair since we will not be needing the 3 month warranty.

Motion was made by Mr. Rinker and seconded by Mr. Donello to authorize the repair of the current grinder pump. Motion carried by all voting aye.

OATH OF OFFICE

Judge Capobianco was present to perform the Oath of Office for: Joan Lyons, Kim Mutarelli, Betty Parrish, Pamela Berlew, Jay Benfield, Scott Sylvainus, Stephen Bacak, Wilhelmina Donnelly, Francis "Bud" Donnelly, Keith Haverstock, Paul Dragovich, Becky Bartlett and Jean Morgano who were all sworn in for positions held at the Township.

LIBRARY

Upper Nazareth now has its 2nd seat on the Library Board available. Expertise in various fields can be of use to the library including: business, law, technology, fund raising, management, education, etc. The term is for 3 years but can be extended. Interested residents should contact the Township for additional information or to submit a resume.

Upcoming Programs:

- Monthly Workshop Series on learning to use your new tablet (iPad, Kindle, Nook) Friday, January 16, 10:30 – 12; Barnes & Noble expert; registration required
- ANTIQUE & COLLECTIBLE APPRAISAL FUNDRAISER - Nazareth Arts Center; Thurs., January 22, 11:30 – 8 p.m.; Lecture at 1:00 Sell, Keep, or Toss: How to downsize a home, settle an estate, and appraise personal property. Admission is \$5.00 per person and tickets may be purchased in advance at the Library or on January 22 at the Center. Up to three items at a time may be verbally appraised at \$10/item. If you bring items to be appraised there is no admission charge. Appraisal time can be booked in advance.
- Saving Money on Home and Automobile Insurance – Sat, Jan 17, 1:00 p.m. informational program with David Mattei of Farmers Insurance

- Quilting Tea and Unique Techniques Wednesday, January, 21, 2015 at 11:00 a.m.; Penn Rose Quilt Guild; Limited seating - Reservation required

POLICE DEPARTMENT

Nothing at this time

FIRE DEPARTMENT

Nothing at this time

EMERGENCY MANAGEMENT

Nothing at this time

RECREATION BOARD

Nothing at this time

CDBG/HOME Program

A letter to the Upper Nazareth Township businesses was presented to the Board for review and it was suggested that a Supervisor accompany Victor Rodite when delivering this letter to some of the larger businesses. Mr. Ytkin offered to accompany Victor when delivering the letter to the larger businesses.

SAFETY COMMITTEE

Safety meeting will be held Friday, January 9, 2015 at 9:00 a.m.

RECYCLING

Mr. Ytkin asked if Berger is picking up their recycling bins. Mr. Rinker responded yes.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ACTIVE PROJECTS

Nothing at this time.

UPCOMING EVENTS

Run for Reading – April 19, 2015
Community Day - Tuskes Park - September 5, 2015
Touch a Truck – October 3, 2015

ADJOURNMENT

Motion was made by Mr. Rinker and seconded by Mr. Mohn to adjourn the meeting at 8:02 p.m. Motion carried by all voting aye.