

MINUTES JANUARY 18, 2017
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:07 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance

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

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

PUBLIC COMMENT

Mr. Alan Siegfried of 139 4th St., addressed the Board of Supervisors and the residents of Upper Nazareth Township thanking the residents of Upper Nazareth Township for allowing him to serve them for approximately 40 years. Mr. Siegfried stated that he has seen many changes over the past 40 years, commenting that Mr. Shupe has taken the Public Works Department out of the “stone age.” Again, Mr. Siegfried thanked everyone for the opportunity to serve.

Mr. Mentry stated that he had two additions to the agenda under Recreation: approval of the 2017 Community Day date; and discussion of forming a Community Day Committee.

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. Disbrow to approve the Reorganization Minutes from the January 3, 2017, meeting. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the minutes from the January 3, 2017, meeting. Motion carried by all voting aye. (5-0)

BILLS

Mr. Sylvainus asked if the Clark Hill invoice was the last one. Mr. Mentry stated that there should be one more for January.

Mr. Sylvainus questioned the Hendershot Door payment. Acting Chief Cope responded that the circuit board went in the garage door opener and the entire opener was replaced as this was the most cost-effective solution.

Mr. Sylvainus questioned the bill for the traffic cones. Mr. Shupe responded that the Public Works Department needed new traffic cones.

Mr. Disbrow asked what was the \$1,000 plus bill for the police car. Acting Chief Cope responded it was for one of the Chargers we purchased recently.

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

Ms. Parrish presented the Financial Report

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

SUPERVISORS COMMENTS

Mr. Rinker stated an executive session was held prior to the meeting for personnel reasons.

Mrs. Hirst mentioned that she would like to see continued work on the 5 year budget plan and identify areas for unassigned funds.

Chairman Rinker read aloud and presented retired Chief Siegfried with a Proclamation from the Board of Supervisors for his dedication and years of service.

TOWNSHIP ENGINEER

Nothing at this time.

TOWNSHIP SOLICITOR

Attorney Asteak informed the Board that a Conditional Use Application was received from Heritage Village for use of a small tract of land that they just acquired from Serfass. Attorney Asteak stated that the application will be sent to the Planning Commission, the Board and the Zoning Officer. Attorney Asteak stated that a hearing will have to be set up and decide if this hearing will be conducted on a Board of Supervisor meeting night or on another night. Attorney Asteak stated that this should take place around the first or second meeting in March.

MANAGER

Mr. Mentry stated that a letter had been received from the Tax Collector requesting a salary increase. Ms. Adamski stated that she has not received an increase since she took the position in 2010. Ms. Adamski stated that she is requesting a one-time increase of \$960. Attorney Asteak stated that the salary has to be adopted prior to the 15th of February in the year of a municipal election where the Tax Collector position is to be filled. Discussion took place as to how other municipalities compensate their Tax Collectors. Action on this was tabled until more information could be gathered.

Mr. Mentry introduced an amendment to the Personnel Handbook setting forth a Public Works Pay Scale Policy. Discussion took place with regard to reducing the 5 years to 4 years and introducing a 90 day probationary period. Mr. Mentry will redraft the policy and present to the Board at another meeting.

Mr. Mentry requested permission to attend the PELRAS Conference in March, 2017, and to join PELRAS as a member.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve Mr. Mentry's attendance at the PELRAS Conference in March, 2017, as well as Township membership in PELRAS. Motion carried by all voting aye. (5-0)

Mr. Mentry requested approval for the Manager, Treasurer, and possibly Supervisors to attend the PSATS Annual Convention.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve attendance of 2 individuals at the PSATS conference including registration and lodging. Motion carried by all voting aye. (5-0)

Mr. Mentry stated that the Nationwide 4th Quarter 2016 Pension Report is available for review.

Mr. Mentry presented Resolution 17-06 Mailbox Replacement Policy for adoption.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to adopt Resolution 17-06 Mailbox Replacement Policy. Motion carried by all voting aye. (5-0)

DEPARTMENT REPORTS

Department reports were submitted to the Board of Supervisors for approval.

Motion was made by Ms. Hirst and seconded by Mr. Rinker to accept the department reports as submitted. Motion carried by all voting aye. (5-0)

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Shupe requested permission to promote Josh Gurinko from part-time status to full-time status.

Motion was made by Ms. Hirst and seconded by Mr. Rinker to approve the promotion of Josh Gurinko from part-time to full-time. Motion failed with Ms. Hirst voting aye, Mr. Rinker voting aye, Mr. Sylvainus voting no, Mr. Disbrow voting no, and Mr. Mann voting no. (2-3)

Mr. Shupe told the Board that he will not be at the February 1, 2017, meeting, but will be giving proposals for the utility body to Mr. Mentry for presentation to the Board. Mr. Shupe stated that this is a budgeted item.

RECREATION

Mr. Mentry informed the Board that the Recreation Board met on Tuesday, January 17, 2017. The Recreation Board is requesting the Board approve August 26, 2017, for Community Day. Mr.

Mentry stated that there is some talk about expanding this to a two day event, but right now the request is for approval of one day.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve August 26, 2017, for Community Day. Motion carried by all voting aye. (5-0)

Mr. Mentry stated that the Recreation Board would like to form an ad-hoc Community Day Committee that would operate similar to the Recycling Committee. This committee could be made up of volunteers from the Fire Department, community members at large, and up to 2 Supervisors.

PUBLIC SAFETY

POLICE DEPARTMENT

Acting Police Chief Cope presented a proposal for a new copier/printer for the Police Department. Acting Chief Cope stated that the current machine is now obsolete because Panasonic does not make copier/printers any longer and parts cannot be gotten for the machine. The proposal is for \$100/month over a 4 year period. Mr. Sylvainus asked why we were not going with the 5 year lease. Acting Chief Cope did not have an issue with that request.

Motion was made by Mr. Sylvainus and seconded by Mr. Mann to approve leasing a new copier/printer for the Police Department over a 5 year period at \$85/month. Motion carried by all voting aye. (5-0)

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Nothing at this time.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to adjourn the meeting at 8:05 p.m. Motion carried by all voting aye. (5-0)

Next meeting will be February 1, 2017, 7:00 p.m.