

MINUTES FEBRUARY 1, 2017
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:06 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance

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

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

PUBLIC COMMENT

Nothing at this time.

APPROVAL OF THE AGENDA

Mr. Mentry stated that he would like to add the appointment of Police Chief to the agenda under Supervisors Comments.

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

APPROVAL OF THE MINUTES

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the minutes of the January 18, 2017 meeting. Motion carried by all voting aye. (3-0)

APPROVAL OF THE BILLS

Mr. Sylvainus asked about the bills from Home Depot and UFP. Mr. Mentry responded they were for the cold storage facility being constructed to the back of the Friedenstahl garage as discussed during the budget process.

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

SUPERVISORS COMMENTS

Chairman Rinker asked for a motion to appoint William Cope Police Chief of Upper Nazareth Township with a starting salary of \$85,000.00 and benefits as set forth in a memorandum prepared by the Township Manager.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to appoint William Cope Police Chief of Upper Nazareth Township at a starting salary of \$85,000.00 and benefits as set forth in memorandum prepared by the Township Manager. Motion carried by all voting aye. (3-0)

Mr. Mentry suggested that the Board hold a Conditional Use Hearing for Heritage Village on either March 1st or March 15th in conjunction with the Board of Supervisors meeting. Attorney Asteak stated that the hearing could be scheduled before, during, or after the Board meeting. The Hearing must be advertised, adjacent property owners duly notified, the property must be posted, the applicant notified of the hearing date, and a review letter sent to the Planning Commission. It is up to the Township to engage the services of a court reporter. Attorney Asteak suggested contacting Ted Rewak, who provides such services for the Zoning Hearing Board. After discussion the Board of Supervisors decided to hold this Conditional Use Hearing on Wednesday, March 15, 2017, at 6:00 pm.

TOWNSHIP ENGINEER

Mr. Dooley reported that as of last week PennDOT started to close out the 191/Friedenstahl Ave. Traffic Light project. Mr. Dooley is therefore requesting the Board to immediately approve Schlouch Payment Application No. 5 in the amount of \$25,619.59 and conditionally approve Schlouch Payment Application No. 6 as final payment in the amount of \$56,048.02 contingent upon the Township Engineer certifying that all project close-out documents have been received in good order and that PennDOT has closed out Highway Occupancy Permit No. 98898.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve immediate payment of Schlouch Payment Application No. 5 in the amount of \$25,619.59. Motion carried by all voting aye. (3-0)

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve payment of Schlouch Payment Application No. 6 in the amount of \$56,048.02 conditioned on the Township Engineer certifying all project close-out documents have been received in good order and PennDOT closes out Highway Occupancy Permit No. 98898. Motion carried by all voting aye. (3-0)

TOWNSHIP SOLICITOR

Nothing at this time.

MANAGER

Mr. Mentry stated that at the last meeting a request was presented to the Board from the current tax collector to consider increasing the salary beginning in 2018. The request is for an increase of \$960.00 for a total salary of \$12,960.00 per year for the four year term beginning in January of 2018 in accordance with Resolution No. 17-07 as presented.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to adopt Resolution No. 17-07 setting the tax collector salary at \$12,960.00 per year beginning 2018. Motion carried by all voting aye. (3-0)

Mr. Mentry stated that the Uninvest Police Pension Plan Year End report is available for review.

Mr. Mentry requested approval to proceed with the Spring/Summer 2017 newsletter. Mr. Mentry stated that the prices are the same as the last time, however, we are not sure how big this newsletter will be. Mr. Mentry requested up to \$1,500.00 for the newsletter and an additional \$500.00 for postage.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve \$1,500.00 for the Spring/Summer 2017 newsletter and \$500.00 for the postage. Motion carried by all voting aye. (3-0)

Mr. Mentry reported that the CDBG Subordination Agreement listed on the agenda has been withdrawn.

Mr. Mentry requested approval for the Township Treasurer to attend the CD&H Practitioners Conference and the GFOA Conference to include conference registration, hotel, any meals needed, and mileage.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the Township Treasurer attending the CD&H Practitioners Conference, hotel, any needed meals, and mileage. Motion carried by all voting aye. (3-0)

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the Township Treasurer attending the GFOA Conference, hotel, any needed meals, and mileage. Motion carried by all voting aye. (3-0)

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Mentry stated that Mr. Shupe had received 4 quotes for a utility body for one of the pick-up trucks. Mr. Shupe is recommending purchasing the utility body from Levan Machine & Truck Equipment at a price of \$4,509.00 which is \$491.00 under what was budgeted. Mr. Mentry stated that the 3 other quotes had pricing of between \$5,000.00 and \$7,000.00.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve purchasing the utility body from Levan Machine & Truck Equipment at a price of \$4,509.00. Motion carried by all voting aye. (3-0)

RECREATION

Mr. Mentry presented a memo for the creation of a Community Day Committee which would be an ad-hoc committee for the purpose of planning and implementing Community Day. The Committee would consist of two members of the Recreation Board, up to two Supervisors, members of the Fire Department and any other community members or business partners interested in participating. More members will be allowed if the event continues to grow.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to create a Community Day Committee as detailed in Mr. Mentry's memorandum of January 27, 2017. Motion carried by all voting aye. (3-0)

PUBLIC SAFETY

POLICE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Mr. Disbrow stated that he and two staff members participated in a one hour webinar “Basic Municipal Emergency Management Operations” giving a high level overview of the Emergency Management Operation.

SAFETY COMMITTEE

Nothing at this time.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Mr. Rinker announced that an Executive Session was held prior to tonight’s meeting for personnel matters.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mr. Rinker to adjourn the meeting at 7:35 p.m. Motion carried by all voting aye. (3-0)

Next meeting will be February 15, 2017, at 7:00 p.m.