

MINUTES NOVEMBER 1, 2017
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

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

Pledge of Allegiance

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

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

PUBLIC COMMENT

Joanne Messenlehner of 40 Schoeneck Ave. thanked the Board for their effort to put information in the newsletter for special needs individuals to notify the Emergency Management Coordinator so that those individuals can receive assistance during times of emergencies within the Township. Mrs. Messenlehner asked if the residents could possibly have a form to fill out for this purpose.

Mrs. Messenlehner asked if the Board was going to decide on the single hauler issue at their next meeting. Mr. Rinker replied that the only thing that would be decided was to move forward to put the specs together and putting it out for bid.

Mr. Frank Hirst of 140 5th St., thanked the Police Department for hosting the Halloween Party. Mr. Hirst also thanked the Fire Department for being out in the neighborhoods during trick or treat hours.

A resident complimented the police for the recent traffic stops near the school on Friedenstahl Ave. and did not realize how much people are not paying attention to their driving. Police Chief William Cope stated that the stops are varied from stop sign infractions, speeding, etc. Chief Cope also stated that a tractor trailer travelled Friedenstahl Ave. today that should not have been on that road.

APPROVALS

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

Motion was made by Mr. Disbrow and seconded Mr. Sylvainus by to approve the meeting minutes of October 18, 2017. Motion carried by all voting aye. (4-0)

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

FIRE DEPARTMENT PLAQUE PRESENTATION

Mr. Jeff Fassl of the Upper Nazareth Township Volunteer Fire Department presented the Police Department with a plaque in appreciation of the work that the police do in conjunction with the Fire Department as for the Township as a whole.

SUPERVISORS COMMENTS

Moravian Hall Square was present requesting approval of Phase 2 Final Land Development Plan in accordance with Mr. Al Kortze's letter dated October 26, 2017. Mr. Mentry clarified for the Board that 3 of the waivers in Mr. Kortze's letter were from the preliminary plan requirements and those waivers are for Phases 3 through 6 for which they are seeking preliminary approval. Mr. Mentry stated that, as Mr. Kortze makes clear in his letter, those components are not included in this approval. Mr. Mentry went on to state that it is the practice of the Board not to approve any plans where the developer has outstanding fees. Mr. Mentry stated that there are outstanding plan change fees as well as escrow replenishment fees that were sent to Moravian Hall Square early in October. Due to the outstanding fees, the Board tabled decision on the Phase 2 approval until all fees are paid in full.

TOWNSHIP ENGINEER

Mr. Sean Dooley requested approval of 2017 Road Surface Treatment Project Change Order No. 2 for an additional amount of \$559.67. This change is due to normal construction phase issues such as field conditions.

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve the 2017 Road Surface Treatment Project Change Order No. 2 in the amount of \$559.67. Motion carried by all voting aye. (4-0)

Mr. Dooley requested approval of the 2017 Road Surface Treatment Project Payment Application No. 1 to Asphalt Maintenance Solutions in the amount of \$140,682.42 conditioned on getting all the documentation in place. Mr. Dooley stated that the bill is approximately \$23,000 under what was budgeted. Mr. Dooley stated that the bill from JMT for their work on the spill has been paid in full by Asphalt Maintenance Solutions.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the 2017 Road Surface Treatment Project Payment Application No. 1 to Asphalt Maintenance Solutions in the amount of \$140,682.42 conditioned on getting all the documentation in place. Motion carried by all voting aye. (4-0)

TOWNSHIP SOLICITOR

Attorney Steven Mills stated that the RC Lonestar Inc. Grant of Permanent Drainage Easement has been prepared and requested conditional approval of this easement subject to the grantor signing and executing the easement first.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the RC Lonestar Inc. Grant of Permanent Drainage Easement conditional on the grantor signing and executing the agreement first. Motion carried by all voting aye. (4-0)

MANAGER

Mr. Mentry thanked the Police Department and especially Deb Knecht for transforming the meeting room into a Halloween wonderland for Trick or Treat Night.

Mr. Mentry presented the 2018 General Fund and Liquid Fuels Budget for advertising. Mr. Mentry stated that the proposed General Fund Budget includes a property tax increase of 0.5 mils which equates to an additional \$85,000 in revenue and would increase the average tax parcel by \$36 per year. Mr. Mentry requested approval to advertise the 2018 General Fund and Liquid Fuels Budget as submitted. Mr. Mentry stated that the budget needs to be advertised for 20 days prior to adoption with the anticipation of adopting the budgets at the first meeting in December. Mr. Mentry mentioned that if any change need to be made to be budget prior to budget adoption, adjustments can be made of not more than 10% of the total budget and not more than 25% of any major category within the budget.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve advertising the 2018 General Fund and Liquid Fuels Budget as submitted by the Manager. Motion carried by all voting aye. (4-0)

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Mentry requested approval to move two part-time Public Works employees to full-time status. This move will fulfill the commitment of the Board to stepping up our road program and allowing for more work to be done in-house as well as more road miles per year. Mrs. Hirst stated that the most common concern she hears from residents is that they want our roads fixed.

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve moving two part-time Public Works employees to full-time status, effective December 1, 2017. Motion carried by all voting aye. (4-0)

Mr. Shupe requested approval to purchase a vibratory screener at a price not to exceed \$6,300. This is to be used to recycle the anti-skid material that is used during the winter, and thus saving money on what is spent each year on anti-skid material.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the purchase of a vibratory screener at a cost not to exceed \$6,300.00. Motion carried by all voting aye.

RECREATION

Mr. Disbrow stated that the walk through was performed at the Tuskes Park building. Mr. Disbrow stated that the obstruction to the electrical box has been cleared. Mr. Sylvainus stated that he spoke with Mr. Brian Witmer about their concerns. Mr. Shupe stated that they also looked at the conditions in the dug out in the lower field. Mr. Shupe stated that during the walk through a 4-wheeler was noticed in the park as well as the lights were being operated during non-

peak hours. Mr. Disbrow stated that we are looking into ways to eliminate these concerns. Mr. Mentry stated that park security and key fobs are in the 2018 budget.

PUBLIC SAFETY

POLICE DEPARTMENT

Police Chief Cope thanked the Board of Supervisors for sponsoring the Halloween Party.

Mr. Sylvainus asked about the incident on the eve of Halloween that occurred in the Farmview area and if the kids had been caught. Chief Cope responded that it is an on-going investigation and no new information is available at this time.

EMERGENCY MANAGEMENT

Mr. Rinker stated that the EOP is now at the Township and a resolution adopting it will be available at the next Board meeting.

SAFETY COMMITTEE

Next meeting is scheduled for December 1, 2017, at 10:30 am.

OLD BUSINESS

A questions was raised with regard to where the Township stands with the codification project. Mr. Mentry responded that he is corresponding with General Code to see if we can improve on what we contracted with them to do, as the product as it stands, is not easy to use.

NEW BUSINESS

Mr. Mentry stated that for several years we have been holding an employee holiday luncheon at the East Lawn Social Club at virtually no cost to the Township. All the Township paid was the tip for the staff. However, this year since the management has changed, they are not providing the same service. Mr. Mentry stated that we have had menus from them in the past, and it looks as if the cost would run around \$800 to \$1,000. Mr. Mentry asked the Board how they wanted to proceed. Mrs. Hirst stated that this is an employee appreciation luncheon. Mr. Sylvainus said it was our way of saying thank you to the employees, to get prices and come back to the Board at the next meeting with costs and dates.

ADJOURNMENT

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to adjourn the meeting at 7:53 p.m. Motion carried by all voting aye. (4-0)

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

Respectfully Submitted,

Betty Parrish
Recording Secretary