

**BOARD OF SUPERVISORS
UPPER NAZARETH TOWNSHIP - NORTHAMPTON COUNTY
100 NEWPORT AVENUE
NAZARETH, PA 18064
610-759-5341 (T) 610-759-4430 (F)**

BOARD MEETING

AGENDA

January 2, 2018

EXECUTIVE SESSION – 6:30 pm

REORGANIZATION MEETING – 7:00 pm

Call To Order By Temporary Chairman – E.J. Mentry

Pledge of Allegiance

Election of Chairman for 2018 and Assumption of Chair

Election of Vice-Chairman

Appointments (NOTE: The Board may make a single motion for the appointments listed below.)

Professional Appointments

FT Township Manager/Assistant Secretary/Assistant Treasurer/Alternate Open Records Officer

- E. J. Mentry

FT Secretary/Zoning Secretary/Purchasing Officer/Open Records Officer/Plans Administrator

- Kim Mutarelli

FT Treasurer/Chief Administrative Officer Pension Plans

- Betty Parrish

Township Solicitor and Fees

- Asteak Law Offices, Gary Asteak, \$165.00/hr - \$190.00/hour

Zoning Hearing Board Solicitor and Fees

- Peters, Moritz, Peishl, Zulick, Landes & Brienza LLP
- James L. Zulick - \$160.00 per hour

Township Engineer and Fees

- Keystone Consulting Engineers, according to the fee schedule

State Sewage Enforcement Officer and Fees

- Keystone Consulting Engineers, according to the fee schedule

Inspection Services and Fees

- CodeMaster Inspection Services, according to the fee schedule

Professional Appointments *(continued)*

Emergency Management Coordinator

- Mike Rinker

Zoning Hearing Board Secretary

- Betty Parrish

PT Zoning Officer

- John Soloe

Deputy Tax Collector

- Carol Bower

Delegate to the PSATs State Convention of Township Supervisors

- E.J. Mentry

Delegate to the Northampton County Association of Township Officials

- E.J. Mentry

Delegate to the NAZCOG

- E.J. Mentry

Alternate – Mike Rinker

Volunteer Appointments

Zoning Hearing Board

- Mark Stewart - Term Expires 12/31/20

Recreation Board - Term Expires 12/31/22

- Robert Disbrow

Representative to the Nazareth Memorial Library Budget Committee

- Scott Sylvainus

Representative to the Nazareth Library Board

- Athena Gross - Term Expires 12/31/20

Representative to the Nazareth Ambulance Board

- Mike Rinker

Representative to the Nazareth Borough Municipal Authority

- Jack Gum

Vacancy Board – 1 year appointment

- Joanne Messenlehner

Compensation, as Included in the 2018 Adopted Budget
(NOTE: The Board may make a single motion for the compensation listed below.)

FT Township Manager

- \$90,000.00 salaried (as set by Employment Agreement)

FT Chief of Police

- \$88,000.00 salaried

FT Public Works Director

- \$70,242.54 salaried

Township Auditors

- \$10.00/hr.

Planning Commission

- \$30.00 per meeting attended per member, paid quarterly

Zoning Hearing Board

- \$30.00 per hearing date attended per member, paid quarterly
- \$116.67 per hearing date attended for the secretary, paid quarterly

Increase for all non-uniform, non-exempt, part-time employees and part-time police personnel as included in the 2018 Adopted Budget

- Three percent (3%)

Mileage Allowance – 2018 IRS rate: 54.5 cents/mile

2018 Medical Opt-out - \$2,000.00 single coverage/\$5,000.00 two or more family unit

Signatory Authorization – 2 authorized signers required on all checks
– Treasurer or Assistant Treasurer/Supervisor or
Supervisor/Supervisor

Official Bonds

Township Manager - \$170,000.00

Secretary - \$100,000.00

Treasurer - \$250,000.00

RE Tax Collector - \$500,000.00

Police Secretary - \$25,000.00

Resolutions

Resolution No. 18-01 - Upper Nazareth Township Fee Schedule

- Escrow Fees increased
- SEO Fees updated per KCE Fee Schedule

Resolution No. 18-02 - Township Depositories

Resolution No. 18-03 – Police Pension, No Contributions

Resolution No. 18-04 - Township CPA for 2018

Resolution No. 18-05 - TCC Delegate and Alternates

Commence Regular Business Meeting of Board of Supervisors

OPENING

➤ **Roll Call**

COURTESY OF THE FLOOR (Anyone wishing to address the Board must sign in.)

APPROVALS

- Agenda
- Minutes
- Bills

SUPERVISORS COMMENTS

- Announce Executive Session for Personnel Reasons

TOWNSHIP ENGINEER

TOWNSHIP SOLICITOR

MANAGER

- Appoint Maher Duessel - 2017 Financial Audit
- CNR Server Backup Proposals

PLANNING & ZONING

PUBLIC WORKS

- Approval of Hendershot Door Systems Proposal for Garage Door at Friedenstahl
- Approval of FarmTek Proposal for Salt Shed Fabric Roof at Friedenstahl

RECREATION

- Recreation Board Membership Discussion

PUBLIC SAFETY

POLICE DEPARTMENT

- Approval of Uniformed Officer at Board of Supervisors Meetings
- Animal Control Discussion

EMERGENCY MANAGEMENT

SAFETY COMMITTEE

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

UPCOMING MEETING DATES & EVENTS

January 3, 2018	7:00 PM	Auditor's Re-Organization Meeting
January 10, 2018	7:30 PM	Recycling Committee Regular Meeting
January 11, 2018	7:00 PM	Planning Commission Regular Meeting
January 16, 2018	7:30 PM	Recreation Board Regular Meeting
January 17, 2018	7:00 PM	Board of Supervisors Regular Meeting
May 19, 2018	8:30am - 2pm	NC HHW Collection (<i>Northampton Community College</i>)
August 24 & 25, 2018		Community Days (<i>Tuskes Park</i>)
October 6, 2018		Touch a Truck (<i>Tuskes Park</i>)