

**REORGANIZATION & REGULAR MEETING MINUTES – JANUARY 3, 2017
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:02 p.m. by Manager E.J. Mentry.

Board members present were: Mike Rinker, Scott Sylvainus, Donna Hirst, Richard Mann and Robert Disbrow. Also present were: Manager, E.J. Mentry and for Township Solicitor, Steven Mills. Township Engineer, Sean Dooley was absent.

Mr. Mentry took charge of the meeting and asked for nominations for Chairman of the Board.

Motion made by Robert Disbrow to nominate Michael Rinker as Chairman of the Board for 2017. There being no other nominations, Mr. Rinker was elected Chairman by all voting aye. (5-0)

Mr. Rinker assumed the Chairman's chair.

Motion made by Mr. Rinker to nominate Mr. Sylvainus as Vice Chairman of the Board for 2017. **Motion** was made by Mr. Mann to nominate Ms. Hirst as Vice Chairman of the Board for 2017. The vote was tallied in favor of Mr. Sylvainus with Mr. Rinker voting yea, Mr. Sylvainus voting yea, and Mr. Disbrow voting yea. Ms. Hirst voted nay and Mr. Mann voted nay. Motion carried with Mr. Sylvainus assuming the Vice Chairman of the Board of Supervisors for 2017. (3-2)

APPOINTMENTS

Motion made by Mr. Rinker and seconded by Mr. Sylvainus to accept the 2017 appointments as stated in the agenda. Motion carried by all voting aye. (5-0)

The following were the appointments:

Township Solicitor and Fees – Asteak Law Offices, Gary Asteak, \$150.00 - \$175.00/hour
Zoning Hearing Board Solicitor and Fees – Peters, Moritz, Peishl, Zulick, Landes & Brienza LLP
- James L. Zulick - \$150.00 per hour
Township Engineer and Fees – Keystone Consulting Engineers, Al Kortze, according to the fee schedule
State Sewage Enforcement Officer and Fees – Keystone Consulting Engineers, Chris Noll, according to the fee schedule
Alternate Sewage Enforcement Officer and Fees – Keystone Consulting Engineers, Eric Erb, according to the fee schedule
Inspection Services and Fees – CodeMaster Inspection Services, according to the fee schedule
Emergency Management Coordinator – Michael F. Rinker
Zoning Hearing Board Secretary - Betty Parrish
Zoning Hearing Board – Andrew Bohl – Term Expires 12/31/19
Zoning Hearing Board Alternate – Mark Stewart – Term Expires 12/31/19
Planning Commission – Wilhelmina Donnelly – Term Expires 12/31/20
Planning Commission – Scott Sylvainus – Term Expires 12/31/20
Recreation Board – Eileen Haney – Term Expires 12/31/2021
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

Representative to the Nazareth Memorial Library Budget Committee - Scott Sylvainus
Representative to the Nazareth Ambulance Board - Mike Rinker
Representative to the Nazareth Borough Municipal Authority – Jack Gum
Vacancy Board – 1 year appointment – Joanne Messenlehner
FT Township Manager/Assistant Secretary/Assistant Treasurer/Alternate Open
Records Officer – E.J. Mentry
FT Treasurer/Chief Administrative Officer Pension Plans – Betty Parrish
FT Secretary/Zoning Secretary/Purchasing Officer/Open Records Officer/Plans Administrator –
Kim Mutarelli
PT Zoning Officer – John Soloe
FT Police Secretary – Debra Knecht

COMPENSATION

Motion made by Mr. Sylvainus and seconded by Mr. Disbrow to set the 2017 appointments and compensation for employees as included in the 2017 Adopted Budget and stated in the agenda. Motion carried by all voting aye. (5-0)

FT Township Manager

- \$77,000.00 salaried (as set by Employment Agreement)

Acting FT Chief of Police

- \$74,308.22 salaried/per Collective Bargaining Agreement

FT Public Works Director

- \$63,856.85

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 officers as included in the 2017 Adopted Budget

- Three percent (3%)

MILEAGE ALLOWANCE

Motion made by Mr. Rinker and seconded by Mr. Sylvainus to set the mileage reimbursement rate for employee's using their own vehicles at the current IRS rate of 53.5 cents per mile. Motion carried by all voting aye. (5-0)

EMPLOYEE MEDICAL OPT-OUT

Motion made by Mr. Sylvainus and seconded by Mr. Rinker to set the full time employee medical opt-out at \$2,000.00 a year for single coverage and \$5,000.00 for two or more family unit. Motion carried by all voting aye. (5-0)

SIGNATORY AUTHORIZATION

Motion made by Mr. Rinker and seconded by Mr. Disbrow to authorize two bank authorized signatures to sign Township checks as stated in the agenda. Motion carried by all voting aye. (5-0)

OFFICIAL BONDS

Motion made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the official bonds as stated in the agenda. Motion carried by all voting aye. (5-0)

RESOLUTIONS

Motion made by Mr. Sylvainus and seconded by Mr. Disbrow to adopt Resolution 17-01: Upper Nazareth Township Fee Schedule. Motion carried by all voting aye. (5-0)

Motion made by Mr. Rinker and seconded by Mr. Sylvainus to adopt Resolution 17-02: Township Depositories. Motion carried by all voting aye. (5-0)

Motion made by Mr. Sylvainus and seconded by Mr. Rinker to adopt Resolution 17-03: Police Pension, No Contributions. Motion carried by all voting aye. (5-0)

In accordance with Second Class Township Code Section 917(b) (2) Resolution 17-04 was advertised in the Express-Times on November 21, 2016. This resolution only gives the Township the authority to appoint a CPA or CPA firm. It does not specify who that will be. An appointment of a specific entity will take place at the regular Board meeting following this Reorganization Meeting.

Motion made by Mr. Rinker and seconded by Mr. Disbrow to adopt Resolution 17-04: Township Audit by CPA. Motion carried by all voting aye. (5-0)

Motion made by Mr. Disbrow and seconded by Mr. Sylvainus to adopt Resolution 17-05: TCC Delegate and Alternates. Motion carried by all voting aye. (5-0)

The regular business meeting of the Upper Nazareth Township Board of Supervisors commenced at 7:15 p.m.

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

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve the minutes from the December 21, 2016, meeting. Motion carried by a vote of 3-0 with Ms. Hirst and Mr. Mann abstaining as they were not present at the December 21, 2016, meeting.

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

SUPERVISORS COMMENTS

Mr. Rinker read a letter from the Board of Supervisors to Chief Alan Siegfried announcing the Chief's resignation.

TOWNSHIP ENGINEER

Nothing at this time.

TOWNSHIP SOLICITOR

Nothing at this time.

MANAGER

Mr. Mentry stated that 3 proposals were received and sent to the Board of Supervisors approximately 6 weeks ago. These proposals were discussed at a prior meeting. Mr. Mentry stated that, of the 3 proposals received, his recommendation to the Board would be to appoint Maher Deussel per their 3 year proposal. Mr. Mentry stated that if Maher Deussel were not named Township CPA, then his second recommendation would be Riley and Company.

Motion was made by Mr. Sylvainus and seconded by Mr. Mann to appoint Maher Deussel as the CPA firm to perform the 2016 audit. Motion carried by all voting aye. (5-0)

Mr. Mentry informed the Board that on December 17, 2016, a resident called the police because she claimed her mailbox was hit by a plow. The police officer instructed her to get a new mailbox and turn the receipt into the Township for reimbursement. However, this has not been past practice. Mr. Shupe stated that we had adopted the PennDOT Policy whereby the mailbox is allowed to be in the right-of-way. Mr. Shupe stated that if we damage a mailbox because a plow hits it, then the Public Works Department goes out and replaces it. If the mailbox is damaged by snow coming off the plow, we do not replace it. Mr. Mentry stated that the procedure has been to notify Mr. Shupe within 48 hours of the incident and he will then go out and inspect the mailbox to see what happened. Mr. Mentry stated that this procedure was not followed this time. The resident is requesting full reimbursement in the amount of \$278.74.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve payment of \$278.74 to a resident of Friedenstahl Ave. for the mailbox that was perceived to be damaged on December 17, 2016, by a snow plow. This reimbursement is out of the ordinary and is specific to this particular incident. Motion carried by all voting aye. (5-0)

Mr. Mentry stated that the Township needs to have a formal written policy for the future so that errors of this type do not happen again. Mr. Mentry stated that the policy would state that when a mailbox is damaged by a Township plow, such damage needs to be reported within 48 hours of the occurrence. Mr. Shupe will then be notified, will make an inspection of the damage and determine if it is the Township's responsibility to repair/replace said mailbox.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to authorize the Township Manager, E. J. Mentry, to write a mailbox replacement policy for snow plow related damages. Motion carried by all voting aye. (5-0)

Mr. Mentry announced that we have received notification from PennDOT that they are in the process of closing out the Traffic Signal project. Mr. Dooley will begin preparing the final submission for reimbursement.

Mr. Mentry reported that he reached out to General Code for an update on the codification process. Mr. Mentry was informed by General Code that we could expect to receive a final draft of the codification in February. The Township will then have about 2 months to review and provide General Code with any changes that might need to be made prior to publishing.

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Shupe stated that the Public Works Department would be picking up holiday trees curbside for the month of January in accordance with the leaf pick up schedule. The trees are then taken to the yard waste facility to be ground.

Mr. Disbrow asked Mr. Shupe if he had made any progress with the estimate for the lights for the two trees at the front of the Township property. Mr. Shupe responded he had not. Mr. Mentry stated that we have only had 7 working days since the last meeting and one of those days involved a snow storm. Mr. Shupe stated he had been in a store and the lights were on clearance, however, he did not have authorization to spend any money.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve an expenditure not to exceed \$1,000.00 toward the purchase of lights for the trees at the front of the Township property. Motion carried by all voting aye. (5-0)

PUBLIC SAFETY

POLICE DEPARTMENT

Acting Police Chief Cope informed the Board that the 2015 Ford SUV was involved in an accident on Monday, January 2, 2017, whereby an officer was responding to a welfare check at the Nazareth Area Middle School. Upon approaching the idling vehicle, which was in reverse, the occupant hit the gas and backed into the police vehicle. The damage was such that the vehicle had to be towed. The incident has been reported to the insurance companies.

Acting Police Chief Cope informed the Board that the 2 used police vehicles had been picked up and within 2 weeks they would be fully operational.

EMERGENCY MANAGEMENT – Nothing at this time.

SAFETY COMMITTEE – Next meeting will be in March of 2017.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion made by Mr. Rinker and seconded by Mr. Mann to adjourn the meeting at 7:43 p.m. Motion carried by all voting aye. (5-0)

NEXT MEETING: Wednesday, January 18, 2017.

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.

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.

MINUTES FEBRUARY 15, 2017
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:10 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, Township Solicitor, Gary Asteak and for Township Engineer, Sean Dooley.

PUBLIC COMMENT

Mr. Frank Hirst of 140 5th St. asked the Board how far the Township was in recouping some of the money that the Township spent on the traffic light. Mr. Mentry stated that Mr. Dooley is in the process of closing out the project with PennDOT. When all close out documentation is received, the Board of Supervisors will decide how they want to proceed in recouping the costs of the traffic light.

Mrs. Joanne Messenlehner of 40 Schoeneck Ave. asked the Board what the Township was doing about a Climate Action Plan. Mrs. Bartlett stated that the City of Bethlehem has just put together a plan that will lower their carbon footprint. Mr. Mentry stated that the Township would take a look into this matter.

Mr. Rinker stated that he wanted to add the Manager's salary increase under Supervisor 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. Disbrow and seconded by Mr. Sylvainus to approve the minutes from the February 1, 2017, meeting. Motion carried by a vote of 3 – 0 with Ms. Hirst and Mr. Mann abstaining as they were not present at the February 1, 2017, meeting.

BILLS

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker 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 that an executive session was held prior to the meeting for personnel reasons.

Mr. Rinker proposed to the Board raising the Manager's salary to \$86,000 per year based on his 6 month review, as required by agreement.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve increasing the salary of the Manager to \$86,000 based on his 6 month review. Motion carried by all voting aye. (5-0)

TOWNSHIP ENGINEER

Nothing at this time.

TOWNSHIP SOLICITOR

Nothing at this time.

MANAGER

Mr. Mentry presented the revised amendment to the Personnel Handbook setting forth a Public Works Pay Scale Policy per the Board's direction at a previous Board meeting.

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve Handbook Amendment, Section 4, Part R – Public Works Pay Scale. Motion carried by all voting aye. (5-0)

Mr. Mentry requested approval to close out the Wells Fargo Asset Replacement account and move the money into the Embassy Bank General Fund Money Market account in preparation for investing in higher yield CD's. Mr. Mentry stated that he and the Treasurer were in the process of compiling data from several area banks for terms and rates.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve close out the Wells Fargo Asset Replacement account and move the money into the Embassy Bank General Fund Money Market account. 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 Mr. Rinker and seconded by Mr. Sylvainus to accept the department reports as submitted. Motion carried by all voting aye. (5-0)

PLANNING & ZONING

Mr. Soloe informed the Board that the paperwork has been generated for the Conditional Use Hearing which is scheduled for March 15, 2017, at 6:00 pm.

PUBLIC WORKS

Mr. Shupe requested permission to advertise in the newspaper for summer help.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to advertise in the Key for Public Works summer help. Motion carried by all voting aye. (5-0)

Mr. Shupe requested permission from the Board for Josh Gurinko and himself to attend the PSATS Road Symposium held during the PSATS Conference at a cost of \$65.00 each.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve the attendance of Mr. Shupe and Mr. Gurinko at the PSATS Road Symposium. Motion carried by all voting aye. (5-0)

RECREATION

Mr. Mentry stated that the next Recreation Board Meeting is Tuesday, February 21, 2017, at 7:30 pm.

PUBLIC SAFETY

POLICE DEPARTMENT

Police Chief Cope requested permission to purchase a new ENRADD machine from YIS/Cowden Group, Inc. at a cost of \$3,995.00 to replace the old one that is no longer working.

Motion was made by Mr. Sylvainus and seconded by Ms. Hirst to approve the purchase of a new ENRADD machine from YIS/Cowden Group, Inc. at a cost of \$3,995.00. Motion carried by all voting aye. (5-0)

Police Chief Cope requested approval for the Police Chief and Sergeant Herman to attend Leadership and Command Training. Police Chief Cope stated that this training is a 5 day training session which is being held at the 911 Center. Therefore, no other costs will be incurred other than the cost of the training, which is \$715.00 per person.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve the Police Chief and Sergeant Herman attending Leadership and Command Training at the 911 Center. Motion carried by all voting aye. (5-0)

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Next Safety Committee Meeting will be March 17, 2017, at 10:30 am.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Sylvainus and seconded by Mr. Mann to adjourn the meeting at 7:33 p.m. Motion carried by all voting aye. (5-0)

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

MINUTES MARCH 15, 2017
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:25 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, Township Solicitor, Gary Asteak and for Township Engineer, Sean Dooley.

PUBLIC COMMENT

Ms. Becky Bartlett of 127 4th St. asked why the Conditional Use Hearing was not on the website. Mr. Mentry replied that it is under meeting information.

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

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the February 15, 2017, meeting minutes. Motion carried by all voting aye. (5-0)

BILLS

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

The Financial Report was presented.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve the Financial Report and the Treasurer's Report. Motion carried by all voting aye. (5-0)

SUPERVISORS COMMENTS

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

Mr. Disbrow stated that he had received several calls from residents in the Redcliffe development with regard to snow removal. Mr. Disbrow stated that this has all been worked out and that snow removal in that area would begin on Thursday, March 16, 2017. Mr. Disbrow also complimented the road crew on the great job they did during the storm.

Mr. Mentry thanked the Fire Department for providing assistance to the Public Works Department and the Police Department during the recent snow event.

TOWNSHIP ENGINEER

Mr. Dooley gave the Board of Supervisors a map outlining the streets that are slated for oil and chip as part of the 2017 Road Program. Mr. Dooley requested permission to prepare the bid specs and advertise for same.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve Keystone Consulting Engineers to prepare the bid specs and advertise for same for the 2017 Road Program Oil and Chip project. Motion carried by all voting aye. (5-0)

Mr. Dooley stated that a request was made by Redcliffe Phase 1, Penn Dixie and Redcliffe Phase 2, Patriot Hills for a reduction in their letters of credit. Mr. Dooley stated that the remaining balance in the letters of credit is sufficient funding to finish the remaining items on the punch list. Ms. Hirst asked where the punch list was? Mr. Dooley stated Keystone had it and would forward it to the Township. Approval of this request has been tabled until the punch list is received and reviewed by the Township Board of Supervisors and Manager.

TOWNSHIP SOLICITOR

Attorney Asteak stated that a Conditional Use Hearing was held prior to tonight's meeting and he would have a draft opinion of those proceedings before the next Board meeting.

MANAGER

Mr. Mentry stated that a draft of the codification has been received and would be distributed to the Board and Attorney Asteak shortly.

Mr. Mentry stated that he had submitted a grant application to the Lehigh Valley Greenways Mini-Grant Program for funding assistance for the adoption and implementation of the Township Official Map. This is a 50% matching grant for professional fees.

Mr. Mentry informed the Board that Township email addresses are currently in the works so that each Supervisor will have a Township owned email address.

Mr. Mentry explained that new rates have been received for the distribution charges in connection with several of our Met Ed accounts.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve a 24 month contract with Champion Energy at a cost of \$.04445 per kWh. Motion carried by all voting aye. (5-0)

The Board was presented with Upper Nazareth Township HOME Program Housing Rehabilitation Guidelines for approval.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the Upper Nazareth Township HOME Program Housing Rehabilitation Guidelines. Motion carried by all voting aye. (5-0)

Approval of a Radon Testing company has been tabled until more information is available.

Mrs. Parrish requested approval to close out the Scipioni Escrow Accounts and return the balances to Bruno Scipioni as no activity has taken place since 2011 and if new activity were to begin on this project, the Township Engineer would need to review the Improvements

Agreement and determine the amount of security that would be required. At that time, a new escrow account would be established.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve closing the Scipioni Escrow Accounts and return the balances to Bruno Scipioni in accordance with the attached memo of March 8, 2017. Motion carried by all voting aye. (5-0)

Mrs. Parrish requested approval to merge the two separate Duke Realty Escrow Accounts into one as Chrin I is almost complete. Mrs. Parrish stated that Duke Realty had been contacted and has approved merging to one account.

Motion was made by Mr. Sylvainus and seconded by Ms. Hirst to approve merging the Duke Realty Chrin I and Chrin II and III Escrow Accounts into one account per the attached memo of March 8, 2017. Motion carried by all voting aye. (5-0)

DEPARTMENT REPORTS

Department reports were submitted to the Board of Supervisors for approval. It was noted that the First Department had not submitted their report, but would have it available for the next Board meeting.

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

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

On behalf of Mr. Shupe, Mr. Mentry requested permission to advertise in the newspaper for a Yard Waste Facility Worker, if necessary, as they have someone who had applied in the past that is still interested.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to advertise for a Yard Waste Facility Worker, if necessary. Motion carried by all voting aye. (5-0)

Mr. Mentry requested approval to advertise Street Sweeping, Spring Curbside Yard Waste Collection dates and Yard Waste Facility opening date.

Motion was made by Mr. Sylvainus and seconded by Ms. Hirst to approve advertising Street Sweeping, Spring Curbside Yard Waste Collection dates and Yard Waste Facility opening date. Motion carried by all voting aye. (5-0)

RECREATION

Mr. Mentry stated that the first meeting of the Community Day Committee would be on Tuesday, April 4, 2017 at 7:00 pm.

PUBLIC SAFETY

POLICE DEPARTMENT

Police Chief Cope informed the Board the one of the police cars had been taken out of service. Mr. Mentry requested the Board approve the utilization of this vehicle by the Administrative staff for purposes of attending meetings, etc.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve utilizing this vehicle by the Administrative staff. Motion carried by all voting aye. (5-0)

Police Chief Cope requested approval to hire part-time Officer Melissa Sylvester at the rate of \$20.98 per hour.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the hiring part-time Officer Melissa Sylvester at the rate of \$20.98 per hour. Motion carried by all voting aye. (5-0)

Police Chief Cope requested approval to advertise for part-time officers, if necessary, after interviewing several individuals in the next few days.

Motion was made by Mr. Disbrow and seconded by Ms. Hirst to approve the advertising for part-time police officers if necessary. Motion carried by all voting aye. (5-0)

Police Chief Cope requested approval to purchase a new Dodge Charger Police Vehicle from a dealership in Bangor. Chief Cope stated that this is a less expensive option than what was presented during the budget meetings.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve the purchase a new Dodge Charger Police Vehicle from a dealership in Bangor. Motion carried by all voting aye. (5-0)

EMERGENCY MANAGEMENT

Mr. Mentry stated that a Nixle webinar was attended by Chief Cope, Mr. Rinker, himself and other staff members. Nixle is an emergency notification company which sends alerts via landlines and text message or through a application on your phone for any issues the Township might want to send to their residents. Mr. Mentry stated that he is waiting for more information from Nixle to provide to the Board for their review.

SAFETY COMMITTEE

Next Safety Committee Meeting will be March 17, 2017, at 10:30 am.

OLD BUSINESS

Mr. Bud Donnelly of 50 N. Broad St. Ext. asked whether the traffic light submission was complete. Mr. Mentry replied no. Mr. Mentry stated that we are still waiting on close out paperwork from PennDOT.

NEW BUSINESS

Ms. Becky Bartlett of 127 4th St. stated that another neighborhood clean-up day had been scheduled for April 29 with a rain date of April 30. Ms. Bartlett requested permission to put the bags of trash collected in the dumpster at the yard waste facility. The Board granted this request. Ms. Bartlett will coordinate her efforts with Mr. Shupe.

ADJOURNMENT

Motion was made by Mr. Mann and seconded by Mr. Rinker to adjourn the meeting at 8:36 p.m. Motion carried by all voting aye. (5-0)

Next meeting will be April 5, 2017, 7:00 p.m.

MINUTES APRIL 5, 2017
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:16 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance

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

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

PUBLIC COMMENT

Ms. Jan Zaremba-Smith expressed concern about snow plowing in the Eagles Landing Subdivision during the recent snowstorm. Mr. Don Smith expressed thoughts with regard to the timing of the clean-up of the streets. Mr. Shawn Shupe responded that there were some issues in Eagles Landing during this snowstorm and they have been addressed.

Mr. Rinker stated that he would like to have the Public Works Director's compensation added to the agenda.

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

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the March 15, 2017, meeting minutes. Motion carried by all voting aye. (4-0)

BILLS

Mr. Sylvainus asked several questions regarding the bills. All questions were answered to his satisfaction.

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

RECYCLING

Mr. Mentry introduced Ms. Cindy Oatis, Upper Nazareth Township Recycling Coordinator. Mr. Mentry stated that the Recycling Committee has been meeting and working on a presentation for the Board about the pros and cons of recycling and a single hauler collection system. Ms. Oatis proceeded to show a power point presentation that summarized what the Recycling Committee had been working on over the past several years. Ms. Oatis went on to state that the Recycling Committee was unanimously in favor of going with a single hauler versus a subscription service for trash and recycling collection. Some of the highlights of the presentation included lower costs, increased services that are cleaner and safer, reduction of traffic and wear and tear on township roads, and the amounts grant money that is available based on the amount of recyclables collected.

Mr. Bud Donnelly commented that in his neighborhood, his next door neighbor, his neighbor across the street and himself all have three different haulers that come from various locations throughout the state.

Discussion then took place with regard to moving forward and beginning the process of preparing bid specs for a single hauler waste and recycling system. Mr. Rinker asked about possibly having more public workshops or doing another survey. Mr. Mentry responded that two workshops had already been held, and that the cost of doing a Township-wide survey would be at least \$2,000.

No action was taken on moving forward with this process at this time.

SUPERVISORS COMMENTS

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

Motion was made by Mr. Disbrow and seconded Mr. Sylvainus to increase the salary of Mr. Shawn Shupe by 10% retroactive to February 5, 2017. Motion carried by all voting aye. (4-0)

TOWNSHIP ENGINEER

Mr. Dooley stated that a request was made by the Developer of Redcliffe Phase 1, Penn Dixie and Redcliffe Phase 2, Patriot Hills for a reduction in their letters of credit. Mr. Dooley stated that the remaining balance in the letters of credit is sufficient funding to finish the remaining items on the punch list. Attorney Asteak stated that the Board should not reduce the letters of credit below 10% of the opening amount, as dictated in the Improvements Agreement.

Motion was made by Mr. Rinker and seconded by Mr. Mann to deny the request by Redcliffe Phase 1, Penn Dixie for a reduction in the letter of credit. Motion carried by all voting aye. (4-0)

Motion was made by Mr. Rinker and seconded by Mr. Mann to deny the request by Redcliffe Phase 2, Patriot Hills for a reduction in the letter of credit. Motion carried by all voting aye. (4-0)

TOWNSHIP SOLICITOR

Attorney Asteak stated that a Conditional Use Hearing, requested by Morningstar Senior Living, Inc., was held on March 15, 2017 seeking to add a tract of land that the applicant recently purchased to their current conditional use approval of a Continuing Care Retirement Community. Attorney Asteak stated that the Opinion of the Conditional Use Hearing has been prepared and set forth the conditions that the Board expressed at the March 15, 2017, Hearing. Those conditions are: 1) that the applicant prepare and file a consolidation deed incorporating the original tract, as well as 121, 127, 139 and 181 W. Beil Ave; 2) submit a revised land development plan incorporating the subject property into the balance of the Heritage Village campus; 3) development shall not exceed the overall density requirements of the Upper Nazareth Township Zoning Ordinance for the overall development; 4) submit, during the land development review process, an updated traffic study containing data supporting that this development will not affect the overall traffic impacts; and 5) submit, during the land

development review process, stormwater and open space calculations reflecting compliance with the Upper Nazareth Township Zoning Ordinance. Attorney Asteak requested a motion from the Board to approve Morningstar Senior Living, Inc.'s application for Conditional Use as described in the Opinion.

Attorney Ted Lewis, representing Morningstar Senior Living, Inc., asked to address the Board. Attorney Lewis stated that they were in complete agreement with the opinion and all conditions set forth except for the first condition, which required the consolidation deed. Attorney Lewis objected to this condition due to his client's inability to obtain information as to the affect the consolidation of these parcels would have on their property taxes.

Attorney Asteak instructed the Board that it was their job to do what was best for the Township, and if it is their intent to have this property recorded as one deed, they should move to approve the Application of Conditional Use. If Morningstar Senior Living, Inc. objects to the Conditional Use Approval, they can file an appeal.

Motion was made by Mr. Mann and seconded by Mr. Sylvainus to approve the Morningstar Senior Living, Inc. Application for Conditional Use. Motion carried 3-1 with Mr. Rinker voting no.

Attorney Asteak presented the Morningstar Senior Living, Heritage Village Phase 1 Land Development Improvements Agreement.

Motion was made by Mr. Rinker and seconded by Mr. Mann to approve the Morningstar Senior Living, Heritage Village Phase 1 Land Development Improvements Agreement. Motion carried by all voting aye. (4-0)

Attorney Asteak introduced the Intermunicipal Agreement for the Nazareth Area Multimunicipal Comprehensive Plan Update to revise the existing Nazareth Area Multimunicipal Comprehensive Plan and coordinate new partner-specific plans for parks, recreation and open space, agriculture conservation, transportation, infrastructure and economic development to procure a shared and coordinated approach to planning, in accordance with the MPC.

Mr. Mentry stated that the cost to the Township for our participation in the process would be approximately \$8,900.00 paid over a three year period, which is significantly less than the \$13,500 that had previously been approved.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve signing the Intermunicipal Agreement with the Nazareth Area Council of Governments for the Nazareth Area Multimunicipal Comprehensive Plan Update. Motion carried by all voting aye. (4-0)

MANAGER

Mr. Mentry stated that the Fire Department is requesting to use Leibert Field for the annual Easter Egg Hunt on Friday, April 14, 2017, at 2:00 pm.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the Fire Department request to use Leibert Field for the annual Easter Egg Hunt on Friday, April 14, 2017, at 2:00 pm. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval to attend the APMM Conference May 16 - 18, 2017, as agreed upon in the Manager's Employment Agreement.

Motion was made by Mr. Sylvainus and seconded by Mr. Mann to approve Mr. Mentry attending the APMM Conference May 16 – 18, 2017. Motion carried by all voting aye. (4-0)

Mr. Mentry presented information to the Board from Nixle, an emergency communication system. Mr. Sylvainus expressed concern with regard to the price, and Mr. Rinker stated that we should look into alternative agencies such as Code Red. No action was taken.

Mr. Mentry requested approval to transfer \$132,100.00 from the General Fund into the Road Improvement account.

Motion was made by Mr. Sylvainus and seconded by Mr. Mann to approve the transfer of \$132,100.00 from the General Fund into the Road Improvement account. Motion carried by all voting aye. (4-0)

Mr. Mentry informed the Board that Township email addresses have been established. The Board requested that the new email addresses be added to the Township website.

Mr. Mentry asked the Board to reject all proposals that were submitted for the Upper Nazareth Township HOME Program Radon Testing.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to reject all proposals that were submitted for the Upper Nazareth Township HOME Program Radon Testing. Motion carried by all voting aye. (4-0)

APPROVAL OF DEPARTMENT REPORTS

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the Fire Department Report. Motion carried by all voting aye. (4-0)

PLANNING & ZONING

Mr. Mentry requested the Board approve Resolution #17-08 amending the current fee schedule to update the grading fees.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve Resolution #17-08 amending the current fee schedule to update the grading fees. Motion carried by all voting aye. (4-0)

PUBLIC WORKS

Mr. Shupe requested approval of conditional offer of employment for David Butz for the Seasonal Yard Waste job.

Motion was made by Mr. Mann and seconded by Mr. Disbrow to approve a conditional offer of employment for David Butz for the Seasonal Yard Waste job. Motion carried by all voting aye. (4-0)

Mr. Shupe requested approval of conditional offer of employment for Nick Robibero as a seasonal worker.

Motion was made by Mr. Disbrow and seconded by Mr. Mann to approve a conditional offer for seasonal employment to Nick Robibero at a rate of \$9.00 per hour. Motion carried by all voting aye. (4-0)

Mr. Shupe requested approval of conditional offer of employment for Stone Shupe as a seasonal worker.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve a conditional offer for seasonal employment to Stone Shupe at a rate of \$9.00 per hour. Motion carried by all voting aye. (4-0)

Mr. Shupe mentioned that curbside yard waste collection would begin on April 17, 2017, and would follow the leaf collection schedule.

RECREATION

Mr. Mentry stated that the first meeting of the Community Day Committee was held on Tuesday, April 4, 2017. The Committee is seeking approval to potentially extend Community Day to Friday, August 25, 2017 from 5:00 pm to 10:00 pm conditional on their being able to expand the type of carnival rides. The next meeting of the Community Day Committee will take place April 13, 2017, at 7:30 pm at the fire house.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve extending extend Community Day to Friday from 5:00 pm to 10:00 pm conditional on their being able to expand the type of carnival rides. Motion carried by all voting aye. (4-0)

PUBLIC SAFETY

POLICE DEPARTMENT

Police Chief Cope requested approval of the proposal from Snyder Technologies to renovate the Police Department's network infrastructure. Approval was requested for the cost of up to \$4,000.00 to have this work done.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the expenditure of up to \$4,000.00 for the renovation of the Police Department's network infrastructure by Snyder Technologies. Motion carried by all voting aye. (4-0)

Police Chief Cope requested approval for conditional hire of part-time Officer Jacob Hartzel at the rate of \$16.61 per hour.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the hiring of part-time Officer Jacob Hartzel at the rate of \$16.61 per hour. Motion carried by all voting aye. (4-0)

Police Chief Cope requested approval for conditional hire of part-time Officer Jason Nothstein at the rate of \$21.61 per hour.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the hiring of part-time Officer Jason Nothstein at the rate of \$21.61 per hour. Motion carried by all voting aye. (4-0)

Police Chief Cope requested approval for conditional hire of part-time Officer Larry Miller at the rate of \$16.61 per hour.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the hiring of part-time Officer Larry Miller at the rate of \$16.61 per hour. Motion carried by all voting aye. (4-0)

EMERGENCY MANAGEMENT

Mr. Rinker stated that he has been taking FEMA courses that are required by the State, and that Mr. Mentry and himself attended a FEMA course at the County.

SAFETY COMMITTEE

Next Safety Committee Meeting will be April 7, 2017, at 10:00 am.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Mann and seconded by Mr. Disbrow to adjourn the meeting at 9:26 p.m. Motion carried by all voting aye. (4-0)

Next meeting will be April 19, 2017, 7:00 p.m.

MINUTES APRIL 19, 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: Robert Disbrow, Donna Hirst, Richard Mann, Mike Rinker, and Scott Sylvainus.

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

APPROVALS

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

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the April 5, 2017, meeting minutes. Motion carried by a vote of 4-0 with Mrs. Hirst abstaining as she was not present at the April 5, 2017, meeting.

Mr. Sylvainus questioned the bills for Keystone Consulting Engineers for review of the NASD athletic field improvement revised land development plan. Mr. Mentry responded that he didn't think it was an actual land development submission, but that he would follow up.

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

The Financial Report was presented.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve the Financial Report and the Treasurer's Report. Motion carried by all voting aye. (5-0)

AUDIT PRESENTATION

Tracy L. Rash from MaherDuessel presented the 2016 audit.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the 2016 Financial Audit as presented. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to advertise the 2016 Financial Audit. Motion carried by all voting aye. (5-0)

SUPERVISORS COMMENTS

Nothing at this time.

TOWNSHIP ENGINEER

Mr. Dooley stated that a request was made by Stone Creek Development regarding Eagles Landing Phase IIIA. The request is for the Township to accept the phase from the 18 month maintenance period and fully release the Letter of Credit.

Mr. Mentry informed the Board that there were numerous maintenance items yet to be completed, specifically a streetlight that was installed in the wrong location. He explained that these matters should be resolved prior to the Board making any motion to accept the phase or release the Letter of Credit. This item was tabled due to the unresolved maintenance items.

TOWNSHIP SOLICITOR

Nothing at this time.

MANAGER

Mr. Mentry asked for direction from the Board with regard to voting on the PSATS 2017 resolutions, bylaws changes, and nominations.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to direct the Manager to vote in accordance with PSATS recommendations for the 2017 resolutions, bylaws changes, and nominations. Motion carried by all voting aye. (5-0)

Mr. Mentry informed the Board that the 1st Quarter Police Pension Report from Nationwide was available for review.

Mr. Mentry stated that a request had been received from the Memorial Library of Nazareth and Vicinity to host a Zoo Program at Tuskes Park on June 19, 2017. This program is being conducted by the Lehigh Valley Zoo.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the request of the Memorial Library of Nazareth and Vicinity to host the Lehigh Valley Zoo Program at Tuskes Park on June 19, 2017, from 11:00 am to 12:00 noon, conditional on receiving the appropriate certificates of insurance. 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 Mr. Rinker and seconded by Mr. Sylvainus 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 stated that the Yard Waste facility will open for the season on Saturday, April 22, 2017, from 10:00 am to 2:00 pm.

RECREATION

Mr. Mentry requested a formal motion from the Board to give authorization for the Manager and/or Public Works Director to close Township Recreation Facilities in the event of inclement weather or any other unsafe conditions.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to authorize the Manager and/or Public Works director to close the Township Recreation Facilities in the event of inclement weather or due to unsafe conditions. Motion carried by all voting aye. (5-0)

Mr. Rinker stated that the Community Day Committee met on Thursday, April 13, 2017, and will be holding another meeting on Thursday, April 20, 2017. Mr. Rinker stated that Community Day will be held on Friday night and on Saturday with times to yet be determined. Mr. Rinker also informed the Board that the Committee had secured rides for the event with Nonweiler, and that a walk-through meeting would be scheduled to work out the details.

PUBLIC SAFETY

POLICE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Safety Committee met on Friday, April 7, 2017. Next meeting is June 2, 2017, at 10:30 am.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mr. Mann to adjourn the meeting at 7:48 p.m. Motion carried by all voting aye. (5-0)

Next meeting will be May 3, 2017, 7:00 p.m.

MINUTES MAY 3, 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: Robert Disbrow, Mike Rinker, and Donna Hirst. Richard Mann was absent and Mr. Sylvainus informed the Board that he would be arriving late.

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

PUBLIC COMMENT

Joanne Messenlehner of 40 Schoeneck Ave. stated that the Women's Democratic Club collected over 20 bags of garbage in the Farmview area. It was a very productive clean-up day.

Joanne Messenlehner asked if the Board had a policy in place with regard to nepotism.

Joanne Messenlehner asked if the Township was going to do anything with regard to sludge being dumped into the Township from surrounding municipalities, and are we going to do anything about the illegal dumping of garbage into the quarries in municipalities to the north of the Township.

Ms. Becky Bartlett of 127 4th St. asked what the Township was going to do about moving to a single hauler issue. Ms. Bartlett stated that she has been getting a lot of mail from different haulers that are wanting to come into the Township.

Mr. Mentry replied that the Recycling Committee is doing some further research and will be getting back to the Board with their findings.

APPROVALS

Mr. Mentry stated that he would like to add the library Certificate of Insurance for the Lehigh Valley Zoo Event at Tuskes Park as well as a request that was just received from Mr. Manzo.

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

Motion was made by Mrs. Hirst and seconded by Mr. Rinker to approve the meeting minutes of April 19, 2017. Motion carried by all voting aye. (3-0)

BILLS

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

SUPERVISORS COMMENTS

Mr. Disbrow informed the Board that on Saturday, April 29, 2017, the Eagle Scout Ceremony for Nick Robibero was held in the Upper Nazareth Township meeting room. Mr. Disbrow stated that Nick asked that Mr. Disbrow thank the Board and Mr. Shupe on his behalf for their cooperation and help with his Eagle Scout Project at Tuskes Park and for helping him achieve the rank of Eagle Scout.

Mr. Disbrow requested stepped up police patrols in the Redcliffe Development area due to the issues with police coverage in Bath Borough. Mr. Disbrow expressed the concern of the residents in the Redcliffe Development with regard to this issue. Police Chief Cope stated he would notify his department.

Mr. Disbrow stated that he was approached by residents of the Redcliffe Development with regard to speeding in their development and the lack of posted speed limit signs. Mr. Mentry stated that the he and Police Chief Cope would look into this matter.

On behalf of the Board, Mr. Rinker thanked Ms. Becky Bartlett and whoever participated in the clean-up day for their efforts in cleaning the garbage from the Farmview area.

TOWNSHIP ENGINEER

Mr. Sylvainus arrived at 7:12 pm.

Mr. Dooley stated that the bid opening for the 2017 Road Surface Treatment Program was Wednesday, April 26, 2017. Mr. Dooley stated that only one bid was received from Asphalt Maintenance Solutions in the amount of \$131,883.50. Mr. Dooley asked the Board to approve the contract with Asphalt Maintenance Solutions and, since this bid was below the budget of \$163,400.00, to approve a contingency in the amount of \$13,000.00 which is about 10% of the contract price. This contingency would be used for any adjustments to be made in the field, and if pricing allowed, to possibly include the south portion of Newport Ave., Eley St., Meyers St., and Christman Ave. as part of this project.

Mr. Shupe asked when this project would be taking place. Mr. Dooley stated he would be coordinating with the Public Works Department and the contractor about their start date.

Mr. Sylvainus asked what type of treatment was going to be applied. Mr. Dooley responded double oil and chip as has been done in the past.

TOWNSHIP SOLICITOR

Nothing at this time.

MANAGER

Mr. Mentry stated that the 1st Quarter Univest Pension Report had been received and was available for review.

Mr. Mentry informed the Board that Attorney Piperato and Mr. Mike Tuskes were present to discuss an issue with the streetlight conflict in Eagles Landing Phase 3A. Attorney Piperato stated that a conflict has occurred with regard to a streetlight that was placed on Lot 94 which should have been placed on Lot 95 per Upper Nazareth Township Resolution 16-16. Attorney Piperato stated that he was unaware of the incorrect placement of this streetlight, and had he known, would have requested an amendment to the resolution. Mr. Mike Tuskes stated that certified letters were sent to all affected property owners, and the owners of Lot 95 responded that they did not want the streetlight on their property. Therefore, a certified letter was sent to the owners of Lot 94, and they had no objection to the placement of the streetlight on their property. The placement of the streetlight on Lot 94 is closer to the intersection, and the streetlight was only moved approximately 10'.

The Board had no objection to the relocation of this streetlight. Attorney Asteak will prepare a new resolution to present at a future meeting.

Mr. Mentry informed that Board that Pennsylvania American Water had submitted an application for public fire hydrants in the Kay Scenic View development. Mr. Mentry asked the Board to approve this application and authorize the Township Manager to sign the application.

Mr. Jeff Fassl of the Upper Nazareth Township Fire Department asked if the Township could pass a resolution requiring all fire hydrants that are installed in the Township to have a Storz connection. Mr. Fassl stated that the Storz connection is what the fire department hoses are currently equipped with, otherwise it necessitates an adapter to make the connection, which can result in precious lost time during an emergency. Attorney Asteak stated that a resolution was not necessary, a motion would do.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve the Pennsylvania American Water application for fire hydrants in the Kay Scenic View development and to authorize the Township Manager to sign the application with the contingency requiring the hydrants have a Storz connection. Motion carried by all voting aye. (4-0)

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to require a Storz on all future fire hydrants installed in Upper Nazareth Township. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval for the Manager and the Treasurer to attend Fair Housing training that is mandated by DCED for all HOME Program grantees to include one night hotel stay.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve the attendance of the Manager and Treasurer at the DCED mandated Fair Housing Training to include one night hotel stay. Motion carried by all voting aye. (4-0)

Mr. Mentry informed the Board that the grant applied to for the Lehigh Valley Greenways Mini grant has been awarded to the Township in the full amount of the application of \$5,000.00 for the Upper Nazareth Township Official Map. This grant is a matching grant, and a formal award letter will be arriving soon. A grant award announcement event will be held on Thursday, May 11, 2017, at the Archibald Johnston Estate.

Mr. Mentry stated that, at the last meeting, the Board granted approval for the library to host the Lehigh Valley Zoo Event at Tuskes Park contingent on certificates of insurance naming the Township as an additional insured being received from both parties. The library is covered by Nazareth Borough's insurance, and they have refused to name Upper Nazareth Township as an additional insured for this event. Upper Nazareth Township's insurance agent has been contacted regarding this issue, and ultimately we would like certificates from both parties, but is comfortable with our just receiving a certificate from the Lehigh Valley Zoo. Therefore, the Board is being asked to waive the requirement of the insurance certificate from the library.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to waive the library providing the Township with a certificate of insurance for the Lehigh Valley Zoo Event that is being hosted at Tuskes Park. Motion carried by all voting aye. (4-0)

Mr. Mentry told the Board that the Township had received a request from Mr. Manzo to have his house power washed due to the amount of dust that was generated with the installation of the traffic signal at the intersection of Route 191 and Friedenstahl Ave. Mr. Dooley commented that Mr. Manzo's house is the closest to the construction site. No action was taken on this issue.

Mr. Mentry informed the Board of the need for file cabinets for the administration office, due to the Kay Scenic View Development starting, as well as Morningstar Senior Living Development. Mr. Mentry stated that this item is not budgeted for but is necessary, as there currently is no room in the cabinets we use now. Mr. Mentry stated that pricing for these cabinets will be made available at a future meeting.

Mr. Mentry told the Board that the Pennsylvania Municipal League was requesting that the Townships that are the recipients of either CDBG or HOME Program funding send letters to their representatives in Congress testifying to the need for these programs and asking that funding for these programs be reinstated into the budget. The Board had no issue with this.

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Shupe stated that the Public Works Department attended a Trenching and Confined Space training workshop on Tuesday, May 2, 2017.

RECREATION

Mr. Mentry stated that the Community Day Committee Meeting that was scheduled for Tuesday, May 2, was rescheduled until Tuesday, May 9. The Committee felt it would be better to meet after conducting a walk through with the amusement ride vendor at Tuskes which was to be held on Wednesday, May 3. Subsequently, the walk through with the amusement ride vendor has been rescheduled until Wednesday, May 10.

Mr. Rinker reported that the Community Day 2017 mailings to the prospective vendors and sponsors have been sent. Mr. Rinker stated that two bands have been engaged to perform as well.

PUBLIC SAFETY

POLICE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Mr. Rinker asked if the June 2, 2017 Safety Committee Meeting could be rescheduled. Mrs. Parrish stated she would check into that and let him know.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mr. Rinker to adjourn the meeting at 7:46 p.m. Motion carried by all voting aye. (4-0)

Next meeting will be May 17, 2017, 7:00 p.m.

MINUTES JUNE 7, 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, Robert Disbrow, Donna Hirst, Richard Mann, and Scott Sylvainus.

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

PUBLIC COMMENT

Ms. Becky Bartlett of 127 4th St. asked what the Township was going to do about moving to a single hauler issue. Ms. Bartlett stated that she attended the Recycling Committee Meeting on May 10, 2017, and was informed that the decision to move to a single hauler system was deferred because one of the Board members was absent when the Committee presented to the Board. Mr. Rinker stated that it was requested of the Recycling Committee to gather further information. Ms. Jan Zaremba-Smith, a member of the Recycling Committee, responded that she did not know what additional information the Board wanted. Mr. Rinker stated that the Board would like more information on the cost to the residents of changing to single hauler. Ms. Zaremba-Smith replied that the cost would not be known until the Township actually went out to bid. Mr. Mann stated that he likes the freedom of choice and does not want the Township telling people which hauler they have to choose. Mr. Mentry replied that the Recycling Committee is doing some additional community outreach and will be conducting an in-person survey at Community Day in August.

Joanne Messenlehner of 40 Schoeneck Ave. asked the Board if they were in favor of the prison at Gracedale. Ms. Messenlehner stated that Nazareth Borough residents are against it, and that she thinks the prison should stay in Easton. Mr. Mann responded that he does not want the prison in Upper Nazareth Township.

Mr. Sean Carson of 238 N. Liberty St. raised concerns with the Marketplace newspaper from the Express Times being delivered to all the homes in the neighborhood. Mr. Carson stated that he has called the police numerous times with regard to this "littering" and has also called the newspaper. Attorney Asteak stated that there is nothing the Township can do but Mr. Carson can go to the District Magistrate and file harassment charges.

APPROVALS

Mr. Mentry stated that he would like to remove the Eagles Landing Phase 3A Release of Maintenance and Dedication of Streets from the agenda.

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 Mrs. Hirst and seconded by Mr. Disbrow to approve the meeting minutes of May 3, 2017. Motion carried by a vote of 4-0 with Mr. Mann abstaining as he was not present at the May 3, 2017, meeting.

BILLS

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

The Financial Report was presented.

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

Matthew Bartlett, Eagle Scout Project completion.

Mr. Bartlett informed the Board that his Eagle Scout Project has been completed. For his project, Mr. Bartlett placed three (3) benches along the southern section of the walking trail at Tuskes Park. Mr. Bartlett explained how the benches were installed. Mr. Bartlett informed the Board that he set up a GoFund Me page and received grants for the cost of the concrete and benches. Mr. Bartlett stated that a total of 176 man-hours was spent on the installation of the benches at the park.

SUPERVISORS COMMENTS

The Board of Supervisors thanked Matthew Bartlett for his work and congratulated him on the completion of his Eagle Scout Project.

Mr. Rinker stated that an Executive Session had been held prior to the meeting for personnel discussions.

TOWNSHIP SOLICITOR

Attorney Asteak presented Eagles Landing Streetlight Resolution #17-09 to the Board for signature.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve the Eagles Landing Streetlight Resolution #17-09. Motion carried by all voting aye. (5-0)

TOWNSHIP ENGINEER

Mr. Dooley presented a request from Stone Creek Development for acceptance of Eagles Landing Phase 3C into the 18-month maintenance period, along with a reduction of the letter of credit. Ms. Zaremba-Smith, President of the Eagles Landing Homeowners' Association, stated that there were concerns with the condition of the three detention basins in this phase. Mr. Dooley and Mr. Asteak recommended the Board table their decision until an inspection walk-through of the basins can be scheduled with the HOA and the Township Engineer. No action was taken at this time.

Mr. Dooley requested approval of the storm pipe work in conjunction with Buzzi Unicem and Route 191/Friedenstahl traffic signal as detailed in a letter to RC Lonestar, Inc. dated November 25, 2015, and as discussed previously during the 2017 budget workshops.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the storm pipe work in conjunction with the Buzzi Unicem and Route 191/Friedenstahl traffic signal. Motion carried by all voting aye. (5-0)

MANAGER

Mr. Mentry stated that the 2016 Univest Pension Financial Statement had been received and was available for review.

Mr. Mentry informed the Board that we had received a quote from CNR for disaster recovery and business continuity that included both local and off-site backup and virtualization. This was an item of concern that the auditors noted in the 2016 Township Financial Audit. The Board asked for other options to be investigated prior to making a decision.

Mr. Mentry gave an update on the various grants that the Township has been working on: DCNR Grant for the Comprehensive Park, Recreation, and Open Space Plan; HOME Housing Rehabilitation Grant; MTF/LSA Grant for the 191/Friedenstahl traffic light; Green-Light Go Grant for the emergency preemption system at the 248/946 intersection; LV Mini-Greenways Grant for the Official Map; ARLE Grant for guiderails; and LSA grant for Liberty St. reconstruction. Mr. Mentry informed the Board that Mrs. Parrish and Mr. Mentry would be attending mandatory training for the HOME Grant on Monday, June 12, 2017.

Mr. Mentry stated that the staff was in the process of reviewing the Codification draft and that department heads would be submitting their feedback by June 22. He encouraged the Board to submit any feedback by June 22 as well so that it could be incorporated into the final draft.

Mr. Mentry stated that PennDOT would be beginning roadwork on Tatamy Road in the coming weeks, which should include addressing the Township's concerns for the shoulder deterioration.

Mr. Mentry stated that he would be scheduling a budget workshop sometime in late July or early August to conduct a 6-month budget recap in preparation for the 2018 budget workshops.

Mr. Mentry stated that the bid opening for the Georgetown Road FDR project will be Friday, June 9, 2017 at 10:00 AM at the Lower Nazareth Township building. He stated that Upper Nazareth Township's involvement in this project had been previously approved by the Board and that Lower Nazareth would be taking a lead on the entire project and subsequently billing Upper Nazareth for their portion of the road.

Mr. Mentry stated that the Upper Nazareth Clippers had submitted pavilion rental requests for several upcoming dates, and had asked for the Township's consideration in waiving the pavilion rental fees. The Board was not interested in waiving the fees at this time.

Mr. Mentry thanked the Upper Nazareth Fire Police for volunteering at the E-Cycle Event.

APPROVAL OF DEPARTMENT REPORTS

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the Zoning, Police, Public Works and Fire Department Reports as submitted. Motion carried by all voting aye. (5-0)

PLANNING & ZONING

Mr. Mentry informed the Board that the Zoning Hearing Board granted the request for a variance to the side yard set-back in connection with a home located in the Garden section of Upper Nazareth Township for the purposes of constructing a garage at the May 31, 2017, Zoning Hearing.

Mr. Mentry stated that the next Planning Commission meeting is scheduled for June 15 at 7:00 PM, and that there were multiple items on the agenda: work on the Official Map, Heritage Village Sketch Plan, and Duke Realty/Chrin Development Lots 2&3 Consolidation.

PUBLIC WORKS

Nothing at this time

RECREATION

Mr. Mentry stated that the Community Day Committee held a meeting the previous evening. Mr. Rinker stated that he had contracts for the two bands. Mr. Mentry stated that he would have the band contracts as well as the amusement vendor contracts at the next Board meeting for approval. Mr. Mentry stated that at this time there were not very many vendors signed up for Community Day.

PUBLIC SAFETY

POLICE DEPARTMENT

Police Chief William Cope asked the Board for approval to apply for the COPS Hiring Grant.

Chief Cope stated that this is a 75% Grant for 3 years for the hiring of a new full-time police officer.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve applying for the COPS Hiring Grant. Motion carried by all voting aye. (5-0)

Chief Cope informed the Board that he had received a request from the Bushkill Township

Police Chief asking to use Upper Nazareth Township Holding Cell, if necessary, as their building is currently being renovated. This request was also made of other Police Departments in the area, so should any one of the holding cells not be available, they would have other options.

Motion was made by Mrs. Hirst and seconded by Mr. Rinker to approve Bushkill Township Police Department using the Upper Nazareth Township holding cell. Motion carried by all voting aye. (5-0)

Chief Cope informed the Board that a request had been received again this year asking for the Township to donate police services for the McDonald's Lehigh Valley All Star Football Classics on June 15, 2017. Chief Cope stated that the Township has traditionally donated these services in the past, and that it typically requires four officers.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve the donation of Police Services for the McDonald's All Star Classic game on June 15, 2017. Motion carried by all voting aye. (5-0)

Chief Cope informed the Board that the Police Department has been informed that they have been awarded the PennEast Pipeline Community Connector Grant for Technology Upgrades in the amount of \$5,000.00 from the PennEast Pipeline Company.

EMERGENCY MANAGEMENT

Mr. Rinker informed the Board that he has completed various EMS training programs.

SAFETY COMMITTEE

Mr. Rinker stated that the Safety Committee will meet on Friday, June 9, 2017, at 9:00 am.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to adjourn the meeting at 8:20 p.m. Motion carried by all voting aye. (5-0)

Next meeting will be June 21, 2017, 7:00 p.m.

MINUTES JUNE 21, 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, Robert Disbrow, Donna Hirst, and Scott Sylvainus. Richard Mann was absent.

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

PUBLIC COMMENT

Joanne Messenlehner of 40 Schoeneck Ave. stated that she had been approached by several residents about the building of the prison in the Township and asked the Zoning Officer he had received any permit applications for a prison at Gracedale. Mr. Soloe responded no. Ms. Messenlehner asked if the Board was in favor of having the prison in the Township. Mr. Rinker responded that the Board was approached and an informal fact finding meeting was held where no comments or decisions were made, as the County has not submitted anything on this matter. Mr. Rinker went on to say that, personally, he is not in favor of it. Mr. Sylvainus commented that he feels the Township is not the place for it. Mrs. Hirst stated that she felt the same way.

Ms. Becky Bartlett of 127 4th St. asked again when the Township was going to vote on moving to a single trash/recycling hauler. Ms. Bartlett stated that an in-person survey was going to be conducted at Community Day and wanted to know if, in fact, that was really going to happen. Mr. Mentry replied that the Recycling Committee is still planning on conducting that survey at Community Day. Ms. Bartlett then asked if the Board was planning on voting on this issue at some point. Mrs. Hirst requested that a date be set for the vote. The Board decided on setting the date of November 15, 2017, as the date to vote on the single hauler issue.

APPROVALS

Mr. Mentry stated that he would like to remove the Fire Department report from the agenda and add the Metz Contract under Community Day to the agenda.

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

Motion was made by Mr. Sylvainus and seconded by Mr. Hirst to approve the meeting minutes of June 7, 2017. Motion carried by a vote of 4-0.

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

The Financial Report was presented.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the Financial Report and the Treasurer's Report. Motion carried by all voting aye. (4-0)

SUPERVISORS COMMENTS

Mr. Rinker announced that an Executive Session had been held prior to the meeting for personnel reasons.

Mrs. Hirst reported that she, Mr. Disbrow, and some staff attended a Cybersecurity webinar geared toward municipal cybersecurity. Mrs. Hirst went on to say that the attorney presenting the webinar was adamant that external back-up was critical. This supported what Chief Cope is doing and what E.J. presented to the Board at the last meeting. Mr. Disbrow stated that one important factor is business continuity and what can we do in the event that our computer system goes down. Mr. Mentry reported that the Board requested he get information on an alternate proposal from what he presented at the last meeting. Mr. Mentry stated that our IT person was today installing a lesser back-up system, but hesitated to recommend it, until he would see how this was going to work for his other client. Mr. Mentry stated that he would follow up tomorrow with our IT person. Mr. Mentry went on to say that this is a cheaper version and it is not a true virtualization as discussed at the last meeting. With the cheaper option the Township would incur considerable hours to reinstall the back-up. Mr. Sylvainus asked that we list what programs would be necessary to back-up and reinstall.

TOWNSHIP SOLICITOR

Attorney Mills reported that Eagles Landing Phase 3A deeds of dedication have been prepared, however, they are incomplete because the developer has not provided all of the street Right of Way sketches.

TOWNSHIP ENGINEER

Mr. Kortze presented a request from Stone Creek Development for acceptance of Eagles Landing Phase 3C into the 18-month maintenance period, along with a reduction of the Letter of Credit reduction to \$48,512.80. Mr. Kortze stated that the money remaining in the Letter of Credit contains sufficient funds to complete the punch list items remaining, as most items pertain to fencing around detention basins. Mr. Kortze further commented that during the next 18 months, should any other issues arise, it is still the responsibility of the developer to fix any necessary items, otherwise, at the end of the 18 months, they would not be released from maintenance.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to accept Eagles Landing Phase 3C into the 18 month maintenance period ending 12/7/18. Motion carried by all voting aye. (4-0)

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve Eagles Landing Phase 3C request for reduction to the Letter of Credit to \$48,512.80. Motion carried by all voting aye. (4-0)

Mr. Kortze presented an overview of the requirements of the MS4 permit program that are being mandated by the State, as outlined in the "Municipal Separate Storm Sewer System (MS4), General Program Overview and Requirements in Upper Nazareth Township". Mr. Kortze stated that this is a federal program that is administered in Pennsylvania by DEP, and the Township has been participating in the MS4 program since 2003-2004.

Mr. Kortze stated that the Township is required to implement six minimum control measures (MCMs) for its MS4 program. The six MCMs are: Public Education and Outreach; Public Participation and Involvement; Illicit Discharge Detection and Elimination; Construction Site Stormwater Runoff Control; Post-Construction Stormwater Management in New Development and Redevelopment; and Pollution Prevention/Good housekeeping. Within each of these MCMs, the Township is required to implement a minimum number of Best Management Practices (BMPs), as prescribed by DEP. Mr. Kortze explained that the public outreach aspect would involve providing literature to residents, newsletters, etc., about soil erosion controls and what the Public Works Department is doing as far as creating a safe environment when performing their duties. Mr. Kortze explained that the Township already has some BMPs in place that satisfy some of the MCMs, but that we are going to be required to implement more in the next year or so prior to our current permit expiring. He explained that the DEP wants every storm drain and outlet in the municipality mapped. Mr. Kortze stated that the DEP is increasing their number of audits as well, which often times result in very steep fines for municipalities.

Mr. Mentry stated that our current permit expires in February of 2019 and the renewal is due 6 months prior. In order to meet some of these requirements, it will require us to purchase additional GPS as the one we currently own is not adequate to do this work. Mr. Mentry stated that this is probably the largest unfunded mandate with which the Township has to comply. Mr. Mentry stated that during the budget process we will need to budget a significant amount just to meet the requirements for our permit renewal.

Mr. Disbrow stated that he and Mr. Mentry attended a workshop at the PSATS Convention regarding the MS4 permitting requirements and it was standing room only for all the sessions being offered.

Mr. Kortze stated that earlier this year Senator Scavello held a presentation in Monroe County and it was said that the only funding available for implementing these requirements would be through PennVest, but this is a loan that requires full payback.

Mr. Kortze said that KCE can offer their assistance in helping to locate structures and mapping, however, the municipality will have to go out and inspect, during dry weather, as to illicit discharge detection, stormwater runoff, outfalls, erosion controls, etc., which will require more recordkeeping. There will need to be some vigilance on the part of the Township insuring that these requirements are being met. Mr. Kortze stated that some public involvement could be utilized in marking inlets, etc.

Mr. Sylvainus asked why the Pollution Control Measures is not required. Mr. Kortze responded that this is only being required of municipalities in the Chesapeake Bay Watershed area.

Mr. Sylvainus asked how the requirement for the Pollution Reduction Plan of 10% reduction in suspended solids was to be measured. Mr. Kortze stated that DEP has a formula and they will assign allowed sediment based on the impervious coverage in the Township. Mr. Kortze stated that this could be in the way of retrofitting all storm basins to have a better water quality runoff. Mr. Sylvainus stated that these measurements are theoretical. Mr. Kortze concurred.

MANAGER

Mr. Mentry stated that the Township had received the reimbursement from Northampton County for the rubberized mulch project in the amount of \$75,922.43, as part of the County's Municipal Park Grant Program. Mr. Mentry stated that there is still approximately \$28,000.00

remaining in the Upper Nazareth Township allocation pertaining to this grant, and that we have until the end of September to apply for the balance of this funding. Mr. Mentry stated that the Recreation Committee discussed this at their meeting on Tuesday, June 20, 2017.

Mr. Mentry informed the Board the Library had to postpone the Lehigh Valley Zoo presentation on Monday, June 19, 2017, due to bad weather. This event has been rescheduled for August 7, 2017.

Mr. Mentry mentioned that the approved minutes of May 3, 2017, needed to be corrected to reflect two motions that were inadvertently omitted:

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to award the 2017 Road Surface Treatment Project to Asphalt Maintenance Solutions for a total contract cost of \$131,883.50. Motion carried by all voting aye. (4-0)

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to pre-authorize Keystone Consulting Engineers, Inc. a contingency of up to \$13,000.00 for the 2017 Road Surface Treatment Project in accordance with Keystone's letter of April 26, 2017. Motion carried by all voting aye. (4-0)

Mr. Mentry stated that he has received confirmation from Will Austin, Tammy Bacak, Tim Schantz, Brian Witmer, Donna Hirst, Robert Williams, Scott Sylvainus, and Steve Mills of their willingness to serve on the DCNR Grant Study Committee. Mr. Mentry said that the Committee should consist of approximately 9 members, possibly an employee from the Public Works Department and Police Department as well as a member at large, possibly a business.

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve the DCNR Grant Study Committee list as submitted. Motion carried by all voting aye. (4-0)

Mr. Mentry reported that the Lower Nazareth Township Board of Supervisors voted to accept the bid of \$127,550.00 for the joint rehabilitation of Georgetown Road. This is only for the FDR portion of this project as the paving will be done in-house. Mr. Mentry stated that the cost to Upper Nazareth Township for their portion of this aspect of the project will be about \$19,000.00.

Mr. Mentry requested authorization to advertise the proposed budget workshop dates of July 31, September 18, October 9, and October 23, 2017 at 6:30 pm.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to authorize advertising the budget workshop dates of July 31, September 18, October 9, and October 23, 2017. Motion carried by all voting aye. (4-0)

APPROVAL OF DEPARTMENT REPORTS

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve the Zoning, Police, and Public Works Department Reports as submitted. Motion carried by all voting aye. (4-0)

Jeff Fassl, President of the Upper Nazareth Fire Department, informed the Board that he had received a personal call from Congressman Cartwright informing him that the Fire Department was being awarded an AFG Grant in the amount of \$102,000 for air packs. The Fire Department will have to provide a match of only about \$5,000.

PLANNING & ZONING

Mr. Sylvainus informed the Board that Moravian Hall Square/Heritage Village presented a sketch plan to the Planning Commission at the meeting of June 15. Mr. Sylvainus stated that they are considering a new design plan for phasing the rest of the development that is different from what was originally approved. Mr. Sylvainus stated that there was no decision made regarding this sketch plan since there was no official submission, and should MHS decide to proceed with this plan, they would need to come before the Board for their approval. Mr. Mentry stated that this would likely be on the next agenda for the Board's feedback, but there wouldn't be a decision at that time since it's only a sketch plan.

Mr. Sylvainus stated that Duke Realty/Chrin were present to request permission for deed consolidation of the Chrin Development Lots 2 & 3. The Planning Commission recommended the Board approve the requested consolidation of the Chrin Development Lots 2 & 3 as stated in their minutes of June 15, 2017. Mr. Mentry stated that this would be on the July 5th Board of Supervisors agenda for approval.

PUBLIC WORKS

Nothing at this time

RECREATION

Mr. Mentry stated that the Community Day Committee held a meeting the previous evening.

Mr. Mentry requested conditional approval of the Nonweiler Amusement Contract pending receipt of their certificate of insurance.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to grant conditional approval of the Nonweiler Amusement contract pending receipt of their certificate of insurance. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval of the Point O-Eight contract.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve the Point O-Eight contract not to exceed \$600.00. Motion carried by a vote of 3-0 with Mr. Rinker abstaining.

Mr. Mentry requested conditional approval of the Kickbacks Contract pending receipt of their business registration application.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to grant conditional approval of the Kickbacks contract not to exceed \$600.00 pending receipt of their business registration application. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval of the Metz Amusements & Concession, LLC contract in the amount of \$2,160.00 for one large tent, tables and chairs for Community Day.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the Metz Amusements & Concession, LLC contract in the amount of \$2,160.00 for one large tent, tables and chairs for Community Day. Motion carried by all voting aye. (4-0)

Mr. Jeff Fassl stated that the Fire Department is again going to have a dunk tank at Community Day and Mrs. Hirst has volunteered to be “dunked.” Mrs. Hirst challenged other Supervisors to volunteer as well.

PUBLIC SAFETY

POLICE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Mr. Rinker stated that the trailer that was purchased for Emergency Management was not large enough to transport the ATV owned by the Fire Department and was looking into the possibility of selling the trailer that the Township owns and possibly purchasing a larger trailer to accommodate the Fire Department ATV. Mr. Mentry interjected that, when the purchase of this trailer was proposed during budget talks, the trailer was to be for the EMC use and not a joint trailer as is currently being proposed. The insurance requirements will have to be explored prior to any action being taken on this matter.

SAFETY COMMITTEE

Mr. Mentry stated that the Safety Committee met on Friday, June 9, 2017, and that Chief Cope was scheduling the CPR training and the Active Shooter Workshop. Mr. Mentry stated that Mr. Shupe was in the process of getting quotes for replacement of the window at the Police reception area and the Township reception area with a shatterproof glass as well as a pass through door for plans. Mr. Mentry also stated that Tuskes Park Key/Access was also discussed.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Mr. Rinker stated that he would like to recognize Boy Scout Troop 74. Mr. Mason Rinker stated that the Troop was present at the meeting because they are working on their Communication Merit Badge.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mr. Rinker to adjourn the meeting at 8:02 p.m. Motion carried by all voting aye. (4-0)

Next meeting will be July 5, 2017, 7:00 p.m.

Respectfully Submitted,

*Edward M. Mentry Jr.
Township Manager/Assistant Secretary*

MINUTES JULY 5, 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, Robert Disbrow, Richard Mann, and Scott Sylvainus. Donna Hirst was absent.

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

PUBLIC COMMENT

Joanne Messenlehner of 40 Schoeneck Ave. reminded the Board that the residents of Upper Nazareth Township are not in favor of a prison being located at the Gracedale site. Ms. Messenlehner stated that Nazareth Borough residents are also against it. Mr. Rinker stated that nothing formal has been submitted to the Township.

Ms. Messenlehner asked if the Board was doing anything with regard to an ethics policy. Mr. Mentry stated that the Township follows all the state guidelines with regard to ethics.

Ms. Messenlehner asked the Board if anything was being done to prevent the Township from getting an industry like what is trying to go into Plainfield Township. Ms. Messenlehner could not remember the name of the industry. Ms. Messenlehner went on to state that the business is detrimental to the environment and health of the residents.

Ms. Messenlehner asked the Board if they were planning to do anything to stop bamboo from being planted in the Township. Ms. Messenlehner stated that bamboo is a very invasive species, and it was noticed that there were plantings of bamboo in the Friedenstahl area as witnessed when the neighborhood clean-up took place earlier this year. Ms. Messenlehner suggested the Township pass an ordinance against invasive species.

APPROVALS

Mr. Rinker stated that the Altronics proposal was being removed from the agenda.

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

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve the meeting minutes of June 21, 2017. Motion carried by a vote of 3-0 with Mr. Mann abstaining as he was not present at the June 21, 2017, meeting.

BILLS

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)

SUPERVISORS COMMENTS

Nothing at this time.

TOWNSHIP ENGINEER

Mr. Dooley requested approval of Change Order No. 1 from Asphalt Maintenance Solutions in connection with the 2017 Road Surface Treatment Project in the amount of \$8,239.25. A contingency was previously approved by the Board of up to \$13,000. Since the project bid came in lower than expected, other roadways were added to the project. Mr. Dooley stated that the work would occur between August 14 to 25, 2017.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve Change Order No. 1 from Asphalt Maintenance Solutions in connection with the 2017 Road Surface Treatment Project in the amount of \$8,239.25. Motion carried by all voting aye. (4-0)

Mr. Dooley requested release of the Letter of Credit for Eagles Landing Phase 3A subject to the execution and recording of the Deeds of Dedication.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the release of the Letter of Credit for Eagles Landing Phase 3A subject to the execution and recording of the Deeds of Dedication. Motion carried by all voting aye. (4-0)

TOWNSHIP SOLICITOR

Attorney Asteak presented Resolution #17-10 for the Eagles Landing Phase 3A Deeds of Dedication to the Board for signature.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve Resolution #17-10 for the Eagles Landing Phase 3A Deeds of Dedication. Motion carried by all voting aye. (4-0)

Attorney Asteak presented Resolution No. 17-11 for the Chrin Lots 2 & 3 Final Lot Consolidation to the Board for signature.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve Resolution No. 17-11 for the Chrin Lots 2 & 3 Final Lot Consolidation. Motion carried by all voting aye. (4-0)

MANAGER

Mr. Mentry informed the Board about issues with key access to the concession stand, storage rooms, and light panel at Tuskes Park. Mr. Mentry stated that the Township will be investigating alternatives to keys and the institution of tighter controls when issuing access to park facilities in the future. Mr. Sylvainus recommended looking into electronic keypads as one possible alternative. Mr. Rinker stated he would like the Township to have more control over the park.

APPROVAL OF DEPARTMENT REPORTS

Nothing at this time.

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Nothing at this time

RECREATION

Mr. Sylvainus stated that the group that had reserved the pavilion at Tuskes Park for Thursday, July 06, 2017, has cancelled their event. They will try to reschedule later this summer.

PUBLIC SAFETY

POLICE DEPARTMENT

Police Chief William Cope asked the Board for to approve the proposal in the amount of \$4,005.00 from Snyder Technologies for the Domain overhaul to the Police Department computer system with disaster recovery. Chief Cope stated that this cost is being covered by the PennEast Pipeline Community Connector Grant.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve the proposal in the amount of \$4,005.00 from Snyder Technologies for the Domain overhaul to the Police Department computer system with disaster recovery. Motion carried by all voting aye. (4-0)

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Nothing at this time.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Mr. Rinker recognized Ryan Weiss from Boy Scout Troop 44. Mr. Weiss stated that he is present tonight as he is working on his Communications Badge.

ADJOURNMENT

Motion was made by Mr. Mann and seconded by Mr. Disbrow to adjourn the meeting at 7:25 p.m. Motion carried by all voting aye. (4-0)

Next meeting will be July 19, 2017, 7:00 p.m.

MINUTES AUGUST 2, 2017
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:04 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance

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

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

PUBLIC COMMENT

Joanne Messenlehner of 40 Schoeneck Ave. stated that she had heard that the County is going to put the proposed prison on the Gracedale site and that it was zoned accordingly. She also wanted to know if the Board was still opposed to the prison being constructed at Gracedale. The Board responded that they are still opposed to the prison being constructed at Gracedale, and that so far we have not received any submissions to do so. Attorney Asteak responded that the Gracedale site is not zoned for the construction of a prison on the Gracedale site and such a request would require rezoning.

Mr. Andrew Donello of 3083 Penn Allen Rd. requested Township assistance to remedy the water issue he is having at his property. Water has been coming from the farm field behind his home and at times floods his basement. Mr. Donello stated that Mr. Shawn Shupe has been out to his property in the past and he has met with the Conservation District to see if a solution can be worked out. Mr. Donello stated the Conservation District suggested constructing a berm to block the flow of water. Mr. Rinker asked if this was on Township property and Mr. Donello responded no.

APPROVALS

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

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the meeting minutes of July 5, 2017. Motion carried by a vote of 3-0 with Mrs. Hirst abstaining as she was not present at the July 5, 2017, meeting.

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

The June 2017 Financial Report was presented.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the June 2017 Financial Report and the Treasurer's Report. Motion carried by all voting aye. (4-0)

SUPERVISORS COMMENTS

Mr. Rinker announced that an Executive Session had been held prior to the meeting for personnel reasons.

Mr. Mentry stated that Police Chief Cope has completed his six month probation period and as outlined in the letter of agreement is entitled to a salary increase to \$88,000.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to increase Police Chief Cope's salary to \$88,000. Motion carried by all voting aye. (4-0)

TOWNSHIP ENGINEER

Mr. Kortze presented a request from Kay Builders for a reduction to their Letter of Credit. Mr. Kortze stated that in his report of July 21, 2017, this is their second request. Based on a inspections that was performed recently, it is his recommendation to reduce the Letter of Credit from the current \$1,389,205.55 to \$1,059,704.95.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the reduction in the Letter of Credit for Kay Builders to \$1,059,704.95. Motion carried by all voting aye. (4-0)

TOWNSHIP SOLICITOR

Attorney Asteak submitted requests from Stone Creek Development for acceptance of Eagles Landing Phase IIIB and IIIC to substitute cash escrow in place of their Letters of Credit as allowed in in the MPC. Attorney Asteak stated the amount substituted for Eagles Landing Phase IIIB would be in the amount of \$75,235.60 and \$48,512.80 for Eagles Landing Phase IIIC. Attorney Asteak stated that this is the amount of money remaining in the Letters of Credit. Attorney Asteak recommended releasing the Letters of Credit as soon as the escrow monies are received as outlined in the Amendments to Subdivision Improvements Agreements that he has prepared and are ready for approval and signature by the Board.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve Eagles Landing Phase IIIB Amendment to Subdivision Improvements Agreement allowing for the substitution of cash in the amount of \$75,235.60 for the Letter of Credit. Motion carried by all voting aye. (4-0)

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve Eagles Landing Phase IIIC Amendment to Subdivision Improvements Agreement allowing for the substitution of cash in the amount of \$48,512.80 for the Letter of Credit. Motion carried by all voting aye. (4-0)

MANAGER

Mr. Mentry stated that the 2nd Quarter Police Pension reports have been received from Nationwide and Univest and are available for review.

Mr. Mentry stated that the NCATO 2017 County Convention will be held at the Green Pond County Club on Thursday, October 5, 2017. NCATO is trying a different location and a different night in the hopes of boosting attendance, as it seems Friday's has posed conflicts with potential attendees in the past. Mr. Mentry is requesting approval for the office staff to attend as well as Public Works Director and the Police Chief and any Board member that would like to attend. Mr. Mentry stated that the cost is \$15.00 if just attending the presentations or \$55.00 if

attending the presentations and dinner. Mr. Rinker, Mr. Disbrow, Mr. Sylvainus and Mrs. Hirst all expressed interest in attending.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve attendance of up to 10 employees/supervisors attending the NCATO 2017 County Convention on October 5, 2017. Motion carried by all voting aye. (4-0)

Mr. Mentry informed the Board that a request had been received from the Recycling Committee for approval to create an “Upper Nazareth Township Recycling” Facebook page. This request was proposed by the Recycling Committee as a way of further educating the public about the necessity of recycling. Mr. Mentry stated that since this is an official Upper Nazareth Township sanctioned social media account, that approval would be necessary prior to any postings. Mr. Mentry stated that he would be approving all information that the committee wanted to post. Mrs. Mutarelli would be responsible for managing the postings to the account.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve the creation of an “Upper Nazareth Township Recycling” Facebook page. Motion carried by all voting aye. (4-0)

Mr. Mentry asked the Board to appoint Mark Stewart as a regular member of the Zoning Hearing Board to fill the vacancy that currently exists.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to appoint Mark Stewart as a regular member of the Zoning Hearing Board. Motion carried by all voting aye (4-0)

Mr. Mentry requested approval to switch the Township credit card company from the current ComData to Embassy Bank. Mr. Mentry stated that we met with three agencies, and although they all had similar features, Embassy allows a 30 day window for payments as opposed to the 7 day window utilized by PLGIT and ComData.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve switching the Township credit card company to Embassy Bank. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval from the Board to invest up to \$300,000.00 from the Asset Replacement Fund in laddered CD’s. Mr. Mentry stated this request is being made due to CD rates being updated on a daily basis, and in order to get the best rates available, we need to act when the rates are published as opposed to waiting for a meeting for approval. This will allow the Township to maximize interest earnings.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to grant advance approval for the Manager and Treasurer to invest up to \$300,000.00 from the Asset Replacement Fund in laddered CD’s. Motion carried by all voting aye. (4-0)

Mr. Mentry stated that he did not have an update for the server/IT overhaul as he has not received anything from the IT Company as they are concentrating their efforts with the Police Department IT overhaul.

Mr. Mentry requested approval of the proposal from Royal Security Services Inc. in the amount of \$2,888.00 for upgrades to the alarm system. Mr. Mentry stated that this upgrade also includes two new smoke alarms to replace ones that are currently outdated. This proposal is also approximately \$400.00 less than the proposal from Altronics.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve the alarm system upgrade with Royal Security Services Inc. at a cost of \$2,888.00. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval of the Fair Housing Resolution #17-12. This resolution needs to be approved annually and will now become part of the annual Township Reorganization Meeting in January. This is a requirement of the HOME Program that we are participating in currently.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve Fair Housing Resolution #17-12. Motion carried by all voting aye. (4-0)

Mr. Mentry asked the Board to appoint Betty Parrish as the Upper Nazareth Township Fair Housing Officer. This appointment is required by HUD for participation in the HOME Program.

Motion was made by Mrs. Hirst and seconded by Mr. Rinker to appoint Betty Parrish as Upper Nazareth Township Fair Housing Officer. Motion carried by all voting aye. (4-0)

APPROVAL OF DEPARTMENT REPORTS

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the Fire, Zoning, Police, and Public Works Department Reports as submitted. Motion carried by all voting aye. (4-0)

PLANNING & ZONING

Mr. Mentry stated that a letter had been received from New Enterprise Stone & Lime Company granting the Township a 6 month extension of time to review the Land Development Plan submitted previously. Mr. Mentry stated that this has been done twice previously.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to accept the letter granting the 6 month time extension in order to review the proposed Land Development Plan. Motion carried by all voting aye. (4-0)

PUBLIC WORKS

Nothing at this time

RECREATION

Mr. Mentry stated that the Community Day Committee requested the Township approve a Designated Smoking Area at Tuskes Park for Community Day 2017. No action was taken on this request.

Mr. Mentry requested approval for the Fire Department to serve alcohol at Tuskes Park for Community Day 2017.

Motion was made by Mr. Rinker and seconded by Mr. Sylvanus to approve the serving of alcohol by the Fire Department at Tuskes Park on Community Day 2017. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval for Tuskes Park to be open after dusk for Community Day 2017.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve Tuskes Park being open after dusk for Community Day 2017. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval of the Best Line Equipment proposal of \$536.00 to supply light towers for use at Tuskes Park for Community Day 2017.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the proposal from Best Line Equipment to supply light towers at Tuskes Park for Community Day 2017. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval of the Gotta Go Potties, Inc. proposal of \$520.00 additional porta potties and wash stations for use at Tuskes Park for Community Day 2017.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the proposal from Gotta Go Potties in the amount of \$520.00 for porta potties and wash stands for use Tuskes Park for Community Day 2017. Motion carried by all voting aye. (4-0)

PUBLIC SAFETY

POLICE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Nothing at this time.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Mr. Mentry stated that he met with a resident who submitted a formal complaint regarding the feral cats in her neighborhood. Mr. Mentry said the resident wanted to know if the Township would be willing to address this issue. Mr. Mentry stated that he informed the resident that the Slate Belt COG had instituted an Animal Control Program and had presented their program at one of the NAZCOG meetings. Attorney Asteak stated that the Slate Belt COG is having issues staffing this program.

ADJOURNMENT

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to adjourn the meeting at 7:55 p.m. Motion carried by all voting aye. (4-0)

Next meeting will be August 16, 2017, 7:00 p.m.

Respectfully Submitted,

*Edward M. Mentry Jr.
Township Manager/Assistant Secretary*

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MINUTES SEPTEMBER 6, 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, Robert Disbrow, Scott Sylvainus and Richard Mann. Donna Hirst was 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.

APPROVALS

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

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the meeting minutes of August 2, 2017. Motion carried by a vote of 3-0 with Mr. Mann abstaining as he was not present at the August 2, 2017, meeting.

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

The July 2017 Financial Report was presented.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the July 2017 Financial Report and the Treasurer's Report. Motion carried by all voting aye. (4-0)

SUPERVISORS COMMENTS

Mr. Disbrow stated that earlier in the month of August a program similar to National Night Out was initiated. Mr. Disbrow explained that several Supervisors, in conjunction with the Police Department and the Fire Department, went door to door contacting residents, introducing themselves, handing out emergency contact information and just speaking with the residents in general. Mr. Disbrow stated that this was well received by the residents, with several commenting how this had never been done before in the Township. Hoping to schedule more.

Mr. Disbrow brought up the subject of Act 172, which Governor Wolf signed last year, allowing municipalities to extend tax breaks, either Earned Income Tax or Property Tax, to volunteer firefighters that live within your municipality. Mr. Mentry stated that Real Estate Property Tax relief can be given up to 20%. Earned Income Tax credits would be a flat amount, and again, this relief is only given to volunteer firefighters that live within your municipality. Mr. Mentry stated that the Board would have to enact an ordinance giving this relief to the volunteer firefighters ensuring that certain criteria is met for the firefighter to receive such a credit. Mr. Mentry indicated that there are sample ordinances available and that further research

needs to be conducted in order to determine what impact this would have on the Township and will be brought back to a Board meeting in the future.

Mr. Disbrow mentioned an accident that occurred earlier in the day in Franconia Township that claimed the life of a public works employee and critically injured another. Mr. Disbrow brought this up to just stress the importance of safety.

TOWNSHIP ENGINEER

Mr. Dooley presented a request from Kay Builders for a reduction to their Letter of Credit. Based on an inspection that was performed recently, it is his recommendation to reduce the Letter of Credit from the current \$1,059,704.95 to \$745,901.90.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the reduction in the Letter of Credit for Kay Builders to \$745,901.90. Motion carried by all voting aye. (4-0)

Mr. Mentry stated that a letter was received from Duke Realty informing the Township that the improvements for Lot 1 of the Chrin development are now complete. The engineer will have 30 days to conduct an inspection of the completed improvements and provide a report to the Township and the developer.

TOWNSHIP SOLICITOR

Nothing at this time.

MANAGER

Mr. Mentry requested approval of the Fair Housing Resolution #17-12A. This resolution was approved at the last meeting, however, new language pertaining to guide animals was required to be added shortly after the August 2, 2017, Board meeting.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve Fair Housing Resolution #17-12A. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval to now advertise Resolution 17-12A and the Fair Housing Officer as mandated by the HOME Program guidelines.

Motion was made by Mr. Rinker and seconded Mr. Sylvainus to approve advertising Resolution 17-12A and the Fair Housing Officer as provided in the HOME Program Guidelines. Motion carried by all voting aye. (4-0)

Mrs. Parrish presented the 2018 Police Pension MMO to the Board for approval. The Township is required to fund the MMO regardless of the amount of State Aid received.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the 2018 Police Pension MMO. Motion carried by all voting aye. (4-0)

Mrs. Parrish presented the 2018 Non-Uniform MMO to the Board for approval, stating that the Township is required to fund the MMO regardless of the amount of State Aid received.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the 2018 Non-Uniform MMO. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval to transfer budgeted funds into the Supplemental Police Pension Fund in the amount of \$11,447.00.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the transfer of \$11,447.00 into the Supplemental Police Pension Fund. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval for the Fall Newsletter at a cost not to exceed \$1,500.00 for the newsletter itself and up to \$550.00 for postage. Deadline for submission will be September 22.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the Fall Newsletter at a cost not to exceed \$1,500.00 for the newsletter itself and up to \$550.00 for postage. Motion carried by all voting aye. (4-0)

Mr. Mentry informed the Board that the new alarm system installation was completed last week and that training was given to the office staff.

APPROVAL OF DEPARTMENT REPORTS

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the Fire, Zoning, Police, and Public Works Department Reports as submitted. Motion carried by all voting aye. (4-0)

PLANNING & ZONING

Mr. Mentry stated that MorningStar had submitted a Revised Preliminary Plan and a Phase 2 Final Plan for Heritage Village for review by the Planning Committee at the September 14, 2017 meeting.

PUBLIC WORKS

Mr. Shupe asked the Board to approve spending up to \$15,000.00 on a bucket truck that has been advertised on Municibid. Mr. Mentry stated that Municibid is used by many municipalities and has a very good program. Mr. Sylvainus asked if Mr. Shupe had seen the vehicle. Mr. Shupe responded, no, he wanted to get feedback from the Board prior to making the trip to look at the truck. Mr. Disbrow stated that both the lift and the vehicle would need to be inspected to be sure that they are sound.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve spending up to \$15,000.00 on Municibid for the purchase of a bucket truck. Motion carried by all voting aye. (4-0)

RECREATION

Mr. Mentry stated that the Community Day this year was expanded to a two day event with real carnival rides and expanded food options. Mr. Mentry informed the Board that the feedback from the community was very positive, with the highlight of the event again being the Saturday night fireworks show. Mr. Rinker issued a thank you to everyone that participated in the event.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve a donation of \$400.00 for the Nazareth Ambulance for their attendance at Community Day 2017. Motion carried by all voting aye. (4-0)

Mr. Mentry stated that he had received a phone call from a gentlemen with the Nazareth Football Booster Club requesting to use Tuskes Park for a Haunted House Fundraiser on October 21, 2017 from 7:00 pm to 10:00 pm. Mr. Mentry stated that an event like this required Board approval due to the fact that the park closes at dusk and this would require having the park open beyond dusk. The Board asked Mr. Shupe to get further information about this event from the Booster Club. This request was tabled until further information is presented.

PUBLIC SAFETY

POLICE DEPARTMENT

Police Chief Cope requested approval to turn the decommissioned police vehicle over to the Public Works department. Police Chief Cope stated that the department also has another vehicle that needs a new engine, and requested input from the Board for the disposition of that vehicle. The Board asked Chief Cope to get information as to what the Township would receive if we were to scrap the vehicle. Another option would be to turn it over to the Fire Department for training purposes.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve turning over the operational decommissioned police vehicle to the Public Works Department. Motion carried by all voting aye. (4-0)

EMERGENCY MANAGEMENT

Mr. Rinker informed the Board that there was one response to an oil and tar flow that led to a drainage pipe and drainage swale at the end of Mitchell Ave. Mr. Rinker stated that it took about 6 hours to clean the area. Mr. Rinker stated that a formal report will follow.

SAFETY COMMITTEE

Nothing at this time.

OLD BUSINESS

It was mentioned that earlier in the year discussion took place with regard to a tree lighting ceremony. It was stated that if the Township is going to move forward with this event, then it should be advertised in the Fall Newsletter.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to adjourn the meeting at 7:46 p.m. Motion carried by all voting aye. (4-0)

Next meeting will be September 20, 2017, 7:00 p.m.

Respectfully Submitted,

Betty Parrish
Recording Secretary

MINUTES SEPTEMBER 20, 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, Robert Disbrow, Scott Sylvainus, Donna Hirst, and Richard Mann.

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

PUBLIC COMMENT

Mrs. Joanne Messenlehner brought up the subject of invasive bamboo, informing the Board that Nazareth Borough has now taken action to prevent this type of plant from being planted in the Borough. Mrs. Messenlehner asked the Board to deal with this plant species before it becomes an issue for the Township. Mr. Mentry stated that this was discussed during the Planning Commission Meeting and that they have made a recommendation to the Board.

Mrs. Messenlehner stated that some residents are concerned about what is going on in the world with all the storms, etc. Mrs. Messenlehner asked Mr. Rinker, Emergency Management Coordinator, if he had a listing of people that are on dialysis and have disabilities so that the emergency teams can get to these people during an emergency disaster. Mr. Sylvainus stated that perhaps something could be put into the newsletter for residents to notify us of their conditions so that a list can be formulated for emergency purposes.

Mrs. Messenlehner thanked the police for capturing the person on Friedenstahl Ave.

Mrs. Messenlehner mentioned that she had an article about where the richest people in the Lehigh Valley live, stating that Upper Nazareth Township is the 6th richest in Northampton County.

APPROVALS

Mr. Rinker revised the agenda with the addition of the Manager's Employment Agreement under "Supervisors Comments".

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

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve the meeting minutes of September 6, 2017. Motion carried by a vote of 4-0 with Mrs. Hirst abstaining as she was not present at the September 6, 2017, meeting.

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

The August 2017 Financial Report was presented.

Mr. Sylvainus asked about the recent purchase of the CD and why it was not showing on the Financial Report. Mrs. Parrish stated that the correction is so noted and she will add that line to the next month Financial Report.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the August 2017 Financial Report and the Treasurer's Report. Motion carried by all voting aye. (5-0)

SUPERVISORS COMMENTS

Mr. Rinker stated that there was an Executive Session for personnel reasons prior to the meeting.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the Township Manager's Employment Agreement for August 5, 2017 through August 4, 2018 and salary increase of 4.6% for an annual salary of \$90,000. Motion carried by all voting aye. (5-0)

Mrs. Hirst brought up the issue of the single hauler and that she wanted it voted on tonight. Mr. Rinker responded that a vote had previously been set for November 15, 2017. Mr. Mills stated that it was not on the agenda and should not be voted on.

Motion was made by Mrs. Hirst and seconded by Mr. Mann to vote on the single hauler. Motion died on the floor.

Mr. Rinker asked if speed limit signs could be posted on all the numbered streets off Friedenstahl Ave. in order to curtail speeding through the Farmview area. Attorney Mills stated that the speed limit on unposted roads is already set at 25 mph. Mr. Dooley stated that just posting of the signs is already authorized, and since it is already recognized that the speed limit on unposted roads is 25 mph, posting of speed limit signs is just for the public's education. Mr. Fassl mentioned that Hanover Township received a grant which allowed them to install LED speed limit signs in certain areas which has helped to curtail speeding. Mr. Dooley stated that to install such signs requires permitting from PennDOT. Mr. Shupe stated that he would check the current sign inventory to see if he has any extra speed limit signs that he could install. Chief Cope stated that he would target enforcement in that area.

TOWNSHIP ENGINEER

Nothing at this time.

TOWNSHIP SOLICITOR

Nothing at this time.

MANAGER

Mr. Mentry requested the Board set Trick or Treat Night for Upper Nazareth Township as Tuesday, October, 31, 2017, from 6:00 pm to 8:00 pm.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve Tuesday, October 31, 2017 as Trick or Treat Night from 6:00 pm to 8:00 pm. Motion carried by all voting aye. (5-0)

Mr. Mentry requested the Board approve Resolution 17-13 authorizing Upper Nazareth Township Manager to execute and file appropriate forms in connection with the Northampton County Municipal Park Acquisition Development Program Grant. Mr. Mentry informed the Board that the County had previously allocated money for the park mulch project and there is still about \$28,000 remaining in that grant fund. This would be a 50/50 matching grant. Mr. Mentry stated that he and the Public Works Director, in agreement with the Recreation Board, would like to apply for this in order to install electricity at the upper section of Tuskes Park. Mr. Mentry stated that the matching funds would be taken from the Recreation fund. Mr. Mentry stated that if the cost were to exceed the approximately \$57,000, then the balance would fall to the Township to cover. Mr. Sylvainus asked if we could possibly request for additional items should the balance fall below the \$57,000 threshold. Mr. Mentry replied that one thought he and Mr. Shupe discussed was converting the existing volleyball court into additional parking spaces. Discussion took place about the lack of as-built plans showing the correct location of the electric throughout the park. Mr. Sylvainus stated that he may have some pictures in his records and would forward to Mr. Mentry.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve Resolution 17-13 authorizing Upper Nazareth Township Manager to execute and file appropriate forms in connection with the Northampton County Municipal Park Acquisition Development Program Grant. Motion carried by all voting aye. (5-0)

Mr. Mentry informed the Board that the Township will likely have to go out to bid to replace the roof on the Township building relatively soon, due to the increased frequency of leaks and sections of the roof and ceiling that have collapsed. Mr. Mentry stated that he and Mr. Shupe are still gathering information and meeting with roof contractors to determine whether a metal roof or a shingle roof is the best way to go.

Mr. Mentry requested that Board approve Fund Balance Policy #19 setting forth parameters to not allow the General Fund to fall below certain levels.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to Board approve Fund Balance Policy #19. Motion carried by all voting aye. (5-0)

Mr. Mentry requested that Board approve Credit Card Policy #20 setting forth parameters for use of Township Credit Cards. This request for approval was tabled.

Mr. Mentry asked the Board to approve the proposal from Snyder Technology for Server Upgrade to the administration server. This would enable the administration side of the building to piggyback on the Police Department server back-up system, providing a much-needed and streamlined upgrade of the Township's IT infrastructure.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve Snyder Technology Server Upgrade Proposal. Motion carried by all voting aye. (5-0)

APPROVAL OF DEPARTMENT REPORTS

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the Zoning, Police, and Public Works Department Reports as submitted. Motion carried by all voting aye. (5-0)

PLANNING & ZONING

Mr. Sylvainus informed the Board that Morningstar Senior Living came to the Planning Commission requesting to amend their Heritage Village plan. Mr. Sylvainus stated that Morningstar has requested waivers, as detailed in Mr. Al Kortze's letter of September 12, 2017, from 4 sections of the Township SALDO. The first 3 waivers pertain to design and informational requirements that are required on a Preliminary Plan submission. The applicant's request is specifically for the future project phases 3, 4, 5, and 6. It was stated that they are moving to consolidate the lots into one to incorporate on the master plan. A Preliminary/Final Land Development for Phase 2 was submitted proposing 29 new units having access from Phase 1 plus a new driveway onto W. Beil Ave. With this submission the Master Plan increases the total number of units by 10 and will increase the traffic impact figures. Morningstar hopes to start building in March or April. The Planning Commission is recommending approval of Morningstar's submission.

Mr. Mentry stated that the Planning Commission discussed not wanting bamboo to become an invasive species within the Township and are requesting the Board to pass an ordinance disallowing bamboo to be planted within Upper Nazareth Township.

Mr. Mentry informed the Board that the Planning Commission has completed their update to the SALDO. It now needs to be sent to LVPC and start the process of getting it approved. The request to begin the approval process will be placed on the next agenda.

PUBLIC WORKS

Mr. Shupe informed the Board that the purchase of the used bucket truck did not materialize as, after inspecting the bucket truck, it was not in good enough shape to proceed with a purchase.

Mr. Shupe requested the Board to approve the purchase of a used roadside mower from Plainfield Township. Mr. Shupe stated that Plainfield has purchased a new roadside mower for a cost of \$130,000.00, and were looking to sell the old one on Muncibid. The one being sold is a 2004 mower. Mr. Shupe requested approval to offer Plainfield Township \$12,000.00. Mr. Shupe stated that this mower could carry us for 10 to 15 years. Mr. Shupe also stated that the mower does need some tires and needs to be sent out for some welding costing approximately an additional \$8,000.00.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the purchase of a used roadside cutter from Plainfield Township for \$12,000.00. Motion carried by all voting aye. (5-0)

Mr. Shupe stated that paving is starting on the Georgetown Road project that we are doing with Lower Nazareth Township.

RECREATION

Mr. Mentry requested the Board approve August 24th and 25th, 2018, for Community Days.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve August 24th and 25th, 2018, for Community Days. Motion carried by all voting aye. (5-0)

Mr. Mentry informed the Board that the Recreation Committee met on Tuesday, September 19, 2017. At that meeting the Recreation Committee did not want to plan a Christmas Tree Lighting Ceremony. Mr. Mentry stated that if the Board wanted to proceed with having the staff plan such an event, he would need a motion from the Board and direction for planning this event. No action was taken.

Mr. Shupe told the Board that he had spoken with the Rod Wilson, of the Nazareth Football Boosters, who requested to use Tuskes Park for the Haunted House event. Their request is to only use the lower section of field 1 and 3. Their plan is to stage different scenarios and will be keeping people on the walking path during the event. They would also like the Township to keep the lights on that night. Mr. Shupe stated that, after talking with Rod Wilson he has no objection to their request. Mr. Mentry stated that there would be a nonrefundable use fee and a refundable deposit required in order to fully approve the request.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve Nazareth Football Booster Club's request to hold a Haunted House Event at Tuskes Park on October 21, 2017 from 7:00 pm to 10:00 pm. Motion carried by all voting aye. (5-0)

PUBLIC SAFETY

POLICE DEPARTMENT

Police Chief Cope requested approval to host the Halloween Party on October 31, 2017, from 4:00 pm to 8:00 pm.

Motion was made by Mrs. Hirst and seconded by Mr. Rinker to approve the Halloween Party on October 31, 2017, from 4:00 pm to 8:00 pm. Motion carried by all voting aye. (5-0)

Police Chief Cope requested approval to hire a full-time officer. Chief Cope stated that this is a replacement for an open position and not a new hire. The Board tabled this request pending further cost calculations.

EMERGENCY MANAGEMENT

Mr. Rinker stated that the incident report concerning the hazardous material found recently in the swale at the end of the drainage pipe leading from Mitchell Ave. is available for review.

Mr. Mann asked Mr. Rinker if a hard copy of the Emergency Management Plan was located in the Township office. Mr. Rinker stated that the Plan is currently being updated.

SAFETY COMMITTEE

Safety Committee Meeting is scheduled for October 13, 2017, at 8:30 am.

OLD BUSINESS

Mr. Mentry stated that he has received a sample ordinance from PSATS pertaining to the Taxpayer Volunteer Fire Relief act that was passed recently. Mr. Mentry will be meeting with

Donald Seiple to gather more information as to what the financial impact to the Township will be if this ordinance is passed.

NEW BUSINESS

ADJOURNMENT

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to adjourn the meeting at 8:35 p.m. Motion carried by all voting aye. (5-0)

Next meeting will be October 4, 2017, 7:00 p.m.

Respectfully Submitted,

*Betty Parrish
Recording Secretary*

MINUTES OCTOBER 4, 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, Robert Disbrow, and Richard Mann.

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

PUBLIC COMMENT

Mrs. Betty Williams of 361 East Lawn Rd. asked the Board what the rationale is of our Public Works Department doing road work on Wabash Ave. in Bath. Mr. Shupe stated that we were helping the Borough of Bath with a paving project and they in turn help us when needed. Attorney Asteak stated that years ago the Board executed an Inter-municipal Agreement with neighboring municipalities within the NAZCOG for cooperation with projects when needed.

Jeanie Morgano of 123 2nd St. expressed her thanks for the quick cleanup of the tree that was down on 2nd St. Ms. Morgano stated that the Township response was wonderful.

Ms. Morgano expressed her concerns about the traffic on Friedenstahl Ave. during the day. Ms. Morgano stated that traffic is not stopping at the cross walks when people are waiting to cross the street, and continue to speed by in the morning and in the afternoon. Mrs. Hirst expressed her concerns as well stating that it is even worse on 4th St. with busses and people walking. Mr. Sylvainus stated that Officer Greb had 2 cars pulled over today in that area. Police Chief Cope stated that the Police Department has been active in that area, however, with 8 square miles of the Township to cover with 2 officers, they are not always available to be in just the Farmview area. Chief Cope stated that he would try to schedule a meeting with the school district to discuss student drop-off and pickup routes.

Joanne Messenlehner of 40 Schoeneck Ave. asked if we had heard anything more about the prison at Gracedale. Mr. Mentry stated that we have heard nothing.

Mr. Bob Sodano of 2180 Eagles Landing Dr. stated that the residents of Eagles Landing are up in arms. Mr. Sodano stated that there is a petition going around against the prison being put at Gracedale. Mr. Sodano said that he forwarded an article from about a year ago to Mr. Mentry. Mr. Sodano stated that it appeared from the article that County Council was trying to slip this one through.

Attorney Asteak stated that if the County wishes to pursue this idea of building a prison at Gracedale they are going to have to ask this Board to change the zoning ordinance or request a variance from the Zoning Hearing Board. Attorney Asteak stated that the public will be aware if either request is received. Attorney Asteak stated that there are a multitude of legal considerations that would have to be approved.

Mr. James Cunningham of 2155 Eagles Landing Dr. thanked the Board for their service. He stated that his neighbor has gathered over 800 signatures against building the prison at Gracedale. Mr. Cunningham stated that it is Upper Nazareth Township's responsibility to show unification against the prison being built at Gracedale. Mr. Cunningham requested all the

Supervisors attend the County Council meeting on October 5, 2017, and squash this idea. Mr. Cunningham stated that Mr. John Brown has stated on the record that he wants to go forward with this and that we, the Township, need to be proactive. When going before the County, Mr. Cunningham stated the questions should be asked as to what are the feasibility studies of other locations or other options such as renovating the existing prison. Mr. Cunningham stated that a prison at Gracedale would cause residents' property values to drop.

Attorney Asteak informed Mr. Cunningham that what he stated in his presentation would be best said at the County Council meeting on October 5, 2017.

Mr. David Stivala of 2817 Briarwood Ln. stated that he has been a resident of Upper Nazareth Township for 15 years and this prison thing has come up before. He stated that he believes that no town wanted a prison and wanted to know how prisons get built. Mr. Sylvainus responded that municipalities have to allow for all types of land uses within their zoning, including a prison. Upper Nazareth Township does permit a prison by special exception within one of its zoning districts, but not the Government Services district that the county owns.

Ms. Joanne Messenlehner stated that she heard they planned on housing federal prisoners there as well.

Mr. Mentry stated again, that the Township has nothing before them and we are not going to make a stand on speculation.

Mr. Cunningham of 2155 Eagles Landing Dr. stated that he knows that the official road has been turned over to the Township and he would like to discuss having one of the 2 way stops made into a 4 way stop at the intersection of Evening Sun and Eagles Landing Dr. and a 3 way stop at English Ivy and Evening Sun. Mr. Cunningham stated that this is a Township of the people and for the people. Mr. Cunningham requested a traffic study be done so that these stop signs could be put in place. Mr. Mentry stated that one of the issues with doing this is that the intersection of Evening Sun and Eagles Landing Dr. is in very close proximity to another 4 way stop. Mr. Cunningham asked if it could be made into a 4 way stop if he received enough signatures on a petition.

Mr. Dooley stated that traffic control devices are federally regulated. Any traffic control must meet certain traffic conditions to warrant traffic control devices. He cannot justify a traffic study or justify a 4 way stop because the traffic volumes are going to fall outside the allowable range. In order to circumvent this process, there has to be a record of accidents in a 3 year period. Traffic calming devices can be looked at such as speed bumps, but they make noise at night, and no one wants them in front of their home. There are records of speed bumps being put in and then removed. Sometimes there is a counter effect of people going faster to make up time after going over speed bumps.

Mr. Sylvainus asked what if we do it anyway?

Attorney Asteak stated emphatically that it is not enforceable, and could potentially lead to liability issues for the Township.

Mr. Bob Sodano asked about the safety of the entrance to Heritage Village and raised his concern about the speed of the traffic coming down the hill. Mr. Sodano asked if there was going to be a different way for the residents to get out of the development. Mr. Sylvainus stated that there is an alternate route which is a safer way for them to get out, but it is not built as yet.

APPROVALS

Mr. Mentry requested revising the agenda to add the conditional approval to purchase materials for the previously agreed upon stormwater work with Buzzi Unicem.

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

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve the meeting minutes of September 20, 2017. Motion carried by all voting aye. (5-0)

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

SUPERVISORS COMMENTS

Mrs. Hirst questioned why the Board was waiting to vote on the single hauler issue until November. Mr. Mentry responded that the decision to wait until November was to give the Recycling Committee an opportunity to gather more information at Touch A Truck, which is being held on Saturday, October 7, 2017. Ms. Jeanie Morgano if that was the only way a survey was going to be conducted. Mrs. Donnelly responded yes. Mrs. Hirst asked why we are waiting until after the election then. Mrs. Hirst stated that if this is not a political issue, then we should have the vote before the election, that way the people will know where the Board stands.

TOWNSHIP ENGINEER

Mr. Dooley presented a request from Chrin Commerce Center Lot 1 for a reduction to their Letter of Credit. Based on an inspection that was performed recently, it is his recommendation to reduce the Letter of Credit from the current \$993,427.20 to \$82,785.60 and transition into accepting the Chrin Commerce Center Lot 1 into the 18 month maintenance period ending April 4, 2019. Mr. Sylvainus asked if another traffic study was to be completed prior to this reduction and accepting into maintenance. Mr. Dooley responded that for Lot 2 & 3 that was agreed but was not sure about Lot 1. The subject of the reduction of the Letter of Credit and accepting Chrin Commerce Center Lot 1 into maintenance has been tabled pending further information from the Township Engineer.

Mr. Dooley requested conditional approval to purchase materials in connection with the storm pipe work at 410 East Lawn Rd. as part of the agreement with Buzzi when acquiring the necessary easements in connection with the traffic signalization at the intersection of Route 191 and Friedenstahl Ave. The agreement was for Upper Nazareth Township Public Works Department to perform the labor for this work and Buzzi will cover the cost of the materials. Mr. Dooley asked for approval of up to \$25,000 to cover the cost of these materials conditional on receiving cost reimbursement from Buzzi. Mr. Mentry stated that the materials would not be purchased until the Township received confirmation in writing from Buzzi to reimburse the full cost of materials.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve purchasing of materials for the storm pipe work being performed at 410 East Lawn Rd. for a cost not to exceed \$25,000.00, conditional on receiving cost reimbursement from Buzzi. Motion carried by all voting aye. (5-0)

TOWNSHIP SOLICITOR

Attorney Asteak requested approval to move forward with the SALDO Amendments which involves sending them to the Lehigh Valley Planning Commission and the Township Planning Commission. Mr. Asteak stated that upon receiving comments from LVPC and the Planning Commission, he would then advertise the ordinance and public hearing.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve proceeding with the Amendments to the SALDO. Motion carried by all voting aye. (5-0)

MANAGER

Mr. Mentry informed the Board that the audits of the MTF and LSA Grants for the 191/Friedenstahl Ave. signalization project have been completed and sent to DCED.

Mr. Mentry requested approval of Credit Card Policy #20 regulating the use of Township credit cards. Mr. Mentry stated that the requested additions were made to the policy and it is now ready for approval.

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve Credit Card Policy #20. Motion carried by all voting aye. (5-0)

Mr. Mentry stated that the oil and chip project had been completed. Mr. Mentry reported that the contractor applied a fog seal to El Reno at no charge so that the Township could see the result of that type of process. This allows for a smoother finish and can add up to 2 additional years to the life of the road. The cost for this process was approximately \$2.54 per square yard for the oil and chip process and would have added another \$0.95 per square yard for a total additional cost of about \$50,000. This year in particular we have received more complaints with regard to this type of process as we have moved into applying oil and chip in a more residential neighborhood. Mr. Dooley stated that if we were to have had this process done, we would have completed .7 miles less of the oil and chip process on our roads.

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Nothing at this time.

RECREATION

Nothing at this time.

PUBLIC SAFETY

POLICE DEPARTMENT

Police Chief Cope requested approval to move forward with hiring a full time officer as was budgeted for in the 2017 budget. Chief Cope stated that by hiring a full time officer the overtime costs would dramatically decrease. Discussion took place with regard to what it would cost and if the Township would realize a savings by hiring another

full time officer. Mr. Mentry asked if the Board wanted to hire from the current part time staff, as has been the policy in the past. The Board responded yes.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve the hiring of a full time police officer. Motion carried 4 – 1 with Mr. Mann voting no.

EMERGENCY MANAGEMENT

Mr. Rinker informed the Board that he now has access to the gate to the quarry behind the white house owned by Lehigh Hanson Cement at 3251 Bath Pike.

SAFETY COMMITTEE

Next meeting is October 13, 2017, at 8:30 a.m.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to adjourn the meeting at 8:20 p.m. Motion carried by all voting aye. (5-0)

Next meeting will be October 18, 2017, 7:00 p.m.

Respectfully Submitted,

*Betty Parrish
Recording Secretary*

MINUTES OCTOBER 18, 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, Robert Disbrow, and Richard Mann.

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

PUBLIC COMMENT

Ms. Jeanie Morgano of 123 2nd St. expressed her concerns about the traffic on Friedenstahl Ave. during the day. Ms. Morgano stated that she understood that patrols have been stepped up in the area. Ms. Morgano stated that the crosswalks on Friedenstahl are not visible any longer. Mr. Shawn Shupe responded that redoing the crosswalks is on the Public Works schedule. Ms. Morgano also expressed her concern with regard to the lines of traffic in the morning on Tatamy Rd. with cars trying to access the school. Ms. Morgano said that she spoke with the School District and was told that they cannot patrol off school property.

Police Chief Bill Cope stated that he had been in touch with the school district with regard to this issue. Chief Cope stated that part of the problem is that the school district only has two police officers. Chief Cope stated that he would contact Jill Mahady again to see if they can come to some solution to this issue.

Mr. Mentry stated that once Lots 2 and 3 of the Chrin complex are finished and completely occupied, they are required to perform another traffic study. At that time it will be determined if a traffic signal is warranted at the intersection of Friedenstahl Ave. and Tatamy Rd.

Mrs. Joanne Messenlehner of 40 Schoeneck Ave. thanked the Board for having the shrubs cut in front of the building. Mrs. Messenlehner expressed her thanks to the Eagles Landing residents who organized the Q & A event held recently at Tuskes Park opposing the construction of a prison at the Northampton County Gracedale property in the Township. Mrs. Messenlehner stated that no one wants prisoners doing work release in Upper Nazareth Township. Mrs. Messenlehner stated that the municipalities with a Nazareth address are against building a prison in Nazareth. Mrs. Messenlehner said that it is documented that the County wants the prison in Upper Nazareth Township.

Ms. Christine Woodmansee of 2173 Eagles Landing Dr. stated that a group of residents from Eagles Landing have been out in the community to talk about the prison being built in Upper Nazareth Township and the residents are appalled at the thought of this actually taking place. Mr. Rinker stated that the County has not submitted anything to the Township about this subject. Ms. Woodmansee stated that there have been discussions about this subject and County Council has said they will get lawyers to move this through. Ms. Woodmansee said they have circulated a petition in order to stop this from happening.

Ms. Jeanne Morgano commented that the only place the prison could be built was in the quarry and that she heard that the Township cannot restrict zoning. Mr. Mentry clarified that

the only area that a prison is allowed is in the Extractive Industrial zoning district. If you look at our zoning map, there are other properties zoned extractive, not just quarries. There is a lot of untouched land in the extractive industrial zoned areas.

Ms. Woodmansee stated that the Director of Corrections gave a presentation about how they are going to pursue this matter and it is very eye opening. Ms. Woodmansee stated that the video is from a Northampton County Council meeting on September 14, 2016, and is available for anyone to view.

Mr. Julian Kryemadhi of 3202 Blue Mountain Ln. stated that a group of residents went to the County Council meeting. Mr. Kryemadhi stated that he could see Gracedale from his house and, should the prison be located at the Gracedale site, he will move out and he will not be the only one. Mr. Kryemadhi also stated that he is in favor of the Township moving to a single hauler trash and recycling program.

Mr. James Cunningham of 2155 Eagles Landing Dr. agreed with what Ms. Woodmansee stated. Mr. Cunningham stated that the County has not approached the Township yet, but stated that he has spoken with two attorneys and there is a higher court that the County can take this to and they think they will win.

APPROVALS

Mr. Mentry requested revising the agenda to add the approval of participating in the Lehigh Valley Hazard Mitigation Plan and the appointment of a primary point of contact and alternate point of contact.

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

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve the corrected meeting minutes of October 4, 2017. Motion carried by all voting aye. (5-0)

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

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the September 2017 Financial Report and the Treasurer's Report. Motion carried by all voting aye. (5-0)

SUPERVISORS COMMENTS

Nothing at this time.

TOWNSHIP ENGINEER

Mr. Dooley presented a request from Chrin Commerce Center Lot 1 for a reduction to their Letter of Credit. Based on an inspection that was performed recently, it is his recommendation to reduce the Letter of Credit from the current \$993,427.20 to \$82,785.60 and transition into accepting the Chrin Commerce Center Lot 1 into the 18 month maintenance period ending April 18, 2019. Mr. Mentry stated that the Board's questions regarding the completion of a post-construction traffic study for Lot 1 did not apply. It will be done for Lots 2 & 3 at the completion of their maintenance period.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve a reduction in the Letter of Credit from the current \$993,427.20 to \$82,785.60. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve Chrin Commerce Center Lot 1 request for commencement of Maintenance Period ending April 18, 2019. Motion carried by all voting aye. (5-0).

TOWNSHIP SOLICITOR

Nothing at this time.

TOWNSHIP MANAGER

Mr. Mentry informed the Board that he received a letter from RoadSafe Traffic Systems on behalf of Norfolk Southern Railroad requesting a one week closure of Gun Club Road/TR506 for maintenance repair work to the railroad crossing. This work is necessary due to a derailment that occurred damaging the road surface between two sets of tracks that run across Gun Club Road. RoadSafe will provide all signage and all notifications to the residents about the closure and the proposed detour route that was included in their request. Mr. Shupe responded that he is not ok with the proposed detour route as tractor trailers cannot make the turn onto Blossom Hill Rd. and Blossom Hill Rd. is not constructed to handle the weight of the tractor trailers. Mr. Mentry asked if the Board would grant approval conditioned on a detour plan being approved by the Public Works Director and the Police Chief.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to grant approval conditioned on a detour plan being approved by the Public Works Director and the Police Chief. Motion carried by all voting aye. (5-0)

Mr. Mentry requested Board approval of Policy #17: Light Duty Return to Work – Uniformed Personnel and Policy #18: Light Duty Return to Work – Non-Uniformed Personnel. These policies come as a recommendation from our Workers Compensation Insurance Company and could potentially help to keep our costs to a minimum when employees are injured on the job. Studies have shown that the longer an employee is out on Workers Comp the less likely they are to return to full employment. The policies have been submitted to the Township Solicitor. Attorney Asteak stated that this is a management prerogative as this issue is not addressed in the Police Contract.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to approve Policy #17: Light Duty Return to Work – Uniformed Personnel. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve Policy #18: Light Duty Return to Work – Non Uniformed Personnel. Motion carried by all voting aye. (5-0)

Mr. Mentry gave an summary on the survey results that the Recycling Committee took at Touch A Truck on Saturday, October 7, 2017, pertaining to recycling and the single hauler issue. Mr. Mentry stated that the survey had 9 questions and 37 respondents. A question was raised as to why such a small number of respondents when the event has so many people in attendance. Mrs. Donnelly stated that many people do not know what Township they live in and that a large number of the attendees at Touch A Truck were not residents of Upper Nazareth Township. Mr. Mentry stated that the results of the survey are consistent with the results of the original survey that was conducted in 2013, in that residents chose “ability to choose own hauler” as the least

important factor in choosing between a single hauler or multiple hauler system. The most important factor is always cost.

A question was raised as to what criteria the Township would require when considering a single hauler? Mr. Mentry stated that this was a great question, as the Township would set all the qualifications they require in the bid specs and the bids would reflect the Township requirements. In 2013 the specs included an option for small households or senior citizens who could choose to pay per bag instead of pay for unlimited pickup. The lowest bid in 2013 was \$16.00 a month for unlimited services or \$3.00 per bag for a per bag option. Mr. Sylvainus stated that the 2013 specs included yard waste collection and handicap assistance.

A question came up with regard to billing for trash removal/recycling services and who would take care of that? Mr. Mentry stated that the hauler could bill or the cost would be reflected in the property tax billing, whatever is decided on.

Mr. Cunningham stated that at first he felt that it was his right to choose his hauler. However, after speaking to Ms. Cindy Oatis and becoming more informed about trash removal and recycling, he has completely changed his mind. Mr. Cunningham went on to say that other municipalities have contracts with additional options to renew. Mr. Cunningham would like to see wording in the specs that would keep the competition fair for the small hauler and break the contract should a small hauler be bought up by a large company, creating a situation where we would no longer be dealing with a mom and pop operation. Mr. Cunningham stated that Forks is looking at a 5 year contract with options at 3 to 4 years.

Ms. Woodmansee stated that there is a petition circulating in favor of single hauler, however, some residents are concerned they will be penalized if they break their contracts with their current haulers, as they were required to sign 2 and 3 year contracts for trash/recycling services. Mrs. Donnelly responded that when she got something in the mail and she had a contract with Herceg already, she called to cancel and there was no penalty or problem.

Ms. Morgano asked if there was grant money available should the Township decide to go to single hauler. Mr. Mentry responded that there are grants available and administered through DEP. Mr. Mentry stated that DEP is encouraging single hauler as one of the ways to reduce trash/recycling removal costs to consumers. Mr. Sylvainus stated that the initial grant the Township received was for approximately \$200,000 and was so large because we stated we were going to a single hauler, but because that did not happen, grant funding has been greatly reduced. It was stated that the cost of the recycling carts was covered by this grant. Mr. Sylvainus also stated that the Board of Supervisors has to look out for what is best for the Township.

Mrs. Messenlehner interjected that Representative Emrick introduced a bill at the State House about 2 weeks ago that would allow the State to utilize the recycling grant funds in order to balance the State budget.

Ms. Jan Zaremba-Smith stated that she has been part of the Recycling Committee since its inception and the information from the community overwhelmingly supports single hauler trash/recycling. Ms. Zaremba-Smith asked what the next step would be and how soon it could move forward. Mr. Rinker replied that the Board had set November 15, 2017, as the date to vote on starting the bid process. Mr. Mentry stated that the vote on November 15, 2017, would only be to start the bid spec process.

Mr. Mentry stated that he has received a letter from LVPC regarding updating of the Lehigh Valley Hazard Mitigation Plan update. LVPC is requesting municipalities participate in

this process which will allow individual municipalities to pre-qualify for disaster relief funding prior to an impending disaster. Mr. Mentry stated that a point of contact and an alternate point of contact needs to be appointed, suggesting that he be appointed as the main point of contact and Mr. Rinker as the alternate.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve participation in the Lehigh Valley Mitigation Plan update. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Sylvainus and seconded by Ms. Hirst to appoint Mr. Mentry as the main point of contact and Mr. Rinker as the alternate. Motion carried by all voting aye. (5-0)

Mr. Mentry stated that a thank you letter has been received from Library Board President Barbara Fischel thanking the Township for their participation and assistance in Touch A Truck.

APPROVAL OF DEPARTMENT REPORTS

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the Fire (August report), Zoning, Police, and Public Works Department Reports as submitted. Motion carried by all voting aye. (5-0)

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Shawn Shupe stated that leaf collection would begin on October 23, 2017, and would continue until all leaves were collected. He stated that the schedule would be similar to last year and will be posted on the website.

Mr. Shupe stated that the yard waste facility would be closing the Saturday before Thanksgiving, November 18, 2017.

RECREATION

Mr. Disbrow informed the Board that an issue was brought up at the recent Safety Committee Meeting pertaining to the sports equipment storage and accumulated clutter prohibiting access to the electrical panel in the building at Tuskes Park. Mr. Mentry stated that this was noted during a recent walk through of Township facilities that was performed by the Workers Comp insurance servicer, East Coast Risk Management. Mr. Disbrow stated that a walk through will be conducted by individuals of the Recreation Committee and sports teams to address this hazard.

PUBLIC SAFETY

POLICE DEPARTMENT

Police Chief Cope informed the Board that the police department had been looking into the possibility of purchasing a bicycle to use for foot patrols at certain venues. Chief Cope stated that a contact was made to Bill Kirk of Weather Trends and a mountain bike has been purchased and outfitted for us courtesy of Mr. Kirk.

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Mr. Mentry stated that during the Safety Committee Meeting of October 13, 2017, concerns were raised over front door access to the municipal building being unlocked. This concern is due to several incidents whereby individuals have come into the building for police and the police being unavailable, relying on non-police to deal with their issues. Mr. Disbrow stated that he just happened to be present when such instances have occurred drawing concern on his part as well. Mr. Mentry said that the suggestion at the Safety Committee was to keep the front door locked and anyone needing to access the building would be buzzed in by either the police or the administration staff. Mrs. Hirst suggested a two month trial to see how this procedure will work and then re-evaluate. Mrs. Messenlehner suggesting posting the hours the Township building is open. Mr. Mentry said a concern is that there is not always someone available to buzz an individual in and the buzzer cannot be heard throughout the building. Mr. Mentry stated that we are also in the process of getting quotes to replace the unsecure windows in the reception areas with shatterproof glass as well as an update to the camera security system.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Mr. Mentry stated that he had received a request from Ms. Christine Woodmansee for a waiver of the pavilion rental cost at Tuskes Park for the utilization of the large pavilion on October 15, 2017. Ms. Woodmansee stated she reserved the pavilion to hold a discussion/information session regarding the County looking to build a prison on the Gracedale site.

Motion was made by Mr. Sylvainus and seconded by Mr. Mann to waive the pavilion rental fee for Ms. Christine Woodmansee on October 15, 2017. Motion carried by all voting aye. (5-0)

ADJOURNMENT

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to adjourn the meeting at 8:20 p.m. Motion carried by all voting aye. (5-0)

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

Respectfully Submitted,

*Betty Parrish
Recording Secretary*

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*

MINUTES NOVEMBER 15, 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, Robert Disbrow, and Richard Mann.

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

PUBLIC COMMENT

Mrs. Joanne Messenlehner of 40 Schoeneck Ave. asked the Board if it would be possible to have the door from the lobby into the administrative office area unlocked during the election so that the voters who use the bathrooms do not have to walk through the voting area to get in and out of the building.

Mrs. Messenlehner asked Mr. Rinker if the Emergency Management Resident Profile form is ready to be used by the residents to get on the Emergency list. Mr. Rinker replied that it is in the works.

Mr. Rich Voloshen of 33 Hopewell Dr. stated that his cost for trash/recycling collection is high and wanted to know if this was going to be addressed in the bid process for single hauler waste collection.

Mr. Clement Cote of 155 E. Beil Ave. stated that his consensus is that this might be good for the borough but not for the individual.

Mr. John Smith of 3292 Gun Club Road stated that anything going out to bid will result in higher prices. Mr. Smith commented that the overhead to manage this process would be expensive.

Mrs. Wilhelmina Donnelly of 50 N. Broad St. stated that one garbage truck travelling our roads is the equivalent of 1,429 cars. Mrs. Donnelly stated that there are at least 15 haulers in the Township and 5 different ones on her street alone. Mrs. Donnelly stated that the cost doesn't usually go up when putting something out to bid.

Ms. Jeanne Morgano of 2nd St. stated that on her street there are 3 haulers and 3 recycling trucks a week. Ms. Morgano stated that the road was just redone a short time ago and it is already ruined. Ms. Morgano stated that the Township is losing money because we are not using a single hauler system, plus the impact to the environment alone is significant.

Mr. Anthony Bronico of 141 East Lawn Rd. requested that it be kept private. Mr. Bronico has a concern with how the bulk items would be handled as right now his hauler picks up at any time.

Mr. Walter Hutchins of 164 Newport Ave. said if you reduce the number of trucks on the roads, it would be harder on the roads as the single truck would be heavier.

Mr. Roger Dobson of 31 George St. stated that he pays \$4 a bag and it takes him a month to fill the bag.

Mr. John Keglovics of 74 Morris St. agreed that going from 5 trucks to one truck would cause the trucks to be heavier and that the service would go down.

Mr. Jeffrey Wack of 206 East Lawn Rd. and 2730 New England Dr. stated that he has a business in the Township and resides here as well. Mr. Wack stated that he was personally disappointed the last time this subject was approached that the Township did not vote in favor of a single hauler system and that to him this is a no brainer. Mr. Wack stated that a survey went out and it was unanimously in favor of a single hauler system, but the Board voted it down and another survey was conducted, again with the same results. Mr. Wack stated that he cares about a win-win for the Township. A single hauler would bring the cost down.

Mr. Rob Berger of Berger Sanitation located at 7875 Township Line Rd. stated that he has direct contact with DEP and about 2 weeks ago he was informed that there was no money available for grants. Mr. Berger wanted to know if he could get a list of the haulers in the Township. The Board told Mr. Berger that the list is available on the Township website.

Ms. Yvonne Plakataris of East Penn Sanitation stated that she represents Herceg Hauling. Ms. Plakataris stated that if grants are given to the Township they are restricted to recycling projects.

Ms. Cindy Oatis, Upper Nazareth Township Recycling Coordinator stated that she specializes in grants. Ms. Oatis stated that Governor Wolf just signed the legislation to continue the recycling grant funding into perpetuity. Ms. Oatis stated the money for the grants comes from a \$2 tipping fee that the landfills charge to the haulers each time they dump at the landfill. Ms. Oatis stated that when a municipality reaches a certain population they are mandated by the state to recycle. Ms. Oatis stated that because Upper Nazareth Township is a subscription service, we have dropped to the lowest priority possible on the grant list. Ms. Oatis stated that there are two grants available, one an equipment grant in the amount of \$250,000 for things such as leaf vacs, chippers and equipment that would help the Public Works Department do their job. Ms. Oatis stated that this grant may increase to \$300,000 to \$400,000 right away. The second is the performance grant based on the amount of recyclable material collected and this grant can be used any way the Township desires. Ms. Oatis stated that the landfills are filling up quickly and the further away the materials are trucked makes the costs rise. Ms. Oatis stated that some municipalities contract out to multiple haulers. Ms. Oatis stated that she has been in this business for 25 years and the last 3 years have become increasingly competitive. Ms. Oatis stated that by using subscription service residents are paying for services that are already included in their taxes.

APPROVALS

Mr. Rinker stated that he was moving the Single Hauler decision up on the agenda under "Supervisors Comments".

Mr. Mentry requested revising the agenda to add the approval of Heritage Village Revised Preliminary Master Plan.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to approve the revised agenda. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the meeting minutes of November 1, 2017. Motion carried by a vote of 4 – 0 with Mr. Mann abstaining as he was not present at the November 1, 2017 meeting.

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

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the October 2017 Financial Report and the Treasurer’s Report. Motion carried by all voting aye. (5-0)

SUPERVISORS COMMENTS

Motion was made by Mr. Sylvainus to approve proceeding with preparation of bid specs for Single Hauler waste and recycling collection. There was no second. Motion died on the floor.

Mr. Rinker announced a ten minute recess.

The Board of Supervisors presented the Upper Nazareth Fire Department with a Proclamation commemorating their 75 years of service to Upper Nazareth Township.

Mr. Robert Disbrow presented a statement regarding the recent shooting incident involving the Pennsylvania State Police at the Route 33 and 191 interchange. This violent encounter required the Northampton County 911 center to put out a call for an active shootout. Mr. Disbrow stated that three Upper Nazareth Township officers responded to this incident. Mr. Disbrow wanted to personally thank Jack Carrick, Mark Lukacz and Chief Bill Cope for demonstrating the best of the best as well as recognize the Fire Department for their response and professionalism in handling this situation.

TOWNSHIP ENGINEER

Mr. Dooley requested the Board to release Redcliffe Phase 1 Penn Dixie Manor from maintenance conditional on all outstanding professional fees being paid in full. Mr. Dooley stated that all maintenance items have been completed to satisfaction.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve releasing Redcliffe Phase 1 Penn Dixie Manor from maintenance subject to all outstanding professional fees being paid in full. Motion carried by all voting aye. (5-0)

Mr. Dooley requested the Board to release Redcliffe Phase 2 Patriot Hills from maintenance conditional on all outstanding professional fees being paid in full. Mr. Dooley stated that all maintenance items have been completed to satisfaction.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve releasing Redcliffe Phase 2 Patriot Hills from maintenance subject to all outstanding professional fees being paid in full. Motion carried by all voting aye. (5-0)

Mr. Dooley requested approval of the Heritage Village Preliminary Master Plan Waivers as recommended by the Upper Nazareth Township Planning Commission and in accordance with Keystone Consulting Engineers’ letter of October 26, 2017.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve waiver for Heritage Village Preliminary Master Plan from SALDO 424.9 as per Keystone Consulting Engineers letter of October 26, 2017. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve waiver for Heritage Village Preliminary Master Plan from SALDO 425.2 as per Keystone Consulting Engineers letter of October 26, 2017. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve waiver for Heritage Village Preliminary Master Plan from SALDO 425.3 as per Keystone Consulting Engineers letter of October 26, 2017. Motion carried by all voting aye. (5-0)

Mr. Dooley requested approval of the Heritage Village Phase 2 Final Plan Waivers as recommended by the Upper Nazareth Township Planning Commission and in accordance with Keystone Consulting Engineers' letter of October 26, 2017. Mr. Dooley stated that Resolution 17-14 Heritage Village Phase 2 Final Plan has been prepared and reviewed by the Solicitor and is ready for adoption.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve waiver for Heritage Village Phase 2 Final Plan from SALDO 733.613 as per Keystone Consulting Engineers letter of October 26, 2017. Motion carried by all voting aye. (5-0)

Mr. Dooley requested approval of the Heritage Village Revised Preliminary Master Plan.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the Heritage Village Revised Preliminary Master Plan. Motion carried by all voting aye. (5-0)

Mr. Dooley requested approval of the Heritage Village Lot Consolidation Plan.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the Heritage Village Lot Consolidation Plan. Motion carried by all voting aye. (5-0)

TOWNSHIP SOLICITOR

Attorney Mills stated that Resolution 17-14 Heritage Village Phase 2 Final Plan has been reviewed and is ready for adoption. Mr. Mentry explained that the resolution includes the recreation donation and traffic impact fees for Phase 2, and is subject to all comments in the Engineer's letter of October 26, 2017 being satisfied.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to adopt Resolution 17-14 Heritage Village Phase 2 Final Plan. Motion carried by all voting aye. (5-0)

Attorney Mills requested authorization to advertise the resolution appointing a CPA firm to conduct the 2017 Township financial audit.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve advertising the appointment of a CPA firm to conduct the 2017 audit. Motion carried by all voting aye. (5-0)

TOWNSHIP MANAGER

Mr. Mentry stated that the 3rd Quarter Police Pension Reports are available for review.

Mr. Mentry stated that Governor Wolfe has signed Act 42 authorizing up to 10 category 4 casinos in the Commonwealth. This act gives municipalities in the state the option to pass legislation to prohibit casinos coming into their townships. Mr. Mentry asked if the Board wanted to act on this option, and if so, a resolution would be prepared and presented to the Board in December. The Board requested Mr. Mentry to prepare the resolution.

Mr. Mentry asked the Board to rescind their approval of the proposal from Snyder Tech for the upgrades to the server. Mr. Mentry stated that there were some additional costs on top of what was proposed that he was aware of until after the proposal was approved. Mr. Mentry explained that it was made clear to Snyder that we intended to keep our current IT vendor, however, after subsequent conversations with Snyder they were under the assumption that they would be managing the administrative IT needs instead. Mr. Mentry stated that the current IT provider, CNR, has sent two options which are significantly less costly.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to rescind their approval of the Snyder Tech proposal as approved in the September 20, 2017 minutes. Motion carried by all voting aye. (5-0)

Mr. Mentry stated that there are multiple dates available for the 2017 Employee Appreciation Holiday Luncheon at East Lawn Social Club. The Board requested that the luncheon be scheduled for December 15 at 1:30 PM.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to hold the 2017 Employee Appreciation Holiday Luncheon at the East Lawn Social Club on December 15th, 2017, at a cost not to exceed \$20 per head. Motion carried 4-1 with Mr. Mann voted no.

APPROVAL OF DEPARTMENT REPORTS

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the Fire (September and October report), Zoning, Police, and Public Works Department Reports as submitted. Motion carried by all voting aye. (5-0)

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Nothing at this time.

RECREATION

Nothing at this time.

PUBLIC SAFETY

POLICE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Mr. Rinker stated that the updated Emergency Operations Plan is now in the hands of the

Police, Township, and Fire Department. Mr. Rinker requested approval of Resolution 17-15 Updated Emergency Operations Plan.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve Resolution 17-15 Updated Emergency Operations Plan. Motion carried by all voting aye. (5-0)

SAFETY COMMITTEE

Nothing at this time.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mrs. Hirst and seconded by Mr. Mann to adjourn the meeting at 8:50 p.m. Motion carried by all voting aye. (5-0)

Next meeting will be December 6, 2017, 7:00 p.m.

Respectfully Submitted,

*Betty Parrish
Recording Secretary*

MINUTES DECEMBER 6, 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, Robert Disbrow and Richard Mann. Donna Hirst was absent.

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

PUBLIC COMMENT

Joanne Messenlehner of 40 Schoeneck Ave. gave Mr. Rinker a copy of an article from the Morning Call regarding the Borough of Emmaus having issues with their single hauler.

Mrs. Messenlehner raised a concern about the number of school buses and cars that get backed up in the morning and afternoon on Schoeneck Ave. Mrs. Messenlehner stated that although she realizes this is a school district issue, it does create a traffic issue for the Township.

Mrs. Messenlehner stated that Upper Nazareth Township is the only municipality situated next to Plainfield Township that did not send a letter opposing the facility that Green Knight Energy Center wants to build. Mrs. Messenlehner gave a folder of material to Mr. Rinker that she received at a Plainfield Township Meeting explaining what Green Knight wants to build.

APPROVALS

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

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the meeting minutes of November 15, 2017 removing the word "Township" from the fire department's name under Supervisors Comments. 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 except for one of the duplicate bills to Brown Daub. Motion carried by all voting aye. (4-0)

SUPERVISORS COMMENTS

Mr. Rinker announced that an Executive Session was held prior to the meeting for personnel issues.

Mr. Rinker announced that East Lawn Social Club will again host the Employee Appreciation Luncheon on December 15 at no charge to the Township.

TOWNSHIP ENGINEER

Mr. Sean Dooley gave an update on the status of the MS4 program stating that field location of storm sewer structures is about 80% complete. Mr. Dooley also gave a status report with regard to the Kay Scenic View and Heritage Village Phase II developments.

TOWNSHIP SOLICITOR

Attorney Asteak stated that the SALDO was sent to LVPC and a complimentary review letter was received in return. The LVPC specifically commended the Township on the changes made to the Design Standards in Article 7. Attorney Asteak requested approval to advertise the revised SALDO, and the Ordinance would be available for public hearing and adoption at the December 20, 2017, meeting.

Motion was made by Mr. Sylvainus and seconded by Mr. Mann to approve the advertising of the revised SALDO. Motion carried by all voting aye. (4-0)

MANAGER

Mr. Mentry mentioned that the RSVP date for the December 15, 2017, luncheon is Friday, December 8, 2017.

Mr. Mentry requested authorization to advertise the 2018 Re-Organization, Board of Supervisors, Planning Commission and Zoning Hearing Board meeting dates. Mr. Mentry noted that the first meeting of July is scheduled for Thursday, July 5 because the first Wednesday is a holiday.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the 2018 Re-Organization, Board of Supervisors, Planning Commission and Zoning Hearing Board meeting dates. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval of the 2018 Holiday Schedule per the Upper Nazareth Township Employee Handbook. The holidays are New Year's Day, MLK Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and employee Birthday.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the 2018 Holiday Schedule. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval of Resolution No. 17-16 setting the 2018 Real Estate Tax Rate. Mr. Mentry explained that this resolution proposes a tax increase of 0.5 mills, bringing the total millage to 6.45. He noted that this tax increase was discussed throughout the budget process and that the preliminary budget that was advertised included this tax increase.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve Resolution No. 17-16 setting the 2018 Real Estate Tax Rate. Motion carried by a vote of 3-1 with Mr. Mann opposed.

Mr. Mentry requested approval of Resolution No. 17-17 setting the Act 511 Taxes for 2018. Mr. Mentry explained that this included the real estate transfer tax, earned income tax, non-resident earned income tax, and local services tax, and that there are no increases or changes from 2017.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve Resolution No. 17-17 setting the Act 511 Tax Rates for 2018. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval of Resolution No. 17-18 adopting the 2018 General Fund Budget with a change to the 301 line item, Real Estate Property Taxes. Mr. Mentry explained that the Township just received the updated assessed valuation from Northampton County and that this line item could be increased by at least \$7500.00 in additional real estate tax revenue. Mr. Sylvainus suggested increasing the line item by \$10,000.00. Mr. Mentry explained that with this increase, the total income in the 2018 budget will be \$2,977,416.00, and the total expenses are \$3,366,282.20. With the proposed transfer of \$181,000.00 from the Road Improvement Fund, the total deficit in the 2018 budget is \$207,866.20.

Motion was made by Mr. Disbrow and seconded by Mr. Rinker to approve Resolution No. 17-18 setting the 2018 General Fund Budget with the addition of \$10,000.00 to the 301 line item, Real Estate Property Taxes. Motion carried by a vote of 3-1 with Mr. Mann opposed.

Mr. Mentry requested approval of the 2018 Liquid Fuels Budget as advertised. Mr. Sylvainus stated that the Township should focus more of its assets on the roads, pushing the total funding to at least \$500,000.00 per year. All Supervisors present seemed to be in agreement with this suggestion. Mr. Sylvainus asked about the progress of the 5-year plan. Mr. Mentry stated that the 5-year plan is in progress and will now be updated to include the current property tax increase.

Motion was made by Mr. Sylvainus and seconded by Mr. Mann to approve the 2018 Liquid Fuels Budget as advertised. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval of Resolution No. 17-19 prohibiting the location of a category 4 licensed facility, also known as a “mini casino”, within Upper Nazareth Township in accordance with Act 42. Mr. Sylvainus stated that he would like more time to review this matter.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve Resolution No. 17-19 prohibiting the location of a category 4 licensed facility within Upper Nazareth Township in accordance with Act 42. Motion died on the floor by a vote of 2-2 with Mr. Sylvainus and Mr. Mann opposed.

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Shupe stated that the Tuskes Park building is now officially closed for the season.

Mr. Shupe stated that the last day for leaf collection will be December 22, 2017.

RECREATION

Mr. Mentry requested approval of the purchase of Thank You Plaques for the 2017 Community Day sponsors.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the purchase of Thank You Plaques for the 2017 Community Day sponsors at a cost of \$665.16. Motion carried by all voting aye. (4-0)

PUBLIC SAFETY

POLICE DEPARTMENT

Police Chief Cope requested approval of the promotion of part-time Officer Cory Fluck to full-time status.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the promotion of part-time Officer Cory Fluck to full-time status as of December 31, 2017. Motion carried by all voting aye. (4-0)

Police Chief Cope requested approval to attend the Police In-Service Training Program from March 5, 2018 to March 9, 2018 at a cost of \$715.00.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve Police Chief Cope attending Police In-Service Training Program from March 5, 2018 to March 9, 2018. Motion carried by all voting aye. (4-0)

Police Chief Cope asked the Board what they would like done with the car that is currently at Joe's Garage. Chief Cope stated that the vehicle is valued at about \$500.00 and would cost over \$2,000.00 to fix.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to donate the vehicle to the Upper Nazareth Fire Department for training purposes. Motion carried by all voting aye. (4-0)

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Mr. Mentry stated that having a uniformed officer present for Board of Supervisor meetings was discussed and recommended by the Safety Committee.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve having a uniformed officer present for the Board meetings. Motion died on the floor by a vote of 2-2 with Mr. Mann and Mr. Sylvainus opposed.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Mr. Mentry announced that Nazareth Borough Municipal Authority has made some changes to the method of payment of their bills. Effective January 1, 2018, NBMA bills can be paid online or at Merchants Bank. NBMA will no longer be affiliated with BB&T.

ADJOURNMENT

Motion was made by Mr. Mann and seconded by Mr. Disbrow to adjourn the meeting at 7:43 p.m. Motion carried by all voting aye. (4-0)

Next meeting will be December 20, 2017, 7:00 p.m.

Respectfully Submitted,

*Edward M. Mentry, Jr.
Township Manager/Assistant Secretary*

MINUTES DECEMBER 20, 2017
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:15 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance

Board members present were: Mike Rinker, and Robert Disbrow. Scott Sylvainus participated via phone. 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.

TOWNSHIP SOLICITOR

Attorney Asteak introduced the updated Subdivision and Land Development Ordinance for adoption. He explained that the SALDO was sent to the Lehigh Valley Planning Commission for their approval as required, as well as the Township Planning Commission, who recommended its approval to the Board. Approval has been received via letter from LVPC. The SALDO has been duly advertised in the Express Times on December 9, 2017. Mr. Asteak opened the public hearing for any public comment or Supervisors' comments. There being none, Mr. Asteak requested adoption of the SALDO.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to adopt Ordinance #174 Subdivision and Land Development Ordinance. Motion carried by all voting aye. (3-0)

APPROVALS

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the meeting minutes of December 6, 2017. Motion carried by all voting aye. (3-0)

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

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the November 2017 Financial Report and the Treasurer's Report. Motion carried by all voting aye. (3-0)

SUPERVISORS COMMENTS

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

TOWNSHIP MANAGER

Mr. Mentry presented Resolution #17-19 Act 42 Mini Casino Prohibition. Mr. Mentry stated that more information has been gathered since the last meeting when this was first introduced. It has been made clear that if this resolution is passed, should the Board want to reconsider their decision sometime in the future, they can rescind this resolution. Mr. Mentry also explained that if one of the casinos were to locate in Upper Nazareth Township, the Township would receive a local share fee that could be up to \$1.5 million.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve Resolution 17-19 prohibiting the location of a category 4 licensed facility within Upper Nazareth Township in accordance with Act 42. Motion carried by all voting aye. (3-0)

Mr. Mentry stated that the full depth reclamation project that was performed in conjunction with Lower Nazareth Township has been completed. Mr. Mentry requested approval of the invoice from Lower Nazareth Township in the amount of \$43,916.52.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve payment of \$43,916.52 to Lower Nazareth Township for the Georgetown Rd. FDR Project. Motion carried by all voting aye. (3-0)

TOWNSHIP ENGINEER

Mr. Dooley stated that he has prepared draft bid specs with regard to the replacement of the roof on the Township Municipal Building at 100 Newport Ave. Mr. Dooley stated that the specs are almost complete pending final review and receipt of prevailing wage rates. The specs are based on 7,120 SF of 50 year, anti-algae, architectural shingle (40 year alternate bid) with color to be selected to match as closely to existing color as possible; new ice and water shield and underlayment; new flashing with ice and water shield in all valleys; prep and paint cupola; and unit cost for replacement of roof sheathing as required. Mr. Dooley requested approval to advertise for the roof replacement starting January 10, 2018.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to conditionally approve the Township Engineer advertising Roof Replacement Bid Specs starting January 10, 2018. Motion carried by all voting aye. (3-0)

Mr. Dooley presented Keystone Consulting Engineer's requested a reduction in the letter of credit for Kay Scenic View from \$745,901.90 to \$404,727.00 in accordance with Keystone Consulting Engineers letter of December 13, 2017.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve Kay Scenic View's request for a reduction in the letter of credit to \$404,727.00. Motion carried by all voting aye. (3-0)

TOWNSHIP MANAGER

Mr. Mentry requested approval to close the Township's books as of December 28, 2017.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve closing the books as of December 28, 2017. Motion carried by all voting aye. (3-0)

Mr. Mentry presented server back-up proposals from Computer Network and Repair. This subject was tabled at this time.

APPROVAL OF DEPARTMENT REPORTS

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the Fire, Zoning, Police, and Public Works Department Reports as submitted. Motion carried by all voting aye. (3-0)

PLANNING & ZONING

Nothing at this time

PUBLIC WORKS

Nothing at this time.

RECREATION

Mr. Rinker tabled the Recreation Board membership discussion until next meeting.

PUBLIC SAFETY

POLICE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Mr. Rinker tabled the discussion regarding having a uniformed officer present at the Board of Supervisors Meetings.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Mr. Mentry informed the Board that the Township has received a grant from Northampton County Livable Landscapes Program for the electrical improvements to Tuskes Park in the amount of \$13,125.00. Mr. Mentry stated that this is a reimbursement grant with a two year timeline with completion no later than December 31, 2019.

ADJOURNMENT

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to adjourn the meeting at 7:29 p.m. Motion carried by all voting aye. (3-0)

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

Respectfully Submitted,

*Edward M. Mentry, Jr.
Township Manager/Assistant Secretary*

