

**REORGANIZATION & REGULAR MEETING MINUTES – JANUARY 7, 2019  
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Solicitor Stephen Mills.

Pledge of Allegiance

Board members present were: Mike Rinker, Scott Sylvainus, Donna Hirst, and Robert Disbrow. Brian Pulliam was absent. Also present were: Interim Manager, Deborah Seiple, Treasurer Betty Parrish, Township Engineer Sean Dooley and for Township Solicitor, Steven Mills.

Attorney Mills took over as temporary chair of the meeting. Attorney Mills asked for nominations for Chairman of the Board.

**Motion** was made by Mr. Disbrow to nominate Mr. Rinker as Chairman of the Board for 2019 and seconded by Mrs. Hirst. There being no other nominations, Mr. Rinker was elected Chairman by all voting aye. (4-0)

Mr. Rinker assumed the Chairman's chair.

**Motion** was made by Mr. Rinker to nominate Mr. Disbrow as Vice Chair of the Board for 2019 and seconded by Mrs. Hirst. Motion carried with Mr. Disbrow assuming the Vice Chair of the Board of Supervisors for 2019. (4-0)

**APPOINTMENTS**

**Motion** made by Mr. Sylvainus and seconded by Mrs. Hirst to accept the 2019 Professional and Volunteer Appointments as stated in the agenda. Motion carried by all voting aye. (4-0)

The following were the professional appointments:

FT Secretary/Zoning Secretary/Purchasing Officer/Open Records Officer/Plans Administrator/Assistant Treasurer - Kim Mutarelli  
FT Treasurer/Chief Administrative Officer Pension Plans/Assistant Secretary/Alternate Right to Know Officer/Fair Housing Officer - Betty Parrish  
Township Solicitor and Fees - Asteak Law Offices, Gary Asteak, \$165.00 - \$190.00/hour  
Zoning Hearing Board Solicitor and Fees - Peters, Moritz, Peishl, Zulick, Landes & Brienza LLP  
James L. Zulick - \$160.00 per hour  
Township Engineer and Fees - Keystone Consulting Engineers, according to the fee schedule  
State Sewage Enforcement Officer and Fees - Keystone Consulting Engineers, according to the fee schedule  
Inspection Services and Fees - CodeMaster Inspection Services, according to the fee schedule  
Emergency Management Coordinator - Mike Rinker  
Zoning Hearing Board Secretary - Betty Parrish  
PT Zoning Officer - John Soloe

The following were the volunteer appointments:

Zoning Hearing Board – Keith Haverstock - Term Expires 12/31/21  
Recreation Board – Tammy Bacak and Will Austin - Term Expires 12/31/23  
Planning Commission – Steve Bacak – Term Expires 12/31/22  
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

## COMPENSATION

**Motion** made by Mr. Sylvainus and seconded by Mr. Disbrow to set the 2019 compensation for employees as included in the 2019 Adopted Budget and stated in the agenda. Motion carried by all voting aye. (4-0)

FT Chief of Police

- \$95,230.00 salaried

FT Public Works Director

- \$76,100.00 salaried

Township Auditors

- \$10.00/hr.

Planning Commission

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

Zoning Hearing Board

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

Increase for all non-uniform, non-exempt, part-time employees and part-time police officers as included in the 2019 Adopted Budget

- Three percent (3%)

## MILEAGE ALLOWANCE

**Motion** made by Mrs. Hirst and seconded by Mr. Disbrow to set the mileage reimbursement rate for employee's using their own vehicles at the current IRS rate of 58 cents per mile. Motion carried by all voting aye. (4-0)

## SIGNATORY AUTHORIZATION

**Motion** made by Mrs. Hirst and seconded by Mr. Rinker to authorize two bank authorized signatures to sign Township checks either Treasurer/Assistant Treasurer and Supervisors or Supervisor and Supervisor. Motion carried by all voting aye. (4-0)

## **OFFICIAL BONDS**

**Motion** made by Mr. Rinker and seconded by Mr. Disbrow to approve the official bonds as stated in the agenda. Motion carried by all voting aye. (4-0)

Secretary - \$100,000.00  
Treasurer - \$250,000.00  
RE Tax Collector - \$500,000.00  
Police Secretary - \$25,000.00

## **RESOLUTIONS**

**Motion** made by Mr. Disbrow and seconded by Mr. Sylvainus to adopt Resolution 19-01: Upper Nazareth Township Fee Schedule. Motion carried by all voting aye. (4-0)

**Motion** made by Mr. Rinker and seconded by Mrs. Hirst to adopt Resolution 19-02: Township Depositories. Motion carried by all voting aye. (4-0)

**Motion** made by Mrs. Hirst and seconded by Mr. Disbrow to adopt Resolution 19-03: Police Pension Contributions. Motion carried by all voting aye. (4-0)

In accordance with Second Class Township Code Section 917(b) (2) Resolution 19-04 was advertised in the Express-Times on November 20, 2017. 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. Sylvainus to adopt Resolution 19-04: Township Audit by CPA for 2018. Motion carried by all voting aye. (4-0)

**Motion** made by Mr. Disbrow and seconded by Sylvainus to adopt Resolution 19-05: TCC Delegate and Alternate. Motion carried by all voting aye. (4-0)

**Motion** made by Mr. Rinker and seconded by Mrs. Hirst to adopt Resolution 19-06 Fair Housing. Motion carried by all voting aye. (4-0)

**The regular business meeting of the Upper Nazareth Township Board of Supervisors commenced at 7:10 p.m.**

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

Ms. Becky Bartlett of 127 4<sup>th</sup> St. addressed the Board suggesting the Township research banning tractor trailer parking in residential neighborhoods. Ms. Bartlett stated Forks Township and several other municipalities have enacted ordinances banning tractor trailer parking in residential neighborhoods. Attorney Mills will look into this matter and report back to the Board.

**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. Hirst and seconded by Mr. Sylvainus to approve the minutes from the December 19, 2018, meeting. Motion carried by a vote of 3-0 with Mr. Rinker abstaining as he was not present at the December 19, 2018, 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)

### **SUPERVISORS COMMENTS**

**Motion** was made by Mr. Rinker and seconded by Mr. Disbrow to add Veterans Day, November 11, 2019 to the paid holiday schedule for non-uniform staff as it was added to the Police Contract. Motion died with Mr. Rinker and Mr. Disbrow voting aye and Mrs. Hirst and Mr. Sylvainus voting nay.

### **TOWNSHIP ENGINEER**

Mr. Dooley stated he did not have an update on the posting and bonding of the roads for this meeting but would have an update at the January 16, 2019, meeting.

### **TOWNSHIP SOLICITOR**

Attorney Mills stated Resolution 19-07 Lehigh Valley 2018 Hazard Mitigation Plan was duly advertised and is ready for adoption.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to adopt Resolution 19-07 Lehigh Valley Hazard Mitigation Plan. Motion carried by all voting aye. (4-0)

### **ADMINISTRATION**

**Motion** was made by Mrs. Hirst and seconded by Mr. Disbrow to appoint Maher Deussel as the CPA firm to perform the 2018. Motion carried by all voting aye. (4-0)

Mrs. Parrish mentioned the PSATS Conference registration opening date of January 14, 2019, and requested anyone interested in attending to please let her know so that hotel accommodations could be made, as reservation for hotels can only be made after registration for the conference. The appointment of a voting delegate will be made when a decision is made as to who will be attending.

Mrs. Parrish mentioned an MS4 Outfall Inspection seminar is being held on February 13, 2019, in Bucks County. Mrs. Parrish stated Mr. Shupe, Mr. Hoffman, Mr. Disbrow and Mr. Soloe will be attending. The seminar is sponsored by PSATS and the cost is \$35.00 per person. Mrs. Parrish asked if anyone else was interested in attending this seminar with no response.

Mrs. Parrish informed the Board that the Panasonic copier that prints on 11 x 17 paper is no longer serviceable. Since the 11 x 17 paper drawer is used, a drawer unit can be purchased for the Kyocera copier for \$400.00 including installation.

**Motion** was made by Mr. Disbrow and seconded by Mrs. Hirst to purchase an 11 x 17 drawer unit for the Kyocera at a cost of \$400.00. Motion carried by all voting aye. (4-0)

Approval was requested for conference room use on February 16, 2019, from 1 pm to 4 pm for an Eagle Scout Ceremony.

**Motion** was made by Mr. Disbrow and seconded by Mr. Rinker to approve Conference Room use on February 16, 2019, from 1 pm to 4 pm for an Eagle Scout Ceremony. Motion carried by all voting aye. (4-0)

Mrs. Seiple informed the Board that an invitation was received from LVPC to attend an Open Call for Transportation Plans and Projects. Two meetings were held on December 12, 2018, and a third meeting on January 3, 2019. Mrs. Seiple, Mr. Shupe and Mrs. Parrish attended the January 3, 2019, meeting. Lehigh Valley Transportation Study (LVTS) in conjunction with LVPC is requesting municipalities and anyone else submit plans for projects such as bridge rehabilitation/replacement, traffic management technologies, roadway reconstruction, modernization and/or automation, multiuse trails and bicycle facilities, pedestrian facilities, transit expansion, and modernization and study/planning. Submitting application for projects allows LVTS and LVPC to secure federal funding and helps to put the Lehigh Valley on the radar for more funding for various projects. A meeting has been scheduled for Monday, January 14, 2019, at 9:00 am between Mrs. Seiple, Mr. Shupe, Mr. Disbrow and Mr. Dooley.

### **PLANNING & ZONING**

Nothing at this time.

### **PUBLIC WORKS**

Nothing at this time.

### **RECREATION**

Mr. Disbrow stated the Recreation Committee meets next week.

### **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Nothing at this time.

### **EMERGENCY MANAGEMENT**

Nothing at this time.

### **SAFETY COMMITTEE**

Mr. Rinker will contact Mrs. Parrish with dates.

### **OLD BUSINESS**

Nothing at this time.

**NEW BUSINESS**

Announcement was made that the Township Auditor's meeting will be on Tuesday, January 8, 2019, at 7:00 pm.

**ADJOURNMENT**

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

*Respectfully Submitted,*

*Betty Parrish  
Recording Secretary*