

**REORGANIZATION & REGULAR MEETING MINUTES – JANUARY 2, 2018
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:04 p.m. by Manager E.J. Mentry.

Pledge of Allegiance

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

Mr. Mentry took over as temporary chair of the meeting and asked for public comment. There being none, he asked for nominations for Chairman of the Board.

Motion was made by Mr. Sylvainus to nominate Mr. Rinker as Chairman of the Board for 2018 and seconded by Mrs. Hirst. There being no other nominations, Mr. Rinker was elected Chairman by all voting aye. (5-0)

Mr. Rinker assumed the Chairman's chair.

Motion was made by Mr. Rinker to nominate Mr. Sylvainus as Vice Chair of the Board for 2018. There was no second. **Motion** was made by Mr. Disbrow and seconded by Mr. Pulliam to nominate Mrs. Hirst as Vice Chair of the Board for 2018. The vote was tallied in favor of Mrs. Hirst with Mr. Disbrow voting yea, Mr. Pulliam voting yea and Mrs. Hirst voting yea with Mr. Rinker voting nay and Mr. Sylvainus voting nay. Motion carried with Mrs. Hirst assuming the Vice Chair of the Board of Supervisors for 2018. (3-2)

APPOINTMENTS

Motion made by Mr. Sylvainus and seconded by Mrs. Hirst to accept the 2018 Professional Appointments as stated in the agenda. Motion carried by all voting aye. (5-0)

The following were the appointments:

- FT Township Manager/Assistant Secretary/Assistant Treasurer/Alternate Open Records Officer - E.J. Mentry
- FT Secretary/Zoning Secretary/Purchasing Officer/Open Records Officer/Plans Administrator - Kim Mutarelli
- FT Treasurer/Chief Administrative Officer Pension Plans - Betty Parrish
- Township Solicitor and Fees - Asteak Law Offices, Gary Asteak, \$165.00 - \$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
Deputy Tax Collector - Carol Bower
Delegate to the PSATs State Convention of Township Supervisors - E.J. Mentry
Delegate to the Northampton County Association of Township Officials - E.J. Mentry
Delegate to the NAZCOG - E.J. Mentry
Alternate – Mike Rinker

Motion made by Mr. Rinker and seconded by Mr. Sylvainus to accept the 2018 Volunteer Appointments as stated in the agenda. Motion carried by all voting aye. (5-0)

The following were the appointments:

Zoning Hearing Board - Mark Stewart - Term Expires 12/31/20
Recreation Board - Robert Disbrow - Term Expires 12/31/22
Representative to the Nazareth Memorial Library Budget Committee - Scott Sylvainus
Representative to the Nazareth Library Board - Athena Gross - Term Expires 12/31/20
Representative to the Nazareth Ambulance Board - Mike Rinker
Representative to the Nazareth Borough Municipal Authority - Jack Gum
Vacancy Board – 1 year appointment - Joanne Messenlehner

COMPENSATION

Motion made by Mr. Disbrow and seconded by Mrs. Hirst to set the 2018 compensation for employees as included in the 2018 Adopted Budget and stated in the agenda. Motion carried by all voting aye. (5-0)

FT Township Manager

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

FT Chief of Police

- \$88,000.00 salaried

FT Public Works Director

- \$70,242.54 salaried

Township Auditors

- \$10.00/hr.

Planning Commission

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

Zoning Hearing Board

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

Increase for all non-uniform, non-exempt, part-time employees and part-time police officers as included in the 2018 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 54.5 cents per mile. Motion carried by all voting aye. (5-0)

EMPLOYEE MEDICAL OPT-OUT

Motion made by Mrs. Hirst and seconded by Mr. Sylvainus 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 Mrs. Hirst and seconded by Mr. Disbrow 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. (5-0)

OFFICIAL BONDS

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

Township Manager - \$170,000.00

Secretary - \$100,000.00

Treasurer - \$250,000.00

RE Tax Collector - \$500,000.00

Police Secretary - \$25,000.00

RESOLUTIONS

Motion made by Mr. Sylvainus and seconded by Mr. Disbrow to adopt Resolution 18-01: Upper Nazareth Township Fee Schedule. Motion carried by all voting aye. (5-0)

Motion made by Mr. Sylvainus and seconded by Mr. Rinker to adopt Resolution 18-02: Township Depositories. Motion carried by all voting aye. (5-0)

Motion made by Mrs. Hirst and seconded by Mr. Sylvainus to adopt Resolution 18-03: Police Pension, No Contributions. Motion carried by all voting aye. (5-0)

In accordance with Second Class Township Code Section 917(b) (2) Resolution 18-04 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 Mrs. Hirst and seconded by Mr. Rinker to adopt Resolution 18-04: Township Audit by CPA for 2017. Motion carried by all voting aye. (5-0)

Motion made by Mr. Disbrow and seconded by Mrs. Hirst to adopt Resolution 18-05: TCC Delegate and Alternates. Motion carried by all voting aye. (5-0)

Motion made by Mr. Rinker and seconded by Mr. Sylvainus to adjourn the Reorganization Meeting of the Upper Nazareth Township Board of Supervisors at 7:15 p.m. Motion carried by all voting aye. (5-0)

The regular business meeting of the Upper Nazareth Township Board of Supervisors commenced at 7:17 p.m.

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

Ms. Becky Bartlett of 127 4th St. addressed the Board stating that she was unhappy with the Board not voting on the single hauler issued that had been promised. Ms. Bartlett stated that she thought the Board would listen to the results of the survey that they had requested. Ms. Bartlett stated that the Board ignored the recommendations from the Recycling Committee, the Recycling Coordinator, and the surveys. Ms. Bartlett felt that she was denied her right to participate in the democratic process since the Board did not vote on this issue as they had stated they would do.

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

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the minutes from the December 20, 2017, meeting. Motion carried by a vote of 3-0 with Ms. Hirst and Mr. Pulliam abstaining as they were not present at the December 20, 2017, meeting.

Motion was made by Mr. Rinker and seconded by Hirst to approve payment of the bills. 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 welcomed Mr. Pulliam to the Board.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to raise the full-time office staff hourly rate by \$0.50 per hour retroactive to December 31, 2017. Motion carried by all voting aye. (5-0)

TOWNSHIP ENGINEER

Nothing at this time.

TOWNSHIP SOLICITOR

Nothing at this time.

MANAGER

Mr. Mentry requested the appointment of Maher Duessel to conduct the 2017 Financial Audit at a cost not to exceed \$12,000.00.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to appoint Maher Deussel as the CPA firm to perform the 2017 audit at a cost not to exceed \$12,000.00. Motion carried by all voting aye. (5-0)

Mr. Mentry stated that Backup and Disaster Recovery proposals have been received from Computer Network and Repair. Mr. Mentry explained the 3 options that were quoted. Option 1 would give the administrative server and police server cloud backup for all data currently being stored locally. This would allow the Township to retrieve its data in a timely fashion in the event of a disruption to our Township computers. Options 2 and 3 are proposals for business continuity, whereby all programs, data, etc. would be backed up to the cloud. Option 1 utilizes Carbonite Business and is the least expensive of the three options. Mr. Mentry recommended accepting the proposal for option 1 for 2 years. Mr. Mentry stated that, should we find that this is not what we are looking for, we can upgrade to a different option.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve CNR Server Backup and Disaster Recovery Proposal Option 1 for 2 years conditioned on Carbonite being able to have the Township files restored within a 72 hour period. Motion carried by all voting aye. (5-0)

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Shupe stated he has received a proposal from Hendershot Door Systems for a garage door for the addition to the Friedenstahl garage in the amount of \$1,950.00. Mr. Shupe stated that this is included in the 2018 budget. Mr. Mentry stated that \$2,000.00 was budgeted.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve the purchase of a garage door for the Friedenstahl Garage from Hendershot Door Systems at a cost of \$1,950.00. Motion carried by all voting aye. (5-0)

Mr. Shupe requested approval of the proposal from FarmTek for the fabric roof for the salt/cinder bin at the Friedenstahl Garage in the amount of \$4,255.47. Mr. Shupe stated that this is below what was included in the 2018 budget. Mr. Mentry stated that \$4,500.00 was budgeted.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the purchase of a fabric roof for the salt/cinder bin at the Friedenstahl garage from FarmTek in the amount of \$4,255.47. Motion carried by all voting aye. (5-0)

Mr. Shupe stated that the Public Works Department would be picking up holiday trees curbside until January 26 in accordance with the leaf pick up schedule.

RECREATION

Mr. Mentry stated that at the Recreation Board Meeting in December, the Rec. Board discussed the issue of some members having very poor attendance. The Rec. Board felt since they are becoming more involved in Community Day, it is important to have an active group of members. The Rec. Board asked Mr. Mentry to reach out the Board of Supervisors requesting an attendance policy for Rec. Board members. The Board of Supervisors asked Mr. Mentry to reach out to the inactive Rec. Board members to see if they are able to re-commit and to adhere to an attendance policy, therefore, giving the members the chance to re-evaluate whether or not they want to continue to serve as an active member of the Rec. Board. This would allow us to then advertise any vacancy in the Spring Newsletter.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief Cope requested approval to have a uniformed officer present at the Board of Supervisor meetings. Chief Cope stated this recommendation has come from the Safety Committee. Mr. Sylvainus asked if an officer might be more of a necessity at the Zoning Hearing Board Meetings and the Planning Commission Meetings as these meetings are attended by more individuals. The Board tabled this issue at this time, requesting that the Manger reach out to see what other municipalities are doing and what the financial impact of this would be to the Township.

Chief Cope brought the issue of stray dogs and feral cats to the Boards attention. Chief Cope stated the Township is keeping animals too long and is seeking input

from the Board as to a resolution. Chief Cope informed the Board that currently there is no place to take strays that are unclaimed. It was mentioned that the Township could enact an ordinance setting forth fees and penalties when owners retrieve their dogs from the Township. Mr. Rinker stated that he would look for a shelter for the stray dogs. The Board felt 2 business days was adequate time for an owner to claim their dogs and after that it should be relinquished to a shelter. The Board requested Mr. Mentry reach out to other municipalities to see what they are doing with their strays.

EMERGENCY MANAGEMENT

Mr. Rinker stated that a water main break occurred on the 200 block of N. Liberty St. on January 1, 2018.

SAFETY COMMITTEE – Next meeting will be in March of 2018.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion made by Mr. Sylvainus and seconded by Mr. Disbrow to adjourn the meeting at 8:07 p.m. Motion carried by all voting aye. (5-0)

NEXT MEETING: Wednesday, January 17, 2018.

Respectfully Submitted,

*Betty Parrish
Recording Secretary*

MINUTES JANUARY 17, 2018
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, Donna Hirst, Scott Sylvainus, Robert Disbrow and Brian Pulliam.

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

PUBLIC COMMENT

Mrs. Becky Bartlett of 127 4th St. asked if the Township could do anything about the School District leaving the gate open at the 4th St. entrance to the school. Mr. Rinker asked if anyone had a remote. Mrs. Bartlett responded that she had a remote but felt that it was not her responsibility nor anyone else's to go and close the gate all the time. Mrs. Hirst commented that the problem exists due to the amount of traffic using 4th St. to enter and exit the school when dropping off and picking up their children. A major traffic jam also occurs on Tatamy Rd. at the school entrance on a daily basis with parents dropping off and picking up their children. Mr. Rinker stated that there was a meeting scheduled with the Superintendent of the Nazareth Area School District on Tuesday and they would address this issue with him at that time.

APPROVALS

Mr. Mentry revised the agenda by adding a request received from LVPC and discussion of moving funds from the Police Pension Supplement account into a CD.

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

Mr. Sylvainus requested the meeting minutes of January 2, 2018 on page 3 under Signatory Authorization reflect that the Township checks require two signatures: Treasurer/Assistant Treasurer and Supervisor or two Supervisors.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the meeting minutes of January 2, 2018 as corrected by Mr. Sylvainus. 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 Mrs. Hirst to approve the December 2017 Financial and 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 issues.

Police Chief William Cope presented a plaque to Mr. William Kirk as a thank you for his generous donation of a bicycle to the Township Police Department.

TOWNSHIP ENGINEER

Mr. Dooley presented Hanover Engineering's request for a reduction in the letter of credit for Morningstar Heritage Village Phase 1 from \$1,049,326.20 to \$616,837.00 in accordance with Keystone Consulting Engineers letter of January 10, 2018.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve Morningstar Heritage Village Phase 1 request for a reduction in the letter of credit from \$1,049,326.20 to \$616,837.00. Motion carried by all voting aye. (5-0)

Mr. Dooley gave an update on the various developments and projects throughout the Township. Mr. Dooley stated that the Municipal Building Roof had been advertised and the bid opening is scheduled for January 31, 2018, at 8:00 am.

Mr. Dooley gave a presentation of the 2018 Road Program. Discussion took place with regard to the various types of surface treatments available and cost for each. Using the fog seal method provides a smoother surface, is not liquid fuels approved, and costs more. The high performance chip seal also is not liquid fuels approved and costs less than the fog seal, allowing us to cover more road miles than the fog seal method. Mr. Sylvainus asked if the high performance chip seal method is used in other areas. Mr. Dooley responded, that yes, it is used in other municipalities around our area. Mr. Dooley will provide a listing of municipalities and roads that have been treated with this method. Mr. Mentry stated that last year an article appeared in the PSATS News about the various road surface treatments available, and he would locate that article and distribute it to the Board.

Mr. Dooley presented his plan for road striping on Friedenstahl Ave. after the surface treatment is applied. Mr. Dooley proposed lined parking spaces on the west side of Friedenstahl Ave. along the Calandra property to define the acceptable parking area. Mr. Dooley also recommended less cross-hatching on Friedenstahl Ave. as a cost savings measure.

Mr. Dooley asked the Board for feedback on using PSATS approved PennBid when advertising for bids. Mr. Dooley explained that the cost is generally between 1/10 of a percent and ¼ of a percent of the contract price and is paid by the bidder, which is built into the contract costs. Mr. Dooley recommended using PennBid due to the lack of competitive bids we have received in the past for various projects. Mr. Dooley explained that this media reaches a larger audience and increases the competitiveness of the bids. Mr. Dooley stated that if the project cost is less than \$13,000 there is no fee. Mr. Mentry stated that the Township will be prepared to go out to bid on the 2018 Road Surface Treatment project at the February 7, 2018 meeting.

Mr. Dooley discussed roller compacted concrete due to the potential of a warehouse on Gun Club Rd. Mr. Dooley stated that this method is used primarily in high load areas. Mr. Dooley stated that PPL uses this type surface in all their yards. Mr. Dooley stated that cities in Ohio and other states put it in all their specs. Mr. Dooley suggested testing this type surface on 1st St. prior to considering using it out on Georgetown Rd. Mr. Disbrow asked if 1st St. was a highly travelled road. Mr. Dooley responded that it is not, but would allow us to test the product.

Mr. Sylvainus inquired as to the status of the guiderail work. Mr. Dooley responded that Mr. Mentry applied for the ARLE Grant back in September and we have not heard anything yet.

TOWNSHIP SOLICITOR

Nothing at this time.

TOWNSHIP MANAGER

Mr. Mentry stated that proposals had been received from 4 engineering firms for our Pollution Reduction Plan and MS4 renewal. A public workshop was held prior to tonight's Board meeting to discuss these proposals. Mr. Mentry recommended approving the proposal from Keystone Consulting Engineers for a cost of \$11,000.00.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve the proposal from Keystone Consulting Engineers to complete the Upper Nazareth Township Pollution Reduction Plan at a cost of \$11,000.00. Motion carried by all voting aye. (5-0)

Mr. Mentry asked the Board for approval of attendees to the PSATS Conference April 22 through April 25, 2018.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve Mr. Mentry, 5 Supervisors and Shawn Shupe attending the 2018 PSATS Conference April 22 to April 25, 2018. Motion carried by all voting aye. (5-0)

Mr. Mentry stated that he had received a letter from LVPC for the formalization of the Lehigh Valley General Assembly requesting attendance by at least one elected official from each municipality and they are free to bring other staff members. The General Assembly will meet three times a year. Mr. Sylvainus, Mrs. Hirst, Mr. Rinker, Mr. Disbrow and Mr. Mentry will be in attendance.

Mr. Mentry requested to move \$50,000.00 from the Police Pension Supplement Account into a CD with a high interest rate.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve moving \$50,000.00 from the Police Pension Supplement Account into a higher interest bearing CD. Motion carried by all voting aye. (5-0)

APPROVAL OF DEPARTMENT REPORTS

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

PLANNING & ZONING

Mr. Soloe stated that he had received a request from a local resident on the west end inquiring if the Township would be willing to install streetlights where there are none. When asked what the location was, Mr. Mentry responded Rising Sun Ct. Attorney Asteak stated that this was addressed during the land development review process. Attorney Asteak stated that if we are going to entertain this request, we should notify all the residents of the development, as some people do not want lights. Attorney Asteak reiterated that this is something that is addressed in the subdivision and land development process and people know what is going to be there when they buy into a development. Mr. Mentry recommended that the Township not get involved in this issue. The Board declined to get involved.

PUBLIC WORKS

Nothing at this time.

RECREATION

Mr. Mentry brought up the subject of converting the existing volleyball court at Tuskes Park into a parking area, yielding 40 to 50 additional spaces, as was discussed during one of the budget workshops. Mr. Mentry requested a formal motion on this, if the Board was in agreement with this conversion. Mr. Sylvainus expressed his concern with this area being too close to the pavilion. Mr. Disbrow stated that more parking is necessary as parking is very chaotic during some weekends. Mr. Sylvainus had no objection to removing the volleyball court, but objected to the area being converted to parking. Mr. Rinker stated that he remembers ESSROC verbally agreeing to allow the Township to put parking spaces on their land adjacent to Tuskes Park. Mr. Mentry will follow up on this matter with ESSROC. This was tabled for further information.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief Cope requested approval to hire 3 additional part-time Police Officers. This request is being made due to the removal of several part-time Police from the roster due to their being unable to commit to working scheduled hours, as well as the necessity of filling holes created when full-time officers are out on leave.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve hiring 3 additional part-time Police Officers. Motion carried by all voting aye. (5-0)

EMERGENCY MANAGEMENT

Mr. Rinker stated that a water main break occurred on Saturday at 3rd St. and Friedenstahl Ave.

Mr. Rinker stated that a sinkhole opened up at Tuskes Park along a gas line in the swale along the tree line behind the backstop of field #3 along the Polak property.

SAFETY COMMITTEE

Nothing at this time.

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 at 8:20 p.m.
Motion carried by all voting aye. (5-0)

Respectfully submitted,

Betty Parrish
Recording Secretary

MINUTES FEBRUARY 21, 2018
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:12 p.m. by Chairman Mike Rinker.

Pledge of Allegiance

Board members present were: Mike Rinker, Donna Hirst, Scott Sylvainus, Robert Disbrow and Brian Pulliam.

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

PUBLIC COMMENT

Mrs. Wilhelmina Donnelly of 50 N. Broad St. Ext. asked what she should do about a neighbor that has garbage and what appears to be an abandoned car in her driveway. The Board directed Mrs. Donnelly to contact the Zoning Officer with this issue.

Ms. Amy Craig-Ament of 126 4th St. stated that she is concerned about the traffic on 4th St. and the safety of the children crossing 4th St. and Friedenstahl Ave. Ms. Craig-Ament wanted to know why we did not have a crossing guard at that intersection. Mrs. Hirst stated that this would be addressed during the Supervisors Comments.

APPROVALS

Mrs. Hirst revised the agenda by adding the Friedenstahl Ave. safety issues and Lehigh Valley General Assembly meeting update. Mr. Rinker also added raises for the Manager, Police Chief, and Public Works Director under Supervisors Comments.

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 Mrs. Hirst and seconded by Mr. Sylvainus to approve the meeting minutes of January 17, 2018. 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 Mrs. Hirst and seconded by Mr. Sylvainus to approve the January 2018 Financial and 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 purposes.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve Manager salary increase of 2.5% effective February 4, 2018. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve Public Works Director salary increase of 2.5% effective February 4, 2018. Motion carried by all voting aye. (5-0)

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve Police Chief salary increase of 2.5% effective February 4, 2018. Motion carried by all voting aye. (5-0)

Mrs. Hirst started a discussion regarding the safety issues surrounding Friedenstahl Ave. and the intersecting streets on the southernmost part of Friedenstahl Ave. Mrs. Hirst stated that she is a resident in that area and many of her neighbors have contacted her with concerns about the safety of the children crossing the streets in that neighborhood. Mrs. Hirst wanted to know what options would be available to create a safer crossing area for the school children.

Mr. Shupe stated that speed humps or rumble strips could be utilized but this solution creates quite a bit of noise, which the residents in that area would not be happy about. Chief Cope stated that the police have been in the area more frequently and traffic slows when the police are seen, but as soon as they are gone, the traffic speeds up again.

Ms. Eileen Michele Adams of 147 Tatamy Rd. stated that there is no busing for the children that live on Tatamy Rd. They all must walk. Ms. Adams stated that when her children go to the middle school she drives them as it is too dangerous for them to walk.

Mr. Rinker asked if more stop signs could be placed at other intersections. One suggestion was to place a crossing guard at one of the intersections. Mr. Dooley stated that he had discussed this issue with Mr. Mentry and the line striping on the road could be changed to create a different traffic pattern. Mr. Dooley stated that Friedenstahl Ave. has a straight shot from 5th St. to Tatamy Rd. and people drive what speed they interpret to be safe. Mr. Dooley suggested holding public sessions to get input from the residents as to what they would like to see in that neighborhood. Mr. Dooley said speed humps could be a solution, however, people accelerate to make up the time between humps. Mr. Dooley stated the solution to this issue is going to take a commitment from the Board of Supervisors to look at the solutions and budget for it.

Mrs. Hirst stated that the problem with crossing guards is that the students crossing the roads does not just happen at the beginning and end of the school day. There are many after school activities whereby students need to cross the roads during non-traditional start and end times. Mr. Dooley suggested partnering with the school district for safe routes to school, as he does not believe there is a designated route for walking students.

Police Chief Bill Cope stated that a short term solution might be to use fire police as crossing guards.

Mrs. Hirst reported that she and Mr. Rinker, Mr. Disbrow, and Mr. Sylvainus attended the Lehigh Valley General Assembly meeting where they diagrammed what they are planning for the entire Lehigh Valley.

Mr. Disbrow recognized a Boy Scout in attendance at the meeting and asked him to tell the Board why he was in attendance. Mr. Nick Adams stated that he was from Boy Scout Troop 78 and he is working on a merit badge that requires attendance at a meeting in the community to learn about the issues. Mr. Adams stated that he would be taking back to his troop the Friedenstahl Ave. safety problems. Mr. Adams also stated that he would be working on his Eagle Scout Badge in the future and would appreciate ideas for his project.

Mr. Disbrow presented a slide show of the recent fire in his neighborhood highlighting the timeline of events and how rapidly this fire spread through the unit. Mr. Disbrow explained how rapidly the Fire Department responded to this fire and how well they handled the situation. Mr. Disbrow thanked the Upper Nazareth Fire Department and all additional fire, police and emergency personnel who assisted.

Mr. Mentry announced that this week is National Engineers Week.

TOWNSHIP ENGINEER

Mr. Dooley stated that bids were received on January 31, 2018, for the replacement of the Township Building roof. Mr. Dooley recommended awarding the bid to RAM Siding Co., Inc. RAM Siding's bid was the lowest and they are the company that recently replaced the roof at the Plainfield Township municipal building. Mr. Dooley recommended the Board approve Option A in the amount of \$29,881.00 for a 50 year shingle roof.

Motion was made by Mrs. Hirst and seconded by Mr. Rinker to award the Municipal Building Roof Replacement to RAM Siding Co., Inc. in the amount of \$29,881.00 for Option A. Motion carried by all voting aye. (5-0)

Mr. Dooley asked the Board to authorize the Public Works Director to be able to approve additional unforeseen costs that may arise during the replacement of the roof up to \$6,500.00.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to authorize the Public Works Director to be able to approve additional unforeseen costs that may arise during the replacement of the roof up to \$6,500.00. Motion carried by all voting aye. (5-0)

Mr. Dooley requested approval to advertise for bids for the 2018 Road Surface Treatment Program which consists of Option B Linestriping Township wide to include only double yellow and white shoulder lines along Friedenstahl Ave. for an approximate cost of \$14,549.40. Mr. Dooley recommended the High Performance Chip Seal surface treatment for Mitchell Ave., the Hillside development, and the Creekside development. Mr. Dooley recommended delaying the road work on Friedenstahl Ave. until 2019.

Mr. Mentry stated that Mr. Dooley had provided him with areas in the Lehigh Valley that have utilized the high performance chip seal on their roads. Mr. Mentry and Mr. Shupe went to

look at some of the roads that this process was used on and found them to be in very satisfactory condition. The roads that they looked at had been surface treated in different years, so they were able to get a comparison and see what they would look like after 2, 3, 4, etc. years.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve advertising for the 2018 Road Surface Treatment Project. Motion carried by all voting aye. (5-0)

Mr. Dooley introduced Mr. Phil Malitsch of Hanover Engineering. Mr. Malitsch stated that Heritage Village Phase 2 has been approved by the Board previously, and in the next month they are hoping to move forward with recording the plan. Mr. Malitsch handed a drawing of the proposed earth moving plan that Heritage Village will be doing on their site. This plan involves harvesting dirt from Phases 3 and 4 to be used as fill in Phase 2. Utilizing dirt from Phases 3 and 4 will eliminate the need to truck in the required 20,000 to 30,000 cubic yards needed, thereby eliminating the large number of truck traversing the Township roads. Mr. Malitsch stated that their NPDES permit covers the entire site. Mr. Malitsch stated that this plan is basically a 95% grading exercise. The plan includes the construction of a temporary bridge over the creek in order to move the dirt across the site. Their plan is to convert the basin from a sedimentation basin into an infiltration basin. The plan is for the basin to be secured with the Phase 2 Improvements Agreement.

Mr. Dooley reiterated that approximately 4,000 trips will be eliminated by Heritage Village Phase 2 earthmoving plan. Mr. Dooley stated that basin B will be completed with Phase 2 but basin A will not be completed until the entire site is complete, as the remainder of the entire site empties into basin A.

Mr. Soloe stated that no work will proceed with this plan until the improvements agreement is completed and controls have been put in plan regarding hours of operation, dust control, traffic flow, noise control, etc.

Mr. Mentry stated that no action is required by the Board for this item.

TOWNSHIP SOLICITOR

Nothing at this time.

TOWNSHIP MANAGER

Mr. Mentry stated that the 2017 4th Quarter Uninvest and Nationwide Police Pension reports are available for review.

Mr. Mentry asked the Board to approve the Manager's request to attend the PELRAS and APMM conferences.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve Manager's conference request to attend the PELRAS and APMM conferences. Motion carried by all voting aye. (5-0)

Mr. Mentry asked for the Board to approve the Treasurer's request for attendance at the GFOA Conference and either the CD&H or the Workers' Comp Conference.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve Treasurer's conference request to attend the GFOA Conference and either CD&H or the Workers' Comp Conference. Motion carried by all voting aye. (5-0)

Mr. Mentry asked the Board to approve the proposal from Royal Security for upgrades to the security camera system at the Municipal Building. Several of the existing cameras will be relocated to provide better viewing access to the building as well as some of the existing cameras will be replaced. This upgrade includes a new monitoring system for a total cost of \$3,288.00. This does not include the option monthly fee for remote viewing capability. These costs were included in the 2018 Budget.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the proposal from Royal Security for upgrades to the security camera system at the Municipal Building for a cost of \$3,288.00. Motion carried by all voting aye. (5-0)

Mr. Mentry asked the Board to approve the proposal from Royal Security for the installation of an access control system for the Tuskes Park concession building for a total cost of \$2,688.00 plus a \$45.00 per month monitoring fee. This system is a key strip or fob system that we would have complete control over. Under the current key system, keys are able to be duplicated and passed around without the Township's knowledge. These costs were included in the 2018 Budget.

Motion was made Mr. Rinker and seconded by Mrs. Hirst to approve the Tuskes Park Access Control Installation through Royal Security at a cost of \$2,688.00 plus \$45.00 per month monitoring fee. Motion carried by all voting aye. (5-0)

Mr. Mentry asked for approval to proceed with the Spring newsletter for up to 8 pages at a cost of approximately \$2,500.00. Mr. Mentry stated that the deadline to submit articles for the newsletter is Friday, March 2, 2018. Mr. Mentry asked the Board for their opinion on using another company for the fall newsletter that procures local businesses to advertise, thereby eliminating a cost to the Township. Mr. Mentry stated that numerous municipalities use this company. The Board asked Mr. Mentry to gather some samples and revisit this at a later date.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve the quote from Allegra for printing and postage costs for the Spring newsletter at a cost of approximately \$2,500.00. Motion carried by all voting aye. (5-0)

Mr. Mentry updated the Board about the front door of the building being locked during the daytime. Mr. Mentry said that this is working fairly well, however, the current buzzer system

has failed on numerous occasions and is not able to be heard anywhere but in the front office. Mr. Mentry said this will be discussed at the next Safety Committee meeting for options to address this issue. Mr. Mentry also said that 2 quotes were received for replacing the glass access to the police and office receptionist areas. One quote was for under \$1,000.00 and the other was for over \$10,000.00 to put in security glass.

Mr. Mentry gave a 2017 budget recap informing the Board that we finished the year on a strong note stating that the net income for 2017 was \$373,519.20. This is partly due to spending freezes that were enacted for the 4th quarter of 2017.

APPROVAL OF DEPARTMENT REPORTS

Motion was made by Mrs. Hirst and seconded by Mr. Rinker to approve the Zoning, Police, Public Works and Fire (December and January) reports as submitted. Motion carried by all voting aye. (5-0)

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Shupe presented a proposal from American Biosoils & Compost, located on Lower Mud Run Rd. in Lower Mount Bethel Township, for the disposal of yard waste that is collected at the Friedenstal Yard Waste Facility. Mr. Shupe stated that American Biosoils is DEP permitted. Mr. Shupe stated that Scotta Equipment is no longer accepting our material. The cost for this service will be about the same as what Scotta Equipment was charging.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the proposal from American Biosoils & Compost for the disposal of yard waste material from the Friedenstal Facility. Motion carried by all voting aye. (5-0)

Mr. Shupe requested approval of the street sweeping (April 2 through 6), Spring curbside yard waste collection (April 16 through 20) and Yard Waste Facility open (April 21) dates.

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve the street sweeping (April 2 through 6), Spring curbside yard waste collection (April 16 through 20) and Yard Waste Facility open (April 21) dates. Motion carried by all voting aye. (5-0)

Mr. Shupe requested Board approval to proceed with the purchase of a Marathon Tack Sprayer from U.S. Municipal (a COSTARS approved vendor) in the amount of \$13,500.00 as approved in the 2018 budget. Mr. Shupe stated that \$14,000 was budgeted for this item.

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve the purchase of a Marathon Tack Sprayer from U.S. Municipal (a COSTARS approved vendor) in the amount of \$13,500.00 as approved in the 2018 budget. Motion carried by all voting aye. (5-0)

RECREATION

Mr. Rinker stated that we are still waiting to hear back from the cement company regarding land for additional parking at Tuskes Park, so this agenda item will be tabled until we have an update.

Mr. Mentry stated that there currently exists a vacancy on the Recreation Board as Eileen Haney has resigned. Mr. Mentry stated that one letter of intent from Mr. Scott Sylvainus has been received.

Mr. Sylvainus stated that he had been on the Rec Board for about 10 years until Township Code reflected that he was not able to be on that Board. Recently, that part of the Township Code has been updated to clarify the language used, thereby allowing Mr. Sylvainus to again participate as a member of the Rec. Board.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to appoint Mr. Sylvainus as a member of the Recreation Board with a term expiring on December 31, 2021. Motion carried by all voting aye. (5-0)

PUBLIC SAFETY

POLICE DEPARTMENT

Chief Cope requested approval of Resolution #18-06 to update the Police Fee Schedule. Chief Cope stated that the current fee schedule is very old and outdated.

Motion was made by Mrs. Hirst and seconded by Mr. Rinker to approve Resolution #18-06 Update Police Fee Schedule. Motion carried by all voting aye. (5-0)

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Next meeting is March 23, 2018 at 9:00 am.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to adjourn at 9:07 p.m.
Motion carried by all voting aye. (5-0)

Respectfully submitted,

Betty Parrish
Recording Secretary

MINUTES MARCH 26, 2018
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, Donna Hirst, Scott Sylvainus, Robert Disbrow and Brian Pulliam.

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

PUBLIC COMMENT

Mr. Tom Weaver of 22 Seyfried St. stated that there is a large amount of stones in his yards from the oil and chip process that was applied to Seyfried St. last summer. He has had to sweep multiple times and is afraid to mow his grass because of all the stones. Mr. Weaver stated that he did not know why his street was done at all and that the process used is more for country roads. Mr. Shupe stated that he would meet with him at 10:00 am on Wednesday, March 28, 2018.

APPROVALS

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

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve the meeting minutes of February 21, 2018. Motion carried by all voting aye. (5-0)

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

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve the February 2018 Financial and 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 purposes.

TOWNSHIP ENGINEER

Discussion took place regarding the hazards crossing Friedenstahl Ave. Mr. Dooley presented the Board with supplemental maps showing the non-transport areas for each of the schools within the Township. Mrs. Hirst mentioned PA Law 212.501 as a potential basis for creating a school zone and putting in flashing speed limit and school zone warning signs.

Ms. Lori Dellanno of 153 Silo Circle stated that some parents do not stop for students walking to school, at the four-way stop, or even for stopped busses. Mr. Weaver suggested having an officer on Friedenstahl Ave. at all times. The possibility of crossing guards at certain intersections was also discussed.

Mr. Mentry stated that the school district should be involved in the conversation since they are essentially encouraging students to walk to school where there are no sidewalks. Mr. Mentry also stated that a traffic or engineering study would likely be required for any major roadway or intersection improvements, and that Board authorization would be required in order for the Township Engineer to move forward with any of the proposed solutions. Attorney Asteak added that the Township needs to explore all liability issues before doing anything. The Board requested more formal costs for crossing guards at this time.

TOWNSHIP SOLICITOR

Nothing at this time.

TOWNSHIP MANAGER

Mr. Mentry requested the Board establish a Vehicle and Equipment Account and transfer monies into this account on an annual basis in order to offset the cost of equipment and vehicles when necessary. Mr. Mentry stated that this account would be opened in accordance with the transfer of funds as designated in Resolution 18-07 Fund Balance Transfers, which he is asking the Board to approve.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve the establishment of a Vehicle and Equipment Account. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to adopt Resolution 18-07 Fund Balance Transfers. Motion carried by all voting aye. (5-0)

Mr. Mentry requested approval to participate in the COSTARS Electric Procurement Program for the supply of electricity to the Township. The Township participation would be for 10 of the current accounts the Township has with Met-Ed. Six of these accounts are currently under contract for energy supply that will expire in May, 2018.

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve participation in the COSTARS Electric Procurement Program. Motion carried by all voting aye. (5-0)

Mr. Mentry updated the Board on the progress of the HOME Program. The Board asked if the target area could be expanded. Mr. Mentry stated that our contract lists a certain target area within the Township for rehabilitation, but that we could look into additional marketing for eligible recipients.

Mr. Mentry stated that the Safety Committee recently viewed a presentation about Code Red which is an emergency notification system whereby residents of the Township can be

notified by text, email or landline when an emergency occurs within the Township, such as road closures, shelter openings, etc. Mr. Mentry requested approval for a 3 year contract. This item was tabled until April 4, 2018, in order to clarify our population being listed incorrectly.

Mr. Mentry asked to table the discussion of hiring a Management Intern.

Mr. Mentry requested approval to support Lower Nazareth Township's Grant to update their parks, recreation, and open space plan.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to authorize the Township Manager to send a letter in support of Lower Nazareth Township's Grant to Update Park, Rec, and Open Space Plan. Motion carried by all voting aye. (5-0)

Mr. Mentry stated that he received a request from the Fire Department to use Liebert Field for their Easter Egg Hunt on March 30, 2018, from 9:00 am to 4:00 pm.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve Upper Nazareth Fire Department's use of Liebert Field on March 30, 2018, from 9:00 am to 4:00 pm for an Easter Egg Hunt. Motion carried by all voting aye. (5-0)

Mr. Mentry stated that he received a request from the Nazareth Borough Municipal Authority to purchase the current EMS trailer for \$5,000.00. Mr. Mentry stated that the Board had included the purchase of a new trailer for \$10,000 in the 2018 Budget, but that the purchase was contingent on the sale of the old trailer for \$5,000. Mr. Mentry explained that since this transaction was between a municipality and a municipal authority, the competitive bidding process was not required per the Second Class Township Code.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to approve the sale of the Emergency Management trailer to Nazareth Borough Municipal Authority for \$5,000.00. Motion carried by a vote of 4-0 with Mr. Rinker abstaining.

Mr. Mentry stated that he would like to move forward with using HomeTownPress for the publication of the fall newsletter. Mr. Mentry stated that they secure the advertising which offsets the cost of the publication. The Board requested more information regarding whether or not they would meet the Townships deadline for mailing of the newsletter.

Mr. Mentry brought up the subject of having an additional paid police officer at the Board meetings. Mr. Sylvainus suggested that this be handled on a case by case basis. Mr. Rinker wanted to know what the school district does for their meetings. Mr. Disbrow stated that he would be OK with handling this on a case by case basis.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to approve having one officer (most likely the Chief) at all Board of Supervisor Meetings and all other meetings to be handled on a case by case basis. Motion carried by all voting aye. (5-0)

Mr. Mentry brought up the subject of animal control within the Township. Attorney Asteak stated that the COG was working on this issue and that a sub-committee was formed to discuss this issue.

Mr. Mentry stated that the work on the new roof would begin as soon as the weather forecast shows 3 consecutive days of good weather. Mr. Mentry stated that the shingles should be received in approximately one week.

Mr. Mentry stated that the camera system upgrades had been scheduled with Royal Security, and that the access control work at Tuskes Park would be scheduled within the next few weeks.

Mr. Mentry stated that he did receive a response from the cement company concerning the Township's interest in acquiring some of their land for additional parking. He is still waiting to hear back from them once they have a chance to discuss with upper management.

Mr. Mentry stated that he was working with the Recycling Coordinator to finish the 902 Grant application for a hook truck, surveillance at the yard waste facility, and potential land acquisition. He stated that the Township had to advertise for three consecutive weeks in the Express Times as required by DEP.

Mr. Mentry stated that Jack Gum, the Township's representative to the Nazareth Borough Municipal Authority, asked him to state that the NBMA would be advertising a new policy to deal with residents who do not pay their sewer bills. He stated that in the past there have not been any penalties for delinquent accounts, but now there will be late fees assessed that could lead to a property's water being shut off. Mr. Mentry stated that two advertisements would be appearing in nonconsecutive weeks in The Key.

APPROVAL OF DEPARTMENT REPORTS

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

PLANNING & ZONING

Mr. Sylvainus stated that the Planning Commission meeting was held on March 15 and they discussed bike and pedestrian paths through the Township as part of the Official Map. He stated that they also had a sketch plan for an additional apartment building in the Mount Vernon East Retirement Village, but that the applicant needed several approvals from the Zoning Hearing Board before proceeding.

Mr. Mentry stated that the Zoning Hearing Board will have a meeting on Wednesday, March 28, 2018, at 6:30 pm.

PUBLIC WORKS

Mr. Shupe stated that street sweeping would begin next week and residents are being urged to remove their cars from the roads.

Mr. Shupe requested approval to hire Dean Steckel as a full-time laborer for the Public Works Department at the rate of \$18.11 per hour. After a 90 day probationary period, Mr. Shupe recommends adjusting the hourly rate to 90% of the current full-time rate.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the hiring of Dean Steckel as Public Works Department full-time Laborer 2 at the rate of \$18.11 with an adjustment to 90% of the current full-time rate after a 90 day probationary period. Motion carried by all voting aye. (5-0)

RECREATION

Nothing at this time.

PUBLIC SAFETY

POLICE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Mr. Rinker stated that 33 wire calls and 15 tree calls were received during the March 2 storm due to the wind. Mr. Fassl stated that they received 44 calls just that day for a total of 80 calls for the month of March when they usually see only 25 to 30 calls per month.

SAFETY COMMITTEE

Mr. Rinker stated that CPR training can be provided at a cost of \$55.00 per person for a 3-hour session.

Mr. Mentry stated that the Safety Committee met on Friday, March 23 and several items were discussed to be presented to the Board for consideration, which would take place at the next meeting. One of the main topics discussed was the security of the entrance to the Township building and the need to upgrade the two windows for the police and administration offices. Mr. Mentry stated that if the Board would like to continue the policy of keeping the front door locked during business hours, some funds would need to be allocated for upgrades to the buzzer system. He stated that he received two quotes, ranging from about \$900 to \$10,000, for replacing the glass for the two windows.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to adjourn at 8:33 p.m.
Motion carried by all voting aye. (5-0)

Respectfully submitted,

Betty Parrish
Recording Secretary

MINUTES APRIL 4, 2018
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 Brian Pulliam. Donna Hirst was absent.

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

PUBLIC COMMENT

There was no public comment at this time.

APPROVALS

Mr. Mentry asked that the agenda be revised to reflect the addition of authorization for the Engineer and Solicitor to take part in the Zoning Hearing Board meeting on April 25, 2018.

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. Pulliam to approve the meeting minutes of March 26, 2018. Motion carried by all voting aye. (4-0)

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

SUPERVISORS' COMMENTS

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

Mr. Rinker requested authorization for the Township Engineer and Township Solicitor to take part in the Zoning Hearing Board meeting on April 25, 2018.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to authorize the Township Engineer and the Township Solicitor to take part in the Zoning Hearing Board meeting on April 25, 2018. Motion carried by all voting aye. (4-0)

Mr. Mentry stated that he was in touch with Nazareth Borough regarding the crossing guards they use in borough. Mr. Mentry stated that the crossing guards work three 35-minute shifts; before school, after school, and late dismissal. The borough pays the crossing guards \$11.00 per shift. If we paid the same amount, the total annual cost per crossing guard would be

approximately \$7000 with workman's compensation and other employer paid benefits included. Mr. Mentry stated that there would also be some up-front costs for training and equipment. Mr. Mentry stated that the borough utilizes the more experienced crossing guards to provide the training as well as the police. Nazareth Borough told Mr. Mentry that they would offer their assistance with training if needed. Mr. Mentry stated that if we were to move forward with placing crossing guards on Friedenstahl Ave. it could raise further issues with other residents wanting crossing guards in their developments. Mr. Mentry also informed the Board that we were in touch with the workers compensation insurance company and were informed that crossing guards were grouped with the police.

Mrs. Donnelly asked if the 2-way stop at 4th St. could be made into a 4-way stop. Mr. Dooley stated that there are certain criteria that have to be met in order to install additional stop signs and that we do not meet that criteria. Mr. Dooley stated that the regulations are federally controlled.

Mr. Mentry asked what the requirements would be to reduce the speed limit on Friedenstahl Ave. to 25 miles per hour. Mr. Dooley responded that he would substantiate the need for the reduction in speed limit in a report as was done previously for Rose Inn Ave. Attorney Asteak informed the Board that the reduction in speed limit would be done through an ordinance based on the report from the Engineer.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to authorize the Solicitor and the Engineer to move forward with the process of reducing the speed limit by 10 miles per hour on Friedenstahl Ave. between Tatamy Rd. and to the top of the hill just beyond 5th St. Motion carried by all voting aye. (4-0)

TOWNSHIP ENGINEER

Mr. Dooley stated that the bid opening for the 2018 Road Surface Treatment Program was Tuesday, April 3, 2018. There were three requests for bid packages with only one bid response from Asphalt Maintenance Solutions. Mr. Dooley requested approval to award the 2018 Road Surface Treatment to Asphalt Maintenance Solutions for a total of \$191,018.40. Mr. Dooley stated this bid was less than the estimate of \$204,470.00.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to award the 2018 Road Surface Treatment Project to Asphalt Maintenance Solutions in the amount of \$191,018.40. Motion carried by all voting aye. (4-0)

Mr. Dooley requested authorization for the Manager to approve additional funding up to \$10,000.00 to accommodate adjustments to work quantities and/or escalation of the asphalt index price.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve additional funding up to \$10,000.00 to accommodate adjustments to work quantities and/or escalation of the asphalt index price. Motion carried by all voting aye. (4-0)

TOWNSHIP SOLICITOR

Nothing at this time.

TOWNSHIP MANAGER

Mr. Mentry mentioned that RAM Roofing possibly would begin installing the new roof on Monday, weather permitting.

Mr. Mentry informed the Board that the proposal from Code Red was correct. The incorrect resident information was only in the attachment and has been corrected. Discussion took place as to the process for using Code Red, how messages would be received, who would be authorized to send out messages, etc. Mr. Sylvainus stated that he did not want to commit to three years in case we don't like the service, and that he thought we could just use Twitter for free instead. Mr. Mentry stated that he could easily create and manage a Township Twitter account for free, but he's not sure how effective it would be in reaching a large enough audience. Mr. Pulliam asked about any potential liability issues, and how we would gauge the success of the service. He asked what percentage of residents would have to sign up for it to be considered a success? Mr. Mentry stated that the Board could establish a baseline goal in order to determine whether or not the first year was successful. He stated that somewhere between 30-50% of Township residents would be a success. Mrs. Parrish explained the process of receiving messages and how information would be distributed to Township residents.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve a one-year contract for \$2,500.00 with Code Red. Motion carried by all voting aye. (4-0)

Mr. Mentry requested authorization to hire a Management Intern for the summer.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to authorize the Manager to hire up to 2 Management Interns for the summer. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval to use HometownPress to publish the Fall Newsletter.

Motion was made by Mr. Rinker and seconded by Mr. Pulliam to approve using HometownPress for the publication of the Fall Newsletter. Motion carried by all voting aye. (4-0)

Mr. Mentry informed the Board that he and Mr. Dooley recently attended an LTAP course on Posting and Bonding of Local Roads. Mr. Mentry stated that some of our roads will be impacted by the Penn East Pipeline coming through the Township. This is a way to protect our infrastructure from the truck traffic during the construction of the pipeline. Mr. Mentry stated that the roads would have to be posted with either dimensional restrictions or weight restrictions. These restrictions would require the trucking companies to post a bond for a minimum of \$12,500.00 per mile. Once bonded and once the threshold for damage is met, the

companies either have to pay the Township to make the improvements or make the improvements themselves. Mr. Dooley said that an engineering study would need to be performed whereby we would core the roads to find out the current structure. The Board of Supervisors would like to move forward with compiling further information on this process including which roads will be impacted.

Mr. Mentry told the Board that the Planning Commission has been working on the Official Map. Mr. Mentry reminded the Board that we received a mini-grant from Lehigh Valley Greenways for work on the Official Map which expires in July. Mr. Mentry stated that once the draft is completed the map will then need to be sent to Bryan Cope, the Lehigh Valley Planning Commission, and our neighboring municipalities. Once we receive feedback, we will advertise and host at least one public meeting on the Official Map, which could take place during a Board meeting but doesn't have to. Once the Official Map is finalized, it will then be advertised and adopted by ordinance.

PLANNING & ZONING

Mr. Soloe updated the Board on the recent Zoning Hearing Board Appeal from Ray Orwig. Mr. Soloe informed the Board that the Karate Studio had vacated the premises and Mr. Orwig would like to build two apartments in the vacated space. Mr. Soloe said that the Zoning Hearing Board granted Mr. Orwig's request for the special exception and the property will now be mostly residential, eliminating some traffic.

Mr. Mentry stated that a letter was received from New Enterprise Stone and Lime granting an extension to review their land development plan.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to accept New Enterprise Stone and Lime's extension for the review of their land development plan through July 1, 2018. Motion carried by all voting aye. (4-0)

PUBLIC WORKS

Nothing at this time.

RECREATION

Nothing at this time.

POLICE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Mr. Rinker stated he and Mr. Mentry were continuing to work on the hazard mitigation plan worksheets.

SAFETY COMMITTEE

Mr. Mentry stated that the Safety Committee met on Friday, March 23rd and is requesting the Board approve the proposal from Hecktown Glass for the installation of security glass in the two front reception areas. Mr. Mentry stated that the Safety Committee is looking for direction from the Board as to how to proceed. Mr. Mentry stated that only two quotes were received ranging from about \$900 to \$10,000. The Board would like at least two more quotes for the replacement of these windows. Chief Cope stated that currently his window is not locked and is being held closed with a piece of paper and a stick. Chief Cope stated that this is an issue that needs to be addressed and finalized at the next meeting.

Mr. Mentry brought up the need to fix or replace the current buzzer/intercom system at the front door. The current system is not working properly, sometimes not working at all. Mr. Sylvainus asked if the new glass was installed in the reception areas would we then unlock the front door. Mr. Sylvainus stated that other Townships do not lock their doors and are wide open, such as the case with Palmer Township. Mrs. Parrish responded that Palmer Police and Township are separate buildings. Palmer Police are not wide open, they are behind protective glass. Mrs. Parrish also stated the police are not always available and what preceded the locking of the front door was having individuals seeking protection from being followed. Mrs. Parrish commented that both times Mr. Disbrow was present when this was occurring. Chief Cope stated that one of the individuals was a heroin addict and there was an active warrant out for their arrest. Mrs. Donnelly strongly suggested that the Board spend the money and get the system fixed. Mr. Mentry will work on getting a quote from Royal Security to upgrade or possibly replace the buzzer/intercom system.

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 at 8:07 p.m.
Motion carried by all voting aye. (4-0)

Respectfully submitted,

*Betty Parrish
Recording Secretary*

MINUTES APRIL 18, 2018
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, Donna Hirst, Scott Sylvainus, Robert Disbrow and Brian Pulliam.

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

PUBLIC COMMENT

Becky Bartlett of 127 4th St. stated that once again the 4th St. gate leading into the school is being left open at all hours. Mr. Mentry asked if she had gone to the School Board about this issue. Mrs. Bartlett responded that she is going to.

Mr. Richard Dixon of 15 Meyers St. addressed the Board seeking input as to the status of the request for the subordination of the CDBG conditional grant that he had received about four years ago. Mr. Dixon was informed that the Township received a request from the Title Insurance Company on Thursday, April 12, 2018, for a payoff amount. A letter was sent with that information on the same day. On Friday the Title Insurance Company called wanting the Township to execute the subordination. Mr. Mentry stated that the title company needs to provide the Township with the subordination agreement so that the Board of Supervisors can formally approve it. Mrs. Parrish has tried to contact the Title Insurance Company in order to get further information, and they have not yet responded. Mr. Mentry stated that if we receive the subordination agreement within the next week and it is reviewed and approved by the Solicitor, then it could come before the Board at their next meeting for approval.

APPROVALS

Mr. Mentry requested revising the agenda to remove the subordination agreement request under Manager.

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 April 4, 2018. Motion carried by a vote of 4-0 with Mrs. Hirst abstaining as she was not present at the April 4th meeting. (4-0)

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

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve the March 2018 Financial and 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 litigation purposes.

Mr. Sylvainus asked if reports were going to be given regarding the conferences that have been attended. Mr. Mentry thanked Mr. Sylvainus for the reminder.

TOWNSHIP ENGINEER

Mr. Dooley stated that he and Mr. Mentry recently attended a seminar on posting and bonding of roads as this might be something the Township wants to consider as certain roads will be heavily impacted with the PennEast Pipeline coming through the Township. Mr. Dooley stated that he has provided a listing of primary and secondary roads that could be impacted. Mr. Dooley stated that an engineering study will need to be conducted including coring of some roads prior to establishing an ordinance with either weight or dimensional restrictions. Mr. Dooley said there is an enforcement aspect of posting and bonding of the roads as well. Bonding limits begin at \$12,500 per road mile. Mr. Dooley stated that the Township would be going through that rather quickly. Mr. Dooley asked if the Board wanted Keystone Consulting Engineers to prepare a scoping proposal. Mr. Sylvainus asked how in depth of a study and at what cost. Mr. Dooley responded less than \$10,000 but more than \$1,000.

Mr. Mentry stated that the potential impact to our roads far outweighs the cost of this study. Mr. Sylvainus inquired as to how many miles of roads this would cover. Mr. Dooley responded approximately three to four. Mr. Mentry stated that as soon as damage is incurred up to the bonded amount, the Township can require the contractor to halt work and fix the damage or bond more. We can also negotiate a realistic amount up front which would allow them to repair the road at the end of the project. Mr. Mentry stated videoing the roads should be done right before the project begins and no sooner as that gives you the most accurate picture of the conditions of the roads prior to commencement of the project. The Board was in agreement with proceeding with the Engineering study.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to authorize the Township Engineer to proceed with studying and posting the roads as presented. Motion carried by all voting aye. (5-0)

TOWNSHIP SOLICITOR

Attorney Asteak requested direction from the Board on language for the Friedenstahl traffic calming ordinance. Mr. Dooley stated that the Ordinance should specify 25 miles per hour southbound on Friedenstahl from 850' south of the middle school to Tatamy Rd. and northbound from Tatamy Rd. to 650' south of the Mitchell St. entrance to the middle school. Mr. Mentry stated that if the Board wants the double fine zone included in the ordinance, we are waiting on feedback from PennDOT. Attorney Asteak stated that he could find nothing in the vehicle code for doubling of the fines and the police have to abide by the vehicle code. Attorney

Asteak requested the Board define the distance for the reduction in the speed from 35 miles per hour to 25 miles per hour. The Board decided on 5th St. to Friedenstahl.

TOWNSHIP MANAGER

Mr. Mentry has a brief presentation of the draft of the Official Map that the Planning Commission has been preparing showing current and proposed open space, recreation areas, and bike and walk routes within the Township and connecting to neighboring municipalities. Mr. Mentry stated that a copy of the map needed to be sent to LVPC and neighboring municipalities. Mr. Mentry asked for authorization to proceed with transmitting this draft to LVPC and neighboring municipalities.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to authorize transmittal of the draft of the Official Map to LVPC and neighboring municipalities. Motion carried by all voting aye. (5-0)

Mr. Mentry requested input from the Board regarding voting on proposed resolutions at the PSATS Conference. In the past the Board has requested the voting delegate to vote in accordance with PSATS recommendations.

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus directing the Manager to vote in accordance with PSATS recommendation for the 2018 resolutions. Motion carried by all voting aye. (5-0)

Mr. Mentry stated that the 2018 1st quarter police pension reports from Nationwide and Uninvest were available for review. Mr. Mentry stated that the investments were down approximately .62% amounting to approximately \$7,000 in losses. Mr. Mentry also stated that at year end the plans realized large gains.

Mr. Mentry requested approval to sell the Township administration vehicle on Municibid. Mr. Mentry stated that in order for the vehicle to pass inspection it is going to need approximately \$1,200 in repairs.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve the sale of the Township Admin vehicle on Municibid. Motion carried by all voting aye. (5-0)

Mr. Mentry requested approval to amend Upper Nazareth Township Handbook Section 4 Part M pertaining to the 125b plan (AFLAC) to include the wording “all employees that work 20 hours or more each week.” Mr. Mentry stated that we currently follow this rule, however, we officially amended the wording to the 457b section of the handbook, and to be consistent, we should also do the same for the 125b plan.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve Upper Nazareth Handbook Amendment to Section 4 Part M. Motion carried by all voting aye. (5-0)

Mr. Mentry stated that the new roof was completed last week on Monday, Tuesday, and Wednesday. Mr. Mentry stated that the crew worked efficiently and did a very good job. Mr. Mentry stated that the contract included painting of the cupola, however, the cupola is in need of more extensive repairs than just painting. Mr. Mentry asked if the Board wanted to pay additional for the repairs to the cupola or just leave it off the building. Mr. Sylvainus requested pricing on a new cupola.

APPROVAL OF DEPARTMENT REPORTS

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

PLANNING & ZONING

Mrs. Parrish stated that Mr. William Whyte expressed interest in serving as the alternate to the Zoning Hearing Board and requested the Board appoint Mr. Whyte to that position. Mr. Whyte will then be able to participate in the Zoning Hearing on April 25, 2018.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvanus to appoint Mr. William Whyte as the alternate on the Zoning Hearing Board. Motion carried by all voting aye. (5-0)

PUBLIC WORKS

Mr. Shupe requested approval to sell the old roadside cutter on Municibid. Mr. Shupe stated that the old roadside cutter is no longer necessary since the recent purchase of the roadside cutter from Plainfield Township.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve selling the old roadside cutter on Municibid. Motion carried by all voting aye. (5-0)

Mr. Shupe told the Board that Joe's Garage had asked if he had any interest in purchasing their 4-post pro-lift as they are purchasing a new lift. Mr. Shupe stated that having a lift will cut down on their time spent on routine maintenance work and allow them to perform other simple maintenance work on their vehicles, such as new hoses, belts, etc. when necessary rather than having to take the vehicles to the garage for every little repair. Mr. Shupe also spoke with the Township's risk management agent and was informed that using the lift would be safer than the current practice of using jacks to work on vehicles. A question arose as to where the money to buy the lift would come from. Mrs. Parrish responded that it could be taken from the Vehicle and Equipment account.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve the purchase of a used vehicle lift from Joe's Garage in the amount not to exceed \$5,000.00. Motion carried by a vote of 4-1 with Mr. Sylvainus voting no.

RECREATION

Mr. Mentry stated that the access control has been installed at Tuskes Park but the fobs have not yet been issued. Mr. Mentry stated that Royal Security provided us with 25 fobs and we have received a request for 26. Mr. Mentry stated that a policy will be established requiring a deposit for each fob given out and spelling out the cost of replacement should fobs be lost.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief Cope stated that he has received a donation from Martin Guitar in the amount of \$2,500 for the purchase of steel plated vests and door pulls for use during an active shooter incident.

Chief Cope stated that there has been discussion regarding GPS units for the police vehicles. Chief Cope received a proposal from Verizon for the placement of the devices in the police cars. Currently there is no cost for the unit, just the monthly fee of \$152.00 and the one time install fee of \$800.08.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve GPS Units for the police vehicles in accordance with the Verizon proposal. Motion carried three to one with Mr. Sylvainus opposing and Mr. Disbrow abstaining.

EMERGENCY MANAGEMENT

Mr. Rinker stated that he is waiting on direction from staff for the CPR training. Mr. Rinker stated that the instructor is available days or evenings. The Township staff will get back to Mr. Rinker with a date and time for the CPR training.

SAFETY COMMITTEE

Mr. Mentry stated that the Safety Committee has recommended adding Penn Allen Rd. to the current Snow Emergency Routes within the Township. Mr. Mentry is requesting the Board authorize the Solicitor to prepare an amendment to the current Snow Emergency Route Ordinance to include Penn Allen Rd.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to authorize the solicitor to amend the Snow Emergency Route Ordinance to include Penn Allen Rd. Motion carried all voting aye. (5-0)

Mr. Mentry stated that a quote has been received from Bangor Glass for a Level 3 glass which is the highest level of bullet resistance compared to the level one received previously from another glass company. Mr. Mentry stated that the Bangor Glass quote is about half of the previous quote for a lesser quality protection. Mr. Mentry stated that he is waiting on another quote but is requesting approval of an amount not to exceed \$6,000 for the replacement of the two reception area windows.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve replacement windows to both Township reception areas in an amount not to exceed \$6,000. Motion carried by a vote of 4-1 with Mr. Sylvainus voting no.

OLD BUSINESS

Mr. Mentry stated that he received information that the Township may be receiving approximately \$31,500 from the Gaming Authority. Since the Gaming Authority is being dissolved, the law states that any money left over is to be distributed to surrounding municipalities. Mr. Mentry will notify the Board once he receives more information.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to adjourn at 8:16 p.m. Motion carried by all voting aye. (5-0)

Respectfully submitted,

*Betty Parrish
Recording Secretary*

MINUTES MAY 2, 2018
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 Brian Pulliam. Donna Hirst was absent.

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

PUBLIC COMMENT

Mr. Phillip Rissmiller of 24 Deerfield Dr. addressed the Board with his concerns of cats that are house pets roaming the neighborhood causing damage to property and destruction of wildlife. Mr. Rissmiller stated that he has discussed this with the Township and the Police on several occasions and was informed that there was nothing that could be done as there are no regulations with regards to cats. Mr. Rissmiller stated that he has documented 8 different cats with collars since October that frequented his yard and porch numerous times. Mr. Rissmiller stated that he has even followed one of the cats back to its home and has had a discussion with the homeowner, however, the homeowner continues to allow the cat to roam freely. Mr. Rissmiller presented two ordinances to the Township from other local municipalities regulating the free roaming of pets and asked the Board to consider enacting such an ordinance. Mr. Rinker asked that the Manager and Solicitor look into the matter.

APPROVALS

Mr. Mentry asked that the agenda be revised to delete the Rising Sun Court Road issues under Manager and add the Heritage Village Grading Permit under Planning and Zoning.

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

Mr. Sylvainus stated that the minutes needed to be corrected on page 5 as he voted no for the vehicle lift and on page 6 he voted no for the replacement windows to the reception areas.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve the corrected meeting minutes of April 18, 2018. Motion carried by all voting aye. (4-0)

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)

SUPERVISORS' COMMENTS

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

Mr. Rinker recognized Boy Scouts in attendance and asked them to introduce themselves. Logan Maeding introduced himself and Luke Maeding introduced himself stating they were representing Troop 76 and are working on their Citizenship in Community merit badge.

TOWNSHIP ENGINEER

Nothing at this time.

TOWNSHIP SOLICITOR

Attorney Asteak presented Ordinance No. 175 Friedenstahl Ave. and Penn Allen Road Traffic Control for adoption. Attorney Asteak stated that the ordinance establishes the speed limit on Friedenstahl Ave. between Tatamy Rd. and 5th St. at 25 MPH and establishes Penn Allen Road between State Route 946 and State Route 248 as a snow emergency route. Attorney Asteak stated that Ordinance 175 was duly advertised on April 23, 2018 and is ready for adoption by the Board.

Mr. Rinker opened the hearing for public comment. There being none, he asked for a motion to adopt the ordinance.

Motion was made by Mr. Disbrow and seconded by Mr. Pulliam to adopt Ordinance No. 175 Friedenstahl Ave. and Penn Allen Road Traffic Control. Motion carried by all voting aye. (4-0)

Attorney Asteak stated that he has reviewed the subordination agreement for Mr. Richard Dixon who was the recipient of housing rehab funds under the CDBG program. Attorney Asteak stated that he has no problem with this agreement.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve Subordination of Mortgage for 15 Meyers St. Motion carried by all voting aye. (4-0)

TOWNSHIP MANAGER

Mr. Mentry stated that the draft of the 2017 Township audit has been received and distributed to the Board for review and comment. Mr. Mentry said he is hoping to have the auditors present at one of the meetings in June.

Mr. Mentry informed the Board that the draft of the Official Map and Ordinance was been sent to Lehigh Valley Planning Commission and all neighboring municipalities on April 23, 2018 for their review and comment. Mr. Mentry stated that the Official Map and Ordinance must be advertised, and a public hearing conducted. Mr. Mentry is requesting approval to advertise one time for two public hearings, one on June 6, 2018, and one on June 20, 2018, should it be necessary. Attorney Asteak stated that he would take care of the advertising.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve advertising the Official Map Public Hearings. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval of Fair Housing Resolution 18-08 and appointment of Betty Parrish as the Fair Housing Officer. Mr. Mentry stated that this is a requirement of the HOME Program Grant that we approve a Fair Housing Resolution and appoint a Fair Housing Officer annually.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve Fair Housing Resolution 18-08. Motion carried by all voting aye. (4-0)

Motion was made by Mr. Sylvainus and seconded by Mr. Pulliam to appoint Betty Parrish as Fair Housing Officer. Motion carried by all voting aye. (4-0)

Mr. Mentry informed the Board that he is in receipt of a letter and agreement from the County of Northampton Gaming Revenue and Economic Redevelopment Authority regarding the amount of a grant Upper Nazareth Township is eligible to receive resulting from the dissolution of the Authority. The documents need to be signed and returned within 20 days to be eligible for the remaining uncommitted funds. The grant stipulates all funds received must be spent by June 30, 2019. Mr. Mentry requested the Board approve the Northampton County Municipal Gaming Grant Agreement and authorize the Township Manager to execute the Gaming Grant documents on behalf of the Township.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the Northampton County Gaming Grant Agreement. Motion carried by all voting aye. (4-0)

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to authorize the Township Manager to execute the Gaming Grant documents on behalf of the Township. Motion carried by all voting aye. (4-0)

PLANNING & ZONING

Mr. Soloe updated the Board on the recent Zoning Hearing Board Appeal from Mr. Troy Faust who was requesting a variance for a reduction in parking requirements and the building of a 4 unit apartment building on W. 4th St. adjacent to the four buildings already in existence. Mr. Soloe stated that the Zoning Hearing Board denied Mr. Faust's request.

Mr. Soloe requested direction from the Board regarding a grading permit application he received from Morningstar Heritage Village. Mr. Soloe stated that the permit is for the movement of dirt from phase 3 to phase 2, however, we still do not have a recorded plan, signed improvements agreement or letter of credit in place. Mr. Soloe stated that he saw no reason to allow this as the revised plans have just been submitted to the Planning Commission for review. Attorney Asteak stated that we do not typically allow development on a site without securities in place. Attorney Asteak said that we are waiting for the cost estimates to be sent to Mr. Dooley as we want to secure the work that is to be done. Attorney Asteak stated that Mr. Malitsch proposed about three months ago a modified earth moving plan, and we were very clear that the improvements agreement and letter of credit needed to be in place before any work could be done. The Board agreed and denied the grading permit application.

PUBLIC WORKS

Mr. Shupe requested conditional approval to hire Tristin Liberti for seasonal employment at a rate of \$9.00 per hour.

Motion was made by Mr. Rinker and seconded by Mr. Pulliam to approve the Seasonal Employee Conditional offer of employment at \$9.00 per hour. Motion carried by all voting aye. (4-0)

Mr. Shupe stated that he had difficulty finding a company that could perform deep tine aeration of the fields at Tuskes Park. Mr. Shupe stated that he has received a quote from Aer-Core, Inc. for deep tine aeration and regular aeration of the 3 soccer fields, 1 baseball field, and 2 softball fields. Mr. Shupe recommended the Board approve the deep tine aeration of the fields at a cost of \$8,096.00. Mr. Shupe said that the deep tine aeration allows the water to flow better to the roots of the grass, and as with regular aeration, the water does not flow as well to the roots of the grass and plugs will not be left lying on the fields. Mr. Sylvainus asked how often this should be done. Mr. Shupe responded approximately every 3 to 4 years on the playing fields. Mr. Mentry stated this is not a budgeted item but could be taken out of Recreation Funds.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the quote from Aer-Core, Inc. in the amount of \$8,096.00 for deep tine aeration of Tuskes Park to be paid out of the Recreation Fund. Motion carried by all voting aye. (4-0)

Mr. Shupe gave the Board information on the cost of fertilizing the fields at Tuskes Park that was provided to him by Moyer. Quotes were for playing surfaces only and for the entire park. Mr. Shupe suggested round 1 of fertilizer, crabgrass pre-emergence weed control, round 2 of fertilizer, weed control and grub control for the playing surfaces only and round 4 of fertilizer and weed control for the entire park for a total cost of \$6,883.00. Mr. Mentry stated this is also not a budgeted item and could be taken from the Recreation Fund. Mr. Sylvainus stated that we should use the money from the Gaming Grant for the deep tine aeration and fertilization. Mr. Mentry stated that he had not seen what the stipulations of funds use are for the grant. Mrs. Parrish stated that if it could be used for this purpose, we can reimburse the Recreation Fund.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve fertilization of Tuskes Park by Moyer as recommended by Mr. Shupe in the amount of \$6,883.00 to be paid out of the Recreation Fund. Motion carried by all voting aye. (4-0)

RECREATION

Nothing at this time.

POLICE DEPARTMENT

Police Chief William Cope requested approval to purchase equipment to improve the active shooter program. This equipment is heavy body armor, a Jersey Claw door ram, and active shooter kits. This equipment is to be purchased with the \$2,500.00 donation received from C.F. Martin & Company. The cost of the equipment is \$2,530.86. Chief Cope stated that the \$30.86 over the grant would be paid out of his normal operating budget.

Motion was made by Mr. Disbrow and seconded by Mr. Pulliam to approve Chief Cope purchasing equipment to improve the active shooter program from Witmer Public Safety Group in the amount of \$2,530.86. Motion carried by all voting aye. (4-0)

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Nothing at this time.

OLD BUSINESS

Mr. Sylvainus asked if the Board would receive reports from the various conferences attended by staff. Mr. Mentry responded yes.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to adjourn at 7:50 p.m. Motion carried by all voting aye. (4-0)

Respectfully submitted,

*Betty Parrish
Recording Secretary*

MINUTES MAY 16, 2018
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, and Robert Disbrow. Donna Hirst and Brian Pulliam were absent.

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

PUBLIC COMMENT

Mr. Peter Hilarczyk and Mrs. Dawn Hilarczyk of 2468 Blue Jay Dr. addressed the Board regarding a letter they received requesting that they remove their basketball hoop as it is in violation of the Township Zoning Ordinance which prohibits structures from being placed in the street right-of-way. Mrs. Hilarczyk stated that the basketball hoop has been there for years and this is the first time they are being approached to have it removed. Mrs. Hilarczyk stated that her children use the basketball hoop every day. She stated that their driveway is on a slope and is not conducive to playing basketball. Mrs. Hilarczyk questioned why are they now just receiving a letter when the basketball hoop has been there for years. Mr. Shupe stated there are issues with the snow plow equipment and the leaf collection equipment as well as road work that is going to be performed this summer. Mrs. Hilarczyk asked why mailboxes were allowed. Mrs. Hilarczyk asked what the fine would be if they did not comply. Mr. Soloe responded that worst case scenario is \$600.00 per day. The Board requested the Zoning Officer, the Township Manager and the Township Solicitor have a discussion to come up with a solution.

APPROVALS

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

Motion was made by Mr. Disbrow and seconded by Mr. Rinker to approve the meeting minutes of May 2, 2018. Motion carried by all voting aye. (3-0)

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

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the April 2018 Financial and Treasurer's Report. Motion carried by all voting aye. (3-0)

SUPERVISORS' COMMENTS

Mr. Sylvainus stated that a resident in Farmview called him and apparently the only cable company they can use is RCN. The resident was approached by Verizon informing them that they can get Fios in their neighborhood but the Township has to request it. Mr. Sylvainus

suggested that Mr. Mentry make this request to Verizon. Attorney Asteak stated that rights are given to the cable companies when they lay their lines. Mr. Sylvainus stated that pertains to what is in the ground, however, the resident stated there is a way around that. Attorney Asteak stated that we need to look into this matter and check the subdivision agreement and the cable franchise agreement as certain developers in the past sold the rights to the cable companies.

Mr. Disbrow stated that a group of Supervisors along with officers from the Police Department and Fire Department visited residents in the township last year and were planning another round of visiting residents in the Gardens Area the week of May 21, 2018. Mr. Disbrow stated they would be going door to door handing out information on the HOME Rehabilitation Program, CodeRED notification system and the 2018 Township Community Days.

TOWNSHIP ENGINEER

Mr. Sean Dooley stated that the bid opening for the 2018 Line Striping of Township roads was held and only one bid was received from Alpha Space Control Co. Mr. Dooley stated that their bid was for \$10,857.25 plus an alternate of \$1,055.00 to complete line striping of the pedestrian cross-walk at 4th and Friedenstahl which is below the estimate for this project. Mr. Dooley informed the Board of a discussion he had with the Township Manager about the cross-walk on Friedenstahl and since the Township has not decided on a preferred location of either 4th or 5th St., it is recommended that we award the project to Alpha Space Control Co. for the base bid in the amount of \$10,857.25 and forgo the alternate bid.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to award the 2018 Line Striping project to Alpha Space Control Co. in the amount of \$10,857.25. Motion carried by all voting aye. (3-0)

Mr. Dooley also requested the Board pre-authorize an additional \$2,500.00 for any cost adjustments that need to be made in the field.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve an additional amount of \$2,500.00 to cover any cost adjustments that need to be made. Motion carried by all voting aye. (3-0)

Mr. Dooley presented the Heritage Village Revised Preliminary Master Plan and Phase 2 Revised Final Plan. Attorney Asteak requested Moravian Hall Square present the request for waivers first and then comment.

Attorney Ted Lewis stated that Morningstar – Heritage Village presented to the Planning Commission a minor revision to Phase 2. Estimates were previously prepared for the improvements and the changes that were made to the plan do not change the improvements estimates. The Improvements Agreement has been drafted and is ready. A draft of the Letter of Credit has been submitted. Attorney Asteak stated that he read it and the format is acceptable. Attorney Lewis stated one thing that came up at the Planning Commission was the entrance to Phase 1 and whether it would be closed sometime in the future. Attorney Asteak stated that Mr. Mentry requested the Board comment as to what they would like to see happen. Attorney Lewis

stated it would not require an amendment to the plan but it could be a condition that we keep that road a certain way in the future. Currently it is marked to be closed. Mr. Rinker stated that if it is marked now that it be closed and Morningstar wants to open it, wouldn't that be an amendment? Attorney Lewis stated that it will be closed once they have other roads open.

Mr. Chris Brown of Brown Design Corp., representing Morningstar, Heritage Village, presented the Heritage Village Revised Preliminary Master Plan. Mr. Brown stated that sales have been strong in Phase 2 with 66-68% being sold, but not strong enough to meet the 70% needed to secure financing. Mr. Brown indicated that they have a waiting list for cottages in Phase 3 and the townhouses available in Phase 2 are not selling well. This is what prompted the proposed revision. Morningstar would like to remove one (1) 6-unit townhouse and the proposed maintenance building from Phase 2 to free up room to build 4 cottages for a net loss of 2 units across Phase 2. This change should allow Morningstar to reach the 70% pre-sale target necessary to secure financing to proceed with this phase.

The driveway concerns have to do with the extension up to W. Beil Ave. Currently Phase 1 has a driveway that is approved, and the plans as they currently stand state that when another driveway is opened this one will be closed. What is on the plans that were approved last year was an emergency access and it made sense for it to be a reinforced emergency access in the future. The revision that was submitted did away with that connection. After discussing this revision with the Planning Commission, a sketch was prepared that was shared with the Township Engineer that shows a hybrid of going back to that emergency access opportunity, basically the straight stub road, with two cottages in line. This has addressed the comments of the Planning Commission, the Zoning Officer and the Township Engineer. Mr. Rinker asked how many entrances there would be in and out of the development. Mr. Brown stated the Phase 1 driveway will remain open until another permanent driveway is available. The Phase 2 driveway will be used for construction access only. Mr. Malitsch handed a sketch plan to all Board members. Mr. Brown stated this plan shows units 34 and 35 somewhat straightened and the stub road resembling almost identically the road from the previous plan approved last fall. Discussion continued about the access, with Mr. Malitsch stating that this entrance could never be a full-time access because of how close unit 34 is to W. Beil Ave. Mr. Sylvainus asked how this affects the other entrances. Mr. Malitsch stated that this is only ever going to be an emergency access. The note that exists on the plan now says that at any point in time when another entrance is opened onto W. Beil Ave. the Phase 1 entrance is going to be converted back to an emergency access. It will be closed to permanent traffic. Mr. Malitsch stated that he put in his letter that if, in the future, the Township and Morningstar can come together and say leave it open as another entrance, we will have that discussion. As of right now when another entrance is opened, the Phase 1 entrance will be closed. Mr. Dooley clarified the entrance discussion to reiterate that current proposal is to re-establish the temporary construction for Phase 2 as originally proposed so construction traffic does not use the existing Phase 1 entrance serving occupied housing units. Once a new construction entrance is opened as part of a future phase, the Phase 2 entrance will be converted to a permanent emergency access. A secondary discussion addressed by Mr. Lewis and Mr. Malitsch concerns a proposal raised by the Planning Commission to maintain the temporary Phase 1 driveway access as a permanent entry driveway to the development. This access is proposed to be converted to a permanent emergency access only upon establishment of the main permanent driveway access further west along West Beil

Avenue. A decision on the proposal to make the Phase 1 driveway a permanent access point in addition to the original permanent access is to be deferred to a later date and largely up to the Township's preference.

Mr. Dooley asked what the intention is with respect to the maintenance building. Mr. Brown responded that Morningstar invested a considerable amount of money into the existing barn on the property. The roof has been replaced, the siding has been secured, and painting has been done. This structure will be sufficient for at least the first few phases of this project as a maintenance facility. Should a maintenance building be needed future, it will be pursued at that point. That is why it is not included in the plan at this moment. It is the intent of Morningstar to incorporate a maintenance facility at some point in a future phase of this project. If another maintenance facility becomes necessary in the future, a revised master plan will be submitted showing the location of a new maintenance building.

Mr. Brown stated the sketch they prepared for tonight is in the interest of hopefully being able to secure approval of the proposed modifications to the building unit type and locations. If approve, sketch will be incorporated into the plan. Mr. Brown commented that in preparing this sketch careful attention was paid to making sure that the waivers previously approved were still appropriate. This sketch does not change any waivers, it is still the same parking count, and there is really no material difference other than incorporating the emergency access.

Mr. Rinker asked if all fees were up to date. Mr. Brown stated yes, as far as he knew. Mr. Sylvainus stated that the sketch presented tonight is revised slightly from the plans that were submitted and asked how does it affect any approvals. Mr. Brown stated they put in the title block and referenced it such that we would request that it be referenced as a condition just like the Keystone Consulting Engineers letter of May 3, 2018 and the revision as indicated on sketch plat dated May 16, 2018, and it just becomes incorporated by condition. Mr. Dooley stated that the developer can get conditional approval subject to this being put onto the plan. Attorney Asteak confirmed that this is conditional approval this evening but the final plan will incorporate that. Mr. Dooley answered yes and the conditional approval requires the developer to address all conditions in Keystone Consulting Engineer's letter of May 3, 2018. Attorney Asteak stated yes, because the May 3, 2018 review letter from Keystone Consulting Engineer's, is attached to the Improvements Agreement which is attached to the Resolution. Mr. Brown responded yes.

Attorney Asteak stated we need to address the waivers first. Mr. Dooley stated that the waivers are straight forward as in previous units that Morningstar has proposed. The alignment of some of the driveways don't comply with what the ordinance provides for as an offset distance of driveway to the intersection. The waiver would be relief from Section 733.613 for unit 35 to be 47' from the centerline of the intersection with Unity Dr.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve waiver of SALDO Section 733.613 for unit 35 of Phase 2 of the Heritage Village Revised Final Plan in accordance with Keystone Consulting Engineers letter of May 3, 2018. Motion carried by all voting aye. (3-0)

Mr. Rinker asked for a motion to approve the Heritage Revised Preliminary Master Plan.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve Heritage Village Revised Preliminary Master Plan subject to conditions of Keystone Consulting Engineer's letter of May 3, 2018, and incorporate the changes illustrated in the unit 34/35 alternate layout dated May 16, 2018. Motion carried by all voting aye. (3-0)

TOWNSHIP SOLICITOR

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve Resolution 18-09 Heritage Village Revised Phase 2 Final Plan subject to Keystone Consulting Engineer's letter of May 3, 2018, and the incorporation of the changes illustrated in the unit 34/35 alternate layout dated May 16, 2018. Motion carried by all voting aye. (3-0)

Attorney Asteak stated since the original cost estimate for Phase 2 Plan did not change with this revised Phase 2 Plan, he has prepared a Subdivision and Land Development Improvements Agreement that will facilitate the recording of the plan once we get a letter of credit. The improvements cost estimate was \$2,134,938.55 and the developer will provide us with a letter of credit for that, which Attorney Asteak understood may be two letters of credit. Attorney Asteak stated that he would discuss this with Attorney Lewis as to how to address this but the format is the same. There is language in our Improvements Agreement pertaining to traffic impact fees and recreation fee contributions and it has been vetted by Mr. Mentry and approved by Attorney Lewis.

Motion was made by Mr. Disbrow and seconded by Mr. Rinker to approve Heritage Village Phase 2 Land Development Improvements Agreement. Motion carried by all voting aye. (3-0)

TOWNSHIP MANAGER

Nothing at this time.

APPROVAL OF DEPARTMENT REPORTS

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

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Shupe stated that he was contacted by Mr. Kenny Harding of the United States Marine Corp. of Northampton County and while watching his daughter playing softball at Tuskes Park, noticed that the flag was needing repair. The United States Marine Corp. of

Northampton County subsequently donated a flag to the Township for the park. Mr. Shupe publicly thanked Mr. Harding for his effort in securing this flag. Mr. Rinker requested a thank you be sent to Mr. Harding for this donation.

RECREATION

Mr. Shupe stated that the deep tine aeration has been performed at Tuskes Park.

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

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mr. Rinker to adjourn at 7:46 p.m.
Motion carried by all voting aye. (3-0)

Respectfully submitted,

*Betty Parrish
Recording Secretary*

MINUTES JUNE 6, 2018
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Vice-Chair Donna Hirst.

Pledge of Allegiance

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

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

PUBLIC COMMENT

Mrs. Hirst recognized Scott Vakiener, Matthew Lucas, Ian White and Robert Pitko of Boy Scout Troop 76. All four scouts are working on their Communications Badge which requires attendance at a Town Hall Meeting. They are required to take notes and present opposing sides of issues discussed at the meeting.

Ms. Becky Bartlett of 127 4th St. stated she received messages from the police and neighbors regarding break-ins in the Farmview area and asked for details about these incidents. Police Chief Cope responded the break-ins have occurred in multiple areas including Forks and Palmer. Police Chief Cope stated that this is an ongoing investigation and could not comment further. Mrs. Hirst reminded residents that they should be locking their doors at all times.

Mr. Phillip Rissmiller of 24 Deerfield Dr. stated he attended a Board meeting on May 2, 2018, where he lobbied for animal control. Mr. Rissmiller commented that on May 2 he gave everyone a copy of the Nazareth Borough Ordinance pertaining to animal control. Mr. Rissmiller stated comments about Upper Nazareth Township being a rural community certainly did not coincide with research he has done about Upper Nazareth Township. Mr. Rissmiller views Upper Nazareth differently than a rural community. Mr. Rissmiller read from material on the Upper Nazareth Township website which describes the Township as being “suburban”. Mr. Rissmiller commented that he knows the difference between animals roaming when someone has a 100-acre farm, as the animal will most likely not venture further than the owner’s property. However, with houses being situated on ½ acre lots, animals will roam. Mr. Rissmiller stated that East Allen Township has an ordinance pertaining to animal control and they have twice the amount of farmland compared to Upper Nazareth Township. Mr. Rissmiller stated that he posted on a neighborhood page about his issue with cats and had 28 responses and 120 comments almost unanimously supporting his position. Mr. Rissmiller is again lobbying for an ordinance with some substance for the Police to use when approaching individuals that allow their pets to wander from their own property. Mrs. Hirst stated that we would be addressing this issue later in the meeting and requested all further comment be held until that point.

Mr. Peter Hilarczyk of 2468 Blue Jay Dr. informed the Board he received a second letter in the mail regarding the removal of his basketball hoop with a deadline of June 8. Mr. Hilarczyk went on to reference the current ordinance prohibiting basketball hoops and

questioning why others have not received the same notification he received. Mr. Mentry stated that six letters were sent for the removal of the permanent basketball hoops currently in the right-of-way. Mr. Hilarczyk stated that the ordinance references any structure, removable or permanent.

Attorney Asteak stated that the ordinance is absolutely clear that no permanent structure is permitted in the right-of-way. Attorney Asteak suggested that the Board take under advisement as to how to address the portable hoops and what is acceptable.

Mr. George Adames of 2018 Fieldview Dr. asked can you define permanent. Mr. Adames said he could remove his hoop during the winter so he could leave his pole and replace the hoop in spring.

Mr. Dooley commented this is not just about these issues, but when the phrase permanent structure is used it refers to obstructions to our roads. The purpose is to establish a clear zone on our roads because any vehicles that leave the cartway and hit an obstruction increases the incidence of damage to the person. There are exceptions for mailboxes, utility poles, light poles but they tend to be limited.

Mrs. Hirst stated the Board will come up with a policy in the next thirty (30) days that will address this issue.

Mr. Hilarczyk stated that he is going on vacation and wanted know if he was going to be fined if he does not have his basketball hoop removed by June 8th. Attorney Asteak responded that issue is up to the decision of the Zoning Officer.

APPROVALS

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

Approval of the May 16, 2018 minutes has been deferred to the next meeting as Mrs. Hirst and Mr. Pulliam were not present at the May 16, 2018 meeting.

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

SUPERVISORS' COMMENTS

Mrs. Hirst stated that an executive session was held prior to the meeting for personnel reasons.

Mr. Disbrow stated that he and Mrs. Hirst went door to door for a meet and greet recently handing out information pertaining to the HOME Program, CodeRed, Community Days, and other pertinent information. Mr. Disbrow stated that they were accompanied by Mr. Mentry, the Police Chief and members of the Fire Department. Mr. Disbrow stated that the information was left on the doorknobs of the residents that were not available. Mr. Disbrow stated that

approximately 200 contacts were made with many residents commenting that in all the years they have lived in Upper Nazareth Township, nothing like this has ever taken place before.

TOWNSHIP ENGINEER

Mr. Dooley presented Change Order No. 1 from RAM Siding for the municipal re-roofing project that was recently completed. Mr. Dooley stated the change order is for a reduction of \$997.60 from the original contract price due to less material being required to complete the project and requested Board approval of this change order.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to approve Change Order No. 1 from RAM Siding for a reduction of \$997.60 from the original contract price for the Municipal Building re-roofing project. Motion carried by all voting aye. (3-0)

Mr. Dooley requested approval of Payment Application No. 1 from RAM Siding in the amount of \$26,013.06 for the Municipal Building re-roofing project. Mr. Dooley stated the amount of \$2,890.34 is being retained until all project close-out documents are received.

Motion was made by Mr. Disbrow and seconded by Mr. Pulliam to approve Payment Application No. 1 to Ram Siding in the amount of \$26,013.06 for the Municipal Building re-roofing project. Motion carried by all voting aye. (3-0)

TOWNSHIP SOLICITOR

Attorney Asteak informed the Board that the NAZCOG has been exploring the possibility of hiring an Animal Control Officer that would be hired by the NAZCOG and supported by participating municipalities. This person would be responsible for the capture of stray and at large dogs. It was advised to have this agreement include cats, but at this time will only address dogs. The Animal Control Officer will seize the dogs, provide necessary veterinary care, and kennel the animals for a duration of approximately 24 hours. After 24 hours the animal would be inoculated for rabies, microchipped, and temperament checked prior to being placed with a foster. Attorney Asteak stated that Pibbles and Paws has approximately 46 foster homes in its roster. All efforts to locate the owner of the animal would be undertaken. The NAZCOG will be contracting with Pibbles and Paws Safe Haven which is a 501c(3) organization located in Moore Township. Pibbles and Paws is waiting for final zoning approval to build a kennel. The concept is to relieve the police departments of the burden of securing, keeping, feeding, etc. stray dogs. An important component is that Pibbles and Paws has contracts with veterinarians for services. They espouse to be kill free but reserve the right to make that decision based on the condition of the individual animal. The COG would like to begin with a few municipalities just to test it out to see if it runs as smoothly as the company claims. The cost is \$0.50 per person for a total of about \$3,200.00 per year to Upper Nazareth Township. The start of the contract would be January 1, 2019. Since the COG is already an umbrella for all the municipalities in the Nazareth Area, it would require an agreement with the COG. This is a turn-key operation and requires all the necessary certifications from Pibbles and Paws. The COG is asking the Board to indicate its willingness to participate.

Mr. Disbrow asked if this was a one-year contract. Attorney Asteak responded that it was, as the COG wants to evaluate how well this works. Attorney Asteak stated that a similar process was undertaken by the Slate Belt COG, however, the Animal Control Officer had no place to take the animals and had poor results.

Mr. Rissmiller asked if he contacted Pibbles and Paws would they come out and catch the cats. Attorney Asteak stated that he would have to contact Pibbles and Paws directly and that situation would be between him and Pibbles and Paws.

Mr. Dan Aguiar of 57 El Reno asked if you capture the dog can you force the owner to chip the dog. Attorney Asteak responded that we cannot force anyone to chip their animal, however, it is the policy of Pibbles and Paws to chip an animal when it is in their care for a certain period of time.

Mr. Aguiar went on to say that if you lay small twig like branches in your beds around your property the cats will not cross them as cats like smooth surfaces. Mr. Aguiar stated that he has been doing this now for about two months and has not had a single cat since.

The Board decided to table the decision to participate in this venture with NAZCOG until the next meeting when a full Board would be present.

Attorney Asteak stated that we have advertised a public hearing for the Upper Nazareth Township Official Map. Attorney Asteak commented that no official action would be taken this evening but will defer to the next meeting allowing for review and comment on the map by the Board of Supervisors, Planning Commission, Recreation Board, etc. Mr. Mentry stated that the Township is doing this in conjunction with funding from the Lehigh Valley Greenways grant.

Mr. Dooley informed the Board and the public the map is a planning tool municipalities undertake to provide a vision for their Township. It is not legally binding and can be changed if necessary. This is an opportunity for municipalities to say this is what we want our Township to be like in the future. It is a benchmark. The core of this map addresses the quality of life in relation to the public, recreation, and open space. To the extent that we have active/passive space, we can plan for recreation and how to connect our municipality to other municipalities and with the regional trail systems beyond the car.

Attorney Asteak stated the purpose this evening is to get public comment on the plan and to advertise and approve at the next meeting.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to approve the Solicitor to advertise for the adoption of the Official Map. Motion carried by all voting aye. (3-0)

TOWNSHIP MANAGER

The Library Budget Review was tabled until a full Board is present.

The Cyber Insurance Proposal was tabled until a full Board is present.

Mr. Mentry presented a proposal from Royal Security for the purchase of a new intercom system for the Township Municipal Building in the amount of \$1,237.00. This system is a wireless system which consists of four hand-held units with a remote door release and external chime. Mr. Disbrow said he would like to see more options.

Motion was made by Mrs. Hirst and seconded by Mr. Pulliam to approve Royal Security Proposal for new intercom system for the Upper Nazareth Township Municipal Building in the amount of \$1,237.00. The vote failed with Mrs. Hirst and Mr. Pulliam voting aye and Mr. Disbrow opposed.

Mr. Mentry informed the Board that we are still receiving calls regarding issues with the street sweeping that was performed earlier this year. Residents are complaining that their streets were missed. Mr. Mentry stated that Martins Power Sweeping was contacted for a quote to sweep the streets again. The needs for this is partly due to the harsh winter and the amount of anti-skid material applied to the roads as well as the number of cars that the sweeper had to maneuver around that were not removed from the streets. This price would not exceed \$3,000.00.

Motion was made by Mr. Disbrow and seconded by Mr. Pulliam to approve additional street sweeping in an amount not to exceed \$3,000.00. Motion carried by all voting aye. (3-0)

Mr. Mentry gave an update to the Board on CodeRED. Mr. Mentry stated that 142 residents have signed on for text, email and voice message. Mr. Mentry informed the Board that the first emergency alert went out today regarding a possible gas leak on East Beil Ave. Mr. Mentry also stated that when all was clear a follow-up message went out clearing the area. Residents in attendance at the Board Meeting stated they had received the messages.

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Nothing at this time.

RECREATION

Nothing at this time.

POLICE DEPARTMENT

Police Chief William Cope said he received a call yesterday from the Nazareth Area School District requesting our assistance with donating police services for the McDonalds All-Star Football Game. Police Chief Cope stated that historically these services are donated each year.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve the donation of police services for the McDonalds All-Star Football Game. Motion carried by all voting aye. (3-0)

Police Chief Cope asked the Board to please begin considering a substantial increase from the \$5.00 parking fine currently spelled out in our Ordinance to \$30.00. Police Chief Cope stated that the \$5.00 current fine is not a hinderance to people parking illegally in the Township.

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Next meeting is June 22, 2018.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to adjourn at 8:29 p.m. Motion carried by all voting aye. (3-0)

Respectfully submitted,

*Betty Parrish
Recording Secretary*

MINUTES JUNE 20, 2018
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 Brian Pulliam. Donna Hirst was absent.

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

PUBLIC COMMENT

Mr. Phillip Rissmiller of 24 Deerfield Dr. stated he attended the last few Board meetings where he has lobbied for animal control, specifically for cats. Mr. Rissmiller stated that he has gone door to door in his neighborhood and on Mitchell Ave. to see if any other residents are having issues with neighbors' pet cats roaming free. Mr. Rissmiller asked the Board what is acceptable and unacceptable regarding this matter. Mr. Rinker responded that residents have to control their own animals. Mr. Pulliam and Mr. Disbrow concurred. Mr. Rinker stated that the bigger issue is dogs, as they can be aggressive. The police are dispatched to pick up stray dogs, who, along with the Public Works Department, care for the dogs until they can be returned to their rightful owner or alternative housing is found. This can take weeks, taking our officers and Public Works employees away from their normal tasks. Attorney Asteak stated that this sounds more like a neighbor issue and the affected property owner can file a civil complaint against their neighbor with the District Magistrate. A resident in attendance stated that they were a member of Alley Cat Allies who trap, neuter/spay, and release feral cats back to their original habitat. This resident stated that the public needs to be educated about feral cats. Attorney Asteak commented that this resident should organize a local chapter of this organization. Mr. Rinker suggested to this resident to take a space at Community Days in August as it would be the perfect time to hand out educational material. Mr. Mentry stated there are numerous agencies who deal with feral cats, and residents should contact those agencies directly.

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 May 16, 2018. Motion carried by a vote of 3-0 as Mr. Pulliam was not present at the May 16, 2018, meeting.

Approval of the June 6, 2018, meeting minutes was deferred to the July 5, 2018, as Mr. Rinker and Mr. Sylvainus were not present at that meeting.

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)

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the May, 2018 Financial and Treasurer's Report. Motion carried by all voting aye. (4-0)

AUDITORS 2017 FINANCIAL AUDIT PRESENTATION

Ms. Tracy L. Rash of MaherDuessel presented the 2017 Financial Audit.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the 2017 Financial Audit as presented. Motion carried by all voting aye. (4-0)

SUPERVISORS' COMMENTS

Mr. Rinker stated that an Executive Session was held prior to the Board Meeting for personnel and litigation issues.

Mr. Sylvainus asked for an update on the basketball hoops. Mr. Mentry stated that a policy pertaining to permanent and temporary basketball hoops is to be presented to the Board at the July 5, 2018, meeting.

Mr. Disbrow asked for an update on the Friedenstahl Ave. speed limit reduction. Police Chief Cope stated that the new speed limit signs were in place and the speed trailer was situated on Friedenstahl Ave. in the reduced speed limit zone for several days.

TOWNSHIP ENGINEER

Nothing at this time.

TOWNSHIP SOLICITOR

Attorney Asteak informed the Board that NAZCOG has been working on contracting with a non-profit organization called Pibbles and Paws Safe Haven to act as the Animal Control Officer. Pibbles and Paws would be hired by NAZCOG and supported by participating municipalities for the purpose of capturing stray and at large dogs. The Animal Control Officer will seize the dogs, provide necessary veterinary care, and kennel the animals for a duration of approximately 48 hours. After 48 hours the animal would be examined by a veterinarian prior to being placed with a foster. Attorney Asteak stated that Pibbles and Paws has approximately 46 foster homes in its roster. All efforts to locate the owner of the animal would be undertaken. Pibbles and Paws is waiting for final zoning approval to build a kennel. The concept is to relieve the Police Departments and Public Works Departments of the burden of securing, keeping, feeding, etc. stray dogs. The COG would like to begin this program with a few municipalities just to test it out to see if it runs as smoothly as the company claims. The cost is \$0.50 per person for a total of about \$3,200.00 per year to Upper Nazareth Township. The start of the contract would be January 1, 2019. Attorney Asteak stated this is a pilot program. Attorney Asteak has the approval of the COG to prepare the necessary documents. The contract will be with the COG and not the municipalities. Mr. Rinker asked how many municipalities have

expressed their willingness to participate. Mr. Mentry responded Bushkill, Tatamy, Lower Nazareth and Stockertown. Mr. Rinker questioned if this would be a yearly contract. Mr. Mentry responded yes. Mr. Mentry commented even if the Board is willing to participate, the contract still needs to come back to the Board for approval. The COG is asking the Board to indicate its willingness to participate.

Motion was made by Mr. Disbrow to participate in the NAZCOG Animal Control Program. No second was made, therefore, the motion died on the floor.

Attorney Asteak stated that Ordinance 176 has been vetted, a public hearing was held at the June 6, 2018, Board of Supervisors Meeting. The Planning Commission and Lehigh Valley Planning Commission have commented, the ordinance has been posted and advertised, and is ready for adoption.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to adopt Ordinance No. 176 The Upper Nazareth Township Official Map. Motion carried by all voting aye. (4-0)

TOWNSHIP MANAGER

Mr. Mentry presented the Library 5-year budget forecast. Since the figures used to calculate the member municipalities contribution have been somewhat skewed in the past, the library would like to move forward with adjusting the member municipality contributions starting in 2019 for shortages/overages received in the last 5 years. In 2019 Upper Nazareth Township would be assessed \$95,056.00 for the year. Moving forward through the following 5 years the yearly increases would be approximately 3.25 – 3.5%. Mr. Rinker stated this should be discussed at budget time. Mr. Mentry stated that Bushkill Township is countering with a set amount per person figured on the EIT population fixed for the next 5 years. No action was necessary on this item.

Mr. Mentry stated that a proposal was presented to the Board at the June 6, 2018, meeting for Cyber Insurance coverage. Cyber attacks on local governments have increased an average of 10% per month over the last two years. Cyber crime is becoming a serious issue. Based on the recent hacking of our phone system and the recent cyber attack on the City of Allentown, Mr. Mentry requested approval of the Cyber insurance proposal from Weiss Schantz in the amount of \$2,340.00.

Motion was made by Mr. Rinker and seconded by Mr. Pulliam to approve the Cyber Insurance Proposal in the amount of \$2,340.00. Motion carried by all voting aye. (4-0)

Mr. Mentry informed the Board that Royal Security did not have another alternative for a new intercom system for the Township Municipal building. Royal Security stated that the current system could possibly be fixed, however, it would require all new wiring and would probably cost more than a new system. Mr. Mentry requested the Board approve the purchase of a new intercom/access system from Royal Security in the amount of \$1,237.00.

Motion was made by Mr. Rinker and seconded by Mr. Pulliam to approve the purchase of a new Intercom/Access system from Royal Security in the amount of \$1,237.00. The motion failed to pass with Mr. Rinker and Mr. Pulliam voting aye and Mr. Sylvainus and Mr. Disbrow opposed. (2-2). Mr. Mentry stated that he was going to unlock the front door moving forward.

Mr. Mentry requested the Board accept the letter from New Enterprise Stone and Lime granting the Township an extension of time through December 31, 2018, to review the submitted land development plan.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to accept New Enterprise Stone & Lime extension of time through December 31, 2018, to review the submitted Land Development Plan. Motion carried by all voting aye. (4-0)

Mr. Mentry mentioned the deadline for submissions for the fall newsletter is August 3, 2018.

Mr. Mentry tabled the discussion on the County Consortium participation for the HOME Program as a meeting is being held with the County on Tuesday, June 26, 2018.

APPROVAL OF DEPARTMENT REPORTS

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

PLANNING & ZONING

Mr. James Vozar of JVI LLC and Nicole Galio, P.E., from Maser Engineering presented a sketch plan for a warehouse development on Gun Club Road. Mr. Vozar stated that they are a regular design company and have the 80-acre Tavianini parcel under contract. Their intent is to construct an 870,000 square foot distribution center and a 208,000 square foot facility. Mr. Vozar stated there is gas in the street and they are working with Bath Sewer Authority for sanitation and Pennsylvania American Water for water service. Mr. Vozar also stated that the site can be serviced by rail if a tenant desired this accessibility. The building will be of standard height and zoned I-2. Mr. Rinker asked what would be in the building. Mr. Vozar responded they did not know at this time. Mr. Vozar said their intent is to improve Gun Club Road from Route 248 to the railroad tracks as well as the railroad track crossing and fix the broken curbs, bringing them up to code. They have had a scoping meeting with PennDOT and the traffic studies were performed prior to the school year ending. The plan would be to widen and overlay Gun Club Road so that it can handle the traffic. Mr. Vozar said a discussion was had with the Planning Commission about signage directing the trucks to go north. Mr. Vozar stated they will fully comply with the SALDO and the Zoning Ordinance.

PUBLIC WORKS

Mr. Shupe informed the Board that the supplemental street sweeping will begin the week of June 25, 2018. Mr. Shupe stated this additional sweeping is due to the harsh winter and the

amount of stone that was applied to the road surfaces and the residents pushing accumulations of stone back into the roadways, as well as the fact that they are many more cars on the roads that prohibited some roads from being completely cleaned.

RECREATION

Mr. Mentry stated that Community Days is slated for August 24th and 25th and they are looking for vendors. Mr. Mentry stated that they have received quite a few donations.

PUBLIC SAFETY

POLICE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Mr. Rinker stated that he could not attend the Safety Committee Meeting on Friday, June 22, 2018. Mrs. Parrish stated she would discuss with the Manager if the meeting would be rescheduled to another date.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mr. Pulliam to adjourn at 8:40 p.m. Motion carried by all voting aye. (4-0)

Respectfully submitted,

*Betty Parrish
Recording Secretary*

MINUTES JULY 5, 2018
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, Donna Hirst, Scott Sylvainus, Robert Disbrow and Brian Pulliam.

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

PUBLIC COMMENT

Nothing at this time.

APPROVALS

Mr. Rinker requested revising the agenda to remove the Trailer Quote under Emergency Management as further information is needed.

Mrs. Hirst requested adding discussion of the Township building intercom system under Supervisors' Comments to the agenda.

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 June 6, 2018. Motion carried by a vote of 3-0 with Mr. Sylvainus and Mr. Rinker abstaining as they were not present for the June 6, 2018 meeting.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve the meeting minutes of June 20, 2018. Motion carried by a vote of 4-0 with Mrs. Hirst abstaining as she was not present at the June 20, 2018 meeting.

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)

SUPERVISORS' COMMENTS

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

Mrs. Hirst brought up the subject of replacing the current non-working intercom system with a newer system as quoted previously by Royal Security in the amount of \$1,237.00. Mrs.

Hirst stated that safety of the Township staff should be of paramount concern. Discussion took place regarding the necessity of a new intercom system.

Motion was made by Mrs. Hirst and seconded by Mr. Rinker to approve the purchase of a new intercom system from Royal Security in the amount of \$1,237.00. Motion carried with Mrs. Hirst, Mr. Rinker and Mr. Pulliam voting aye and Mr. Sylvainus and Mr. Disbrow opposed. (3-2)

TOWNSHIP ENGINEER

Mr. Dooley presented the Engineers Project Status Update report to the Board highlighting the status of current projects he is involved with in the Township.

Mr. Dooley requested conditional approval of Payment Application No. 2 in the amount of \$2,890.34 for final payment to RAM Siding for the municipal re-roofing project that was recently completed. Mr. Dooley stated all necessary documentation has been received with the exception of two original documents which are being mailed. The check will be released when these documents are in our possession.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve Payment Application No. 2 in the amount of \$2,890.34 for final payment to RAM Siding for the Municipal Building re-roofing project conditional on receiving the two original documents in the mail. Motion carried by all voting aye. (5-0)

TOWNSHIP SOLICITOR

Mr. Mentry requested the Board formalize on paper an Intermunicipal Cooperation Agreement between Lower Nazareth Township, Bushkill Township and Upper Nazareth Township to share resources on road-related work. The formalization of such an agreement would document and clearly define a prior agreement that has only existed via a gentleman's handshake. Mr. Mentry stated an Intermunicipal Cooperation Agreement must be enacted via ordinance. Mr. Mentry requested the Board authorize advertising for the Intergovernmental Cooperation Agreement between Lower Nazareth Township, Bushkill Township and Upper Nazareth Township.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to authorize advertising the Ordinance for the Intergovernmental Cooperation Agreement between Lower Nazareth Township, Bushkill Township and Upper Nazareth Township. Motion carried by all voting aye. (5-0)

TOWNSHIP MANAGER

Mr. Mentry requested authorization to advertise the Upper Nazareth Township Pollutant Reduction Plan. DCED requires a 45-day comment period for public review and comment which will be from July 16, 2018 through August 29, 2018. This reduction plan is required by the PAG-13 National Pollutant Discharge Elimination System General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems. The requirement is that

Upper Nazareth Township reduce the pollutants in the MS4 by 10% over the next 5 years. Mr. Mentry stated that essentially there is between 72,000 to 73,000 pounds of sediment to be reduced over the 5 year period.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to authorize advertising the Upper Nazareth Township Pollutant Reduction Plan. Motion carried by all voting aye. (5-0)

Mr. Mentry stated the Township has received a check in the amount of \$31,440.00 from the County of Northampton Gaming Revenue and Economic Redevelopment Authority due to their dissolution. Mr. Mentry informed the Board paperwork received stipulates how this money can be used. Mr. Mentry asked if the Board wanted to wait until budget season to allocate these funds or do something sooner. The Board wishes to wait until budget time to allocate these funds.

Mr. Mentry stated that the new 25 MPH speed limit signs have been placed on Friedenstahl Ave. Earlier this year Mr. Mentry and several others met with Mr. Pat Wright from PennDOT at the intersection of 4th St. and Friedenstahl Ave. to discuss what possibilities exist in making this area safer to pedestrian traffic. Mr. Wright has submitted a written report that has been distributed to the Board outlining possible solutions. Mr. Wright's suggestion would be to work with the School District to establish 5th St. as the walking route, as that is an established 4-way stop. Mrs. Hirst mentioned, in past discussion regarding this issue, it was brought up to hire a crossing guard for that intersection, and she would like to move forward with that proposal as previously discussed.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to move forward with hiring a crossing guard for the 5th St. and Friedenstahl intersection for the beginning of the new school year. Motion carried by all voting aye. (5-0)

Mr. Mentry informed the Board CodeRED initiated an all-call on Friday, June 29, 2018, to the approximately 2,900 phone numbers already existing in their database for Upper Nazareth Township. Mr. Mentry stated over the next several weeks there will be a few follow up calls to numbers that went unanswered. According to CodeRED, approximately 74% were completed calls.

Mr. Mentry presented a letter from Northampton County Department of Community & Economic Development pertaining to the HOME Consortium. Mr. Mentry explained that by joining the consortium for housing rehab grants our funding would be on an annual basis versus state funding which grants a 3-year window. Therefore, annual funding would be a little less than what we received with our current 3-year grant. Mr. Mentry stated that a good portion of the reporting currently being performed would then be handled by the County.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to authorize participation in the HOME Program County Consortium. Motion carried by a vote of 4-1 with Mr. Sylvainus opposed.

Mr. Mentry stated he has drafted an in-house policy formalizing our enforcement of the permanent and non-permanent basketball hoops. Mr. Mentry said this is consistent with past practices of requiring removing of any permanent basketball structure from the road side and allowing the movable basketball structures to be used providing they are removed from the roads when not in use. The Board concurred with this policy.

Mr. Mentry mentioned that the fall newsletter dead-line is August 3, 2018.

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Mentry requested approval to advertise and pre-authorize hiring (in the event that the July 18, 2018, Board meeting is cancelled) a full-time laborer for the Public Works Department, conditional on all necessary documentation and pre-employment screening being received.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to authorize advertising and pre-authorize hiring a full-time laborer for the Public Works Department, conditional on all necessary documentation being received (in the event that the July 18, 2018, Board meeting is cancelled). Motion carried by all voting aye. (5-0)

RECREATION

Mr. Mentry stated that a check was received from Buzzi Unicem in the amount of \$3,000.00 for their Gold Sponsorship of the Community Days event. Mr. Mentry said with anticipated expenses for this event, the current net income is small.

POLICE DEPARTMENT

Police Chief Cope reminded the Board about previous discussion pertaining to consideration of a substantial increase from the \$5.00 parking fine currently spelled out in our Ordinances. Police Chief Cope proposed increasing fines according to the schedule included in their meeting packet. Police Chief Cope requested authorization to prepare and advertise an updated Parking Fine Ordinance.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to authorize the preparation and advertisement of an updated Parking Fine Ordinance in accordance with the schedule dated June 5, 2018. Motion carried by all voting aye. (5-0)

EMERGENCY MANAGEMENT

Trailer quote was removed as further information is needed.

SAFETY COMMITTEE

Nothing at this time.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to adjourn at 8:03 p.m.
Motion carried by all voting aye. (5-0)

Respectfully submitted,

Betty Parrish
Recording Secretary

MINUTES AUGUST 1, 2018
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Vice Chairperson Donna Hirst.

Pledge of Allegiance

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

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

PUBLIC COMMENT

Ms. Becky Bartlett of 127 4th St. suggested the Township consider installing a rain garden or pollinator garden in front of the municipal building. This has been done in other municipalities including Plainfield and Bushkill Townships. Mrs. Hirst suggested this for an Eagle Scout Project.

APPROVALS

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

Motion was made by Mrs. Hirst and seconded by Mr. Pulliam to approve the meeting minutes of July 5, 2018. Motion carried by a vote by all voting aye. (3-0)

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

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve the June 2018 Financial and Treasurer's Report. Motion carried by all voting aye. (3-0)

SUPERVISORS' COMMENTS

Mrs. Hirst stated that an executive session was held prior to the meeting for personnel reasons.

TOWNSHIP ENGINEER

Mr. Dooley presented the quotes for 32 pavement core samples on Georgetown Rd., Blossom Hill Rd., Silvercrest Rd., Longley Rd., Christian Springs Rd., Penn Dixie Rd., Penn Allen Rd., Gun Club Rd., Sterner Rd., Alms House Rd., Fox Rd./Bieber Rd., and Michaels School Rd for the Road Posting and Bonding Project. Mr. Dooley stated that three quotes were received and requested awarding the coring of roads to Certified Testing Laboratories, Inc. in the amount of \$5,700.00 as they were the lowest estimate. Mr. Dooley stated the Township utilized

Certified Testing Laboratories for compaction testing during the construction of the Friedenstahl traffic signal.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to award the road core testing to Certified Testing Laboratories, Inc. in the amount of \$5,700.00. Motion died with Mr. Pulliam voting nay. (2-1)

Mr. Pulliam stated that he would like more information before he votes to approve the contract. Mr. Mentry explained that as part of the process of Posting and Bonding roads to protect them from heavy construction vehicles, we need to take samples of the existing conditions to give us an accurate baseline.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to award the road core testing to Certified Testing Laboratories, Inc. in the amount of \$5,700.00. Motion carried by all voting aye. (3-0)

Mr. Dooley also requested the Board pre-authorize an additional \$1,500.00 for any cost adjustments that need to be made in the field. Mrs. Hirst stated that she would only feel comfortable approving an additional \$1,000.00 as a contingency, conditional on the Engineer providing an explanation of any adjustments that need to be made in the field.

Motion made by Mr. Disbrow and seconded by Mrs. Hirst to pre-authorize an additional \$1,000.00 for any cost adjustments that need to be made in the field. Motion carried by all voting aye. (3-0)

TOWNSHIP SOLICITOR

Attorney Asteak requested approval to advertise Parking Ordinance No. 178 repealing all previous parking ordinances. Attorney Asteak stated that the primary reason for updating the parking ordinance is to increase the maximum fine the Police can assess for parking violations to \$50.00, which is the maximum permitted by the PA Vehicle Code.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to authorize advertising Parking Ordinance No. 178. Motion carried by all voting aye. (3-0)

Attorney Asteak stated Ordinance No. 177, Intergovernmental Cooperation Agreement between Lower Nazareth Township, Bushkill Township and Upper Nazareth Township has been duly advertised and is ready for adoption.

Motion was made by Mr. Pulliam and seconded by Mrs. Hirst to adopt Ordinance No. 177, Intergovernmental Cooperation Agreement between Lower Nazareth Township, Bushkill Township and Upper Nazareth Township. Motion carried by all voting aye. (3-0)

TOWNSHIP MANAGER

Mr. Mentry requested approval to advertise the budget workshops for Monday, September 24, Tuesday, October 9, and Monday, October 22, 2018, with a start time of 6:00 pm.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to authorize advertising the budget workshops for Monday, September 24, Tuesday, October 9, and Monday, October 22, 2018, with a start time of 6:00 pm. Motion carried by all voting aye. (3-0)

Mr. Mentry informed the Board the 2018 2nd Quarter Univest Police Pension Report was available for review.

Mr. Mentry informed the Board the 2018 2nd Quarter Nationwide Police Pension Report was available for review.

Mr. Mentry presented Upper Nazareth Township Policy No. 21, Basketball Hoop Enforcement Policy for approval. Mr. Mentry stated this policy formalizes our enforcement of the permanent and non-permanent basketball hoops. Mr. Mentry said this is consistent with past practices of requiring removal of any permanent basketball structure from the road side and allowing the movable basketball structures to be used providing they are removed from the roads when not in use. The Board concurred with this policy.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to approve Upper Nazareth Township Policy No. 21, Basketball Hoop Enforcement Policy. Motion carried by all voting aye. (3-0)

Mr. Mentry requested approval of Resolution No. 18-09 – Certification for an Application to the PA Municipal Assistance Program certifying that our community is an active and regular participant in the NAZCOG Comprehensive Planning Group. Mr. Mentry stated that the NAZCOG recently voted to admit Hanover Township, Northampton County, as a member of the Steering Committee to participate in the Comprehensive Plan Update. Therefore, a new resolution is required to include Hanover Township as one of the participating municipalities for the state grant. Mr. Mentry stated that Hanover Township's participation will decrease the cost to Upper Nazareth Township by approximately \$1,000.00.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve Resolution No. 18-09 – Certification for an Application to the PA Municipal Assistance Program. Motion carried by all voting aye. (3-0)

Mr. Mentry mentioned the fall newsletter deadline is Friday, August 3, 2018.

Mr. Mentry stated that the comment period for the Lehigh Valley Hazard Mitigation Plan draft closes on Friday, August 3, 2018.

APPROVAL OF DEPARTMENT REPORTS

Motion was made by Mr. Disbrow and seconded by Mr. Pulliam to approve the June Zoning, Police, Public Works and Fire 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. Disbrow stated that on Monday the Community Day Committee did a walk-thru at Tuskes Park and decided on a slightly different layout. Mr. Disbrow stated that there will be another meeting next week and the following week.

POLICE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Mr. Mentry stated that the Safety Committee had their meeting on July 27, 2018.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Ms. Lucy Tims of 2738 New England Dr., Ms. Carol Ivy of 3268 Gun Club Rd., Mr. Brad Leach of 3296 Gun Club Rd. and Mr. Frank Belcastro of 3013 Blossom Hill Rd. each voiced concerns regarding a sketch plan that was submitted to the Planning Commission and the Board of Supervisors for a warehouse development on Gun Club Rd. Comments included concerns over the amount of truck traffic, the damage to Township roads that would result from the development, and the overall long term cost to the Township of such a development.

Mrs. Hirst thanked the residents for their concerns and stated that at this time no formal submission has been made to the Township, so there is nothing that the Board can take action on.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to adjourn at 7:52 p.m.
Motion carried by all voting aye. (3-0)

Respectfully submitted,

Betty Parrish
Recording Secretary

MINUTES AUGUST 15, 2018
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, Donna Hirst, Scott Sylvainus, Robert Disbrow and Brian Pulliam.

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

PUBLIC COMMENT

Mrs. Joanne Messenlehner of 40 Schoeneck Ave. expressed her concerns regarding litter in and around the Township. Mrs. Messenlehner asked the Board if they could possibly do something to get the Township residents involved in keeping the municipality free of litter. Mrs. Messenlehner asked the Board to please post on the front door when Board meetings are cancelled.

APPROVALS

Mr. Mentry requested revising the agenda to add discussion about the use of Tuskes fields the week prior to Community Days under Recreation.

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 August 1, 2018. Motion carried by a vote of 3-0 with Mr. Rinker and Mr. Sylvainus abstaining as they were not present at the August 1, 2018 meeting.

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

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve the July 2018 Financial and 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 reasons.

Mr. Rinker introduced Mr. Ewan Moore of Boy Scout Troop #76. Mr. Moore proceeded to make a presentation to the Board regarding his request to construct a GaGa Ball pit at Tuskes as his Eagle Scout Project. Mr. Moore explained the process necessary to complete an Eagle

Scout Project and laid out plans to construct a GaGa Ball pit at Tuskes Park. Various areas were discussed for the placement of the pit. Mr. Shupe stated that we might consider the volleyball court as a possible location. Mr. Disbrow commented that he has been on many scout trips and a GaGa Ball pit is usually at their destinations. Mr. Disbrow feels this is a growing sport. Attorney Asteak asked who would maintain the pit once constructed. Mr. Moore stated that the structure itself should be fine for about 10-12 years with the sand being replenished every couple years.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to grant preliminary approval for Mr. Ewan Moore to move forward with his Eagle Scout Project to construct a GaGa Ball pit at Tuskes Park. Motion carried by all voting aye. (5-0)

TOWNSHIP ENGINEER

Mr. Dooley handed out a booklet to the Board titled “Quick Resource Guide to the MS4 Program” and went on to comment on the Pollution Reduction Plan. Mr. Dooley stated the Federal Government has mandated a program requiring municipalities throughout the country to develop a stormwater management program containing 6 Minimum Control Measures (MCMs) to eliminate pollutants thereby reducing the sediment flow into streams to be administered in PA by the PA DEP. The MCM’s include 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.

Mr. Dooley explained that in this cycle of the Township’s MS4 Permit renewal is the requirement of a Pollution Reduction Plan (PRP) identifying Pollutant Control Measures (PCMs) to be conducted by the permittee to identify and control pollution leading to impaired waters. The PRP is a document prepared by the permittee to select and implement specific Best Management Practices (BMPs) to reduce pollutant loading to surface water. A 10% reduction of pollutants is required to be achieved by February 28, 2024. Mr. Dooley proposed converting 3 existing detentions basins to wet bottom basins to capture the load. Two basins are owned by the Township, one in Creekside and one next to the Municipal Building. The third basin is privately owned and located in the Hillside Development. Mr. Sylvainus asked what is involved in converting a basin to a wet bottom. Mr. Dooley explained it would entail digging out the bottom some so the sediment load settles before it reaches the outlet area. Plantings would be established that are wet bottom tolerant. Mr. Sylvainus asked if it would be like a pond. Mr. Dooley responded yes.

Mr. Disbrow questioned the possibility of mosquitos inhabiting the basin, as lately the focus has been on residents removing all standing water as mosquitos are numerous this year and many cases of the West Nile virus have been diagnosed. Mr. Dooley responded that vector control measures would be implemented prior to construction. Mr. Dooley stated that once a wetland eco-system gets established, various species feed on the mosquito larvae.

Mrs. Hirst asked if we would have to dredge from time to time. Mr. Dooley responded yes, as this would be incorporated into the maintenance of the basins.

Mr. Dooley informed the Board that our current NPDES permit expires on February 28, 2019, therefore, the Township must submit their Notice of Intent of Permit Renewal by September 1, 2018, including our proposed PRP. Mr. Dooley is requesting approval to submit the MS4 Permit Renewal to PA DEP. Mr. Mentry stated that there is a \$2500 permit renewal fee, along with an annual \$500 permit fee.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve submission of the MS4 Renewal to PA DEP. Motion carried by all voting aye. (5-0)

Mr. Dooley stated that the 2018 Pavement Marking Project has been completed. Mr. Dooley requested approval for final payment to Alpha Space Control Co., Inc., in the amount of \$10,663.79 conditional on receiving final close out documents. Mr. Dooley informed the Board that the actual cost of the pavement marking was less than the bid price of \$10,857.25.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve final payment to Alpha Space Control Co., Inc. in the amount of \$10,663.79 for the 2018 Pavement Marking Project conditional on receipt of final close out documents. Motion carried by all voting aye. (5-0)

Mr. Dooley presented the engineer's project status report.

TOWNSHIP SOLICITOR

Attorney Asteak stated Parking Ordinance No. 178 has been prepared, posted and duly advertised and is ready for adoption. Attorney Asteak stated that Parking Ordinance No. 178 consolidates all previous parking ordinances and increases the fines the Police Department can assess to the maximum permitted by the PA Vehicle Code.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to adopt Parking Ordinance No. 178. Motion carried by all voting aye. (5-0)

Attorney Asteak informed the Board that Profeta Farms Pennsylvania, LLC has submitted an Agricultural Security Area application that includes 3 separate parcels. Attorney Asteak stated that the application was made in the proper manner. The parcels lie in the northern boundary but one of the tracts is in Nazareth Borough. The total application is for approximately 109 acres. Attorney Asteak explained some of the requirements of an Agricultural Security Area, one being that it must contain 250 acres. Attorney Asteak stated entering parcels into an Agricultural Security Area allows homeowners to secure small business loans, landowners are protected from nuisance lawsuits from neighboring residents but must comply with all municipal zoning ordinances, plus some other benefits. Currently Upper Nazareth Township does not have an Agricultural Security Area. Attorney Asteak stated that Bushkill Township has an Agricultural Security Area and the lands could possibly be entered into theirs as the property does not have to be contiguous. At this time Attorney Asteak stated that the Board needed to acknowledge receipt of this application and advertise that an application has been received.

Attorney Asteak suggested the Board formally reach out to Bushkill Township to see if they would accept these parcels into their Agricultural Security Area.

Motion was made by Mr. Rinker and seconded by Mr. Pulliam to accept Profeta Farms Pennsylvania, LLC Agricultural Security Area Application. Motion carried by all voting aye. (5-0)

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to authorize advertising the filing of the Profeta Farms Pennsylvania, LLC Agricultural Security Area Application. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to authorize formally asking Bushkill Township to consider accepting these parcels into their Agricultural Security Area. Motion carried by all voting aye. (5-0)

TOWNSHIP MANAGER

Mr. Mentry informed the Board that a meeting was held with the Supervisor of Transportation for NASD regarding improvements to school crossing zones and pedestrian safety on Friedenstahl Ave. Mr. Mentry stated that it was a very productive meeting and that the school district was willing to coordinate with the Township to improve pedestrian safety, and that they offered several recommendations based on their experience dealing with student walkers. Mr. Mentry stated that the Supervisor of Transportation was expected to attend tonight's meeting, but something came up at the last minute and she had to cancel. Mr. Mentry went on to say that the school district does not have a designated crossing route for pedestrians on Friedenstahl Ave. They also do not think it is a good idea to funnel pedestrian traffic to Friedenstahl Ave. and 5th St. as it may decrease safety, requiring people to walk along Friedenstahl Ave. rather than the safer Mt. Vernon Ave. Mr. Mentry suggested revisiting the installation of a 4-way stop at 4th St. and Friedenstahl Ave. and consider adding another 4-way stop at 2nd St. allowing students to more safely cross at crosswalks and then traverse Mt. Vernon Ave. The school district recommended leaving the crosswalks in place. Regarding hiring a crossing guard, the school district does not recommend a crossing guard for any intersection as it has the potential to be less safe, as students may walk along Friedenstahl to cross at 5th St. This is also not consistent with Nazareth Borough, as there are no crossing guards for middle school or high school walkers. Mr. Mentry would like to look into the possibility of having Friedenstahl Ave. designated as hazardous for all age groups, which would require the school district to bus all students and be further reimbursed from the state for the additional busing. Mr. Mentry stated that although this solution won't guarantee that all students take the bus, it should decrease pedestrian traffic and therefore increase safety. Mr. Mentry stated that the school district was also agreeable to looking into this option. All Supervisors agreed that this option should be further explored. Mr. Mentry will reach out to PennDOT to see what is required of having Friedenstahl Ave. designated as hazardous for all age groups.

Mr. Mentry informed the Board that the Monroe County LSA Grant is progressing. This grant is a joint grant application by Upper Nazareth Township and Bath Borough for the

purchase of public works equipment for approximately \$250,000.00. Mr. Mentry stated that a Resolution and equipment cost would be presented at one of the September Board meetings.

APPROVAL OF DEPARTMENT REPORTS

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

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Shupe informed the Board that there were quite a number of applications for the full-time public works position. Mr. Shupe stated that applicants were interviewed by him and Mr. Mentry. Mr. Shupe is requesting approval to hire Bassam Sayegh full-time at a rate of \$18.11 for the full-time Laborer 2 position with an adjustment to 90% of the current full-time rate after a 90-day probationary period and successfully passing all pre-employment screens.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve the hiring of Bassam Sayegh as Public Works Department full-time Laborer 2 at the rate of \$18.11 with an adjustment to 90% of the current full-time rate after a 90 day probationary period conditional on passing all pre-employment screenings. Motion carried by all voting aye. (5-0)

RECREATION

Mr. Mentry stated that Community Days is next weekend and the Community Day Committee is finalizing all details. Mr. Mentry requested approval for the UNFD to serve alcohol at Tuskes Park for Community Days and to approve keeping the park open after dusk.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to approve the serving of alcohol by UNFD at Tuskes Park on Community Days 2018. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve Tuskes Park being open after dusk for Community Days 2018. Motion carried by all voting aye. (5-0)

Mr. Mentry informed the Board that Tuskes Park is closed from Sunday prior to Community Days and for the entire week thereof due to safety concerns for our residents. Mr. Mentry stated he has received a request from the Field Hockey Coach to allow them to use the field on Monday and Tuesday prior to Community Days. Discussion took place regarding safety concerns and hazards that exist during the Community Days set-up process. The Board was not in favor of allowing the Field Hockey Team access to the fields during the week prior to Community Days.

POLICE DEPARTMENT

Police Chief Cope presented a letter from the Northampton County Chiefs of Police Association requesting the Board's willingness to participate in the RIIC system. Chief Cope stated that the system for 2018 was totally funded by a grant and is being run by the Lehigh County D.A. The cost to participate in this program would be approximately \$.50 per citizen per year. It was suggested that the Township approach the Northampton County D.A. for the possibility of their contributing to this and revisit it at budget time.

Approval is being requested for a Community Cheer Color Run on August 25, 2018 beginning at 10:00 am.

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve Community Cheer Color Run on August 25, 2018. Motion carried by all voting aye. (5-0)

EMERGENCY MANAGEMENT

Mr. Rinker requested approval to purchase a 2019 Cargo Mate Trailer from Dry Creek Trailers in the amount of \$7,920.15. Mr. Mentry asked who the trailer was being purchased for, the Township or the Fire Department. Mr. Rinker stated the Township.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve the purchase of a 2019 Cargo Mate Trailer from Dry Creek Trailers in the amount of \$7,920.15. Motion carried by a vote of 4-0 with Mr. Rinker abstaining.

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. Rinker to adjourn at 8:42 p.m. Motion carried by all voting aye. (5-0)

Respectfully submitted,

*Betty Parrish
Recording Secretary*

MINUTES SEPTEMBER 5, 2018
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, Donna Hirst, and Robert Disbrow. Brian Pulliam and Scott Sylvainus were absent.

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

PUBLIC COMMENT

Ms. Heather Dollinger of 281 Farmview Ave. asked the Board about the crossing guard at 4th St. and Friedenstahl Ave. The traffic has gotten really bad. Numerous kids are crossing there and as you know a child was hit there a few years ago. Even a lot of kids in sports are crossing there going to the Intermediate school and its is very dangerous.

Mrs. Hirst asked if she could add something to that. Mrs. Hirst stated today field hockey or something must have been practicing and in front of her house she saw over 25 young females who were walking down 5th St. trying to get to the Intermediate school from the high school keeping in mind that 5th St. doesn't have the traffic that 4th St. does, but still has traffic. Mrs. Hirst stated that not only are there students walking on 4th St. but there are busses, NASD maintenance vehicles, the mail truck, an 18 wheeled truck that comes into the development for a business on 4th St. plus FedEx and UPS making deliveries to the business not to mention the cars that are parked on 4th St. so the kids are going in and out and the busses are going down and as has been said over and over this is an issue. Mr. Shupe mentioned the excessive number of garbage trucks add to the problem as well.

Mr. Rinker asked why we could not have the school district bus them.

Ms. Dollinger replied that state code specifies that the school needs to be 2 miles away before the school can bus the students. Mr. Mentry commented the 2 miles would not apply if the road were declared hazardous.

Mrs. Hirst stated the Township went to the school district about this issue and a study was done on Friedenstahl Ave. and the suggestion was to have students go to 5th St. and cross as there is a stop sign there, and putting a stop sign on 4th St. was a difficulty with PennDOT. It has been thrown out there, and even though it would be an Upper Nazareth Township cost, the school district was adamantly opposed to doing it and they adamantly refused. Mr. Mentry stated they recommended against it, he would not say they adamantly refused it. It was brought up as a suggestion based on the PennDOT consultant's recommendation. The Township can choose to hire a crossing guard with or without permission or cooperation from the school district. The Board had authorized the Manager to meet with the school district to go over some of these options and their recommendation was, based on their experience, they did not think it

was a good idea. They certainly said if you decide to do it, it is fine and the school district will try to work with us, but for a couple reasons they thought 1) it might actually decrease safety by forcing students especially from the lower end of Friedenstahl to walk up Friedenstahl Ave. as opposed to crossing at the closest intersection and walking up Mt. Vernon, which receives much less traffic, and is much safer for pedestrians. A part of the issue here is that there are no sidewalks in that area at all. There is no real safe pedestrian facility. Mr. Rinker stated he could see that and would not want kids walking up Friedenstahl to get to a crossing. Ms. Dollinger stated that there are no school zone signs, no flashing lights, and she is concerned with motorists that do not know the area. Mr. Rinker stated the Township has looked into this but we cannot get the school zone or flashing lights because it is not right in front of the school. Mrs. Hirst stated she still believes this is an issue and maybe we need to revisit it with the school district.

Mr. Rinker asked if Ms. Dollinger went to the School Board Meeting. Ms. Dollinger responded no. Mr. Rinker stated to ask them. Mr. Mentry stated that at the last meeting the Board concurred with trying to get Friedenstahl declared a hazardous walking road, which it currently is for elementary and intermediate age students, which is why busing is provided for the younger age groups but not for middle and high school. It does require a PennDOT study to declare the road hazardous, which, if they do, then the school district would be required to provide busing for all age groups which would help to eliminate or at least decrease the number of pedestrians. It is our understanding the school district would receive additional funding from the state to provide that busing. Mr. Disbrow stated that if we can get that designation it is a win for us. Mr. Mentry stated that the school district was on board with exploring that option together with the Township. Mrs. Hirst stated that we need to keep in mind it is not just the kids coming home from school it is sports and after school activities. Ms. Dollinger stated she was speaking for a lot of parents too, no one came, but there are a lot of parents concerned.

Mr. Disbrow asked if they were seeing better results with the 25 MPH speed limit on Friedenstahl. Mrs. Hirst and Ms. Dollinger commented no. Mr. Disbrow stated that he has seen a significant difference when traveling on Friedenstahl Ave. Mr. Disbrow asked about cars parked on 4th St. and did we add that to the new parking ordinance recently adopted to aid with that? Mr. Mentry stated that some sections of 4th St. are designated no parking.

Ms. Becky Bartlett of 127 4th St. stated she moved here 20 years ago and the residents have been fighting with the school district about this but have been coming here the past few years. The school district has really dug their heels in on this and will not move on this issue. Ms. Bartlett said she will go and complain to them again, but it's with the knowledge that they will not do anything. Ms. Bartlett stated she was really pleased that the Township was doing something.

Mrs. Hirst wanted to know if we needed to move forward with considering hiring a crossing guard with or without the school district's ok and then let parents decide where they want their kids to cross. Then we can say we provided them with a safe route, they opted not to do that.

Mr. Rinker asked if the person Mr. Mentry talked with could come to a meeting. Mr. Mentry stated he would reach out to her. Mr. Mentry stated she was going to attend the last meeting but had something come up at the last minute.

Mr. Mentry stated that the route Nazareth Borough has taken is to advertise and hire and train crossing guards in-house. There are companies that you can contract with to provide crossing guard services. Procedurally it could potentially be easier as far as saving time for the Township. Mrs. Hirst favors hiring someone in the Township either a retired person or a mother that is off when the kids are coming home. Mrs. Hirst would rather see a job like that go to someone in the community feeding back into ourselves. Mr. Mentry stated that he would continue to explore having the road declared as hazardous, and invite Patricia Quinn to the next Board Meeting if she is available to further discuss this issue. Mr. Mentry commented it is anticipated there being angry people here, and when people are frustrated and people are concerned about this issue, but the school district was very willing and was very cordial during our meeting, and they indicated they are very willing to work with the Township. There was no tension or conflict. From their perspective of dealing with these issues they offered recommendations and that is what has been reported back to the Board. They are willing to work with the Township. They recognize there is an issue. They are obviously looking at it from a different angle. Ms. Dollinger commented they are willing to work with us but they don't want to hire a crossing guard, they want to know other options. Mr. Mentry responded they genuinely did not think a crossing guard would solve the problem. One of the things was discussed was that some of these safety measures are put in place, cross walks, crossing guards, depending on whether there are sidewalks or what the make up of the road is, it creates a perception of safety but it does not actually increase safety at all. It actually increases the likelihood of accidents because people see these things and assume that it is a safer area to cross or a safer area to walk, when in reality it is not. The Township needs to be careful to not just throw a bunch of darts at this issue when they might not actually be solving the problem. Mrs. Hirst recommended to Ms. Dollinger and Ms. Bartlett to have a copy of the memo Mr. Mentry sent to the Board regarding his meeting with the school district on this issue with them when they go to the School Board Meeting.

Mrs. Hirst asked if the Board was still willing to hire a crossing guard. Mr. Disbrow stated that based on the last meeting the Board did not deny it, it is still an option, but at the last meeting we were looking at the designation of the roadway being declared unsafe because that sets in motion a lot of different options that put it back on the school district. Mr. Rinker asked how long that process would take. Mr. Mentry responded if that were to happen, he did not anticipate it being in place until the next school year. Mr. Mentry stated that this might be an area that PennDOT works more quickly. Mr. Mentry stated he has reached out to PennDOT and there is one person in District 5 who handles these issues. Mr. Mentry stated he left a message for him last week and another today, as the PennDOT contact was off for a few days over the holiday.

APPROVALS

Mr. Mentry requested revising the agenda to add discussion about setting the date and time for Halloween Trick or Treat and the Halloween Open House.

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. Disbrow to approve the meeting minutes of August 15, 2018. Motion carried by a vote by all voting aye. (3-0)

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

SUPERVISORS' COMMENTS

Mrs. Hirst wanted to personally thank Mr. Disbrow, Mr. Rinker, Chief of Police Cope, and the Road Crew staff for all the hard work they did in preparing for Community Days to make it such a success as well as the Fire Department. Mr. Shupe commented that the Office Staff also puts in a lot of work toward this event. Mrs. Hirst stated she just wants to thank everyone as it was fantastic.

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

TOWNSHIP ENGINEER

Mr. Dooley informed the Board that with the recent road project we received some complaints that he is following up on and is not complete with his investigation as to what the cause of the issues was. Mr. Dooley stated that he will follow up with those residents personally once he has concluded his investigation. Mr. Dooley stated his inspector will be meeting with the contractor's representative on-site hopefully this week to look at the issues. Mr. Dooley will report back to the Board at the next meeting.

Mr. Dooley stated that he has received a request from Stone Creek Development (Tuskes) for the release of escrow from Eagles Landing Phase 3B and acceptance of streets. Mr. Dooley recommended that this be approved. Currently they have \$75,235.60 in maintenance escrow. The only conditions we have with accepting this request is to provide the Township with clean as-builts, the planting of 2 trees when weather is more conducive and provide us with acknowledgement that they will plant those trees before the end of this planting season. Those trees will be covered under the next phase's maintenance period. They also need to provide us with the recorded Deeds of Dedication for the streets within Phase 3B. Mr. Mentry noted that a letter was received from them yesterday stating that please allow this letter to serve as acknowledgement and agreement that they will plant two street trees as required as part of Phase 3B prior to the end of the 2018 planting season.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve the release of the \$75,235.60 security, plus accumulated interest, as part of the completion of the Eagles Landing Phase 3B maintenance period subject to the execution and recording of the Deeds of

Dedication, the requirements of KCE's letter dated August 31, 2018 and the receipt of clean as-built drawing. Motion carried by all voting aye. (3-0)

TOWNSHIP SOLICITOR

Attorney Asteak updated the Board pertaining to Profeta Farm's request to place three parcels of land they own into an Agricultural Security Area. Only two of the three properties actually lie in Upper Nazareth with the third parcel being located in the Borough of Nazareth. Upper Nazareth Township does not have an Agricultural Security Area and these two parcels are not large enough for the Township to establish an Agricultural Security Area. However, Bushkill Township does have an Agricultural Security Area. The suggestion is that we ask Bushkill Township to include this property in their Agricultural Security Area. Bushkill Township will be meeting on Thursday, September 6, and they will agree to accept that on payment of what it will cost to process the application. Mr. Asteak requested a motion from the Board to authorize him to request of Bushkill Township to accept Profeta Farms into their Agricultural Security Area. If Bushkill Township accepts, Attorney Asteak will proceed to prepare the requisite resolution for adoption by Upper Nazareth Township. If Bushkill Township agrees to consider this, we would then advertise the filing of the application for 15 days. After that within 45 days the Planning Commission and the Agricultural Security Area Committee, which has already been established in Bushkill Township, will review the properties for compliance. If they both make recommendations, it will be submitted to the Board of Supervisors for adoption.

Mr. Mentry mentioned at the last meeting we discussed our need to advertise, however, Profeta Farms formally withdrew their application to Upper Nazareth Township.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to authorize Attorney Asteak to formally approach Bushkill Township to accept Profeta Farms into their Agricultural Security Area. Motion carried by all voting aye. (3-0)

Attorney Asteak stated that a new fireworks law passed the state legislature authorizing the sale of bigger and better fireworks. That Act contains certain provisions regarding the locations of sale of fireworks but doesn't preclude municipalities from adopting other regulations in our Zoning Ordinance as to the locations of where fireworks may be sold. Some municipalities have undertaken an effort to limit the times when fireworks can be shot off. Mr. Asteak is just alerting the Board to this as a matter of public discussion in other municipalities and, should the Board wish to look into this further, to just let Mr. Mentry know and we will look at the Zoning Ordinance to see what we can do and perhaps adopt an ordinance to limit the times the fireworks can be displayed.

Police Chief Cope asked if these ordinances limit where they can set them off? Attorney Asteak responded that the statute limits the distance from residences. Chief Cope wanted to know if an ordinance could be more restrictive than the State Law. Attorney Asteak stated he would have to check. Attorney Asteak commented that he believes the statute states 150' from a residence. Attorney Asteak stated if the Township wants to set regulations, they might want to

allow for the Chief of the Fire Company to declare a fireworks moratorium if there are particularly dry conditions. Attorney Asteak is bringing this issue up for future discussion.

TOWNSHIP MANAGER

Mr. Mentry informed the Board that the 2017 Real Estate Audit was available for review. Mr. Mentry stated that this is the last year of the agreement with Riley and Company for the performance of this audit. Mr. Mentry stated he would be coming back to the Board at one of the next few meetings for direction as to how the Board wants to proceed with procuring services for the 2018 Real Estate audit.

Mr. Mentry mentioned that Mr. Ewan Moore was present at the last meeting and presented his idea for his Eagle Scout Project to the Board. Mr. Moore proposed to build a Ga-Ga Ball Pit at Tuskes Park. Mr. Moore needs to confirm the location of the Ga-Ga Ball Pit so he can move forward with this project. Mr. Mentry stated that discussion took place regarding the location of this pit and he wanted to confirm the Board's and Mr. Shupe's willingness to convert the volleyball court into a Ga-Ga Ball Pit. All were in agreement with the volleyball court location. Mr. Mentry stated he would communicate the confirmation of the location to Mr. Moore.

Mr. Mentry stated that he received notice from PennDOT regarding their initiative, PennDOT Connects. This initiative is to improve communication between PennDOT and municipalities. Mr. Mentry stated that a meeting will take place at the Upper Nazareth Township Municipal Building on Thursday, September 13, 2018, from 12:00 pm to 1:00 pm to introduce the proposed bridge projects located on Newburg Rd, one in Upper Nazareth Township and one in Lower Nazareth Township.

Mr. Mentry announced that the date, time and location was finalized for the NCATO Annual Convention which will be held at Green Pond County Club on Thursday, October 11, 2018. Mr. Mentry is seeking approval from the Board to register the manager, the office staff, Mr. Shupe and Chief Cope and any Supervisor that would like to attend. There will be a panel discussion on animal control and Attorney Asteak will be serving as a panelist as well as a representative from the state, a representative from a local police department, and an actual animal control officer. It is \$55.00 per person, and as always, employees, supervisors and spouses are invited, but the Township only covers the cost of the employees and supervisors.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve attendance at the NCATO 2018 County Convention on October 11, 2018, for employees and supervisors. Motion carried by all voting aye. (3-0)

Because the animal control issue has come up in conversation several times over the last few months, the Police did pick up a stray dog a couple weeks ago that took us several days to find a rescue that would accept it. A rough calculation of what the cost to the Township was in terms of man hours spent both on the police, public works and the manager's time, was approximately \$500 to \$600. Mr. Rinker asked how the figure was arrived at. Mr. Mentry stated that there were many hours spent as the dog was picked up on Sunday and housing for the stray

was not found until Thursday. The dog warden of Monroe County actually picked up the dog and took it to a rescue. Mrs. Hirst is concerned for the police and the road crew possibly being bitten by an aggressive dog. Mr. Rinker asked how much it would be to join in with Pibbles and Paws through NAZCOG. Mr. Mentry responded the estimated cost was \$.50 per capita, about \$3,200 to \$3,300 per year. Mr. Mentry stated that it is too late at this point for 2019 but can be revisited for 2020. Chief Cope stated he even contacted Pibbles and Paws to see if they could help us out and was told no as we were not going to be a part of the COG program. Chief Cope stated that the biggest issue is trying to get rid of stray dogs and not being able to find a place that will accept them. Mr. Mentry stated that in the unlikely event that someone were to get bit, one workers' comp claim will blow that \$3,000 out of the water. If the program is successful with the participating municipalities and the COG and the option hopefully is available to join in 2020, we should seriously consider it. Unfortunately, it is too late for this January.

PLANNING & ZONING

Mr. Mentry informed the Board that the only formal submission that has been made to appear on the Planning Commission agenda next week is from Heritage Village which is a sketch plan submission for Phases 3 and 4. There was no submission received for any potential development on Gun Club Rd.

PUBLIC WORKS

Mr. Shupe reported that Werner and Lynn Ln. have been milled and overlaid. Silvercrest from Newburg to the County bridge will be done Thursday, September 6, 2018, and then moving the process to the east side of the Township. Eley, Christman and Meyers will be completed hopefully by the end of next week.

Mr. Shupe stated that the turbo on the International dump truck broke and it is going to cost \$4,700 to repair. Mr. Rinker asked if Mr. Shupe needed a turbo. Mr. Shupe responded only if we want the truck to move.

RECREATION

Mr. Disbrow stated that Community Days 2018 was a huge success. Mr. Disbrow commented on the number of employees who volunteered their time over the weekend making sure that everything ran smoothly. An outstanding fireworks display was held on Saturday night. The entertainment was stellar. Some logistics issues such as parking we had but corrections will be made for next year. There was a great band on Saturday night. Mr. Disbrow commented that he has never seen that many people in Tuskes Park at one time. Some lessons learned to take forward for next year, but a lot of people came together to make that whole weekend work well. Mr. Disbrow thanked the Township staff and all those involved with making Community Days a success. Mr. Disbrow stated Mr. Shupe and his crew made sure Tuskes Park looked amazing. Mr. Mentry thanked Mr. Disbrow for organizing the Sunday clean up. Mr. Shupe stated that was a huge help.

Mr. Mentry brought up for Board consideration the extra staffing of Police coverage specifically for Community Days in addition to the regularly scheduled officers who patrol the Township. The tally of the total cost for police coverage is approximately \$2,200. Mr. Mentry requested the Board approve paying the cost of the extra police coverage out of the funds received from Community Days. After allotting for the police coverage there would be approximately \$4,800 left over. Mr. Rinker asked how many officers were staffed. Chief Cope stated one walking, one on a bike and two at the tent. Chief Cope stated that the association tent was not the responsibility of the Township. Mr. Disbrow would like to discuss this at the next Community Days meeting and then bring to the Board after.

POLICE DEPARTMENT

Chief Cope informed the Board that a Sargeant in the department has been sending out letters for donations toward various equipment needs. Morningstar has donated \$1,425 toward the purchase of 3 body cameras. A donation was received from Martin Guitar toward tactical equipment and are expecting another donation from Lehigh Hansen for truck scales. These are in addition to the donation made by WeatherTrends last year for the bicycle. Attorney Asteak said a thank you should be sent.

Mr. Mentry stated Bath Borough has reached out to the Township in an attempt to coordinate their date for Halloween to coincide with Upper Nazareth Township's Trick or Treat night. Bath Borough would like to set the date the same as Upper Nazareth Township in order eliminate the likelihood of children going to different neighborhoods for Trick or Treat on different nights. Chief Cope commented Upper Nazareth Township traditionally holds Trick or Treat on Halloween, October 31st. Chief Cope asked the Board to set Trick or Treat for October 31, 2018, from 6:00 pm to 8:00 pm. Chief Cope also requested approval to hold the Halloween Open House from 4:30 pm to 8:00 pm.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve October 31, 2018, for Trick or Treat Night from 6:00 pm to 8:00 pm and the Police Halloween Open House from 4:30 pm to 8:00 pm. Motion carried by all voting aye.

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to adjourn at 7:55 p.m. Motion carried by all voting aye. (3-0)

Respectfully submitted,

Betty Parrish
Recording Secretary

MINUTES SEPTEMBER 19, 2018
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 and Brian Pulliam. Donna Hirst and Scott Sylvainus were absent.

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

PUBLIC COMMENT

Mrs. Joanne Messenlehner of 40 Schoeneck Ave. informed the Board that she has received numerous phone calls from residents on the west side of the Township expressing their opposition to the possibility of a warehouse being constructed in their area. Ms. Messenlehner stated they wanted to know what could be done about it. Mr. Mentry responded no submission has been received. If residents have concerns they should come to the Planning Commission meetings, as that is where the process would begin.

Mr. Disbrow, on behalf of the Community Days Committee recognized Ms. Carly Seip, a student from Nazareth Area High School. Ms. Seip participated in a contest to design new logo for Community Days. Ms. Seip's logo was selected and displayed throughout the Township advertising Upper Nazareth Township Community Days. Mr. Disbrow presented Ms. Seip with a plaque recognizing her accomplishment, t-shirts, and a yard sign.

APPROVALS

Mr. Mentry requested revising the agenda to add Union Negotiations under Solicitor.

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

Approval of the September 5, 2018 minutes was tabled as Mr. Pulliam was not present for that meeting.

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

Motion was made by Mr. Disbrow and seconded by Mr. Rinker to approve the August, 2018 Financial and Treasurer's Report. Motion carried by all voting aye. (3-0)

SUPERVISORS' COMMENTS

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

District Attorney Morganelli addressed the Board thanking them for the invitation to speak at the Board Meeting. Attorney Morganelli stated he is reaching out to the municipalities in Northampton County as the Boards are a group that he does not have much contact with such as he does with police departments. District Attorney Morganelli gave some of his background information. District Attorney Morganelli stated the DA's office has had a very successful year, especially in the drug forfeiture area. Money received is given back to the police departments and is also used by the DA's office for drug enforcement. District Morganelli is encouraging all municipalities to form Block Watches in their communities to increase citizen involvement in restricting crime. District Attorney Morganelli explained his department has very good community outreach programs that can be offered to the public addressing issues such as domestic violence, drugs, gangs, etc. District Attorney Morganelli asked the Board to contact him if there was anything his office could do in Upper Nazareth Township. District Attorney Morganelli would also be interested in conducting a Town meeting.

Mr. Mentry asked if there would be any funds available to support the RIC. District Attorney Morganelli answered no.

TOWNSHIP ENGINEER

Mr. Dooley informed the Board he followed up on the 3 formal complaints regarding the recent oil and chip process that was applied to Township roads as part of the 2018 Road Program. Mr. Pulliam lives on one of the roads that had the oil and chip process applied and commented it looks great. Mr. Dooley contacted the contractor regarding the complaints. The contractor has agreed to sweep the streets again at no charge. Mr. Shupe stated he has never received so much positive feedback from an oil and chip process as he has this year. Mr. Dooley suggested more education of the residents regarding the process. Mr. Mentry stated the 3 complaints received were several days after the application was applied. The issues were a result of high temperatures and the excessive heat wave. This caused some softening of the newly applied product.

TOWNSHIP SOLICITOR

Attorney Mills requested adoption of Resolution #18-10 authorizing Bushkill Township to consider incorporation of Profeta Farms Pennsylvania LLC property into an Agricultural Security Area.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to adopt Resolution #18-10 authorizing Bushkill Township to consider incorporation of Profeta Farms Pennsylvania, LLC into an Agricultural Security Area. Motion carried by all voting aye. (3-0)

Attorney Mills stated a letter was received from the attorney for the Police Association giving notice of intent to proceed to binding arbitration recognizing at this juncture it was required by law to preserve the rights of the Association in the event a settlement is not achieved.

TOWNSHIP MANAGER

Mr. Mentry presented the 2019 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. Disbrow and seconded by Mr. Pulliam to approve the 2019 Police Pension MMO. Motion carried by all voting aye. (3-0)

Mentry presented the 2019 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 2019 Non-Uniform MMO. Motion carried by all voting aye. (3-0)

Mr. Mentry requested the Board increase the medical insurance opt-out for plan year beginning 12/1/18. Mr. Mentry stated this is normally done at the reorganization meeting, however, since we are in police contract negotiations and working on health insurance renewals, changing the opt-out could impact decisions being made.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to increase the medical insurance opt-out for plan year beginning 12/1/18 to \$5,000/\$10,000. Motion carried by all voting aye. (3-0)

Mr. Mentry informed the Board the budget workshop scheduled for September 24, 2018, has been cancelled due to a conflict with a LVPC municipal meeting for Northampton County. Mr. Mentry stated this is a meeting the Township should be attending. Mr. Mentry said the cancellation will be put on the website.

Mr. Mentry requested adoption of Resolution #18-11 requesting a Local Share Account Grant for \$301,424.45 from the Commonwealth Financing Authority for multi-municipal road paving equipment to be share with the Borough of Bath. There is a 15% match which will be split between Upper Nazareth Township and Bath Borough. Upper Nazareth Township's portion would amount to \$26,596.28 which can be taken out of the general fund or the equipment fund.

Motion was made by Mr. Disbrow and seconded by Mr. Pulliam to adopt Resolution #18-11 requesting a Local Share Account Grant for \$301,424.45 from the Commonwealth Financing Authority for multi-municipal road paving equipment to be share with the Borough of Bath. Motion carried by all voting aye. (3-0)

APPROVAL OF DEPARTMENT REPORTS

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

PLANNING & ZONING

Mr. Mentry stated Morningstar Heritage Village was at the September 13, 2018, Planning Commission meeting to discuss waivers to Phase 1. Morningstar is requesting a waiver from SALDO Section 733.622 to reduce the 200' requirement of the centerline of a street intersection, Beil Ave, to 107'-0" if either is a collector street. Morningstar is also requesting a waiver from SALDO Section 733.623 to reduce the 150' requirement of the centerline of a street intersection, Independence Cir. to 76'-8" if either is a local street. In conjunction with the waiver request, a jug handle idea was submitted which would allow the community garden to be built allowing residents to enjoy this amenity sooner. Mr. Mentry commented that between Mr. Dooley, Mr. Soloe and himself, they did not see any issues with this request.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve waiver from SALDO Section 733.622 to reduce the 200' requirement of the centerline of a street intersection, Beil Ave., to 107'-0" if either is a collector street. Motion carried by all voting aye. (3-0)

Motion was made by Mr. Disbrow and seconded by Mr. Pulliam to approve waiver from SALDO Section 733.623 to reduce the 150' requirement of the centerline of a street intersection, Independence Cir., to 76'-8" if either is a local street. Motion carried by all voting aye. (3-0)

Mr. Chris Brown of Brown Design informed the Board that a sketch plan of Phases 3 & 4 for Morningstar Heritage Village was presented to the Planning Commission on September 13, 2018. Mr. Brown stated the actual unit configuration changed slightly. Total number of units has been reduced to 51 from 52. The most notable difference is the reduction to two townhouses for a total of 12 town homes for each phase. Morningstar is continuing to maintain the total number of units in the entire development at 153. Regarding the Community Center in Phase 4, with the clubhouse evolving in Phase 1, it has been determined this will be adequate for the needs right now. The Community Center will now become a maintenance building for Phases 3 and 4 bringing the maintenance building to a more central location and making it more accessible. The utility and sewer plans remain the same. Phase 1 is completely sold and should be completed by the end of November. Phase 2 has 5 units left to be sold.

Mr. Mentry informed the Board Morningstar Heritage Village came in to give a formal update on the project and no action is required at this time. Mr. Mentry stated that the Engineers did provide a review letter with no issues.

PUBLIC WORKS

Mr. Shupe informed the Board that everything planned for the 2018 Road Program has been milled and overlaid. Some snags have been encountered along the way, however, he anticipates finishing ahead of schedule. Mr. Shupe stated the cooperation of neighboring municipalities has been paramount to the success of this project. Eight municipalities will be involved with the paving of Levis Road alone. Mr. Shupe thanked the road crews for all their hard work.

Mr. Sylvainus arrived at the meeting at 7:53 pm.

RECREATION

Mr. Mentry requested clarification regarding sports teams parking at the Municipal Building. Recently, because of closures at Tuskes Park, Lieber Field has been utilized more frequently with people parking behind the building and in front which has caused a lack of parking spaces for a recent Board of Supervisors Meeting. The Board decided no one at any time is to park behind the building for any reason. The only personnel allowed to park behind the Township building are police and staff. As for parking in front, that needs to be communicated on a case by case bases if team sports conflict with a meeting nights.

POLICE DEPARTMENT

Police Chief Cope requested approval for the Mike Geist Fire Truck Run on Saturday, September 29, 2018.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the Mike Geist Fire Truck Run on September 29, 2018. 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

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mr. Syslvainus to adjourn at 8:59 p.m. Motion carried by all voting aye. (3-0)

Respectfully submitted,

*Betty Parrish
Recording Secretary*

MINUTES OCTOBER 17, 2018
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:13 p.m. by Chairman Mike Rinker.

Pledge of Allegiance

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

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

PUBLIC COMMENT

Mr. Brad Leach of 3296 Gun Club Rd. stated that in the report from the Engineer to the builder there are wetlands that have been disturbed on Gun Club Rd. This has been reported to DEP and they will investigate. Mr. Leach just wanted this reflected in the record.

APPROVALS

Mr. Mentry requested revising the agenda to remove Broker of Record under Manager and add Resolution 18-13 Deeds of Dedication for Eagles Landing under Solicitor.

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

Approval of the September 5, 2018 minutes was tabled as Mr. Pulliam and Mr. Sylvainus were not present for that meeting.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the meeting minutes of September 19, 2018. Motion carried by a vote of 3-0 with Mr. Sylvainus abstaining as he were not present at the September 19, 2018 meeting.

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)

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the September, 2018 Financial and Treasurer's Report. Motion carried by all voting aye. (4-0)

SUPERVISORS' COMMENTS

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

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve salary increase of the Treasurer to \$24.50 per hour. Motion carried by all voting aye. (4-0)

Mr. Mentry announced his resignation as Upper Nazareth Township Manager effective October 24, 2018. Mr. Mentry thanked the residents, supervisors and staff for being so supportive and making his tenure as Manager so enjoyable.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to accept the Manager's Resignation effective October 24, 2018.

TOWNSHIP ENGINEER

Mr. Dooley requested approval of Asphalt Maintenance Solutions LLC Change Order No. 1 increasing the original contract cost of \$191,018.40 by \$16,023.11 to accommodate the increase in the cost of oil. There is an escalator clause in the contract which is only triggered if the cost index changes 10% or more. The project was bid in March of 2018 and work did not take place until August 2018.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve Asphalt Maintenance Solutions LLC Change Order No. 1 increasing the contract cost by \$16,023.11. Motion carried by all voting aye. (4-0)

Mr. Dooley requested approval of Payment Application No. 1 (Final) to Asphalt Maintenance Solutions LLC in the amount of \$207,041.51 which is \$2,301.51 over budget. Mr. Dooley stated all necessary paperwork has been completed and received and payment can be released upon approval of the Board.

Motion was made by Mr. Disbrow and seconded by Mr. Rinker to approve Payment Application No. 1 (Final) to Asphalt Maintenance Solutions LLC in the amount of \$207,041.51. Motion carried by all voting aye. (4-0)

Mr. Dooley updated that Board on the MS4 program. Mr. Dooley stated that Pollution Reduction Plan and MS4 Permit application had been submitted by the deadline and all else is proceeding as planned.

Mr. Dooley said the coring of the roads has taken place in preparation of the posting and bonding of the roads in connection with the Penn East Pipeline project.

Mr. Dooley stated that he attended a presentation at Illicks Mill conducted by Landstudies, Inc. who has been actively focused on stream and wetlands protection and restoration. Mr. Dooley suggested giving this company's information to NAZCOG to investigate the possibility of taking a regional approach to handling the impending requirements of the new MS4 standards.

Mr. Dooley stated, with respect to the proposed warehouse on Gun Club Rd., he contacted PennDOT to see if they would be willing to meet with the Planning Commission and the public to discuss their scoping procedure pertaining to the intersections of this proposed project. Mr. Dooley stated PennDOT would not agree to such a meeting but would be willing to meet with someone from the Township. Mr. Mentry stated the meeting should be between a

Supervisor, member of the Planning Commission and the Solicitor. Mr. Mentry will proceed with facilitating this meeting.

TOWNSHIP SOLICITOR

Attorney Asteak requested approval to advertise Ordinance No. 179 – Monocacy Creek Act 167 Stormwater Management Ordinance. PA DEP adopted the Monocacy Creek Act 167 Stormwater Management Plan and it has been adopted by both Lehigh County Commissioners and Northampton County Council. Under Act 167 municipalities in the Monocacy Creek Watershed have 6 months after DEP approval to adopt an ordinance consistent with the approved ordinance.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve advertising Ordinance No. 179 Monocacy Creek Act 167 Stormwater Management Ordinance. Motion carried by all voting aye. (4-0)

Attorney Asteak requested approval to advertise Resolution appointing CPA firm to conduct the 2018 Financial Audit.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve advertising the Resolution appointing a CPA firm to conduct the 2018 financial audit.

Attorney Asteak stated the Deeds of Dedication for Eagles Landing for English Ivy, Blue Eagle Ln. and Eagles Landing Dr. connecting Phase 3A and 3C have been received. Attorney requested the Board adopt Resolution 18-13 and accept the deeds of dedication for these particular roads.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to adopt Resolution 18-13 and accept the Deeds of Dedication for English Ivy, Blue Eagle Ln., and Eagles Landing Dr. Motion carried by all voting aye. (4-0)

Attorney Asteak expressed his sadness in the departure of Mr. Mentry from the position of Upper Nazareth Township Manager. Attorney Asteak stated Mr. Mentry helped change the Township by setting high standards for the Township. Attorney Asteak hopes the standards will continue with Mr. Mentry's replacement. Attorney Asteak wished Mr. Mentry the best of luck on his way to a truly remarkable career.

TOWNSHIP MANAGER

Mr. Mentry informed the Board that our agreement for the Real Estate Audit concluded with the 2017 audit. Several quotes were received to perform this audit with MaherDuessel coming in much lower than the others. Mr. Mentry suggested approving MaherDuessel to conduct the 2018 Real Estate Audit.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve MaherDuessel to conduct the 2018 Real Estate Audit. Motion carried by all voting aye. (4-0)

Mr. Mentry stated a letter was received from the Bushkill Stream Conservancy requesting a donation of \$250.00 to help them continue their work with major stream rehabilitation projects to prevent erosion and improve the flow of the Bushkill Creek. Mr. Mentry requested this donation as Upper Nazareth Township is part of the Bushkill Creek watershed which directly impacts our community.

Motion was made by Mr. Disbrow and seconded by Mr. Rinker to approve the donation of \$250.00 to the Bushkill Stream Conservancy. Motion carried by all voting aye. (4-0)

Mr. Mentry stated Signal Service completed their annual inspection of the Township traffic signals. Signal Service has submitted a quote for repair of the pedestrian crossing signal as it currently is not working.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve Signal Service Quote in the amount of \$1,046.00 for repairs to the traffic signal at Route 248 and Route 946. Motion carried by all voting aye. (4-0)

Mr. Mentry stated a proposal has been received from Dave Woglom of the Meyner Center for Local Government at Lafayette College for the recruitment of a new manager. The proposal is for a fee of \$85.00 per hour not to exceed \$6,000.00.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve Meyner Center proposal for manager recruitment not to exceed \$6,000.00. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval of Resolution 18-12 Northampton County LSA Grant which is similar to the Monroe County LSA Grant recently approved for the joint purchase of paving equipment between Upper Nazareth Township and Bath Borough. These grants can be used to offset the Township match required under the grant parameters.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve Resolution 18-12 Northampton County LSA Grant. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval for HomeTown Press to provide the Spring newsletter. Mr. Mentry stated HomeTown Press provided the Fall newsletter which was well received by the township residents.

Motion was made by Mr. Disbrow and seconded by Mr. Pulliam to approve HomeTown Press to provide the Spring newsletter. Motion carried by all voting aye. (4-0)

Mr. Mentry requested approval of December 14, 2018 from 1 pm to 3 pm for the Employee Appreciation Holiday lunch at a cost not to exceed \$20.00 per person. Mr. Mentry noted in the past it has not cost anything, but should things change, we have approved a not to exceed cost.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve December 14, 2018 from 1 pm to 3 pm for the Employee Appreciation Holiday Lunch at a cost not to exceed \$20.00 per person. Motion carried by all voting aye.

APPOINTMENTS

Mr. Mentry stated with his leaving there are several appointments that need to be filled. Mr. Mentry requested appointing the following:

Assistant Township Secretary – Betty Parrish
Assistant Township Treasurer – Kim Mutarelli
Alternate Right to Know Officer – Betty Parrish
Delegate to NAZCOG – Mike Rinker
Alternate to NAZCOG – Scott Sylvainus
Voting Delegate to the NAZCOG Comprehensive Plan Steering Committee – Scott Sylvainus
Alternate to the NAZCOG Comprehensive Plan Steering Committee – Robert Disbrow
Delegate to NCATO – Betty Parrish

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to appoint the individuals as stated above to the vacancies created by Mr. Mentry resigning. 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 September Zoning, Police, Public Works and Fire reports as submitted. Motion carried by all voting aye. (4-0)

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Shupe requested approval to purchase a 2019 Chevy Silverado from Brown Daub Chevrolet of Nazareth in the amount of \$32,941.00 using Vehicle and Equipment funds.

Motion was made by Mr. Sylvainus and seconded by Mr. Pulliam to approve the purchase of a 2019 Chevy Silverado from Brown Daub Chevrolet of Nazareth in the amount of \$32,941.00. Motion carried by all voting aye. (4-0)

Mr. Shupe stated that leaf collection will commence on Monday, October 22, 2018.

RECREATION

Mr. Disbrow stated the Community Days Committee met and are still discussing expanding Community Days to 3 days. Thank you plaques have been received for the sponsors and donors and will be mailed and delivered shortly.

POLICE DEPARTMENT

Police Chief Cope requested approval to purchase a 2019 Dodge Durango from Reagle Dodge in the amount of \$38,054.00 utilizing funds received from Northampton County Gaming Revenue & Economic Redevelopment Authority.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve the purchase a 2019 Dodge Durango from Reagle Dodge in the amount of \$38,054.00 utilizing funds received from Northampton County Gaming Revenue & Economic Redevelopment Authority. 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

A resident reported the street light not working at the intersection of Schoeneck Ave. and Route 191. Mrs. Parrish stated Mrs. Mutarelli handles street light outages and this should be reported to her.

ADJOURNMENT

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

Respectfully submitted,

*Betty Parrish
Recording Secretary*

MINUTES NOVEMBER 7, 2018
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, Donna Hirst, Scott Sylvainus, Robert Disbrow and Brian Pulliam.

Also present were Township Engineer, Sean Dooley and Township Solicitor, Gary Asteak.

PUBLIC COMMENT

Ms. Becky Bartlett of 127 4th St. asked the Board what needed to be done to preserve open space and if the Board would take a more active role in preserving open space. Attorney Asteak responded that the Township needs to complete an Open Space Plan, which is in the works. A referendum needs to be put on the ballot asking the electors if they are willing to add a ¼% to their earned income tax which would allow the Township to fund the acquisition of open space. There would need to be an advisory council to monitor and implement such a program.

Mr. Disbrow stated that the Recreation Board is working on a questionnaire to be send to residents which includes this issue. Attorney Asteak stated that in order to have this type of a program work, there needs to be a strong body of advocates.

Ms. Kristen Mullen of 3276 Gun Club Rd. asked if the Geo Technical study being conducted at the proposed warehouse site is for the pipeline or the proposed warehouse. Mr. Dooley responded the proposed warehouse.

Ms. Mullen stated that there is a horrific wash out on Gun Club Rd. as a result of the recent heavy rains and wanted to know who was responsible. Mr. Shupe will investigate.

Mr. Keith Berlew of 3057 Bath Pike mentioned that he has come to the Board about the truck noise on Route 248 asking for a jake brake ordinance. Mr. Berlew asked if the Township could do anything about this noise. Mr. Dooley responded the terminology needs to be corrected to brake retarder. Mr. Dooley stated that it is the lack of a muffler creating the noise. Mr. Dooley stated that PennDOT has been contacted about this issue previously. Mr. Dooley said a letter is going to be submitted to PennDOT to see if they will allow this in one direction. It has not been allowed because on the PennDOT side it is based on geometry because we have an incline on both the approaching east and west sides in that area.

Police Chief William Cope informed the Board of the serious safety hazard created on election day November 6, 2018, due to the large number of people turning out for the election. Police Chief Cope does not feel this will change in the future, as people have a renewed sense of obligation to vote in the elections. Police Chief Cope stated the Township facility is no longer adequate to serve as a polling place and asked if the Board could look at finding another location for holding the elections. Attorney Asteak stated he would notify the election board that the space is not longer suitable as a polling place.

Motion as made by Ms. Hirst and seconded by Mr. Pulliam to authorize Attorney Asteak to notify Northampton County that the Township space is no longer suitable as a polling place. Motion carried by all voting aye. (5-0)

Pastor Larry Vandever from the Coalition for Feral Cats of the Lehigh Valley gave a presentation about a trap-neuter-return program he conducts. Attorney Asteak requested Mr. Vandever submit a letter to the Board of Supervisors stating the nature of his organization and exactly what he wants from the Board of Supervisors.

APPROVALS

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

Motion was made by Ms. Hirst and seconded by Mr. Disbrow to approve the meeting minutes of September 5, 2018. Motion carried by a vote of 3-0 with Mr. Sylvainus and Mr. Pulliam abstaining as they were not present at the September 5, 2018 meeting.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve the meeting minutes of October 17, 2018. Motion carried by a vote of 4-0 with Ms. Hirst abstaining as she was not present at the October 17, 2018 meeting.

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

SUPERVISORS' COMMENTS

Mr. Rinker stated that an executive session was held prior to the meeting and on October 24, 2018, and November 1, 2018, for personnel reasons.

Ratification of the Police Collective Bargaining Agreement was tabled.

Motion was made by Mr. Disbrow and seconded by Mr. Rinker to approve David Powell Sr. as a Special Fire Police Officer. Motion carried by all voting aye. (5-0)

TOWNSHIP ENGINEER

Mr. Dooley requested approval of payment to Certified Testing Labs for the road posting and coring project. Mr. Dooley stated the original quote was for \$5,700 and the invoice is for \$3,800. Mr. Dooley stated that may be a subsequent invoice as he has requested some follow-up to their actual results.

Motion was made by Ms. Hirst and seconded by Mr. Disbrow to approve payment to Certified Testing Labs in the amount of \$3,800 for the road posting and coring project. Motion carried by all voting aye. (5-0)

Mr. Dooley has been in contact with Mr. Brien Kocher regarding the possibility of forming an MS4 Regional Authority. Mr. Dooley is waiting for a response.

Mr. Dooley asked if the Board wanted him to respond to a request from LVPC for our thoughts on walking and bike path trails in connection with LVPC's plans.

Motion as made by Mr. Sylvainus and seconded by Mr. Disbrow to authorize Mr. Dooley to submit Upper Nazareth Township's Official Map to LVPC. Motion carried by all voting aye. (5-0)

TOWNSHIP SOLICITOR

Attorney Asteak presented Ordinance No. 179 – Monocacy Creek Act 167 Stormwater Management Ordinance for adoption. Attorney Asteak stated the ordinance was prepared by LVPC in conjunction with various municipalities. It has been vetted by the engineer, dully advertised and posted and is ready for adoption.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to adopt Ordinance No. 179 Monocacy Creek Act 167 Stormwater Management Ordinance. Motion carried by all voting aye. (5-0)

Attorney Asteak informed the Board NAZCOG has received a grant from Northampton County in the amount of \$10,000 to help defray the cost of the Animal Control Officer Program. As a result of receiving this grant, NAZCOG decided to open participation to Upper Nazareth Township. This grant will reduce the cost from \$.50 to \$.25 per capita, depending on how the grant flows.

Motion was made by Mr. Disbrow and seconded by Ms. Hirst to approve participation in the NAZCOG Animal Control Officer Program at \$.25 per capita. Motion carried by all voting aye. (5-0)

ADMINISTRATION

Mrs. Parrish requested approval to advertise the 2019 General Fund and Liquid Fuels Fund Budgets.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve advertising the 2019 General Fund and Liquid Fuels Budgets. Motion carried by all voting aye. (5-0)

Mrs. Parrish requested approval and authorization to advertise the 2019 Re-organization, Board of Supervisors, Planning Commission and Zoning Hearing Board meeting dates. Mr. John Soloe requested the Board of Supervisors change the Planning Commission meeting date to the 2nd Thursday of the month. Mr. Soloe stated he had been in touch with members of the Planning Commission and they had no problem with this change. Attorney Asteak indicated he was available on the 2nd Thursday of the month.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to authorize advertising the 2019 meeting dates for Re-organization, Board of Supervisors Meetings, Zoning Hearing Board Meetings and Planning Commission Meetings with a date change to Planning Commission to the 2nd Thursday of the month. Motion carried by all voting aye. (5-0)

Mrs. Parrish requested approval of the 2019 Holiday Schedule.

Motion was made by Ms. Hirst and seconded by Mr. Disbrow to approve the 2019 Holiday Schedule. Motion carried by all voting aye. (5-0)

Mrs. Parrish stated the 3rd Quarter Uninvest and Nationwide Police Pension Reports were available for review.

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve salary increase for Craig Hoffman to \$24.36 per hour retroactive to October 24th, 2018. Motion carried by all voting aye. (5-0)

RECREATION

Nothing at this time.

POLICE DEPARTMENT

Police Chief Cope requested approval of the YMCA Thanksgiving Day Pumpkin Pie 5K Run/Walk.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the YMCA Thanksgiving Day Pumpkin Pie 5K Run/Walk. 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. Disbrow and seconded by Ms. Hirst to adjourn at 7:50 p.m.
Motion carried by all voting aye. (5-0)

Respectfully submitted,

Betty Parrish
Recording Secretary

MINUTES DECEMBER 5, 2018
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, Donna Hirst, Scott Sylvainus, Robert Disbrow and Brian Pulliam.

Also present were Township Engineer, Sean Dooley, Township Solicitor, Stephen Mills, Interim Township Manager, Deborah Seiple and Treasurer, Betty Parrish.

PUBLIC COMMENT

Mrs. Joanne Messenlehner of 40 Schoeneck Ave. asked the Board to consider enacting an ordinance to prohibit electronic billboards within the Township.

Mr. Daniel Aguiar of 57 El Reno Ave. reported a zoning issue with a neighbor removing dirt and placing stone alongside of the residence for the purpose of parking an RV off the road.

APPROVALS

Mr. Rinker requested revising the agenda to add hiring of a replacement employee under Public Works.

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

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve the meeting minutes of November 7, 2018. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Sylvainus and seconded by Ms. Disbrow 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 2018 Financial and Treasurer's Report. Motion carried by all voting aye. (5-0)

PRESENTATION

Mr. Paul Pugielli of Brown & Brown Insurance presented a KMIT dividend check to the Township.

SUPERVISORS' COMMENTS

Mr. Rinker stated that an executive session was held prior to the meeting and on November 28, December 3, and December 5 for personnel reasons.

Motion was made by Mr. Disbrow and seconded by Ms. Hirst to ratify the Police Collective Bargaining Agreement effective January 1, 2019 through December 31, 2022. Motion carried by all voting aye. (5-0)

TOWNSHIP ENGINEER

Mr. Dooley stated MorningStar Heritage Village Phase 1 requested their second letter of credit reduction. The letter of credit will be reduced from \$616,837.00 to \$273,242.10 for a total reduction of \$343,594.90.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the Heritage Village Phase 1 reduction to the letter of credit from \$616,837.00 to \$273,242.10 for a total reduction of \$343,594.90. Motion carried by all voting aye. (5-0)

Mr. Dooley stated MorningStar Heritage Village Phase 2 requested their first letter of credit reduction. The letter of credit will be reduced from \$2,134,938.55 to \$1,958,064.67 for a total reduction of \$176,873.88.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the Heritage Village Phase 2 requested their first letter of credit reduction. The letter of credit will be reduced from \$2,134,938.55 to \$1,958,064.67 for a total reduction of \$176,873.88. Motion carried by all voting aye. (5-0)

Mr. Dooley stated a letter has been received from PennDOT concerning a Priority 1 maintenance item found during a recent underwater inspection of the bridge on Penn Dixie Rd over the east branch of Monocacy Creek. Mr. Dooley informed the Board this item is similar to repair done on the south side of the bridge in 2010. PennDot has given a 6-month timeframe for completion of this repair work. Mr. Dooley requested authorization for KCE to prepare bid specs and submit application for an emergency repair permit, coordinate with PennDOT and advertise the project to meet the 6-month completion deadline.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to authorize KCE to prepare bid specs and submit application for an emergency repair permit, coordinate with PennDOT and advertise the project to meet the 6-month completion deadline. Motion carried by all voting aye. (5-0)

Mr. Dooley met with Mr. Bryan Cope, Northampton County Open Space Coordinator, to discuss the Township's trail and open space planning. Mr. Dooley presented a supplementary image of the Township planned trail map. Mr. Dooley stated areas 1 (Bath/Gun Club Rd connector) and 4 (Woodland/Riparian Buffer preservation) would be of high priority to the County and they may be able to assist with funding and acquisition of easements. Mr. Dooley requested approval to move forward to facilitate conversations with property owners.

Motion was made by Mr. Sylvainus and seconded by Ms. Hirst to authorize KCE to move forward facilitating conversation with property owners regarding easement acquisition for future trails. Motion carried by all voting aye. (5-0)

TOWNSHIP SOLICITOR

Attorney Mills requested approval to advertise Ordinance No. 180 – Police Pension Tax Deferred Contributions.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve advertising Ordinance No. 180 – Police Pension Tax Deferred Contributions. Motion carried by all voting aye. (5-0)

ADMINISTRATION

Mrs. Parrish requested approval of the revised Police MMO.

Motion was made by Mr. Disbrow and seconded by Ms. Hirst to approve the revised Police MMO. 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 September Zoning, Police, Public Works and Fire reports as submitted. Motion carried by all voting aye. (5-0)

PLANNING & ZONING

Mr. Soloe stated a letter was received from a resident requested a Zoning Ordinance Amendment to allow “agri-tourism” on a parcel they own. Mr. Soloe requested the Board refer this to the Planning Commission in order for a review of the Township Zoning Ordinance as this issue has the potential to impact the entire Township, not just one parcel.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to instruct Planning Commission to review the current Township Zoning Ordinance with regard to “agri-tourism.” Motion carried by all voting aye. (5-0)

Mr. Soloe reported about attending a PennDOT meeting. Mr. Soloe stated that the Route 191 Bridge over Route 33 is going to be replaced in 2022. This will have an impact on traffic on the Route 191 corridor as well as Friedenstahl Ave.

PUBLIC WORKS

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve hiring Steve Markley for a Laborer 1 position at \$16.28 per hour, pending all clearances, to replace a previous employee. Motion carried by all voting aye. (5-0)

Mrs. Parrish stated a complaint was received regarding a pot hole on Penn Allen Rd and subsequent damage to a person’s car from hitting this pot hole. Mrs. Parrish said Mr. Shupe was aware of this issue and wanted direction from the Board as to a resolution. Mrs. Seiple stated the

person that sustained damage to their car was instructed to send a letter of explanation as well as receipts for repairs. Mrs. Seiple said the receipts are from two different dates. This item was tabled until Mr. Shupe can be present.

RECREATION

Nothing at this time.

POLICE DEPARTMENT

Police Chief William Cope requested disposal of 3 unused Township vehicles. The Board will donate the vehicles to the Fire Department for practice purposes.

Police Chief Cope requested approval for KCE to re-apply speed timing lines on Klipple St. that were covered over when road work was performed at a cost of less than \$1,000.00.

Motion was made by Mr. Rinker and seconded by Ms. Hirst to approve KCE re-applying speed timing lines on Klipple St. at a cost not to exceed \$1,000.00. Motion carried by all voting aye. (5-0)

Police Chief Cope voiced his concern about the safety of the building and staff in wake of the recent incident in Paradise Township. Police Chief Cope stated there are more things that can be done to fortify this building stating staff are the most precious assets to the Township. The Board requested this be moved to the Safety Committee for review and suggestions.

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. Disbrow and seconded by Ms. Hirst to adjourn at 8:10 p.m. Motion carried by all voting aye. (5-0)

Respectfully submitted,

Betty Parrish
Recording Secretary

MINUTES DECEMBER 19, 2018
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Vice Chair Donna Hirst.

Pledge of Allegiance

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

Also present were Township Engineer, Sean Dooley, Township Solicitor, Gary Asteak, Interim Township Manager, Deborah Seiple and Treasurer, Betty Parrish.

PUBLIC COMMENT

Mr. Sylvainus requested researching the steps required to institute an Open Space Plan for the Township. Attorney Asteak responded that an ordinance would need to be adopted placing a question on the ballot asking whether the residents of the Township would support the imposition of a dedicated ¼% tax on earned income. Attorney Asteak cautioned about putting this question on the ballot cold. Public education would need to take place to inform the public exactly what an Open Space Plan is and why a dedicated tax is needed. Attorney Asteak stated an Environmental Advisory Committee (EAC) needs to be established to develop an Open Space Plan and educate the public prior to a vote. Should the vote be approved, the Township would adopt another ordinance to enact the tax and develop a plan as to what land would be targeted for acquisition. Attorney Asteak said the County, Moore Township and Bushkill Township have Open Space Plans and have very well-defined criteria. Lower Nazareth Township is in the process of enacting an Open Space Plan. Attorney stated the vote can take place in any election and cautioned about putting an Open Space Plan on the ballot unless it has good public support. The Board referred the Open Space Plan research to the Planning Commission. Scott Sylvainus is to begin searching for qualified volunteers to participate in an EAC.

APPROVALS

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

Mr. Sylvainus asked to have the comment “Mr. Soloe stated that this is allowed” deleted from the minutes under Public Comment.

Motion was made by Mr. Sylvainus and seconded by Mr. Pulliam to approve the meeting minutes of December 5, 2018 with the correction noted above. Motion carried by all voting aye. (4-0)

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

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve the November 2018 Financial and Treasurer’s Report. Motion carried by all voting aye. (4-0)

SUPERVISORS' COMMENTS

Mr. Sylvainus asked what steps are required to impose an open space tax. Attorney Asteak stated an ordinance needs to be adopted to place a question on the ballot as to whether or not residents are in agreement with the imposition of a dedicated tax of ¼% on earnings. Attorney Asteak recommended establishing a committee or EAC whose purpose is to develop an open space plan and educate the public as to what an open space plan is and why the tax is necessary prior to placing it on the ballot. If the vote is approved another ordinance is adopted to enact the tax. The committee would recommend what land should be acquired. Attorney Asteak suggested appointing a person to develop a committee and begin the preparation of placing this issue on the ballot. Mr. Sylvainus will be the individual developing this committee. Attorney Asteak suggested reaching out to Lower Nazareth Township, Bushkill Township, Moore Township or the County as they have very well-defined criteria. Attorney Asteak stated Bushkill Township has an EAC that has been very active for many years and has experienced people on the committee. The Board is requesting the Planning Commission research this issue and report back.

TOWNSHIP ENGINEER

Mr. Dooley presented a modified scope of work for the necessary repair to the Penn Dixie Road bridge. A full inspection report was received from PennDOT with additional work necessary that is outside the 6-month timeframe for completion of priority work established by PennDOT during a recent inspection of the bridge. The proposal to complete all necessary work during 2019 is \$101,359.00. Mr. Dooley stated the Township could elect to only correct the critical portion within the PennDOT directed 6-month time frame and delay the remainder until later in 2019. Choosing this option would increase the cost. Mr. Dooley recommended completing all the work at one time. Mr. Sylvainus asked if there were any grants available to cover the cost of this repair. Mr. Dooley and Mrs. Seiple both indicated not within a 6-month timeline.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve Keystone Consulting Engineer's proposal in the amount of \$101,359.00 for repairs to the Penn Dixie Road bridge using money from the Road Improvement account. Motion carried by all voting aye. (4-0)

Mr. Dooley stated Tuskes Homes has requested to be released from the 18-month maintenance period for Phase 3C of the Eagles Landing subdivision. This is the final phase, inspections have been done and Tuskes has been provided with a punch list of items which will take time to complete. Additionally Northampton County Conservation District has informed us that Tuskes is submitting a permit modification. With the newly established MS4 program, the Township has an interest in the approved PCSM facilities being complete and in place to the Conservation District and PA-DEP's satisfaction. Township SALDO requires a PA-DEP permit for stormwater and it is a requirement that facilities required by said permit be completed. Certain PCSM facilities have either been damaged or not completed at all, and since Tuskes has

indicated an intent to modify the conditions of the approved PA-DEP permit, the work cannot be considered complete by the Township.

Attorney Asteak stated Tuskes attorney contacted him for the deeds of dedication. Attorney Asteak informed Tuskes attorney Upper Nazareth Township would not be accepting the deeds of dedication and there would be no reduction until all issues have been addressed. Attorney Asteak suggested reaching out to see if Tuskes is going to ask for an extension to the 18-month maintenance period, table the issue, and take no further action at this time.

TOWNSHIP SOLICITOR

Attorney Asteak Ordinance No. 180 – Police Pension Tax Deferred Contributions has been duly advertised and is ready for adoption.

Motion was made by Mr. Disbrow and seconded by Mr. Pulliam to adopt Ordinance No. 180 – Police Pension Tax Deferred Contributions. Motion carried by all voting aye. (4-0)

ADMINISTRATION

Mrs. Parrish requested approval of Resolution No. 18-15 establishing the 2019 Real Estate Tax rate of 7.09 mills.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve Resolution 18-15 establishing the 2019 Real Estate Tax rate of 7.09 mills. Motion carried by all voting aye. (4-0)

Mrs. Parrish requested approval of Resolution No. 18-16 establishing the Act 511 tax rates for 2019.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to approve Resolution 18-16 establishing the Act 511 tax rates for 2019. Motion carried by all voting aye. (4-0)

Mrs. Parrish requested approval of Resolution No. 18-17 adopting the 2019 General Fund Budget.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve Resolution No. 18-17 adopting the 2019 General Fund Budget. Motion carried by all voting aye. (4-0)

Mrs. Parrish requested adopting the 2019 Liquid Fuels Budget.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to adoption of the 2019 Liquid Fuels Budget. Motion carried by all voting aye. (4-0)

Mrs. Parrish requested approval to close the Township books as of December 27, 2018.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve closing the Township books as of December 27, 2018. Motion carried by all voting aye. (4-0)

Mrs. Parrish requested approval to have vacation/PTO calculated on a calendar year basis as of 1/1/19.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve vacation/PTO being calculated on a calendar year basis as of 1/1/19. Motion carried by all voting aye. (4-0)

Mrs. Seiple stated an invitation was received from the Trails and Conservation Assistant for the Delaware and Lehigh National Heritage Corridor, Patrick Hunt, for an individual from Upper Nazareth Township to give a 5-minute presentation on the Lehigh Valley Greenways mini-grant that the Township recently received. The presentation would take place on January 10, 2019, at the Lehigh Valley Greenways Partnership Retreat at the Catasauqua Borough Hall in Catasauqua. Mrs. Seiple and Mrs. Hirst will attend.

Mrs. Parrish reported that PSATS Conference materials have been received and distributed. Mrs. Parrish stated registration begins January 14, 2019. Hotel reservations can only be made after registering for the conference. The PSATS Conference attendance will be on the second meeting in January, 2019, agenda.

Mrs. Seiple stated LVPC will be holding a briefing on Tuesday, January 22, 2019, pertaining to the 2020 census and the impact of an accurate census count has on the region. Mrs. Seiple and Mrs. Hirst will attend.

APPROVAL OF DEPARTMENT REPORTS

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

PLANNING & ZONING

Mr. Soloe reported last week the court system gave Penn East Pipeline the ok to acquire property through eminent domain.

Mr. Sylvainus asked for an update on the Posting and Bonding of the roads as it pertains to the Penn East Pipeline. Mr. Dooley reported there was still some work to be done before the Posting and Bonding of the roads could occur. Mr. Sylvainus asked what is the expected completion time frame. Mr. Dooley responded about 6 months.

PUBLIC WORKS

Mr. Shupe stated a complaint was received about the potholes on Penn Allen Rd. and subsequent damage to a vehicle. Mrs. Seiple stated the person was instructed to send in the bill

for the damage. Mrs. Seiple said bills received were several weeks apart. Attorney Asteak said to send the bills to the insurance company.

Mr. Shupe reported the Township was awarded the full amount of the 902 Recycling Grant in the amount of \$178,394.40 for a Hook Truck and Hoist and camera equipment for use at the yard waste site. Mr. Shupe will put this on the second meeting of January, 2019, agenda.

RECREATION

Nothing at this time.

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

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Ms. Hirst to adjourn at 8:40 p.m.
Motion carried by all voting aye. (4-0)

Respectfully submitted,

*Betty Parrish
Recording Secretary*