

MINUTES FEBRUARY 6, 2019
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 Engineer, Sean Dooley, Township Solicitor, Gary Asteak, Interim Township Manager, Deborah Seiple and Treasurer, Betty Parrish.

PUBLIC COMMENT

Mrs. Wilhelmina Donnelly of 50 N. Broad St. Ext. mentioned at the last meeting it was stated that the YMCA does not have a summer day camp. Mrs. Donnelly stated the YMCA does have a day camp scheduled this summer, however, it is held at the Nazareth Area pool.

Mr. George Polak informed the Board about a fence bordering his property located behind 2202 Eagles Landing Dr. that has been removed. Mr. Polak stated there was an agreement that provided for a buffer and fence along the Eagles Landing Property whereby the fence is not to be removed. Mrs. Parrish stated research was done previously by Township staff pertaining to the removal of this fence, but could not find such an agreement. Attorney Asteak requested Mr. Polak provide the Township with a copy of this agreement.

Mrs. Becky Bartlett of 127 4th St. asked about the burglary that occurred earlier in the day in the Farmview area. Mrs. Bartlett stated there have been several burglaries since last spring and requested something be put on the website and newsletter about how the residents can better protect themselves against such intrusions.

APPROVALS

Mr. Rinker requested revising the agenda to move promotion of police officer to after approval of the bills.

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

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the meeting minutes of January 16, 2019. Motion carried by all voting aye. (4-0)

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

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve promotion of Ben Rizzotto to the rank of Corporal. Motion carried by all voting aye. (4-0)

SUPERVISORS' COMMENTS

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

Mrs. Parrish requested a thank you letter be sent to Royal Security for the donation of equipment and man hours to upgrade the security access system to Tuskes Park.

TOWNSHIP ENGINEER

Mr. Dooley stated a request has been received from Morningstar for Heritage Village Phase 1 Request #3 for a reduction in their letter of credit from \$273,242.10 to \$110,155.00. Mr. Dooley explained there was a minor accounting error of \$.20 in the initial request. Therefore, the total of the reduction is \$163,087.30.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve Heritage Village Phase 1 Request #3 for a reduction to their letter of credit from \$273,242.10 to \$110,155.00. Motion carried by all voting aye. (4-0)

Mr. Dooley has performed annual review pertaining to sufficiency of funds remaining in the letters of credit held by Upper Nazareth Township and concluded that no increase is necessary for Eagles Landing, Chrin 1 and Chrin 2 & 3 and Heritage Village Phase 1 which are near completion. Kay Scenic View is being recommended for an increase of 10% to the current letter of credit. Mr. Dooley suggested a policy be established to increase the LOC by 10% annually.

Attorney Asteak stated no action should be taken at this time to allow proper review of the code. Attorney Asteak will report back at the next meeting.

Mr. Dooley presented his engineering report. Regarding the MS4 Program and the idea of a multi-municipal approach, Mr. Dooley has reached out to Mr. Brien Kocher but has not received a response. Mr. Asteak suggested Mr. Dooley reach out to Mr. Jim Pennington, as he is the Chair of the COG.

Mr. Dooley stated a draft engineering study for Road Posting and Bonding will be prepared in advance of the second Board meeting in February. Attorney Asteak said an ordinance will be ready to go as soon as he receives the necessary schedules.

Mr. Dooley has submitted a request to PennDOT for a single direction Brake Retarder Prohibition on Route 248 but has not received a response. Mr. Dooley suggested the Township send a letter requesting response to this request.

Mr. Dooley stated the Penn Dixie Road Bridge Repair has been advertised with a bid opening set for 10:00 am Tuesday, February 19, 2019.

The PennDOT county maintenance manager was contacted pertaining to the Route 248 culvert blockage and they will be clearing the debris in the near future.

An application was submitted to LVTS for an intersection planning study which would be similar to an Act 209 Traffic Impact Study at the intersection of Route 248 and 946.

TOWNSHIP SOLICITOR

Attorney Asteak requested approval to advertise Ordinance No. 181 – Adopting the Codification.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve advertising Ordinance No. 181 adopting the Codification of UNT Ordinances. Motion carried by all voting aye. (4-0)

Attorney Asteak informed the Board that an Agreement for Use of the Township Municipal Building as a polling place was received by the Township. On January 25, 2019, Attorney Asteak sent a follow-up letter attaching correspondence dated November 9, 2018 raising issues involving the use of the Township facility as a polling place. Mrs. Becky Bartlett stated the Election Commission is supposed to answer this letter. The Election Commission is expected to meet next week.

ADMINISTRATION

Mrs. Parrish announced the newsletter deadline as February 15, 2019.

Mrs. Parrish stated the Uninvest and Nationwide Police Pension 4th Quarter reports are available for review.

Mrs. Parrish presented the 2018 Budget Re-cap.

Mrs. Parrish informed the Board that NCATO has a yearly scholarship in the amount of \$1,500.00 to award to a graduating senior. NCATO would like to see more applications for this scholarship and has requested Townships advertise this scholarship on their website and in their newsletter.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve NCATO scholarship advertisement on the UNT website and in the newsletter. Motion carried by all voting aye. (4-0)

Mrs. Parrish requested approval for Mr. Shupe, Mrs. Parrish, Mr. Rinker and Mr. Disbrow to attend the PSATS Conference, as well as to appoint a voting delegate to the conference.

Motion was made by Mr. Sylvainus and seconded by Mr. Pulliam to approve PSATS Conference attendance for Mr. Shupe, Mrs. Parrish, Mr. Rinker and Mr. Disbrow. Motion carried by all voting aye. (4-0)

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to appoint Mr. Rinker as the voting delegate to the PSATS Conference. Motion carried by all voting aye. (4-0)

Mrs. Seiple informed the Board there will be a Northampton County DCED Grant Program workshop on February 13, 2019, from 8:30 to 10:30 am which she has registered the staff to attend. Mrs. Parrish stated the office will need to be closed from approximately 8:00 am to 11:00 am as Mr. Soloe, Mr. Shupe, Mr. Hoffman and Mr. Disbrow are attending an MS4 outfall seminar that same day. The Board had no objection to closing the office to allow for attendance at this workshop.

Mrs. Seiple informed the Board the application deadline for the 2019 DCNR Bureau of Recreation and Conservation Grant application deadline is April 10, 2019. There is a mandatory webinar which the staff has been registered.

Mrs. Seiple requested approval to proceed with the DCNR Parks and Rec Plan RFP. Mrs. Seiple stated a workshop will take place at 6:30 prior to the next Board meeting to explain these grants.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve proceeding with the DCNR Parks & Rec Plan RFP. Motion carried by all voting aye. (4-0)

PLANNING & ZONING

Mr. John Soloe informed the Board that an application has been received by the Zoning Hearing Board pertaining to agri-tourism. The Zoning Hearing Board is scheduled to meet on Wednesday, February 27, 2019, at 6:30 pm.

PUBLIC WORKS

Nothing at this time.

RECREATION

Mr. Disbrow reported a sub-committee of the Recreation Board met Monday, February 4, 2019, and began preliminary work on the summer camp project.

POLICE DEPARTMENT

Police Chief Cope reported several part-time officers have only worked 1 or 2 shifts over the last 6 months and he would like to move forward with removing them from the roster. Chief Cope stated he planned on discussing this with each of the officers prior to removing them.

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Mrs. Parrish stated the Safety Committee met on Monday, February 4, 2019, at 3:30 pm. Mrs. Parrish informed the Board, in response to their request for a listing of additional safety improvements to the Township building, the Safety Committee is suggesting the following:

1. Additional cameras be added to the outside of the building as some blind spots still exist.
2. Fencing around the parking area in the back of the Township building.
3. A pass-through drawer at the Township window to allow for plans to be handed through in order to keep access to the interior secured.
4. A renovation of the basement to allow for the creation of additional office space as one office is currently contained in an unsafe area. The Board suggested looking into this for next year.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to adjourn at 8:05 p.m. Motion carried by all voting aye. (4-0)

Respectfully submitted,

*Betty Parrish
Recording Secretary*