

**REORGANIZATION & REGULAR MEETING MINUTES – JANUARY 6, 2020  
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Solicitor Gary Asteak.

Pledge of Allegiance

Board members present were: Mike Rinker, Robert Disbrow, Scott Sylvainus, Donna Hirst, and Kristin Mullen. Also present were: Manager, Lisa Klem, Treasurer Betty Parrish, and Township Engineer Sean Dooley.

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

**Motion** was made by Mr. Disbrow to nominate Mr. Rinker as Chairman of the Board for 2020 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 position of Chairman.

**Motion** was made by Mrs. Hirst to nominate Mr. Disbrow as Vice Chair of the Board for 2020 and seconded by Mr. Rinker. Motion carried with Mr. Disbrow assuming the Vice Chair of the Board of Supervisors for 2020. (5-0)

**APPOINTMENTS**

**Motion** made by Mrs. Hirst and seconded by Mr. Sylvainus to accept the 2020 Professional and Volunteer Appointments listed in A and B of the agenda. Motion carried by all voting aye. (5-0)

**Motion** made by Mr. Sylvainus and seconded by Mrs. Hirst to approve Keystone Consulting Engineers as Upper Nazareth Township Engineer. Motion carried by all voting aye. (5-0)

**Motion** made by Mr. Sylvainus and seconded by Mrs. Hirst to approve Keystone Consulting Engineers as Upper Nazareth Township State Sewage Enforcement Officer. Motion carried by all voting aye. (5-0)

**Motion** made by Mr. Disbrow and seconded by Mrs. Hirst to appoint Mrs. Hirst as the Upper Nazareth Township Representative to the Memorial Library of Nazareth Budget Committee. Motion carried a vote of 3-2 with Mr. Sylvainus and Ms. Mullen opposed.

**Motion** made by Mr. Disbrow and seconded by Mrs. Hirst to appoint Mr. James Cunningham as the Upper Nazareth Township Representative to the Memorial Library of Nazareth Board. Motion carried a vote of 3-2 with Mr. Sylvainus and Ms. Mullen opposed.

**Motion** made by Mr. Disbrow and seconded by Mr. Rinker to appoint Mr. Christopher Dudinyak to the Vancancy Board. Motion carried a vote of 4-1 with Mr. Sylvainus opposed.

The following were the professional appointments:

1/6/2020

Assistant Secretary/Assistant Treasurer/ Alternate Right to Know Officer

- Lisa Klem

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

- Kim Mutarelli

FT Treasurer/Chief Administrative Officer Pension Plans/Fair Housing Officer

- Betty Parrish

Township Solicitor and Fees

- Asteak Law Offices, Gary Asteak, \$175.00/hr - \$190.00/hour

Zoning Hearing Board Solicitor and Fees

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

Inspection Services and Fees

- CodeMaster Inspection Services, according to the fee schedule

Alternate Zoning Officer and BCO

- CodeMaster Inspection Service, \$60.00 per hour if needed

Emergency Management Coordinator

- Mike Rinker

Deputy Emergency Management Coordinator

- Rob Disbrow

Zoning Hearing Board Secretary

- Betty Parrish

PT Zoning Officer

- John Soloe

Delegate to Northampton County Association of Township Officials

- Lisa Klem
- Betty Parrish

Delegate NAZCOG

- Mike Rinker
- Scott Sylvainus – Alternate

Voting Delegate to the NAZCOG Comprehensive Plan Steering Committee

- Scott Sylvainus
- Rob Disbrow - Alternate

Zoning Hearing Board - Term Expires 12/31/22

- Andrew Bohl

Recreation Board - Term Expires 12/31/24

- Tim Schantz

Planning Commission – Term Expires 12/31/23

- Jay Benfield
- Pam Berlew

Representative to the Nazareth Ambulance Board

- Mike Rinker

Representative to the Nazareth Borough Municipal Authority

- Jack Gum

## COMPENSATION

**Motion** made by Mr. Disbrow and seconded by Mrs. Hirst to set the 2020 compensation for employees as included in the 2020 Adopted Budget and stated in the agenda. Motion carried by a vote of 4-1 with Mr. Sylvainus opposed.

Township Manager

- \$88,000.00 salaried

FT Chief of Police

- \$98,092.80 salaried

FT Public Works Director

- \$78,291.20 salaried

Township Auditors

- \$10.00/hr.

Planning Commission

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

### **Zoning Hearing Board**

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

Increase for all non-uniform, non-exempt, part-time employees and part-time police personnel as included in the 2020 Adopted Budget

- Three percent (3%)

## **MILEAGE ALLOWANCE**

**Motion** made by Mr. Rinker and seconded by Mrs. Hirst to set the mileage reimbursement rate for employee's using their own vehicles at the current IRS rate of 57.5 cents per mile. Motion carried by all voting aye. (5-0)

## **SIGNATORY AUTHORIZATION**

**Motion** made by Mr. Rinker and seconded by Mrs. Hirst 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)

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. Rinker and seconded by Mr. Disbrow to adopt Resolution 20-01: Upper Nazareth Township Fee Schedule. Motion carried by all voting aye. (5-0)

**Motion** made by Mr. Disbrow and seconded by Mr. Sylvainus to adopt Resolution 20-02: Township Depositories. Motion carried by all voting aye. (5-0)

**Motion** made by Mrs. Hirst and seconded by Mr. Disbrow to adopt Resolution 20-03: Police Pension Contributions. Motion carried by all voting aye. (5-0)

In accordance with Second Class Township Code Section 917(b) (2) Resolution 19-04 was advertised in the Express-Times on November 9, 2019. 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 Ms. Mullen and seconded by Mrs. Hirst to adopt Resolution 20-04: Township Audit by CPA for 2018. Motion carried by all voting aye. (5-0)

**Motion** made by Mr. Rinker and seconded by Mr. Disbrow to adopt Resolution 20-05: TCC Delegate and Alternate. Motion carried by all voting aye. (5-0)

**Motion** made by Mrs. Hirst and seconded by Ms. Mullen to adopt Resolution 20-06 Fair Housing. Motion carried by all voting aye. (5-0)

**Motion** was made by Ms. Mullen and seconded by Mr. Disbrow to adjourn the Reorganization Meeting at 7:10 p.m. Motion carried by all voting aye. (5-0)

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

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

Upper Nazareth Township resident Wilhelmina Donnelley asked about Earned Income Tax and how it is appropriated. Mrs. Parrish responded EIT is deposited into the general fund for the purposes of funding general Township expenses. Mrs. Parrish stated the Open Space EIT newly enacted will be deposited into a designated fund for Open Space purposes only.

Upper Nazareth Township resident Wendy Colussi asked if there was a Right to Know Officer as Mrs. Klem was appointed to the Alternate Right to Know Officer. Mrs. Klem responded Ms. Muterelli is the Open Records Officer which is the same as the Right to Know Officer. Ms. Colussi asked if the Township has a Code Enforcement Officer. Mrs. Klem responded no.

Upper Nazareth Township resident Jason Mohap asked questions pertaining to past salary increases and the approve salary increases for 2020. Mr. Rinker thanked Mr. Mohap for his comments.

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

**Motion** was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve the minutes from the December 18, 2019, meeting. Motion carried by a vote of 4-1 with Ms. Mullen abstaining as she was not a Board Member at that time.

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

**SUPERVISORS COMMENTS**

Mr. Rinker welcomed Ms. Kristin Mullen to the Board.

Mr. Disbrow extended a thank you to East Lawn Social Club for donating the Upper Nazareth Township Holiday Luncheon.

**TOWNSHIP ENGINEER**

Mr. Dooley thanked the Board for appointing Keystone Consulting Engineers as the Township Engineer for 2020.

**TOWNSHIP SOLICITOR**

Attorney Asteak requested approval of Resolution No. 20-07 – Intergovernmental Cooperation Shared Equipment Agreement between Upper Nazareth Township and Bath Borough.

**Motion** was made by Mr. Disbrow and seconded by Ms. Mullen to approve Resolution No. 20-7 Intergovernmental Cooperation Shared Equipment Agreement between Upper Nazareth Township and Bath Borough. Motion carried by all voting aye. (5-0)

Attorney Asteak thanked the Board for appointing him as Solicitor for 2020 and welcomed Ms. Mullen to the Board.

### **ADMINISTRATION**

Mrs. Klem mentioned the PSATS Conference registration opening date of January 14, 2020, requesting anyone interested in attending to please let her know so that hotel accommodations could be made, as reservation for hotels can only be made after registration for the conference. Mrs. Klem, Mrs. Parrish, Ms. Mullen, Mr. Rinker, Mr. Shupe and Officer Cope are interested in attending.

**Motion** was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve attendance of those mentioned at the PSATS Conference. Motion carried by all voting aye. (5-0)

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to appoint Mrs. Klem as the delegate to the PSATS Convention. Motion carried by all voting aye. (5-0)

### **PLANNING & ZONING**

Nothing at this time.

### **PUBLIC WORKS**

Mr. Shupe requested approval to decommission the 2005 Ford Expedition as it will not pass inspection without costly repairs.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve decommissioning the 2005 Ford Expedition. Motion carried by all voting aye. (5-0)

### **RECREATION**

Mr. Disbrow stated the Recreation Committee meets on January 21, 2020.

### **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Police Chief Cope asked the Board to accept the resignation of part-time officer Colin Keiser.

**Motion** was made by Mr. Disbrow and seconded by Ms. Mullen to accept the resignation of part-time officer Colin Keiser. Motion carried by all voting aye. (5-0)

## **EMERGENCY MANAGEMENT**

Nothing at this time.

## **SAFETY COMMITTEE**

Mr. Rinker will contact Mrs. Parrish with dates.

## **OLD BUSINESS**

Nothing at this time.

## **NEW BUSINESS**

Nothing at this time.

## **ADJOURNMENT**

**Motion** made by Mr. Disbrow and seconded by Mrs. Hirst to adjourn the meeting at 7:35 p.m. Motion carried by all voting aye. (5-0)

*Respectfully Submitted,*

*Betty Parrish  
Recording Secretary*