

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

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

Pledge of Allegiance

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

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

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

Mr. Rinker assumed the Chairman's chair.

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

APPOINTMENTS

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

The following were the professional appointments:

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

Administrator/Assistant Treasurer - Kim Mutarelli

FT Treasurer/Chief Administrative Officer Pension Plans/Assistant Secretary/

Alternate Right to Know Officer/Fair Housing Officer - Betty Parrish

Township Solicitor and Fees - Asteak Law Offices, Gary Asteak, \$165.00 - \$190.00/hour

Zoning Hearing Board Solicitor and Fees - Peters, Moritz, Peishl, Zulick, Landes & Brienza LLP

James L. Zulick - \$160.00 per hour

Township Engineer and Fees - Keystone Consulting Engineers, according to the fee schedule
State Sewage Enforcement Officer and Fees - Keystone Consulting Engineers, according
to the fee schedule

Inspection Services and Fees - CodeMaster Inspection Services, according to the fee schedule

Emergency Management Coordinator - Mike Rinker

Zoning Hearing Board Secretary - Betty Parrish

PT Zoning Officer - John Soloe

The following were the volunteer appointments:

Zoning Hearing Board – Keith Haverstock - Term Expires 12/31/21

Recreation Board – Tammy Bacak and Will Austin - Term Expires 12/31/23

Planning Commission – Steve Bacak – Term Expires 12/31/22

Representative to the Nazareth Memorial Library Budget Committee - Scott Sylvainus

Representative to the Nazareth Ambulance Board - Mike Rinker

Representative to the Nazareth Borough Municipal Authority - Jack Gum

Vacancy Board – 1 year appointment - Joanne Messenlehner

COMPENSATION

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

FT Chief of Police

- \$95,230.00 salaried

FT Public Works Director

- \$76,100.00 salaried

Township Auditors

- \$10.00/hr.

Planning Commission

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

Zoning Hearing Board

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

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

- Three percent (3%)

MILEAGE ALLOWANCE

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

SIGNATORY AUTHORIZATION

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

OFFICIAL BONDS

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

Secretary - \$100,000.00

Treasurer - \$250,000.00

RE Tax Collector - \$500,000.00

Police Secretary - \$25,000.00

RESOLUTIONS

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

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

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

In accordance with Second Class Township Code Section 917(b) (2) Resolution 19-04 was advertised in the Express-Times on November 20, 2017. This resolution only gives the Township the authority to appoint a CPA or CPA firm. It does not specify who that will be. An appointment of a specific entity will take place at the regular Board meeting following this Reorganization Meeting.

Motion made by Mr. Rinker and seconded by Mr. Sylvainus to adopt Resolution 19-04: Township Audit by CPA for 2018. Motion carried by all voting aye. (4-0)

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

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

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

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

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

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

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

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

SUPERVISORS COMMENTS

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

TOWNSHIP ENGINEER

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

TOWNSHIP SOLICITOR

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

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

ADMINISTRATION

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

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

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

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

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

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

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

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

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Nothing at this time.

RECREATION

Mr. Disbrow stated the Recreation Committee meets next week.

PUBLIC SAFETY

POLICE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Mr. Rinker will contact Mrs. Parrish with dates.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

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

ADJOURNMENT

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

Respectfully Submitted,

Betty Parrish

Recording Secretary

**MINUTES JANUARY 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, 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

Jason Mohap of 3600 Gun Club Rd. questioned the results of the traffic study performed in connection with the proposed Project Tadmor on Gun Club Rd. and since the traffic study used the distribution center formula for the study, why is this being called a warehouse. Mr. Mohap was directed to address his questions to the Planning Commission as nothing has been presented to the Board of Supervisors.

APPROVALS

Mr. Disbrow requested revising the agenda to add dates for Community Days and Park Closure under Recreation.

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 Re-organization and regular meeting minutes of January 7, 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. Sylvainus to approve the December 2018 Financial and Treasurer's Report. Motion carried by all voting aye. (4-0)

PRESENTATION – NORTHAMPTON COUNTY BRIDGE #224 (FOX RD)

Mr. Michael Emili, Northampton County Director of Public Works gave a brief presentation regarding the Fox Rd. bridge replacement taking place this summer. Mr. Emili stated the County is in the process of obtaining construction and permanent easements from landowners. Mr. Emili informed the Board the County plans replace the current 15' bridge with a 22' precast bridge with construction starting around May 19 and completing the work in 4 to 6 weeks. A detour will exist for approximately 1 month. Mr. Emili requested the Township send a letter to the County concurring that a 22' wide bridge is acceptable. Mrs. Seiple will take care of sending the letter to the County.

SUPERVISORS' COMMENTS

Mr. Rinker announced that an executive session was held prior to the Board meeting on January 7, 2019, and prior to tonight's meeting for personnel matters.

TOWNSHIP ENGINEER

Mr. Dooley stated that he would have a draft of the posting and bonding of Township roads completed mid to late February for the Board Meeting of March 6, 2019.

Mr. Dooley reported the Penn Dixie Rd. specs are being prepared, will be advertised within the next 2 weeks with a bid opening on February 19, 2019, and awarding the contract at the Board of Supervisors Meeting on February 20, 2019. Construction should start sometime in March. Mr. Dooley commented that pricing will be inflated due to General Contractors having a carryover of projects from 2018. Mr. Dooley contacted the Engineer who performed the inspection to inquire about the hairline crack and scaling. The Engineer felt that we should monitor this situation in the future.

Mr. Rinker asked who does the monitoring. Mr. Dooley replied the Township has not done the less than 20' bridge inspections since 2008 and suggested the Township begin a policy of inspecting the bridges annually. Mr. Sylvainus asked how many bridges were between 8' and 20'. Mr. Dooley responded 3; West Highland, Friedenstahl Ave., and West Biel. Mr. Shupe said Public Works can perform visual inspections annually. Mr. Sylvainus suggested inspecting one bridge every three years. Mr. Dooley stated the cost for Keystone Consulting Engineers would be about \$2,700 per year.

TOWNSHIP SOLICITOR

Attorney Asteak researched the question raised at the last Board meeting pertaining to a prohibition of tractor trailers parking in certain areas. Attorney Asteak informed the Board that an Ordinance is already established prohibiting this.

ADMINISTRATION

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

Mrs. Parrish requested approval of the conference room usage date change for an Eagle Scout Ceremony from February 16, 2019, to February 23, 2019.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve Eagle Scout Ceremony use of Conference Room date change from February 16, 2019 to February 23, 2019. Motion carried by all voting aye. (4-0)

Mrs. Seiple informed the Board that she and Mrs. Hirst attended the Lehigh Valley Greenways event. Mrs. Seiple stated they made several contacts at this event and several individuals volunteered to help with the Township moving forward to establish an Open Space Ordinance.

Attorney Asteak stated Lower Nazareth Township just advertised their ordinance to proceed with a referendum. Attorney Asteak said the process has moved very quickly and Lower Nazareth Township is now in the process of hiring a consultant to do their Parks, Recreation and Open Space Plan.

APPROVAL OF DEPARTMENT REPORTS

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

PLANNING & ZONING

Mr. John Soloe informed the Board that the applicant for Project Tadmor was in attendance. Mr. Soloe said the Board has received a request for a waiver from the Planning Commission and a request from the Engineer to reduce the required width of Gun Club Road. Attorney Asteak interjected a thorough letter pertaining to this was received from the applicant.

Mr. Jim Vozar of JVI, Inc. stated they plan on improving Gun Club Rd. and the intersection of Gun Club Rd. and Route 248. Mr. Vozar is requesting a reduction in the width of the road to 24' and from south driveway entrance to the southern boundary of 22' to help prohibit truck parking. Attorney Asteak stated this was a suggestion by Keystone Consulting Engineers as a traffic calming measure.

Mr. Dooley stated 24' was predicated on curbing so that the roadway would be confined and truck wouldn't be able to go off the roadway and damage the swales.

Mr. Craig Hanchett of 3069 Bath Pike asked about the lighting for the project. Mr. Rinker stated any questions need to be addressed to the Planning Commission.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve JVI – Project Tadmor request for waiver of Section 404, Deferral of Submission Requirements of the Upper Nazareth Township SALDO until a final plan is submitted to Planning Commission. Motion carried with Mr. Rinker, Mr. Disbrow and Mr. Sylvainus voting aye and Mr. Pulliam opposed. (3-1)

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve KCE recommendation to allow for a reduction of the roadway widths along Gun Club Rd., Section 741.6 and 742.1, of the Upper Nazareth Township SALDO for planning purposes only to allow for the developer and Engineer to work toward improving Gun Club Rd. Motion carried by all voting aye. (4-0)

PUBLIC WORKS

Mr. Shupe requested approval to purchase a Mack Axle Forward Granite Chassis Container from TransEdge Truck Centers at a price of \$186,864.00 for the yard waste center in accordance with the 2018 902 Equipment Grant.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve the purchase of a Mack Axle Forward Granite Chassis Container from TransEdge Truck Centers at a price of \$186,864.00 for the yard waste center in accordance with the 2018 902 Grant. Motion carried by all voting aye. (4-0)

Mr. Shupe requested approval to purchase a Security Camera System from Royal Security at a price of \$2,823.00 for the yard waste center in accordance with the 2018 902 Equipment Grant.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the purchase of a Security Camera System at a price of \$2,823.00 for the yard waste center in accordance with the 2018 902 Equipment Grant. Motion carried by all voting aye. (4-0)

Mr. Shupe requested approval to purchase a 6' x 8' shed from Green Acres Outdoor Living at a price of \$2,157.10 for the yard waste center in accordance with the 2018 902 Equipment Grant.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the purchase of a 6' x 8' shed from Green Acres Outdoor Living at a price of \$2,157.10 for the yard waste center in accordance with the 2018 902 Equipment Grant. Motion carried by all voting aye. (4-0)

Mr. Shupe requested approval to sell an unused salt spreader to Tatamy Borough for \$500.00.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the sale of an unused salt spreader to Tatamy Borough for \$500.00. Motion carried by all voting aye. (4-0)

Mr. Shupe requested approval of a weed control quote from Moyer Indoor/Outdoor for 3 applications of weed/grub control at Tuskes Park for a total amount of \$5,930.00.

Motion was made by Mr. Disbrow and seconded by Mr. Pulliam to approve the weed control quote from Moyer Indoor/Outdoor for 3 applications of weed/grub control at Tuskes Park for a total amount of \$5,930.00. Motion carried by all voting aye. (4-0)

RECREATION

Mr. Disbrow reported the Recreation Committee met on Tuesday, January 15, 2019. The Recreation Committee is requesting approval of the dates for Community Days 2019 of Friday, August 23, 2019, from 5 pm to 10 pm and Saturday, August 24, 2019, from 3 pm to 11 pm.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve August 23, 2019, from 5 pm to 10 pm and Saturday, August 24, 2019, from 3 pm to 11 pm for Community Days 2019. Motion carried by all voting aye.

Mr. Disbrow requested the Board close Tuskes Park as a safety precaution from August 18, 2019, through August 25, 2019, to allow for the necessary set up and tear down for Community Days 2019.

Motion was made by Mr. Disbrow and seconded by Mr. Rinker to close Tuskes Park from August 18, 2019, through August 25, 2019, for Community Days 2019 set up and tear down. Motion carried by all voting aye. (4-0)

Mr. Disbrow informed the Board that the Recreation Committee is exploring the possibility of a day camp at Tuskes Park. The Day Camp would be a 6-week program from June into early August for children Kindergarten through sixth grade staffed by a combination of staff and volunteers. The program would run from 9:00 am to 12:00 noon. The cost per week for non-township residents would be \$60.00 for the 1st child and \$40.00 for each additional child. Township residents would get a \$10.00 reduction in the fee. Staff would be comprised of Nazareth Area School District teachers.

POLICE DEPARTMENT

Police Chief Cope received a letter from Vigilance Hose Company requesting to host a St. Patrick's Day 5K with a small portion of the 5K running through Upper Nazareth Township.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve Vigilance Hose Company request for St. Patrick's Day 5K. Motion carried by all voting aye. (4-0)

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Nothing at this time.

OLD BUSINESS

Mr. Disbrow reported at the last Board meeting the Board instructed Mr. Shupe, Mr. Dooley, Mrs. Seiple and him to meet and brainstorm for projects to submit to the LVTS/LVPC for funding of projects the Township might need in the future. Mr. Disbrow suggested the Township submit a project for the intersection of Route 248 and Route 946, since this was just spec'd out in connection with the proposed warehouse on Gun Club Road as well as the fact that LVPC has designated this intersection a high priority in their Comprehensive Plan. Mr. Disbrow feels it is warranted to highlight the intersection and align the Township with LVPC opinion. The Board

would be asking the Township Engineer apply for funding, which application is due no later than January 25, 2019, to come up with a presentation to present to LVTS/LVPC in March at a date yet to be determined.

Motion was made by Mr. Sylvainus and seconded by Mr. Pulliam to instruct the Township Engineer to apply to LVTS/LVPC for funding for a future project for the intersection of Route 248 and Route 946 no later than January 25, 2019, and prepare a presentation for the LVTS/LVPC date in March, 2019. Motion carried by all voting aye. (4-0)

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mr. Rinker to adjourn at 8:25 p.m. Motion carried by all voting aye. (4-0)

Respectfully submitted,

*Betty Parrish
Recording Secretary*

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*

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

PUBLIC COMMENT

Mr. George Polak handed Attorney Asteak documentation pertaining to the fence bordering his property located behind 2202 Eagles Landing Dr. that has been removed. Mr. Polak would appreciate getting a response by next week.

Mrs. Terri Sayago of 3070 Newburg Rd. handed Mr. Rinker and Mr. Sylvainus a copy of the library's annual report. Mrs. Sayago stated she is very happy with the library's progress this past year.

Mr. Rob Berger of 496 S. Cottonwood Rd., Lehigh Twp, and Berger Sanitation, questioned why one of his drivers was stopped when picking up trash in the Township at 3 am. Mr. Berger said one or two years ago they were given permission to collect at this hour. Attorney Asteak informed Mr. Berger this issue was mentioned in the minutes on several occasions, however, there was no resolution to this issue. The Board of Supervisors were polled and there is no decision to change the ordinance from the 6 am time stated in the ordinance.

APPROVALS

Mr. Rinker requested revising the agenda to include the appointment of an Emergency Management Coordinator Deputy.

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

Motion was made by Mr. Sylvainus and seconded by Mr. Pulliam to approve meeting minutes of February 6, 2019. Motion carried by all voting aye. (4-0)

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

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the January 2019 Financial and Treasurer's Report. 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.

Mr. Disbrow thanked the Public Works Department for their work during the recent three storms.

TOWNSHIP ENGINEER

Mr. Dooley reported the Penn Dixie Rd. bid opening was held on February 19, 2019. Five bids were received with E.F. Possinger submitting the lowest bid at \$69,696 plus alternate 1 and alternate 2 for a total of \$80,626. Mr. Dooley stated this was below what originally was estimated. Mr. Dooley stated there needs to be language inserted into the contract establishing their qualifications and that of their sub-contractors. E.F. Possinger had no objection to the addition of that language. Mr. Dooley requested approval to award the Scour Repair at the Penn Dixie Road Bridge to E.F. Possinger and Sons, Inc. Base plus A1 and A2 for a total contract amount of \$80,626.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to award the Scour Repair at the Penn Dixie Road Bridge to E.F. Possinger and Sons, Inc. the Base plus A1 and A2 for a total contract amount of \$80,626. Motion carried by all voting aye. (4-0)

The Posting and Bonding of the Roads conversation began with Mr. Dooley saying he hoped all had had the chance to peruse the information he sent, explaining that prior to passing the ordinance and physically signing the roads, a process needs to be established as to the administration side of this issue. Mr. Dooley stated a fee schedule needs to be established, an inspection protocol, enforcement protocol, permitting process, etc., all needs to be established. This all needs to be done in the event our roads are damaged.

Mr. Rinker questioned why Mr. Dooley had addressed all the roads within the Township and not just those affected by the Penn East Pipeline as was instructed. Mr. Dooley responded he was only suggesting the Township might want to consider other roads to be included in this process.

Mrs. Deborah Seiple indicated there was no cost benefit analysis indicating where the Township would be at the end of this process. Mrs. Seiple suggested a workshop to outline the steps to implement this process. Mrs. Seiple asked if we really know what Penn East is going to do when they come through the Township. Mr. Rinker suggested reaching out to Penn East to find out what they are planning to do. Attorney Asteak stated Lower Nazareth Township was going to meet with Penn East for those reasons stated. Mrs. Seiple asked if Upper Nazareth Township wanted to reach out to Lower Nazareth Township to see if we could join that meeting. The Board concurred this was a good idea.

Mr. Sylvainus asked how long it would take to get this in place. Attorney Asteak responded that the basic ordinance was ready with just a few blanks left to fill in. Attorney Asteak reiterated

the administrative process outlined by Mr. Dooley as identifying the damage done to the roads by the trucks, enforcement procedures to collect the fines, costs associated with establishing this process and who would be doing all of this. Who on your staff is going to be issuing the permits and who is going to monitor the permits. Attorney Asteak stated it's easy to adopt the ordinance, but the hard part is establishing all the protocols. Mr. Sylvainus stated once the fines are in place the costs can be offset by the fee schedule. Mr. Dooley suggested working with the engineer to come up with a cost, which he should have at the 2nd meeting in April.

TOWNSHIP SOLICITOR

Attorney Asteak stated the Township is in receipt of the completed codification of the ordinances. Attorney Asteak requested adoption of Ordinance No. 181 – Adopting the Codification.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to adopt Ordinance No. 181 – Adopting the Codification. Motion carried by all voting aye. (4-0)

Attorney Asteak informed the Board that a letter was received from the County stating they are not able to find another location for the May primary election due to the short time constraints. They are working to identify other places in order to remove the polling from the Township Municipal Building, but there would be no change in May.

Attorney Asteak said a letter was received from Mr. Robert C. Oswald regarding placing his property into an agricultural security area. Mr. Oswald has made application to place his 60 acre parcel, 57 acres which are located in Upper Nazareth Township, into the Bushkill Township Agricultural Security Area. Attorney Asteak recommended we approve Mr. Oswald's request.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve Mr. Oswald's request for application into the Bushkill Township Agricultural Security Area. Motion carried by all voting aye. (4-0)

ADMINISTRATION

Mrs. Parrish informed the Board that a letter was received from Pennsylvania Department of Environmental Protection explaining a civil penalty was assessed against Lehigh Cement located in Lower Nazareth Township whereby Upper Nazareth Township is able to share in a percentage of that penalty in the amount of \$9,209.68. Mrs. Parrish stated a project proposal needs to be submitted in order to receive these funds. Mrs. Parrish said she contacted PA DEP as to what type of projects would be considered and what paperwork was needed to apply for the available funds. An example of the allowed projects are recreation projects, trails, open space, among others. DEP stated the Township can submit multiple projects. Mrs. Seiple suggested submitting a request to partner with the DCNR Grant for the Parks and Recreation Plan, and also submit to partner with the grant the Township has for electric in Tuskes Park. The Board concurred with Mrs. Seiple's suggestion and Mrs. Parrish and Mrs. Seiple will work on submitting these project proposals.

Mrs. Seiple introduced the recently prepared Escrow Agreements for Board approval. Attorney Asteak has reviewed the agreements. Mrs. Seiple said these agreements will help with securing reimbursements as it is a signed document with penalties. Attorney Asteak informed the

Board that these agreements should be sent to all existing escrow account holders as well as any new escrow accounts set up in the future.

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

Mrs. Seiple addressed the Brake Retarder issue that has been brought before the Board on numerous occasions. Mr. Dooley received an email from Mr. Chade T. Sankari, Signing Manager, District Traffic Studies, PennDOT District 5 indicating a brake retarder prohibition is not warranted on SR 248. Mr. Dooley requested the Township contact PennDot regarding this matter. Mrs. Seiple contacted Mr. Sankari and he confirmed the brake retarder prohibition is not warranted on SR 248. Mrs. Seiple asked Mr. Sankari to please send a formal letter to that effect to put into our records. On 2/26/19 the Township received Mr. Sankari's letter dated 2/21/19 to officially confirm PennDOT's decision.

Mrs. Parrish requested approval to attend the GFOA PA Conference April 28 to May 1.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the Treasurer attending the GFOA PA Conference April 28 to May 1, 2019. Motion carried by all voting aye.

APPROVAL OF DEPARTMENT REPORTS

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

PLANNING & ZONING

Mr. John Soloe informed the Board that Northampton County has submitted a sketch plan to the Planning Commission for review at their March 14, 2019, meeting. The sketch is for a Regional Forensic Center at Gracedale. The center would be approximately 2,700 square feet positioned in front of the 911 building extending to the helipad which is no longer in use.

PUBLIC WORKS

Mr. Shupe requested approval of the dates and to advertise the Street Sweeping (April 1 – 5, 2019), Spring Curbside Yard Waste Collection (April 22 – 26, 2019) and Yard Waste Facility (opening April 27, 2019) dates.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve and advertise the Street Sweeping, Spring Curbside Yard Waste Collections and Yard Waste Facility Dates. Motion carried by all voting aye. (4-0)

Mr. Shupe requested approval to advertise in the Key and the Home News for seasonal help.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve advertising in the Key and Home News for Public Works Seasonal employees. Motion carried by all voting aye. (4-0)

RECREATION

Mr. Disbrow introduced a Key FOB agreement that coincides with the security upgrades made at Tuskes Park.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve the UNT Key FOB Agreement. Motion carried by all voting aye. (4-0)

Mr. Disbrow stated the Recreation Committee minutes for last month have been submitted.

Mr. Disbrow informed the Board that the Recreation Committee is exploring the possibility of a day camp at Tuskes Park. Mr. Disbrow introduced Mr. James Pilla and Ms. Amy Pidgeon explaining they are the individuals who have put together the Summer Camp Proposal. Mr. Pilla addressed the Board and turned the floor over to Ms. Pidgeon. Ms. Pidgeon stated the Summer Camp would be a 6-week program from June into early August for children Kindergarten through sixth grade staffed by a combination of educators, college students, high school students and volunteers. The program would run from 9:00 am to 12:00 noon Monday through Friday with approximately 150 attendees. There would be a different theme each week. Ms. Pidgeon stated they had been in touch with Lower Nazareth Township and Palmer Township as they also run summer programs. A rough budget has been submitted to the Board for their approval.

Mr. Disbrow asked what kind of hurdles did Lower Nazareth Township encounter with their program. Attorney Asteak responded that he was not involved with Lower Nazareth Township's summer program.

Attorney Asteak said this should be fleshed out more so that everything is well thought out and in place and implement this next year. Right now, who is going to do this.

Mrs. Seiple explained that East Allen Township has a summer program with a staff of about 13 counselors per year. East Allen did not find it advantageous to staff with high school students. Mrs. Seiple stated she attended the Lehigh Valley Greenways Grant seminar and made contact with several individuals that would be willing to partner and/or help get this started. There is a possibility of some grant money being available for implementation. The Recreation Director for South Whitehall Township offered to come to a Recreation Committee meeting to discuss and help with the process. The program must also comply with state regulation pertaining to the staff/child ratio.

Mrs. Parrish explained the hiring process, and additional costs associated with such an endeavor. Mrs. Parrish suggested Mr. Pilla and Ms. Pidgeon set up a time to come in and discuss this process further with the staff. The Board concurred with this conclusion.

POLICE DEPARTMENT

Police Chief Cope requested permission to forward the Police SOP to Attorney Asteak and the insurance company for vetting. Police Chief Cope stated the SOP had been reviewed by the officers and the Police Association.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve forwarding the Police SOP to Attorney Asteak and the insurance company for vetting. Motion carried by all voting aye. (4-0)

Police Chief Cope requested approval to place speed limit signs on the eastbound lane of Township Line Road. Police Chief Cope said currently there are no speed limit signs on the road, and although the unposted speed limit is 35 mph, the District Magistrate is reluctant to fine individuals because of the lack of signage. The Board requested Mrs. Seiple to send a letter to East Allen Township regarding the posting of speed limit signs on Township Line Road as this road crosses into East Allen Township.

Police Chief Cope informed the Board that a truck training class would be held in the Township Municipal Building Conference Room on May 20, 2019. A seminar called “Stop the Bleed” will also be conducted in the near future on training how to apply a tourniquet.

EMERGENCY MANAGEMENT

Motion was made by Mr. Sylvainus and seconded by Mr. Pulliam to appoint Mr. Disbrow as Deputy Emergency Management Coordinator. Motion carried with Mr. Rinker, Mr. Sylvainus and Mr. Pulliam voting aye and Mr. Disbrow abstaining. (3-0)

SAFETY COMMITTEE

Mrs. Parrish presented a proposal from Royal Security for additional cameras and replacement of one camera on the exterior of the municipal building. Mrs. Parrish also presented a proposal from Bangor Glass for a pass-through door to be placed in the reception area of the municipal side of the Township building.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the purchase of 2 additional cameras and replacement of 1 camera for the UNT Municipal Building at a cost of \$979.00. Motion carried by all voting aye. (4-0)

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the purchase and installation of a pass-through window for the municipal office reception area at a cost of \$3,717.00. Motion carried by Mr. Rinker, Mr. Disbrow and Mr. Pulliam voting aye and Mr. Sylvainus voting no. Motion carried by a vote of 3 to 1. (3-1)

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Mrs. Seiple handed the Board a letter received at the end of the day Wednesday from the Memorial Library of Nazareth. This letter serves as notification that 2019 Touch A Truck will not be held at Tuskes Park. The Library thanked the Township for hosting this event in the past several years.

ADJOURNMENT

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to adjourn at 8:25 p.m.
Motion carried by all voting aye. (4-0)

Respectfully submitted,

Betty Parrish
Recording Secretary

MINUTES MARCH 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, Robert Disbrow, Donna Hirst, and Brian Pulliam. Scott Sylvainus was absent.

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

PUBLIC COMMENT

Mr. Daniel Aguiar of 57 El Reno Ave. complimented the Public Works Department on the excellent job they did clearing snow curb to curb on El Reno this year.

APPROVALS

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

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the meeting minutes of March 6, 2019. Motion carried by a Mr. Rinker, Mr. Disbrow and Mr. Pulliam voting aye with Mrs. Hirst abstaining as she was not present for the March 6, 2019 meeting.

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

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve the February 2019 Financial and Treasurer's Report. 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.

TOWNSHIP ENGINEER

A workshop was held prior to the meeting to discuss the training of the Public Works Department employees in order to move forward with the implementation of the MS4 regulations. Mr. Shupe requested this assistance as more work is being required of the Public Works Department in order to successfully implement the MS4 procedures. Mike Shallock of Keystone Consulting Engineers presented their proposal to assist in this process. The total cost of the proposal is \$17,700.00 for Outfall Inspection Protocols and 2019 Inspections as a training/quality control measure; PCSM BMP Inspection Protocols and 2019 Inspections as a training/quality control measure; Evaluate Use of Vortech Units in lieu of Silt Bags; and Revise and Resubmit PRP Plan

with Vortech Units, if necessary. Mr. Shupe stated the Township would also need to obtain a tablet computer for use in the field and purchase 2 GIS licenses.

Motion was made by Mr. Disbrow and seconded by Mr. Rinker to approve KCE Proposal to assist the Public Works Department with MS4 implementation at a cost not to exceed \$17,700.00. Motion carried by all voting aye. (4-0)

Attorney Asteak stated the Engineer's Project status report is included in the packets for the Board to read.

TOWNSHIP SOLICITOR

Attorney Asteak recommended the Board adopt Resolution No. 19-08 authorizing Bushkill Township to incorporate tax parcel J7-13-14-0432 property of Robert Oswald into the Bushkill Township Agricultural Security Area.

Motion was made by Mr. Disbrow and seconded by Mr. Pulliam to adopt Resolution No. 19-08 authorizing Bushkill Township to incorporate tax parcel J7-13-14-0432 property of Robert Oswald into the Bushkill Township Agricultural Security Area. Motion carried by all voting aye. (4-0)

Attorney Asteak discussed Mr. Polak coming before the Board to request the Township direct the homeowner at 2202 Eagles Landing Dr. to replace the portion of fence they removed which separates their property from his. Mr. Polak stated there was a Court Order requiring this fence to remain in place. Attorney Asteak requested Township staff search Township records for anything pertaining to this issue. Attorney Asteak stated he forwarded all materials Mr. Polak provided to him to Attorney Piperato (legal counsel for Tuskes Homes) and both have reviewed them. There appears to be no record of any Court Order or Township directive requiring lot 2202 Eagles Landing Drive to have a fence. The materials Mr. Polak provided do not support his position, therefore, the Township is unable to require the homeowner to replace the fence.

ADMINISTRATION

Mrs. Seiple informed the Board discussions had with Attorney Asteak, Mr. Dooley and Township staff regarding the letters of credit and the suggestion that letters of credit be increased annually by a certain percentage. Mrs. Seiple presented a revised spreadsheet for the letters of credit for each project within the Township which now incorporates the Improvements Agreements expiration dates and the Maintenance Agreements expiration dates. Mrs. Seiple stated the Improvements Agreements state the amount of the LOC which is based on a collaborative effort between the Township Engineer and the Developer and is established at 110% of the projected cost to complete the project. Mrs. Seiple said Act 247 states you cannot make it more than 110%.

Attorney Asteak said when a letter of credit is reduced, the engineers assures there is enough funds in the remaining LOC to cover 110% of what is left to complete the project. When the last

two requests for reduction are made, we make sure there is enough to cover the maintenance. All of the LOC's we accept are auto renewable.

APPROVAL OF DEPARTMENT REPORTS

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

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Nothing at this time.

RECREATION

Nothing at this time.

POLICE DEPARTMENT

Police Chief Cope requested approval to purchase 6 more Glocks to complete the weapons transition. Police Chief Cope stated this is a budgeted item.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve the Glock purchase in the amount of \$2,471.94. Motion carried by all voting aye. (4-0)

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Next Safety meeting is April 26, 2019 at 12:00 noon.

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 7:14 p.m.
Motion carried by all voting aye. (4-0)

Respectfully submitted,

Betty Parrish
Recording Secretary

MINUTES APRIL 3, 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, Donna Hirst, and Brian Pulliam. Robert Disbrow was absent.

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

PUBLIC COMMENT

There was no public comment.

APPROVALS

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

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve the meeting minutes of March 20, 2019. Motion carried by all voting aye. (4-0)

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

SUPERVISORS' COMMENTS

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

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve conditional offer to hire new Manager. Motion carried by all voting aye. (4-0)

Mr. Rinker introduced the new Manger, Lisa Klem.

TOWNSHIP ENGINEER

Nothing at this time.

TOWNSHIP SOLICITOR

Nothing at this time.

ADMINISTRATION

Mrs. Seiple informed the Board that a letter was received from Pennsylvania Commonwealth Financing Authority informing us that we had not been selected to receive the Monroe County LSA Grant that had been applied for. Subsequent to that letter, a phone call was received from Sandra Orth informing us that we had been approved to receive \$169,570.00 under the Monroe County LSA Grant. Ms. Orth told us to disregard the letter received and another letter would be sent shortly. Ms. Orth inquired as to what the funds would be used for, as this would be specified in the letter she would be sending. Consensus was the money would be applied to the purchase of the paver.

Mrs. Seiple stated she attended a joint meeting at Lower Nazareth Township with representatives from the PennEast Pipeline.

Mrs. Seiple stated an email was received from Lower Nazareth Township informing us that they are hosting two education seminars on Open Space Preservation. Experts from Northampton County, Wildlands Conservancy and Jason Smith from Bushkill Township will be making presentation. The seminars are being held on April 4th at 6:30 pm at the Lower Nazareth Municipal Office and the second meeting is Thursday, May 2nd at 6:30 pm at the Lower Nazareth Elementary School.

The Fire Department has requested use of Liebert Field for their Easter Egg Hunt on April 19th from 9 am until 4 pm.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve the Fire Department's use of Liebert Field for their Easter Egg Hunt on April 19, 2019, from 9 am to 4 pm. Motion carried by all voting aye. (4-0)

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Shupe requested approval to promote Dean Steckel to a Laborer 2 position at a pay rate of \$20.71 per hour.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve promoting Dean Steckel to a Laborer 2 position at a pay rate of \$20.71 per hour. Motion carried by all voting aye. (4-0)

Mr. Shupe requested approval to promote Stephen Markley to a Laborer 1 position at a pay rate of \$17.55 per hour as he has completed his 90 day probationary period satisfactorily.

Motion was made by Mrs. Hirst and seconded by Mr. Pulliam to approve promoting Stephen Markley to a Laborer 1 position at a pay rate of \$17.55 per hour. Motion carried by all voting aye. (4-0)

Mr. Shupe requested approval to have FRCA grind our brush at a cost of \$2,200.00.

Motion was made by Mrs. Hirst and seconded by Mr. Pulliam to approve FRCA grinding the brush at a cost of \$2,200.00. Motion carried by all voting aye. (4-0)

Mr. Shupe requested approval to continue to use American Biosoils for the disposal of yard waste. This is approximately one dumpster load per month for approximately \$5,715.00 for the season.

Motion was made by Mrs. Hirst and seconded by Mrs. Sylvainus to approve using American Biosoils for disposal of yard waste. Motion carried by all voting aye. (4-0)

Mr. Shupe requested approval of a conditional offer of seasonal employment to Aiden Koch at the rate of \$10.00 per hour.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve the conditional offer of employment to Aiden Koch at the rate of \$10.00 per hour. Motion carried by all voting aye. (4-0)

Mr. Shupe requested approval for himself and Craig Hoffman to attend Qualified MS4 Stormwater Inspector Training in May. The seminar is being conducted in Allentown and it is a two-day seminar. The cost of the training is \$750.00 per person and funds have been budgeted.

Motion was made by Mrs. Hirst and seconded by Mrs. Sylvainus to approve Shawn Shupe and Craig Hoffman attending Qualified MS4 Stormwater Inspector seminar in May. Motion carried by all voting aye. (4-0)

RECREATION

Nothing at this time.

POLICE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Next Safety meeting is April 26, 2019 at 12:00 noon.

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 7:20 p.m.
Motion carried by all voting aye. (4-0)

Respectfully submitted,

Betty Parrish
Recording Secretary

MINUTES APRIL 17, 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, Rob Disbrow and Scott Sylvainus. Donna Hirst and Brian Pulliam were absent.

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

PUBLIC COMMENT

Mr. Barry Schweitzer of 81 Ridge Rd, Bangor, PA addressed the Board regarding 2 lots that he owns in Upper Nazareth Township. The lots are family lots and are each 40' wide parcels. The neighbors on either side of these lots have inquired about purchasing these parcels to enlarge their current properties. At some point the parcels were combined into one larger parcel from the 2 previously existing lots, and therefore, would need to go through the subdivision and land development process. Mr. Schweitzer requested a waiver from this requirement in order to reverse what was consolidated previously. Attorney Asteak informed the Board he had no objection to this request. Attorney Asteak informed Mr. Schweitzer he would need to secure an engineer and get legal descriptions for the lots. Attorney Asteak will assist Mr. Schweitzer and his legal counsel in this process.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve waiving the subdivision requirement for Mr. Schweitzer upon solicitor approval as long as Mr. Schweitzer covers the costs of the Township. Motion carried by all voting aye. (3-0)

APPROVALS

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

Approval of the minutes of April 3, 2019, was tabled as Mr. Disbrow was not present at the April 3, 2019, meeting.

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 March 2019 Financial and Treasurer's Report. Motion carried by all voting aye. (3-0)

PRESENTATION – MAHER DUESSEL – 2018 FINANCIAL AUDIT

Ms. Tracey Rash of Maher Duessel presented the results of the 2018 Financial Audit.

SUPERVISORS' COMMENTS

Mr. Sylvainus requested the Board authorize the Solicitor to prepare a resolution to begin the process of getting the open space referendum on the general election ballot in November. Attorney Asteak stated the ordinance would be similar to one prepared for Lower Nazareth Township. Open space financing is either funded by a real estate tax increase or an increase in the earned income tax of .25%. All municipalities in Northampton County that have adopted an open space ordinance have financed it through the increase in the EIT, as this avenue does not impact those citizens on fixed incomes. Attorney Asteak mentioned to keep in mind the focus of open space is farmland preservation, prevention of further development and support of local agriculture. Bushkill Township acquires conservation easements to accomplish this goal.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to authorize the Solicitor to prepare an resolution to add Open Space Preservation Tax to the general election ballot. Motion carried by all voting aye. (3-0)

Mr. Sylvainus recently submitted to the NAZCOG Steering Committee questionnaires completed by the Planning Commission listing the top six issues that will be addressed by the Nazareth Area Multi Municipal Comprehensive Plan.

TOWNSHIP ENGINEER

Mr. Sean Dooley stated the Engineer's Project Status Report is included in the meeting packet.

Mr. Dooley stated Morningstar, Heritage Village Phases 3 & 4 will be submitting plans shortly.

Mr. Dooley stated the repair work to the Penn Dixie Road Bridge should wrap up this week or sometime early next week. Mr. Dooley informed the Board there was a substantial increase in cost with regard to the grout. Bids were secured using estimates prepared by PennDOT which did not match what was actually required. The increase is somewhat offset by a reduction in the water testing that was not needed. The net increase is \$13,698.10. Mr. Dooley will be presenting a Change Order at the May 1, 2019 meeting.

TOWNSHIP SOLICITOR

Attorney Asteak received a letter from Attorney Piperato regarding the Special Exception granted to Amy Vigoroux (Keller Property) at a recent Zoning Hearing Board meeting pertaining to her plans for a farm related business. One of the conditions was for Ms. Vigoroux to submit a land development plan. Attorney Asteak stated this was a requirement of the Board of Supervisors in order for the Township to document placement of tents, ensure adequate parking, ensure for adequate sewage disposal, document planned traffic patterns, etc. Attorney Asteak is in the process of facilitating a meeting between Township staff and Attorney Piperato and his client.

ADMINISTRATION

Mrs. Betty Parrish gave an update on the status of the HOME Program.

Mrs. Deborah Seiple stated Nazareth Area School District received approval from PennDOT to place pedestrian crossing and speed limit signs on Tatamy Rd. in front of the Nazareth Area School District.

Mrs. Seiple stated a letter was received from the Northampton County Executive introducing a series of workshops pertaining to the Northampton County Historic and Cultural Assets Plan. Mrs. Parrish will be attending the workshop on Wednesday, April 24, 2019, at 1:30 pm.

Mrs. Seiple presented the 1st quarter NAZCOG call report for animal control.

Mrs. Seiple announced the second Lower Nazareth Township Open Space Preservation Meeting being held at the Lower Nazareth Township Elementary School on Thursday, May 2, 2019, at 6:30 pm.

Mrs. Seiple received a letter from Keystone Consulting Engineers requesting Upper Nazareth comments on a proposed amendment to the Official Map of Moore Township. Mrs. Seiple was requested to respond that Upper Nazareth Township has no comment as the proposed amendment has no affect pertaining to Upper Nazareth Township.

Mrs. Parrish requested approval for HomeTown Press to publish the 2019 Fall and 2020 Spring Newsletter. This request was made by HomeTown Press, as many advertisers will state they will advertise in one or the other.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve HomeTown Press publishing the 2019 Fall and 2020 Spring newsletters. Motion carried by all voting aye. (3-0)

Mr. Dooley requested the Board approve making a change in the speed limit on Gun Club Road from 35 mph to 25 mph. Attorney Asteak stated this change can be made now or can be deferred until and if the proposed development on Gun Club Road is approved. Attorney Asteak stated lowering the speed limit is a safety issue.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to authorize KCE to conduct a study to reduce the speed limit on Gun Club Road from 35 mph to 25 mph at a cost not to exceed \$850.00. Motion carried by all voting aye. (3-0)

APPROVAL OF DEPARTMENT REPORTS

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

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Shupe requested approval to have internet restored to the Yard Waste Facility in order to facilitate remote viewing of the video feed from the newly installed camera system.

Motion was made by Mr. Disbrow and seconded by Mr. Rinker to approve internet service at the yard waste facility. Motion carried by all voting aye. (3-0)

Mr. Shupe requested approval to purchase 2 zero-turn mowers from Whitehall Turf Equipment in the amount of \$19,868.00.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve purchasing 2 zero-turn mowers from Whitehall Turf Equipment in the amount of \$19,868.00. Motion carried by all voting aye.

Mr. Shupe stated curbside yard waste pick up will be the week of April 22 and the Yard Waste Facility will be opening on Saturday, April 27, 2019.

RECREATION

Nothing at this time.

POLICE DEPARTMENT

Police Chief Cope requested approval to hire 2 part-time officers to fill current vacancies.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve conditional offers to two part-time officers to fill current vacancies. Motion carried by all voting aye. (3-0)

EMERGENCY MANAGEMENT

Mr. Rinker stated he and Mr. Disbrow would be attending a three day workshop on hazard mitigation on April 23, 24, and 25, 2019.

SAFETY COMMITTEE

Next Safety meeting is April 26, 2019 at 12:00 noon.

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 8:04 p.m.
Motion carried by all voting aye. (3-0)

Respectfully submitted,

Betty Parrish
Recording Secretary

MINUTES MAY 1, 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, Rob Disbrow, Scott Sylvainus, Donna Hirst and Brian Pulliam.

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

PUBLIC COMMENT

Ms. Wendy Colussi of 3288 Gun Club Rd. spoke to the Board about a recent newspaper article whereby Northampton County was given an “F” for smog and two other articles pertaining to the proposed warehouse to be located on Gun Club Rd. Ms. Colussi wanted to reiterate that the construction of a warehouse contributes to the bigger picture of what is happening in the area and not just what is happening on the land. A warehouse will contribute to more air, noise, etc. pollution in a county that is underperforming.

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. Rinker to approve the meeting minutes of April 3, 2019. Motion carried by a vote of 4-0 with Mr. Disbrow abstaining as he was not present at the April 3, 2019, meeting.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve the meeting minutes of April 17, 2019. Motion carried by a vote of 3-0 with Mrs. Hirst and Mr. Pulliam abstaining as they were not present at the April 17, 2019, meeting.

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

SUPERVISORS' COMMENTS

Mr. Rinker announced that an Executive Session was held prior to the meeting for personnel and possible litigation purposes.

TOWNSHIP SOLICITOR

Attorney Asteak informed the Board DCED approved a grant in the amount of \$40,000 for the NAZCOG Multi-Municipal Comprehensive Plan. With this grant and the one from the County, the COG can now move forward with the plan.

Attorney Asteak stated he had a meeting with Mr. Barry Schweitzer pertaining to the waiver of the subdivision and land development the Board granted at the April 17, 2019, meeting. Attorney Asteak informed the Board that one of the neighbors is unable to purchase one of Mr. Schweitzer's lots, therefore, the waiver is not required.

Attorney Asteak requested approval to advertise Ordinance No. 182 Open Space Referendum for placement on the November 5, 2019, general election ballot. This Referendum would be asking the citizens of the Township if they would be willing to accept a .25% increase in their EIT in order to preserve open space.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve advertising Ordinance No. 182 Open Space Referendum for placement on the ballot in the November 5, 2019, General Election. Motion carried by all voting aye. (5-0)

TOWNSHIP ENGINEER

Mr. Sean Dooley stated the Engineer's Project Status Report is included in the meeting packet.

Mr. Dooley stated the repair work to the Penn Dixie Road Bridge is 100% complete and the final numbers have just been worked. Mr. Dooley informed the Board that we were looking in approximately \$19,000 in extras, however, with adjustments the final cost should only be about \$9,000, basically due to the amount of extra grout that was needed. A Change Order is being processed and will be available at the May 15, 2019, meeting for approval.

Mr. Sylvainus questioned when something of this nature will happen again and should the Township be budgeting for it. Mr. Dooley stated the Township should budget for annual inspections as was suggested previously.

Mr. Shupe stated his department intends to install a membrane on the bridge decking below the asphalt which will contribute to the longevity of current repairs. Mr. Dooley stated the Township need stop up with scour protection.

ADMINISTRATION

Mrs. Deborah Seiple discussed PA House Bill 349 pertaining to the appointment of the number of third-party agencies responsible for administering and enforcing the UCC. This mandate would require municipalities that have opted in to the UCC to appoint two or more third-party agencies. Mrs. Seiple stated that PSATS is opposed to this and is requesting municipalities to pass a Resolution to that effect and send to the elected official in the Senate.

Motion was made by Mr. Sylvanus and seconded by Mr. Disbrow to approve preparation of a Resolution opposing PA House Bill 349. Motion carried by all voting aye. (5-0)

Mrs. Betty Parrish and Ms. Kristin Mullen attended a workshop pertaining to the Northampton County Historical and Cultural Assets Plan. Northampton County is currently in the

process of preparing their plan and is urging all municipalities to prepare a plan as well to be sent to LVPC for incorporation into their plan. Preparing a plan allows for zoning regulations to be enacted in areas that would be designated as historical corridors. At this workshop, Ms. Parrish made contact with Ms. Megan van Ravenswaay, an Upper Nazareth Township resident, living in the Schoeneck Village area. Ms. Ravenswood has already done research on the Schoeneck Village area and would be willing to assist with this project. Ms. Parrish suggested inviting Ms. van Ravenswaay to a future Board Meeting to speak on this topic. The Board concurred.

Mrs. Seiple informed the Board Northampton County is preparing to ensure an accurate census county in 2020. The County is requesting a representative from the municipality to assist with outreach, promotion of the 2020 Census to ensure everyone is counted. A meeting will take place on Wednesday, May 22, 2019, at 8:30 am to 10:30 am at the Dept. of Human Services Bldg. Mrs. Seiple requested approval for Kristin Mullen to attend this meeting as a volunteer with Kim Mutarelli, Township Secretary.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve Kristin Mullen as a volunteer, along with Kim Mutarelli, Township Secretary, attending the 2020 Census Complete Count Committee meeting on Wednesday, May 22, 2019. Motion carried by all voting aye. (5-0)

Mrs. Seiple requested approval for Kristin Mullen to attend the Lehigh Valley Greenways Legislative Breakfast on May 3, 2019, as a volunteer, along with Mrs. Seiple and Mrs. Parrish.

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve Kristin Mullen attending Lehigh Valley Greenways Legislative Breakfast on May 3, 2019, as a volunteer, along with Mrs. Seiple and Mrs. Parrish. Motion carried by all voting aye. (5-0)

Mrs. Seiple reported on the Lehigh Valley General Assembly meeting of April 30, 2019. 42 out of 62 municipalities were in attendance.

Mrs. Seiple reported an email was received from Ms. Lori Stauffer of Lower Nazareth Township pertaining to a one-day microchipping and shots clinic being hosted by our animal control officer. A veterinarian will administer the microchipping and shots which will be paid for out of rescue funds. Ms. Stauffer would like to know if Upper Nazareth Township wanted to participate in this type of event. The Board agreed to participate in this event but would like to stay away from the August 24, 2019, date, as it conflicts with Community Days.

Mrs. Parrish informed the Board that the 2019 1st Quarter Nationwide and Girard Police Pension Reports are available for review.

Mrs. Seiple reported her request to DCNR for an extension of time to complete the Upper Nazareth Township Parks and Recreation Plan was granted. DCNR has given a one-year extension.

Mrs. Parrish reported the Monroe County LSA Grant commitment letter and contract were received, executed and returned for execution by the State. It will take approximately 45 days to

receive a fully executed document back. Mr. Shupe will proceed with obtaining up to date pricing for the paving equipment specified in the grant, in order to present to the Board for approval as soon as the executed contract is received by the Township.

Mrs. Parrish stated the Township is in receipt of a check in the amount of \$8,123.00 for the 2017 904 Recycling Performance Grant.

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Sylvainus asked what the digging was about on 4th St. near the high school entrance. Mr. Shupe responded there was a potential sinkhole. The water company and sewer authority are both aware of the situation.

RECREATION

Nothing at this time.

POLICE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Mr. Rinker stated he and Mr. Disbrow have been attending classes on flood plain management and hazard mitigation for the past two weeks.

SAFETY COMMITTEE

The April 26, 2019, Safety Committee Meeting was postponed. A new meeting date has yet to be set.

OLD BUSINESS

Mr. John Soloe presented letter from Theresa Hogan, Attorney for Florence G. Schultz, sent to Attorney Asteak pertaining to erosion to Mrs. Schultz' property along Schoeneck Creek. This subject was brought to the Board in 2015. Mr. Joe Emrick was in attendance and stated he would work with the Schultz' to obtain financing to alleviate this problem. A grant was received previously to alleviate a similar problem in a different section of the creek. Attorney Asteak is to suggest to the property owner to arrange another meeting with DEP regarding this matter.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mr. Rinker to adjourn at 7:52 p.m.
Motion carried by all voting aye. (5-0)

Respectfully submitted,

Betty Parrish
Recording Secretary

MINUTES MAY 15, 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, Rob Disbrow and Brian Pulliam. Donna Hirst was absent and Scott Sylvainus will be late.

Also present were Township Solicitor, Gary Asteak, Township Engineer, Sean Dooley, Township Manager, Lisa Klem, and Treasurer, Betty Parrish.

PUBLIC COMMENT

Mrs. Dolores Kresge of 28 W. 5th St. approached the Board regarding students parking along the street and blocking their driveways, mailboxes, parking on their grass, etc. Mrs. Kresge has phoned the police and tickets have been issued where necessary. Mrs. Kresge stated students were not supposed to be parking on the street but were to be parking in the school parking lot. The Board directed Mrs. Kresge to address that concern with the school district.

Mrs. Kresge mentioned a sinkhole that opened in their street several years ago, was fixed, and continues to sink. Mr. Shupe will go out and look at the depression on May 16, 2019.

Mrs. Rebecca Horan of 65 E. 3rd St. addressed the Board about her recent Right to Know request and the response received. Attorney Asteak has been assisting with this issue.

APPROVALS

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

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve meeting minutes of May 1, 2019. Motion carried by all voting aye. (3-0)

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 April 2019 Financial and Treasurer's Report. Motion carried by all voting aye. (3-0)

SUPERVISORS' COMMENTS

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

TOWNSHIP ENGINEER

Mr. Dooley stated MorningStar, Heritage Village Phase 2, has requested a reduction to their Letter of Credit from \$1,958,064.67 to \$1,668,243.48 for a total reduction of \$289,821.19. Mr. Dooley stated KCE has performed an inspection, coordinated with the developer and can verify the work is complete.

Motion was made by Mr. Rinker and seconded by Mr. Dooley to approve MorningStar, Heritage Village Phase 2 request #2 for a reduction in the Letter of Credit from \$1,958,064.67 to \$1,668,243.48 for a total reduction of \$289,5821.19. Motion carried by all voting aye. (3-0)

TOWNSHIP SOLICITOR

Nothing at this time.

ADMINISTRATION

Mrs. Betty Parrish stated a correction was received pertaining to the quarterly report from the Animal Control Officer. The quarterly report previously stated no instances in Upper Nazareth Township, however, that was incorrect. There was one incident in Upper Nazareth Township during the 1st quarter of 2019.

Mrs. Lisa Klem presented two resolutions opposing PA House Bill 349. Mrs. Klem recommended resolution marked #1 as it goes into more detail as to why the Township is opposing this bill. Mr. Disbrow asked if this resolution had some teeth to it. Mrs. Klem responded the Township wants to maintain some control as to how inspections are performed. This bill would take some of that away.

Motion was made by Mr. Disbrow and seconded by Mr. Pulliam to approve Resolution 19-09 version #1 opposing PA House Bill 349. Motion carried by all voting aye. (3-0)

APPROVAL OF DEPARTMENT REPORTS

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

PLANNING & ZONING

Mr. Rinker stated Mr. Stephen Bacak submitted a letter of resignation from the Planning Commission.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to accept Mr. Stephen Bacak's resignation from the Planning Commission. Motion carried by all voting aye. (3-0)

Mr. Sylainus arrived at 7:13 pm.

Attorney Asteak informed the Board plans were submitted for the Fields at Trio Farms, Phase 7 which lies predominantly in Lower Nazareth Township. 3.3 acres of this development are located in Upper Nazareth Township. This acreage is designed to be a spray irrigation system to meet stormwater management requirements. Due to the minimal impact to Upper Nazareth Township, it is recommended Lower Nazareth Township handle all aspects of this phase 7 for the Fields at Trio Farms. Since Attorney Asteak is the solicitor for both municipalities involved, Attorney Asteak will assist in the preparation of all documents insuring that Upper Nazareth Township is protected to the fullest.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the recommendation set forth in Attorney Asteak's letter of May 6, 2019. Motion carried by all voting aye. (4-0)

PUBLIC WORKS

Mr. Shupe requested approval to purchase a 2019 8.5' x 20' trailer from The Trailer Corner in the amount of \$6,488.00.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve the purchase of a 2019 8.5' x 20' trailer from The Trailer Corner in the amount of \$6,488.00. Motion carried by all voting aye. (4-0)

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

Mrs. Lisa Klem mentioned on April 17, 2019, the Board made a motion to conduct a speed study on Gun Club Rd. In doing some research, Ordinance 46 adopted in 1986, previously set the speed limit on Gun Club Rd. at 25 MPH. Therefore, a speed study does not need to be performed just a replacement of the current signage. It was suggested the Police and Public Works Department, in the course of their work, check current signage on speed restricted roads to make sure it is accurate.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mr. Rinker to adjourn at 7:20 p.m.
Motion carried by all voting aye. (3-0)

Respectfully submitted,

Betty Parrish
Recording Secretary

MINUTES JUNE 5, 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, Rob Disbrow, Scott Sylvainus and Brian Pulliam.

Also present were Township Solicitor, Gary Asteak, Township Engineer, Sean Dooley, Township Manager, Lisa Klem, and Treasurer, Betty Parrish.

PUBLIC COMMENT

Ms. Jeanie Morgano of 123 2nd St. spoke about upcoming political redistricting and requested the Board pass a resolution opposing such change. Ms. Morgano asked if the Board would be open to having someone from Fair Redistricting PA come to a future Board meeting and speak. Ms. Morgano was directed to coordinate with Township Manager, Lisa Klem.

APPROVALS

Mrs. Klem requested revising the agenda to move the Forensic Center to before Supervisors Comments. Mrs. Klem requested adding Resolution 19-10 under Administration and the hiring of a Public Works employee under Public Works.

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

Motion was made by Mr. Pulliam and seconded by Mr. Disbrow to approve meeting minutes of May 15, 2019. Motion carried by all voting aye. (5-0)

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)

Mr. Ewan Moore of Boy Scout Troop 72 presented to the Board his completed Eagle Scout Project of a GaGa Ball Pit constructed in April at Tuskes Park. The Board thanked Mr. Moore for his contribution of the GaGa Ball Pit at Tuskes Park.

Ms. Tammy Rae Barr of Liberty Engineering representing Northampton County Forensic Center requested a waiver of SALDO Section 425.16 pertaining to the Traffic Study contingent upon receiving current and calculated trip generation numbers.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve waiver of SALDO Section 425.16 pertaining to Traffic Study contingent upon receiving current and calculated trip generation numbers. Motion carried by all voting aye. (5-0)

Planning Commission recommends conditional preliminary/final plan approval of the Northampton County Forensic Center conditioned on the engineer's satisfactory review of the storm water and all other conditions of his letter dated May 6, 2019.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to approve conditional preliminary/final plan approval of the Northampton County Forensic Center conditioned on the engineer's satisfactory review of the storm water and all other conditions of his letter dated May 6, 2019, and the final documents submitted. Motion carried by a vote of 4-1 with Mr. Rinker abstaining.

SUPERVISORS' COMMENTS

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

TOWNSHIP ENGINEER

Mr. Dooley requested approval of Change Order No. 1 and Payment Application No. 1 for the scour repair at the Penn Dixie Road bridge. Mr. Dooley stated the change order increases the contract by \$8,997.50 from \$80,626.00 to \$89,623.50. Mr. Dooley stated all necessary paperwork to complete this project has been received from the contractor. 5% of the adjusted contract is retainage.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve Change Order No. 1 increasing the contract cost for the scour repair at the Penn Dixie Road bridge by \$8,997.50 from \$80,626.00 to \$89,623.50. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve Payment Application No. 1 for scour repair at the Penn Dixie Road Bridge Project from E.F. Possinger & Sons, Inc. in the amount of \$85,142.32. Motion carried by all voting aye. (5-0)

Mr. Dooley mentioned the Engineer's Status Report is included in their meeting packet. Mr. Sylvainus asked about the sinkhole at the Chrin warehouse. Mr. Dooley responded work was delayed because of winter weather and is now proceeding.

TOWNSHIP SOLICITOR

Attorney Asteak requested approval of Ordinance No. 182 Open Space Referendum. This ordinance places a referendum on the ballot at the November 5, 2019 election asking whether the electors of Upper Nazareth Township favor the imposition of an additional earned income tax at the rate of .25% by Upper Nazareth Township to be used for financing the acquisition of open space for the purpose of acquiring forest and agricultural conservation easements and for the purpose of acquiring property development rights and for related fees and expenses as authorized by law.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve Ordinance No. 182 Open Space Referendum. Motion carried by all voting aye. (5-0)

ADMINISTRATION

Mrs. Klem stated a 2020 Census Complete Count meeting was held by Northampton County requesting municipalities form a committee to help with the counting. Mrs. Klem requested approval to form a Census 2020 Committee and advertise for volunteers to serve on the committee. Someone will need to spearhead this committee.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve forming a Census 2020 Committee. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve advertising on Facebook and the website for volunteers to serve on the Census 2020 Committee. Motion carried by all voting aye. (5-0)

Mrs. Klem requested approval to advertise for the vacancy on the Planning Commission.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve advertising on Facebook, the website, and in the Key for the Planning Commission vacancy. Motion carried by all voting aye. (5-0)

Mrs. Klem presented Resolution 19-10 for the purchase of large equipment under the Monroe/Lehigh Northampton County Local Share Grants in conjunction with Bath Borough. This Resolution replaces a prior resolution and authorizes the current Township Manager to execute documents pertaining to this grant. The total amount of the grant is \$236,381.25 with a 15% shared match from both Upper Nazareth Township and Bath Borough amounts to \$7,543.13 each.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve Resolution 19-10 between the Borough of Bath and Upper Nazareth Township to the Pennsylvania Gaming Local Share Account Grant for the purpose of purchasing multi-municipal road paving equipment. Motion carried by all voting aye. (5-0)

PLANNING & ZONING

Attorney Asteak reminded the Board of their request for a site plan which would identify health, safety and welfare issues to the Special Exception granted to Vigouroux/Keller in connection with their request to the Zoning Hearing Board to establish an event center at their location. Attorney Asteak stated the Zoning Officer has reviewed the plan and, in his opinion, is sufficient. Attorney Asteak requested acceptance of the submitted plan by the Board and direct the Zoning Officer to make sure the Zoning Hearing Board's restrictions are carried out.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to accept the Vigouroux/Keller Plan as submitted and for the Zoning Officer to implement the plan insuring that the Zoning Hearing Board restrictions are carried out. Motion carried by all voting aye. (5-0)

Planning Commission has recommended approval of Heritage Village request for waiver of SALDO Section 733.613 as presented in the April 18, 2019, letter for minimum separation distance between driveway and a street intersection.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve waiver of SALDO Section 733.613 minimum separation distance between driveway and a street intersection as presented in the April 18, 2019, letter. Motion carried by all voting aye. (5-0)

Planning Commission recommended conditional final approval of Phases 3 & 4 conditioned on Keystone Consulting Engineer's May 6, 2019, letter and the construction of the Phase 2 bridge under the direction that no building permit is to be issued until the bridge is completed.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to grant conditional Final Plan approval of Phases 3 & 4 per Keystone Engineer's letter dated May 6, 2019, under the stipulation that no building permits are to be issued until the Phase 2 bridge is completed and final documents submitted. Motion carried by all voting aye. (5-0)

Mr. Jay Benfield addressed the Board pertaining to Heritage Village's request for approval of a Plan Change to the Phase 2 driveway to become a full-time access with Phase 1 driveway to be gated after the garden area. Mr. Benfield stated at the Planning Commission meeting he voted for this to be allowed but has now changed his mind. Mr. Benfield objects to the Phase 2 drive being open at all times as the residents in that area bought their units under the belief that this would be a closed drive. By allowing this drive to be open, there is no longer a need for the bridge. When looking at the plan you now have 3 accesses to Phase 2 & 3 and one to Phases 3 & 4. Mr. Benfield would like the Board to consider his comments when making their decision. Mr. Sylvainus stated a lot of discussion took place pertaining to this issue at the Planning Commission. Mr. Sylvainus commented that Mr. Benfield voted yes at the Planning Commission meeting, but after further consideration is not in agreement with allowing this option. Mr. Sylvainus referred to page 4 of Mr. Dooley's letter where he takes issue with this proposal as it encourages residents from other phases of the development to use Beil Ave. to access the club house facility for what should be internal traffic.

Attorney Asteak suggested the Board table this issue and invite MorningStar to a future meeting to discuss. The Board was in agreement with this suggestion.

PUBLIC WORKS

Mr. Shupe requested approval to offer conditional full-time employment to Mr. Jonathan Delancey at a rate of \$16.47 per hour to fill a recent vacant position in the Public Works Department.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve conditional offer of full-time employment to Mr. Jonathan Delancey at a rate of \$16.47 to fill a recent vacant position in the Public Works Department. Motion carried by all voting aye. (5-0)

RECREATION

Nothing at this time.

POLICE DEPARTMENT

Police Chief Cope requested approval to decommission the 2005 Ford Expedition that was replaced with the 2019 Durango.

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

Police Chief Cope requested approval to purchase 2 refurbished Toughbook military grade laptops that will meet county specifications.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to approve the purchase of 2 refurbished Toughbook military grade laptops at a price not to exceed \$3,330.00. Motion carried by all voting aye. (5-0)

EMERGENCY MANAGEMENT

Mr. Rinker stated he responded to a spill on Westminster Way where a homeowner dumped gasoline down a storm drain. Spill was cleaned and homeowner will be cited and billed for damages.

SAFETY COMMITTEE

Nothing at this time.

OLD BUSINESS

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mr. Hirst to adjourn at 7:50 p.m. Motion carried by all voting aye. (5-0)

Respectfully submitted,

*Betty Parrish
Recording Secretary*

MINUTES JUNE 19, 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, Rob Disbrow, Scott Sylvainus and Brian Pulliam. Donna Hirst was absent.

Also present were Township Solicitor, Gary Asteak, Township Engineer, Al Kortze, Township Manager, Lisa Klem, and Treasurer, Betty Parrish.

PUBLIC COMMENT

Mr. Keith Berlew of 3057 Bath Pike asked if “No Parking” signs could be installed in front of his house as trucks are parking and idling for long periods of time. Mr. Shupe responded he would have to check with PennDOT to see if “No Parking” signs can be posted on a state road. Chief Cope told Mr. Berlew to call the police when this occurs, and an officer will come out.

Mr. Jason Mohap of 3600 Gun Club Road addressed the Board with concerns pertaining to Project Tadmor. Mr. Mohap questioned the interpretation pertaining to section 105B of the ITE. Attorney Asteak stated the Zoning Officer has looked at the difference of the description of a warehouse in the Zoning Ordinance and what the developer contends the building will be used for. The developer provided information that meets the definition of a warehouse and it is a permitted use. The Board of Supervisors is not charged with making this determination. There are differences defined in the ITE manual you refer to and that manual is used for interpreting truck counts. The ITE manual draws distinction but our ordinance does not. Attorney Asteak replied the Zoning Officer has ruled in his interpretation and Attorney Asteak concurs with that determination.

Mr. Mohap began to question the Planning Commission’s minutes. Attorney Asteak referred Mr. Mohap back to the Planning Commission.

Mr. Mohap stated he has reached out to Mrs. Klem to schedule a meeting and has not gotten a response. Mrs. Klem responded that was before she was employed here. Mrs. Klem directed Mr. Mohap to reach out to the office.

PRESENTATION – FAIR DISTRICTS PA

Mr. Terry Schettini of Fair Districts PA gave a presentation about congressional redistricting in Pennsylvania. Mr. Schettini requested local government support by passing a resolution supporting an independent citizens commission being formed to draw the congressional districts in order to prevent gerrymandering.

APPROVALS

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

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve meeting minutes of June 5, 2019. Motion carried by all voting aye. (4-0)

Motion was made by Mr. Sylvainus and seconded by Mr. Pulliam 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 the May 2019 Financial and Treasurer's Report. Motion carried by all voting aye. (4-0)

SUPERVISORS' COMMENTS

Nothing at this time.

TOWNSHIP ENGINEER

Mr. Al Kortze introduced Chris Brown and Phil Malitsch representing MorningStar Heritage Village. Mr. Brown presented a site plan of Heritage Village. Mr. Brown and Mr. Malitsch are requesting approval of a Plan Change of the Phase 2 drive to a full-time access and Phase 1 driveway to be a gated driveway after the garden area. The Board discussed the pros and cons of this issue with no action being taken at this time.

TOWNSHIP SOLICITOR

Nothing at this time.

ADMINISTRATION

Mrs. Lisa Klem requested approval to advertise a Request for Proposals for consulting services for the Recreation, Parks, and Open Space Master Plan.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve advertising a Request for Proposals for consulting services for the creation of the Recreation, Parks, and Open Space Master Plan. Motion carried by all voting aye. (4-0)

Mrs. Lisa Klem requested conditional approval to advertise bid specifications for the Tuskes Park Electrical Project once the specifications are received from the engineer.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to grant conditional approval to advertise bid specifications for the Tuskes Park Electrical Project once they are received from the engineer. Motion carried by all voting aye. (4-0)

APPROVAL OF DEPARTMENT REPORTS

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

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Shupe presented quotes from Royal Security for camera systems at Tuskes Park and the Daniels Road Garage.

Motion was made by Mr. Pulliam and seconded by Mr. Sylvainus to approve the purchase and installation of a security camera system for Tuskes Park from Royal Security at a cost of \$3,420.00. Motion carried by all voting aye. (4-0)

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve the purchase and installation of a security system at the Daniels Road Garage from Royal Security at a cost of \$2,705.00. Motion carried by all voting aye. (4-0)

RECREATION

Mr. Disbrow reported that contracts are being secured and executed for Community Days which is only 2 months away.

POLICE DEPARTMENT

Police Chief Cope stated he received a request from the Nazareth Area School District on June 12, 2019, for police services at the annual McDonalds All-Star Football Game. Chief Cope stated the Township has traditionally donated these services.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the donation of police services for the McDonalds All-Star Football Game on June 13, 2019. Motion carried by all voting aye. (4-0)

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Nothing at this time.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Mr. Rinker announced there would be no meeting on July 3, 2019.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mr. Pulliam to adjourn at 8:00 p.m.
Motion carried by all voting aye. (4-0)

Respectfully submitted,

Betty Parrish
Recording Secretary

MINUTES JULY 17, 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, Rob Disbrow, Scott Sylvainus and Donna Hirst. Brian Pulliam was absent.

Also present were Township Solicitor, Gary Asteak, Township Engineer, Sean Dooley, Township Manager, Lisa Klem, and Treasurer, Betty Parrish.

PUBLIC COMMENT

Nothing at this time.

APPROVALS

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

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve meeting minutes of June 19, 2019. Motion carried by a vote of 3-0 with Mrs. Hirst abstaining as she was not present at the June 19, 2019, 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 Mrs. Hirst to approve the June 2019 Financial and Treasurer's Report. Motion carried by all voting aye. (4-0)

SUPERVISORS' COMMENTS

Mr. Rinker announced an executive session was held prior to the meeting and after the June 19, 2019, meeting for personnel and litigation reasons.

Mr. Jim Vozar of JVI requested approval of the geometry and overall basic design of the Gun Club Road improvements with the road width as submitted on the plan to be 25' wide with no curb and reinforced shoulders. Mr. Vozar stated he met with Mr. Dooley and Mr. Shupe and they have come to an agreement regarding the road width. Mr. Vozar stated the 25' road width requires their moving only 1 pole whereas a 26' width would require the relocating of approximately 7 poles which is a significant cost. Mr. Sylvainus asked if there were any safety concerns with a 25' wide road. Mr. Dooley responded no. Mr. Dooley stated the intent was to keep the road relatively narrow to keep trucks from parking along the roadside and there is less road to maintain.

Mr. Jeffrey Wack of 206 East Lawn Rd. and 248 Heather Ln. questioned why this matter was before the Board of Supervisors and not the Planning Commission. Attorney Asteak responded that the road is separate from the Tadmor project and is not subject to Planning Commission

approval. It is a matter that is subject only to Board of Supervisor approval. Mr. Wack questioned who was paying the attorney and engineering costs associated with this issue. Attorney Asteak responded the developer covers these costs.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve geometry and overall basic design to allow for finalizing storm design and proceeding with NPDES submission per the plan submitted with a 25' road, no curb and reinforced shoulders. Motion carried by all voting aye. (4-0)

Attorney Ted Lewis, representing MorningStar, Heritage Village, gave a synopsis of Heritage Village development plans from the beginning to current, stating how various pieces of land were acquired thus creating changes to the original plan submission for Heritage Village. Attorney Lewis stated a result of acquiring the additional parcels along W. Beil Ave, MorningStar, Heritage Village, actually eliminated several driveways along W. Beil Ave. With the various changes, one being the relocation of the clubhouse as a result of acquiring additional land, MorningStar, Heritage Village is requesting approval for Unity Dr. to become a permanent access road. Attorney Lewis asked Mr. Phil Malitsch if there would be an increase in traffic on Beil Ave. should Unity Dr. become a permanent access road. Mr. Malitsch responded he did not think so. Discussion took place about the Phase 1 drive being gated. Mr. Sylvainus asked if Unity Drive was opened as a permanent road, why MorningStar wanted Independence Way as a gated drive.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve opening up Unity Dr. as a permanent access road. A tie vote was cast with Mr. Rinker and Mr. Disbrow voting aye and Mr. Sylvainus and Mrs. Hirst voting nay. (2-2) This issue will be revisited.

TOWNSHIP ENGINEER

Nothing at this time.

TOWNSHIP SOLICITOR

Nothing at this time.

ADMINISTRATION

Mrs. Klem requested approval to advertise the Pollution Reduction Plan in the Home News.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to approve advertising the Pollution Reduction Plan in the Home News. Motion carried by all voting aye. (4-0)

Mrs. Klem announced the deadline for the Fall Newsletter is August 12, 2019.

Mrs. Klem announced Pibbles Paws Safe Haven will host a low-cost Microchip & Shot clinic on August 17, 2019 from 2 pm to 4 pm at the Bath Municipal Building. Pre-registration is requested and valid proof of residency is required.

APPROVAL OF DEPARTMENT REPORTS

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

PLANNING & ZONING

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to appoint Mr. Jim Campana to the recently vacated Planning Commission seat with the term expiring on December 31, 2022, conditional on Attorney Asteak's approval of no conflict.

PUBLIC WORKS

Nothing at this time.

RECREATION

Mr. Disbrow reported that signs will be appearing throughout the Township advertising Community Days.

POLICE DEPARTMENT

Police Chief Cope requested approval for the "Jog for Jugs" benefit walk for Kristi Williams on August 25, 2019 at 12:30 pm.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the "Jog for Jugs" benefit walk for Kristi Williams on August 25, 2019 at 12:30 pm. Motion carried by all voting aye. (4-0)

Police Chief Cope requested approval of the Police SOP. Chief Cope stated the SOP was written by the Police Chief's Association, a copy was given to all officers on flash drive, as well as Attorney Asteak.

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

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to accept the resignation of part-time officer Gregory Dean. Motion carried by all voting aye. (4-0)

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Nothing at this time.

FIRE DEPARTMENT

The Fire Department is requesting approval to park their trucks behind the Township Building from Sunday night, July 21, 2019, to Wednesday, July 24, 2019, while their parking lot is being coated and re-lined.

Motion was made by Mrs. Hirst and seconded by Mr. Rinker to approve the Fire Department parking their trucks behind the Municipal Building from Sunday night, July 21, 2019, to Wednesday, July 24, 2019, while their parking lot is being coated and re-lined. Motion carried by all voting aye. (4-0)

OLD BUSINESS

Attorney Ted Lewis requested approval to open Unity Dr. as a permanent drive and modify Independence Way in Phase 1 to not be a gated drive.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve Unity Drive as a permanent drive and modify Independence Way in Phase 1 as a non-gated drive. Motion carried 3-1 with Mrs. Hirst opposed.

Ms. Fran Bentkowski of 418 Independence Way stated she represented the residents of Heritage Village Phase 1 stated this was their first meeting but would not be their last. As residents of Heritage Village, they have come from many different areas and are thrilled to be making Upper Nazareth Township their home. The residents of Heritage Village complimented the Supervisors for their work and appreciate the services provided by the Township. They are willing to help the Township in any way they can.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mr. Rinker to adjourn at 8:17 p.m. Motion carried by all voting aye. (4-0)

Respectfully submitted,

*Betty Parrish
Recording Secretary*

MINUTES AUGUST 21, 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, Rob Disbrow, Scott Sylvainus and Donna Hirst. Brian Pulliam was absent.

Also present for Township Solicitor, Steve Mills, Township Engineer, Sean Dooley, Township Manager, Lisa Klem, and Treasurer, Betty Parrish.

PUBLIC COMMENT

Mr. Jason Mohap of 3600 Gun Club addressed the Board about his concerns with the proposed warehouse and letters he has sent. Attorney Steve Mills informed Mr. Mohap since there is pending litigation, Mr. Mohap should address his questions and concerns through his attorney.

Mr. Mohap questioned what was being done regarding the high grass he has reported. Mrs. Klem informed Mr. Mohap that the Township is proceeding with the required steps to proceed with this enforcement action.

APPROVALS

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

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve meeting minutes of July 17, 2019. Motion carried by all voting aye. (4-0)

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst 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 the July 2019 Financial and Treasurer's Report. Motion carried by all voting aye. (4-0)

POLLUTION REDUCTION PLAN

Mr. Mike Schallock of Keystone Consulting Engineers informed the Board changes have been made to the PRP removing the filter bags and replacing with 3 Vortek units resulting in less maintenance items for the Road Department. A letter was received from DEP for some changes we were to make which have been completed. The cost of the units went down because the size has been reduced. The Township is now in compliance with the MS4 application.

SUPERVISORS' COMMENTS

Mrs. Hirst contacted Heritage Village about the fire hydrants in Phase 1 not having Stortz connectors. Heritage Village will place Stortz connectors on the hydrants in Phase 1 and would like to receive a letter from the Board of Supervisors thanking them for being a good neighbor.

Mr. Rinker stated the Pennsylvania SPCA responded to a call in the Township regarding a hoarding issue at a residence on Daniels Rd. Mr. Rinker stated 20 some animals were removed. Mr. Rinker requested a check be sent to the SPCA in the amount of \$200 for their cooperation. The owner of the animals will be cited.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve a \$200 donation to the Pennsylvania SPCA. Motion carried by all voting aye. (4-0)

TOWNSHIP ENGINEER

Mr. Dooley stated all necessary paperwork has been received for the release of the final payment to E.F. Possinger & Sons, Inc. for the scour repair at Penn Dixie Rd. Bridge.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve final payment to E. F. Possinger & Sons, Inc. in the amount of \$4,481.20 for the scour repair at Penn Dixie Rd. Bridge. Motion carried by all voting aye. (4-0)

Mr. Dooley stated request #3 has been received from MorningStar Heritage Village Phase 2 for a reduction to their letter of credit from \$1,668,243.48 to \$1,317,478.86 for a total reduction of \$350,764.62.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to approve Heritage Village Phase 2 Letter of Credit Reduction Request #3 for a total remaining Letter of Credit in the amount of \$1,317,478.86. Motion carried by all voting aye. (4-0)

Mr. Dooley presented the Engineer's Project Status Report. Mr. Dooley reported a follow up meeting was held with Duke Realty and Palmer Township regarding the sinkhole issue. All parties have agreed as to how to handle future issues. The detention basin has been converted from an erosion sediment control to its permanent storm water control basis.

Mr. Dooley requested approval to award the Tuskes Park Electric Project to Wind Gap Electric Inc. as they are the low bidder for this project.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to award the Tuskes Park Electric Project to Wind Gap Electric Inc. in the amount of \$22,615.00. Motion carried by all voting aye. (4-0)

Mrs. Klem requested the Board appoint Alfred Benesch & Company as an alternate engineer to provide design review and inspections services for the Heritage Village Bridge as KCE does not have an engineer on staff to conduct these services on a bridge of this capacity. This item will be paid through escrow.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to appoint Alfred Benesch & Company as an alternate engineer to provide design review and inspection services for the Heritage Village Bridge. Motion carried by all voting aye. (4-0)

TOWNSHIP SOLICITOR

Nothing at this time.

TOWNSHIP MANAGER/ADMINISTRATION

Mrs. Klem stated the 2nd Quarter Nationwide and Girard Police Pension Reports are available for review.

Mrs. Klem informed the Board the Future LV: The Regional Plan is now available for review. The deadline to submit comments is September 23, 2019.

Mrs. Parrish informed the Board that registration is now open for the NCATO Annual Convention being held at Green Pond Country Club on September 26, 2019. Mr. Disbrow, Mrs. Hirst and Mr. Sylvainus indicated they would attend. Mr. Rinker, Mrs. Parrish, Chief Cope and Mr. Shupe are unsure if they can attend. Mrs. Klem will not attend.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve attendance at the NCATO Annual Convention for interested Township Staff. Motion carried by all voting aye. (4-0)

Mrs. Klem reported that 6 proposals were received in response to the RFP for the UNT Recreation, Parks and Open Space Master Plan. Mrs. Klem requested the Board approve Arro Consulting Inc. to prepare this plan as their proposal was the lowest and was comparative to all others. Mrs. Hirst agreed as she was present during the interview with Arro.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve Arro Consulting Inc. to prepare the UNT Recreation, Parks and Open Space Master Plan in the amount of \$26,810.00. Motion carried by all voting aye. (4-0)

Proposals were received from Maher Duessel for the Township Financial Audit and the Real Estate Tax Audit for years 2019, 2020, and 2021.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve Maher Duessel's Township Financial Audit Proposal for 2019, 2020, and 2021 in the amount of \$12,730, \$13,110 and \$13,500 respectively. Motion carried by all voting aye. (4-0)

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve Maher Duessel's Township Real Estate Audit Proposal for 2019, 2020, and 2021 in the amount of \$1,910, \$1,970, and \$2,030 respectively. Motion carried by all voting aye. (4-0)

Mrs. Klem met with a USDA Representative regarding the Spotted Lantern Fly problem, as Northampton County is in a quarantine zone. They will come in and treat the affected trees. The Township would need to sign a treatment release form. The solicitor has reviewed the release form and has recommended signing.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the Treatment Release Form for the Spotted Lantern Fly Cooperative Eradication Program supplied by the U.S. Department of Agriculture. Motion carried by all voting aye. (4-0)

PLANNING & ZONING

Approval of the Tanzosh Preliminary/Final Minor Subdivion was tabled as the necessary resolution is not available at this time.

PUBLIC WORKS

Nothing at this time.

RECREATION

Mr. Disbrow reminded everyone that Community Days is Friday, August 23, 2019, and Saturday, August 24, 2019.

Mr. Disbrow requested approval for Upper Nazareth Fire Department to serve alcohol at Tuskes Park during Community Days 2019.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve UNFD serving alcohol at Tuskes Park during Community Days 2019. Motion carried by all voting aye. (4-0)

Mr. Disbrow requested approval for Tuskes Park to remain open past dusk for Community Days 2019.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve Tuskes Park remaining open past dusk for Community Days 2019. Motion carried by all voting aye. (4-0)

Approval was requested for a designated smoking area during Community Days 2019.

Motion was made by Mr. Disbrow and seconded by Mr. Rinker to approve a designated smoking area for Community Days 2019. Motion failed with Mr. Rinker and Mr. Disbrow voting aye and Mr. Sylvainus and Mrs. Hirst voting nay. (2-2)

POLICE DEPARTMENT

Police Chief Cope requested approval to decommission Car #541 due to catastrophic engine failure.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve decommissioning Car #541. Motion carried by all voting aye. (4-0)

Police Chief Cope requested approval for the solicitor to amend Ordinance #178 as section 23 was omitted when the ordinance was recently updated.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the solicitor amending Ordinance #178. Motion carried by all voting aye. (4-0)

EMERGENCY MANAGEMENT

Emergency Management responded to a report of a missing child on August 17. The child was found safe inside the residence.

Emergency Management responded to airlite planes being flown at Tuskes Park. Police responded and the practice ceased without incident.

SAFETY COMMITTEE

Next meeting is September 5, 2019, at 3:30 pm.

FIRE DEPARTMENT

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 7:45 p.m. Motion carried by all voting aye. (4-0)

Respectfully submitted,

*Betty Parrish
Recording Secretary*

MINUTES SEPTEMBER 4, 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, Rob Disbrow, Scott Sylvainus, Donna Hirst and Brian Pulliam.

Also present for Township Solicitor, Steve Mills, Township Engineer, Sean Dooley, and Treasurer, Betty Parrish. Township Manager, Lisa Klem was absent.

PUBLIC COMMENT

Mrs. Delores Kresge of 28 W. 5th St. voiced her discontent with having 2 people manning the Yard Waste Facility. Mr. Rinker stated having 2 people manning the Yard Waste Facility is for safety purposes.

Ms. Kris Toth of 296 Mt. Vernon Ave. voiced her concerns pertaining to the recent legal action taken by Attorney Pierce on behalf of Mr. Faust and the lack of notification of the adjoining property owners. Ms. Toth wanted to know if this action was legal. Attorney Asteak responded a lawsuit was filed against every adjoining property owner for the purpose of certain paper streets being vacated. The lawsuit went to a judge requesting to advertise in the newspaper this legal action rather than notifying each property owner individually. Attorney Asteak notified Attorney Pierce Upper Nazareth Township would file suit if this lawsuit was not withdrawn. Regarding the question if this action was legal, the answer is yes, but not appropriate. Attorney Asteak asked if anyone suffered any repercussion from this lawsuit. Mrs. Kresge responded yes, as she was denied a loan.

Ms. Toth stated 2nd Street is a run-off that Mr. Faust planned when building the apartment buildings in that area. Ms. Toth asked if they would be notified if such action is taken again. Attorney Asteak responded all owners of land within the subdivision would have the right to be heard if Mr. Faust want to pursue this again.

Mr. Rich Bickert of 209 Mt. Vernon Ave. asked if they would be notified if this action is taken again. Attorney Asteak stated he conveyed to Attorney Pierce we would appreciate being notified in the future should any further action be taken.

Mr. Jason Mohap of 3600 Gun Club questioned Attorney Asteak as to why Attorney Asteak has not responded to his letter of July 24th. Attorney Asteak responded to Mr. Mohap that as long as Mr. Mohap has a lawsuit pending and is represented by an attorney, all questions and answers are to be directed through his attorney. Attorney Asteak stated a hearing was held on August 27, 2019, and at that time, Attorney Asteak conveyed to Mr. Mohap's attorney that he would be willing to sit down with the group to discuss this matter but has not has a response to his offer. Mr. Mohap said they have a citizen meeting scheduled to decide if they want to meet.

Mr. Mohap asked Mr. Rinker if Project Tadmor has come before the Board for approval. Mr. Rinker responded no. Mr. Mohap continued that the Board approved plans for Gun Club Road

granting waivers to the current zoning of roadway width, which current zoning states as 32 feet. Mr. Dooley responded the improvements to Gun Club Road are not part of Project Tadmor. Mr. Dooley stated the Board stated their preference of having a 25-foot road width in order to keep speed down and to discourage parking and standing along the road edge.

APPROVALS

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

Mr. Sylvainus stated the minutes of August 21, 2019, should reflect who Mr. Schallock represents.

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve meeting minutes of July 17, 2019 with the correction of adding Keystone Consulting Engineers to page 1 under the "Pollution Reduction Plan." Motion carried by all voting aye. (5-0)

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)

SUPERVISORS' COMMENTS

Mr. Rinker recognized Boy Scout Troop 78 and asked if someone would like to share why they were attending the meeting. The Boys are working on their Community Citizenship badge and are interested in how the civic process in the community works.

TOWNSHIP ENGINEER

Nothing at this time.

TOWNSHIP SOLICITOR

Attorney Asteak stated the Faust issue has been resolved.

Attorney Asteak stated oral arguments in connection with the lawsuit on the Tadmor Project were heard on August 27, 2019.

Attorney Asteak informed the Board of a recent amendment to the school code that limits the policing power of the school district. Attorney Asteak stated this is a police matter to be addressed and he and Chief Cope are addressing this with the school district.

TOWNSHIP MANAGER/ADMINISTRATION

Mrs. Parrish stated proposals were secured for Architectural Services for renovations to the municipal building. Issues have been raised during Safety Committee Meetings and brought to the Board and it was suggested this be brought up again during budget season. Mrs. Parrish stated Mrs. Klem, Chief Cope, Mr. Soloe, Mrs. Mutarelli and herself met with representatives from Boyle Construction to look at the current building and discuss several scenarios regarding renovation. Mrs. Parrish requested approval of the proposal from MKSD Architects in the amount of \$4,000 to

proceed with a schematic. By approving this it allows the Township to proceed with seeking a grant or funding as well as have a plan when money becomes available.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve MKSD Architect's proposal for architectural services in the amount of \$4,000 to provide a schematic for renovations to the Township Municipal Building. Motion carried by all voting aye. (5-0)

Mrs. Parrish presented the 2020 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. Rinker and seconded by Mr. Disbrow to approve the 2020 Police Pension MMO. Motion carried by all voting aye. (5-0)

Mrs. Parrish presented the 2020 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. Disbrow and seconded by Mrs. Hirst to approve the 2020 Non-Uniform MMO. Motion carried by all voting aye. (5-0)

Mrs. Parrish requested approval of the 2020 Census Committee consisting of Kristin Mullen, Richard Hatch, Jeanne Eroh, Fran Bentkowski, and Haunani Kekuna.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve the 2020 Census Committee as stated. Motion carried by all voting aye. (5-0)

Mrs. Parrish requested approval of the Recreation, Parks and Open Space Master Plan Group Study Committee as required by DCNR consisting of Mrs. Klem, Mr. Shupe, Mr. Benfield, Mrs. Tracy Herman, Ms. Tammy Bacak, Mrs. Hirst, Mr. Soloe, Mr. Will Austin, Mr. Tim Schantz, Ms. Melissa Kalinoski and Mr. Jim Pilla.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to approve the Recreation, Parks and Open Space Master Plan Group Study Committee as listed. Motion carried by all voting aye. (5-0)

PLANNING & ZONING

Mrs. Parrish requested approval of Resolution No. 19-11 Tanzosh Final Minor Subdivision conditioned on KCE's review letter dated August 1, 2019. Mrs. Parrish stated the plans were submitted and reviewed by the Township Engineer, Sean Dooley, and executed by Mr. Dooley and are ready for signature by the Planning Commission and the Board.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve Resolution No. 19-11 Tanzosh Final Minor Subdivision conditioned on KCE's review letter dated August 1, 2019. Motion carried by all voting aye. (5-0)

PUBLIC WORKS

Nothing at this time.

RECREATION

Mr. Disbrow stated Community Days 2019 was a success with beautiful weather both days. Special thanks was given to the volunteers that worked during the event. Mr. Disbrow stated a meeting is being held next week to finalize anything outstanding for Community Days 2019 and to start planning for 2020.

POLICE DEPARTMENT

Police Chief Cope stated a resignation letter has been received from one of his part-time officers, Amal Brown.

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus to accept the resignation of Officer Amal Brown. Motion carried by all voting aye. (5-0)

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Next meeting is September 5, 2019, at 3:30 pm.

FIRE DEPARTMENT

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 7:29 p.m. Motion carried by all voting aye. (5-0)

Respectfully submitted,

*Betty Parrish
Recording Secretary*

MINUTES SEPTEMBER 18, 2019
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:03 p.m. by Chairman Mike Rinker.

Pledge of Allegiance

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

Also present for Township Solicitor, Steve Mills, Township Engineer, Sean Dooley, Township Manager, Lisa Klem, and Treasurer, Betty Parrish.

PUBLIC COMMENT

Ms. Tara Quaranta of 164 Farmview Rd. and Ms. Stephanie Dezzi of 123 4th St. addressed the Board regarding safety concerns at the Friedenstahl and 5th Street intersection. This intersection is a designated school bus stop as well as a walking route between the middle school and the high school and the walking route for non-bussed students. The intersection is a 4-way stop and regularly cars fail to stop at the stop signs. Cars travelling above the posted speed limit have also been observed. These concerns pose a direct threat to the safety of pedestrians and motorists alike. There has been an increased police presence to help alleviate the traffic issues in this area. Suggestions to help alleviate this problem included more signage or pavement markings of stop signs in red, and having the bus stop moved into the development. Police Chief Cope stated he would contact Jennings Transportation to see about having the bus stop moved, and Mr. Shupe will have the trees trimmed to allow for more visibility of the stop signs.

Mr. Paul Heric of 3523 Gun Club Road asked how he could get on the agenda to speak at the Planning Commission Meetings. Mr. Heric was told that anyone could speak at the meetings all he needed to do was asked to be recognized.

Mr. Heric asked if speed limit signs could be considered for the south of Blossom Hill Rd. Mr. Shupe stated he would check.

Ms. Kristen Mullen of 3276 Gun Club asked where the Township was with educating the public about the Open Space Referendum. Attorney Asteak stated Lower Nazareth Township has recently gone through with this process and suggested reaching out to them for information. Attorney Asteak said our time frame to get this information out to the public is very short, as election day is in early November. October 8, 2019, and October 22, 2019, one during the day and one in the evening, were suggested dates on which to hold the public forums to explain the Open Space Referendum pending availability of presenters.

Ms. Becky Bartlett of 127 4th St. stated an article was written in the Lehigh Valley Express Times by Craig Weintraub regarding the uncontrolled building of warehouses in the Lehigh Valley. Ms. Bartlett stated LVPC has spoken out against a warehouse being built in Upper Nazareth Township and stated that East Allen Township has had a huge problem with this type of building. Ms. Bartlett questioned when the Zoning Ordinance was last updated.

Attorney Asteak commented that LVPC was responsible for the Nazareth Area Comprehensive Plan. Municipalities are not obligated to follow the LVPC plan. Currently LVPC is in the process of redoing the Comprehensive Plan. UNT has a representative on the LVPC planning committee for the comprehensive plan and are currently going through this process.

Ms. Bartlett asked if UNT ever updated their Zoning Ordinance. Mrs. Hirst responded yes, in 2007-2008. Mr. Sylvainus commented the 2007-2008 update was a complete redo of the Zoning Ordinance. Attorney Asteak commented once the Comprehensive Plan is complete, that is the time for the Zoning Ordinance to be redone.

Ms. Bartlett asked if the Township had a Code Enforcement Officer. The response was there is no one named as the "Code Enforcement Officer", however, the Township through avenues enforces its code.

APPROVALS

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

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

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst 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 August 2019 Financial and Treasurer's Report. Motion carried by all voting aye. (4-0)

SUPERVISORS' COMMENTS

Mr. Rinker announced an Executive Session was held prior to the meeting for personnel and litigation purposes.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to accept the extension of time to review Project Tadmor plans being granted by JVI, LLC. Motion carried by all voting aye. (4-0)

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve the BSA Citizenship in Community Stream Clean-up proposal scheduled for September 28, 2019. Motion carried by all voting aye. (4-0)

TOWNSHIP ENGINEER

Mr. Dooley stated his engineer's report was included in the packet.

Mr. Dooley informed the Board that the sinkhole at the Chrin Commerce Center has been repaired and confirmed their commitment to having the basin completed this year.

Mr. Dooley stated the PRP has been submitted to DEP for approval.

TOWNSHIP SOLICITOR

Attorney Asteak informed the Board that Eagles Landing has requested an extension of the 18 month maintenance period to December 31, 2019.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the extension of the 18 month maintenance period for Eagles Landing Phase 3C to December 31, 2019. Motion carried by all voting aye. (4-0)

TOWNSHIP MANAGER/ADMINISTRATION

Mrs. Lisa Klem requested approval of Trick or Treat Night for Thursday, October 31, 2019.

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve Thursday, October 31, 2019 from 6:00 pm to 8:00 pm for Trick or Treat Night. Motion carried by all voting aye. (4-0)

Mrs. Klem requested an update to the Recreation Parks and Open Space Master Plan Group Study Committee to include Ms. Kristen Mullen and Mr. Scott Sylvainus. Mrs. Klem stated she submitted the additional names to DCNR and they had no problem with this request.

Motion was made by Mrs. Hirst and seconded by Mr. Rinker to approve adding Kristen Mullen and Scott Sylvainus to the Recreation Parks and Open Space Master Plan Group Study Committee as approved by DCNR. Motion carried by all voting aye. (4-0)

APPROVAL OF DEPARTMENT REPORTS

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

PLANNING & ZONING

Mr. Chris Brown representing MorningStar, Heritage Village, stated the townhouse buildings were being eliminated in phases 3 and 4 due to a downward trend and being replaced with cottages making a total of 40 planned units in phases 3 and 4. Mr. Brown stated the maintenance building has also been moved to a better location. Mr. Brown asked the Board for a waiver of SALDO section 733.613 pertaining to the minimum separation distance between a driveway and a street intersection for 13 units. Similar waivers have been granted in the past.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve Heritage Village Phase 3 & 4 request for waiver of SALDO section 733.613, minimum separation distance between a driveway and a street intersection for 13 units as per Hanover Engineers Letter of August 22, 2019. Motion carried by all voting aye. (4-0)

Approval was requested for Heritage Village Phase 3 & 4 Final Land Development Plan conditioned on KCE's review letter dated September 9, 2019.

Motion was made by Mr. Sylvainus and seconded by Mr. Pulliam to approve Heritage Village Phase 3 & 4 Final Land Development Plan conditioned on KCE's review letter of September 9, 2019. Motion carried by all voting aye. (4-0)

Approval of Resolution No. 19-12 Heritage Village Phase 3 & 4 Final Land Development Plan conditioned on KCE's review letter dated September 9, 2019 was also requested.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve Resolution No. 19-12 Heritage Village Phase 3 & 4 Final Land Development Plan conditioned on KCE's review letter of September 9, 2019. Motion carried by all voting aye. (4-0)

Attorney Ted Lewis informed the Board that building on Phase 3 & 4 would not begin until Spring of 2020. Bearing that in mind, Attorney Lewis stated the Improvements Agreement would likely be submitted sometime in January, 2020. Attorney Lewis said MorningStar, Heritage Village, would like the ability to move earth, at their own risk, consisting of possibly smoothing the land and acquiring sewer permits for the placement of the sewer pipeline. Heritage Village would post the necessary funds for the engineer to conduct inspection and indemnify the improvements through an agreement which would be replaced then with the Improvements Agreement. Attorney Lewis asked if the Board would be open to this.

In absence of an indemnification agreement Attorney Asteak suggested the Board wait to act on this request until such agreement has been worked out.

Attorney Ted Lewis discussed the construction of the bridge and the difficulties encountered with the engineer hired to consult on the bridge, and the likelihood of competing with impending weather, the bridge may not be completed prior to phase 3 and 4 starting. Mrs. Klem stated she would reach out to the engineer and is waiting on an estimate of the cost of their services. Attorney Lewis said this delay may become a significant problem as the original approval required the bridge to be completed prior to any building permits being issued. No action at this time.

PUBLIC WORKS

Nothing at this time.

RECREATION

Mr. Rinker stated the Community Day Committee met to go over some items and some issued to be addressed when planning for next year's Community Days. Mr. Rinker stated August 28th and 29th are the scheduled dates for Community Days 2020.

POLICE DEPARTMENT

Police Chief Cope requested approval to host the Halloween Party from 4:30 pm. To 8:00 pm on October 31, 2019.

Motion was made by Mrs. Hirst and seconded by Mr. Pulliam to approve the Halloween Party for October 31, 2019, from 4:30 pm to 8:00 pm. Motion carried by all voting aye.

EMERGENCY MANAGEMENT

Mr. Rinker stated the Fire Department and Emergency Management responded to a house fire on September 10, 2019 on Rising Sun Court.

SAFETY COMMITTEE

Safety Committee met on September 5, 2019.

FIRE DEPARTMENT

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 7:55 p.m.
Motion carried by all voting aye. (4-0)

Respectfully submitted,

Betty Parrish
Recording Secretary

MINUTES OCTOBER 16, 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, Rob Disbrow, Scott Sylvainus, and Brian Pulliam. Donna Hirst was absent.

Also present Township Solicitor, Gary Asteak, Township Engineer, Sean Dooley, Township Manager, Lisa Klem, and Treasurer, Betty Parrish.

PUBLIC COMMENT

Mr. Jeffrey Wack of 248 Healthier Ln. and 246 East Lawn Rd. addressed the Board as a member of the Citizens Group opposing the approval of the proposed Project Tadmor. Mr. Wack presented the Board with a copy of a list of proposals/suggestions that were presented to the Planning Commission in order to make the Board aware of their requests. This list is on file at the Township office.

Mrs. Joanne Messenlehner commented on the change in the voting place from the Township Municipal Building to the Nazareth Area Middle School.

Mr. Eric Nikles of 180 W. Beil Ave., Bushkill Township, commented on the construction process of Heritage Village, confirming the approvals of Phases 3 & 4, and asked how he would review their plans. Mr. Nikles raised concerns about 18 wheelers parking in the middle of W. Beil Ave. and stones that have been dropped on the road, both creating safety hazards, as there is no dividing line between the construction site and Beil Ave.

APPROVALS

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

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve meeting minutes of September 18, 2019. 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)

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the September 2019 Financial and Treasurer's Report. Motion carried by all voting aye. (4-0)

SUPERVISORS' COMMENTS

Mr. Rinker announced an Executive Session was held prior to the meeting for personnel and litigation purposes.

Mr. Rinker announced that the polling location has been changed to the Nazareth Area Middle School at 94 Friedenstahl Ave., Nazareth, PA.

TOWNSHIP ENGINEER

Mr. Dooley requested approval of MorningStar Heritage Village Phase 2 Letter of Credit Reduction No. 4 from \$1,317,478.86 to \$1,106,891.71 for a total reduction of \$210,587.15.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve MorningStar Heritage Village Phase 2 Letter of Credit Reduction No. 4 from \$1,317,478.86 to \$1,106,891.71 for a total reduction of \$210,587.15. Motion carried by all voting aye. (4-0)

Mr. Dooley requested approval of the Northampton County Forensic Center Final Land Development plan.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve Northampton County Forensic Center Preliminary/Final Land Development Plan. Motion carried by all voting aye. (4-0)

TOWNSHIP SOLICITOR

Attorney Asteak presented the Improvements Agreement for the Northampton County Forensic Center and requested waivers of the Letter of Credit, recreation fee and traffic impact fee.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the Improvements Agreement for the Northampton county Forensic Center and waive the Letter of Credit, recreation fee and the traffic impact fee. Motion carried by all voting aye. (4-0)

Attorney Asteak presented the Board with an Indemnification Agreement between Upper Nazareth Township and MorningStar Heritage Village allowing MorningStar to perform certain items at the Heritage Village site prior to the plans being recorded and an improvements plan in place. This Indemnification Agreement will expire on December 31, 2019, and the required security needs to be posted by that date. Ms. Sue Drabic of MorningStar stated they are in the process of financing the next phase which should be in place before the end of November, 2019, and the December 31, 2019, date is more than adequate for all necessary items to be finalized.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve MorningStar Heritage Village Phases 3 & 4 Indemnification Agreement. Motion carried by all voting aye. (4-0)

TOWNSHIP MANAGER/ADMINISTRATION

Mrs. Klem requested approval of Resolution 19-13 Disposition of Records.

Motion was made by Mr. Disbrow and seconded by Mr. Rinker to approve Resolution 19-13 Disposition of Records. Motion carried by all voting aye. (4-0)

Mrs. Klem asked the Board to accept the resignation of Athena Gross as a representative to the Nazareth Library Board effective January 1, 2020.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to accept the resignation of Athena Gross as a representative to the Nazareth Library Board effective January 1, 2020. Motion carried by all voting aye. (4-0)

Mrs. Klem announced that two Open Space Ballot Referendum Educational Seminars are scheduled for October 22, 2019, at 6:30 pm and a second on October 23, 2019, at 2:00 pm at the Township Municipal Office located at 100 Newport Ave., Nazareth, PA.

Mrs. Klem requested approval of the Employee Appreciation Holiday Lunch for December 13, 2019, at an amount not to exceed \$1,000.00.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve the Employee Appreciation Holiday Luncheon from 1 pm to 3 pm on December 13, 2019, at a cost not to exceed \$1,000.00. Motion carried by all voting aye. (4-0)

Mrs. Klem announced that the Northampton County Proposed 2020 Budget is available for review.

Mrs. Klem announced Tuskes Park Electric Grant project is proceeding with Wind Gap Electric starting their portion of the project next week.

Mrs. Klem announced the Hook & Lift Truck purchased under the 902 Recycling Grant has been received.

Mrs. Klem announced the reimbursement for the paver acquired with the LSA Grant funds has been received.

APPROVAL OF DEPARTMENT REPORTS

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the Zoning, Police, and Public Works September 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 Lifiable Work Platform and Harness with funds received from the KMIT Safety Grant in the amount of \$1,194.14.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the purchase of a Lifiable Work Platform and Harness with funds received from the KMIT Safety Grant in the amount of \$1,194.14. Motion carried by all voting aye. (4-0)

Mr. Shupe announced leaf collection would begin October 28, 2019. Mr. Shupe stated the Public Works Department would be out and about next week with the leaf vacuums making sure all systems are working well.

RECREATION

Mr. Sylvainus stated the Recreation, Parks and Open Space Master Plan Committee met on Tuesday, October 15, 2019.

POLICE DEPARTMENT

Police Chief Cope requested approval to attend a POLEX Management Class at the Lehigh Township Municipal Building from March 23, 2020 to April 3, 2020, at a cost of \$1,240.00. This amount was included in the 2019 budget, however, the class will not take place until 2020.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve Chief Cope attending a POLEX Management Class at the Lehigh Township Municipal Building from March 23, 2020 to April 3, 2020, at a cost of \$1,240.00. Motion carried by all voting aye. (4-0)

Police Chief Cope requested approval to Purchase a 2020 Dodge Charger in the amount of \$25,932.00 to replace the 2012 Charger.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve the purchase of a 2020 Dodge Charger in the amount of \$25,932.00. Motion carried by all voting aye. (4-0)

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Nothing at this time.

FIRE DEPARTMENT

Nothing at this time.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Mr. Aiden Disbrow of Boy Scout Troop 74 was present. Mr. Disbrow stated he was working on completing his merit badge Citizenship in the Community.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mr. Rinker to adjourn at 7:35 p.m. Motion carried by all voting aye. (4-0)

Respectfully submitted,

Betty Parrish
Recording Secretary

MINUTES NOVEMBER 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, Rob Disbrow, Scott Sylvainus, Donna Hirst and Brian Pulliam.

Also present Township Solicitor, Gary Asteak, Township Engineer, Sean Dooley, Township Manager, Lisa Klem, and Treasurer, Betty Parrish.

PUBLIC COMMENT

Ms. Joanne Messenlehner of 40 Schoeneck Ave. commented the Township voters elected two Democrats, Kristen Mullen for Supervisor, and LuAnn Vogel as Auditor.

APPROVALS

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve and revise the agenda adding proceeding with Open Space Ordinance under Solicitor. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve meeting minutes of October 16, 2019. Motion carried by a vote of 4-0 with Mrs. Hirst abstaining as she was not present for the meeting on October 16, 2019.

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)

SUPERVISORS' COMMENTS

Mr. Rinker announced an Executive Session was held prior to the meeting for litigation purposes.

Mrs. Hirst and Mr. Pulliam commented on the long lines at the polls and the lack of voting machines for the number of residents turning out to vote. Mrs. Hirst and Mr. Pulliam would like the Township to look into requesting additional machines at the voting locations.

TOWNSHIP ENGINEER

Nothing at this time.

TOWNSHIP SOLICITOR

Attorney Asteak requested approval to advertise a Resolution appointing a CPA firm to conduct the 2019 audit.

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve advertising a Resolution appointing a CPA firm to conduct the 2019 Township audit. Motion carried by all voting aye. (5-0)

Attorney Asteak requested approval to begin preparing the Open Space Ordinance per the ballot referendum adding .25% to the EIT that was voter approved at the November 5, 2019, general election.

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve the Solicitor to begin preparing the Open Space Ordinance adding .25% to the EIT. Motion carried by a vote of 4-1 with Mr. Disbrow opposed.

TOWNSHIP MANAGER/ADMINISTRATION

Mrs. Klem requested approval to advertise the Recreation, Road Improvement, Liquid Fuels and General Fund Budgets.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve advertising the Recreation Budget. Motion carried by all voting aye. (5-0)

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

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve advertising the Liquid Fuels Budget. Motion carried by all voting aye. (5-0)

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve advertising the General Fund Budget Option 2. A roll call vote of Mr. Rinker, Mr. Disbrow and Mrs. Hirst voting aye and Mr. Sylvainus and Mr. Pulliam opposed. Motion carried by a vote of 3-2.

Mrs. Klem requested approval to advertise the 2020 Re-Organization, Board of Supervisor, Planning Commission and Zoning Hearing Board meeting dates.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve advertising 2020 Re-Organization, Board of Supervisor, Planning Commission and Zoning Hearing Board meeting dates. Motion carried by all voting aye. (5-0)

Mrs. Klem requested approval of the 2020 Holiday Schedule.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve the 2020 Holiday Schedule. Motion carried by all voting aye. (5-0)

Mrs. Klem stated that Sherry Acevedo of the Northampton County Conservation District has volunteered to be a member of the Parks, Recreation and Open Space Committee. Mrs. Klem contacted DCNR and DCNR thinks Ms. Acevedo would be a good addition to the Committee.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to approve adding Sherry Acevedo to the Parks, Recreation and Open Space Committee. Motion carried by all voting aye. (5-0)

Mrs. Klem informed the Board the 3rd Quarter Nationwide and Girard Police Pension Reports are available for review.

Mrs. Klem requested Board approval to renew the Pibbles Paws Program for 2020. Mrs. Klem explained the cost for this program in 2020 has increased from approximately \$3,200 per year to \$6,400. The Board declined to take action on this request and look for alternate areas for housing stray dogs.

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Shupe announced that the yard waste facility would be closing on November 23.

RECREATION

Nothing at this time.

POLICE DEPARTMENT

Police Chief Cope informed the Board of the receipt of the Trumbower Grant to purchase Individual First Aid Kits (IFAK) for the police vehicles.

Police Chief Cope thanked Mrs. Hirst and Mrs. Mullen for their donation of candy for the Halloween Open House. Police Chief Cope also thanked Township staff for their help in facilitating this function and the Board for allowing the Halloween Open House to take place.

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Nothing at this time.

FIRE DEPARTMENT

Nothing at this time.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Mrs. Klem announced the Parks, Recreation and Open Space Committee will be meeting on November 19, 2019, at 6:00 pm.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to adjourn at 7:40 p.m.
Motion carried by all voting aye. (5-0)

Respectfully submitted,

Betty Parrish
Recording Secretary

MINUTES NOVEMBER 20, 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, Rob Disbrow, Scott Sylvainus, and Donna Hirst. Brian Pulliam was absent.

Also present Township Solicitor, Gary Asteak, Township Engineer, Sean Dooley, Township Manager, Lisa Klem, and Treasurer, Betty Parrish.

PUBLIC COMMENT

Mr. Brian Sayago of 3070 Newburg Rd. questioned why the Township was running at a deficit three years in a row. Mr. Sayago ask the Board to restore funding to a level that will sustain the Township into the future.

Mr. Jason Mohap questioned the addition infrastructure cost associated with a 1.2 million square foot warehouse. Mrs. Hirst responded this is not before the Board at this time.

Mr. Disbrow commented the manager is constantly looking at ways to trim the budget and where the Township can cut costs. This is always on-going.

APPROVALS

Mr. Rinker requested to revise the agenda adding Library under the Supervisors' Comments.

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

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve meeting minutes of November 6, 2019. Motion carried by all voting aye. (4-0)

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker 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 October, 2019 Financial and Treasurer's Report. Motion carried by all voting aye. (4-0)

SUPERVISORS' COMMENTS

LIBRARY

Mrs. Lisa Klem gave an overview of the 2020 budget. Mrs. Klem clarified that the motion at the last meeting was to advertise the proposed 2020 budget. Mrs. Klem stated the proposed budget includes a .5 mil tax increase which is about \$90,000 to help reduce the deficit to approximately \$135,000 which is much less than the Township has been running in the past. Some cuts included reducing the library from \$98,000 to \$50,000; salary increase for Township Manager; elimination of permitting software in the amount of \$16,000; a \$45,000 reduction in part-time police budget and still maintaining a 24-7 police service; the elimination of \$35,000 for a new police vehicle; and the elimination of Pibbles Paws at approximately \$6,400 as their cost doubled from 2019. Furthermore, there are 3 police cars with over 100,000 miles. The only renovation to the Township Building took place last year with the addition of a new roof. The Board did approve to have plans drawn up for improvement to the current building. Money needs to keep being put into the road program. A joint grant was received between Upper Nazareth Township and Bath Borough for paving equipment which helps to reduce the cost of repairing and replacing Township roads. The budget includes approximately \$156,000 in stormwater improvements which are mandates from the federal and state governments which will continue into the future. There are also increases resulting from contractual agreements with the full-time police which affects payroll taxes, MMO's, etc.

Mrs. Hirst stated there is a website you can go on and look up the tax forms for any non-profit organization. Mrs. Hirst reviewed not just the Nazareth library tax forms but also other library tax forms. Mrs. Hirst asked why in 2017 the assessed value went from 3.96 million in 2015 to \$618,000 as this is what was entered on the balance sheet. Mr. Chris Crook of the Library Board responded the library changed to a cash basis reporting.

Mrs. Hirst discovered investment income in 2017 was over \$20,000 as well as some \$451,000 in bond funds and investments. In 2017 the Library reported a net profit of \$88,000. This was all discovered by looking at the website. What was reported as of 7/31 was \$290,000 in the checking and savings and \$578,000 in a building fund and a net increase of \$132,600. Given this much the Library has made money and Upper Nazareth Township has not and is in a deficit. It seems peculiar for us to go further into a deficit for the Library to put money into savings.

Mr. Chris Crook stated the Library is showing a profit of \$132,000 but still have bills coming in for the remainder of the year. Mr. Crook stated the Library has had some good years but a lot of the savings accounts are earmarked.

Mr. Sylvainus stated there needs to be priorities to make it happen and not hold the Library at fault. Mrs. Hirst responded this is not a punishment to the Library, but our priorities are to make sure we have police coverage and the roads in the Township are taken care of. This was not something that was done without forethought. Mr. Sylvainus stated the Township has a moral responsibility and saying \$50,000 is all we can do is not enough. Mrs. Hirst stated the Board is trying to be respectful of everyone. The police, public works and office have bent over backwards to cut this budget down.

A number of residents implored the Board of Supervisors to reconsider and fully fund the Library, detailing the numerous services available to residents, including story time, free events, helping with tax returns, job seeking, etc. Residents expressed their sentiments about the quality of the Library, having recently received a Gold Star rating, and the friendly and courteous staff. Residents feel the Library is a hub, a refuge, a gathering place, a place where anyone can educate themselves. The Library provides a lifetime of learning. If the Library were to go away, it will never be gotten back. Among those that spoke in support of the Library included:

Ms. Holly Bennett, 2165 Fieldview Dr., current Library Director;
Michael Schott, 99 N. Liberty St.; Brian Sayago, 3070 Newburg Rd.;
Sara Carson, 238 N. Liberty St., Marci Moorefield, 2213 Evening Sun Rd.;
Sydney Bennet, 2165 Fieldview Dr.; Stephanie Smith, 53 Henry St.;
Evan Davis, 2223 Evening Sun Rd.; Becky Butz, 37 N. Broad St., Nazareth
Borough; Diana Wolf, 186 Creekside Dr.; Katherine Roberts, 3470
Nathaniel Dr.; Shawn Carson, 238 N. Liberty St.; Brenda Reinert,
555 W. Mountain Rd., Wind Gap; Jessica Dehart, 2313 Blue Jay Dr., and
Mrs. Terry Sayago, 3070 Newburg Rd.

Ms. Wilhelmina Donnelly, 50 N. Broad St. Ext., stated Heritage Village residents have their own library on site. Mr. Jay Benfield of 85 Friedenstahl Ave. asked what the tax increase would amount to. Mr. Sylvainus responded a 1 mil increase in the Garden would amount to approximately \$56.00 per year. Mrs. Tracy Adamski, 26 Newport Ave. and Upper Nazareth Township Tax Collector stated taxes have been increased for the last 3 years and some residents find it hard to pay their current tax bill.

TOWNSHIP ENGINEER

Nothing at this time.

TOWNSHIP SOLICITOR

Attorney Asteak requested authorization to advertise Ordinance No. 183 – Additional EIT for Open Space of .25% conditioned on receipt of final certification from Northampton County.

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus to authorize the Solicitor to advertise Ordinance No. 183 – Additional EIT for Open Space of .25% conditioned on receipt of final certification from Northampton County. Motion carried 3-1 with Mr. Disbrow opposed.

TOWNSHIP MANAGER/ADMINISTRATION

Mrs. Klem requested the Board to exonerate the Real Estate Tax and Penalty on parcel K6-23-5-T7 in the amount of \$36.43 as the property has been razed.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve exonerating the Real Estate Tax and Penalty on parcel K6-23-5-T7 in the amount of \$36.43 as the property has been razed. Motion carried by all voting aye. (4-0)

APPROVAL OF DEPARTMENT REPORTS

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

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Shupe reminded everyone the last day the yard waste facility is open is Saturday, November 23, 2019.

RECREATION

Nothing at this time.

POLICE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Mr. Rinker stated they responded to a cornfield fire and a house fire.

FIRE DEPARTMENT

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 8:45 p.m. Motion carried by all voting aye. (4-0)

Respectfully submitted,

Betty Parrish
Recording Secretary

MINUTES DECEMBER 4, 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, Rob Disbrow, Scott Sylvainus, Donna Hirst, and Brian Pulliam.

Also present Township Solicitor, Gary Asteak, Township Engineer, Sean Dooley, Township Manager, Lisa Klem, and Treasurer, Betty Parrish.

PUBLIC COMMENT

Ms. Holly Bennett of 2165 Fieldview Dr., Library Director, has spoken with Mrs. Hirst and has provided high level information. High level information was provided on the library standards and are required to be met by the Pennsylvania Department of Education. Those standards actually drive the budget and include the following: continuing education for library staff, certain number of stem programs, workforce development services and materials that are included in our collection, the total number of hours the library needs to be open to the community, and that we answer certain reference questions at a certain level. The number of people using our community room is also looked at by the state as well as information on circulation, and inter-library loans. There is also a requirement based on the quality and the amount of technology we offer, the number of programs we offer to preschoolers, and the number of children that we register with our summer reading program. The library is required to have approximately 5 items per registered patron on our shelves. There are over 21,000 registered patrons which put us around 105,000 items on our shelves. In discussions I have had with Township officers, I have emphasized the fact that the decision to move forward with the proposed cuts to the library will put the library in a risk of losing a percentage of state aid because we will no longer be able to meet some of the standards. In the past two weeks since this budget was proposed, I have expressed that everyone who uses the library will be affected. More importantly, Ms. Bennett will no longer be able to fully serve Upper Nazareth Township residents. The library have to say “no” to approximately 4,397 Upper Nazareth Township residents. Ms. Bennett will have to say no when they want to borrow a book or a DVD, when they want to get their taxes done, want to use the computers, if they want to participate in a community program. If UNT is only providing half of the requested amount, the library can only provide half of the services. The requested \$98,000 is less than 3% of your total township’s expenditures for 2020.

Mrs. Hirst asked if the library was duplicating any efforts that are provided by Northampton Community College.

Ms. Bennett responded Northampton Community College has a wide array of offerings. The difference of a public library is these services are offered for free as the Community College charges for those services.

Ms. Hirst inquired if it would be feasible for the library to offer such programs for a nominal fee.

Ms. Bennett responded the mission of the library is to provide open doors non-discriminatory and provide equal access to all people. By requiring a fee, the library would be preventing that from happening.

Mrs. Hirst asked if the library was decreasing services are you specifically decreasing services for Upper Nazareth Township residents alone or would this be a global cut to everything the library offers.

Ms. Bennett responded certainly all our services will be impacted in some way, however, Upper Nazareth Township residents would be focused on because of the percentage to what we are asking for. There will be a point in time the library will have to say to your residents you cannot check out a book. The library will not be saying that to any of the other municipalities because they are paying the requested amount.

Ms. Cynthia Merritt of 1337 Bushkill Center Rd., on the Board of Directors and the Treasurer for the library. The library has a board meeting coming up in December, and as a Bushkill Resident, we are funding 100% of our requested amount. Therefore, I will be bringing up a motion to cut services to Upper Nazareth Township residents. There are three possibilities that I can propose. First Upper Nazareth Township residents get service from January 1 to June 30, and then July 1 to December 31. Or we can cut all children services for the year or cut all adult services for the year. What motion would you recommend? Mr. Rinker asked when their Board meeting is scheduled. Ms. Merritt responded December 17th. Mr. Rinker stated Upper Nazareth Township Board meeting is on December 18th. That is when the budget will be passed. Mrs. Hirst stated that the intention is to have an open discussion with the library to go over the information you have given us as compared to our budget and find out more detail about the library budget. There are some questions and I believe we are being fiscally responsible by asking those questions. Mr. Sylvainus said ask the questions now. Mrs. Hirst responded there is too much detail.

Mrs. Hirst stated the proposed 2020 library budget shows interest and dividends of \$17,000, which is a considerable amount of interest and inquired as to where the principal is and how much is the principal. Ms. Merritt responded the principal is a little over \$500,000 which was received in 1990 during the capital campaign and expansion. This money cannot be touched because it came from the capital campaign. That money sits in a separate investment account where the interest grows.

Mrs. Hirst inquired as to when the library was planning on using those capital campaign money and what is the long-term plan. Ms. Merritt responded the long-term plan is to look at the capital improvements necessary for the library. The library is approximately 100 years old. Currently the library needs a new chimney, new ventilation, plaster. Those funds may be tapped into or we may do more capital campaigning.

Mrs. Hirst noticed you have an outreach coordinator with a budget amount of \$35,000 annually. What is his or her responsibility because in looking at the budgeted items for donation, grants, etc. it is way lower than the \$35,000. Ms. Bennett responded the outreach coordinator is a new position as of last year. The outreach coordinator is responsible for going out into the municipalities taking programs on the road making sure we are seeing each township on a one on one basis. This year the outreach coordinator is helping with fundraising. This is the first year the outreach coordinator was responsible for Touch a Truck. The Library is working on all kinds of

unique fundraising activities such as basket raffles, lottery tickets because of her creativity and this program is just getting started. Mrs. Hirst questioned if the outreach coordinator would be able to bring in more than the \$35,000. Ms. Bennett responded she was sure she will. Mrs. Hirst inquired if that was included in the library budget, over \$35,000 for what the outreach coordinator is doing. Ms. Bennett responded she could not guarantee that money. Ms. Merritt responded the library does an estimation, as Touch a Truck in some years has made \$5,000, this year \$17,000. It is all weather dependent. Ms. Bennett stated the outreach coordinator is bringing community relationships. Ms. Bennett stated this position is the most valuable position the library could have, as she is making sure we are reaching residents that don't come to the library every time we offer a program. The outreach coordinator visits individuals in our municipalities that can't get out to the library and takes books to them. That is the soft side of this position. The library cannot afford to have two different people doing that job, so it is split. Ms. Merritt stated the position is not based on the money she brings in but both the financial aspect as well as the community services.

Mrs. Barbara Fischl of 135 S. Main St. commented some of the things not being said is the annual campaign going on now. There is a basket raffle going on now, an annual campaign, as well as several fundraisers coming up in the spring, a special event at Birthright Brewery, a bus trip to New York. All these things are fundraisers, but someone needs to have the time and make the contacts to make it happen. In order to create this position 2 part-time positions were eliminated. Library duties were refined overall. Mrs. Hirst explained in a business environment you want to make sure you are getting the most for your dollar. The library still needs to be treated with fiscal responsibility. Mr. Sylvainus asked how much the Road Department bring to the Township. If you are looking at revenue generated versus expense. Mrs. Hirst asked if he would like to not have the police show up when something happens at your house. Mr. Sylvainus responded would you like to not have a library.

Mr. James Cunningham, 2155 Eagles Landing Dr. responded he would rather have the police. Everyone in this audience, please respect the people up here that are doing this. Everyone back here is talking, laughing, giggling. This is no laughing matter. Be courteous and polite to these individuals. Their time and effort could be spent better doing something else, but they are volunteering their time. Everybody in this room is for the library, that is understood. Give the courtesy and respect to the people up top.

Mrs. Hirst responded thank you very much.

Ms. Bennett stated she attended our budget meeting along with Ms. Merritt but was not privy to the amount being cut from the library budget.

Mrs. Parrish commented if you recall, I attended the Library Budget meeting. Ms. Bennett responded, yes you did. At that library budget meeting I specifically spoke up, and I said, that Upper Nazareth Township was facing a deficit and I could not guarantee that we would be able to give you what you were requiring. Mrs. Sayago stood up and said that Upper Nazareth Township Board of Supervisors has always given the library what they requested. I did make you all aware that we were facing a huge deficit. Ms. Bennett responded at that point it was not told that the budget was going to be cut in half. Mrs. Parrish responded it was not known what was going to happen. You all knew that the Township was facing a deficit prior to our budget meeting. Ms. Bennett stated she understood Township's budget constraints, but the Township had never cut the library by 50% in the past. Ms. Parrish again stated it was not known what would be cut and informed the library of this information at their budget meeting.

Ms. Bennett asked when the Township budget was put together, who made the decision to cut the library budget by 50%. Mrs. Klem stated it was her recommendation. As the new Manager and looking at where we could make cuts to the budget and try not to increase taxes on the citizens. The Township is still proposing increasing taxes by .5 mills. Before any decreases to the budget, there was almost a \$500,000 deficit. Cuts were made from the Police Department, Public Works Department. Everything couldn't be cut from the Police Department or the Road Department. The Township needs streets done, you need the firemen. Fire protection must be provided for in the Township. Police protection must be provided, whether by local police, state police. It was my recommendation on the cut for the library. Now, it is not my decision. That was the recommendation that came to the Board at that first budget meeting. Ms. Bennett asked if the conversation of the cut to the library was discussed among all the supervisors. Mrs. Klem responded no, it was not. It was discussed at the very first meeting. It was not discussed in private. There was no behind the doors closed meetings. Everything was openly discussed at budget meetings. A pencil budget is prepared and we go through the line items.

Mr. Rinker asked if Mrs. Hirst wanted to continue or have a discussion with Ms. Bennett. Mrs. Hirst responded to have a discussion with Ms. Bennett.

Mrs. Sayago of 3070 Newburg Rd. stated she has attended budget hearings every year since she has been a representative and never once at a budget hearing has she been given any information that shows the supervisors are looking at. The supervisors have been invited to the library summer meeting. This year no Supervisor was in attendance. Mrs. Sayago stated several years ago the Township went through a budget crisis and each department was cut 3% as well as the library. The library understood. However, when the library is cut by 50%, there is no other department that was cut anywhere near that when comparing the 2019 budget to the 2020 proposed budget.

Mrs. Hirst stated each and every department made significant cuts to their 2020 budgets. Chief Cope and Mr. Shupe made significant cuts prior to presentation to the Board. The library was not singled out. All the Board is trying to do is take the money we have and make the best use of it for all of Upper Nazareth Township citizens. Mrs. Hirst asked if there was any way the library can charge minimally for some services that are above and beyond customary library services. Ms. Merritt stated that would be discriminatory to our less fortunate residents. Mrs. Hirst responded unfortunately the increase the Township needs is going to hit our less fortunate residents the most. Ms. Bennett commented the library writes grants which are very specific as to the use of the funds. As an example, if a grant is written for Martin Guitar stating a cooking class is to be conducted twice a year, it is required that the money be used for that particular program. Therefore, charging the patrons would be double dipping and that would not be ethical.

Mrs. Hirst asked if the library had reached out to Northampton County asking for a contribution. Ms. Bennett responded there are over 415 public libraries in the State of Pennsylvania and none of those libraries, absolutely none are funded by any county in the State of Pennsylvania. Mrs. Klem stated that is not true. Ms. Bennett questioned they're funded by the County. Mrs. Klem responded maybe not fully funded but they do receive money from their counties. Ms. Bennett stated if they are writing a grant perhaps. Mrs. Klem informed that Monroe County has a library tax and they give money to the library. Ms. Bennett said that is a tax. Mrs. Klem said it is through the County. Carbon County donates to Dimmock Library as well as the school district donates to the Dimmock Library. Ms. Bennett stated the State of Pennsylvania is

unique in that public libraries are funded in a wide variety of ways. There is not one standard method across the state, whereas in other states they are funded completely by county or completely by the state. Those employees are actually state or county employees. In the State of Pennsylvania it varies. Northampton County does not support any public library in their county.

Mrs. Hirst stated she has received a letter from the fire department requesting donations. Mrs. Hirst asked if the library did anything like that. Ms. Bennett said yes. Mrs. Hirst responded she did not get anything. Ms. Bennett responded maybe its coming. Over 7,000 requests have been sent to all of our patrons every year. The library relies on the community donating to the library. Mrs. Hirst stated she has never received a request from the library. Ms. Bennett asked Mrs. Hirst if she would donate if she received a request. Mrs. Hirst responded most certainly. Currently I donate to the Victoria Hirst Sweeney Scholarship Fund at Cedar Crest College, we are establishing a Victoria Hirst Scholarship at Nazareth High School for cheering, we contribute to the police department, we contribute to public works, to name a few. My husband and I are all about let's make the community better.

Mrs. Bennett asked if she would contribute?

Mrs. Hirst responded yes. Mrs. Hirst further responded that she has a scholarship fund at a local college and is working with Nazareth Area School District to establish a scholarship fund there as well. Mrs. Hirst stated when people come to her or her husband for something they do their research to make sure they are making the right decision. Mrs. Hirst stated she tries very hard to be not only in the community but a part of the community. Therefore, when requests are made to us for donations, I look at the 990 and make a decision as to whether or not it is a viable place for us to put our money and then I write a check. Thank you to those that clapped.

Mr. Brian Sayago, 3070 Newburg Rd., asked Mrs. Hirst if she was satisfied that the library is being run in a fiscally responsible manner. Mrs. Hirst responded no, just because I am no longer asking questions it doesn't mean that.

Mr. Rinker asked if Ms. Bennett was willing to sit down with two supervisors, the Township Manager and some of your staff and discuss these questions. Ms. Bennett responded she and her Board will do that. Mr. Rinker asked the Board if they were agreeable to this arrangement, setting the meeting prior to December 18th. The Board agreed to this arrangement. Attorney Asteak stated only two supervisors could participate as to not violate the open meeting laws and when the meeting occurs the library should bring an appropriate number so as not to be disruptive. Ms. Bennett responded just her Board. Mrs. Parrish asked how many people are on the Library Board? Ms. Bennett responded 9.

Ms. Michelle Primerano of 232 Kurt Dr. asked if any of the Board had visited the library in the last week. Mr. Pulliam responded yes. Ms. Primerano asked if anyone had visited the library in the past month whether to take out materials or to attend an event. Mrs. Hirst responded she has access to Walden University Library and uses that for peer to peer review. Ms. Primerano asked if anyone visited within the past 6 months. Mr. Disbrow responded Touch a Truck. Ms. Primerano said hopefully at these events it goes beyond just reading a book. Ms. Primerano stated she asked these particular questions just to demonstrate the people elected and making the decision are not active participants at the library. Please come and visit the library, check out a book, attend an event before the December 18th meeting. Hopefully you will see and feel the heart of Nazareth.

Mr. Cunningham thanked Mrs. Hirst for her service and for speaking the way she did. Mr. Cunningham stated that no one in this room is anti-library. Some of the things I would like to mention is the library I feel is working harder or maybe smarter towards a public-private partnership. Municipality funding is not this. It is known you get grants. There are major corporation throughout the Lehigh Valley the library should be pursuing, instead of someone doing an outreach program, possibly have someone going to these major corporation in the Lehigh Valley and across the state to actually drum up some of the funds we would like to see. That is one option. I would love to see the library thrive. My children participate. I feel that would be the best step the library should do. Currently we are in an economic up-swing across the nation. What happens if we have an economic down turn. Everyone is going to cut across the board. Also, what about the other municipalities, and I now at least 1/3 of the people in this room probably do not even live in Upper Nazareth Township, why do you not go back to your town and see if they want to put a little more into the library as well.

Mr. Chris Crook, 212 N. Church St., a Library Board member as well as a Nazareth Borough Council member. First, let me state I respect your right to make your decisions and am not here to change your decision, but would like to share my perspective why I support the library in my town. Two corrections I want to make, as you refer to the funds you give to the library as a donation, it is actually a contribution. All four municipalities make contributions. Second, you refer too the library's formula for this. It is actually Upper Nazareth that suggested this formula. Because when we based it all on population, that would also include Gracedale. Upper Nazareth stated people at Gracedale are not going to use the library and we shouldn't have to pay for it. The other municipalities agreed to use Earned Income Tax. Looking at Upper Nazareth numbers, you average over 1,400 items to Upper Nazareth Residents every month, totally 15,800 pieces during the year. If you average those at \$15 an item (a book, CD, that you don't go out and buy) it is \$252,000 in services in just the circulation not including the programs, early learning and having a community place.

Mr. Carl Fischl, 135 S. Main St., Center City Nazareth stated he is a friend of the friend of the library. I could blow the dust off my library card. But I volunteer a lot of hours because I find it very useful to the Nazareth community including the Borough, Upper Nazareth, Lower Nazareth and Bushkill. To answer your question Mr. Cunningham, if that library were to become private, no more state aid. It would not qualify. Mr. Cunningham, when you mean state aid, I offer this. Has anyone from the library approached Amazon to request a donation, they would lose money for that? You are talking about privatization. Mr. Cunningham stated that is not what he stated. Mr. Cunningham asked what percentage of the library's money comes from public/private partnership. Ms. Bennett can you answer that? Ms. Bennett responded we do all of our fundraising through grants. Mr. Cunningham asked if the library could do public/private partnerships. Ms. Bennett stated it could be done. Mr. Cunningham stated but no one has asked Amazon, or maybe Olympus for contributions for public/private. Never did I say privatize the library. Absolutely not. However, public/private partnerships are more of a way to make this country work. You see it across the board. My personal opinion is a portion of the money supporting the library should be coming from public/private partnerships. That is something that maybe your community outreach person to go out into the community to generate those monies. Instead of someone using that \$35,000 to take something to the Bushkill Elementary School or the municipality go ahead and pursue it. Just as what Mrs. Hirst said, if you have someone getting paid \$35,000 you have to see is that person's dollar amount viable. That should be done, generating money throughout the Lehigh Valley. Ms. Merritt responded the outreach person spends half of their time fundraising. We go to all the businesses in the four participating municipalities to get sponsorships for our basket raffles.

Mr. Cunningham asked why they don't look at Olympus, and not to just go to Nazareth, expand into the Lehigh Valley. Ms. Merritt responded Olympus does donate to them but they have very specific criteria. Any company such as Air Products, PPL, Olympus has very strict criteria to who they can donate to. The Nazareth Library does not even come close. It is too small. We have tried.

Mr. Fischl reiterated there are four municipalities supporting the Library. Personally, and I am on Nazareth Borough Council, I look at it as two years ago joining the COG hearing we are all in this together. One Nazareth Area Community. I think that displays a lot of pride in the Nazareth Area Community. When you decide, if you decide, if you withdraw money, you not only hurt Upper Nazareth residents but you hurt the other three municipalities and that is not fair to the rest of the communities that are paying their fair share. I think civic pride is important and when you take away money from the hub of the Nazareth Area Community, it is going to kill it. Eventually you will see a effect trickle down and what is going to happen two or three years later, everyone will be whining what happened to the library. It will go from 5-6 days a week to 4 days a week, to 3 days a week. I personally do not understand how you have all this money and four years operate a deficit, how do you do that. Mrs. Hirst responded if you want to come to the budget meeting, you are more than welcome. Mr. Fischl responded this is the way I fell. Mr. Disbrow stated civic duty does not balance a budget. These 5 members of the Board took an oath of office to the residents of Upper Nazareth Township. I want to be clear about that. I am sure you took an oath to the Borough of Nazareth. I do believe in a one Nazareth Community, so if you are standing there saying that we do not believe that, check yourself. Mr. Disbrow asked if they would like to talk about Nazareth Borough issues, curfews, let's bring it on.

Mr. Rinker stated that he wanted to hear from only Upper Nazareth residents only.

Mrs. Joanne Messenlehner of 40 Schoeneck Ave. stated she is a big proponent to the library. You cannot measure what you get out of the library in dollars and cents. The library is always reaching out with what they do. The Township should put a referendum out there for a library tax because I believe it will pass.

APPROVALS

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 Mrs. Hirst to approve meeting minutes of November 20, 2019, with correction on page 2 last paragraph adding the words "and social" after moral. Motion carried by all voting aye. (5-0)

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

Nothing at this time.

TOWNSHIP ENGINEER

Mr. Dooley announced the Tuskes Park Electrical Project is complete. A request for payment has been received for Payment No. 1, Final Payment from Wind Gap Electric for the contract at a cost of \$22,615.00. This was the contract cost with no changes having been made. The Public Works Director has verified that the work was done in accordance with the contract. It is recommended releasing payment in full pending one further document from Wind Gap Electric for close out.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to authorize payment Application No. 1 – Final Payment to Wind Gap Electric in the amount of \$22,615.00 pending receipt of final documentation. Motion carried by all voting aye. (5-0)

Mr. Dooley stated the Township has received a request from TMC Management on behalf of Stone Creek Development for Eagles Landing to be released from their maintenance obligations for Phase 3C. This would be the final release for this development. A final inspection was performed and several punch list items remain and those items are issues with closing out their state NPDES stormwater permit as well as certain items with respect to the HOA that has been brought to the attention of staff that should be clarified before release from the maintenance obligations.

This request was tabled at this time.

Mr. Shupe asked if any residents ever been given information pertaining to infiltration basins in their yards. Mr. Dooley responded this is one of the concerns. Mr. Dooley stated he is aware of residents impacting or modifying state approved basins. Mr. Shupe commented he believe most people do not know what the infiltration basis are. Mr. Dooley concurred and stated it is a subject that needs to be addressed. Mr. Dooley commented when someone buys a home, what are they informed of when they buy that home. Mr. Shupe stated it has been brought to his attention that some of these basins look like just a pile of stone dumped in their backyards and are being covered up and plantings put in place. Mr. Dooley stated it is a public education issue. Attorney Asteak stated the HOA should be informed of that and should notify residents. As part of our overall MS4 program, education is a component of the program.

Mr. Dooley informed the Board his Engineer's Project Status Report is included in their packet.

TOWNSHIP SOLICITOR

Attorney Asteak stated that a couple weeks ago a decision from Northampton County Court was received completely dismissing the suit filed by Jason Mohap, Shannon Mohap, Bernard Kotyuk, Brad Leach, Craig Hanchett, Darlene Hanchett and Paul Heric complaining about the manner in which we have been managing Project Tadmor. The case of over.

TOWNSHIP MANAGER/ADMINISTRATION

Mrs. Klem announced the December 18, 2019, Board of Supervisors Meeting will be held at the Nazareth Intermediate School, 355 Tatamy Rd., Nazareth.

Mr. Rinker stated this will also be advertise in the newspaper, Facebook and the website.

Mrs. Klem stated PA American Water has submitted an application for a private fire hydrant for Heritage Village. Attorney Asteak asked if we had heard from the fire chief on this hydrant. Mrs. Klem responded yes, he sent a letter and he is ok with the placement of the fire hydrant. Attorney Asteak stated the agreement should have the signature of the fire chief whited out and should be signed by the Chairman of the Board of Supervisors.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve the PA American Water application for private fire hydrant for Heritage Village and to be signed by the Chairman of the Board of Supervisors. Motion carried by all voting aye. (5-0)

Mrs. Parrish stated she has been in contact with Keystone Collections pertaining to the Open Space Referendum and they need to institute the additional .25% Earned Income Tax. Their process is to send letters to the employers and taxpayers notifying them of this increase, specifically the employers, so all are notified of the January 1, 2020, effective date. The charge for this is approximately \$2,500 which will be deducted from the collection. Mrs. Parrish requested Board approval to move forward with Keystone Collections mailing.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve Keystone Collections mailing notifying employers and taxpayers of the .25% increase in EIT for Open Space. Motion carried with a vote of 4-1 with Mr. Disbrow opposed.

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Nothing at this time.

RECREATION

Nothing at this time.

POLICE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Nothing at this time.

FIRE DEPARTMENT

Nothing at this time.

OLD BUSINESS

Mr. Sylvainus asked Attorney Asteak if we were going to rediscuss the budget, what the procedure is for that. Attorney Asteak responded the budget is up for discussion until it is approved and can be modified until the time that it is approved.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to adjourn at 8:29 p.m.
Motion carried by all voting aye. (5-0)

Respectfully submitted,

*Betty Parrish
Recording Secretary*

MINUTES DECEMBER 18, 2019
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:05 p.m. by Chairman Mike Rinker.

Pledge of Allegiance

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

Also present Township Solicitor, Gary Asteak, Township Engineer, Sean Dooley, Township Manager, Lisa Klem, and Treasurer, Betty Parrish.

PUBLIC COMMENT

Mr. Sean Carson of 238 N. Liberty St. commented on the proposed reduction to the library contribution and suggested this situation is an emergency and the Board should take money from reserves to fully fund the library. Mr. Carson stated cutting funding to the library will be remembered in the future.

APPROVALS

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 Mrs. Hirst and seconded by Mr. Disbrow to approve meeting minutes of December 4, 2019. Motion carried by all voting aye. (5-0)

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 Mr. Sylvainus to approve the November, 2019 Financial and Treasurer's Report. Motion carried by all voting aye. (5-0)

SUPERVISORS' COMMENTS

Mr. Rinker announced an Executive Session was held prior to the meeting for personnel and litigation purposes.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve Resolution 19-14 adopting the 2020 General Fund Budget with a .5 mill increase in Real Estate Taxes. Motion carried with a vote of 3-2 with Mr. Sylvainus and Mr. Pulliam opposed.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve Resolution No. 19-15 setting the 2020 Real Estate Tax Rate at 7.59 mills. Motion carried by a vote of 3-2 with Mr. Sylvainus and Mr. Pulliam opposed.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve Resolution No. 19-16 setting the Act 511 Tax Rates for 2020. Motion carried by a vote of 3-2 with Mr. Sylvainus and Mr. Pulliam opposed.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve the 2020 Liquid Fuels Budget. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the 2020 Recreation Budget. Motion carried by all voting aye. (5-0)

TOWNSHIP ENGINEER

Nothing at this time.

TOWNSHIP SOLICITOR

Attorney Asteak informed the Board that Ordinance No. 183 Imposing an additional 0.25% EIT for Open Space Funding was presented to the voters at the November 5, 2019, general election for the purposes of preserving open space and passed. The election result has been certified by the Northampton County Board of Election. The ordinance was duly advertised in the Express Times on 12/6, 12/13 and 12/16 and is before the Board for adoption.

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve Ordinance No. 183 imposing an additional 0.25% EIT for Open Space Funding. Motion carried by a vote of 4-1 with Mr. Disbrow opposed.

Attorney Asteak thanked Mr. Pulliam for his contribution to the Board of Supervisors and his service to Upper Nazareth Township.

TOWNSHIP MANAGER/ADMINISTRATION

Mrs. Parrish requested year end closing of the books for accounts payables on 12/30/19 and for accounts receivables on 12/31/19.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve the year end closing of the books for accounts payables on 12/30/19 and for accounts receivables on 12/31/19. Motion carried by all voting aye. (5-0)

PLANNING & ZONING

Motion was made by Mr. Sylvainus and seconded by Mr. Pulliam to accept the extension of time to February 28, 2020, for the review of plans submitted by JVI, LLC. Motion carried by all voting aye. (5-0)

PUBLIC WORKS

Nothing at this time.

RECREATION

Nothing at this time.

POLICE DEPARTMENT

Police Chief Cope requested an additional \$5,306.00 for an upgrade from the approved purchase of a Dodge Charger to a Dodge Durango as Dodge Chargers will not be available until the 4th quarter of 2020.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve an additional \$5,306.00 for the upgrade to a Dodge Durango from a Dodge Charger. Motion carried by all voting aye. (5-0)

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Safety Committee Meeting was held on December 13, 2019.

FIRE DEPARTMENT

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 7:29 p.m. Motion carried by all voting aye. (5-0)

Respectfully submitted,

*Betty Parrish
Recording Secretary*