

**MINUTES MAY 20, 2020**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Chairman Mike Rinker. This meeting was held virtually.

Pledge of Allegiance

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

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

**APPROVALS**

**Motion** was made by Ms. Mullen 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 the meeting minutes of April 1, 2020. Motion carried by all voting aye. (5-0)

**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)

**Motion** was made by Mrs. Hirst and seconded by Mr. Disbrow to approve the March, 2020 Financial and Treasurer's Report. Motion carried by all voting aye. (5-0)

**Motion** was made by Mrs. Hirst and seconded by Mr. Disbrow to approve the April, 2020 Financial and Treasurer's Report. Motion carried by all voting aye. (5-0)

**PUBLIC COMMENT**

Upper Nazareth Township resident Bernard Kotyuk asked about the JVI escrow account and how disbursements and deposits are handled.

**SUPERVISORS' COMMENTS**

**Motion** was made by Ms. Mullen and seconded by Mr. Disbrow to set the Zoning Hearing Board Solicitor fee at \$160.00 per hour and paralegal services at \$75.00 per hour. Motion carried by all voting aye. (5-0)

Mr. Disbrow mentioned receiving information from the election commission that the voting at Gracedale has been moved to the 911 Center at 500 Gracedale Ave. Mr. Rinker informed everyone that 500 Gracedale Ave. is to the rear of the building, which is the old Penn Star hangar. Mrs. Klem was asked to get additional information regarding this change. Attorney Asteak and Mrs. Hirst would like signage and parking safety.

Mr. Disbrow publicly thanked the Township employees whose titles have currently been changed to “Essential Workers,” the Police, Fire Department, Public Works and Office staff for continuing to come to work every day doing what needs to be done to keep the Township running.

### **TOWNSHIP ENGINEER**

Mr. Dooley received a request from MorningStar Heritage Village Phase 1 for a reduction to their Letter of Credit and to move into the 18-month maintenance period for the dedication of improvements.

**Motion** was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve MorningStar Heritage Village Phase 1 request No. 4 for a reduction to their Letter of Credit in the amount of \$88,700.25 from \$110,155.00 to \$21,454.75. Motion carried by all voting aye. (5-0)

**Motion** was made by Ms. Mullen and seconded by Mr. Sylvainus to approve MorningStar Heritage Village Phase 1 entering into the 18-month maintenance period for the dedication of improvements until November 20, 2021. Motion carried by all voting aye. (5-0)

Mr. Dooley received a request from MorningStar Heritage Village Phase 2 for a reduction to their Letter of Credit in the amount of \$124,894.12 from \$974,680.97 to \$849,186.85.

**Motion** was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve MorningStar Heritage Village Phase 2 request No. 6 for a reduction to their Letter of Credit in the amount of \$124,894.12 from \$974,680.97 to \$849,186.85. Motion carried by all voting aye. (5-0)

### **TOWNSHIP SOLICITOR**

Attorney Asteak requested approval to advertise Ordinance No. 184 pertaining to Parking.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve advertising Parking Ordinance No. 184. Motion carried by all voting aye. (5-0)

Attorney Asteak has been in conversation with Tuskes Homes about closing out the Eagles Landing Project and their release from maintenance. There are a few punch list items remaining. Therefore, Tuskes Homes is granting the Township an extension until June 30, 2020.

**Motion** was made by Mr. Sylvainus and seconded by Mrs. Hirst to accept the grant of extension from Tuskes Home until June 30, 2020. Motion carried by all voting aye. (5-0)

Attorney Asteak informed the Board Crossroads XOX, LLC and JVI, Inc. will grant an extension to review the Tadmor Project until June 15, 2020. Mrs. Klem said she spoke with Jim Vozar of JVI, Inc. and in the spirit of cooperation they will extend until July 1, 2020 if needed.

**Motion** was made by Mr. Rinker and seconded by Mr. Disbrow to accept the extension to review the Tadmor Project until June 15, 2020. Motion carried by all voting aye. (5-0)

## **TOWNSHIP MANAGER/ADMINISTRATION**

Mrs. Klem stated the Nationwide and Girard Police Pension Reports for the first quarter of 2020 are available for review.

Mrs. Klem requested approval for HomeTown Press to publish the Fall 2020 and Spring 2021 newsletter.

**Motion** was made by Ms. Mullen and seconded by Mr. Disbrow to approve HomeTown Press publishing the Fall 2020 and Spring 2021 Newsletter. Motion carried by all voting aye. (5-0)

Mrs. Klem requested approval of Resolution No. 20-08 Nationwide Designated Pension Plan Official.

**Motion** was made by Mr. Disbrow and seconded by Ms. Mullen to approve Resolution 20-08 Nationwide Designation of Pension Plan Official. Motion carried by all voting aye. (5-0)

Mrs. Klem requested approval of Resolution No. 20-13 Property Tax Relief Provision granting an extension of the base tax payment period until July 31, 2020.

**Motion** was made by Ms. Mullen and seconded by Mr. Sylvainus to approve Resolution No. 20-13 Property Tax Relief Provisions. Motion carried by all voting aye. (5-0)

## **APPROVAL OF DEPARTMENT REPORTS**

**Motion** was made Mr. Rinker by and seconded by Mrs. Hirst to approve the March and April 2020 Fire, Police, Public Works and Zoning reports as submitted. Motion carried by all voting aye. (5-0)

## **PLANNING & ZONING**

Nothing at this time.

## **PUBLIC WORKS**

Mr. Shupe informed the Board that long time part-time employee Joe Brown has resigned in order to begin phasing into retirement.

**Motion** was made by Mr. Disbrow and seconded by Ms. Mullen to accept the resignation of Joe Brown. Motion carried by all voting aye. (5-0)

## **RECREATION**

Mr. Disbrow informed the Board the Community Day Committee met via the on-line platform for the purpose of discussion UNT 2020 Community Days and what direction the committee wanted to take. The committee would like to continue planning this event and continue to seek sponsorships for this event. Mr. Disbrow asked if the Board would be willing to make up any financial shortfalls if necessary. Mrs. Hirst stated if Community Days cannot be self-sustaining without any UNT funds, it should be cancelled. Mr. Sylvainus stated if COVID 19 allows UNT to have Community Days, it

should proceed. However, if not enough corporate donations are received, the costs will need to be cut.

### **POLICE DEPARTMENT**

Nothing at this time.

### **EMERGENCY MANAGEMENT**

Mr. Rinker requested approval of Resolution No. 20-14 Updated Emergency Operations Plan. Mr. Rinker stated Mr. Disbrow and he are working on formalizing in writing the UNT Continuity of Operations Plan.

**Motion** was made by Ms. Mullen and seconded by Mrs. Hirst to approve Resolution No. 20-04 Updated Emergency Operations Plan. Motion carried by all voting aye. (5-0)

### **SAFETY COMMITTEE**

Nothing at this time.

### **FIRE DEPARTMENT**

Mr. Fassl of Upper Nazareth Township Volunteer Fire Department thanked Emergency Management for the PPE supplies to keep all the volunteers safe.

### **OLD BUSINESS**

Nothing at this time.

### **NEW BUSINESS**

Nothing at this time.

### **PUBLIC COMMENT**

UNT resident Jason Mohap asked if the Board of Supervisors could move forward with approving the Tadmor Project prior to Zoning Hearing Board hearing the Citizen's Appeal. Attorney Asteak answered yes.

### **ADJOURNMENT**

**Motion** was made by Mr. Disbrow and seconded by Mrs. Hirst to adjourn at 7:49 p.m. Motion carried by all voting aye. (5-0)

*Respectfully submitted,*

*Betty Parrish  
Recording Secretary*