

MINUTES NOVEMBER 18, 2020
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Chairman Mike Rinker. The meeting was conducted in a Hybrid format.

Pledge of Allegiance

Board members present were: Mike Rinker, Scott Sylvainus, Robert Disbrow, and Kristin Mullen. Donna Hirst was absent both physically and virtually.

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

COURTESEY OF THE FLOOR

Township resident, Becky Bartlett, congratulated the library for winning the Pennsylvania Library Association award this year.

APPROVALS

Motion was made by Ms. Mullen 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 Ms. Mullen to approve the meeting minutes of October 21, 2020. Motion carried by all voting aye. (4-0)

Motion was made by Mr. Sylvainus and seconded by Ms. Mullen 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 October, 2020 Financial and Treasurer's Report. Motion carried by all voting aye. (4-0)

SUPERVISORS' COMMENTS

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve Resolution 20-23 adopting the 2021 General Fund Budget. Motion carried by all voting aye. (4-0)

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve Resolution No. 20-24 setting the 2021 Real Estate Tax Rate at 7.59 mills and the Special Library Tax at .60 mills. Motion carried by all voting aye. (4-0)

Motion was made by Mr. Disbrow and seconded by Ms. Mullen to approve Resolution No. 20-25 setting the Act 511 Tax Rates for 2021. Motion carried by all voting aye. (4-0)

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the 2021 Liquid Fuels Budget. Motion carried by all voting aye. (4-0)

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the 2021 Recreation Budget. Motion carried by all voting aye. (4-0)

TOWNSHIP ENGINEER

Mr. Dooley requested approval to advertise the Upper Nazareth Township Pollutant Reduction Plan for the MS4 program. The plan will be available for public viewing at the Municipal Building from November 23, 2020, to January 7, 2021, with a hearing to take place on December 16, 2020.

Motion was made by Ms. Mullen and seconded by Mr. Disbrow to approve advertising the Upper Nazareth Township Pollutant Reduction Plan. Motion carried by all voting aye. (4-0)

TOWNSHIP SOLICITOR

Attorney Asteak requested approval to advertise a Resolution appointing a CPA firm to conduct the 2020 audit. The appointment of the firm will take place at the January 2021 Re-Organization meeting.

Motion was made by Ms. Mullen and seconded by Mr. Disbrow to approve advertising a Resolution appointing a CPA firm to conduct the 2020 Township audit. Motion carried by all voting aye. (4-0)

TOWNSHIP MANAGER/ADMINISTRATION

Mrs. Klem started a discussion regarding the implementation of the Special Library Tax Levy that was voted in during the primary election earlier this year. Attorney Asteak interjected the best way to implement this tax levy would be by a separate bill sent out at the same time as the Township real estate tax bill. With the implementation of the Library Tax Levy will also come additional expenses. The Tax Collector salary would need to be increased as there is additional work involved. Keeping the funds separate would allow the Tax Collector to keep separate and distinct records.

Mr. Sylvainus did not think a separate bill would make sense fiscally and incur additional costs. Mr. Disbrow commented that he prefers the separation of the Library Tax Levy into a separate account from the real estate taxes which are deposited into the General Fund as well as the separate billing.

Mrs. Adamski informed the Board if the Special Tax Levy is on the same bill as the Township real estate tax, mortgage companies will not pay the Library tax which will create a nightmare.

Mr. Rinker stated it would cost more for the collection of the Library tax and those expenses would be taken from the Library Tax account.

Mrs. Adamski stated software costs would increase by approximately \$200 in order to collect the Library Tax. Other fees would be the printing of another page and possible increase in postage.

Mrs. Adamski anticipates including the Library Tax bill in the same envelope as the Township Real Estate tax bill, but depending on the weight, may increase postage some. Mrs. Adamski stated a note would be printed on the Library Tax bill to send a separate check for payment.

Motion was made by Mr. Rinker and seconded by Mr. Disbrow approving a separate tax bill for the Library Tax Levy. Motion carried by a vote of 3-1 with Mr. Sylvainus opposed.

Attorney Asteak stated he spoke with Attorney Chad DeFelice, who was hired by Mr. Brian Sayago, regarding the appointment of a Library Board of Directors to oversee the Library Tax. Attorney Asteak informed Attorney DeFelice the Board of Supervisors currently appoints members to the already established Library Board of Directors.

APPROVAL OF DEPARTMENT REPORTS

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the October 2020 Police and Zoning reports as submitted. Motion carried by all voting aye. (4-0)

PUBLIC WORKS

Nothing at this time.

POLICE DEPARTMENT

Police Chief Cope requested approval for the conditional offer of employment for a part-time hire.

Motion was made by Mr. Sylvainus and seconded by Ms. Mullen to approve the conditional offer of employment for a police part-time hire. Motion carried by all voting aye. (4-0)

Police Chief Cope brought up a previous discussion about the purchase of a new police vehicle this year as approved by the Board. Chief Cope informed the Board due to COVID the vehicle previously approved will not be available until May of 2021. Chief Cope requested approval to purchase an alternate vehicle already in stock. There would be an additional cost of approximately \$8,000 to outfit the alternate vehicle.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the purchase of a Ford Explorer at a cost of \$33,476.00 plus the cost to outfit the vehicle with an amount not to exceed \$42,371.00. Motion carried by all voting aye. (4-0)

RECREATION

Nothing at this time.

PLANNING & ZONING

Nothing at this time.

EMERGENCY MANAGEMENT

Mr. Rinker announced that the Fire Department and the Police Department should have a 60-day supply of PPE on hand.

SAFETY COMMITTEE

Nothing at this time

FIRE DEPARTMENT

Nothing at this time.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Township resident Becky Bartlett asked if the Financial Report and Resolution could be made available to the public. The Board said they would consider making the Financial Report available.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mr. Rinker to adjourn at 7:53 p.m.
Motion carried by all voting aye. (4-0)

Respectfully submitted,

Betty Parrish
Recording Secretary