

**REORGANIZATION & REGULAR MEETING MINUTES – JANUARY 4, 2021  
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:05 p.m. by Solicitor Gary Asteak. The meeting was conducted in a virtual format.

Pledge of Allegiance

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

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

**Motion** was made by Mr. Disbrow to nominate Mr. Rinker as Chairman of the Board for 2021 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 position of Chairman.

**Motion** was made by Mrs. Hirst to nominate Mr. Disbrow as Vice Chair of the Board for 2021 and seconded by Mr. Rinker. Motion carried with Mr. Disbrow assuming the Vice Chair of the Board of Supervisors for 2021. (4-0)

Mr. Sylvainus joined the meeting at this time.

**APPOINTMENTS**

**A. Professional Appointments**

Assistant Secretary/Assistant Treasurer/ Alternate Open Records Officer

- Lisa Klem

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

- Kim Mutarelli

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

- Betty Parrish

Township Solicitor and Fees

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

Zoning Hearing Board Solicitor and Fees

- King, Spry, Herman, Freund & Faul, LLC
- Michael A. Gaul, Esquire - \$165.00 per hour

Inspection Services and Fees

- Barry Isett & Associates, according to the fee schedule

Alternate Zoning Officer and BCO

- Barry Isett & Associates, \$60.00 per hour if needed

Emergency Management Coordinator

- Mike Rinker

Deputy Emergency Management Coordinator

- Rob Disbrow

Zoning Hearing Board Secretary

- Betty Parrish

PT Zoning Officer

- John Soloe

Delegate to Northampton County Association of Township Officials

- Lisa Klem
- Betty Parrish

Delegate NAZCOG

- Donna Hirst
- Mike Rinker - Alternate

Voting Delegate to the NAZCOG Comprehensive Plan Steering Committee

- Scott Sylvainus

**Motion** made by Ms. Mullen and seconded by Mrs. Hirst to accept the 2021 Professional Appointments listed in A on the agenda. Motion carried by all voting aye. (5-0)

**B. Volunteer Appointments**

Zoning Hearing Board - Term Expires 12/31/23

- Mark Stewart
- William Whyte - Alternate

Recreation Board - Term Expires 12/31/25 – 2 Positions Available

These positions are to be advertised.

Planning Commission – Term Expires 12/31/24

- Scott Sylvainus
- Kelly-Jo Smith

Representative to the Nazareth Ambulance Board

- Mike Rinker

Representative to the Nazareth Borough Municipal Authority

- Jack Gum

**Motion** made by Mr. Rinker and seconded by Mrs. Hirst to accept the 2021 Volunteer Appointments listed in B of the agenda with Mr. Sylvainus volunteering for the NAZCOG Comprehensive Plan Steering Committee. Motion carried by all voting aye. (5-0)

### **C. Professional Appointments**

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

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

### **D. Volunteer Appointments**

**Motion** made by Ms. Mullen and seconded by Mr. Disbrow to appoint Mr. Sylvainus as the Upper Nazareth Township Representative to the Memorial Library of Nazareth Finance Committee. Motion carried by all voting aye. (5-0)

**Motion** made by Mr. Rinker and seconded by Mr. Sylvainus to appoint Mr. James Cunningham as the Upper Nazareth Township Representative to the Memorial Library of Nazareth Board for a term of three years expiring on 12/31/2023. Motion carried by all voting aye. (5-0)

**Motion** made by Mr. Rinker and seconded by Mr. Sylvainus to appoint Mr. Christopher Dudinyak to the Vacancy Board. Motion carried all voting aye. (5-0)

## **COMPENSATION**

Township Manager

- \$90,640.00 salaried

FT Chief of Police

- \$101,033.00 salaried

FT Public Works Director

- \$80,649.00 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 personnel as included in the 2021 Adopted Budget

- Three percent (3%)

**Motion** made by Mr. Disbrow and seconded by Mr. Sylvainus to set the 2021 compensation for employees as included in the 2021 Adopted Budget and stated in the agenda. Motion carried all voting aye. (5-0)

### **MILEAGE ALLOWANCE**

**Motion** made by Mrs. Hirst and seconded by Ms. Mullen to set the mileage reimbursement rate for employee's using their own vehicles at the current IRS rate of .56 cents per mile. Motion carried by all voting aye. (5-0)

### **SIGNATORY AUTHORIZATION**

**Motion** made by Mr. Sylvainus and seconded by Mr. Disbrow to authorize two bank authorized signatures to sign Township checks either Treasurer/Assistant Treasurer and Supervisors or Supervisor and Supervisor. Motion carried by all voting aye. (5-0)

### **OFFICIAL BONDS**

Manager - \$170,000.00  
Secretary - \$100,000.00  
Treasurer - \$250,000.00  
RE Tax Collector - \$500,000.00  
Police Secretary - \$25,000.00

**Motion** made by Ms. Mullen and seconded by Mr. Sylvainus to approve the official bonds as stated in the agenda. Motion carried by all voting aye. (5-0)

### **RESOLUTIONS**

**Motion** made by Mr. Disbrow and seconded by Mr. Sylvainus to adopt Resolution 21-01: Upper Nazareth Township Depositories. Motion carried by all voting aye. (5-0)

**Motion** made by Mr. Rinker and seconded by Mr. Disbrow to adopt Resolution 21-02: Police Pension Contributions. Motion carried by all voting aye. (5-0)

In accordance with Second Class Township Code Section 917(b) (2) Resolution 21-03 was advertised in the Express-Times on November 23, 2020. 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 Mrs. Hirst and seconded by Mr. Disbrow to adopt Resolution 21-03: Township Audit by CPA for 2020. Motion carried by all voting aye. (5-0)

**Motion** made by Mr. Disbrow and seconded by Ms. Mullen to adopt Resolution 21-04: TCC Delegate and Alternate. Motion carried by all voting aye. (5-0)

**Motion** was made by Mr. Disbrow and seconded by Ms. Mullen to adjourn the meeting at 7:19 p.m. Motion carried by all voting aye. (5-0)

**The regular business meeting of the Upper Nazareth Township Board of Supervisors was called to order at 7:20 p.m. This meeting was also held in the virtual format.**

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

Upper Nazareth Township resident Becky Bartlett asked the Board to reconsider sending the Library Tax Bill as a separate bill.

Upper Nazareth Township resident Jason Mohap asked for clarification of text messages between Board members concerning Project Tadmor on June 24 and June 30, 2020. Ms. Mullen responded the text messages was a discussion among the Supervisors and no decisions were made, it was just opinions.

Mr. Mohap asked whether Mr. Soloe's letter of December 15, 2020, was a determination or a report. Attorney Asteak instructed Mr. Mohap to consult with his attorney as this subject is part of pending litigation.

**Motion** was made by Mr. Disbrow and seconded by Mr. Ms. Mullen to approve the agenda. Motion carried by all voting aye. (5-0)

**Motion** was made by Mr. Rinker and seconded by Mr. Disbrow to approve the minutes from the December 16, 2020, meeting. Motion carried by all voting aye. (5-0)

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

**SUPERVISORS COMMENTS**

Mr. Disbrow expressed his appreciation to the essential workers of the Township who come to work each day to serve the resident of Upper Nazareth Township.

Mr. Sylvainus expressed wanting the Library Tax to be on the Real Estate Tax bill and not a separate bill.

## **TOWNSHIP ENGINEER**

Mr. Dooley thanked the Board for appointing Keystone Consulting Engineers as the Township Engineer for 2021.

## **TOWNSHIP SOLICITOR**

Nothing at this time.

## **ADMINISTRATION**

Mrs. Klem mentioned the PSATS Conference registration opening date of January 12, 2021, requesting anyone interested in attending to please let her know so that hotel accommodations could be made, as reservation for hotels can only be made after registration for the conference. Mrs. Klem, Mrs. Parrish, Ms. Mullen, Mr. Rinker, Mr. Disbrow, Mr. Shupe and Officer Cope are interested in attending. Mrs. Hirst may attend only for one day.

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

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

**Motion** was made by Mrs. Hirst and seconded by Ms. Mullen to appoint Maher-Duessel to conduct the 2020 Township and Real Estate Audits. Motion carried by all voting aye. (5-0)

**Motion** was made by Mrs. Hirst and seconded by Mr. Disbrow to approve set up of a Police Donation Assigned Account.

## **PLANNING & ZONING**

Nothing at this time.

## **PUBLIC WORKS**

Mr. Shupe requested approval the full-time conditional offer of employment to Mr. Mark Manieri, Jr. at \$19.78 per hour.

**Motion** was made by Mr. Disbrow and seconded by Ms. Mullen to approve the full-time conditional offer of employment to Mr. Mark Manieri, Jr. at \$19.78 per hour. Motion carried by all voting aye. (5-0)

Mr. Shupe requested approval to advertise for part-time help due to the impending retirement of Jake Groff.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve advertising for part-time Public Works help. Motion carried by all voting aye. (5-0)

## **RECREATION**

Nothing at this time.

## **PUBLIC SAFETY**

## **POLICE DEPARTMENT**

Police Chief Cope requested approval to purchase 3 sets of Haenni Truck Scales from Tatamy Borough at a cost of \$20,000. After discussion, this issue was tabled with the Board asking Chief Cope to come back with further information.

## **EMERGENCY MANAGEMENT**

Nothing at this time.

## **SAFETY COMMITTEE**

Mr. Rinker will contact Mrs. Parrish with dates.

## **OLD BUSINESS**

Nothing at this time.

## **NEW BUSINESS**

Nothing at this time.

## **ADJOURNMENT**

**Motion** made by Mr. Disbrow and seconded by Mrs. Sylvainus to adjourn the meeting at 8:05 p.m. Motion carried by all voting aye. (5-0)

*Respectfully Submitted,*

*Betty Parrish  
Recording Secretary*