

**MINUTES JANUARY 20, 2021**  
**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 virtual format.

Pledge of Allegiance

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

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

**COURTESY OF THE FLOOR**

Nothing at this time.

**APPROVALS**

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

**Motion** was made by Mr. Disbrow and seconded by Ms. Mullen to approve the Re-Organization meeting and the Regular meeting minutes of January 4, 2021. Motion carried by all voting aye. (5-0)

**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)

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

**SUPERVISORS' COMMENTS**

Mr. Rinker announced that an executive session was held on January 13, 2021, and January 20, 2021, for personnel matters.

Mrs. Hirst mentioned in the past a recap of the previous year's budget and the proposed budget for the current year was posted on the website. Mrs. Klem indicated she could do that if that is what the Board wanted. Mr. Sylvainus stated a good spot for that would be in the newsletter as well.

**TOWNSHIP ENGINEER**

Nothing at this time.

**TOWNSHIP SOLICITOR**

Nothing at this time.

**TOWNSHIP MANAGER/ADMINISTRATION**

Mrs. Klem requested clarification on the usage of the Township website for posting and validating information the Supervisors want to communicate to the residents. Mr. Sylvainus questioned the current procedure. Mrs. Klem stated Secretary, Kim Mutarelli, does the posting to the website but not without approval. Mr. Rinker asked who would do that in her absence. Mrs. Parrish responded the office staff can also post to the website. Mr. Sylvainus commented Mrs. Klem oversee any posting to the Township website.

Mrs. Klem received a request from the Tax Collector for additional compensation of \$6,000 to \$8,000 for collecting the Library Tax.

Township residents Becky Bartlett and Jeannie Morgano commented Tracy makes a decent amount of money and indicated the increase was excessive and unnecessary.

Tax Collector, Tracy Adamski, spoke about her performance in collecting the tax and the services she provides to the residents of Upper Nazareth Township.

**Motion** was made by Mr. Disbrow and seconded by Mrs. Hirst to approve an additional \$4,000 of compensation for the Tax Collector for the collection of the Library Tax. Motion carried by a vote of 3-2 with Mr. Rinker, Mr. Disbrow, and Mrs. Hirst voting aye and Mr. Sylvainus and Ms. Mullen voting nay.

Mrs. Klem received a request from the Tax Collector to increase the Tax Collector's salary 2% each year beginning in January 2022.

**Motion** was made by Mr. Rinker and seconded by Mr. Disbrow to approve a 2% increase each year beginning in January, 2022, for the four year term. Motion carried by a vote of 4-1 with Mr. Sylvainus voting nay. Attorney Asteak stated a resolution will need to be prepared for the next meeting.

Mrs. Klem received a request from the Tax Collector to amend the Tax Certification Fee Ordinance raising the fee from \$20.00 to \$30.00. There was no motion, therefore, this request failed.

**APPROVAL OF DEPARTMENT REPORTS**

**Motion** was made by Mr. Riker and seconded by Mr. Disbrow to approve the December, 2020 Fire, Police, Public Works, and Zoning. Motion carried by all voting aye. (5-0)

**PUBLIC WORKS**

Mr. Shupe requested approval of an increase for Scott Weirbach to 80% of the top laborer rate as he has satisfactorily completed his probationary period.

**Motion** was made by Mr. Disbrow and seconded by Ms. Mullen to approve an increase for Scott Weirbach to \$18.62 which is 80% of the top laborer rate. Motion carried by all voting aye. (5-0)

### **POLICE DEPARTMENT**

Police Chief Cope received a request from Nazareth Clippers Athletic Association for a 5K on May 29, 2021, running through the Township and Nazareth Borough. Chief Cope stated no state roads will be crossed and fire police and Township police will be available as needed.

**Motion** was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve Nazareth Clippers Athletic Association 5K on May 29, 2021. Motion carried by all voting aye. (5-0)

Chief Cope stated information the Board requested previously regarding truck scales and training has been provided in their packets. Chief Cope would be happy to answer any questions anyone may have pertaining to same.

Chief Cope stated \$5,000 was received from the Police Association for the body cameras recently purchased.

### **RECREATION**

Nothing at this time.

### **PLANNING & ZONING**

Nothing at this time.

### **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**

Nothing at this time.

**ADJOURNMENT**

**Motion** was made by Mr. Disbrow and seconded by Mrs. Hirst to adjourn at 7:51 p.m.  
Motion carried by all voting aye. (5-0)

*Respectfully submitted,*

*Betty Parrish*  
*Recording Secretary*