

MINUTES FEBRUARY 17, 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.

COURTESEY OF THE FLOOR

No comments at this time.

APPROVALS

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

Motion was made by Mr. Rinker and seconded by Ms. Mullen to approve the minutes of the February 3, 2021 meeting. 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. Sylvainus and seconded by Mr. Rinker to approve the January, 2021 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 litigation and personnel reasons.

Mr. Shupe requested approval of raises for the Public Works Department to make UNT more in line with what neighboring municipalities are paying and to keep our current employees from moving to other municipalities. Mrs. Hirst stated this puts UNT in the middle of what other municipalities are paying. Mr. Shupe stated we are in the middle. Out of the top 7 we are 3rd or 4th.

Motion was made by Mr. Disbrow and seconded by Ms. Mullen to approve increasing Public Works wages with a top rate of \$28.50/hr and according to the percentage schedule attached." Motion carried by all voting aye. (5-0)

Mr. Shupe expressed his thanks to the Board of Supervisors for recognizing the hard work and the value of the Public Works Department.

TOWNSHIP ENGINEER

Mr. Dooley stated his Engineer's Report has been provided to the Board.

Mr. Dooley asked for approval of MorningStar Heritage Villages Phase 2 request for Letter of Credit Reduction No. 9 from \$561,310.88 to \$373,011.68 for a total reduction of \$188,299.20.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve MorningStar Heritage Villages Phase 2 request for Letter of Credit Reduction No. 9 from \$561,310.88 to \$373,011.68 for a total reduction of \$188,299.20. Motion carried by all voting aye. (5-0)

Mr. Dooley asked for approval of MorningStar Heritage Villages Phases 3 and 4 request for Letter of Credit Reduction No. 3 from \$1,061,871.95 to \$662,426.52 for a total reduction of \$399,445.43.

Motion was made by Mr. Disbrow and seconded by Mr. Sylvainus to approve MorningStar Heritage Villages Phases 3 and 4 request for Letter of Credit Reduction No. 3 from \$1,061,871.95 to \$662,426.52 for a total reduction of \$399,445.43. Motion carried by all voting aye. (5-0)

TOWNSHIP SOLICITOR

Attorney Asteak stated the Library Code requires any municipality making a contribution to a municipal library would be pursuant to a contract. Attorney is suggesting that any contract between UNT and Nazareth Memorial Library not be a complicated one, but before transmitting any funds pursuant to the tax, the Township should have a simple agreement in place so as not to confound either our auditors or theirs. Attorney Asteak requested authorization from the Board to draft a simple contract to provide that UNT will transmit to Nazareth Memorial Library all library receipts as billed and collected for the year 2021 less any administrative expenses in exchange for the library providing library services to all Township residents without cost. A simple contract so if anyone wanted to know if UNT is complying with the library code, the Township can say yes. The agreement would be superseded by any multi-municipal agreement that is currently being negotiated by our managers and chairmen.

Mr. Disbrow stated the library code refers to this as a contribution and asked if the Township was contributing to the library or if the Township is just a pass through entity with a tax. Attorney Asteak responded The Township contributes to the library by virtue of a tax. The tax is how we receive the money and the contribution is how UNT gets the money to the library. The Township taxes the taxpayers to collect the money and the Township then contributes the money to the Nazareth Memorial Library. The library code states, generically, the Township is to use the tax monies to provide library services. Neither our ordinance nor the tax says the money should go to the Nazareth Memorial Library. That was the intention and that is what the Township should be doing. The Township should have a contract with the library so that it is understood that in exchange for our contribution of the tax monies received for library services, the library will provide all UNT residents

with free library services. Mr. Rinker commented the ordinance just states the monies go to a local library. Attorney Asteak responded that is correct.

Township resident Becky Bartlett asked if the Township is going to give the library a full accounting of all administrative fees and if that information would be available to the public. Attorney Asteak responded there will be complete transparency.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to authorize Attorney Asteak to prepare a draft agreement between UNT and Nazareth Memorial Library. Motion carried by a vote of 4-1 with Mr. Disbrow opposed.

Attorney Asteak shared with the Board Mrs. Klem being honored with a full-page article in the Township News announcing Mrs. Klem's graduating from the PSATS PMGA program. Attorney Asteak commented the article should be posted on the bulletin board and the website. Mrs. Klem being honored shows how much Mrs. Klem has gone out of her way to achieve the education to make herself a better manager and make UNT a better place. Congratulations to Mrs. Klem on this accomplishment.

TOWNSHIP MANAGER/ADMINISTRATION

Mrs. Klem stated the 2020 4th Quarter Nationwide and Girard Police Pension Reports are available for review.

APPROVAL OF DEPARTMENT REPORTS

Motion was made by Mr. Riker and seconded by Mr. Disbrow to approve the Jnauary, 2021 Fire, Police, and Zoning. Motion carried by all voting aye. (5-0)

PLANNING & ZONING

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to authorize Attorney Asteak to attend the Zoning Hearing on March 31, 2021, to assist Mr. Soloe. Motion carried by all voting aye. (5-0)

PUBLIC WORKS

Mr. Shupe requested approval for conditional offer of part-time employment to Tyson Unangst at 75% of the top PW rate.

Motion was made by Mr. Disbrow and seconded by Ms. Mullen to approve the conditional offer of part-time employment to Tyson Unangst at 75% of the top PW rate. Motion carried by all voting aye. (5-0)

Mr. Shupe requested approval for conditional offer of full-time employment to Daniel Sipel at 75% of the top PW rate.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to approve the conditional offer of full-time employment to Daniel Sipel at 75% of the top PW rate. Motion carried by all voting aye. (5-0)

RECREATION

Ms. Mullen asked if Mrs. Klem had received any information regarding opening of the parks. Mrs. Klem stated PSATS has no guidelines but states to refer to the CDC for guidance. Lower Nazareth and Bushkill have allowed play at your own risk and follow CDC guidelines.

Mr. Disbrow stated the Community Days Committee has met virtually for the past two weeks and is moving forward with Community Days 2021. Mr. Disbrow asked Board approval to hold Community Days 2021 on Friday, August 27, and Saturday, August 28, 2021, at Tuskes Park.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve Community Days 2021 at Tuskes Park on Friday, August 28, and Saturday, August 29, 2021. Motion carried by all voting aye. (5-0)

Mr. Disbrow presented a resignation letter from Will Austin from the Recreation Committee and Community Days Committee. Mr. Disbrow thanked Mr. Austin for chairing the Community Days Committee for the past 5 years. Mr. Disbrow stated Tim Schantz has accepted to chair the Community Days Committee moving forward. Ms. Kelly-Jo Smith has accepted to be secretary of the Community Days Committee.

POLICE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Safety Committee will look to March for a meeting.

FIRE DEPARTMENT

The Fire Department requested appointment of Jeff Fassl as Upper Nazareth Township Fire Marshall.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to appoint Jeff Fassl as Upper Nazareth Township Fire Marshall. Motion carried by all voting aye. (5-0)

Fire Chief Fassl thanked the residents of Upper Nazareth Township for the awesome job they have done in helping to keep the fire hydrants free of snow, as this saves a tremendous amount of time when the Fire Department is called to respond to an fire emergency.

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 7:32 p.m.
Motion carried by all voting aye. (5-0)

Respectfully submitted,

Betty Parrish
Recording Secretary