

MINUTES APRIL 21, 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 hybrid/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

No comments at this time.

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 Mr. Disbrow and seconded by Ms. Mullen to approve the minutes of the March 17, 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 Mrs. Hirst to approve the March, 2021 Financial and Treasurer's Report. Motion carried by all voting aye. (5-0)

2020 AUDIT PRESENTTION

Jen Cruverkibi of MaherDuessel gave a brief overview of the results of the 2020 Township Audit. No issues were noted.

SUPERVISORS' COMMENTS

Mr. Rinker announced an executive session was held prior to the meeting.

Ms. Mullen mentioned that there seems to be some confusion regarding the receipt of two tax bills this year and individuals should check with their mortgage companies prior to mailing their payments. Ms. Mullen would like to review this issue next year.

TOWNSHIP ENGINEER

Nothing at this time.

TOWNSHIP SOLICITOR

Nothing at this time.

TOWNSHIP MANAGER/ADMINISTRATION

Mrs. Klem presented information on a new copier for the office as well as an alternate proposal. The first option is to replace the old Panasonic which is no longer in service with a similar machine at a total cost of \$6,518.00 or \$209.00 per month leased. Option two is to purchase a high-end printer as recommended by our IT consultant at a cost of \$792.00. Mrs. Klem recommends the second option as it can perform the same functions as the large copier in the main office and will be an emergency back up should the main office machine malfunction.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to approve the purchase of an HP Color Laser Copy/Print/Scan/Fax machine at a cost of \$792.00. Motion carried by all voting aye. (5-0)

Mrs. Klem stated the 50% reimbursement grant for the Parks, Rec. and Open Space Plan has been received from DCNR. Two committees need to be formed. One committee is needed to carry out the objectives of the Parks, Rec., and Open Space Plan. A second committee will be an Environmental Advisory Committee formed to oversee the Open Space Taxes collected and how to utilize the taxes make recommendations to the Board of Supervisors as to the appropriations of the Open Space Taxes collected.

Motion was made by Ms. Mullen and seconded by Mrs. Hirst to approve Attorney Asteak drafting an ordinance to provide for an Environmental Action Committee (EAC) to carry out the provision of the Parks, Recreation and Open Space Plan. Motion carried by all voting aye. (5-0)

PUBLIC WORKS

Nothing at this time.

APPROVAL OF DEPARTMENT REPORTS

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to approve the March, 2021 Fire, Police, Public Works, and Zoning. Motion carried by all voting aye. (5-0)

PLANNING & ZONING

Attorney Asteak stated the draft of the Nazareth Area Comprehensive Plan has been distributed. Mrs. Klem reported the draft has been distributed to Planning Commission and the Board of Supervisors.

RECREATION

Nothing at this time.

POLICE DEPARTMENT

Chief Cope stated there are 4 vehicles no longer in service. One of these vehicles is being used as a dummy car. Chief Cope requested a motion to donate the remaining three to the Fire Department. Fire Chief Jeff Fassel stated the Fire Department would be happy to have these vehicles to use in their training exercises.

Motion was made by Mrs. Hirst and seconded by Mr. Disbrow to approve donating three out of service vehicles to the Fire Department to be used in their training exercises. Motion carried by all voting aye. (5-0)

EMERGENCY MANAGEMENT

Mr. Rinker requested the current mutual aid system be changed to allow for the next available EMS to respond when needed.

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to approve changing the current mutual aid system to allow for the next available EMS to respond when needed. Motion carried by all voting aye. (5-0)

SAFETY COMMITTEE

Nothing at this time.

FIRE DEPARTMENT

Nothing at this time.

OLD BUSINESS

Mr. Disbrow requested the Township assist the Fire Department and Fire Police in replacing some signage and barricades that were lost when PennDOT replaced the bridge approximately 1 ½ years ago. Fire Chief Jeff Fassel stated some portable equipment, cones and road closed signs went missing from Sterner Rd. Fire Chief Fassel will return with a quote for replacing this equipment.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion was made by Mr. Disbrow and seconded by Mrs. Hirst to adjourn at 7:26 p.m. Motion carried by all voting aye. (5-0)

Respectfully submitted,

*Betty Parrish
Recording Secretary*

FINANCIAL REPORT

	Current Interest Rates	3/31/2021	4/30/2021
UNASSIGNED FUND BALANCES			
General Fund Checking	.25	1,555,778.91	1,677,027.63
TOTAL UNASSIGNED FUNDS		<u>1,555,778.91</u>	<u>1,677,027.63</u>
ASSIGNED FUND BALANCES			
Money Market - Embassy Bank (Asset Repl.)	.25	458,235.76	458,329.82
CD - Embassy Bank 9/10/20 to 9/9/2021 #9269	0.40	104,839.01	104,839.01
CD - Embassy Bank 9/27/20 to 9/26/2021 #8289	0.40	104,883.41	104,883.41
CD - Embassy Bank 9/27/2020 to 9/26/2021 #9019	0.40	105,394.18	105,394.18
Payroll Acct	.25	49,635.90	1,974.80
Pension Supplement	.25	93,587.65	93,606.86
Road Improvements Fund	.25	623,292.83	623,420.77
Vehicle and Equipment Account	.25	63,815.28	63,823.14
TOTAL ASSIGNED FUNDS		<u>1,603,684.02</u>	<u>1,556,271.99</u>
COMMITTED FUND BALANCES			
TOTAL COMMITTED FUNDS		0.00	0.00
TOTAL FUNDS BALANCE		<u><u>3,159,462.93</u></u>	<u><u>3,233,299.62</u></u>
RESTRICTED FUND BALANCES			
COMMUNITY DAYS ACCOUNT			
Escrow Fund		2,395.97	5,921.50
TOTAL COMMUNITY DAYS ACCOUNT		<u>2,395.97</u>	<u>5,921.50</u>
ESCROW ACCOUNT			
Escrow Fund	0.04	77,826.42	95,067.54
TOTAL ESCROW ACCOUNT		<u>77,826.42</u>	<u>95,067.54</u>
HOUSING REHAB ACCOUNT			
Housing Rehab	.25	13,845.00	13,847.95
TOTAL HOUSING REHAB ACCOUNT		<u>13,845.00</u>	<u>13,847.95</u>
LIBRARY TAX LEVY ACCOUNT			
Library Tax Levy	.25	51,314.74	93,192.23
TOTAL LIBRARY TAX LEVY ACCOUNT		<u>51,314.74</u>	<u>93,192.23</u>
LIQUID FUELS ACCOUNT			
Liquid Fuels - PLGIT	variable	169,654.54	374,446.11
TOTAL LIQUID FUELS ACCOUNT		<u>169,654.54</u>	<u>374,446.11</u>
OPEN SPACE ACCOUNT			
Open Space	.17	530,637.26	567,249.71
TOTAL OPEN SPACE ACCOUNT		<u>530,637.26</u>	<u>567,249.71</u>
POLICE DONATION ACCOUNT			
Police Donations	.25	2,501.08	2,501.59
TOTAL POLICE DONATION ACCOUNT		<u>2,501.08</u>	<u>2,501.59</u>
RECREATION ACCOUNT			
Recreation	.25	260,018.91	259,565.25
TOTAL RECREATION ACCOUNT		<u>260,018.91</u>	<u>259,565.25</u>
TRAFFIC IMPACT ACCOUNT			
Traffic Impact	.25	98,478.28	98,498.49
TOTAL TRAFFIC IMPACT ACCOUNT		<u>98,478.28</u>	<u>98,498.49</u>

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