

**MINUTES MAY 19, 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.

**COURTESEY OF THE FLOOR**

Township resident Shannon Mohap asked when the Board of Supervisor Meetings would be open to the public. Mr. Rinker responded the first meeting in June.

**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. Sylvainus and seconded by Mr. Rinker to approve the minutes of the April 21, 2021 meeting. Motion carried by all voting aye. (5-0)

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

**Motion** was made by Mrs. Hirst and seconded by Ms. Mullen to approve the April, 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.

Mrs. Hirst commented on some questions being raised regarding the Parks, Rec and Open Space Plan. Mrs. Hirst stated the Board voted on June 19, 2019 to advertise RFP's to hire a consultant to create a Parks, Rec and Open Space Plan which was partially funded by a grant from DCNR. The final plan was not approved by DCNR until January 19, 2021. Resolution No. 21-05 was approved on February 3, 2021, to close out the grant from DCNR. Final bound copies of the plan were sent to DCNR on March 3, 2021 and the grant was closed out on March 25, 2021. The Board approved the Solicitor to draft and ordinance establishing and EAC on April 21, 2021 and on May 19, 2021 the Board approved advertising the ordinance for adoption. There have been three letters of interest from residents wanting to serve on this committee. A timeline of these events shall be attached to these minutes of record.

## **TOWNSHIP ENGINEER**

Mr. Dooley requested approval of Resolution No. 21-10 Sewage Facilities Planning Module for Tadmor 2. The Planning Module has been executed by the Planning Commission and all necessary information is ready to submit to DEP for final review and approval.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve Resolution No. 21-10 Sewage Facilities Planning Module for Tadmor 2. Motion carried by all voting aye. (5-0)

## **TOWNSHIP SOLICITOR**

Attorney Asteak requested approval to advertise Ordinance No. 185 establishing an Environmental Advisory Council to serve as an advisory body to the Board of Supervisors for the purpose of gathering information and providing recommendations regarding various environmental issues including the use of Open Space, ways to promote conservation of natural resources, encouraging environmental programs, providing operating procedures, appointment of members and setting forth powers and duties. The council will be made up of no more than 7 people appointed by the Board of Supervisors to 3-year staggered terms so that only 1/3 of the membership shall expire each year.

**Motion** was made by Ms. Mullen and seconded by Mrs. Hirst to approve advertising Ordinance No. 185 Establishing an Environmental Advisory Council. Motion carried by all voting aye. (5-0)

Attorney Asteak thanked Mrs. Hirst for helping to facilitate a Lease Agreement between RC Lonestar, Inc. and Upper Nazareth Township for the property at 155 Friedenstahl Ave. at \$1.00 per year with the Township paying any applicable property taxes on that portion of the land that it occupies. Attorney Asteak will be contacting the County requesting the portion the Township occupies be exempt from Real Estate Taxes. Attorney Asteak requested approval of the Lease Agreement between RC Lonestar, Inc. and Upper Nazareth Township for 155 Friedenstahl Ave.

**Motion** was made by Mrs. Hirst and seconded by Mr. Disbrow to approve the Lease Agreement between RC Lonestar, Inc. and Upper Nazareth Township for 155 Friedenstahl Ave. Motion carried by all voting aye. (5-0)

Attorney Asteak requested approval to draft a new police Pension Ordinance for new hires only.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to approve drafting a new police Pension Ordinance for new hires only. Motion carried by all voting aye. (5-0)

## **TOWNSHIP MANAGER/ADMINISTRATION**

Mrs. Klem stated the 1<sup>st</sup> Quarter Nationwide and Girard Police Pension Reports are available for review.

Mrs. Klem requested approval for HomeTown Press to publish the Fall 2021 and Spring 2022 newsletters.

**Motion** was made by Mr. Disbrow and seconded by Ms. Mullen to approve HomeTown Press publishing the Fall 2021 and Spring 2022 newsletters. Motion carried by all voting aye. (5-0)

Mrs. Klem requested approval to purchase the Permit Tracking Software and CS Data Software.

**Motion** was made by Mr. Disbrow and seconded by Mrs. Hirst to approve the purchase of the Permit Tracking Software and the CS Data Software. Motion carried by all voting aye. (5-0)

Mrs. Klem stated a request was received from the Memorial Library of Nazareth for the use of the small pavilion and waiver of the pavilion rental fees to be used for children's programming on 7/15, 7/29, 8/5, and 8/19.

**Motion** was made by Mr. Sylvainus and seconded by Ms. Mullen to approve Memorial Library of Nazareth's request for pavilion use on 7/15, 7/29, 8/5, and 8/19 as well as waiver of the fee. Motion carried by a vote of 4 to 1 with Mr. Rinker opposed.

Mrs. Klem suggested continuing to live stream Board of Supervisors meetings even after the meetings are reopened to the public. Mr. Sylvainus suggested transitioning to solely live streaming later in the summer and continuing with the hybrid format until the public is more comfortable with being out and about. The Board agreed with this suggestion.

### **APPROVAL OF DEPARTMENT REPORTS**

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

### **PLANNING & ZONING**

Nothing at this time.

### **PUBLIC WORKS**

Mr. Shupe requested approval to set the pay rate of Jake Groff at \$15.00 per hour.

**Motion** was made by Mr. Disbrow and seconded by Mrs. Hirst to set the pay rate for Jake Groff at \$15.00 per hour. Motion carried by all voting aye. (5-0)

Mr. Shupe requested approval to advertise the old roadside mower that was taken out of service a few years ago on Municibid.

**Motion** was made by Mr. Rinker and seconded by Mrs. Mullen to approve advertising the old roadside mower on Municibid. Motion carried by all voting aye. (5-0)

### **RECREATION**

Mrs. Hirst requested tabling the appointment of George Hasker to the Recreation Committee as the Recreation Committee has not met recently and Mr. Hasker would like more information on the duties Recreation Committee. The Board agreed to this request.

**Motion** was made by Mr. Disbrow and seconded by Mrs. Hirst to approve opening the restrooms at Tuskes Park. Motion carried by all voting aye. (5-0)

## **POLICE DEPARTMENT**

Police Chief Cope requested approval for the conditional offer to hire two full-time police officers.

**Motion** was made by Mr. Disbrow and seconded by Mrs. Hirst to approve the conditional offer to hire two full-time police officers effective June 20, 2021. Motion carried by all voting aye. (5-0)

Police Chief Cope requested approval to purchase a new 2021 Dodge Durango at a maximum price of \$42,500 as a new police vehicle.

**Motion** was made by Mrs. Hirst and seconded by Mr. Disbrow to approve the purchase of a new 2021 Dodge Durango at a maximum cost of \$42,500. Motion carried by all voting aye. (5-0)

Police Chief Cope stated a request has been received from the NASD requesting the closure of Liberty St. on Wednesday, June 9 with rain dates of June 10 and 11 for graduation ceremonies.

**Motion** was made by Ms. Mullen and seconded by Mr. Disbrow to approve the closure of Liberty St. on Wednesday, June 9 with rain dates of June 10 and 11 for NASD graduation ceremonies. Motion carried by all voting aye. (5-0)

Police Chief Cope informed the Board of an issue the Police Department is having with horses getting loose from a property on Michaels School Rd. Currently there is no ordinance controlling horses as they are considered agriculture. Attorney Asteak stated he would look into this issue to see what restrictions and fines could be assessed in order to control this problem.

## **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 7:45 p.m.  
Motion carried by all voting aye. (5-0)

*Respectfully submitted,*

*Betty Parrish*  
*Recording Secretary*