

**MINUTES JUNE 2, 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 format with the meeting room open to the public and others able to participate virtually.

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**

Township resident, Becky Bartlett, tried to access the agenda but it was not on-line. Mrs. Klem apologized explaining the office was short staffed this week.

**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 Mr. Sylvainus to approve the minutes of the May 19, 2021 meeting. Motion carried by all voting aye. (5-0)

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

**SUPERVISORS' COMMENTS**

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

**TOWNSHIP ENGINEER**

Nothing at this time.

**TOWNSHIP SOLICITOR**

Attorney Asteak reported 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 was duly advertised in the Express Times on May 22, 2021, and posted for inspection.

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

Township resident Becky Bartlett asked when the Council will be meeting. It was stated that once the Council is appointed by the Board a decision will be made as to when the Council will meet.

### **TOWNSHIP MANAGER/ADMINISTRATION**

Mrs. Klem announced the Township was awarded the Monroe County LSA Grant in the amount of \$35,840 for the purchase of an asphalt planer and roller.

Mrs. Klem stated the Northampton County LSA Grant applied for to purchase two police vehicles was denied.

### **PLANNING & ZONING**

Nothing at this time.

### **PUBLIC WORKS**

Mr. Shupe requested approval for the conditional offer of seasonal employment to Gabriel Ytkin and Jasper Ziegenfus.

**Motion** was made by Mr. Disbrow and seconded by Ms. Muller to approve the conditional offer of season employment to Gabriel Ytkin and Jasper Ziegenfus. Motion carried by all voting aye. (5-0)

Mr. Shupe requested approval to purchase an asphalt planer and roller for \$79,726.40, \$35,840 being funded by the Monroe County LSA Grant, \$20,000 which was budgeted for and the balance being taken from the Vehicle and Equipment Fund if necessary.

**Motion** was made by Mr. Disbrow and seconded by Mrs. Hirst to approve the purchase of an asphalt planer and roller for \$79,726.40, \$35,840 funded by the Northampton County LSA Grant, \$20,000 as budgeted and the balance to be paid from the Vehicle and Equipment Fund if necessary. Motion carried by all voting aye. (5-0)

### **RECREATION**

Nothing at this time.

### **POLICE DEPARTMENT**

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 7:15 p.m.  
Motion carried by all voting aye. (5-0)

*Respectfully submitted,*

*Betty Parrish  
Recording Secretary*

DRAFT

**FINANCIAL REPORT**

	Current Interest Rates	4/30/2021	5/31/2021
<b>UNASSIGNED FUND BALANCES</b>			
General Fund Checking	.25	1,677,027.63	1,559,402.90
<b>TOTAL UNASSIGNED FUNDS</b>		<u>1,677,027.63</u>	<u>1,559,402.90</u>
<b>ASSIGNED FUND BALANCES</b>			
Money Market - Embassy Bank (Asset Repl.)	.25	458,329.82	458,427.03
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	1,974.80	1,321.49
Pension Supplement	.25	93,606.86	93,626.71
Road Improvements Fund	.25	623,420.77	673,557.11
Stormwater Management Account			71,900.47
Vehicle and Equipment Account	.25	63,823.14	113,833.73
<b>TOTAL ASSIGNED FUNDS</b>		<u>1,556,271.99</u>	<u>1,727,783.14</u>
<b>COMMITTED FUND BALANCES</b>			
<b>TOTAL COMMITTED FUNDS</b>		0.00	0.00
<b>TOTAL FUNDS BALANCE</b>		<u>3,233,299.62</u>	<u>3,287,186.04</u>
<b>RESTRICTED FUND BALANCES</b>			
<b>AMERICAN RESCUE PLAN</b>			
Business Interest Checking			0.00
<b>TOTAL AMERICAN RESCUE PLAN ACCOUNT</b>		<u>0.00</u>	<u>0.00</u>
<b>COMMUNITY DAYS ACCOUNT</b>			
Escrow Fund		5,921.50	13,884.36
<b>TOTAL COMMUNITY DAYS ACCOUNT</b>		<u>5,921.50</u>	<u>13,884.36</u>
<b>ESCROW ACCOUNT</b>			
Escrow Fund	0.04	95,067.54	96,570.78
<b>TOTAL ESCROW ACCOUNT</b>		<u>95,067.54</u>	<u>96,570.78</u>
<b>HOUSING REHAB ACCOUNT</b>			
Housing Rehab	.25	13,847.95	13,850.89
<b>TOTAL HOUSING REHAB ACCOUNT</b>		<u>13,847.95</u>	<u>13,850.89</u>
<b>LIBRARY TAX LEVY ACCOUNT</b>			
Library Tax Levy	.25	93,192.23	44,695.68
<b>TOTAL LIBRARY TAX LEVY ACCOUNT</b>		<u>93,192.23</u>	<u>44,695.68</u>
<b>LIQUID FUELS ACCOUNT</b>			
Liquid Fuels - PLGIT	variable	374,446.11	370,665.38
<b>TOTAL LIQUID FUELS ACCOUNT</b>		<u>374,446.11</u>	<u>370,665.38</u>
<b>OPEN SPACE ACCOUNT</b>			
Open Space	.17	567,249.71	665,007.53
<b>TOTAL OPEN SPACE ACCOUNT</b>		<u>567,249.71</u>	<u>665,007.53</u>
<b>POLICE DONATION ACCOUNT</b>			
Police Donations	.25	2,501.59	2,502.12
<b>TOTAL POLICE DONATION ACCOUNT</b>		<u>2,501.59</u>	<u>2,502.12</u>
<b>RECREATION ACCOUNT</b>			
Recreation	.25	259,565.25	259,320.37
<b>TOTAL RECREATION ACCOUNT</b>		<u>259,565.25</u>	<u>259,320.37</u>
<b>TRAFFIC IMPACT ACCOUNT</b>			
Traffic Impact	.25	98,498.49	98,519.38
<b>TOTAL TRAFFIC IMPACT ACCOUNT</b>		<u>98,498.49</u>	<u>98,519.38</u>

**DRAFT**