

Procedure for the January 3, 2022, 7:00 p.m. Board of Supervisors Re-Organization Meeting and Regular Meeting will be in-person. If you wish to listen by webinar follow the instructions below:

You may register for the hearing by clicking on this link below. Once registered you will receive a confirmation email containing information about joining the webinar.

1. Click to start and join at the specified time and date:

<https://attendee.gotowebinar.com/register/54115083785438478>

Via telephone:

Webinar ID:	484-299-131
Phone #:	(415) 655-0052
Audio Access Codes:	389-705-874

**BOARD OF SUPERVISORS
UPPER NAZARETH TOWNSHIP - NORTHAMPTON COUNTY
100 NEWPORT AVENUE
NAZARETH, PA 18064
610-759-5341 (T) 610-759-4430 (F)**

BOARD MEETING

AGENDA

January 3, 2022

REORGANIZATION MEETING – 7:00 pm

Call To Order By Temporary Chairman – Solicitor

Pledge of Allegiance

Election of Chairman for 2022 and Assumption of Chair

Election of Vice-Chairman

Appointments (NOTE: The Board may make a single motion for the appointments listed below under Sections A & B.)

A. Professional Appointments

Assistant Secretary/Assistant Treasurer/ Alternate Open Records Officer/ Chief Administrative Officer Pension Plans

- Lisa Klem

FT Secretary/Zoning Secretary/Purchasing Officer/Open Records Officer/
Plans Administrator

- Kim Mutarelli

FT Treasurer/Recording Secretary Planning Commission/Secretary Zoning Hearing Board

- Deanne Werkheiser

Township Solicitor and Fees

- Asteak Law Offices, Gary Asteak, \$195.00/hr - \$210.00/hour

Zoning Hearing Board Solicitor and Fees

- King, Spry, Herman, Freund & Faul, LLC
- Michael A. Gaul, Esquire - \$165.00 per hour

Inspection Services and Fees

- Barry Isett & Associates according to the fee schedule

Alternate Zoning Officer and BCO

- Barry Isett & Associates \$65.00 per hour if needed

Professional Appointments *(continued)*

Emergency Management Coordinator

- Mike Rinker

Deputy Emergency Management Coordinator

- Rob Disbrow

PT Zoning Officer

- John Soloe

Delegate to Northampton County Association of Township Officials

- Lisa Klem
- Kim Mutarelli

Delegate NAZCOG

-

Voting Delegate to the NAZCOG Comprehensive Plan Steering Committee

-

B. Volunteer Appointments

Zoning Hearing Board - Term Expires 12/31/24

- Keith Haverstock

Recreation Board - Term Expires 12/31/26

- Scott Sylvainus

Environmental Advisory Council – Term Expires 12/31/24

- Michelle Martin

Representative to the Nazareth Ambulance Board

- Mike Rinker

Representative to the Nazareth Borough Municipal Authority

- Jack Gum

C. Professional Appointments

Township Engineer and Fees (1 Position)

- Keystone Consulting Engineers
- Acela Architects & Engineers

State Sewage Enforcement Officer and Fee (1 Position)

- Keystone Consulting Engineers
- Acela Architects & Engineers

D. Volunteer Appointments

Representative to the Nazareth Memorial Library Finance Committee

-

Representative to the Nazareth Library Board - Term Expires 12/31/24

- Terri Sayago

Vacancy Board – 1year appointment

- Christopher Dudinyak

Compensation, as Included in the 2022 Adopted Budget

(NOTE: The Board may make a single motion for the compensation listed below.)

Township Manager

- \$93, 360.00 salaried (set by contract)

FT Chief of Police

- \$104,064.00 salaried

FT Public Works Director

- \$83,068.00 salaried

Township Treasurer

- \$26.00 per hour

Township Secretary

- \$26.00 per hour

Township Auditors

- \$10.00/hr.

Planning Commission

- \$30.00 per meeting attended per member, paid quarterly

Zoning Hearing Board

- \$30.00 per hearing date attended per member, paid quarterly

Increase for all non-uniform, non-exempt, part-time employees and part-time police personnel as included in the 2022 Adopted Budget

- Three percent (3%)

Mileage Allowance – 2022 IRS rate: 58.5 cents/mile

Signatory Authorization – 2 authorized signers required on all checks
– Treasurer or Assistant Treasurer/Supervisor

Official Bonds

Manager - \$170,000.00
Secretary - \$100,000.00
Treasurer - \$250,000.00
RE Tax Collector - \$500,000.00
Police Secretary - \$25,000.00

Resolutions

Resolution No. 22-01 - Township Depositories
Resolution No. 22-02 – Police Pension Contribution
Resolution No. 22-03 - Township CPA for 2021 Audit
Resolution No. 22-04 - TCC Delegate and Alternate

Commence Regular Business Meeting of Board of Supervisors

OPENING

- **Roll Call**

COURTESY OF THE FLOOR (Anyone wishing to address the Board must sign in.)

APPROVALS

- Agenda
- Minutes – December 15, 2021
- Bills

SUPERVISORS COMMENTS

TOWNSHIP ENGINEER

TOWNSHIP SOLICITOR

ADMINISTRATION

- PSATS Conference Attendance
- Delegate to the PSATs State Convention of Township Supervisors
- Appoint Maher -Duessel – 2021 Audit
- Betty Parrish – Retirement Letter

PLANNING & ZONING

PUBLIC WORKS

- Approval to hire Full-Time Public Works Employee

RECREATION

PUBLIC SAFETY

POLICE DEPARTMENT

EMERGENCY MANAGEMENT

SAFETY COMMITTEE

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

UPCOMING MEETING DATES & EVENTS - Please see the website