

**REORGANIZATION & REGULAR MEETING MINUTES
JANUARY 3, 2022
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Solicitor Gary Asteak. The meeting was live streamed for anyone wishing to hear.

Pledge of Allegiance

Board members present were: Mike Rinker, Robert Disbrow, Scott Sylvainus, Kristin Mullen and Brian Sayago. Also present were Township Solicitor, Gary Asteak, Township Manager, Lisa Klem, and Treasurer, Betty Parrish. Township Engineer, Sean Dooley, participated virtually.

Attorney Asteak took over as temporary chair of the meeting. Attorney Asteak asked for nominations for Chairman of the Board.

Motion was made by Mr. Sayago to nominate Mr. Sylvainus as Chairman of the Board for 2022 and seconded by Ms. Mullen. There being no other nominations, Mr. Sylvainus was elected Chairman by a vote of 3-2 with Mr. Rinker and Mr. Disbrow opposed.

Mr. Sylvainus assumed the position of Chairman.

Motion was made by Mr. Sayago to nominate Ms. Mullen as Vice Chair of the Board for 2022 and seconded by Mr. Sylvainus. There being no other nominations, Ms. Mullen was elected Vice-Chairman by a vote of 4-1 with Mr. Rinker opposed.

APPOINTMENTS

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

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

Motion made by Mr. Disbrow and seconded by Ms. Mullen to accept the 2022 Professional Appointments listed in A on the agenda. Motion carried by all voting aye. (5-0)

Delegate NAZCOG

Motion made by Mr. Sylvainus and seconded by Mr. Sayago appoint Kristin Mullen as the delegate to NAZCOG. Motion carried by all voting aye. (5-0)

Voting Delegate to the NAZCOG Comprehensive Plan Steering Committee

Motion made by Mr. Sayago and seconded by Ms. Mullen to appoint Scott Sylvainus as the voting delegate to NAZCOG Comprehensive Plan Steering Committee. Motion carried by all voting aye. (5-0)

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

Motion made by Ms. Mullen and seconded by Mr. Disbrow to accept the 2022 Volunteer Appointments listed in B of the agenda. Motion carried by all voting aye. (5-0)

C. Professional Appointments

Motion made by Mr. Disbrow and seconded by Ms. Mullen to approve Keystone Consulting Engineers as Upper Nazareth Township Engineers. Motion carried by all voting aye. (5-0)

Motion made by Mr. Disbrow and seconded by Ms. Mullen to approve Keystone Consulting Engineers as Upper Nazareth Township State Sewage Enforcement Officer. Motion carried by all voting aye. (5-0)

D. Volunteer Appointments

Motion made by Mr. Sayago and seconded by Ms. Mullen to appoint Mr. Sylvainus as the Upper Nazareth Township Representative to the Memorial Library of Nazareth Finance Committee. Motion carried by all voting aye. (5-0)

Motion made by Ms. Mullen and seconded by Mr. Sylvainus to appoint Terri Sayago as the Upper Nazareth Township Representative to the Memorial Library of Nazareth Board for a term of three years expiring on 12/31/2024. Motion carried by all voting aye. (5-0)

Discussion took place regarding appointment to the Vacancy Board. Mr. Sayago requested having Mr. Christopher Dudinyak come to the next meeting to meet with the Board.

Motion made by Mr. Sayago and seconded by Mr. Sylvainus to defer appointment to Vacancy Board until January 19, 2022, Board of Supervisors meeting. Motion carried all voting aye. (5-0)

COMPENSATION

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%)

Motion made by Mr. Rinker and seconded by Mr. Disbrow to set the 2022 compensation for employees as included in the 2022 Adopted Budget and stated in the agenda. Motion carried all voting aye. (5-0)

MILEAGE ALLOWANCE

Motion made by Ms. Mullen and seconded by Mr. Disbrow to set the mileage reimbursement rate for employee's using their own vehicles at the current IRS rate of 58.5 cents per mile. Motion carried by all voting aye. (5-0)

SIGNATORY AUTHORIZATION

Motion made by Mr. Rinker and seconded by Mr. Disbrow to authorize two bank authorized signatures to sign Township checks Treasurer or Assistant Treasurer/Supervisors. Motion carried by all voting aye. (5-0)

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

Motion made by Ms. Mullen and seconded by Mr. Disbrow to approve the official bonds as stated in the agenda. Motion carried by all voting aye. (5-0)

RESOLUTIONS

Motion was made by Mr. Sayago for the Board of Supervisors adopt a procedure by having resolutions introduced at a Board Meeting, which resolutions would be published on the Township website as soon as practical. Published resolutions would then be placed on the agenda of the next Board Meeting and taken up at that meeting. Unless necessitated by an unexpected emergency, no resolution would be voted on unless it had been available for public

review for at least seven days. Attorney Asteak stated, as mandated by 2nd Class Township Code, Resolution No. 22-03 appointing an independent CPA to perform the Township audit was duly advertised and posted. Ms. Mullen suggested we proceed with approving the Resolutions on the agenda, as these are necessary for conducting normal business. Discussion proceeded on this topic with the suggestion of moving this discussion to the regular meeting following the Re-Organization meeting. Mr. Sayago withdrew his motion.

Motion made by Ms. Mullen and seconded by Mr. Rinker to adopt Resolution 22-01: Upper Nazareth Township Depositories. Motion carried by a vote of 4-1 with Mr. Sayago opposed.

Motion made by Mr. Disbrow and seconded by Mr. Rinker to adopt Resolution 22-02: Police Pension Contributions. Motion carried by a vote of 4-1 with Mr. Sayago opposed.

In accordance with Second Class Township Code Section 917(b) (2) Resolution 22-03 was advertised in the Express-Times as required. This resolution only gives the Township the authority to appoint a CPA or CPA firm. It does not specify who that will be. An appointment of a specific entity will take place at the regular Board meeting following this Reorganization Meeting.

Motion made by Ms. Mullen and seconded by Mr. Disbrow to adopt Resolution 22-03: Township Audit by CPA for 2021. Motion carried by all voting aye. (5-0)

Motion made by Ms. Mullen and seconded by Mr. Disbrow to adopt Resolution 22-04: TCC Delegate and Alternate. Motion carried by a vote of 4-1 with Mr. Sayago opposed.

Mr. Sylvainus announced the closure of the Re-Organization Meeting of the Upper Nazareth Township Board of Supervisors Meeting.

Attorney Asteak congratulated Mrs. Parrish on her impending retirement and thanked her for her service to the Board of Supervisors and the Township. Attorney Asteak thanked Mr. Rinker and welcomed Mr. Sayago. Attorney Asteak left the meeting at this time.

The regular business meeting of the Upper Nazareth Township Board of Supervisors was called to order at 7:25 p.m.

COURTESY OF THE FLOOR

Township resident Mrs. Joanne Messenlehner congratulated Brian Sayago on his being elected to the Board of Supervisors. Mrs. Messenlehner commented on Gracedale Nursing Home and its historic value to the community.

APPROVALS

Mr. Sylvainus revise the agenda to add Discussion of Resolution handling under Supervisors' Comments.

Motion was made by Mr. Sayago and seconded Ms. Mullen by to approve the revised agenda. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the minutes of the December 15, 2021, meeting. Motion carried by a vote of 4-0 with Mr. Sayago abstaining as he was not a Supervisor for the December 15, 2021, meeting.

Motion was made by Ms. Mullen and seconded by Mr. Disbrow to approve payment of the bills. Motion carried by all voting aye. (5-0)

SUPERVISORS COMMENTS

Mr. Sayago requested the Board of Supervisors adopt a procedure by having resolutions introduced at a Board Meeting, which resolutions would be published on the Township website as soon as practical. Published resolutions would then be placed on the agenda of the next Board Meeting and taken up at that meeting. Unless necessitated by an unexpected emergency, no resolution would be voted on unless it had been available for public review for at least seven days. Ms. Mullen stated this procedure is a hardship and places an undue burden on the staff. Hearing no second, the motion died on the floor.

Ms. Mullen suggested placing the resolutions on the website with the agenda, three days prior to the BOS meeting. Mrs. Klem was adamant that the resolutions must be visibly marked with DRAFT. Mr. Sylvainus suggested making this a policy moving forward.

Ms. Mullen requested adding the EAC to the agenda in the future.

TOWNSHIP ENGINEER

Mr. Dooley said he had nothing at this time. Mr. Dooley thanked the Board for appointing Keystone Consulting Engineers as the Township Engineer for 2022. Mr. Dooley extended his thanks to Mrs. Parrish and wished her well on her upcoming retirement.

TOWNSHIP SOLICITOR

Nothing at this time.

ADMINISTRATION

Mrs. Klem mentioned the PSATS Conference registration opening date of January 11, 2022, requesting anyone interested in attending to please let her know so that hotel accommodations could be made, as reservation for hotels can only be made after registration for the conference. Mrs. Klem, Ms. Mullen, Mr. Disbrow, Mr. Sayago, Ms. Werkheiser, Mr. Shupe and Officer Cope are interested in attending.

Motion was made by Ms. Mullen and seconded by Mr. Rinker to approve attendance of those mentioned at the 2022 PSATS Conference. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Rinker and seconded by Ms. Mullen to appoint Mrs. Klem as the voting delegate to the PSATS Convention. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Disbrow and seconded by Ms. Mullen to appoint Maher-Duessel to conduct the 2021 Township and Real Estate Audits. Motion carried by all voting aye. (5-0)

Motion was made by Ms. Mullen and seconded by Mr. Sylvainus to reluctantly accept the retirement letter of Betty Parrish. Motion carried with a vote of 4-1 with Mr. Disbrow opposed.

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Shupe requested approval the full-time conditional offer of employment to Mr. Donald Seiple at the rate of \$22.02 per hour.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the full-time conditional offer of employment to Mr. Donald Seiple at \$22.02 per hour. Motion carried by all voting aye. (5-0)

Mr. Shupe stated the Public Works Department is in the process of picking up Christmas trees.

MS4

Mr. Shupe informed the Board the of a surprise spill containment he would be conducting for his staff at the Daniels garage.

Mr. Shupe reported the Public Works Department would be starting to work on the Farmview retention pond. On Wednesday, January 5, 2022, weather permitting, Public Works will begin to remove the humps near the headwall and outfall areas to return the retention basin to the condition it was in 10 years ago.

Mrs. Klem informed the Board that MS4 workshops will be scheduled for several upcoming meetings.

RECREATION

Nothing at this time.

PUBLIC SAFETY

POLICE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Mrs. Klem will be announcing dates in the future.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion made by Mr. Disbrow and seconded by Mr. Rinker to adjourn the meeting at 7:58 p.m. Motion carried by all voting aye. (5-0)

Respectfully Submitted,

*Betty Parrish
Recording Secretary*