

UPPER NAZARETH TOWNSHIP
ENVIRONMENTAL ADVISORY COUNCIL

MINUTES MAY 16, 2022

- 1) The May 2022 meeting of the Environmental Advisory Council was called to order at 6:35 p.m. by Chairman Nathan Pritchard.
- 2) Roll Call
 - a) Council members present were:
 - i) Frank Hirst, Nathan Pritchard, Brian Sayago, George Hasker, and Anton Shannon via teleconference.
 - ii) Drew Sack and Michelle Martin were not in attendance.
- 3) Pledge of Allegiance
- 4) Mr. Shannon moved to approve the March 21, 2022 Minutes, seconded by Mr. Hasker. The members voted to approve 4-0.
- 5) The April 18, 2022 Minutes were reviewed and amended.
 - a) The council agreed to schedule a second monthly meeting and the April Minutes were amended to reflect that this meeting would be scheduled and open to the public.
 - b) Subsequently we learned from the Township solicitor that the EAC can hold Executive Sessions. These official, but non-public meetings may be held to discuss only (1) personnel matters, (2) strategy sessions, (3) negotiations for collective bargaining, (4) purchase or lease of real estate, (5) consult with solicitor in connection with ongoing or pending litigation, or (6) to discuss any issue that would violate a legal privilege or protected confidentiality if conducted in public. These meetings are for discussion purposes only. Any decision or official action must be made during a public meeting.
 - c) The sentence naming the Michael School Rd land owner was amended to omit the landowner's name.
 - d) Mr. Pritchard moved to approve the April 18, 2022 Minutes; Mr. Sayago seconded. The members approved the revised Minutes 4-0. Mr. Hirst not having attended the meeting, abstained.

COURTESEY OF THE FLOOR

- 6) No members of the public were present.

OLD BUSINESS

- 7) As a result of Township Solicitor Gary Asteak's opinion on By-Laws, the EAC will not have By-Laws.

- 8) The Council reviewed a draft of operating procedures. Mr. Hasker moved to approve the Operating Procedures; Mr. Hirst seconded. The Council voted to approve the Operating Procedures 5-0. A copy is attached to these Minutes.
- 9) Previously the Council voted to put into use the In-Take form This form can be submitted by anyone and does not require the signature of the landowner. Receipt marks the start of investigation by the EAC. In connection with In-Take form or a formal Application signed by a landowner, a number will be assigned to identify the property. The numbering scheme will be simply the year and a sequence number. To date we have identified 2022-1, 2022-2, 2022-3, and 2022-4.
- 10) Items carried forward
 - a) Reiteration of our desire to participate in the UNT Community Days. Mr. Sayago will request a Community Days form from the Township Secretary.
 - b) Summary descriptions of the purpose of the EAC had been prepared by Mr. Sayago and Mr. Hasker. Subsequently Mr. Sacks presented a draft of a written communication to be sent to or in some way given to, township residents and landowners. The Council decided to accept all three documents and will use them (modified as appropriate) for any future need.
 - c) The long version EAC description will be given to the Township Manager and the Township Secretary to be submitted for the Fall 2022 edition of the Township newsletter. Mr. Pritchard will try to locate a photograph to accompany the text.
- 11) A draft of the Upper Nazareth Township Environmental Advisory Council Green Space Operating Policy and Procedures was reviewed. This document, when adopted, will establish operating policies and procedures for the EAC. This OP&P was discussed. Some time was given to the items identified as Evaluation Principals. No firm conclusion was reached. The Mr. Sayago will incorporate the changes and send a new draft to the Council members.

NEW BUSINESS

- 12) The Council discussed the possibility of having more than one meeting each month and decided to have a second meeting monthly on the first Monday. Regular quorum and voting rules will apply. The meeting will be advertised and open to the public. If we need to cancel, we will notify the Township Manager or Secretary who will post a notice on the entrance door.
- 13) Status report – parcels under discussion
 - a) 2022-01 a portion of this land had been presented to the UNT Planning Commission to review a subdivision plan.
 - b) 2022-02 Mr. Pritchard met with the land owner. The Council discussed the suitability of this parcel for incorporation in the green space program. A number of pro and cons were discussed. The Council tabled further discussion until a site visit could be concluded.
 - c) 2022-03 an appraisal is being conducted.
 - d) 2022-04 Mr. Sayago met with the owner of this parcel. Future discussion are contemplated.
- 14) The Council discussed the need for a secure cloud based site where confidential information and records that would be accessible to all EAC members would be maintained. Mr. Hasker offered a number of suggestions including Google Drive and Microsoft One Drive. The

Council asked if the Township already had a site. Mr. Pritchard will discuss with the Township manager.

- 15) Mr. Pritchard noted that he, with representatives from Bushkill Township and Plainfield Township will hold an open space coordination meeting on May 24th at 14 Gracedale Ave. The topic is the land in the northwest quadrant of Routes 33 and 191. The meeting is open to anyone.
- 16) Discussion of a broad communication outreach program was deferred to the next meeting.
- 17) The next meeting is scheduled for June 6, 2022 at 6:30 p.m. at the Township building.
- 18) ADJOURNMENT
 - a) Motion to adjourn was made by Mr. Hasker, seconded by Mr. Sayago and approved by all members. The meeting adjourned at 9:00 pm.

Respectfully submitted,

Brian Sayago Secretary

UPPER NAZARETH TOWNSHIP
ENVIRONMENTAL ADVISORY COUNCIL
OPERATING PROCEDURES
May 16, 2022

1) NAME OF COUNCIL

- a) The name of this organization shall be the Upper Nazareth Township Environmental Advisory Council.

2) AUTHORIZATION

- a) The Board of Supervisors of Upper Nazareth Township established this Advisory Council by Ordinance 185 adopted June 2, 2021.

3) PURPOSE

- a) In accordance with Ordinances 182 and 185, the Upper Nazareth Township Environmental Advisory Council (EAC or Council) shall:
 - i) Identify environmental problems and recommend plans and programs to the appropriate agencies for the promotion and conservation of the natural resources and for the protection and improvement of the quality of the environment within Upper Nazareth Township.
 - ii) Make recommendations as to the possible use of open land areas within Upper Nazareth Township.
 - iii) Promote a community environmental program.
 - iv) Keep an index of all open areas, publicly or privately owned, including flood -prone areas, swamps and other unique natural areas, for the purpose of obtaining information on the proper use of those areas.
 - v) Advise the Upper Nazareth Township Board of Supervisors, Planning Commission, Recreation Board, or other relevant appointed bodies within Upper Nazareth Township in the acquisition of property.

4) MEMBERSHIP

- a) The EAC shall be comprised of up to seven appointed persons, all of whom shall be residents of Upper Nazareth Township. Whenever possible, one member shall also be a member of the Upper Nazareth Township Planning Commission, and one member shall also be a member of the Upper Nazareth Board of Supervisors.
- b) All members, are expected to attend scheduled public meetings. The EAC Chairperson on his/her own may, or a majority of the members present at any scheduled EAC meeting may recommend to the Board of Supervisors that any EAC member be removed from the Council when the member is absent from regular meetings for four consecutive months or who is absent more than half of the meetings in a 12 month period-

5) OFFICERS

- a) The officers of the EAC shall consist of a Chairperson, Vice-Chairperson, and Secretary.
- b) The Chairperson shall preside at all meetings of the EAC.
- c) The Vice-Chairperson shall act as Chairperson in the Chairperson's absence.

d) The Secretary shall keep the minutes and records of the Council.

6) TERMS & ELECTION OF OFFICERS

- a) Members of the EAC shall be appointed by the Board of Supervisors.
- b) The Board of Supervisors shall appoint the Chairperson of the EAC. The Vice Chairperson and Secretary shall be determined by a vote within the EAC during the January reorganization meeting, each year or when necessitated by a vacancy.

7) MEETINGS, VOTING & QUORUMS

- a) Regular meetings will be held by the EAC on scheduled, periodic, and recurring basis. The meetings will be open to the public and the schedule will be published in the same manner as other Township meetings.
- b) A quorum shall consist of four members of the seven Council seats authorized.
- c) Four members of the EAC are required to deliberate and vote on recommendations to be made to the Board of Supervisors.
- d) Workshop meetings may be scheduled by the Chairperson. These meetings are not required to have a quorum. Any proposals originating in these meetings will be brought to the next public meeting of the EAC.
- e) Action must be initiated by a motion from the floor, seconded by another member and voted in the affirmative by four members present.

8) ORDER OF BUSINESS

- a) Generally, public meetings will follow the following agenda:
- b) Roll call
- c) Public Comment
- d) Review of minutes of previous meeting and action thereon
- e) Old business
- f) New business
- g) Report of officers and committees
- h) Non-Agenda Items
- i) Adjournment

9) A record shall be kept of comments from the public speaking before the EAC.

10) ADVISORY FUNCTION AND LIMITATION

- a) The Environmental Advisory Council is to be advisory to and shall coordinate its activities with the elected officials of Upper Nazareth Township and with its agencies, planning commissions and park and recreation boards, on matters dealing with protection, conservation, management, promotion and use of all natural resources.