

**UPPER NAZARETH TOWNSHIP**  
**ENVIRONMENTAL ADVISORY COUNCIL**

**MINUTES June 6, 2022**

- 1) The June 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) Nathan Pritchard, Brian Sayago, Drew Sack, Michelle Martin and Anton Shannon.
    - ii) George Hasker and Frank Hirst, were not in attendance.
- 3) Pledge of Allegiance
- 4) Courtesy of the floor  
No members of the public were present
- 5) Mr. Sayago moved to approve the May 16, 2022 Minutes, seconded by Mr. Shannon. The members voted to approve 4-0 with Ms. Martin abstaining.
- 6) Discussion of the EAC Green Space Operating Policy and Procedure was tabled.
- 7) Discussion of a broad communication outreach program was deferred to the next meeting.

**OLD BUSINESS**

- 8) The Council had 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. Pritchard discussed this with the Township Manager and learned that the Township does not have this capability.
- 9) Mr. Pritchard noted that he, with representatives from Bushkill Township and Plainfield Township held an open space coordination meeting on May 24th at 14 Gracedale Ave. The topic was the land in the northwest quadrant of Routes 33 and 191. No further information was presented.

**NEW BUSINESS**

- 10) Status report – parcels under discussion
  - a) 2022-02
    - i) The Council discussed the suitability of this parcel for incorporation into the green space program. Mr. Pritchard, Mr. Shannon and Mr. Sayago had participated in a site

visit on June 3. A number of pros and cons were discussed. The members present felt that the parcel had potential as a natural park. The steps necessary to develop the land into a park included acquisition, removal of most trees and invasive shrubs, development of a park landscape plan and ongoing maintenance.

- ii) Based on the owner's conversation with Mr. Pritchard, we understand the owner is interested only in a fee simple sale to the Township or another purchaser.
- iii) The parcel was evaluated under the EAC's scoring evaluation system. The property scored 10, a low score.
- iv) Ms. Martin moved that the property not be brought into the Township Green Space program. Mr. Sayago seconded. The motion passed five votes to zero.
- v) Mr. Sacks moved that the opportunity to develop this property as a park be forwarded to the Recreation Committee. Mr. Shannon seconded. The motion passed five to zero.
- vi) The members present believed that the acquisition of similar, smaller parcels of land with potential use as natural parks is a valid undertaking for the EAC. This principal will be incorporated into the Green Space Operating Policy and Procedure.

b) Ms. Martin left the meeting at 7:45

c) The Council discussed 2022-03

- i) An appraisal of the value of an easement had been received and was discussed. The Council favored making an offer to the property owner in the amount of the easement appraisal. The appraisal contemplated an easement on 100% of the acreage but the Council recognized that the owner might be willing to set aside only a percentage of the total. The Council was unsure if prior approval by the Board of Supervisors was required and precisely what terms would be included in this approval.
- ii) It was decided that Mr. Sayago would seek guidance from the Township Manager and/or the Township Solicitor. Subsequently, Mr. Sayago discussed the questions with the Township Manager. She recommended that Mr. Sayago bring the question to the Board of Supervisors in an Executive Session at the next BOS meeting (6/15/22).

#### 11) ADJOURNMENT

- a) Motion to adjourn was made by Mr. Sayago, seconded by Mr. Shannon and approved by all members present. The meeting adjourned at 9:00 pm.

12) The next meeting is scheduled for June 20, 2022 at 6:30 p.m. at the Township building.

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.