

**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, 2023

REORGANIZATION MEETING – 7:00 pm

Call To Order by Temporary Chairman – Solicitor

Pledge of Allegiance

Election of Chairman for 2023 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. Township 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

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

- Kristin Mullen

Voting Delegate to the NAZCOG Comprehensive Plan Steering Committee

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B. Committee/Boards Appointments

Zoning Hearing Board - Term Expires 12/31/25

- Andrew Bohl

Planning Commission – Term Expires 12/31/26

- Jim Campana

Recreation Board - Term Expires 12/31/27

- Kristin Mullen

Environmental Advisory Council – Term Expires 12/31/25 (2 Positions)

- William Bartlett
- Brian Sayago

Environmental Advisory Council – Fill Remainder of Terms Expires 12/31/24 (2 Positions)

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Representative to the Nazareth Ambulance Board

- Mike Rinker

Representative to the Nazareth Borough Municipal Authority

- Brian DeMarco

Vacancy Board – 1 year appointment (1 Position)

- Tadd Williams
- Drew Sack

C. Professional Appointments

Township Solicitor and Fees

- Asteak Law Offices, Gary Asteak, \$205.00/hr - \$225.00/hour

Inspection Services and Fees

- Barry Isett & Associates according to the fee schedule

Alternate Zoning Officer and BCO

- Barry Isett & Associates according to the fee schedule if needed

Zoning Hearing Board Solicitor and Fees

- Peters, Moritz, Peischl, Zulick, Landes & Brienza, LLP
Steven N. Goudsouzian - \$165.00 per hour

Alternate Zoning Hearing Board Solicitor and Fees

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

Township Engineer and Fees (1 Position)

- Keystone Consulting Engineers
- Carroll Engineers
- Acela Architects & Engineers

Alternate Township Engineer and Fees (1 Position)

- Keystone Consulting Engineers
- Carroll Engineers
- Acela Architects & Engineers

State Sewage Enforcement Officer and Fee (1 Position)

- Keystone Consulting Engineers
- Carroll Engineers
- Acela Architects & Engineers

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

Compensation, as Included in the 2023 Adopted Budget

Increase for all non-uniform, non-exempt, part-time employees and part-time police personnel as included in the 2023 Adopted Budget

- Three percent (3%)

Township Manager

- \$96,179.20 salaried

FT Chief of Police

- \$107,182.40 salaried

FT Public Works Director

- \$85,571.20 salaried

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

Mileage Allowance – 2023 IRS rate: 65.5 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

Resolutions

Resolution No. 23-01 - Township Depositories
Resolution No. 23-02 – Police Pension Contribution
Resolution No. 23-03 - Township CPA for 2022 Audit
Resolution No. 23-04 - TCC Delegate and Alternate
Resolution No. 23-05 - Upper Nazareth Township Fee Schedule

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 – Conditional Use Hearing and Regular Minutes December 21, 2022
- Bills

SUPERVISORS COMMENTS

TOWNSHIP ENGINEER

TOWNSHIP SOLICITOR

ADMINISTRATION

- PSATS Conference Attendance
- Voting Delegate to the PSATs State Convention of Township Supervisors
- Appoint Maher -Duessel – 2022 Audit

PLANNING & ZONING

PUBLIC WORKS

MS4

- Workshop January 18, 2023, at 6:00 p.m.

RECREATION

EAC

- Draft Minutes from December 19, 2022, Meeting

PUBLIC SAFETY

POLICE DEPARTMENT

- Approval to advertise for a Full-Time Police Officer
- Approval for Conditional Offer of Employment for 1 Part-Time Officers

EMERGENCY MANAGEMENT

SAFETY COMMITTEE

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

UPCOMING MEETING DATES & EVENTS - Please see the website