

**REORGANIZATION & REGULAR MEETING MINUTES  
JANUARY 3, 2023  
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

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

Pledge of Allegiance

Board members present were, Robert Disbrow, Kristin Mullen, Mike Rinker, Brian Sayago, and Scott Sylvainus. Also present were Township Solicitor Steven Mills, Township Engineer, Michael Schallock, Township Manager, Lisa Klem, Police Chief, William Cope, Road Superintendent, Shawn Shupe, Zoning Officer, John Soloe, and Treasurer/ Recording Secretary, Deanne Werkheiser.

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

**Motion** was made by Brian Sayago, seconded by Kristin Mullen to nominate Scott Sylvainus as Chairman of the Board for 2023. There being no other nominations, Scott Sylvainus was elected Chairman by a vote of 3-2 with Michael Rinker and Robert Disbrow opposed. Motion approved. Robert stated this is due to Scott Sylvainus being Chair of the Planning Commission, he feels it is a conflict.

Scott Sylvainus assumed the position of Chairman.

**Motion** was made by Brian Sayago, seconded by Scott Sylvainus to nominate Kristin Mullen as Vice Chair of the Board for 2023. There being no other nominations, Kristin Mullen was elected Vice-Chairman by a vote of 5-0. Motion approved unanimously.

## **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 /Recording Secretary Planning Commission/Secretary Zoning Hearing Board

- Deanne Werkheiser

Emergency Management Coordinator

- Michael Rinker

Deputy Emergency Management Coordinator

- Robert Disbrow

PT Zoning Officer

- John Soloe

Delegate to Northampton County Association of Township Officials

- Lisa Klem
- Kim Mutarelli

Delegate to NAZCOG

- Kristin Mullen

Voting Delegate to NAZCOG Comprehensive Plan Steering Committee

- Scott Sylvainus

## **B. Volunteer 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 Expiring 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

**Motion** was made by Brian Sayago, seconded by Robert Disbrow to accept the 2023 appointments listed in A and B except for Vacancy Board. Motion approved unanimously.

Vacancy Board – One year appointment (1 position) Two letters of interest were received- Tadd Williams and Drew Sack

**Motion** was made by Brian Sayago to appoint Drew Sack to the Vacancy Board. No second received.

**Motion** made by Kristin Mullen, seconded by Robert Disbrow to appoint Tadd Williams to the Vacancy Board. Motion approved unanimously.

### **C. Professional Appointments**

Township Solicitor and Fees

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

Inspection Services and Fees

- Barry Isett & Associates according to the fee schedule

Alternate Zoning Officer and BCO

- Barry Isett & Associate according to fee schedule if needed

**Motion** was made by Michael Rinker, seconded by Kristin Mullen to accept the 2023 appointments listed in C. Motion approved unanimously.

Zoning Hearing Board Solicitor and Fees

- Peters, Moritz, Peischl, Freund, & Faul, LLC  
Steven N. Goudsouzian - \$165.00 per hour

**Motion** made by Kristin Mullen, seconded by Robert Disbrow to set the Zoning Hearing Board Solicitor salary at \$165.00 per hour. Motion approved unanimously.

Township Engineer and Fees (1 position) Three letters of interest were received- Keystone Consulting Engineers, Carroll Engineers, and Acela Architects & Engineers.

**Motion** made by Robert Disbrow, seconded by Kristin Mullen to appoint Keystone Consulting Engineers as Upper Nazareth Township Engineers. Motion approved unanimously.

Alternate Township Engineer and Fees (1 position) Three letters of interest were received- Keystone Consulting Engineers, Carroll Engineers, and Acela Architects & Engineers.

**Motion** made by Kristin Mullen, seconded by Robert Disbrow to appoint Carroll Engineers as Upper Nazareth Township Alternate Engineers. Motion approved unanimously.

State Sewage Enforcement Officer and Fees (1 position) Three letters of interest were received- Keystone Consulting Engineers, Carroll Engineers, and Acela Architects & Engineers.

**Motion** made by Michael Rinker, seconded by Robert Disbrow to appoint Keystone Consulting Engineers as Upper Nazareth Township State Sewage Enforcement Officer. Motion approved unanimously.

## COMPENSATION

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

**Motion** made by Kristin Mullen, seconded by Robert Disbrow to set the 2023 compensation for employees as included in the 2023 Adopted Budget and stated in the agenda. Motion approved unanimously.

## MILEAGE ALLOWANCE

**Motion** made by Michael Rinker, seconded by Robert Disbrow to set the mileage reimbursement rate for employee's using their own vehicles at the 2023 IRS rate of 65.5 cents per mile. Motion approved unanimously.

## SIGNATORY AUTHORIZATION

**Motion** made by Michael Rinker, seconded by Kristin Mullen to authorize two bank authorized signatures to sign Township checks Treasurer or Assistant Treasurer/Supervisors. Motion approved unanimously.

## OFFICIAL BONDS

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

**Motion** made by Kristin Mullen, seconded by Michael Rinker to approve the official bonds as stated in the agenda. Motion approved unanimously.

## **RESOLUTIONS**

**Motion** made by Michael Rinker, seconded by Kristin Mullen to adopt Resolution 23-01: Upper Nazareth Township Depositories. Motion approved unanimously.

**Motion** made by Robert Disbrow, seconded by Scott Sylvainus to adopt Resolution 23-02: Police Pension Contributions. Motion approved unanimously.

In accordance with Second Class Township Code Section 917(b) (2) Resolution 23-03 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 Michael Rinker, seconded by Kristin Mullen to adopt Resolution 23-03: Township Audit by CPA for 2022. Motion approved unanimously.

**Motion** made by Robert Disbrow, seconded by Kristi Mullen to adopt Resolution 23-04: TCC Delegate Brian Sayago and Alternate Deanne Werkheiser. Motion approved unanimously.

**Motion** made by Michael Rinker, seconded by Kristin Mullen to adopt Resolution 23-05: Township Fee Schedule for 2023. Motion approved unanimously.

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

**The regular business meeting of the Upper Nazareth Township Board of Supervisors was called to order at 7:17 PM.**

Board members present were, Robert Disbrow, Kristin Mullen, Mike Rinker, Brian Sayago, and Scott Sylvainus. Also present were Township Solicitor Steven Mills, Township Engineer, Michael Schallock, Township Manager, Lisa Klem, Police Chief, William Cope, Road Superintendent, Shawn Shupe, Zoning Officer, John Soloe, and Treasurer/ Recording Secretary, Deanne Werkheiser.

## **COURTESY OF THE FLOOR**

Nothing at this time.

## **APPROVALS**

**Motion** was made by Michael Rinker, seconded by Robert Disbrow to approve the agenda. Motion approved unanimously.

**Motion** was made by Kristin Mullen, seconded by Michael Rinker to approve the Conditional Use Hearing minutes and the regular meeting minutes of December 21, 2022. Motion approved unanimously.

**Motion** was made by Scott Sylvainus, seconded by Michael Rinker to approve payment of the bills. Motion approved unanimously.

## **SUPERVISORS COMMENTS**

Robert Disbrow thanked East Lawn Fire Company for hosting the employee Christmas party.

## **TOWNSHIP ENGINEER**

Michael Schallock stated he had nothing at this time.

## **TOWNSHIP SOLICITOR**

Steven Mills stated he had nothing at this time.

## **ADMINISTRATION**

Lisa Klem stated the PSATS Conference registration opening date is January 10, 2022. She asked who was interested in attending so that she could sign everyone up and make hotel accommodations, reservation for hotels can only be made after registration for the conference. Lisa Klem, Kristin Mullen, Robert Disbrow, Michael Rinker, Brian Sayago, Deanne Werkheiser, Shawn Shupe, William Cope are interested in attending for the entire conference. Scott Sylvainus stated he will only be able to attend on Monday so no room will be needed for him.

**Motion** was made by Robert Disbrow, seconded by Brian Sayago to approve for attendance of up to ten (10) for the 2023 PSATS Conference. Motion approved unanimously.

Brian Sayago stated he would like to be considered for the voting delegate at the 2023 PSATS Conference. A brief discussion ensued.

**Motion** was made by Scott Sylvainus, seconded by Kristin Mullen to appoint Brian Sayago as the voting delegate to the PSATS Convention. Motion approved unanimously.

**Motion** was made by Kristin Mullen, seconded by Michael Rinker to appoint Maher-Duessel to conduct the 2022 Township and Real Estate Audits. Motion approved unanimously.

Robert Disbrow asked when should auditors be switched? Lisa Klem responded when you are unhappy with them. A brief discussion ensued. Scott Sylvainus stated he would like to know the auditor's opinion on this.

## **PLANNING & ZONING**

Scott Sylvainus stated there was nothing at this time.

## **PUBLIC WORKS**

Shawn Shupe stated the Public Works Department would be picking up Christmas trees until the end of January.

Scott Sylvainus asked about the status of the 1<sup>st</sup> Street flooding committee. Shawn Shupe replied they have not had a meeting yet due to the Holidays. Lisa Klem will set up a meeting with the members- Sean Dooley, Shawn Shupe, and Brian Sayago.

## **MS4**

Michael Schallock stated the MS4 workshop will be held on January 18, 2023, at 6:00 PM.

Shawn Shupe stated out fall inspections will start next week.

## **RECREATION**

Kristin Mullen stated she had nothing at this time.

## **EAC**

Brian Sayago stated that the Board had copies of the draft minutes from the December 19, 2022, meeting. They are working on a mailing to two groups of residents.

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Chief William Cope stated that he had several items. He is seeking approval for conditional offer of employment for one part time officer.

**Motion** was made by Kristin Mullen, seconded by Michael Rinker to approve conditional offer of employment to one part time Police Officer. Motion approved unanimously.

Chief William Cope stated that he is seeking approval to advertise for a full time Police Officer. This will take some time to do background checks , etc. The position was budgeted for. A brief discussion ensued on schedules, full time versus part time, who will be part of the interview process, etc.

**Motion** was made by Michael Rinker, seconded by Scott Sylvainus to approve advertisement for a full time Police Officer. Motion approved unanimously.

### **EMERGENCY MANAGEMENT**

Michael Rinker stated he had nothing at this time.

### **SAFETY COMMITTEE**

Michael Rinker stated this will be scheduled shortly.

### **OLD BUSINESS**

Nothing at this time.

### **NEW BUSINESS**

Nothing at this time.

### **ADJOURNMENT**

**Motion** made by Robert Disbrow, seconded by Kristin Mullen to adjourn the meeting at 7:38 p.m. Motion approved unanimously.

Respectfully Submitted,

Deanne Werkheiser,  
Recording Secretary