

REGULAR MEETING MINUTES
JANUARY 18, 2023
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 PM by Chairman Scott Sylvainus.

Pledge of Allegiance

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

COURTESY OF THE FLOOR

Nancy Aaroe introduced herself. She is running for Judge of Northampton County Court of Common Pleas. She gave her background, attorney for 30 years, lifelong resident of Northampton County, raised her family here.

APPROVALS

Motion was made by Kristin Mullen, seconded by Michael Rinker to approve the agenda. Motion approved unanimously.

Gary Asteak would like to add the Scenic View agreement to the agenda.

Motion was made by Robert Disbrow, seconded by Brian Sayago to approve adding the Scenic View agreement to the agenda. Motion approved unanimously.

Motion was made by Kristin Mullen, seconded by Robert Disbrow to approve the minutes of the January 3, 2023, reorganization meeting and regular meeting. Motion approved unanimously.

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

Motion was made by Kristin Mullen, seconded by Robert Disbrow to approve the December 2022 Financial and Treasurer's Report. Motion approved unanimously.

PRESENTATION

Municipal Resiliency Planning Partnership Program. Rachel Hogan Carr, Executive Director of Nurture Nature Center, stated that NOAA grant funds were received for mitigation education. They worked with several municipalities on community resiliency. They have received more grant funding and are looking for participants in the next round. Palmer Township, Bushkill Township, Portland, Bath, and Nazareth have agreed to partner. We feel Upper Nazareth Township would be a good fit. Ten student interns will work on this program with the

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municipalities. They will do interviews in the spring. Data will be compiled over the summer. Tools and templates will be reviewed by the municipalities in the fall. The information will be used for planning and help with compliance. Next spring presentations to the residents will be done. Emergency preparedness kits will be handed out to residents. Nurture Nature will be the hub going forward. The next roundtable presentation will be on January 25, 2023. Multiple roundtables are being planned.

Motion was made by Michael Rinker, seconded by Scott Sylvainus to approve participation in the Municipal Resiliency Planning Partnership Program . Motion approved unanimously.

SUPERVISORS

Nothing at this time.

TOWNSHIP ENGINEER

Sean Dooley stated the Board had copies of his engineer's report.

Sean stated he reviewed the developer's security amounts that was discussed at the last meeting. Only one may need to be increased by 10% due to construction cost increases. Heritage Village Phase 5 and 6. This will be discussed more shortly.

Heritage Village Phase 3 and 4 letter of credit reduction #5 and enter 18-month maintenance period. Sean stated the inspection has been done. Punch list items need to be completed within the 18 months.

Motion was made by Michael Rinker, seconded by Robert Disbrow to approve MorningStar Heritage Village Phase 3 and 4 letter of credit reduction request #5 from \$319,302.41 to \$168,584.18 for the maintenance period, for a total reduction of \$150,718.23 and to approve entering into the 18-month maintenance period beginning January 18, 2023, and ending July 18, 2024. Motion approved unanimously.

Heritage Village Phase 5 and 6 letter of credit reduction and proposed security increase.

Motion was made by Michael Rinker, seconded by Kristin Mullen to approve MorningStar Heritage Village Phase 5 and 6 security increase of 10% of remaining amount after reduction. Motion approved unanimously.

Motion was made by Michael Rinker, seconded by Robert Disbrow to approve MorningStar Heritage Village Phase 5 and 6 letter of credit reduction request from \$1,841,798.81 to \$1,781,075.97 for a total reduction of \$60,722.84 per the January 10, 2023, letter from KCE regarding the reduction. Motion approved unanimously.

TOWNSHIP SOLICITOR

Gary Asteak stated that the agreement for Scenic View has an amendment for the approved street light reduction. This will be filed at the Court House.

Motion was made by Kristin Mullen, seconded by Robert Disbrow to approve the amended Scenic View agreement. Motion approved unanimously.

TOWNSHIP MANAGER/ ADMINISTRATION

Lisa Klem was not present. Report was given by Scott Sylvainus.
The 2022 4th quarter Nationwide Police Pension report is available for review.
The January 4, 2023, Auditors meeting minutes are in the Boards packets.

APPROVAL OF DEPARTMENT REPORTS

December 2022 Reports submitted from Fire, Police, Public Works, and Zoning.

Motion was made by Robert Disbrow, seconded by Kristin Mullen to approve the December 2022 Fire, Police, Public Works, and Zoning Reports. Motion approved unanimously.

PLANNING & ZONING

Scott Sylvainus stated that he had nothing at this time

PUBLIC WORKS

Shawn Shupe stated he had several items.

Shawn stated he is seeking approval for a memorandum of understanding for education. He would like to have this as a policy. Started due to changes to CDL licensing. We can no longer train in house. Must be done by third party. Greater expense now.

Motion was made by Michael Rinker, seconded by Robert Disbrow to approve the memorandum of understanding between Donald Seiple and Upper Nazareth Township for CDL training. Motion approved unanimously.

Shawn stated he is seeking approval to purchase two zero turn mowers from the Recreation Fund.

Motion was made by Robert Disbrow, seconded by Kristin Mullen to approve the purchase of two zero turn mowers from Whitehall Turf Equipment in the amount of \$24,798.00 from the Recreation Fund. Motion approved unanimously.

MS4

Sean Dooley stated the MS4 Workshop was held prior to the meeting.

RECREATION

Kristin Mullen stated they had a meeting last night. Dates have been set for events, Movie night in June, movie night and painting in August, Halloween event in October, and tree lighting in December. The dates have been sent to Kim Mutarelli.

John Soloe stated he received calls from residents when work started on the walking trail behind the Municipal Building. Residents are happy and gave positive feedback.

EAC

Nathan Pritchard stated that they had questions regarding the open application with property owner from June. Looking to see where it stands. He would like to have a member of the EAC be part of the negotiation team moving forward. The Chair would be the default unless there is a conflict. A brief discussion ensued on how negotiations are done. Gary Asteak stated the negotiation team follows what the Board authorizes. He agreed that sometimes it would be better to have a member on the team.

The Board agrees the negotiating team be the Township Manager, Solicitor, and Chair of the EAC, unless there is a conflict.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief William Cope stated that he had nothing at this time.

EMERGENCY MANAGEMENT

Michael Rinker stated that he had nothing at this time.

SAFETY COMMITTEE

Michael Rinker stated that he had nothing at this time.

FIRE DEPARTMENT

Chief Jeff Fassl stated he had nothing at this time.

OLD BUSINESS

Nothing currently.

NEW BUSINESS

Nothing currently.

ADJOURNMENT

Motion made by Robert Disbrow, seconded by Kristin Mullen to adjourn the meeting at 7:40 PM. Motion approved unanimously.

Respectfully Submitted,

Deanne Werkheiser,
Recording Secretary