

**REGULAR MEETING MINUTES**  
**JUNE 21, 2023**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Chairman Scott Sylvainus. The meeting was not live streamed due to connection issues.

Pledge of Allegiance

Board members present were, Robert Disbrow, Mike Rinker, Brian Sayago, and Scott Sylvainus. Also present were Township Solicitor Steve 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. Kristin Mullen was absent due to being unable to connect virtually.

**COURTESY OF THE FLOOR**

Resident Pamela Berlew, Bath Pike, thanked the Recreation Committee for the Movie in the Park. It was a fantastic event. Michael Rinker asked Pamela if the issue on Bath Pike has gotten any better. Pamela responded that she thinks it has.

George Polak distributed information to the Board of Supervisors.

**APPROVALS**

**Motion** was made by Robert Disbrow, seconded by Brian Sayago to approve the agenda amended to include a pay raise for Angela Strohl. Motion approved unanimously.

**Motion** was made by Michael Rinker, seconded by Robert Disbrow to approve the regular meeting minutes of June 7, 2023. Motion approved unanimously.

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

**Motion** was made by Scott Sylvainus, seconded by Brian Sayago to approve the May 2023 Financial and Treasurer's Report. Motion approved unanimously.

**SUPERVISORS COMMENTS**

Scott Sylvainus stated that an executive session was held prior to the meeting for personnel issues.

Robert Disbrow stated that he appreciates everyone on the staff who helped to make the Electronic Recycling event a success. Both trucks were full by 11:00 AM. Scott Sylvainus stated 18,730 pounds were collected.

06/21/2023

## **TOWNSHIP ENGINEER**

Michael Schallock stated that several items.

Michael Schallock stated he is seeking approval of Form M950-AA for PennDOT HOP applications. This is required every year.

**Motion** was made by Michael Rinker, seconded by Brian Sayago to approve Lisa Klem to sign M950-AA Form authorizing the Township Engineer to submit PennDOT HOP application. Motion approved unanimously.

Michael Schallock stated he is seeking approval for Lisa Klem to sign the Sycamore Park Joint Permit and NCCD Permit applications.

**Motion** was made by Brian Sayago, seconded by Michael Rinker to approve Lisa Klem to sign the Sycamore Park Joint Permit and NCCD Permit applications. Motion approved unanimously.

Michael Schallock stated he is seeking approval for Lisa Klem to sign the MetEd Project authorization.

**Motion** was made by Michael Rinker, seconded by Brian Sayago to approve Lisa Klem to sign the MetEd Project authorization. Motion approved unanimously.

The Board had copies of the Engineers report. Michael Schallock stated they are mostly the same items. They did receive a letter regarding the Eagles Landing Project NPDES close out. The MS4 Program Progress Report will be reviewed under MS4 section. Brian Sayago asked if it was regarding the Eagles Landing Basin? Michael Schallock replied Tuskes Park is part of Eagles Landing Basin/ NPDES plan. The plan was modified without letting anyone know. Reinspection may need to be done due to changes in design. It is not their basin, cannot make changes to it. We are speaking to their engineer. Scott Sylvainus asked if road work has started for the Tadmor II project. Michael responded yes, they just started. Main work will be done next month. Scott asked if they got the HOP. Michael replied he is not sure where it stands.

## **TOWNSHIP SOLICITOR**

Attorney Steve Mills stated that Resolution No. 23-08 Streetlights at Carriage Hill Estates, formerly Scenic View Estates III, is before the Board for approval.

**Motion** was made by Michael Rinker, seconded by Robert Disbrow to approve Resolution No. 23-08, Streetlights at Carriage Hill Estates, formerly Scenic View Estates III. Motion approved unanimously.

Attorney Steve Mills stated that the settlement of the open space property has been completed.

## **ADMINISTRATION**

Lisa Klem stated that she is requesting an increase in pay for Angela Strohl to \$24.00 from \$22.00. Just has received her BCO certification and is doing an excellent job.

**Motion** was made by Robert Disbrow, seconded by Brian Sayago to approve a pay increase to \$24.00 for Angela Strohl. Motion approved unanimously.

Brian Sayago stated he had a question about an item in her Manager's Report regarding QuickBooks upgrade. Lisa replied we are currently using the 2018 version which is no longer supported. QuickBooks is now an annual subscription. Our cost would be approximately \$2,800.00. Outsourcing our payroll cost approximately \$3,400.00. If we did payroll in house, the annual cost for QuickBooks would be covered by the savings. We were waiting until the computer upgrades were completed before bringing this to the Board. Deanne has done payroll through QuickBooks. Deanne explained the current payroll process which takes several days. There could be cost and time saving doing the payroll through QuickBooks. A brief discussion ensued.

## **APPROVAL OF DEPARTMENT REPORTS**

May 2023 Reports submitted from Fire, Police, Public Works, and Zoning. The Police report was for April and May 2023.

**Motion** was made by Michael Rinker, seconded by Robert Disbrow to approve the May 2023 Fire, Police Public Works, and Zoning Reports. Motion approved unanimously.

## **PLANNING & ZONING**

Scott Sylvainus stated the Board had copies of the draft minutes from the June 8, 2023, meeting. There is also a report on the Zoning Ordinance update. He stated they will be reviewing section four tomorrow night. Brian Sayago stated he has been attending the meetings and there were a lot of questions regarding definitions. He feels EPD should be doing more. Scott responded that these are our definitions. We need them to be the way we want them, not have someone else do them. Brian replied that we should be relying on them to put us in the right direction. A brief discussion of definitions ensued. Brian suggested authorizing more money for the upgrades since we are at 85% of our budget for this project. Robert Disbrow asked for the Planning Commissions opinion. Scott responded that is why the Planning Commission is doing the review the way we currently are. Lisa Klem stated there is \$8,017.00 left in the contract. Their initial surveys took time and were more of the cost. The majority was spent in 2022. Cost has gone down in 2023. Scott stated that he does not think we are at the point of adjusting the budget for the project.

## **PUBLIC WORKS**

Shawn Shupe stated he had nothing.

Scott Sylvainus stated that there is a sinkhole just east of the township on Tatamy Road going towards Tatamy.

## **MS4**

Michael Schallock reviewed the MS4 program progress. The annual report will be ready for review at the August 2, 2023, meeting. The first PRP project has been completed. There are three remaining projects. The preliminary designs are completed. We are waiting to hear if the grant will be awarded. Basins are being cleaned out. Small requirements are being completed and ready for the report. The list of possible pathogens is being put together for the report. Brian Sayago asked for examples. Michael responded septic fields and farm fields. Brian asked if the ordinance draft will be ready August 2, 2023. Michael replied they are still working on the ordinance. It is not due until 2025.

## **RECREATION**

Scott Sylvainus stated the Board had copies of the draft minutes from the May 16, 2023, meeting. The Movie in the Park event was held on June 17, 2023, due to the weather. It was a success. \$250.00 was raised at the painting in the park fund raiser. The next Movie in the Park event will be on August 26, 2023.

## **EAC**

Brian Sayago stated they discussed the agreement of sale for the Open Space property. The Board had copies of the draft minutes from the May 15, 2023, meeting. Scott asked about the EAC assisting with MS4 education and public engagement. Brief discussion ensued. EAC will lead, Recreation will assist.

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Chief William Cope stated he had nothing.

### **EMERGENCY MANAGEMENT**

Michael Rinker stated he and Lisa Klem are working on the Hazard Mitigation Plan. Pamela Berlew asked about the Fireworks ban. Michael replied no one got back to him regarding this. It will be raining for the next five days so should not be an issue.

### **SAFETY COMMITTEE**

Michael Rinker stated he had nothing at this time.

### **FIRE DEPARTMENT**

Jeff Fassl was not present.

**OLD BUSINESS**

Nothing at this time.

**NEW BUSINESS**

Nothing at this time.

**ADJOURNMENT**

**Motion** made by Robert Disbrow, seconded by Michael Rinker to adjourn the meeting at 7:50 p.m. Motion approved unanimously.

Respectfully Submitted,

Deanne Werkheiser,  
Recording Secretary