

REGULAR MEETING MINUTES
JULY 19, 2023
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:00 p.m. by Chairman Scott Sylvainus. The meeting was live streamed for anyone wishing to hear.

Pledge of Allegiance

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

COURTESY OF THE FLOOR

Resident William Bartlett, 4th Street, asked if the model warehouse ordinance from PennFuture is being reviewed? Scott Sylvainus responded the Planning Commission received it and will review it.

Resident David Beaumont, Tatamy Road, stated they had severe flooding this past weekend. The situation has been getting worse. Water flows down Mt. Vernon Street to Tatamy Road. That water ends up in his yard and basement. There is no stormwater management in that area. He is concerned for his home which was built in the 1800's. The water cannot get across the road. It is affecting many in our area. It is getting harder to clean up. He is thankful for the help from the Fire Company. Where do we go from here? Scott responded we are working on options for remedying this issue. Sean Dooley replied we are currently looking at key points along this area. It is going to take some time, but we are working on this.

Resident Becky Bartlett, 4th Street, stated there is lots of broken glass on the streets. Is any else aware of this. Should we just clean it up? Shawn Shupe will look into this issue.

APPROVALS

Motion was made by Kristin Mullen, seconded by Brian Sayago to approve the agenda. Motion approved unanimously.

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve the regular meeting minutes of June 21, 2023, with a grammatical correction. Motion approved unanimously.

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

Motion was made by Kristin Mullen, seconded by Brian Sayago to approve the June 2023 Financial and Treasurer's Report. Motion approved unanimously.

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SUPERVISORS COMMENTS

Brian Sayago stated that he had been contacted by Heidelberg about working with the municipalities more. They are forming an advisory board. He and Nathan Pritchard will be on the board. They are looking for people to be in a video they are making. Would like to participate in Community Days, and they are planning an open house.

TOWNSHIP ENGINEER

Sean Dooley stated that he had several items.

Sean Dooley stated the board has copies of the proposed traffic study for Knauss Road and SR 956. He has met with both Township Managers. He has not heard back for Bushkill Township. Sean stated the board can take their time to look it over. Does not need to be approved this evening. He briefly reviewed the study points and key issues. The study would be done in stages. We are looking for long term solutions. Traffic counts, speed studies, Penn DOT studies, data collection, etc. will be compiled. Upper Nazareth Township and Bushkill Township will split the cost. Brian Sayago asked why this came up now, has been an issue for a while. Sean responded the accident where the car went into the house and injured a resident. Brian replied he thought the owner of the home was spoken to about purchasing the property. Sean replied the residents are long time renters. The owner does not want to disrupt them at this time. Gary Asteak replied he will be speaking to the owner again after Labor Day. Sight issues are being looked at, the rebuild may have caused other issues. Brian stated there are other issues in our township that needs to be addressed with a traffic study- Schoeneck Ave., West Biel, Werner Road, Christian Springs. Should Knauss Road be our top priority? Is it the right time if the owner will not sell? Gary replied this is the first step before appraisals, costs, condemnation, etc. Gives us what is needed to make it safer. This is an intermunicipal collaboration. Kristin Mullen suggested the Board review and put it on the agenda for next month.

The Board had copies of the Engineers report. Sean Dooley briefly reviewed the report. Scott Sylvainus asked about the Eagles Landing basin. Sean stated the NPDES issues and notice of termination not issued. DEP is dealing with the builder. We need to watch this. We may need to reestablish an escrow account. The builder is changing the basin per DEP, the plan was modified. Lisa Klem responded that it was her understanding that the Township had taken possession of the basins. Sean replied yes, but the builder is being required to do more work. [The basin in question is in Tuskes Park.]

TOWNSHIP SOLICITOR

Attorney Gary Asteak briefly explained the Burning Ordinance. Ordinance 191 would amend Chapter 7, Part 1 Open Fires and Burning of the Code of Ordinances. This would only allow recreational burning. The ordinance was suggested and recommended by the Fire Company.

Motion was made by Kristin Mullen, seconded by Brian Sayago to adopt Ordinance 191 amending the Code of Ordinances Chapter 7, Part 1 Open Fires and Burning. Motion approved unanimously.

Attorney Gary Asteak stated that the Board has copies of the Improvements Agreement between Upper Nazareth Township and NP Gun Club Building LLC. It itemizes required improvements and sets the letter of credit at \$8,033,586.01. Lisa Klem announced that the Recreation Fees have been received for this project for \$800,000.00 +.

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve the Land Development Improvements Agreement between Upper Nazareth Township and NP Gun Club Building LLC. Motion approved unanimously.

Attorney Gary Asteak stated that the Board has copies of the Stormwater Operation and Maintenance Agreement between Upper Nazareth Township and NP Gun Club Building LLC. It obligates the developer to maintain the stormwater operations.

Motion was made by Kristin Mullen, seconded by Brian Sayago to approve the Stormwater Operation and Maintenance Agreement between Upper Nazareth Township and NP Gun Club Building LLC. Motion approved unanimously.

ADMINISTRATION

Manager Lisa Klem stated that she is requesting approval to purchase QuickBooks subscription for three users at \$2,563.61. QuickBooks has gone to yearly subscriptions. We received a discounted rate for this year. A brief discussion ensued over the need and uses provided by QuickBooks.

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve the purchase of a one year subscription to QuickBooks in the amount of \$2,563.61. Motion approved unanimously.

Manager Lisa Klem stated that the 2023 second quarter Nationwide Police Pension Report is available for review.

Lisa stated she has not heard about the grant for Stormwater. It may be on that Boards September agenda for approval.

Lisa stated she has started working on the 2024 Budget. She will have a pencil copy ready for the end of September.

Lisa stated that we have been working hard on the new website. We are very excited about it. We will be going live tomorrow, July 20, 2023. Lisa displayed the new website and explained the different features and sections. The website is ADA compliant.

APPROVAL OF DEPARTMENT REPORTS

June 2023 Reports submitted from Fire, Public Works, and Zoning.
No Police reports were submitted for review.

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve the June 2023 Fire, Public Works, and Zoning Reports. Motion approved unanimously.

PLANNING & ZONING

Scott Sylvainus stated the Board had copies of the draft minutes from the June 22, 2023, meeting.

PUBLIC WORKS

Shawn Shupe stated he has a CoStars quote from Moser Roofing Solutions in the amount of \$34,600.00 for the roof at Friedenstahl garage. This was budgeted for. The cost to have the metal roof redone in the traditional manner would be \$100,000.00. This option is a hard rubberized membrane that is fitted and laid over the existing roof. It has a twenty year warrantee. He recommends going this way. Scott asked if it would affect daily operations. Shawn responded no. The work could be done by fall.

Motion was made by Kristin Mullen, seconded by Brian Sayago to approve the CoStars quote from Moser Roofing Solutions in the amount of \$34,600.00 for the roof at Friedenstahl garage. Motion approved unanimously.

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Brief discussion during engineer's report.

RECREATION

Kristin Mullen requested approval to change the date for Painting in the Park to August 27, 2023.

Motion was made by Scott Sylvainus, seconded by Brian Sayago to approve the date change for Painting in the Park from August 26, 2023, to August 27, 2023. Motion approved unanimously.

Scott Sylvainus stated the Board had copies of the draft minutes from the June 20, 2023, meeting. There was a meeting last night. Discussed a summer park program for next year for children ages seven to fourteen years old. A survey has been posted online for which movie people would like for the August 26, 2023, Movie in the park.

EAC

Nathan Pritchard stated that he had nothing to report at this time. He has been working with Shawn Shupe regarding mowing of the newly purchased property. They are working with

local experts on a plan for the property. Nathan stated he will be attending the Heidelberg group strictly as a citizen.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief William Cope stated that Officer Zach Dugan has satisfied his one year probationary period. He is requesting approval of his retention as a permanent full-time police officer effective retroactive to July 1, 2023.

Motion was made by Kristin Mullen, seconded by Brian Sayago to approve Zach Dugan status as permanent full-time Police Officer effective retroactive to July 1, 2023. Motion approved unanimously.

EMERGENCY MANAGEMENT

Michael Rinker was not present.

SAFETY COMMITTEE

Michael Rinker was not present.

FIRE DEPARTMENT

Jeff Fassl was not present.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion made by Kristin Mullen, seconded by Brian Sayago to adjourn the meeting at 8:02 p.m. Motion approved unanimously.

Respectfully Submitted,

Deanne Werkheiser,
Recording Secretary

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