

**REGULAR MEETING MINUTES  
SEPTEMBER 6, 2023  
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:15 p.m. by Chairman Scott Sylvainus. The meeting was live streamed for anyone wishing to hear.

Pledge of Allegiance

Board members present were, Robert Disbrow, 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. Michael Rinker was absent.

**COURTESY OF THE FLOOR**

Resident Ron Weidner, 1<sup>st</sup> and Friedenstahl, stated that he has lived here 39 years. He has seen it all regarding flooding. There are two drains in the area. The second one was installed when Farmview went in. He has not seen anything done to help the situation. Ron stated the Township can pay him fair market value for his house and make it a detention pond. Scott responded that we are looking into options on how to remedy the situation. It will be very costly, \$2,000,000.00. Ron replied he is not allowed to put in a curb. He has put in a berm, but water is going around it. After 40 years he is at his wits end. How can he sell his home with these issues?

Resident Beverly Weidner, 1<sup>st</sup> and Friedenstahl, asked what the protocol is for closing a street when flooded. Shawn Shupe responded that the Police are to be called and they can decide to close the road. During a major event 911 will call out who is needed. We could be spread all over the municipality handling issues. Beverly stated they have vehicles coming through the flooding at high rates of speed like it is a game.

Resident Bill Bartlett, 4<sup>th</sup> Street, asked if there was an update on the options for these issues. Sean Dooley replied he is working on a meeting with the quarry. That is the first step. He briefly reviewed the project. Any easy solution would have been done already.

**APPROVALS**

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

**Motion** was made by Kristin Mullen, seconded by Scott Sylvainus to approve the regular meeting minutes of August 16, 2023. Motion approved. Robert Disbrow abstained.

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

**SUPERVISORS COMMENTS**

Scott Sylvainus announced that an Executive Session was held prior to the meeting regarding real estate.

09/06/2023

## **TOWNSHIP ENGINEER**

Sean Dooley stated he had nothing at this time.

## **TOWNSHIP SOLICITOR**

Gary Asteak stated he had nothing at this time.

## **ADMINISTRATION**

Manager Lisa Klem stated that she is requesting adoption of Resolution No. 23-10. This is for the Northampton County Local Share Account Grant. She will be applying for Police body and car cameras.

**Motion** was made by Kristin Mullen, seconded by Robert Disbrow to adopt Resolution No. 23-10 Northampton County Local Share Account- Authorizing Lisa Klem to execute all documents and agreements. Motion approved unanimously.

Lisa Klem stated that she is requesting adoption of Resolution No. 23-11. This is for the Disposition of records. Brief discussion ensued of items to be destroyed ensued.

**Motion** was made by Robert Disbrow, seconded by Kristin Mullen to adopt Resolution No. 23-11 the disposition of records per attached documentation. Motion approved unanimously.

Lisa Klem stated that she is requesting adoption of Resolution No. 23-12. This is for the Monroe County Local Share Account Grant. She will be applying for a new Police vehicle.

**Motion** was made by Robert Disbrow, seconded by Kristin Mullen to adopt Resolution No. 23-12 Monroe County Local Share Account- Authorizing Lisa Klem to execute all documents and agreements. Motion approved unanimously.

Lisa Klem reviewed the 2024 Police Pension MMO- Minimum Municipal Obligation.

**Motion** was made by Kristin Mullen, seconded by Scott Sylvainus to approve the 2024 Police Pension MMO for \$192,204.00. Motion approved unanimously.

Lisa Klem reviewed the 2024 Non-uniform Pension MMO- Minimum Municipal Obligation.

**Motion** was made by Robert Disbrow, seconded by Brian Sayago to approve the 2024 Non-uniform Pension MMO for \$30,535.00. Motion approved unanimously.

Lisa Klem stated that the 2022 Non-uniform Pension reports from PMRS are available for review.

Lisa Klem stated that the Fire Department will be seeking a Statewide Local Share Account grant that just opened up. She will be meeting with the Chief Fassel in the near future. Shawn Shupe is also getting building quotes for this grant.

## **PLANNING & ZONING**

Scott Sylvainus stated that the Board has copies of the draft meeting minutes from August 10, 2023.

## **PUBLIC WORKS**

Shawn Shupe stated that he had nothing at this time.

## **MS4**

Sean Dooley stated that comments on the draft of the annual report are due to him by tomorrow. If there are none it will be submitted. The report is due by the end of the month.

As part of the MS4 program a Stream Clean Up Program has been put together. The EAC would run an event at the end of October at Creekside. Nate Pritchard stated the EAC would run the event and advertise it. He is seeking guidance as to what we should supply. Sean Dooley gave a list of items including reflective vests, which Keystone Consulting Engineers will supply, gloves, bags, garbage pickup, etc. Lisa Klem stated she received a quote of \$300.00 for volunteer accident insurance policy. Robert Disbrow stated this would make sense to have for all events. This will be placed on the next agenda for approval.

**Motion** was made by Kristin Mullen, seconded by Robert Disbrow to approve the Stream Clean Up Program. Motion approved unanimously.

## **RECREATION**

Lisa Klem stated that the cost approved at the last meeting to install the fence at Leibert Field was incorrect. The COSTARS quotes are \$16,590.00 without gates and \$19,195.00 with two double swing gates. Scott Sylvainus stated that the gates seem like an inconvenience. Lisa Klem replied that her concern was time spent by Police opening the gate for emergency calls. Brief discussion ensued.

**Motion** was made by Scott Sylvainus, seconded by Robert Disbrow to approve the Costars quote of \$16,590.00 from Anchor Fence for a fence with no gates at Leibert Field. Motion approved 3 to 1. Brian Sayago opposed.

Kristin Mullen stated that she saw the Fitness Court at Kutztown University. They have the half court with benches around it. They had partnerships with St Lukes Hospital and several other businesses. Kristin showed pictures of the Fitness Court. She stated that she and Lisa spoke with the company about various options. We would suggest the full court. The cost would be \$235,000.00 to \$255,000.00. We could save money by having the concrete donated, partnering with other businesses, and we can apply for a grant of \$30,000.00 through the

09/06/2023

company. Lisa Klem stated that the field is being used every day since the walking path was put in. This would add more to this end of the Township.

**Motion** was made by Robert Disbrow, seconded by Scott Sylvainus to approve applying for the Fitness Court Grant. Motion approved unanimously.

Kristin Mullen stated they are seeking approval for A Trunk or Treat event at Tuskes Park. They would like to partner with the group that has already been doing it but open it up to the entire Municipality. The date would be October 28, 2023, at 3:00 pm. She will have more details on this.

**Motion** was made by Robert Disbrow, seconded by Brian Sayago to approve a Trunk or Treat event at Tuskes Park. Motion approved unanimously.

The Board has copies of the draft meeting minutes from August 15, 2023.

## **EAC**

Nate Pritchard stated they are seeking approval for an appraisal from the Open Space Preservation Fund for application #2023-02. Robert Disbrow suggested tabling this until we have a full Board present.

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Chief William Cope stated he is seeking approval for conditional offer of employment for one (1) part-time officer. They will be losing two (2) part-time officers in mid-January. He would like to start now to fill the position.

**Motion** was made by Kristin Mullen, seconded by Brian Sayago to approve conditional offer of employment to one (1) part-time officer. Motion approved unanimously.

### **EMERGENCY MANAGEMENT**

Robert Disbrow stated the past few weeks have been busy with Gracedale calls.

### **SAFETY COMMITTEE**

Lisa Klem stated there was nothing at this time.

### **FIRE DEPARTMENT**

No one was present from the Fire Department.

## **OLD BUSINESS**

Nothing at this time.

## **NEW BUSINESS**

Kristin Mullen reminded everyone about Community Days at Tuskes Park, this Thursday, Friday, and Saturday, September 7<sup>th</sup> through the 9<sup>th</sup>.

## **ADJOURNMENT**

**Motion** made by Robert Disbrow, seconded by Kristin Mullen to adjourn the meeting at 8:05 p.m. Motion approved unanimously.

Respectfully Submitted,

Deanne Werkheiser,  
Recording Secretary