

**REORGANIZATION & REGULAR MEETING MINUTES
JANUARY 3, 2022
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

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

Pledge of Allegiance

Board members present were: Mike Rinker, Robert Disbrow, Scott Sylvainus, Kristin Mullen and Brian Sayago. Also present were Township Solicitor, Gary Asteak, Township Manager, Lisa Klem, and Treasurer, Betty Parrish. Township Engineer, Sean Dooley, participated virtually.

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

Motion was made by Mr. Sayago to nominate Mr. Sylvainus as Chairman of the Board for 2022 and seconded by Ms. Mullen. There being no other nominations, Mr. Sylvainus was elected Chairman by a vote of 3-2 with Mr. Rinker and Mr. Disbrow opposed.

Mr. Sylvainus assumed the position of Chairman.

Motion was made by Mr. Sayago to nominate Ms. Mullen as Vice Chair of the Board for 2022 and seconded by Mr. Sylvainus. There being no other nominations, Ms. Mullen was elected Vice-Chairman by a vote of 4-1 with Mr. Rinker opposed.

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 Planning Commission/Secretary Zoning Hearing Board

- Deanne Werkheiser

Township Solicitor and Fees

- Asteak Law Offices, Gary Asteak, \$195.00/hr - \$210.00/hour

Zoning Hearing Board Solicitor and Fees

- King, Spry, Herman, Freund & Faul, LLC
- Michael A. Gaul, Esquire - \$165.00 per hour

Inspection Services and Fees

- Barry Isett & Associates according to the fee schedule

Alternate Zoning Officer and BCO

- Barry Isett & Associates \$65.00 per hour if needed

Emergency Management Coordinator

- Mike Rinker

Deputy Emergency Management Coordinator

- Rob Disbrow

PT Zoning Officer

- John Soloe

Delegate to Northampton County Association of Township Officials

- Lisa Klem
- Kim Mutarelli

Motion made by Mr. Disbrow and seconded by Ms. Mullen to accept the 2022 Professional Appointments listed in A on the agenda. Motion carried by all voting aye. (5-0)

Delegate NAZCOG

Motion made by Mr. Sylvainus and seconded by Mr. Sayago appoint Kristin Mullen as the delegate to NAZCOG. Motion carried by all voting aye. (5-0)

Voting Delegate to the NAZCOG Comprehensive Plan Steering Committee

Motion made by Mr. Sayago and seconded by Ms. Mullen to appoint Scott Sylvainus as the voting delegate to NAZCOG Comprehensive Plan Steering Committee. Motion carried by all voting aye. (5-0)

B. Volunteer Appointments

Zoning Hearing Board - Term Expires 12/31/24

- Keith Haverstock

Recreation Board - Term Expires 12/31/26

- Scott Sylvainus

Environmental Advisory Council – Term Expires 12/31/24

- Michelle Martin

Representative to the Nazareth Ambulance Board

- Mike Rinker

Representative to the Nazareth Borough Municipal Authority

- Jack Gum

Motion made by Ms. Mullen and seconded by Mr. Disbrow to accept the 2022 Volunteer Appointments listed in B of the agenda. Motion carried by all voting aye. (5-0)

C. Professional Appointments

Motion made by Mr. Disbrow and seconded by Ms. Mullen to approve Keystone Consulting Engineers as Upper Nazareth Township Engineers. Motion carried by all voting aye. (5-0)

Motion made by Mr. Disbrow and seconded by Ms. Mullen to approve Keystone Consulting Engineers as Upper Nazareth Township State Sewage Enforcement Officer. Motion carried by all voting aye. (5-0)

D. Volunteer Appointments

Motion made by Mr. Sayago and seconded by Ms. Mullen to appoint Mr. Sylvainus as the Upper Nazareth Township Representative to the Memorial Library of Nazareth Finance Committee. Motion carried by all voting aye. (5-0)

Motion made by Ms. Mullen and seconded by Mr. Sylvainus to appoint Terri Sayago as the Upper Nazareth Township Representative to the Memorial Library of Nazareth Board for a term of three years expiring on 12/31/2024. Motion carried by all voting aye. (5-0)

Discussion took place regarding appointment to the Vacancy Board. Mr. Sayago requested having Mr. Christopher Dudinyak come to the next meeting to meet with the Board.

Motion made by Mr. Sayago and seconded by Mr. Sylvainus to defer appointment to Vacancy Board until January 19, 2022, Board of Supervisors meeting. Motion carried all voting aye. (5-0)

COMPENSATION

Township Manager

- \$93,360.00 salaried (set by contract)

FT Chief of Police

- \$104,064.00 salaried

FT Public Works Director

- \$83,068.00 salaried

Township Treasurer

- \$26.00 per hour

Township Secretary

- \$26.00 per hour

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

Increase for all non-uniform, non-exempt, part-time employees and part-time police personnel as included in the 2022 Adopted Budget

- Three percent (3%)

Motion made by Mr. Rinker and seconded by Mr. Disbrow to set the 2022 compensation for employees as included in the 2022 Adopted Budget and stated in the agenda. Motion carried all voting aye. (5-0)

MILEAGE ALLOWANCE

Motion made by Ms. Mullen and seconded by Mr. Disbrow to set the mileage reimbursement rate for employee's using their own vehicles at the current IRS rate of 58.5 cents per mile. Motion carried by all voting aye. (5-0)

SIGNATORY AUTHORIZATION

Motion made by Mr. Rinker and seconded by Mr. Disbrow to authorize two bank authorized signatures to sign Township checks Treasurer or Assistant Treasurer/Supervisors. Motion carried by all voting aye. (5-0)

OFFICIAL BONDS

Manager - \$170,000.00
Secretary - \$100,000.00
Treasurer - \$250,000.00
RE Tax Collector - \$500,000.00
Police Secretary - \$25,000.00

Motion made by Ms. Mullen and seconded by Mr. Disbrow to approve the official bonds as stated in the agenda. Motion carried by all voting aye. (5-0)

RESOLUTIONS

Motion was made by Mr. Sayago for the Board of Supervisors adopt a procedure by having resolutions introduced at a Board Meeting, which resolutions would be published on the Township website as soon as practical. Published resolutions would then be placed on the agenda of the next Board Meeting and taken up at that meeting. Unless necessitated by an unexpected emergency, no resolution would be voted on unless it had been available for public

review for at least seven days. Attorney Asteak stated, as mandated by 2nd Class Township Code, Resolution No. 22-03 appointing an independent CPA to perform the Township audit was duly advertised and posted. Ms. Mullen suggested we proceed with approving the Resolutions on the agenda, as these are necessary for conducting normal business. Discussion proceeded on this topic with the suggestion of moving this discussion to the regular meeting following the Re-Organization meeting. Mr. Sayago withdrew his motion.

Motion made by Ms. Mullen and seconded by Mr. Rinker to adopt Resolution 22-01: Upper Nazareth Township Depositories. Motion carried by a vote of 4-1 with Mr. Sayago opposed.

Motion made by Mr. Disbrow and seconded by Mr. Rinker to adopt Resolution 22-02: Police Pension Contributions. Motion carried by a vote of 4-1 with Mr. Sayago opposed.

In accordance with Second Class Township Code Section 917(b) (2) Resolution 22-03 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 Ms. Mullen and seconded by Mr. Disbrow to adopt Resolution 22-03: Township Audit by CPA for 2021. Motion carried by all voting aye. (5-0)

Motion made by Ms. Mullen and seconded by Mr. Disbrow to adopt Resolution 22-04: TCC Delegate and Alternate. Motion carried by a vote of 4-1 with Mr. Sayago opposed.

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

Attorney Asteak congratulated Mrs. Parrish on her impending retirement and thanked her for her service to the Board of Supervisors and the Township. Attorney Asteak thanked Mr. Rinker and welcomed Mr. Sayago. Attorney Asteak left the meeting at this time.

The regular business meeting of the Upper Nazareth Township Board of Supervisors was called to order at 7:25 p.m.

COURTESY OF THE FLOOR

Township resident Mrs. Joanne Messenlehner congratulated Brian Sayago on his being elected to the Board of Supervisors. Mrs. Messenlehner commented on Gracedale Nursing Home and its historic value to the community.

APPROVALS

Mr. Sylvainus revise the agenda to add Discussion of Resolution handling under Supervisors' Comments.

Motion was made by Mr. Sayago and seconded Ms. Mullen by to approve the revised agenda. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Rinker and seconded by Mr. Disbrow to approve the minutes of the December 15, 2021, meeting. Motion carried by a vote of 4-0 with Mr. Sayago abstaining as he was not a Supervisor for the December 15, 2021, meeting.

Motion was made by Ms. Mullen and seconded by Mr. Disbrow to approve payment of the bills. Motion carried by all voting aye. (5-0)

SUPERVISORS COMMENTS

Mr. Sayago requested the Board of Supervisors adopt a procedure by having resolutions introduced at a Board Meeting, which resolutions would be published on the Township website as soon as practical. Published resolutions would then be placed on the agenda of the next Board Meeting and taken up at that meeting. Unless necessitated by an unexpected emergency, no resolution would be voted on unless it had been available for public review for at least seven days. Ms. Mullen stated this procedure is a hardship and places an undue burden on the staff. Hearing no second, the motion died on the floor.

Ms. Mullen suggested placing the resolutions on the website with the agenda, three days prior to the BOS meeting. Mrs. Klem was adamant that the resolutions must be visibly marked with DRAFT. Mr. Sylvainus suggested making this a policy moving forward.

Ms. Mullen requested adding the EAC to the agenda in the future.

TOWNSHIP ENGINEER

Mr. Dooley said he had nothing at this time. Mr. Dooley thanked the Board for appointing Keystone Consulting Engineers as the Township Engineer for 2022. Mr. Dooley extended his thanks to Mrs. Parrish and wished her well on her upcoming retirement.

TOWNSHIP SOLICITOR

Nothing at this time.

ADMINISTRATION

Mrs. Klem mentioned the PSATS Conference registration opening date of January 11, 2022, requesting anyone interested in attending to please let her know so that hotel accommodations could be made, as reservation for hotels can only be made after registration for the conference. Mrs. Klem, Ms. Mullen, Mr. Disbrow, Mr. Sayago, Ms. Werkheiser, Mr. Shupe and Officer Cope are interested in attending.

Motion was made by Ms. Mullen and seconded by Mr. Rinker to approve attendance of those mentioned at the 2022 PSATS Conference. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Rinker and seconded by Ms. Mullen to appoint Mrs. Klem as the voting delegate to the PSATS Convention. Motion carried by all voting aye. (5-0)

Motion was made by Mr. Disbrow and seconded by Ms. Mullen to appoint Maher-Duessel to conduct the 2021 Township and Real Estate Audits. Motion carried by all voting aye. (5-0)

Motion was made by Ms. Mullen and seconded by Mr. Sylvainus to reluctantly accept the retirement letter of Betty Parrish. Motion carried with a vote of 4-1 with Mr. Disbrow opposed.

PLANNING & ZONING

Nothing at this time.

PUBLIC WORKS

Mr. Shupe requested approval the full-time conditional offer of employment to Mr. Donald Seiple at the rate of \$22.02 per hour.

Motion was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the full-time conditional offer of employment to Mr. Donald Seiple at \$22.02 per hour. Motion carried by all voting aye. (5-0)

Mr. Shupe stated the Public Works Department is in the process of picking up Christmas trees.

MS4

Mr. Shupe informed the Board the of a surprise spill containment he would be conducting for his staff at the Daniels garage.

Mr. Shupe reported the Public Works Department would be starting to work on the Farmview retention pond. On Wednesday, January 5, 2022, weather permitting, Public Works will begin to remove the humps near the headwall and outfall areas to return the retention basin to the condition it was in 10 years ago.

Mrs. Klem informed the Board that MS4 workshops will be scheduled for several upcoming meetings.

RECREATION

Nothing at this time.

PUBLIC SAFETY

POLICE DEPARTMENT

Nothing at this time.

EMERGENCY MANAGEMENT

Nothing at this time.

SAFETY COMMITTEE

Mrs. Klem will be announcing dates in the future.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion made by Mr. Disbrow and seconded by Mr. Rinker to adjourn the meeting at 7:58 p.m. Motion carried by all voting aye. (5-0)

Respectfully Submitted,

*Betty Parrish
Recording Secretary*

**REGULAR MEETING MINUTES
JANUARY 19, 2022
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 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. Board member Michael Rinker was absent.

COURTESY OF THE FLOOR

Township resident Kristina Toth stated she had questions regarding the Faust paper Street issue. Will he get enough land to do what he wants to do? Solicitor Gary Asteak responded that no plans have been submitted. We cannot comment until we know what the project is and then it must comply with our ordinances. Kristina stated that they are concerned about potential water issues. Scott Sylvainus questioned requirements due to changes in the SALDO and Zoning Ordinances. Engineer Sean Dooley responded that depends on earth disturbance, impervious coverage, and use of existing basin.

Resident Richard Bickert asked how the paper street would be split. Solicitor Gary Asteak responded that it would be split equally with both owners. He stated they need to consult with their own counsel.

Resident Becky Bartlett asked how long do they have to get a lawyer? Gary Asteak responded twenty days.

Resident Aileen Suarez stated that she has been maintaining the paper street area, having swale repaired, etc., fixing other property owners' issues due to their lack of care for their property.

Resident Modesto Sanchez asked why there is a lien on our properties? Gary Asteak responded it is not a lien.

Kristina Toth stated that they have received notice via certified mail, but everyone is getting them at a different time so when does the twenty-day period start? A brief discussion ensued regarding legal counsel. Gary stated he would like to speak with any attorney representing the residents.

APPROVALS

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

Motion was made by Kristin Mullen, seconded by Scott Sylvainus to approve the minutes of the January 3, 2022, re-organization and regular meeting. Motion approved unanimously.

1/19/2022

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

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve the December 2021 Financial and Treasurer's Report. Motion approved unanimously.

SUPERVISORS COMMENTS

Scott Sylvainus stated that information was included in everyone's packets regarding consolidating the Real Estate Tax and Library Tax bills. A discussion ensued over consolidating the bills for 2022. Brian Sayago questioned the tax collector's salary due to the separate bills. Lisa Klem stated the tax collector salary is set by resolution for the term. Gary Asteak will investigate the resolutions. His recollection is that an additional resolution was done since the Library Tax bill was added.

Scott asked for the Supervisors thought. Brian stated we should send one bill this year. Kristin Mullen was concerned about costs due to the bill printing already in progress and timing. Scott stated the timing may not be good for this year. Robert Disbrow questioned if there would be issues caused by delays in printing if done this year. Gary Asteak responded would cause issues with discount, base, and penalty periods. Scott stated that waiting until 2023 would allow for notification to the residents and allow for getting Gary's feedback on the resolutions.

Motion was made by Brian Sayago to have the Tax Collector send one tax bill (Real Estate Tax and Library Tax) this year. No Second, motion fails.

Motion was made by Scott Sylvainus, seconded by Kristin Mullen to have the Tax Collector send one tax bill (Real Estate Tax and Library Tax) for 2023. Motion approved by a 3-1 vote with Robert Disbrow opposed.

Scott Sylvainus stated per discussion at the January 3, 2022, meeting regarding the Vacancy Board, that a letter of interest was received from Tadd Williams, who is present. Chris Dudinyak was asked to attend this meeting but is not present. Tadd introduced himself and gave a brief background. Kristin Mullen stated in full disclosure that Tadd is her brother-in-law. Brian Sayago stated that in the same vein, his wife Terri Sayago is the appointed representative to the Memorial Library.

Motion was made by Kristin Mullen, seconded by Brian Sayago to appoint Tadd Williams to the Vacancy Board. Motion approved by a 3-1 vote with Robert Disbrow opposed.

Code Enforcement was tabled from the January 3, 2022, meeting. Brian Sayago stated he brought up the issue to have a Code Enforcement Officer. He has received a proposal. Lisa Klem stated she has not seen the proposal. Robert Disbrow stated this is managed in house. Gary Asteak expanded that the Zoning Officer manages Zoning and SALDO, commercial inspections are done by outside agency, and our Engineer does building. A brief discussion ensued. A motion was made by Brian Sayago to create Assistant Zoning Officer position to do code enforcement. Gary Asteak stated you will need to create a job description, will they be full or part time, costs, pay, location, etc. You need to speak to John Soloe. Lisa Klem stated that Barry Isett is our alternate Zoning Officer. We work off complaints received. Gary Asteak explained the Zoning enforcement process. Lisa Klem stated that we would need to review this

further and come up with a structure. Brian Sayago withdrew his motion. A question was raised from the floor. What would the cost be to the taxpayers? Brian Sayago responded it may not be much depending on how it is structured. Scott Sylvainus responded there would be a cost, but quality of life would be worth the cost. After a brief discussion, Brian Sayago asked Lisa Klem to assess the unmet need for an Assistant Zoning Officer/ Code enforcement Officer. Lisa stated she will form a committee and investigate it further.

Brian Sayago stated we need our current Zoning Ordinance reviewed, assessed, and changes suggested. The (Nazareth Area COG) Multi-municipal (Comprehensive) Plan is nearing completion. Our Zoning Ordinance needs to be updated. We should not wait for the Multi-municipal plan. Gary Asteak explained the process of the Multi-municipal Comprehensive Plan. The Zoning Ordinance review would start after the Comprehensive Plan is adopted. Coordinated zoning between municipalities is being suggested. Brian Sayago proposed that the manager put out an RFP to have the Zoning Ordinance updated. Gary Asteak and Lisa Klem responded it should be consistent with the Multi-municipal Comprehensive Plan. Scott Sylvainus stated we need to conform to the Comprehensive Plan. Gary Asteak stated we need to work in conjunction with surrounding municipalities on a coordinated zoning. A meeting regarding the Multi-municipal Comprehensive Plan is being held at the end of the month. Lisa Klem stated she will send the invitation to everyone. An RFP will be put together for review.

TOWNSHIP ENGINEER

Sean Dooley stated he had one item for the Board- Gun Club Road Railroad crossing. Sean Dooley explained that the road is being widened. The crossing needs to be updated. He is suggesting a concrete apron instead of the asphalt which is the standard used by Norfolk Southern. The concrete is a better option for longevity and performance. The township would be responsible for perpetual maintenance. The builder will be responsible for initial installation. Lisa Klem clarified that if we required the concrete the maintenance responsibility would lie on the Township, if asphalt the responsibility would lie with Norfolk Southern. Sean stated the Township would be responsible for perpetual maintenance. He suggests putting \$13,000.00 to \$22,000.00 in a fund yearly to cover replacement in approximately twenty-five years. Total cost would be \$350,000.00 to \$500,000.00. A brief discussion ensued. Scott Sylvainus summarized the discussion- The developer has the initial cost of installation. If an asphalt apron is used, Norfolk Southern is responsible for replacement every five years. If concrete apron, the Township will be responsible for replacement approximately every twenty-five years at a cost of \$350,000.00+. Resident Jay Benfield asked if there are grants that could be used for repairs. Lisa Klem responded it is hard to say if there would be any available at that time but would apply for one if there was. A brief discussion ensued.

Motion was made by Robert Disbrow, seconded by Kristin Mullen to approve the use of the precast concrete option for Gun Club Road Norfolk Railroad crossing if JVI does the installation and covers the costs. Motion approved by a 3-1 vote with Brian Sayago opposed.

TOWNSHIP SOLICITOR

Gary Asteak stated he had two items for the Board- The appeal to the Zoning Hearing Board decision has been submitted and the Lonestar appeal is scheduled for April. He is trying to work the issue out with the County per the agreement from decades ago.

ADMINISTRATION

Lisa Klem stated the COVID-19 policy has been updated and distributed. Lisa Klem is suggesting a Building Renovation Fund be set up with funds from the General Fund MM account for future renovations. It would be a new account, like a Capital Improvements account. She is suggesting \$150,000.00. A brief discussion ensued.

Motion was made by Robert Disbrow, seconded by Kristin Mullen to approve the creation of a Building Renovation Fund in the amount of \$150,000.00. Motion approved by a 3-1 vote with Brian Sayago opposed.

DEPARTMENT REPORTS

Motion was made by Kristin Mullen, seconded by Robert Disbrow to approve the December 2021 Fire, Police, and Zoning Reports and The November and December Public Works Reports. Motion approved unanimously.

PLANNING & ZONING

Scott Sylvainus stated that the Multi-municipal Comprehensive Plan was discussed at the January meeting. Comments on the plan are needed by Friday. Gary Asteak stated the plan is a guide. The LVPC will be doing a presentation of the plan in March.

PUBLIC WORKS

Shawn Shupe requested approval of the promotion for Dan Sipel to Laborer 2 at \$24.96, which is 85% of the top rate.

Motion was made by Robert Disbrow, seconded by Kristin Mullen to approve the promotion for Dan Sipel to Laborer 2 at \$24.96, which is 85% of the top rate. Motion approved unanimously.

Shawn Shupe requested approval of the promotion for Steve Markley to Laborer 1 at \$27.89, which is 95% of the top rate.

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve the promotion for Steve Markley to Laborer 1 at \$27.89, which is 95% of the top rate. Motion approved unanimously.

MS4

Shawn Shupe informed the Board the of a surprise spill containment response he conducted for his staff at the Daniels garage. Tree clean up has started, yearly inspections will be done of the forty-two outfalls, and baffles to be installed in 2022.

Lisa Klem stated that American Rescue Plan monies can be used to cover MS4 costs. Sean Dooley suggested a workshop to go over items and needed updates. A brief discussion ensued regarding projects, costs, funding, and who will be doing the necessary work. Brian Sayago

stated the work should be outsourced. Robert Disbrow stated our Public Works Department is capable and able to do many of the projects. A Workshop will be held prior to the February 16, 2022, meeting.

RECREATION

Jean Morgano gave the report. They discussed Sycamore Park, which is also part of the MS4 plan. The playground structure is outdated. Shawn Shupe responded the swale must be repaired at the park. A brief discussion ensued on possible park upgrades. Jean stated they discussed a possible Movie Night in the Park at Tuskes Park. We are looking into it. Will give a presentation once costs are compiled. Discussed a pickleball booth at Community Days for demonstrations. Pickleball courts are being suggested for Tuskes Park. Possible to have the builder help with costs. They also discussed Bike and Walking Trails. Creekside Park was suggested. Shawn Shupe responded he was for that. Sean Dooley responded that he thought that area was where the County would like to see trails. Suggests reaching out to the County for partnership and possible grants. A brief discussion ensued.

EAC

Nathan Pritchard gave the report. He stated they were looking at the official map, Open Space Plan, and set up of the committee. They reached out to the County and other municipalities. They liked Bushkill Townships plan. Jason Smith reviewed it with the committee. Reaching out to large property owners.

Scott Sylvainus stated that all committee minutes need to be sent to the Municipal Secretary.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief William Cope stated the lease for the Police printer/ copier/ fax machine will be up in February. He does not want to stay with this machine. He needs a color printer. The Board has a copy of the options he has received through CoStar. He is suggesting the Ecosys M5526cdw with the purchase price of \$795.00 and a yearly maintenance contract of \$495.00.

Motion was made by Robert Disbrow, seconded by Kristin Mullen to approve the purchase of the Ecosys M5526cdw with the purchase price of \$795.00 and a yearly maintenance contract of \$495.00. Motion approved unanimously.

Chief William Cope stated he was contacted by a resident regarding issues at Lehigh Lane. The issue is large trucks turning around in the area because they missed the turn into the facility. A discussion ensued regarding where the trucks need to go to properly turn around, better signage at the entrance to facility, and posting of additional signage. An engineering study would need to be done for posting of any signage. Shawn Shupe offered to speak with the facility manager regarding this issue.

Motion was made by Brian Sayago, seconded by Scott Sylvainus to have an engineering study done of Lehigh Lane and New England Drive. Motion approved by a 3-1 vote with Robert Disbrow opposed.

A brief discussion ensued on the railroad easement and contacting the facility owner.

EMERGENCY MANAGEMENT

Nothing at this time. Michael Rinker was not present

SAFETY COMMITTEE

Lisa Klem stated she had nothing to report at this time.

OLD BUSINESS

Nothing at this time.

NEW BUSINESS

Nothing at this time.

ADJOURNMENT

Motion made by Robert Disbrow, seconded by Brian Sayago to adjourn the meeting at 9:22 p.m. Motion approved unanimously.

Respectfully Submitted,

Deanne Werkheiser
Recording Secretary

**REGULAR MEETING MINUTES
FEBRUARY 2, 2022
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 Robert Disbrow (virtual), Kristin Mullen, Michael Rinker, 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.

COURTESY OF THE FLOOR

Nothing currently.

APPROVALS

Brian Sayago stated he would like three items added to the agenda since they are items that were discussed at the previous meeting. RFP for Zoning Ordinance, MS4 workshop, and county official meeting regarding park. RFP will be discussed under Planning and Zoning and County Official meeting will be discussed under recreation. The MS4 workshop was scheduled for 6:00 pm on February 16, 2022, at the January 19, 2022, meeting.

Motion was made by Brian Sayago, seconded Michael Rinker by to approve the amended agenda. Motion approved unanimously.

Motion was made by Kristin Mullen, seconded by Brian Sayago to approve the minutes of the January 19, 2022, meeting. Motion approved. Michael Rinker abstained.

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

SUPERVISORS COMMENTS

Scott Sylvainus asked about the twenty-day notice on the Faust issue. Gary Asteak replied that he filed on behalf of the Township and a group of residents have a lawyer who will be representing them, and he has filed. We will see where it goes.

TOWNSHIP ENGINEER

Sean Dooley stated he had nothing for the Board at this meeting but will be presenting two engineering studies at the next meeting. He will be doing the MS4 workshop at 6:00 pm on February 16, 2022, prior to the regular meeting.

TOWNSHIP SOLICITOR

Gary Asteak stated he had two informational items for the Board- Tadmor will install the cement crossing if Norfolk approves. He attended the meeting regarding the Nazareth COG multi-municipal comprehensive plan which was an excellent program. They discussed coordinated zoning, where surrounding municipalities work together. Lower Nazareth has reached out to Nazareth and Upper Nazareth to work together. We will be given an outline of ideas on how to proceed with concepts.

ADMINISTRATION

Lisa Klem stated the 2021 4th Quarter Police Pension Reports from Nationwide, and Girard are available for review.

Lisa Klem stated that at the last meeting an alternate engineer was interviewed. They would be used only if needed. A brief discussion ensued.

Motion was made by Brian Sayago, seconded by Robert Disbrow to appoint Carroll Engineering as the Alternate Township Engineer. Motion approved unanimously.

Lisa Klem stated the Board had copies of Resolution 22-06, Changing the credit card business Authorization Officer. This is needed to change to Lisa Klem from Betty Parrish since she has retired.

Motion was made by Michael Rinker, seconded by Kristin Mullen to adopt Resolution No. 22-06. Motion approved. Brian Sayago opposed since the resolution was not posted for seven days.

Lisa Klem explained the proposed upgrades to eCode, which would allow documents and resolutions to be posted as links on eCode. The cost would be an additional \$200.00 a year. A brief discussion ensued.

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve upgrading eCode to the premium features at an additional cost of \$200.00 a year. Motion approved unanimously.

PLANNING & ZONING

Michael Rinker asked to have Zoning look into the Ranch House (corner of Rt. 191 and Friedenstahl Ave.) Lisa Klem responded John Soloe has sent them a letter. Next step is a certified enforcement letter. Michael stated he would like to see something done before it becomes an issue.

RFP for Zoning Ordinance. Lisa Klem stated she waited to see what was going to come out of the Nazareth COG meeting on the multi-municipal plan. Brian Sayago stated that Lower Nazareth is moving forward, and we should get started. We can say we include others. If we move forward, we can have ideas on costs. Robert Disbrow asked if we have a well-defined scope of work? This is needed for the RFP. Lisa responded it will be several months to be at that point. Scott Sylvainus asked if we would need two different RFP's since we are not sure if we will be coordinating with surrounding municipalities. Gary Asteak responded we can use a generic RFP and finalize what we need as we go. Lisa stated she will send out draft RFPs to the Board tomorrow.

Scott Sylvainus asked about the Friedenstahl lease issue. Gary Asteak responded that the trial is set for April.

PUBLIC WORKS

Shawn Shupe stated he had nothing to report.

MS4

Scott Sylvainus reminded the Board about the MS4 workshop at 6:00 PM prior to the February 16, 2022, meeting.

RECREATION

Kristin Mullen stated that they were in contact with Brian Cope at the County. He will be attending a future meeting.

Michael Rinker stated they will be setting up a meeting for Community Days soon. Lisa Klem stated that a County Grant was received for Community Days for \$8,000.00.

EAC

Meeting is coming up.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief William Cope stated he is looking for approval to order a new Police Vehicle. It was put in the budget. Would be replacing an older vehicle with over 100,000 miles. If we ordered it tomorrow, it would be October or November until it is ready. Lisa Klem stated that grants were received for two additional vehicles that have been ordered. A brief discussion ensued on grants for vehicles, good rotation scheduling for vehicle replacement, vehicle usage, etc.

Motion was made by Michael Rinker, seconded by Kristin Mullen to approve the purchase of a 2022 Ford F150 for \$38,434.00. Motion approved unanimously.

EMERGENCY MANAGEMENT

Emergency Management Coordinator Michael Rinker stated that the NARM was updated. Mostly contact information due to the elected officials changing. A brief discussion ensued. Motion was made by Michael Rinker, seconded by Robert Disbrow to adopt Resolution No. 22-05 - Emergency Operations Plan – February 2022. Motion approved. Brian Sayago opposed since the resolution was not posted for seven days.

SAFETY COMMITTEE

Lisa Klem stated we are working on a date for the meeting.

FIRE DEPARTMENT

No one was present to give a report.

OLD BUSINESS

Resident Betty Williams asked about the change to one bill for the Real Estate and Library. The change will take place in 2023 and it will be itemized.

NEW BUSINESS

Nothing currently.

ADJOURNMENT

Motion made by Robert Disbrow, seconded by Kristin Mullen to adjourn the meeting at 7:45 p.m. Motion approved unanimously.

Respectfully Submitted,

Deanne Werkheiser
Recording Secretary

WORKSHOP MEETING MINUTES
FEBRUARY 16, 2022
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

The MS4 Workshop Meeting was called to order at 6:00 p.m. by Chairman Scott Sylvainus.

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, Road Superintendent, Shawn Shupe, and Treasurer/ Recording Secretary, Deanne Werkheiser. Michael Rinker was absent.

Township Engineer Sean Dooley started the presentation with a brief history of the MS4 program. It is a federally mandated program through EPA. Started in 2003, we did outfall mapping in 2008, new permit cycles in 2012 and 2017. In 2019 the PRP draft was submitted and was approved in 2021. Current permit expires in 2026. The next permit cycle starts in 2023 or 2024.

Sean emailed the Supervisors the current NPDES MS4 permit. We must report activities and goals reached. DEP did an inspection in 2021. We have some deficiencies. The Township needs to adopt a new stormwater ordinance to meet new standards. Sedimentation is the main issue. Testing of streams being planned for next cycle or two. Currently being tested on sedimentation reduction. Need to reduce by 10%. That is what we are working on. Robert Disbrow asked if our current plan is the best way to go since the requirements keep changing. Does not want to see a project done then have to be redone. How do we get the biggest bang for our buck? Sean responded yes but suggested talking to our Representatives and Senators regarding what the end game is. We need to meet the metric or face serious fines. We can only comply with their requirements. Brian Sayago asked how we chose the projects we are doing. Sean responded that the projects chosen are the most efficient to do first. It will continue to change as there are new requirements at each cycle.

Sean gave a summary of the NPDES permit requirements, the MCM list.
MCM #1 and #2 Public Education and Outreach and Public involvement needs to be done proactively.

MCM #3 Illicit discharge detection and elimination needs to be worked on this year. An example is grass in the streets- if seen what is done to correct.

MCM #4 Construction Site Stormwater Runoff Control, we have an ordinance in place for this.

MCM #5 PCSM in New Development and Redevelopment, we have an ordinance in place for this. The ordinance for #4 and #5 do need to be updated.

MCM #6 Pollution Prevention/ Good Housekeeping, aspects need to be integrated into our policies and procedures.

Sean gave a summary of the PRP plan. There are three watersheds in the Township Monocacy, Schoeneck, and Bushkill Creek Watersheds. Monocacy and Schoeneck are impaired by sediment. Bushkill, the smallest section for the Township, is impaired by pathogens. The approved Pollutant Reduction Plan (PRP) projects were reviewed. Sean stated the project scheduled for this year is the Farmview Road and Tatamy Road basin retrofit. Will be converted to collect sediment in specific areas. Tewksbury Court basin retrofit, and Creekside Park basin retrofit are planned for 2023 and 2024. New construction of a Bioretention swale at Sycamore Park will slow water into the Schoeneck Creek in 2025. These will cover our sedimentation

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requirements. For Bushkill Creek we need to identify pathogens entering the creek. Doing base line testing. We want to show we are not the source of the pathogens, then there are no further actions required of us. For the administrative component, the ordinance needs to be updated to enforce new requirements and include how they can be enforced.

Sean stated a new stormwater management ordinance is required by September of 2025. Model ordinance was received. We should complete this as soon as possible. There are new building projects that include stormwater mitigation. The MS4 ordinance needs to be adopted into land development requirements. Gary Asteak asked if we were planning to amend or replace the current ordinances. Sean responded it should be replaced. He has not been authorized to work on this yet. Once authorization is received, he will start. Need to find a good balance since it will put burdens on the residents.

The MS4 Program Planning components consist of Administration, funding, compliance, and enforcement. Sean stated an administrative structure can be done in house or an authority can be created, could even join, or start a multi-municipal partnership. A comprehensive budget is needed. Typically based on a formula. Would require implementing a tax or a fee to run the stormwater facilities. Sean suggests a fee over a tax. Funding options were briefly discussed, ARP funds, grants, etc. Sean stated we must be in compliance to what the PA DEP dictates. Shawn Shupe suggested that the schedule for the projects is used and not pushed off for another year. It fits their schedules with all the other required work. It would be hard on the department if they had to do multiple projects each year.

A brief discussion ensued on the basins and how they drain. Lisa Klem suggested a second workshop. Sean would like to coordinate with the staff to set this up.

Brian Sayago stated he wants to see the ordinance get started on. Sean responded he needs to know who will be reviewing it, Planning Commission, the Board? Needs authorization to update the model to be appropriate for Upper Nazareth Township. Gary stated that LVPC will need to review the ordinance. We may want to combine the two current ordinances into one. Should speak with Geoff Reese at LVPC.

Workshop ended for the Board of Supervisors Meeting.

Respectfully Submitted,

Deanne Werkheiser
Recording Secretary

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**REGULAR MEETING MINUTES
FEBRUARY 16, 2022
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.

The MS4 workshop was held at 6:00 pm prior to this meeting.

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, Road Superintendent, Shawn Shupe, and Treasurer/ Recording Secretary, Deanne Werkheiser. Michael Rinker was absent.

COURTESY OF THE FLOOR

Nothing currently.

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 minutes of the February 2, 2022, meeting. Motion approved unanimously.

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

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve the January 2022 Financial and Treasurer's Report. Motion approved unanimously.

SUPERVISORS

RFPs for Zoning and SALDO Ordinances. Lisa Klem stated that she and Scott Sylvainus met with Lower Nazareth regarding possible collaboration for Zoning and SALDO with Lower Nazareth, Nazareth, and possibly Bath. Possible funding options were discussed. Lisa suggested holding off on the RFP's until we know if we will be looking to do a coordinated zoning. The RFP's she sent to the board will need to be amended if you want the draft Comprehensive Plan included. Brian Sayago asked what Lower Nazareth was doing. Lisa responded they may need to do an extension. Scott stated they will be required to do another RFP since they are using grant money. Gary Asteak stated that Lower Nazareth is not going to slow down since they are using the company who is doing the Comprehensive Plan. The Plan should be adopted in May or June 2022. Once the plan is in place can start working on this. Robert Disbrow asked what we will

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gain by doing a multi-municipal coordinated zoning? Scott responded costs and we can use other municipalities uses to cover our required uses. Robert asked what happens if no one wants to be the one who has to offer a use, say high density housing. Gary responded that is why this group works. We all have something to add (for uses), all would gain from it. Discussions are needed to make sure everything is covered. Planning and implementation are two different parts. Both need to be done. Robert asked if we did that ten years ago with the current plan. Scott responded no, not really. Robert answered so we did not follow through. Lisa explained that professional services do not have to be bid out. Gary stated the most important thing is that definitions, terms used, are the same across the area. Definitions and uses have changed so much over the years. Lisa stated that if we get grants, we would be required to do an RFP. Lower Nazareth is only doing their Zoning Ordinance. We are looking to do our SALDO too. Gary stated we can start with the Zoning then move onto SALDO. Robert stated then we can add the MS4 updates into the SALDO. Gary stated that an implementation agreement will be sent along with the draft Comprehensive Plan. We need to look at what we can gain by doing coordinated zoning. Scott stated LVPC may be attending the March 10, 2022, Planning Commission meeting to present the Comprehensive Plan. Supervisors will be invited to attend.

TOWNSHIP ENGINEER

Sean Dooley stated he had several items for the Board, two engineering studies and his Engineer's Report. The first study was for truck restrictions in the Florey Farm Subdivision on Lehigh Lane and New England Drive. Posting of no trucks except for residential deliveries and a ten-ton weight limit. He will discuss further with the Police Chief on proper enforcement.

Motion was made by Kristin Mullen, seconded by Brian Sayago to approve the Solicitor to prepare and advertise an Ordinance for Truck Restrictions at Florey Farms. Motion approved unanimously.

Sean stated the second study was for Gun Club Road which is half industrial and half residential. Restricts trucks over ten-tons. Permits can be issued to existing businesses. U turn signage would be placed at the new warehouse entrance and a four-way stop. North and South would have specific requirements. We would need to work with Lower Nazareth on posting signage for the No Left Turn at least seventy-five feet prior. Needs to go to Penn DOT as well. Gary suggested reviewing a draft at the next meeting before advertising.

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve the Solicitor to prepare a draft Ordinance for Truck Restrictions on Gun Club Road. Motion approved unanimously.

The Engineer's Report was reviewed. Brief discussion of open projects.

TOWNSHIP SOLICITOR

Gary Asteak stated that the Tadmor certification of record has been filed at the Northampton County Courthouse.

TOWNSHIP MANAGER/ ADMINISTRATION

Lisa Klem stated in 2008 \$10,000.00 was spent on a used phone system. They are no longer replaceable or able to be maintained. Several phones no longer work. She has received two quotes, one from Masters (Verizon) and one from RCN. We would go from fifteen phones to twelve phones. Masters has a one time set up fee and would cost approximately \$335.00 a month. This system would accommodate use from home with the added features. RCN set up fee is lower, but the monthly costs are higher. No matter who we choose, we do need to upgrade the internet speed. RCN did a quote that was for fiberoptic. The monthly cost is very high. Lisa recommended Verizon and updating the internet speed. Our monthly cost would go up \$150.00 to \$200.00.

Motion was made by Brian Sayago, seconded by Scott Sylvainus to approve the purchase of a new phone system through Verizon in the amount of approximately \$335.00 a month. Motion approved unanimously.

Lisa Klem stated the Board had copies of Resolution 22-07, requesting \$296,924.00 for public works equipment consisting of two dump trucks and a skid steer as well as authorizing Lisa Klem to execute all documentation and agreements for a Local Shares Account grant. Lisa stated there is a \$100.00 filing fee. We can apply for more than one grant. May apply for an expansion to the Municipal Building. Will have more at the next meeting.

Motion was made by Kristin Mullen, seconded by Robert Disbrow to adopt Resolution No. 22-07 State Local Share Account Grant and authorizing Lisa Klem to execute all documents and agreements. Motion approved. Brian Sayago opposed since the resolution was not posted for seven days on the website.

APPROVAL OF DEPARTMENT REPORTS- JANUARY

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

No one was present from the Fire Department or Police Department.

Shawn Shupe presented the January Public Works Report and the 2021 Yard Waste Summary. Shawn stated the amounts are very close to 2020. We will have issues as to where we can dispose of yard waste since we cannot use FRCA anymore. Looking at several options. Lisa Klem stated this is the first year we are doing the recycling reports in house. Kim Mutarelli is doing an excellent job.

Brian Sayago asked if the road work schedule will be posted? Shawn responded yes. He has submitted it for the newsletter, and it will be posted on the website. We will also utilize the CodeRed system.

Resident Becky Bradley thanked the employees at the yard waste facility for being very helpful.

John Soloe had nothing else to submit for Zoning.

Motion was made by Kristin Mullen, seconded by Brian Sayago to approve the January 2022 Fire, Police, Public Works, and Zoning Reports and the 2021 Yard Waste Summary Report. Motion approved Unanimously.

PLANNING & ZONING

Scott Sylvainus stated the approved minutes from January 13, 2022, Planning Commission and the draft minutes from January 26, 2022, Zoning Hearing Board were submitted. Brian Sayago state there is a lot line issue for the next Planning Commission meeting. It should be posted on the website as well as all documentation that was submitted. Gary Asteak responded there are certain public access restrictions. The MPC is the statutory regulator. Lisa Klem stated we must watch for copyright issues. Gary stated residents can come into the office, file a Right to Know, and can see the plan. If he (Brian) wants to see all this, he should come up with a plan that defines what needs to be published.

PUBLIC WORKS

Shawn Shupe stated he had nothing else to report.

MS4

Scott Sylvainus stated the first MS4 workshop was held earlier and the second MS4 workshop will be held on March 16 at 6:00 PM prior to the meeting.

Motion was made by Brian Sayago, seconded by Scott Sylvainus to approve the Engineer prepare a draft ordinance for stormwater management updated to accommodate the DEP model. Motion approved unanimously.

Brian Sayago asked where we ended up with this project. Sean Dooley responded the plan has been in place since last year. He is finalizing the drawings for Farmview basin. This is planned to be done in house. His efforts would change if it were decided to go out to bid. This was decided on last year. Lisa requested costs for projects scheduled for 2023 so she can apply for any grants that may be available for those projects.

Motion was made by Brian Sayago to go out to bid for the Farmview basin upgrades. No Second, motion fails.

Scott Sylvainus responded that based what was heard in the MS4 Workshop, we can do this work in House. Shawn Shupe replied that they are able to do this. There are others coming up that will need to go out to bid due to not having the proper equipment for that project. Scott stated that he trusts the Public Works ability to do this project. Kristin Mullen agreed.

Motion was made by Kristin Mullen, seconded by Robert Disbrow to have the Farmview basin upgrade work done by the Public Works Department. Motion approved. Brian Sayago opposed.

Brian asked about funding for the project. Lisa responded we have some additional funds due to ARP funding.

RECREATION

Scott Sylvainus stated they had a meeting last night. Discussions were held on pickleball courts- currently getting costs. They also discussed a movie night to possibly be held in June. Would cost approximately \$1,000.00 to \$1,500.00. As possible game night. Shawn Shupe stated he is currently getting costs for a pavilion with restrooms for Tuskes Park.

EAC

The approved minutes from the November 15, 2021, and December 20, 2021, meetings were submitted.

PUBLIC SAFETY

POLICE DEPARTMENT

Nothing currently.

EMERGENCY MANAGEMENT

Nothing currently.

SAFETY COMMITTEE

The Draft minutes from the February 8, 2022, meeting was submitted. Lisa Klem stated the next meeting will be held in May.

FIRE DEPARTMENT

Brian Sayago stated that he met with Jeff Fassl. They are in need of new equipment and a new truck. Costs are very high for a new truck and could take eighteen months to receive. They are looking to expand their building. We have a responsibility to our residents. Scott Sylvainus stated they are an independent entity. Lisa Klem stated she could help with grants, but they need to get all the required information to her. She does forward them information on available grants. Robert Disbrow stated that it is the tanker truck that needs to be replaced. Lisa will reach out to Jeff Fassl.

OLD BUSINESS

Nothing currently.

NEW BUSINESS

Brian Sayago questioned why the Chief of Police came to the Board about the purchase of a new printer. What is the policy that sets limits for purchases? Scott Sylvainus responded we have a policy; it may need to be adjusted. They bring items before us to inform us. Lisa Klem will look into the policy.

ADJOURNMENT

Motion made by Robert Disbrow, seconded by Kristin Mullen to adjourn the meeting at 8:45 p.m. Motion approved unanimously.

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Respectfully Submitted,

Deanne Werkheiser
Recording Secretary

2/16/2022

**REGULAR MEETING MINUTES
MARCH 2, 2022
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 Robert Disbrow, Kristin Mullen, Michael Rinker, Brian Sayago, and Scott Sylvainus. Also present were Township Engineer, Sean Dooley, Township Manager, Lisa Klem, Police Chief, William Cope, Road Superintendent, Shawn Shupe, Zoning Officer John Soloe, Fire Chief Jeff Fassl, and Treasurer/ Recording Secretary, Deanne Werkheiser. Township Solicitor, Gary Asteak was absent.

COURTESY OF THE FLOOR

Nothing currently.

APPROVALS

Motion was made by Michael Rinker, seconded by Brian Sayago to approve the agenda. Motion approved unanimously.

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve the minutes of the February 16, 2022, MS4 workshop meeting and the February 16, 2022, regular meeting. Michael Rinker abstained. Motion approved.

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

SUPERVISORS

Brian Sayago stated he wants to have additional information posted for Planning Commission along with the agenda. He wants at least the first two pages of the application and the sketch of the project 21 days prior to the meeting.

Motion was made by Brian Sayago to post additional information twenty-one days prior to Planning Board Meetings. No Second, motion fails.

Scott Sylvainus suggested maybe a week prior since applicants have up to twenty-one days prior to meeting to submit plans. Robert Disbrow asked if there could be sensitive information on the applications. Scott suggested maybe posting just the cover plan. Michael Rinker asked if this would create additional work for the office staff. Lisa Klem responded that it would. We would also need to check on space on the website. John Soloe stated that smaller copies of plans are hard to decipher. Copyrighted plans cannot be copied and posted. A brief discussion ensued. Scott suggested tabling this discussion until we get more information from Municipal Secretary Kim Mutarelli and Planning Commission Secretary Jay Benfield. When we

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update our SALDO we could require items to be posted on the website as part of the submissions. Item tabled until March 16, 2022.

Brian Sayago stated he wants outstanding projects added to the second meeting of the month's agenda, so that we do not lose track of items plus any items that are brought up. Keep a running list of items until finished. Lisa Klem responded that is part of her monthly managers' report and other departments monthly reports. Scott Sylvainus asked if he was looking to have open discussion of items already on the managers' report. Lisa stated her managers' report is done the second meeting of the month and those types of items are on the report. She stated she can list them separately at the end of her report.

Robert Disbrow asked if we should still be doing online access for meetings. Kristin suggested that since we have the technology, we should continue to do it.

TOWNSHIP ENGINEER

Sean Dooley stated he had nothing to report at this time.

TOWNSHIP SOLICITOR

Gary Asteak was not present.

TOWNSHIP MANAGER/ ADMINISTRATION

Lisa Klem stated that the Fire Department is requesting to use Liebert Field for an Easter Egg Hunt on April 15, 2022, at 2:00 PM.

Motion was made by Michael Rinker, seconded by Kristin Mullen to approve the Fire Departments use of Liebert Field for an Easter Egg Hunt on April 15, 2022, at 2:00 PM. Motion approved unanimously.

Lisa Klem stated the Board had copies of the amended Policy #20, employee use of credit card or charge accounts. The policy was last updated in January of 2017. Lisa updated the charge account limits. She would like the Boards feedback on the amounts and policy. She suggested tabling until next meeting to give them time to review the policy. Brian Sayago stated that we should give Department Heads the authority to spend up to so much and tighten up the credit card policy and write up a spending policy. He offered to draft the policy. Scott Sylvainus stated the Police have cards to eliminate petty cash. Robert Disbrow stated the Auditor did approve of what we have set up and reviews what is submitted. Scott suggested clarifying (in the policy) whether email counts for written notification. Lisa suggested tabling the discussion, so everyone has a chance to review the policy. William Cope and Shawn Shupe stated that they have no issues with the current policy. Scott stated it was his understanding that if it is in the budget, it does not need to be brought before the Board. Shawn responded that he does, for larger amounts, so that the Board is aware, whether it is budgeted or not.

Lisa Klem stated the Board had copies of Resolution 22-08, requesting \$370,000.00 for an addition to the Municipal Building as well as authorizing Lisa Klem to execute all

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documentation and agreements for a Local Shares Account grant. Lisa stated this is the same grant we applied for Public Works equipment at the last meeting. The addition would mirror the current meeting room. Since this opportunity came up, we are trying to take advantage of it. The resolution is to apply for the grant not to have the work done. Brian Sayago stated he would rather look at a long-term plan. This may not be a great place for the Municipal Office. We should look into this further. Lisa responded that they did look into this several years ago. The cost then was 3,000,000.00 to 4,000,000.00 per architect. A brief discussion ensued.

Motion was made by Michael Rinker, seconded by Robert Disbrow to adopt Resolution No. 22-08 State Local Share Account Grant and authorizing Lisa Klem to execute all documents and agreements. Motion approved. Brian Sayago opposed.

PLANNING & ZONING

Scott Sylvainus stated LVPC will be presenting at the next meeting.

PUBLIC WORKS

Shawn Shupe stated he had several items.

Shawn received three quotes for waterproofing of the basement. He suggests that the Board go with Baker's. He feels this is the best choice for the building and a better product for longevity.

Motion was made by Michael Rinker, seconded by Kristin Mullen to approve the quote from Baker's Waterproofing in the amount of \$18,999.68 for the waterproofing of the basement. Motion approved unanimously.

Shawn received a Costars quote from TRIUS Inc. for Hydraulic control retro fit for two vehicles. The current electrical system is not working. This quote comes in below the \$15,000.00 per vehicle that was budgeted for. Work will take approximately a week per truck. Costs fluctuate quickly so suggests getting it done now.

Motion was made by Kristin Mullen, seconded by Brian Sayago to approve the quote from TRIUS Inc. in the amount of \$12,488.00 per unit for hydraulic control retro fit. Motion approved unanimously.

Shawn stated that street sweeping will start on the last Monday of this month March 28 through April 3, 2022. The Yard Waste facility will open April 23, 2022.

MS4

Scott Sylvainus stated the second MS4 workshop will be held on March 16 at 6:00 PM prior to the meeting. Sean Dooley stated the ordinance and project plans will be reviewed at this workshop.

RECREATION

Scott Sylvainus stated the Board has copies of the approved meeting minutes from January 19, 2022, and the draft minutes from February 15, 2022. The next meeting will be held on March 15, 2022. Shawn Shupe stated he spoke with a contractor. The approximate cost for four pickleball courts would be \$100,000.00.

EAC

Scott Sylvainus stated the Board has copies of the approved meeting minutes from the January 17, 2022. Nathan Pritchard reviewed what the committee is working on and an event that is coming up next week. He will email information to Lisa for her to distribute. Nathan stated that direct mailings to property owners seems to be the most effective. Scott Sylvainus stated he would like to update the Board on possible properties. They will proceed with an executive session at the end of this meeting for possible purchase of land. Brian Sayago asked if the committee could get together without running afoul of the public meeting. Lisa Klem stated that if you have a quorum of members you need to advertise. If less than a quorum you can meet. A brief discussion ensued over what constitutes a quorum with a six-member board. Lisa will look into this further.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief William Cope stated he had several items.

William Cope stated the harassment policy for the Police Department has been updated. He worked with our insurance company and the policy is the same one that is used by the Police Chief's Association. Our Solicitor Gary Asteak is the one who directed him to go through our insurance company.

Motion was made by Robert Disbrow, seconded by Michael Rinker to approve the Harassment Policy for the Police Department. Motion approved unanimously.

William stated that they have interviewed a potential part time Officer. He is seeking approval for conditional offer of employment.

Motion was made by Kristin Mullen, seconded by Robert Disbrow to approve conditional offer of employment to one part-time Police Officer. Motion approved unanimously.

William stated that he is seeking a pay increase for part -time Officer wages. It is difficult to get part-time Officers. The Board has copies of surrounding municipalities wages. We are currently at \$25.06 an hour with no benefits. Palmer Township is at \$30.00 an hour with no benefits. Michael Rinker suggested \$29.75 an hour with no benefits. Scott Sylvainus asked what would be the conflict with the full-time Officers? William responded they have benefits where part-time does not. Full time pay ends up being approximately \$46.15 an hour because of the benefits. Brian Sayago suggested \$30.00 an hour. A brief discussion ensued.

Motion was made by Brian Sayago, seconded by Robert Disbrow to approve the increase in hourly rate to \$30.00 for part-time Police Officers. Motion approved unanimously.

Motion was made by Kristin Mullen, seconded by Michael Rinker to amend the previous motion to include all current part-time officers and become effective March 13, 2022. Motion approved unanimously.

EMERGENCY MANAGEMENT

Nothing currently.

SAFETY COMMITTEE

Nothing currently.

FIRE DEPARTMENT

Chief Jeff Fassl stated the Jaws of Life, and their radios are old and need to be replaced. The Jaws of Life cost \$25,000.00. Radios cost \$75,000.00. He is asking for the Township to apply on their behalf for both items for the next round of LSA grants. Lisa Klem stated they typically open in June. We could apply for both Northampton / Lehigh and Monroe County. A resolution will be needed for this. A brief discussion ensued. Jeff will meet with Lisa to work on this.

OLD BUSINESS

Nothing currently.

NEW BUSINESS

Nothing currently.

ADJOURNMENT

Motion made by Robert Disbrow, seconded by Kristin Mullen to adjourn the meeting at 8:20 p.m. Motion approved unanimously.

The Board went into executive session to discuss possible land purchase.

Respectfully Submitted,

Deanne Werkheiser
Recording Secretary

WORKSHOP MEETING MINUTES
MARCH 16, 2022
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

The MS4 Workshop Meeting was called to order at 6:00 p.m. by Chairman Scott Sylvainus.

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

Township Engineer Sean Dooley started the presentation with a brief history of the stormwater requirements. A new ordinance is needed by 2025. General items for the ordinance will be reviewed.

Sean stated that SALDO covers the basics for stormwater management. Act 167 addresses discharge rates and volumes. LVPC (Lehigh Valley Planning Commission) looks at the entire area during their review. They have received a new model from DEP. Looking to align the DEP model with Act 167 and NPDES requirements. We need to resolve the differences with what is existing and what is suggested Sean stated the water quality volume is the main issue to look at.

Sean stated that the goal of the new ordinance is to address deficiencies in the current ordinance. The new ordinance needs to address DEP requirements as well as our MS4 requirements. Needs to address areas that need the most mitigation as they are being developed. We could have a more restrictive ordinance than DEP requires. Sean stated there are aspects that need to be resolved with DEP and LVPC. We need to look at the next five-year cycle as well. Brian Sayago asked if we could require more from the developers? Sean responded no; we are bound by our requirements. We need to know what we must be treating so that we can get the credit. DEP's percentage of required reductions are needed for the ordinance. Michael Rinker asked what the timeline is for an ordinance. Sean responded they are waiting for clear answers from DEP. Probably will be months.

Sean stated the methodology must be established. The two deficiencies that are known must be worked on. There are several optional sections. One is regarding riparian buffers. This is a critical area regarding sediments entering into streams. Gary Asteak asked if this is currently covered in our Zoning Ordinance? Can it be in both ordinances? Sean responded he is currently cross checking them. Gary responded section five of the Zoning Ordinance may contain this item. The Board does want this to be addressed in the ordinance. Another optional section deals with noncommercial livestock. This would deal with any pathogen issues. Gary Asteak responded ACT 38 through the Department of Agriculture deals with these types of issues. Nathan Pritchard stated that the NCCD (Northampton County Conservation District) covers this as well. Gary stated that the Nutrient Management Plan by the Department of Agriculture needs to be added to our Zoning Ordinance update list.

Brian Sayago asked if Biosolids are addressed in the ordinance. Sean responded no; they are managed by the state. Gary agreed and added we cannot regulate agricultural practice. Sean stated if we add state requirements to the ordinance it should cover us.

Sean stated stormwater needs to be addressed as an amendment until upgrades are done on Zoning, SALDO, and Comprehensive Plan. Gary responded it would be nice if everything could be done together. The hope is to have everything done by the end of the year.

Sean stated another item is small project revisions. They do create issues overall with what is acceptable. Current requirements simply state nothing more than 40% impervious coverage. Sean used Eagles Landing as an example with what is accounted for with existing plans versus what is added by each homeowner after the project is completed. Would be looked at a

Like a sliding scale. Could add major costs to projects. Mitigation calculations would be based on 100-year requirements. Engineering testing would be required as well as items like infiltration beds. All would be extra costs that the residents would need to pay. A brief discussion ensued on whether this would be a burden that we would want to put on residents. Need a balance that is acceptable and economically feasible. Some community's asses a fee for projects that would be over X amount of impervious work. This needs to be reviewed more and realistic ideas are needed. Gary asked what the consequences are if we do nothing? Sean responded the MS4 requirements and cycles. We are at the threshold now. We are required to reduce. A brief discussion ensued of what other municipalities are doing.

Workshop ended for the Board of Supervisors Meeting.

Respectfully Submitted,

Deanne Werkheiser
Recording Secretary

3/16/2022

**REGULAR MEETING MINUTES
MARCH 16, 2022
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.

The MS4 workshop was held at 6:00 pm prior to this meeting.

Pledge of Allegiance

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

COURTESY OF THE FLOOR

Resident George Polak, Bath Pike, gave letter with his concerns regarding the Multi-municipal Comprehensive Plan to Chairman Scott Sylvainus.

Resident Jim Entwistle, Mt. Vernon Ave., stated that he has concerns with rainwater build up after storms. The apartments cause flooding. Concerned with what will happen if more (apartments) are coming. The water will sit on the roadway, 2nd Street as well, for days. Shawn Shupe stated he is aware of the issue. The pipe is too high to address the water issue there. May need to contact Penn DOT and look at a different type of pipe system. The existing pipe is very small. Not sure how to proceed without causing other issues that could be worse. Brian Sayago stated this is an ongoing issue. He asked if it was a township issue. Shawn responded water on roadways is our issue. If we can solve the issue on the roadway, it solves the issue for the homeowner, it is a win/ win. Shawn will be meeting with the homeowner.

APPROVALS

Motion was made by Michael Rinker, seconded by Kristin Mullen to approve the agenda with the addition of Northampton County Livable Landscape Grant under Recreation. Motion approved unanimously.

Motion was made by Brian Sayago, seconded by Michael Rinker to approve the minutes of the March 2, 2022, regular meeting. Michael Rinker abstained. Motion approved.

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

Motion was made by Scott Sylvainus, seconded by Michael Rinker to approve the February 2022 Financial and Treasurer's Report. Motion approved unanimously.

03/16/2022

SUPERVISORS

Brian Sayago stated he wants to postpone the discussion on Planning Commission meeting agenda with limited attachments until he has more information.

TOWNSHIP ENGINEER

Sean Dooley stated he had several items for the Board, two engineering studies and his Engineer's Report. The engineering studies were done to amend existing truck restriction Ordinance and revise sign placement plans. Would add the roadways and tables for Lehigh Lane, New England Drive, and Gun Club Road.

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve the advertise of amendments to the Truck Restrictions Ordinance. Motion approved unanimously.

Motion was made by Kristin Mullen, seconded by Michael Rinker to approve HOP permit signage on Gun Club Road. Motion approved unanimously.

Motion was made by Michael Rinker, seconded by Kristin Mullen to approve the coordination with Lower Nazareth Township to post signage in the Right of Way. Motion approved unanimously.

Brian Sayago asked about estimated costs to do the MS4 project. What is the total cost, including Public Works costs? Sean stated the estimate was for \$220,000.00 which was budgeted for. Currently coming in below that at \$132,000.00. Brian stated he would like to see an actual breakdown of costs at the end of the project. Shawn Shupe responded he can account for Public Works department time and equipment.

The Engineer's Report was reviewed.

TOWNSHIP SOLICITOR

Gary Asteak stated he had one item for the board for informational purpose only. A letter was received from Mrs. Sabatino. Requesting the Township vacate Pine Street and Railroad Street, unopen alleys that are approximately fifteen feet wide. We need something more formal from their engineer and escrow to cover advertisement costs. Gary stated he will be reaching out to them to review what is needed. Scott Sylvainus stated this was talked about at the Planning Commission meeting. Surrounding homeowners will be notified.

TOWNSHIP MANAGER/ ADMINISTRATION

Lisa Klem stated that she received the save the date email for the Memorial Library Touch a Truck 2022.

Motion was made by Michael Rinker, seconded by Kristin Mullen to approve that Lisa Klem enroll Upper Nazareth Township in the October 1, 2022, event. Motion approved unanimously.

They would like Lisa to work out what equipment will be taken to the event. Brian Asked if our employees are paid to do this event. The response was yes since it is a Saturday unless they are a salaried employee.

Lisa Klem stated that the MS4 project being planned for Sycamore Park may meet grant requirements that we could apply for in 2023 with Northampton County and DCNR to be done in 2024. We need to start working on this, so we are ready to apply for both. It was discussed at a meeting with Sherry Acevedo and Nathan Pritchard. Sean Dooley stated the project can be moved up a year.

Brian Sayago stated he had a few questions about the managers' report. We have our money in Embassy Bank and PLIGIT. What are the rates of interest for those accounts? Lisa Klem responded that the interest rate at PLIGIT is .01% and the interest rate at Embassy for all our accounts is .2%. Lisa recommends moving all accounts to Embassy Bank. Only one account with PLIGIT. The Board agreed. Brian asked how the funds are secured. Lisa responded per Act 72 all public funds are covered by secured assets at Embassy Bank, above what is covered by FDIC.

Brian Sayago stated he received the Fire Company report and financial statement. Have they filed the required 990 IRS forms? He would like to see them so that we can be sure of what they need. Lisa Klem responded that she has been in touch with their new treasurer. They are working on submitting everything required. She was given contact information for the CPA that is currently doing their audit.

Brian Sayago stated good work on the resolution and ordinance uploads on the website. Lisa Klem responded that Kim Mutarelli has done a great job with this.

APPROVAL OF DEPARTMENT REPORTS- FEBRUARY

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

Motion was made by Michael Rinker, seconded by Kristin Mullen to approve the February 2022 Fire, Police, Public Works, and Zoning Reports. Motion approved Unanimously.

PLANNING & ZONING

Scott Sylvainus stated LVPC will be presenting the Multi-municipal Comprehensive Plan at the April 14, 2022, meeting. Kristin Mullen asked if the meeting will be streamed? Lisa Klem responded that it can be done. We are now working with a new system.

Scott Sylvainus stated the Board has copies of the draft meeting minutes from March 10, 2022.

PUBLIC WORKS

Shawn Shupe stated he is requesting approval of a pay increase for Tyson Unangst to Laborer 2 Position at 85% of top Laborer rate, increasing to \$24.96.

Motion was made by Scott Sylvainus, seconded by Michael Rinker to approve the increase in hourly rate to \$24.96 for Tyson Unangst. Motion approved unanimously.

Shawn Shupe stated he is requesting approval of a pay increase for Scott Weirbach to Laborer 2 Position at 85% of top Laborer rate, increasing to \$24.96.

Motion was made by Kristin Mullen, seconded by Brian Sayago to approve the increase in hourly rate to \$24.96 for Scott Weirbach. Motion approved unanimously.

MS4

Scott Sylvainus stated the second MS4 workshop was held earlier. The next workshop will be held on April 20, 2022, at 6:00 pm.

RECREATION

Jeanie Morgano stated the committee discussed Movie Night. The cost would be \$1,500.00. \$1,000.00 for rental of equipment and \$500.00 to purchase popcorn machine and snacks. They would use Tuskes park one night in June. Thinking the 17th or 24th. Shawn Shupe responded his concern is if other events or sports are going on. Lisa Klem responded the request for funding should be in writing and that she should check with Kim Mutarelli to see if Tuskes park is available. Jeanie stated that Brian Cope from Northampton County Open Space, was at the meeting. He suggested we put a trail plan together for future grants. Sean Dooley stated he could put something together for the west side. Shawn Shupe stated we need to have Right of Way discussions around Gracedale out to Tuskes development.

Lisa Klem stated she spoke with the County about a Livable Landscape Grant for pickleball courts at Tuskes Park. The application is due April 14, 2022. She is requesting the Engineer to draw up a plan for four pickleball courts and cost estimates for the grant. The estimated cost is \$100,000.00. This meets what is in the Park, Recreation, and Open Space Plan.

Motion was made by Kristin Mullen, seconded by Michael Rinker to approve the Engineer draw up plans and compile cost estimates for four pickleball courts at Tuskes Park for the Northampton County Livable Landscape Grant. Motion approved unanimously.

EAC

Nathan Pritchard stated there has been no meeting since the last Board of Supervisors meeting. They would like to have the Solicitor attend their meeting being held on Monday March 21, 2022. Gary Asteak stated he will attend the meeting.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief William Cope stated he had nothing at this time.

EMERGENCY MANAGEMENT

EMC Michael Rinker stated there was one response on March 6, 2022.

SAFETY COMMITTEE

Shawn Shupe stated out of discussions at the meetings, they fixed access to the heat duct area.

FIRE DEPARTMENT

No one was present to give a report.

OLD BUSINESS

Lisa Klem stated that she received an estimate from Environmental Planning and Design for \$53,850.00 to do the Zoning Ordinance. There may be some funds available from the County for this. This does not include SALDO. It would be coordinated zoning with Lower Nazareth and Bath. Brian Sayago asked why Nazareth is not interested. Gary Asteak and Lisa Klem responded we cannot speak for them. Gary stated it would be nice if they were included. A brief discussion ensued regarding the Zoning Ordinance, SALDO Ordinance, and the Nazareth Area Multi-Municipal Comprehensive Plan. The board approved Lisa Klem to ask for a contract from Environmental Planning and Design for the Zoning Ordinance.

NEW BUSINESS

Nothing currently.

ADJOURNMENT

Motion made by Kristin Mullen, seconded by Michael Rinker to adjourn the meeting at 8:25 p.m. Motion approved unanimously.

Respectfully Submitted,

Deanne Werkheiser
Recording Secretary

REGULAR MEETING MINUTES
APRIL 6, 2022
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 Robert Disbrow, Kristin Mullen, Michael Rinker, Brian Sayago, and Scott Sylvainus. Also present were Township Engineer, Sean Dooley, Township Solicitor, Gary Asteak, Township Manager, Lisa Klem, Police Chief, William Cope, Road Superintendent, Shawn Shupe, and Treasurer/ Recording Secretary, Deanne Werkheiser.

COURTESY OF THE FLOOR

Nothing currently.

APPROVALS

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

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve the minutes of the March 16, 2022, MS4 workshop meeting and the March 16, 2022, regular meeting. Robert Disbrow abstained. Motion approved.

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

SUPERVISORS

Nothing currently.

TOWNSHIP ENGINEER

Sean Dooley stated he had nothing to report at this time.

TOWNSHIP SOLICITOR

Gary Asteak stated he had several items.

Gary explained Ordinance No. 188 that was duly advertised on February 22, 2022. The Ordinance would restrict truck traffic except for local deliveries, school buses, etc. on designated portions of Lehigh Lane, New England Drive, and Gun Club Road.

Motion was made by Kristin Mullen, seconded by Brian Sayago to adopt Ordinance No. 188, restricting truck traffic except for local deliveries on designated portions of Lehigh Lane, New England Drive, and Gun Club Road. Motion approved unanimously.

04/06/2022

Gary stated Resolution No. 22-09 and Resolution No. 22-10 are required for the subdivision and land development which requires the widening of the road. We are accepting dedication of the roads.

Motion was made by Robert Disbrow, seconded by Michael Rinker to adopt Resolution No. 22-09 Deed of Dedication - Gun Club Road, NP Gun Club. Motion approved. Brian Sayago opposed.

Motion was made by Michael Rinker, seconded by Robert Disbrow to adopt Resolution No. 22-10 Deed of Dedication - Gun Club Road, Exigo. Motion approved. Brian Sayago opposed.

Gary stated he is seeking authorization to advertise for consideration approval of Resolution No. 22-11 from Heritage Village for TEFRA. Heritage Village is seeking bonding to cover improvement costs. We assume no responsibility. The TEFRA is federal funds for nonprofits. This advertises for a public hearing to be held at the meeting on May 4, 2022. They will assume all costs.

Motion was made by Kristin Mullen, seconded by Brian Sayago to authorize advertisement for consideration for approval of Resolution No. 22-11 Heritage Village TEFRA. Motion approved unanimously.

Gary stated the RC Lone Star hearing has been pushed off until June. The Mohap, et.al. appeal is scheduled for next week. He has submitted his briefs.

TOWNSHIP MANAGER/ ADMINISTRATION

Lisa Klem stated that Keystone Engineering produced a plan and costs for pickleball courts at Tuskes Park. We would apply for a \$150,000.00 Northampton County Livable Landscape Grant. \$150,000.00 is the maximum amount for which we can apply. Total project cost is \$312,455.00. The municipal match would be \$162,455.00 from the Recreation fees fund. This project is in line with the Open Space Plan. Shawn Shupe stated the amount is higher than previously discussed because having to shift a few things at Tuskes Park to fit the pickleball courts as well as everything required- nets, paving, etc. Resolution No. 22-12 is for authorizing Lisa Klem to apply for and execute all documents and agreements for the Livable Landscape Grant Program. Brian Sayago asked why we need a resolution? Lisa responded that the grant requires a resolution.

Motion was made by Kristin Mullin, seconded by Robert Disbrow to adopt Resolution No. 22-12 for the Livable Landscape Grant, authorizing Lisa Klem to execute all documents and agreements. Motion approved. Brian Sayago opposed.

PLANNING & ZONING

Scott Sylvainus stated that LVPC will be presenting the draft Multi-municipal Comprehensive Plan at the next meeting which is April 14, 2022. Gary Asteak stated all comments on the plan should go to Scott so that they can be considered for the draft updates.

PUBLIC WORKS

Shawn Shupe stated he had several items.

04/06/2022

Shawn received an agreement for yard waste disposal from Scott Farms Inc. FRCA is no longer accepting from anyone besides the five original municipalities. This is similar to our previous agreement. Cost is \$325.00 per 30-yard container. They are a DEP approved facility. Scott Sylvainus asked how many containers will be needed. Shawn responded approximately seven containers.

Motion was made by Michael Rinker, seconded by Brian Sayago to approve the use of Scott Farms Inc. for Yard Waste Recycling. Motion approved unanimously.

Shawn stated that curb side collection of yard waste starts April 18, 2022. The schedule is posted on the website. The Yard Waste facility will open April 23, 2022.

MS4

Scott Sylvainus asked if another MS4 workshop will be held before the April 20, 2022, meeting? Sean Dooley responded no; it will not be needed. Items can be discussed during a regular meeting. He attended a LV round table meeting where they are looking to do the same thing we spoke about last month. He would like to review this further.

RECREATION

Lisa Klem gave the report. Lisa stated the concession stand at Tuskes Park was closed due to COVID-19 by the Supervisors. Requests have been made seeking the reopening.

Motion was made by Robert Disbrow, seconded by Scott Sylvainus to open the concession stand for use at Tuskes Park. Motion approved unanimously.

Lisa Klem stated the Board has copies of the draft minutes from March 15, 2022.

Lisa Klem stated the Community Days event is moving dates to September 22, 23, and 24, 2022 due to the closing of the ride company that was used previously. Michael Rinker stated rides are a big draw. We need to have them. The new company we will be using is Good Times. They were not available until September. Brian Sayago asked about the Board of Supervisors and the EAC having a booth at the event. Michael stated they have a Community Days meeting scheduled for next week.

Motion was made by Michael Rinker, seconded by Kristin Mullen to approve the new dates for Community Days- September 22, 23, and 24, 2022. Motion approved unanimously.

EAC

Scott Sylvainus stated the Board has copies of the draft meeting minutes from the March 21, 2022. Brian Sayago stated a meeting is being held with Bushkill Township to discuss their procedures on land acquisition. They will then come up with guidelines to be used.

Scott Sylvainus stated Drew Sack has volunteered for the open position. Drew Sack introduced himself. Brian Sayago asked why he wanted to be on the EAC. Drew stated that he wants to serve his community.

Motion was made by Robert Disbrow, seconded by Scott Sylvainus to appoint Drew Sack to the Upper Nazareth Township Environmental Advisory Council with the term ending December 31, 2024. Motion approved unanimously.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief William Cope stated that he is requesting approval for conditional offer of employment for one part-time Officer.

Motion was made by Brian Sayago, seconded by Michael Rinker to approve conditional offer of employment to one part-time Police Officer. Motion approved unanimously.

EMERGENCY MANAGEMENT

Michael Rinker stated there was one response for a missing person. That person was found.

SAFETY COMMITTEE

Nothing currently.

FIRE DEPARTMENT

No one was present from the Fire Department. Lisa Klem stated she did reach out to them regarding the Touch-A-Truck Program. They will be participating.

OLD BUSINESS

Nothing currently.

NEW BUSINESS

Nothing currently.

Scott Sylvainus stated the Board went into executive session prior to the meeting.

ADJOURNMENT

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

Respectfully Submitted,

Deanne Werkheiser
Recording Secretary

04/06/2022

REGULAR MEETING MINUTES
APRIL 20, 2022
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, Zoning Officer, John Soloe, and Treasurer/Recording Secretary, Deanne Werkheiser. Supervisors Robert Disbrow and Michael Rinker, and Road Superintendent, Shawn Shupe were absent.

COURTESY OF THE FLOOR

Resident Becky Bartlett thanked the Public Works Department for the curbside yard waste pickup.

Resident Wilhelmina Donnelly asked the proper way to report speeding issues on Broad Street Extension. Scott Sylvainus and Lisa Klem responded that the Police Department be notified.

Resident Pat Markovitz expressed concerns with perceived issues with Police and neighbors. Gary Asteak thanked her for bringing this to our attention.

APPROVALS

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

Motion was made by Kristin Mullen, seconded by Brian Sayago to approve the minutes of the April 6, 2022, regular meeting. Motion approved unanimously.

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

Motion was made by Scott Sylvainus, seconded by Kristin Mullen to approve the March 2022 Financial and Treasurer's Report. Motion approved unanimously.

2021 FINANCIAL AUDIT PRESENTATION

Jennifer CruverKibi from Maher Duessel was in attendance virtually. Jennifer stated the audit was done on cash basis per DCED requirements. We give our best opinion per these requirements. Upper Nazareth Township is in accordance with the requirements. 2020 versus 2021 comparison was given. Net income was higher due to ARP funds being received. Expenses increased due to Police having additional full-time officers. There is a new fund this year, the Library Tax Fund.

04/20/2022

The communication letter is very similar to last year. No new policies, changes, or sensitive disclosures. The staff was helpful, normal discussions with management.

The management letter is regarding internal controls. One material weakness due to the size of the staff, same as previous years. Recommending a written technology recovery plan and a contract for IT services.

Brian Sayago stated he had several questions. The management letter has the same three items as last year. Shouldn't there be some comment that it is a repeat? Jennifer responded no; they do not do that. Brian asked if low, mid, or high-risk items are called out? Jennifer responded that is not required so they do not do that. Brian stated the next question may be more for the Supervisors, how do we fix these issues? Are all of these material weakness issues? Jennifer responded only the segregation of duty for cash is. The other two are best practices. The segregation of duty is hard to do in small organizations. Other municipalities have the same issues. Does it justify the cost of another employee? She asked if there were any other questions.

Brian stated he had a laundry list of questions. He would like to go over them with the Auditor, Manager, and Treasurer in several weeks. Jennifer responded yes; she could do that but suggests he meet with management first. Scott Sylvainus stated cash segregation is difficult with smaller staff. Jennifer responded yes difficult, but no issues were found because of it here.

The Board thanked Jennifer.

Brian stated he thinks we need to work on these issues. He asks that the Manager look at these three issues and come up with a recommendation on how to handle them. Lisa Klem responded the office receives very little cash in a year, approximately \$4,000.00. Current segregation has Kim Mutarelli managing the window and deposits, Deanne Werkheiser pays the bills, and I open the mail and do the bank reconciliations. Brian responded that needs to be written down and have the Board address the issue and acknowledge the issue and hope they are not on the audit next year.

SUPERVISORS

Brian Sayago stated he questions regarding bills. The Township is obligated to pay the bills received. We have never authorized the employees to spend these moneys. We should have a procedure on who is authorized to purchase what. He stated he would write it up with input from Shawn Shupe, William Cope, and Lisa Klem.

Brian Sayago asked if the ARP fund was restricted. Lisa Klem responded yes, initially until we received the final ruling on how it can be spent.

Brian Sayago stated that the Treasurer's Report lists the budget as the entire year. It would be better if it were broken down by month. He would like to see it done that way for next year. Brian stated he likes the reports that Lisa is now giving. Lisa stated that there are various ways reports are given. Percentages are easier to follow on a quarterly basis. Brian questioned why Police expenses are 28% higher this year over last year. Lisa responded there are two more full time officers. William Cope stated we also have an officer out on maternity leave which requires additional coverage by other officers.

Brian Sayago asked how the MS4 project costs are being covered? Lisa Klem responded that the Board has not decided.

TOWNSHIP ENGINEER

Sean Dooley stated the Board had the Engineers Report for April. Sean briefly reviewed the projects. MS4 will be discussed later in the meeting.

TOWNSHIP SOLICITOR

Gary Asteak stated he had nothing to report at this time.

TOWNSHIP MANAGER/ ADMINISTRATION

Lisa Klem stated that the first quarter 2022 Nationwide and Girard Police Pension reports were received and available for review.

Lisa Klem stated that she is looking for approval of the proposal received from Environmental Planning and Design for \$53,850.00 to do the Zoning Ordinance. A contract cannot be done until the proposal is accepted. Bath and Nazareth have decided not to do coordinated zoning. Lisa stated that she received a copy of Lower Nazareth's contract, which the Board has, to give an idea. Brian Sayago stated the consumer price index clause should be removed and their liability should be increased to a higher amount. Lisa responded we only have a proposal. That needs to be approved so Gary Asteak can draw up a contract. There may be some funds available from the County for this. This does not include SALDO. It would be coordinated zoning with Lower Nazareth and Bath. Brian Sayago asked why Nazareth is not interested. Gary Asteak and Lisa Klem responded we cannot speak for them. Gary stated it would be nice if they were included. A brief discussion ensued regarding the Zoning Ordinance, SALDO Ordinance, and the Nazareth Area Multi-Municipal Comprehensive Plan. The board approved Lisa Klem to ask for a contract from Environmental Planning and Design for the Zoning Ordinance.

Motion was made by Kristin Mullen, seconded by Brian Sayago to approve the proposal of professional service fees for the update to the Upper Nazareth Township Zoning Ordinance and Map. Motion approved unanimously.

APPROVAL OF DEPARTMENT REPORTS

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

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve the March 2022 Fire, Police, Public Works, and Zoning Reports. Motion approved Unanimously.

PLANNING & ZONING

Scott Sylvainus stated nothing to report at this time.

PUBLIC WORKS

Scott Sylvainus stated that yard waste curbside pick-up is currently happening, and the yard waste facility opens this Saturday.

MS4

Sean Dooley reviewed the active items.

Pathogen testing will be completed by the third week of May. Review of fallout areas will follow.

Working with staff on reporting and educational items for filing of MS4 report.

Farmview basin to be done in June or July. Shawn Shupe is purchasing the necessary materials currently.

Outfall inspections are being done by Public Works.

Basins are being inspected.

Stormwater Ordinance is being updated. Looking into areas that raised red flags on impacts to individual property owners, impacts of costs- personal versus communal. Looking at the complexity of the issues, stormwater issues on individual properties, to come up with a fair and beneficial way. Difficult to come up with an equitable solution. The township may have to do work up front. More to come on this.

Permit year ends in June, reports due in September.

Costs and fees, working on how to make it sustainable.

Sean stated another workshop could address funding, how it is maintained, etc.

A workshop meeting for MS4 will be held at 6:00 PM on Wednesday May 18, 2022, prior to the Supervisors meeting.

Scott Sylvainus asked if the Eagles Landing issue affects our MS4? Sean Dooley responded no; it is the builder's issue to fix. NCCD and DEP working with them now.

RECREATION

George Hasker stated the committee discussed Movie Night and looking for a group to have a fund raiser with the event. Possibly to be held on August 26, 2022, with a rain date of August 27, 2022. Looking at a possible paint party and an open day in the park. Grant was applied for to have pickleball courts built.

Discussed trails and gaining Right of Ways from residents in the Creekside area. Gary Asteak stated a map, and the affected properties are needed. We should have the land appraised. Lisa Klem asked if funding of the appraisals can be from the Open Space Fund. Gary responded yes.

EAC

Nathan Pritchard stated that they have an interested property owner who filled out the questionnaire, draft application. The property ranked 58 out of 200. Approximately eleven and a half acres in total with nine acres of farmland. Feel it is useful to pursue. The next step would be appraisal of the property. Received a quote from Kerry Rider who does the appraisals for Bushkill Township. Brian Sayago stated that with the appraisal we can come up with easement

value. Nathan added that Northampton County easements would be used as a guide. Gary Asteak stated that would be the first step. After getting that number the next step would be to come before the Board to seek approval to move forward with negotiations. Open Space Funds can be used for the appraisal. Brian Sayago stated he would like to have Lisa Klem request the appraisal and control that part of the project. Lisa asked Brian to forward her the information so she can move forward with that.

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve the appraisal of the EAC File #3 property in the amount of \$1,500.00 from the Open Space Preservation Fund. Motion approved Unanimously.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief William Cope stated he had nothing at this time.

EMERGENCY MANAGEMENT

No one was present to give a report.

SAFETY COMMITTEE

Lisa Klem stated nothing at this time.

FIRE DEPARTMENT

No one was present to give a report.

OLD BUSINESS

Resident Wilhelmina Donnelly asked if EIT tax is still being used for Library funding. Scott Sylvainus responded no, only the Library Tax.

NEW BUSINESS

Nothing currently.

ADJOURNMENT

Motion made by Kristin Mullen, seconded by Brian Sayago to adjourn the meeting at 8:12 p.m. Motion approved unanimously.

Respectfully Submitted,

Deanne Werkheiser
Recording Secretary

04/20/2022

**REGULAR MEETING MINUTES
MAY 4, 2022
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, Robert Disbrow, Kristin Mullen, Michael Rinker, Brian Sayago, and Scott Sylvainus. Also present were Township Solicitor, Gary Asteak, Township Engineer, Sean Dooley, Township Manager, Lisa Klem, Police Chief, William Cope, and Treasurer/ Recording Secretary, Deanne Werkheiser. Road Superintendent, Shawn Shupe and Zoning Officer, John Soloe were absent.

PUBLIC HEARING- MORNINGSTAR- HERITAGE VILLAGE TEFRA

Gary Asteak stated the public hearing is required under the Tax Act due to Morningstar applying for TEFRA, tax-exempt funding. The public hearing was duly advertised in the Express-Times on April 13, 2022. Benjamin Ried, Sue Drabic, and Christopher Hunt from Morningstar were present. Benjamin Ried stated a public hearing must be held for 501 (c) (3) organizations under the Tax Code so that the community understands the process. The retirement community project has been going on for years. Looking to complete the project. Christopher Hunt stated they are looking to finance phase 5 & 6 of Heritage Village- cottages, community center, and renovation of the barn. This will complete the project with 120 independent living units in total. This financing is typical for this type of project. Total project cost is \$65,000,000.00 which included refinancing of existing debt and funding of new debt through tax exempt bonds. Christopher thanked the Board of Supervisors and community members for their support.

Brian Sayago asked who will be buying the bonds. Christopher Hunt responded they do not know. Usually is a tax-exempt bond holder. Gary Asteak stated we are not providing funds. We are just approving this type of financing.

Motion was made by Robert Disbrow, seconded by Michael Rinker to approve Resolution No. 22-11, Heritage Village TEFRA. Motion approved unanimously.

COURTESY OF THE FLOOR

Resident Joanne Messenlehner thanked the Public Works Department for the landscaping at the Municipal Building. She stated it was perfect.

Resident Jean Morgano stated that she is requesting the Board move to a single hauler (for garbage and recycling). There are multiple reasons. Environmental disaster with trucks on the streets six days a week all day long. Garbage in the streets and cans out all the time. The former Recycling Committee found that the township was losing money on recycling grants. The cost to repair one mile of roadway is \$1,000,000.00. With so many trucks we will need to replace roadways. Jean stated since the Board is receptive to what committees have been suggesting, she would like to see the Township go to a single hauler like the committee suggested.

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Resident Becky Bartlett expressed concerns with sports traffic from the Intermediate School. They are not using Tatamy Road exit, they are going down 4th Street. She wants the Township to be aware. Parents are parking under the gate, so it does not close. Michael Rinker and William Cope responded this should be addressed by the school's Police Department. Becky responded she has been in contact with them. William Cope will send a letter to the school.

APPROVALS

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

Motion was made by Kristin Mullen, seconded by Brian Sayago to approve the minutes of the April 20, 2022, regular meeting with amendments to "outfall" under MS4 and landowner name being changed to EAC file # 3 under EAC. Motion approved 3-0. Robert Disbrow and Michael Rinker abstained.

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

SUPERVISORS

Brian Sayago stated regarding the single hauler, he is neutral, but it is on his agenda. He would like to see a hearing on this issue. He was going to bring up in 2023 if not addressed prior.

Brian Sayago stated regarding the traffic issue at the school, why isn't it blocked. Michael Rinker responded need to have emergency access. William Cope stated there is no paperwork as to what it is technically for. Gary Asteak responded the justification was for emergency purposes. Brian asked if it was still legitimate. Michael responded that yes it was. It is private property and their street. It has previously been discussed extensively. Michael asked who we would need to speak to regarding the issue. Gary Asteak responded the Superintendent. Lisa Klem will contact him and research information regarding this issue.

TOWNSHIP ENGINEER

Sean Dooley stated he had nothing to report at this time.

TOWNSHIP SOLICITOR

Gary Asteak stated he had nothing to report at this time.

TOWNSHIP MANAGER/ ADMINISTRATION

Lisa Klem stated regarding the single hauler, we have been doing the 904 Recycling Grant. We are doing the grants in house now. We just received over \$7,000.00. She just received notification that we were awarded \$114,000.00 in the 902 Recycling Grant for a leaf

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vac system. Jean Morgano asked if it might be easier to track for accurate amounts (with a single hauler). Lisa responded possibly. She wanted her to be aware that we have been applying and receiving the grants. Jean Morgano added that a single hauler would be cheaper for the residents. Scott Sylvainus responded that this issue will be looked into.

PLANNING & ZONING

The Board had copies of the draft April 14, 2022, meeting minutes.

PUBLIC WORKS

Scott Sylvainus stated that free mulch was available at the yard waste facility. The mulch is untreated.

MS4

Sean Dooley stated he had nothing at this time. He will have information at the Workshop meeting on May 18, 2022. Brian Sayago asked if we must have a new MS-4 Ordinance by September 30, 2022. Sean responded he thinks it was extended until 2024 but he will check into it and be discussed further at the workshop meeting.

RECREATION

The Board had copies of the draft April 19, 2022, meeting minutes.

The committee is seeking \$1,500.00 from the General Fund for Movie Night. Will cover the cost of equipment rental, movie rental, license, and popcorn machine. The question was raised why the Recreation Fund cannot be used. Kristin Mullen stated there are specific uses for the Recreation Fund. It cannot be used for this.

Motion was made by Kristin Mullen, seconded by Brian Sayago to approve \$1,500.00 from the General Fund for Movie Night. Motion approved 4-0. Robert Disbrow opposed.

The committee is seeking approval to hold Movie Night at Tuskes Park on June 17, 2022, with the rain date of June 24, 2022.

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve Movie Night at Tuskes Park on June 17, 2022, with a rain date of June 24, 2022. Motion approved unanimously.

EAC

The Board had copies of the draft April 18, 2022, meeting minutes. Brian Sayago stated he revised the minutes, and another revision needs to be done.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief William Cope stated he had nothing at this time.

EMERGENCY MANAGEMENT

Michael Rinker stated that Robert Disbrow and himself attended the drill and mock accident presentation at the Nazareth High School. Robert Disbrow stated our Police Department did an amazing job. EMS, Fire Department, and Coroner's Office also took part. Michael stated there was one missing person response.

SAFETY COMMITTEE

Michael Rinker stated the next meeting will be held on May 24, 2022, instead of May 17, 2022.

FIRE DEPARTMENT

No one was present to give a report.

OLD BUSINESS

Nothing currently.

NEW BUSINESS

Nothing currently.

ADJOURNMENT

Motion made by Robert Disbrow, seconded by Michael Rinker to adjourn the meeting at 7:45 p.m. Motion approved unanimously.

Respectfully Submitted,

Deanne Werkheiser
Recording Secretary

WORKSHOP MEETING MINUTES
MAY 18, 2022
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

The MS4 Workshop Meeting was called to order at 6:00 p.m. by Chairman Scott Sylvainus.

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, Township Manager, Lisa Klem, Road Superintendent, Shawn Shupe, and Treasurer/ Recording Secretary, Deanne Werkheiser.

Township Engineer Sean Dooley stated that there are multiple options on how to proceed. He is seeking the Boards guidance on organizational options, funding and fee structure, inspections, enforcement, and rollout. Eighty communities have done MS4/ Stormwater programs.

Sean listed four organizational options-

1. Keep in house. Stays under control of the Board, administered by the staff.
2. Create a new Authority. This takes time, money, and the Authority would have control over what is done.
3. Partner with an existing Authority. Like the Nazareth Municipal Authority.
4. Create a Multi-Municipal Authority. Could be through the Nazareth COG.

Sean asked what the Boards thoughts were. Michael Rinker stated he felt that it should stay in house. Brian Sayago stated authority, keep it separate. Gary Asteak responded this would create another level and expenses. Would need a separate manager, solicitor, engineer, etc. Kristin Mullen asked is we could assess fees without having an authority. Sean Dooley responded that is going through legislation right now. Need to investigate where it stands.

Scott Sylvainus asked what will need to be done by whomever is in charge? Is it just a fee? Monitoring? Set up, costs, etc.? Sean Dooley responded we are currently doing what needs to be done but with no funding. The fees would cover this, regulatory compliance per the MS4 permit, BMP inspections, and ongoing project requirements- which change with permits. There are stormwater pipes that are over fifty years old. Need to look at long term replacement prior to mass failure. Need to cover those costs. Small project provisions to residents and infiltration. An Ordinance would be needed to implement.

Brian Sayago asked to go over the options again. Sean reviewed the four options again. Brian Sayago stated he would like to give to someone else, not sure who. Sean Dooley stated that ultimately it is the Municipalities responsibility to comply. Kristin Mullen stated she is concerned about community participation in an authority. Leaning to keeping in house. Robert Disbrow stated do we need another level of government. We have no control over an authority. Keep it in house. Lisa Klem stated an additional staff member would be needed to manage this once we move forward.

Sean Dooley stated funding also needs to be decided on. Taxation or fee. You can assess a fee on someone who does not pay taxes i.e., a school, etc. Robert Disbrow responded it is still a tax either way. Sean replied that there are ways to negotiate and a way to disburse the load.

The Board agreed to focus on keeping in house. This would include administration, public works, and the engineering firm. Scott Sylvainus asked about needed staff. Lisa Klem and Shawn Shupe responded an additional staff member will be needed whose primary role would

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be MS4/ Stormwater. Gary Asteak stated discussion of needing open space administrator, recreation, etc. Those duties could be added too. Lisa Klem responded they would 25% administrative duties to start, going to 50 %. It would eventually be a full-time position once fees are assessed. Would need to decide who sends the bills.

Sean Dooley reviewed the cost-contributing factors. Using these we can figure out the actual cost burden. Brian Sayago asked who will figure out the position, full time or part time? Lisa Klem responded that is why the Boards guidance is needed so that we can put together what the position would entail and what would need to be done to accommodate that. Michael Rinker stated costs would be decided at budget time.

Sean Dooley stated the Board needs to decide on a funding structure, taxes or stormwater fee. Gary Asteak suggested the Board look at what other municipalities are already doing and what is working for them. PSATS should know if the legislation has passed. Brian Sayago asked how soon would this start? Sean responded that there is a lot to go through and figure out. ARP (American Rescue Plan) funds could be used. Lisa Klem replied the second ARP check is coming in June. The funds can be used to offset the general fund. We can set aside funds from that for MS4. There are possible grants from Northampton County. Sean added that this would give base funds to start with. A communication plan needs to be developed so that residents understand the burden it places on the Township.

Nathan Pritchard responded that several communities have a MOU with NCCD (Northampton County Conservation District) to educate the residents. Easton, Bethlehem, Allentown, and Bethlehem Township have fee schedules. Each has their own set up. Lisa Klem replied that with ARP funds and grants monies, fees may not need to start being assessed until 2024 or 2025. Gary Asteak asked how are the costs determine to set the fees? Sean Dooley replied that is a hard question since it is an unfunded mandate and DEP changes requirements as we go along. Robert Disbrow asked what we must do to meet the minimal requirements since they are always changing? Sean responded we will not have a clear understanding until the next round. We need to finish this permit cycle. Lisa Klem stated there are four projects in this cycle. The first project will cost approximately \$42,000.00 since we are doing this in house instead of the \$115,000.00 if it had been outsourced. The estimate for all four projects is \$830,000.00 but costs have risen so may be higher than estimated. The ARP funds can be used for this or various other needs. That is up to the Board to decide. Gary Asteak stated that DEP does not care how we pay for this. An ordinance is not needed for projects that need to be done.

Sean Dooley reviewed fee calculation methodology options. Allentown uses a formal credit program. Methods could be mixed. Could be case by case or across the board. Inspection plan options were reviewed. Sean recommended all inspections be done by the municipality. This guarantees compliance. Gary Asteak responded that small problems can turn into much larger problems.

Sean Dooley stated that enforcement policies and procedures would need to be established. Would be part of administrative requirements. Prior to any rollout the community needs to be informed. Education prior to anything being implemented is very important.

Workshop ended for the Board of Supervisors Meeting.

Respectfully Submitted,
Deanne Werkheiser
Recording Secretary

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REGULAR MEETING MINUTES
MAY 18, 2022
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, Robert Disbrow, Kristin Mullen, Michael Rinker, 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, Zoning Officer, John Soloe, and Treasurer/ Recording Secretary, Deanne Werkheiser.

COURTESY OF THE FLOOR

Nothing currently.

APPROVALS

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

Motion was made by Robert Disbrow, seconded by Michael Rinker to approve the minutes of the May 4, 2022, regular meeting. Motion approved unanimously.

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

Motion was made by Michael Rinker, seconded by Kristin Mullen to approve the April 2022 Financial and Treasurer's Report. Motion approved unanimously.

SUPERVISORS

Resignation letter was received from John (Jack) Gum as representative to NBMA (Nazareth Borough Municipal Authority). Robert Disbrow suggested a thank you letter be sent. Lisa Klem stated information will be put out for a replacement. Anyone interested should contact the Office.

Motion was made by Michael Rinker, seconded by Robert Disbrow to accept resignation of John (Jack) Gum as representative to NBMA. Motion approved unanimously.

Michael Rinker stated the Parade of Graduates will be held on June 1, 2022, at 5:30 pm. Rain date is June 2, 2022.

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TOWNSHIP ENGINEER

Sean Dooley stated he has submitted the Engineering status report. Pathogen testing has been delayed; we are waiting for permission from Buzzi Unicem. One new project is starting, Overlook Estates.

PLANNING & ZONING

The Board had copies of the draft May 2, 2022, meeting minutes.

Approval of the Sabatino Lot Line Adjustment Preliminary/ Final Plan conditioned on KCE's review letter dated May 12, 2022, is before the Board. John Soloe stated this went before Planning Commission several months ago. They will be making a nonconforming lot more conforming. They are not looking to do anything with the vacated streets. Sean Dooley stated it does comply per the May 12, 2022, letter.

Motion was made by Robert Disbrow, seconded by Scott Sylvainus to approve the Sabatino Lot Line Adjustment Preliminary/ Final Plan conditioned on KCE's review letter dated May 12, 2022. Motion approved unanimously.

Overlook Estates four (4) lot Subdivision Preliminary/ Final Plan review extension is before the Board. The review extension was given verbally by Philip Malitsch at the Planning Commission meeting.

Motion was made by Kristin Mullen, seconded by Michael Rinker to accept the extension time to review the Overlook Estates Four Lot Subdivision Preliminary/ Final Plan received from Philip Malitsch from Tuskes Homes until September 30, 2022. Motion approved unanimously.

MS4

Sean Dooley stated that part of the DEP requirements is for an Animal Waste Management Ordinance for property owned by permittee. We do currently have an ordinance, but it does not specifically address public land, property owned by permittee. Sean would like to submit a draft to DEP for their approval. Lisa Klem stated we need to know what is required.

Motion was made by Michael Rinker, seconded by Scott Sylvainus to approve Gary Asteak to draft an Animal Waste Management Ordinance amendment that meets DEP requirements by September 2022. Motion approved unanimously.

Scott Sylvainus stated that an MS4 workshop was held prior to the meeting.

TOWNSHIP SOLICITOR

Gary Asteak stated that the court affirmed the Zoning Hearing Boards decision on Tadmor. The Zoning Officer was correct that it is a warehouse. The Board asked for municipal costs incurred from this. Lisa Klem responded she would get those together.

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TOWNSHIP MANAGER/ ADMINISTRATION

Lisa Klem stated the Nazareth Memorial Library is requesting a waiver of the fees to rent the small pavilion on June 21, July 19, and August 18, 2022. The fees were waived in 2021.

Motion was made by Scott Sylvainus, seconded by Kristin Mullen to approve Nazareth Memorial Library request of waiver of the fees to rent the small pavilion on June 21, July 19, and August 18, 2022. Motion approved 3-2. Robert Disbrow and Michael Rinker opposed. Michael Rinker stated they have enough money to cover the fee.

Lisa Klem stated approval is needed for HomeTown Press to publish the Fall 2022 Newsletter.

Motion was made by Michael Rinker, seconded by Brian Sayago to approve HomeTown Press publishing the 2022 Fall Newsletter. Motion approved unanimously.

Lisa Klem stated articles need to be submitted to Kim Mutarelli by August to be in this issue of the Newsletter.

APPROVAL OF DEPARTMENT REPORTS

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

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

PUBLIC WORKS

Shawn Shupe stated he is seeking approval to place a twelve-foot tow behind mower on Municibid. They have not used this piece of equipment in five years and can use the room where it is being stored.

Motion was made by Brian Sayago, seconded by Robert Disbrow to approve the twelve-foot tow behind mower advertised for sale on Municibid. Motion approved unanimously.

Shawn Shupe stated there is a safety issue at Creekside Park. Residents have called him regarding issues at the playground. Shawn stated it is rusted, flaking, etc. We should not wait on repairs. New decking quote from George Ely Associates is for \$8,766.00. Will take eight to twelve weeks to receive. Brian Sayago responded that we should see what the people who use it want before we move forward with any repairs. He stated he would take survey cards to neighbors to get their thoughts. Scott Sylvainus replied that we should do the repairs and do the survey. Shawn Shupe replied that the residents asked for a trail in the last survey. Money would be better spent on that due to the type of park it is. Resident Wilhelmina Donnelly stated that we are fortunate to have the parks we do. If you are going to do that for one, you should do that for them all, which would cause our taxes to go up. We now have the Library Tax, cannot keep having more taxes. You are opening a can of worms.

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Motion was made by Robert Disbrow, seconded by Michael Rinker to approve replacing the playground decking at Creekside Park per the quote from George Ely Associates for \$8,766.00. Motion approved unanimously.

Shawn Shupe gave an update on the water issue at 1st and Mt. Vernon Streets. Road repairs have been done but did not correct the issue. The area is basically in a valley. Public Works has done as much as we can do. The drain goes to Tatamy Road. The drainpipe sits higher than the roadway, pipes are too small, and there is no pitch. We need a professional plan and cost analysis for this problem. Robert Disbrow asked if we could receive Emergency Management funding for this issue? A brief discussion ensued regarding the surrounding roadways, flooding, and storm sewers. The Supervisors agreed to have Lisa Klem contact Sean Dooley regarding this issue. They are looking for a brief report and survey only. Lisa Klem will reach out to him.

RECREATION

Scott Sylvainus stated the committee picked "Encanto" for the movie being shown on June 17, 2022. Start time will be at 8:30 pm. They are thinking of having another Movie Night on August 26, 2022. They are having an Art Session on August 27, 2022. All are at Tuskes Park. Lisa Klem stated that the costs for Movie Night have exceeded the \$1,500.00 limit that was set. Scott Sylvainus, Kristin Mullen, and Brian Sayago stated they would donate the difference.

EAC

Nathan Pritchard stated that the committee received a second application from an interested property. Will be going to inspect property. They will be meeting twice a month, the first and third Monday of each month. They formalized an operating policy. The appraisal of the property- EAC File #3, has not been received yet.

Nathan stated he has reached out to Bushkill Township and Plainfield Township regarding coordinating a joint open space area in the north end of the Township. Several members got together prior to the meeting to compile items.

Gary Asteak stated the Committee can get together to do sight inspections, etc. but no decisions can be made. Lisa Klem stated that the addition of a second meeting has been advertised. Brian Sayago asked if the EAC can have an executive session. Gary Asteak responded that they can, as long as it follows the list of allowable reasons. Brian Sayago stated that projects will be given numbers and that actual address would be given during executive session. Gary responded that is allowed.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief William Cope stated he sent an email to the NASD Police regarding the issue at the 4th Street gate. They responded that it will not be an issue anymore until August. If there are any problems, they asked that someone reach out to them.

EMERGENCY MANAGEMENT

Michael Rinker questioned the gate being locked at the High School during school hours. Is the Fire Department aware of this? They should know for response to an emergency.

SAFETY COMMITTEE

Michael Rinker stated the meeting is next week.

FIRE DEPARTMENT

No one was present to give a report.

OLD BUSINESS

Nothing currently.

NEW BUSINESS

Nothing currently.

ADJOURNMENT

Motion made by Robert Disbrow, seconded by Michael Rinker to adjourn the meeting at 7:55 p.m. Motion approved unanimously.

Respectfully Submitted,

Deanne Werkheiser
Recording Secretary

REGULAR MEETING MINUTES
JUNE 15, 2022
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

Meeting called to order at 7:25 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, Michael Rinker, Brian Sayago, and Scott Sylvainus. Also present were Township Solicitors, Gary Asteak (virtually) and Steven Mills, Township Engineer, Sean Dooley (virtually), Township Manager, Lisa Klem, Police Chief, William Cope, Road Superintendent, Shawn Shupe, and Treasurer/ Recording Secretary, Deanne Werkheiser.

COURTESY OF THE FLOOR

Resident Mary Kositz of 522 West St. Elmo Street, stated that she lives next to a distressed property located at 518 West St. Elmo Street. The property is infested with rats that are now migrating to neighboring properties. The property is in poor condition and is dangerous. A discussion ensued of what steps have been taken and what can be done at this point. Lisa Klem stated that the Zoning Officer will check the property and that he and the Police Department will follow up with her. Mary thanked the Board and staff for listening and taking this issue seriously.

APPROVALS

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

Motion was made by Michael Rinker, seconded by Robert Disbrow to approve the minutes of the May 18, 2022, regular meeting. Motion approved unanimously.

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

Motion was made by Brian Sayago, seconded by Robert Disbrow to approve the May 2022 Financial and Treasurer's Report. Motion approved unanimously.

SUPERVISORS

Scott Sylvainus announced that an executive session was held prior to the meeting.

Hanover Township is requesting to join the Nazareth Area Council of Government.

Motion was made by Kristin Mullen, seconded by Robert Disbrow to accept the request of Hanover Township to join the Nazareth Area Council of Government. Motion approved unanimously.

Kristin Mullen stated that the Nazareth COG discussed single hauler (garbage pickup) bidding as a group. Would be several years since some municipalities just signed contracts.

Brian Sayago stated that the derelict property at 101 George Street should be looked into as well. Lisa Klem responded that a letter has been sent via certified mail to the owner at the address we think he may be residing at. The County's and our records do not reflect a correct address. No one is residing at the property.

Brian Sayago stated he is disappointed that we did not have a meeting two weeks ago. He feels we should meet even if we do not have a quorum or items for the agenda. We should be here. Robert Disbrow asked why we would pay for our solicitor, engineer, and staff to attend a meeting if there is no quorum. He suggested that we should have one regular business meeting and one workshop meeting a month. Michael Rinker stated that if there is nothing on the agenda the manager can cancel the meeting. Scott Sylvainus stated that we should do our best to have the two meetings since they have been advertised.

TOWNSHIP ENGINEER

Sean Dooley stated he has submitted the Engineering status report. They are working on closing out projects. MS4 will be discussed later in the meeting.

TOWNSHIP SOLICITOR

Steven Mills stated the RC Lone Star hearing was held and the tax issue has been settled. The property and building will be tax exempt. Lamont McClure was instrumental in getting this settled.

TOWNSHIP MANAGER/ ADMINISTRATION

Lisa Klem stated that the contract for professional services from Environmental Planning and Design is before the Board for approval. This is for the joint Zoning Ordinance update with Lower Nazareth. The cost is not to exceed \$53,850.00.

Motion was made by Kristin Mullen, seconded by Michael Rinker to approve Environmental Planning and Design contract. Motion approved unanimously.

Lisa Klem stated the two-year contract renewal for traffic signal maintenance with Signal Service is before the Board for approval. The cost has stayed the same as previous years.

Motion was made by Robert Disbrow, seconded by Brian Sayago to approve Signal Service contract renewal. Motion approved unanimously.

Lisa Klem stated that our Sewer Enforcement Officer Christopher Noll is suggesting the Board appoint Ian Stout as Alternate Sewer Enforcement Officer.

Motion was made by Robert Disbrow, seconded by Kristin Mullen to approve Ian Stout as Alternate Sewer Enforcement Officer. Motion approved unanimously.

APPROVAL OF DEPARTMENT REPORTS

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

Motion was made by Michael Rinker, seconded by Robert Disbrow to approve the May 2022 Fire, Police, Public Works, and Zoning Reports. Motion approved unanimously.

PLANNING & ZONING

The Board had copies of the draft June 9, 2022, meeting minutes.

PUBLIC WORKS

Shawn Shupe stated he has nothing to bring before the Board at this time.

Robert Disbrow asked how they were doing with fuel costs? Shawn Shupe responded it is hard. All costs are going up across the board. We are waiting on a lot of items that have been ordered. Lisa Klem stated that the gas card limits were raised a few months ago.

MS4

Sean Dooley stated that he will be meeting with Township staff. He stated getting the approval from Buzzi to do the pathogen testing has been challenging. May come before the Board at a later date.

Scott Sylvainus asked if all deficiencies will be addressed by the end of June. Sean responded they are close to being complete. Should have everything by the end of June.

Brian Sayago stated the report is due by September 30, 2022. Can we have a report from you that will show us what that report looks like, so we know what is needed? Sean responded he can send last years report and mark up what will be updated, changed, and added. Shawn Shupe responded that he could show Brian the DEP report. Brian stated there are many things that we are required to do for the MS4- public education, projects, ordinances, fees, cost structure, etc. Where do we stand with all of that? Where are we today and how are we planning to get to our goal by September 30, 2025? Shouldn't we have a document with details that shows us where we stand and a draft ordinance that we can review? He would like to see a timeline with the components and cost options so we can understand what is going on. Sean stated we could do this at another workshop meeting. The MS4 workshop meeting will be held on July 20, 2022, at 6:00 pm.

Scott Sylvainus asked what has been spent so far this year and what the budget is for. Lisa Klem responded that so far this year \$21,000.00 has been spent. That includes filing fees. Mostly engineering expenses. Nothing has been budgeted for MS4.

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RECREATION

Kristin Mullen stated Movie in the Park is this Friday, June 17 at 8:00 pm. There will be free popcorn and water. Kristen thanked Gary Asteak and Keystone Consulting Engineers for their donations to the event.

EAC

Brian Sayago stated that the Board had copies of the May 16, 2022, meeting minutes and draft minutes from the June 6, 2022, meeting. They are currently discussing another property. They will be bringing suggestions before the Board at the next meeting.

Brian Sayago stated they will need another member due to Frank Hirst's resignation.

Motion was made by Brian Sayago, seconded by Robert Disbrow to accept the resignation of Frank J. Hirst III from the Environmental Advisory Council. Motion approved unanimously.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief William Cope stated that two officers are nearing the end of their probationary period. Brian Kiselewsky has fulfilled his probationary status with distinction. He recommends removal from probation and retention as a permanent full-time officer.

Motion was made by Kristin Mullen, seconded by Robert Disbrow to remove Brian Kiselewsky from probation and approve his retention as a permanent full-time officer effective June 20, 2022. Motion approved unanimously.

William Cope stated Officer #2 has failed to fulfill his probationary status. He recommends the termination of his position.

Motion was made by Kristin Mullen, seconded by Brian Sayago to terminate Officer #2 from his position as an Upper Nazareth Township Police Officer effective June 19, 2022. Motion approved 3-2. Robert Disbrow and Michael Rinker opposed.

William Cope stated he received a resignation letter from part-time officer Brent Castelletti.

Motion was made by Brian Sayago, seconded by Robert Disbrow to accept the resignation of Brent Castelletti from part-time Police Officer. Motion approved unanimously.

EMERGENCY MANAGEMENT

Michael Rinker stated they had one response to Briarwood Lane.

SAFETY COMMITTEE

Michael Rinker stated Board had copies of the draft May 24, 2022, meeting minutes.
Shawn Shupe stated the emergency lighting batteries have been replaced. The generator was looked at.

FIRE DEPARTMENT

No one was present to give a report.

OLD BUSINESS

Nothing currently.

NEW BUSINESS

Scott Sylvainus stated that recommendations will be coming from the Planning Commission to do amendments to the SALDO and Zoning Ordinance that need to be addressed prior to the updates. Estimated costs under \$1,000.00.

ADJOURNMENT

Motion made by Robert Disbrow, seconded by Kristin Mullen to adjourn the meeting at 8:25 p.m. Motion approved unanimously.

Respectfully Submitted,

Deanne Werkheiser
Recording Secretary

**REGULAR MEETING MINUTES
JULY 6, 2022
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 (virtually), Brian Sayago, and Scott Sylvainus. Also present were Township Solicitors, 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 and Robert Disbrow were absent.

COURTESY OF THE FLOOR

George Polak stated he had information for the Board that clarifies his status since he was referred to as a resident at a previous meeting. He asked if there was a contract with Solicitor Gary Asteak. Lisa Klem responded he is appointed at the reorganizational meeting. She will give him a copy of those minutes.

Township resident Joanne Messenlehner thanked the Police Officers who were very good to her. Joanne suggested that people lock their cars and homes for safety. She suggested that Upper Nazareth Township should have a tree lighting ceremony. Joanne expressed her opinions on warehouses and what she did while tax collector.

APPROVALS

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

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve the minutes of the May 18, 2022, MS4 Workshop meeting and the June 15, 2022, regular meeting. Motion approved unanimously.

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

SUPERVISORS

Scott Sylvainus announced that an executive session was held prior to the meeting to discuss purchase of real estate and personnel.

TOWNSHIP ENGINEER

Sean Dooley stated he had two items for the Boards approval.

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The Heritage Village Phase 1 Maintenance Period has ended. He is recommending the release of the Maintenance Security. The Developer will provide As- Builds for all phases when complete so that any recorded plans can be amended.

Motion was made by Brian Sayago, seconded by Scott Sylvainus to approve Morning Star Heritage Village Phase 1 release from 18-month Maintenance Period and release total security of \$21,454.75. Motion approved unanimously.

Sean Dooley stated he recommends the approval of Heritage Village Phase 2: Letter of Credit Reduction, establishing Maintenance Security which would be 10%, and entering an 18-month Maintenance Period.

Motion was made by Kristin Mullen, seconded by Brian Sayago to approve Morning Star Heritage Village Phase 2 Letter of Credit Reduction Request from \$373,011.68 to \$177, 911.55 for a total reduction of \$195,100.13. Motion approved unanimously.

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve Heritage Village Phase 2 request to enter an 18-month Maintenance Period beginning July 6, 2022, and ending January 6, 2024. Motion approved unanimously.

TOWNSHIP SOLICITOR

Gary Asteak stated he had two items for the Boards approval.

He is deferring the approval of the Tadmor 2 Stormwater Management Drainage Agreement until the remaining agreements are received so that they can all be done together. Easements will go to the developer and successors with the Township doing the inspections so that the township has no financial responsibilities.

The final plan for the Nazareth Area Multi-municipal Comprehensive Plan is available on LVPC's website. The Planning Commission should do one final review. Link to the plan should be added to the Townships website. He will advertise for adoption of the plan at the August 3, 2022, meeting.

Motion was made by Kristin Mullen, seconded by Brian Sayago to authorize the advertisement of Resolution No. 22-13, adopting the Nazareth Area Multi-municipal Comprehensive Plan. Motion approved unanimously.

TOWNSHIP MANAGER/ ADMINISTRATION

Lisa Klem stated that the 2021 Police Pension financial statements from Girard are available for review.

PLANNING & ZONING

Scott stated there was nothing to report at this time.

PUBLIC WORKS

Shawn Shupe stated he has two items to bring before the Board.

Don Seiple has successfully completed his probationary period. He has become a valuable member to the team. Shawn recommends a pay increase from 75% of the top laborer rate to 80%- \$23.49.

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve the increase for Don Seiple from 75% of the top rate to 80%, \$23.49, effective immediately. Motion approved unanimously.

Shawn Shupe stated that the tow behind mower has sold on Municibid for \$8,300.00.

Scott Sylvainus asked how the road work was coming along. Shawn responded the only issues are with getting needed parts for stormwater inlets, etc.

MS4

Sean Dooley stated that there will be a workshop meeting at 6:00 PM prior to the July 20, 2022, meeting.

RECREATION

Scott Sylvainus stated a request was received from Todd Wismer of the Nazareth Soccer Club regarding lights on the field for the fall season. Todd Wismer explained what they are looking to do at Tuskes Park during the fall season- September 5, 2022, through November 18, 2022. They would like to use two portable LED lights so that they can practice longer. They will face away from houses. They will abide by what ever curfew the Township gives. Shawn Shupe stated that when these types of lights have been used in the past there were no issues. He is fine with this.

Motion was made by Brian Sayago, seconded by Scott Sylvainus to approve the Nazareth Soccer Club to place lights on one field during the 2022 fall season with a curfew of 8:15 pm. Motion approved unanimously.

EAC

Brian Sayago stated that the recommendations made during executive session will be discussed again at a future meeting.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief William Cope stated that he had two items to bring before the Board.

William Cope stated he received a resignation letter from full-time officer Kundan Dave effective June 16, 2022.

Motion was made by Kristin Mullen, seconded by Brian Sayago to accept the resignation of Kundan Dave from full-time Police Officer effective June 16, 2022. Motion approved unanimously.

William Cope stated he is recommending the Board hire Zach Dugan as a full-time Officer effective July 1, 2022.

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve conditional offer of employment as a full-time officer effective July 1, 2022. Motion approved unanimously.

EMERGENCY MANAGEMENT

Nothing currently.

SAFETY COMMITTEE

Nothing currently.

FIRE DEPARTMENT

No one was present to give a report.

OLD BUSINESS

Nothing currently.

NEW BUSINESS

Nothing currently.

ADJOURNMENT

Motion made by Kristin Mullen, seconded by Brian Sayago to adjourn the meeting at 7:37 p.m. Motion approved unanimously.

Respectfully Submitted,

Deanne Werkheiser
Recording Secretary

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WORKSHOP MEETING MINUTES
JULY 20, 2022
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

The MS4 Workshop Meeting was called to order at 6:05 p.m. by Chairman Scott Sylvainus.

Board members present were Kristin Mullen, Brian Sayago, and Scott Sylvainus. Also present were Township Solicitor, Gary Asteak, Township Engineers, Sean Dooley and Michael Schallock, Township Manager, Lisa Klem, Road Superintendent, Shawn Shupe, and Treasurer/ Recording Secretary, Deanne Werkheiser.

Township Engineer Sean Dooley reviewed the items on the agenda for the workshop. Permit period, PRP project status updates, required ordinances, PA-DEP MS4 inspection report, 2021-2022 annual report, and MS4 program organization.

A- The permit period runs April 1, 2021, to March 31, 2026.

Brian Sayago suggested to start with the annual report.

E- Annual reports- Sean stated they have been doing these reports since 2003. Report is due September 30, 2022. The draft will be to staff by August 11, 2022, for their comments, to the Board at the beginning of September for comments with approval slated for mid-September, then submission. Brian Sayago stated he thinks the report should be to the Board for review now. Sean responded that the report is standardized, not as big as he thinks. Brian requested last years report to review. Sean stated he would make sure the board gets it. Michael Schallock stated yearly reporting recently started. Reporting was done every several years. It is a 15-page report, mostly yes and no answers and dates. Brian asked if the answers need proof. Michael responded that reports, maps, and other items have already been submitted to DEP. Sean added they are looking for engagement and implementation of programs and satisfying requirements. Items of non-compliance and records being updated and at hand if needed. Those are being maintained by the Municipal staff. Involvement is the next step. As long as we show progress towards compliance that is what is important. Brian asked what happens if report is not submitted? Michael responded he is not sure because they have always submitted the reports. Brian asked why staff was reviewing the report? Michael replied to make sure nothing was missed- i.e., dates, additional information, etc. Brian asked why the staff and Board can't get the draft at the same time? Sean responded he has no problem with that.

Sean stated the biggest change to the report is the Pollution Reduction Plan (PRP) implementation because we are in that phase now. Brian stated he has no sense of where we are in the report. Everything has its own requirements. He stated he has not seen a real project plan for the full five years. He is not confident or comfortable with where we are today. Would like to see elements laid out on a timeline. Website, pamphlets, ordinances, projects, etc. He feels we are behind schedule. Sean responded we are in the new phase of the program. This phase is more organized and serious to DEP. On the agenda for discussion. We don't have a clear plan, DEP doesn't either. The caution is to not go too far ahead because requirements change. Don't want to see money misspent. We need to discuss how fast we should move and need authorization to do the work. We need to develop organizational structure. Shawn Shupe stated we have PRP's for this cycle that are done or being worked on. Michael agreed that the main items are being worked on. Sean stated we get very little feed back from DEP, they are overwhelmed. During this cycle an audit will be done. Brian stated he is looking for project management. What we need to do, what needs to be done and by when. Sean responded this is in my report- projects, timelines, etc. what is missing? Many of your questions would have been answered during the presentation. We are looking to stretch the budget over the entire period. We are working with staff to make sure we are in compliance. Gary Asteak asked what are our priorities for the safety of the residents? If you tell the Board what they need to do, then they can give you more direction.

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Shawn Shupe stated the last inspection was okay. The problem was administration and documentation. Brian asked what three things do we need to do in the next three weeks? Sean responded the PRP is in process now. Critical items, we are doing and managing per DEP requirements. They are being completed. MS4 ordinance will be the most critical. That will set the administration needs- i.e., administration, enforcement, fines, etc. These items need to be defined. Sean stated he will breakdown the program and reorganize what will be needed to be implemented. He will go over this with Lisa Klem. Will need someone in the office who focuses on MS4. Brian responded we will need a job description for that position. Should the ordinance be done first so we know what we will need? Sean responded that is what they are working on. First step is to have the program laid out so that everyone knows what we are working on.

B- Pollution Reduction Plan (PRP) project status updates.

Farmview Basin Retrofit. The completion deadline is March 31, 2026. Target for completion is November 2022. Shawn Shupe stated they are waiting on materials so we can do the project. Currently have about 50% of needed materials. Mostly supply chain issues. He has no concerns about getting this done.

Pathogen testing. Sean stated samples were taken. Having issues with testing facilities being available.

We need inventory by 2024 and sources by 2025. We are hoping to have this completed this year.

Tewksbury Basin Retrofit. The completion deadline is March 31, 2026. Target completion November 2023. Sean stated they have received authorization to work on this project and Sycamore Park.

Currently getting information together to apply for a grant. Expected to follow model for Farmview Basin Retrofit project.

Sycamore Park. The completion deadline is March 31, 2026. Target completion November 2024. Brian stated he would like to see the park redeveloped into a bigger, better park that would have a lot of amenities and incorporate MS4 requirements. Shawn Shupe responded we do not want to make all our land a retention basin. There is a fine line with parks. Lisa Klem replied that Shawn has ideas for the park and will be working with her on upcoming grants. Scott replied he thought plans have been done for this. Lisa responded yes, they have been. Brian stated he would like an urban planner for the park to come up with plans. Lisa replied the basic concepts are in place. Sean replied calculations are needed to see what can be used for park and what can be used for MS4. A planner could delay being able to apply for grants. Keystone has a designer on staff that could help with this. Nathan Pritchard stated the concept is what is needed for the grant. Brian asked what impact the Tewksbury Basin retrofit will have on the neighbors? Do they know about the plan? Shawn responded some do. We talk to them while there. Talked to half of the five houses. Brian replied he would like to see a formal letter. Shawn stated he will personally talk to the residents.

Sean stated the rest of the presentation outline should be reviewed. Details and timing are spelled out.

Workshop ended for the Board of Supervisors Meeting. 7:00 PM

Respectfully Submitted,

Deanne Werkheiser
Recording Secretary

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**REGULAR MEETING MINUTES
JULY 20, 2022
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:03 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

Township resident Joanne Messenlehner stated there was a problem with speeding cars on her street. She asked that the Police Department check on this issue.

APPROVALS

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

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve the minutes of the July 6, 2022, regular meeting. Motion approved unanimously.

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

Motion was made by Kristin Mullen, seconded by Brian Sayago to approve the June 2022 Financial and Treasurer's Report with a correction of the General Fund amount. Motion approved unanimously.

SUPERVISORS

Brian Sayago stated that he will be attending Solar/ utility training at LVPC. The EAC is looking to purchase a Bushkill Stream and Monocacy Creek water shed maps for \$250.00. Nathan Pritchard presented a sample of what they would look like. Brian stated the EAC would like authorization to spend up to \$1,000.00 for pamphlets, brochures, etc. Scott Sylvainus replied this will be put on the agenda for the next meeting since it needs to be budgeted. Nathan Pritchard stated he would have actual costs for the watershed maps by then.

Brian Sayago asked if the contract with Environmental Planning and Design has been signed. Lisa Klem responded yes. They will be at the next Planning Commission meeting. Getting information that they are submitting together for the Commission members. It will be sent to the Board as well.

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TOWNSHIP ENGINEER

Sean Dooley stated that he recommends the letter of credit reduction request for Heritage Village phases 3 and 4 in the amount of \$343,124.11. Work has been completed and inspections done.

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve Morning Star Heritage Village Phase 3 and 4 Letter of Credit reduction request #4 from \$662,426.52 to \$319,302.41 for a total reduction of \$343,124.11. Motion approved unanimously.

Sean stated he has submitted the Engineering status report. Overlook Estates plan is before Planning Commission. Shawn Shupe asked about road opening permit for Liberty Street. Meeting with Penn DOT on Friday.

A brief discussion ensued regarding the closing of Tatamy Road for approximately one month in Palmer Township for road widening starting June 25, 2022.

TOWNSHIP SOLICITOR

Gary Asteak stated that the Nazareth COG Comprehensive Plan has been advertised for adoption at the next meeting.

TOWNSHIP MANAGER/ ADMINISTRATION

Lisa Klem stated that we are looking for a representative for the sewer authority board and a member for the EAC. Anyone who is interested can contact her or Kim Mutarelli.

Lisa Klem stated the Purchasing Policy is before the Board for approval. Gary Asteak stated it meets requirements. Scott Sylvainus responded he would like more time to review the policy and would like the full Board to be present for a vote.

APPROVAL OF DEPARTMENT REPORTS

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

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve the June 2022 Fire, Police, Public Works, and Zoning Reports. Motion approved unanimously.

PLANNING & ZONING

Scott Sylvainus stated the new zoning ordinance review to begin at next meeting.

PUBLIC WORKS

Shawn Shupe stated he has nothing to bring before the Board at this time. Lisa Klem asked if supply chain issues will affect paving and other projects? Shawn responded they are

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planning on paving into October. Lisa asked if there have been cost increases due to this issue? Shawn state some. He did ask that bills be monitored for surcharges that should not be included on bills.

MS4

Workshop meeting held prior to this meeting.

Sean Dooley stated that he is seeking approval to complete the survey at Tewksbury Basin for \$3,850.00. This is a \$350.00 increase of what was estimated in 2020. If authorized the survey can be completed by the end of August. These are needed for the grant applications Lisa Klem is looking to do.

Motion was made by Kristin Mullen, seconded by Scott Sylvainus to approve the Township Engineer to complete survey at Tewksbury Basin for \$3,850.00. 2-1, Brian Sayago opposed. Motion failed.

Kristin Mullen asked why he opposed. Brian Sayago replied that they should do the next motion then he will explain.

Sean Dooley stated that he is seeking approval to complete the survey at Sycamore Park for \$4,600.00. This is a \$400.00 to \$1,000.00 increase of what was estimated in 2020 depending on which area is being done. Sean reviewed the two options. The consensus was to go with the blue area at an increase of \$400.00. If authorized the survey can be completed by mid-August.

Motion was made by Kristin Mullen, seconded by Scott Sylvainus to approve the Township Engineer to complete survey at Sycamore Park for \$4,600.00. 2-1, Brian Sayago opposed. Motion failed.

Brian Sayago stated he voted no because he thinks our MS4 program is not on track, not sure it is doing well.

Motion was made by Brian Sayago to approve an RFP for a project manager for the MS4 project. Motion failed, no second.

Motion was made by Brian Sayago to meet every Wednesday to discuss and review the MS4 project. Motion failed, no second.

Gary Asteak stated this needs to be advertised first. Lisa Klem stated there are other scheduled meetings for Wednesdays. Brian asked if it would make a difference if it were another night. Scott Sylvainus replied that he feels the Boards input is not needed weekly. The Engineer and staff are working on this. We receive reports and updates from them.

Shawn Shupe asked if Brian would like to meet with Sean Dooley, Lisa Klem, Kim Mutarelli, and himself privately to get caught up on what has been done and decided on. Brian responded no, he would like the Board to be more involved, the project has stalled.

Scott replied that Brian was obstructing progress by not allowing work to be done. You can make your point without doing that.

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RECREATION

Kristin Mullen stated they will be doing a second Movie in the Park on August 27, 2022. The pavilion has been reserved. This is for information. They have funds and leftover supplies for the event. We will be doing a paint in the park fund raiser earlier that day at a cost of \$25.00 per person. Choosing between three movies. Will send the flyer to Kim Mutarelli once complete for advertisement. Gary Asteak asked how many people attended the last event. Kristin responded about fifty people. Looking to get the word out. Scott Sylvainus stated the committee is also looking to do a map of the Municipal trails and parks, similar to the watershed map. Could be displayed at Community Days, etc. Michael Schallock stated he may have a draft of just the proposed trails. Lisa Klem stated we will look into this.

Lisa Klem stated that having a municipal booth at Community Days has been discussed. Should she look into this further? Kristin Mullen responded that Tim Schantz is on the Recreation Committee and suggested the municipality have two booths. Shawn Shupe asked what is needed from him for Community Days? Scott Sylvainus replied they are not sure yet and will let him know.

EAC

Brian Sayago stated that the Board had copies of the draft minutes from the July 5, 2022, meeting. They are currently reviewing operating procedures, making progress.

Brian Sayago stated they will need another member on the committee.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief William Cope stated that he had nothing to report.

EMERGENCY MANAGEMENT

Nothing to report

SAFETY COMMITTEE

Lisa Klem stated a meeting with KMIT for Workman's Comp. will be held next Friday.

FIRE DEPARTMENT

No one was present to give a report.

OLD BUSINESS

Nothing currently.

NEW BUSINESS

Nothing currently.

ADJOURNMENT

Motion made by Kristin Mullen, seconded by Brian Sayago to adjourn the meeting at 7:52 p.m. Motion approved unanimously.

Respectfully Submitted,

Deanne Werkheiser,
Recording Secretary

**REGULAR MEETING MINUTES
AUGUST 3, 2022
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, Robert Disbrow, Kristin Mullen, Brian Sayago, and Scott Sylvainus. Also present were Township Solicitors, Gary Asteak, Township Engineer, Sean Dooley, Township Manager, Lisa Klem, Police Chief, William Cope (virtually), Road Superintendent, Shawn Shupe, and Treasurer/ Recording Secretary, Deanne Werkheiser. Michael Rinker was absent.

COURTESY OF THE FLOOR

Township resident Wilhelmina Donnelly asked if anything more has been done regarding the house on West St. Elmo Street? This was brought before. Packages are piling up. The Boy Scouts are cutting the grass. Police Chief William Cope responded that the Northampton County Agency for Aging is now involved and trying to contact her. The Township has done all that we can. He will contact the County again. Gary Asteak responded that if there is a health and safety issue, the Agency for Aging can intervene and appoint guardianship, etc.

APPROVALS

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

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve the minutes of the July 20, 2022, MS4 Workshop meeting and the July 20, 2022, regular meeting. Robert Disbrow abstained. Motion approved.

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

SUPERVISORS

Brian Sayago stated he is working on a disaster recovery plan suggested by our Auditors. In the early stage. Meeting with Fire Chief Jeff Fassl tomorrow. Robert Disbrow questioned why he is not working with Michael Rinker, our EMC and why the staff cannot do the plan. Brian responded the staff has not done it yet. Lisa Klem responded that what the Auditors are looking for is technical- IT related. This has been discussed in the past and plans made but nothing has been formally passed by the Board. We are now able to implement the plans that were previously discussed. Lisa stated that she was working with William Cope on cloud-based IT options and has applied for a GROW NOR CO Grant for servers, police computers, back up

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solutions, etc. Jeff Fassl offered the Fire Department building as a back up recovery location if needed. Robert Disbrow suggested that the staff work on the recovery plan.

Brian Sayago stated he attended a seminar by Penn State on grid scale solar power. They are suggesting Zoning Ordinances to control large solar farms. Lisa Klem asked if they suggested stand alone ordinance or can it be part of the Zoning Ordinance. Brian responded either way. Robert Disbrow agrees. He works in that field. Technology is evolving. Gary Asteak responded it can be added to the Zoning Ordinance that is being updated.

TOWNSHIP ENGINEER

Sean Dooley stated he had nothing at this time.

TOWNSHIP SOLICITOR

Gary Asteak stated he had two items for the Boards approval.

Gary stated advertisement was done in the Express-Times on July 9, 2022, for the adoption of the Nazareth Area Multi-municipal Comprehensive Plan. Copies were available at the office and online. Scott Sylvainus has attended the preparation meetings for years. Nine other Municipalities are involved. This is the final draft. It meets all of the Pennsylvania Municipal Planning Code requirements. Gary asked for any public comments. There were none.

Matt Assad was present from the LVPC. Robert Disbrow how will we use this as a tool? Gary responded it is data driven to set policies and goals to be used with zoning, SALDO, etc. This is the guide for our region on how we move forward. Robert asked if it was legally binding? Gary replied no, it is a guide only. Gary proceeded to give examples of how the Comprehensive Plan can be used to plan for the future. The Planning Commission will make recommendations of changes to the Zoning Ordinance, but the Board needs to be involved along the entire process. Lisa Klem stated that the company doing the Zoning Ordinance updates will be attending the next Planning Commission meeting to start the process. Robert stated warehouses will be the publics biggest concern.

Motion was made by Brian Sayago, seconded by Robert Disbrow to adopt Resolution No. 22-13, the Nazareth Area Multi-municipal Comprehensive Plan. Motion approved unanimously.

George Polak asked if we do not have businesses coming in, how do we support the school district? This will reduce income, if no growth, the taxes will go up. What allows us to do this? Gary Asteak replied the Municipal Planning Code.

Gary Asteak stated the next item is the Tadmor 2 Stormwater Management Drainage Agreement. This agreement is part of multiple agreements with Tadmor. This is specifically for stormwater. It gives enforcement rights to the Township. NP Gun Club group will be responsible for maintenance and costs.

Motion was made by Kristin Mullen, seconded by Robert Disbrow to approve the Tadmor 2 Stormwater Management Drainage Agreement. Motion approved unanimously.

TOWNSHIP MANAGER/ ADMINISTRATION

Lisa Klem stated that Resolution 22-14 is for a Local Share Account grant for the Fire Company in the amount of \$178,568.00. The resolution is needed to apply for the grant.

Motion was made by Robert Disbrow, seconded by Kristin Mullen to adopt Resolution No. 22-14, authorizing Lisa Klem to execute all documents and agreements for State Local Shared Account. Brian Sayago opposed. Motion approved.

PLANNING & ZONING

Scott stated the Board had copies of the draft minutes from the July 14, 2022, meeting.

PUBLIC WORKS

Shawn Shupe stated he had one item to bring before the Board. A Pollinator Garden Project at Newport Park was presented to him by Nathan Pritchard, Watershed Specialist at Northampton County. Shawn asked Nathan Pritchard to explain the Pollinator Garden Project. Nathan stated this a grant project through the Water Shed Coalition. The grant is from Pennsylvania American Water. The location where the garden was to go fell through. He spoke with Shawn about locations within the Township. It is a small project, approximately 600 square feet. Cost would be covered by the grant except for the area prep work being done by Public Works. Initial maintenance would be done by the Watershed Stewards. They would give recommendations on what would need to be done. Planting would be done in late September, early October. Scott Sylvainus asked what type of plants would be used. Nathan replied native plants, flowers like black eyed Susan, Bee Balm, plants below four feet. Shawn stated the area is on a hill side of Newport park. Nathan stated it is a relatively small project. He will send a sketch plan of the project. Shawn stated he had discussions with Nathan on the best location with the least amount of upkeep. Near homes so this will be nice for them. We will be using some existing supplies. This project can be used for MS4 in the future since it is using native plants and species.

Motion was made by Kristin Mullen, seconded by Robert Disbrow to approve the Pollinator Garden Project at Newport Park. Motion approved unanimously.

MS4

Sean Dooley stated that these two projects were discussed at the last Board meeting. He briefly reviewed the pollution reduction projects. They would like to start on these projects so that they can order the necessary supplies and to allow Lisa Klem to apply for applicable grants.

Sean Dooley stated that he is seeking approval to complete the survey at Sycamore Park for \$4,600.00, which is the blue area highlighted on the plan.

Motion was made by Kristin Mullen, seconded by Robert Disbrow to approve the Township Engineer to complete survey at Sycamore Park for \$4,600.00. Motion approved unanimously.

Sean Dooley stated that he is seeking approval to complete the survey at Tewksbury Basin for \$3,850.00.

Motion was made by Kristin Mullen, seconded by Robert Disbrow to approve the Township Engineer to complete survey at Tewksbury Basin for \$3,850.00. Motion approved unanimously.

Brian Sayago thanked Keystone for providing the 2021 MS4 report. He stated he would like a Gantt Chart for the MS4 project that lists the tasks and timelines. Robert Disbrow stated the Board only needs an executive level Gantt Chart to track the MS4 project.

Motion was made by Robert Disbrow, seconded by Kristin Mullen to approve Sean Dooley to prepare a Five year projected executive Gantt Chart for the MS4 project. Motion approved unanimously.

RECREATION

Kristin Mullen stated that Movie Night in the park is coming up. August 27, 2022, at dusk. There will be free refreshments and an activity for the kids. A painting event will be held in the afternoon as a fundraiser for the event. Cost is \$35.00 per person. Information will be given to Kim Mutarelli to post on the website.

Brian Sayago stated that the EAC wants to participate in Community Days. He has the application. Who else is looking to be at the event? Scott Sylvainus stated Recreation Committee will be there, as well as the Police Department, who always has a booth. Shawn Shupe asked if there was going to be a Community Day management meeting soon. He stated there can be no parking on the basketball court this year. The court is getting damaged. Jeff Fassl responded there will be a meeting soon. He will make sure no one is parking on the court.

Jeff Fassl stated the Fire Company is requesting permission to sell beer and wine at Community Days. They will provide the Township with a certificate of insurance and the special exception permit from the Liquor Control Board allowing them to serve alcohol at special events.

Motion was made by Robert Disbrow, seconded by Kristin Mullen to grant permission for the Fire Company to sell beer and wine at the 2022 Community Days Event. Motion approved unanimously.

EAC

The Board has copies of the draft minutes from the July 18, 2022, meeting. Brian Sayago stated that they are working on operating procedures, close to approving.

Nathan Pritchard gave a brief explanation of the watershed maps they are looking to receive approval to purchase. Monocacy Creek map is currently being updated.

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve the purchase of the Bushkill Stream Watershed Map for \$222.14 from the General Fund. Motion approved unanimously.

Motion was made by Brian Sayago, seconded by Robert Disbrow to approve the purchase of the Monocacy Creek Watershed Map for up to \$230.00 from the General Fund when available. Motion approved unanimously.

PUBLIC SAFETY

POLICE DEPARTMENT

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

EMERGENCY MANAGEMENT

Robert Disbrow stated that he had nothing at this time.

SAFETY COMMITTEE

Lisa Klem stated that she had nothing at this time.

FIRE DEPARTMENT

Chief Jeff Fassl stated that he had nothing at this time.

OLD BUSINESS

Nothing currently.

NEW BUSINESS

Nothing currently.

Resident Wilhelmina Donnelly thanked the Public Works Department for going out of their way to move residents' garbage cans to an area that waste haulers could pick them up since the road was closed for Public Works paving project. This was wonderfully kind of them.

Resident Mark Raub, Friedenstahl Ave., stated he has a special needs daughter that walked to her babysitter's house without letting anyone know. She is nonverbal. He thanked the Police for their help in the situation. They were very helpful, and he is very thankful. She was found shortly after.

ADJOURNMENT

Motion made by Robert Disbrow, seconded by Kristin Mullen to adjourn the meeting at 8:07 p.m.

Motion approved unanimously.

Respectfully Submitted,

Deanne Werkheiser
Recording Secretary

08/03/2022

**REGULAR MEETING MINUTES
AUGUST 17, 2022
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, Robert Disbrow, Kristin Mullen, Michael Rinker, Brian Sayago, and Scott Sylvainus. Also present were Township Solicitor Steve Mills, Township Engineer, Sean Dooley, 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

Township resident Wilhelmina Donnelly asked if anything more has been done regarding the house on West St. Elmo Street? Chief Cope responded that he is waiting to hear back from the assigned caseworker. Wilhelmina stated the caseworker was down at night, but she couldn't find her. Chief Cope stated this is now an issue for the Department of Aging. She is in the driveway from 11:00 PM until 6:00 AM. Shawn Shupe stated they saw rats in the area while paving. Wilhelmina stated she is following up since this is a fire hazard, safety hazard, and not sure about the utilities. Scott Sylvainus replied they will keep her updated.

George Polak stated he asked the Board several questions at the last meeting regarding state statutes and rights. They were answered by the Solicitor not the Board. George stated he would like a copy of the contract with the Solicitor, Lisa Klem responded there is none. Gary Asteak is appointed as counsel for the Township. George gave information to the Board, giving notice that he is an American State National and giving notice that government bodies shall not cause him or his property harm. It was published in the Home News and the Key.

APPROVALS

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

Motion was made by Robert Disbrow, seconded by Kristin Mullen to approve the minutes of the August 3, 2022, regular meeting. Motion approved. Michael Rinker abstained.

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

Motion was made by Kristin Mullen, seconded by Scott Sylvainus to approve the July 2022 Financial and Treasurer's Report with a correction of the General Fund amount. Motion approved unanimously.

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SUPERVISORS

Nothing at this time.

TOWNSHIP ENGINEER

Sean Dooley stated that the Board had copies of his engineer report. He stated that the engineer for Tadmor is working with Norfolk Southern regarding the railroad crossing.

Brian Sayago stated he had several questions. Item #9, Eagles Landing, Tuskes Park basin issue. Sean replied that NCCD is reviewing NPDES issues at the basin. They must meet certain requirements, just like we do for MS4. NCCD is acting on behalf of PA- DEP. They are working on a resolution to the issue.

Brian asked about the left turn lane on Route 248 for the Polak property. Sean responded that NP Gun Club is fighting what Penn DOT is requiring. They will need to do it in order to get their highway occupancy permit.

Brian asked about the road opening permit. Sean replied he is working with staff on an ordinance that will be replacing an existing ordinance that needed to be updated. Lisa Klem explained who was at the meeting and what was discussed and decided upon. The ordinance will go to Gary Asteak for review. Brian asked which ordinance is being replaced. Sean responded Ordinance 52.

Scott Sylvainus asked about the Farmview Basin project. Shawn Shupe stated they are just waiting on the baffles.

Scott asked about the 1st Street water issues. Shawn Shupe responded he and Sean Dooley are working on options. The roadway is flat in that area. 1st Street is lower than Tatamy Road. The area, when built, was not graded to drain properly. Still discussing options. Once we have viable solutions, we will bring it before the Board.

TOWNSHIP SOLICITOR

Steve Mills stated that there was nothing at this time.

TOWNSHIP MANAGER/ ADMINISTRATION

Lisa Klem stated she had one item for approval. Policy 4A, payment of bills, has been amended to allow online bill payment.

Motion was made by Robert Disbrow, seconded by Kristin Mullen to approve the amended Policy 4A. Motion approved unanimously.

APPROVAL OF DEPARTMENT REPORTS

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

Motion was made by Michael Rinker, seconded by Scott Sylvainus to approve the July 2022 Fire, Police, Public Works, and Zoning Reports. Motion approved unanimously.

PLANNING & ZONING

Sean Dooley stated waiver requests from Overlook Estates were before the Board for approval. Philip Malitsch, Tuskes Homes engineer, gave a brief history of the submission. He stated they would like the waivers approved so they can finalize the plan for submission for approval. The Board had copies of Keystone Consulting's July 28, 2022, response letter.

Sean stated that we will go through the five waiver requests, one at a time. Waivers being requested are from SALDO 22A-704.3.F.(1)(c); 22A-709.2.B.(2); 22A-708.5.C(1); 22A-705.9.B; 22A-711.3.

1. Overlook Estates waiver request of SALDO Section 22A-704.3.F.(1)(c) Centerline Offset from Street to Driveway Applicant request relief from 75 ft road intersection to driveway intersection offset to adjust driveway location to accommodate the UNT 30 ft proposed trail easement. Sean explained that this allows for the future easement for the trail and crossing of the roadway. This is the safest location for the driveway. Sean recommends approval.

Motion was made by Scott Sylvainus, seconded by Kristin Mullen to approve Overlook Estates waiver request of SALDO Section 22A-704.3.F.(1)(c) Centerline Offset from Street to Driveway Applicant request relief from 75 ft road intersection to driveway intersection offset to adjust driveway location to accommodate the UNT 30 ft proposed trail easement. Motion approved unanimously.

2. Overlook Estates waiver request of SALDO Section 22A-709.2.B.(2) Side and Rear Lot Line Easements. Applicant requests relief from 20- foot wide side and rear lot line utility easements equally with 10 feet on each property to 20 foot wide easement to be located on a single lot. Sean stated this is for utility easements along lot lines. The Township requires ten feet on each side of the lot lines. Can create issues when fences are installed. This waiver adjusts the requirement to all footage on one lot. Sean recommends approval.

Motion was made by Robert Disbrow, seconded by Kristin Mullen to approve Overlook Estates waiver request of SALDO Section 22A-709.2.B.(2) Side and Rear Lot Line Easements. Applicant requests relief from 20-foot wide side and rear lot line utility easements equally with 10 feet on each property to 20- foot wide easement to be located on a single lot. Motion approved unanimously.

3. Overlook Estates waiver request of SALDO Section 22A-708.5.C(1) Minimum Stormwater Conveyance Pipe Slope. Applicant requests relief from minimum pipe slope of 0.5% to a single pipe run to be minimum slope of 0.25%. Sean stated the pipe will collect from Michael Schools Road and direct it to their facility. Since it is private, the property owner will be responsible for maintenance. It is not a big change, but it captures more water from the roadway. Sean recommends approval. A brief discussion ensued about the location, what it does, and the benefits if approved.

Motion was made by Kristin Mullen, seconded by Scott Sylvainus to approve Overlook Estates waiver request of SALDO Section 22A-708.5.C(1) Minimum Stormwater Conveyance Pipe Slope. Applicant requests relief from minimum pipe slope of 0.5% to a single pipe run to be minimum slope of 0.25%. 4-1, Robert Disbrow opposed. Motion approved.

4. Overlook Estates waiver request of SALDO Section 22A-705.9.B Sidewalk Requirements. Applicant requests relief from installing sidewalk along the frontage of the 4 lots. In lieu of sidewalk would

install curbing. Sean stated curbing installation is not required on existing roads. Having the curb is in the Township best interest. They are proposing sidewalks on the other side of the street. Philip Malitsch stated this waiver is the most consequential to the project. An ADA compliant ramp will be installed for the future trail. Sean stated this will require storm sewers. Robert Disbrow asked if this would increase the width. Sean replied that they will be widening the road. Robert asked if Shawn Shupe was in favor of the curbing. Shawn replied yes, he is for the curbing. Sean recommends approval.

Motion was made by Robert Disbrow, seconded by Michael Rinker to approve Overlook Estates waiver request of SALDO Section 22A-705.9.B Sidewalk Requirements. Applicant requests relief from installing sidewalk along the frontage of the 4 lots. In lieu of sidewalk would install curbing. Motion approved unanimously.

Overlook Estates waiver request of SALDO Section 22A-711.3 Recreation Land Dedication or Fee-in-lieu of Requirements. Applicant proposes to give the Township 30 ft wide easement for future trail in return for one of the following options –

Option 1 Waiver of Recreation Fee (SALDO 22A-711.3) and/or Traffic Impact Fee (22A-403.5.O) and apply any balance of value of the land area to be given to the Township, based on assessed fair market value versus value of required recreation fee and/or traffic impact fee towards the recreation requirements for the future development of ex. Parcels 1 & 2.

Option 2 Applicant will pay required Recreation Fees. The area of the easement to be given to the Township, at approximately 0.85 acres as proposed, will be credited towards any open and/or recreation area required for the future development of existing Parcels 1 & 2 based on use of the Open Space Development Option provisions of Zoning Ordinance Section 27-311.

Sean stated this is a matter of negotiation. There are options to negotiate the land that is being given for the trail as compensation. Two options were laid out, can be a combination, or even something completely different. Option #1 waiving of fees and giving credit towards open space. Option #2 paying of fees and getting credit of the trail dedication to go towards the open space requirement on the west side of the project. Sean recommends Option #2. Lots size would decrease to one acre lots from three acre lots. This would allow for fourteen lots instead of thirteen, with half that amount being open space. Open space would remain private. Robert Disbrow asked where the trail goes to? Sean replied there is no connection at this point. Brian Sayago asked about the recreation fees. One of the proposals gives up the fees for the land for the trail, we would lose money. Philip Malitsch replied it would only be for the market value. On the west side is 13 acres of open space that we are not sure of what type it will be. Scott Sylvainus responded that option #2 gives us the fees and the land, easement while giving them credit for open space. Brian replied he does not support a plan with so many unknowns. We should hold off on this one. Scott replied we do know; we get our fees, and we get the trail. Philip stated this waiver is not the most important to the plan update.

Motion was made by Michael Rinker, seconded by Scott Sylvainus to approve the applicant's proposal to give the Township a 30 ft wide easement for future trail in return for the following option – The applicant will pay required Recreation and Traffic Impact Fees. They will dedicate the area of the easement to be given to the Township, at approximately 0.85 acres as proposed. An equal amount will be credited towards any open and/or recreation area required for the future development of existing Parcels 1 & 2 based on use of the Open Space Development Option provisions of Zoning Ordinance Section 27-311. 4-1. Brian Sayago opposed. Motion approved.

Sean Dooley stated that Michael Schools Road was paved in 2009. The sub structure is not in great condition. Tuskes is not required to fix this as part of the project. Sean suggests working with the developer to redo the roadway with the municipality paying for the extra repairs that are needed while they are doing the required work. Robert Disbrow asked if they were paving all the way to Route 248? Sean replied only in front of the area that is being developed. Michael Rinker asked about doing the entire road. Philip responded that would put you over your bidding requirements.

Motion was made by Robert Disbrow, seconded by Michael Rinker to approve that the Township reimburse the developer for the additional out-of-scope work for road overlay of Michael Schools Road, not to exceed \$15,000.00. Motion approved unanimously.

Sean stated that safety improvements should be discussed during the approval process. He will work with Lisa Klem on ideas.

Scott Sylvainus stated the Board had copies of the draft minutes from the Zoning Hearing Board for July 27, 2022, and August 4, 2022.

PUBLIC WORKS

Shawn Shupe stated he has nothing to bring before the Board at this time.

MS4

Sean Dooley stated that the Annual Report draft was distributed. He is looking for comments.

RECREATION

Kristin Mullen stated they discussed a walking path behind the Municipal Building. The second Movie in the Park will be held on August 27, 2022. We will be doing a paint in the park fund raiser earlier that day at a cost of \$35.00 per person. The movie chosen is Luca. They will have a painting activity for the children at 7:00 PM. There will be free water and popcorn. A Tree Lighting in December was discussed.

EAC

Brian Sayago stated that he has nothing to bring before the Board at this time.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief William Cope stated that he had nothing to report.

EMERGENCY MANAGEMENT

Michael Rinker stated he has nothing to report.

SAFETY COMMITTEE

Michael Rinker stated he has nothing to report.

FIRE DEPARTMENT

No one was present to give a report.

OLD BUSINESS

Nothing currently.

NEW BUSINESS

Nothing currently.

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

08/17/2022

**REGULAR MEETING MINUTES
SEPTEMBER 7, 2022
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, Robert Disbrow, Kristin Mullen, Michael Rinker, Brian Sayago, and Scott Sylvainus. Also present were Township Solicitors, Gary Asteak, Township Engineer, Sean Dooley, Township Manager, Lisa Klem, Police Chief, William Cope, Road Superintendent, Shawn Shupe, and Treasurer/ Recording Secretary, Deanne Werkheiser.

COURTESY OF THE FLOOR

Township resident Mary Kositz stated they spoke at the June supervisors meeting regarding a neighbor with a rat infestation. The problem is getting worse. They feel unsafe and want something done. Gary Asteak asked about the state of the home. Mary responded it was uninhabitable. The owner is not the issue for them, it is the rats. Lisa Klem stated that the Zoning Officer has been out to look at the property and that Chief Cope has been working with the County Agency for Aging regarding the owner. Gary Asteak stated that Mary needs to document what they have seen and been told by pest control company and submit those to the Zoning Officer. This issue is multi layered. We need to start the process and that starts with the Zoning Officer. Mary asked what the Board can do if no one can get to the owner and the rats spread. The other residents should not have to live with this. It is about protecting all the residents. Lisa Klem responded that she will talk with the Zoning Officer and that they should come to the office tomorrow and speak with him directly.

APPROVALS

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

Motion was made by Brian Sayago, seconded by Robert Disbrow to approve the minutes of the August 17, 2022, regular meeting. Motion approved unanimously.

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

SUPERVISORS

Scott Sylvainus announced that an executive session was held prior to the meeting to discuss the Collective Bargaining Contract and purchase of real estate.

Brian Sayago stated he would like to see all committees put their agendas, minutes, and additional items on the website. In order to do this, we need to do updates to the website. Lisa Klem brought up the website to show everything that is currently being posted. She asked for

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more detail of exactly what he is looking for. Brian responded he would like to see more, like plans, items, etc. We may be required to expand per the state. Scott Sylvainus responded that we are posting everything on the website, but it could be updated and laid out for easier use. We should look into getting it ADA compliant. Scott suggested making it easier to navigate and make it ADA compliant. Lisa replied she will look into this. Brian replied he would like to see an enhanced and expanded website. He will send examples to Lisa.

Motion was made by Brian Sayago to approve obtaining cost estimates to enhance the website for additional information for residents. No second, motion fails.

Motion was made by Brian Sayago, seconded by Robert Disbrow to approve investigating ADA compliance estimates and requirements for the website. Motion approved unanimously. Lisa Klem stated she will look into this.

TOWNSHIP ENGINEER

Sean Dooley stated he had nothing at this time.

TOWNSHIP SOLICITOR

Gary Asteak stated he had nothing at this time.

TOWNSHIP MANAGER/ ADMINISTRATION

Lisa Klem stated that the 2023 Police Pension MMO (Minimum Municipal Obligation) and the 2023 Non-uniform Pension MMO were for the Board for review and approval. Lisa explained what the MMO is, how they are compiled, the required procedures, and when they must be submitted. Brian Sayago stated he did not want these on the agenda per his email. He would like to meet with representatives from Girard and PMRS before approving. The MMO requirements were reviewed again.

Motion was made by Robert Disbrow, seconded by Kristin Mullen to approve the 2023 Police Pension MMO for \$182,235.00. Brian Sayago opposed. Motion approved 4 to 1.

Motion was made by Kristin Mullen, seconded by Michael Rinker to approve the 2023 Non-uniform Pension MMO for \$29,209.00. Motion approved unanimously.

Lisa Klem stated she is preparing a pencil budget. It will be ready next week. She would like to have a workshop at 6:00 PM on September 21, 2022, prior to the Board of Supervisor meeting to review.

PLANNING & ZONING

Scott Sylvainus stated he had nothing at this time.

PUBLIC WORKS

Shawn Shupe stated he had nothing at this time.

MS4

Sean Dooley stated that he had nothing at this time.

RECREATION

The Board has copies of the draft minutes from the August 16, 2022, meeting.

Kristin Mullen stated that the Movie Night and Painting in the Park went very well. They had 30 participants for painting which raised \$300.00. The entire event was funded through donations. She thanked those who donated. They are discussing a possible Halloween event and a tree lighting event.

EAC

The Board has copies of the draft minutes from the August 15, 2022, meeting and the approved EAC Green Space Operating Policy and Procedure.

Brian Sayago stated that they are having a tent with exhibits at Community Days. They are looking for volunteers to staff it. He will send an email to the staff and committees. Scott Sylvainus stated that the Recreation Committee will also have a tent at Community Days.

Scott Sylvainus stated that William Bartlett has volunteered to fill the vacant position. William introduced himself and expressed his desire to serve on the Committee. He submitted a resume that gives additional information.

Motion was made by Brian Sayago, seconded by Kristin Mullen to appoint William Bartlett to the Environmental Advisory Committee to fill the remainder of the term to expire on December 31, 2022. Motion approved unanimously.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief William Cope stated that he had two items to bring before the Board. He has received the resignation from a part-time officer effective September 5, 2022.

Motion was made by Michael Rinker, seconded by Robert Disbrow to accept the resignation of Kyle Bernhard Part-time Officer effective September 5, 2022. Motion approved unanimously.

Chief William Cope stated that 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 Officer. Motion approved unanimously.

EMERGENCY MANAGEMENT

Michael Rinker stated that he had nothing at this time.

SAFETY COMMITTEE

Michael Rinker stated that the next meeting is September 15, 2022, at 3:00 pm.

FIRE DEPARTMENT

Chief Jeff Fassl was not present, 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 7:50 p.m.

Motion approved unanimously.

Respectfully Submitted,

Deanne Werkheiser
Recording Secretary

WORKSHOP MEETING MINUTES
SEPTEMBER 21, 2022
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

The Budget Workshop Meeting was called to order at 6:00 p.m. by Chairman Scott Sylvainus. The meeting was live streamed for anyone wishing to hear.

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

Township Manager Lisa Klem reviewed the Draft #1 2023 Budget, starting with income. Lisa stated 301- Real Property Taxes was more accurately split for 2023. She stated she stayed on the conservative side with income. Scott suggested raising 301.00 by \$10,000.00 based on previous years year end amounts.

310- Local Tax Enabling Tax. Figures are based on projected amounts through end of the year with a slight increase, staying conservative. Brian Sayago suggested raising by \$100,000.00 based on his estimates. A brief discussion ensued. 310.20.01 will be raised by \$50,000.00.

No comments on 321- Business licenses and permits, 322- non-business licenses and permits, 331- Fines.

341-Interest Earnings. Lisa stated ARP interest was removed since the account will be closed after they are moved to the MMA account. This is on the agenda for the Board meeting. Building renovation fund was added. Brian Sayago suggested raising the interest in MMA slightly. 341 will be raised to \$10,000.00.

351 and 354- Grants. Lisa reviewed the grants that we will be receiving. Shawn Shupe stated the 902 equipment grant is for a roll off leaf vac. A brief discussion ensued regarding leasing versus purchasing for capital purchases. Lisa has been looking into this for Police and Public Works vehicles.

355- State Shared revenue.

Lisa suggested changing the amounts for Police pension and non-uniform pension based on notification on rates per unit. Police \$125,000.00, non-uniform \$40,000.

357- Local Government grants. Received grants to cover half the cost of two Police vehicles. Lisa stated she requested an extension since the vehicles are anticipated to be available in November.

No comments on 361- general Government and 362- Public Safety.

364- sanitation. Shawn stated money is received for mowing the sewer lines. We bill them once a year. Adding \$1,500.00.

367-Culture- Recreation. Lisa stated new line was added for better tracking of key fobs.

Lisa stated nothing was budgeted for 381, 387,389,392, and 395.

Total budgeted income \$3,731,283.00

Lisa Klem stated expenses will be reviewed in the same manner.

400- legislative, Staying the same.

Lisa stated employees were given a 3% increase in salary to stay with the CBA. Health care is going up just under 13%.

401-Township Manager. No comments.

402- Auditing. Lisa stated we received costs for the 2022 Audit.

403- Tax Collector. Lisa stated this is done by resolution.

404- Solicitor/ legal service. Hoping for no litigation in 2023.

405-Secretary/ Treasurer/ Administrative. Lisa stated an additional employee was added- Municipal Clerk. They will also be trained as assistant Zoning Officer. We are not sure when John Soloe will want to retire but need to be prepared. Robert Disbrow stated this is long overdue, full time Zoning is needed.

406- Zoning Officer. No comments.

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407- Payroll / Data processing. Increasing to \$4,000.00 . Talking about going in house in 2024.
408- Engineering. A brief discussion ensued on the income side of this item.
409- Building/ Plant. Lisa stated this went down due to projects being completed.
410- Police. Estimated costs associated with the proposed contract and two vehicles were added.
411- Fire. No comments.
412- Ambulance. Michael Rinker suggested budgeting \$30,000.00 They may ask for contributions. Robert Disbrow stated they are looking into this.
414- ZHB/ Planning. Lisa stated the increase is due to the Zoning Ordinance update. A portion has already been paid.
415- Emergency Management. Michael Rinker stated that the County may be upgrading radios. May need to budget for that in 2024.
426- Recycling. The 902 grant being received for equipment shows in line 426.740.
430- Public Works general services.
Lisa stated CDL (commercial driver's license) now requires 3rd party training. Cannot do in house anymore. Training is costly.
Brian Sayago asked about the roof / electrical costs added for Friedenstahl Ave. building. Shawn Shupe responded these repairs need to be done. The roof is leaking. The building is from the late 70's. Brian asked about the Daniels Road building. Shawn replied it is in good shape built in 2008. Lisa stated the \$50,000.00 would come out of the Building Renovation Fund.
431- Street Cleaning, 433- Traffic Control, 434- Street Lighting. No comments.
438-Road and Bridges. Lisa stated equipment is included in this one. She has applied for another grant to cover expenses.

Workshop ended at 6:58 PM for the Board of Supervisors Meeting. Next workshop meeting will be held at 6:00 PM on Wednesday October 19, 2022.

Respectfully Submitted,

Deanne Werkheiser
Recording Secretary

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**REGULAR MEETING MINUTES
SEPTEMBER 21, 2022
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 PM 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, Michael Rinker, 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, Zoning Officer, John Soloe, and Treasurer/ Recording Secretary, Deanne Werkheiser.

COURTESY OF THE FLOOR

George Polak asked the Board if the Township has a Bondsman. He distributed notices to the Board.

Township resident Carol Eisenbise stated she lives across the street from the abandoned house on West St. Elmo Street. There are rats and birds in the house. She appreciates the Board for looking into this and the owner, but it is now a community health problem. Lisa Klem responded that steps have been initiated regarding this. The Zoning Officer has sent official notice. Township resident Wilhelmina Donnelly stated the owner is now in the hospital and won't get the notice. Scott Sylvainus responded he is meeting with Rid-Et next week to get ideas on what can be done. Wilhelmina replied that the grass is no longer being cut. Can the Township do it and bill her for pest control and grass cutting? Gary Asteak responded we cannot just go on the property. We are proceeding in the legal route. Takes time. We will need to find out if a legal guardian has been appointed.

Township residents Becky and Bill Bartlett stated that the NASD 4th Street gate is not being maintained after sporting events. Becky stated she wrote to the Superintendent about the issue. Bill stated there is a very small sign posted but it is hard to read.

APPROVALS

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

Motion was made by Michael Rinker, seconded by Robert Disbrow to approve the minutes of the September 7, 2022, regular meeting. Motion approved unanimously.

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

Motion was made by Kristin Mullen, seconded by Brian Sayago to approve the August 2022 Financial and Treasurer's Report. Motion approved unanimously.

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SUPERVISORS

Scott Sylvainus stated he would like the Township to rejoin the Chamber of Commerce. It used to cost \$575.00 a year. Not sure why membership stopped. Scott will send Lisa Klem the contact information.

Scott Sylvainus stated he received a letter from a resident regarding a pole. Shawn Shupe stated he knows the property. He has been out to the location. The sight line issue occurs if the grass is not maintained. No one is claiming ownership of the pole. It is in the right of way. Shawn will go look at it again. May need to take down the pole.

Scott Sylvainus stated a donation request was received from Bushkill Stream Conservancy.

Robert Disbrow stated our Fire Department responded to a major fire in Lower Nazareth Township. Fire Chief Jeff Fassl stated the floors collapsed, injuring three firefighters. Robert thanked the volunteers who risk their lives daily.

Scott Sylvainus stated a 2023 Budget Workshop was held prior to the meeting. The next Budget Workshop will be held at 6:00 PM on October 19, 2022, prior to the Board meeting.

TOWNSHIP ENGINEER

Sean Dooley stated that he had several items to bring before the Board. Heritage Village Phase 5 and 6 reduction request. This is the first request for reduction of \$183,268.80 in the letter of credit.

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 \$2,025,067.61 to \$1,841,798.80, for a total reduction of \$183,268.80. Motion approved unanimously.

Sean Dooley stated Scenic View Estates III submitted an amendment to the approved final subdivision plan. He, Gary Asteak, and the staff had a meeting regarding this. Gary Asteak explained that the plan is being changed from 26 streetlights to four (4). This should go back to Planning Commission so that the residents are notified and aware of the changes.

Gun Club Road Improvements. Gary Asteak stated he has spoken to their Solicitor and engineer. A meeting needs to be set up to discuss safety issues caused by drainage issues. Lisa Klem stated she will set up the meeting. Improvement Agreement will be tabled until after the meeting.

Sean Dooley stated the Board had copies of his engineer report. Brian Sayago asked about the left turn lane at Route 248 and Gun Club Road. Sean responded the developer is working with Penn DOT on this.

TOWNSHIP SOLICITOR

Gary Asteak stated that he is seeking authorization to proceed with the replacement and repeal of the section of the Code of Ordinances regarding street cuts and excavation. Sean Dooley and the staff have worked on this.

Motion was made by Robert Disbrow, seconded by Kristin Mullen to approve the Township Solicitor to proceed with replacing and repealing the Code of Ordinances, Chapter 21, Part 2, Street cuts and Excavation. Motion approved unanimously.

TOWNSHIP MANAGER/ ADMINISTRATION

Lisa Klem stated that the second installment of ARP Funds was received. She suggests this be transferred to the Money Market Account and used towards the \$933,000.00 spent for Police salaries.

Motion was made by Kristin Mullen, seconded by Robert Disbrow to approve the transfer of ARP Funds \$742,626.89 plus any added interest to the Townships MM Account for Police salaries. Motion approved unanimously.

Lisa Klem stated Resolution No. 22-15 is for the Monroe County Local Share Account Grant. She will be applying for \$182,461.00 for equipment for the Public Works.

Motion was made by Michael Rinker, seconded by Kristin Mullen to approve Resolution No. 22-15 Monroe County Local Share Account, authorizing Lisa Klem to execute all documents and agreements. Motion approved unanimously.

APPROVAL OF DEPARTMENT REPORTS

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

Motion was made by Robert Disbrow, seconded by Michael Rinker to approve the August 2022 Fire, Police, Public Works, and Zoning Reports. Motion approved unanimously.

PLANNING & ZONING

Scott Sylvainus stated time extension letter was received for Overlook Estates, granting extension of time to review until October 31, 2022.

Motion was made by Michael Rinker, seconded by Robert Disbrow to accept the extension of time to review the Overlook Estates 4 Lot Subdivision preliminary/ final plan from Tuskes Homes until October 31, 2022. Motion approved unanimously.

Scott Sylvainus stated the Board had copies of the draft minutes from the September 8, 2022, Planning Commission meeting. We will be working on the Zoning Ordinance for the next three to six months. Lisa Klem stated that Lower Nazareth Township Planning Commission may come to the next meeting. Brian Sayago stated he attended the Planning Commission meeting. He suggests everyone watch the recorded meeting. He would like AJ, from EPD to give the Board a review of the process.

PUBLIC WORKS

Shawn Shupe stated he has nothing to bring before the Board at this time.

MS4

Sean Dooley stated that the survey for Sycamore Park is complete. Working on the project. He will be submitting 2022 report next week.

RECREATION

Kristin Mullen stated that they had their meeting last night. Community Days starts tomorrow. A Tree Lighting is being planned for December 12, 2022.

EAC

Nathan Pritchard stated their meeting was held on Monday. We are seeking approval to create a Facebook page subject to policy. Brian Sayago stated that he found Facebook pages that are questionable. Suggests we be on the website and not Facebook. Lisa Klem stated we have no policy. When the Rec Board was approved, they were supposed to bring something back, but never did. Scott Sylvainus stated the Police, etc. have Facebook pages. Lisa should have administration rights to all the Upper Nazareth Pages. Gary Asteak stated we should develop a policy that we control the pages. Lisa Klem stated will look into this and having a policy drafted.

A motion was made by Michael Rinker, seconded by Scott Sylvainus to approve Lisa Klem, Township Manager to create a social media policy, and to be administrator of Social Media Accounts. Motion approved unanimously.

A motion was made by Kristin Mullen, seconded by Robert Disbrow to approve the EAC to create a Facebook page subject to the policy being created. Motion approved unanimously.

Nathan Pritchard stated they received a letter of resignation from Drew Sack due to the loss of his wife.

A motion was made by Kristin Mullen, seconded by Brian Sayago to accept the resignation of Drew Sack from the Environmental Advisory Council. Motion approved unanimously.

Nathan Pritchard stated Sherry Acevedo, Northampton County Conservation Coordinator, attended the meeting. She recommends a policy to have the EAC be aware of land development submissions. Gary Asteak stated other communities do this. Can give a copy to the EAC when handing out to the Planning Commission. A brief discussion ensued.

A motion was made by Brian Sayago, seconded by Kristin Mullen to approve having the Plan Administrator send one copy of plans that are submitted to Planning Commission to the EAC and allow the EAC to submit input of plan to the Planning Commission and Board of Supervisors. Motion approved 4-1. Robert Disbrow opposed.

Lisa Klem suggested that if the EAC is working on a project, they should submit it to the Planning Commission. Brian Sayago agreed.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief William Cope stated that he had two items. Approval of Trick or Treat Night for October 31st for 2022 and future years from 6:00 to 8:00 PM. William stated an example of why we may need to change is Friday night home football game.

Motion was made by Robert Disbrow, seconded by Brian Sayago to approve October 31st 6:00 to 8:00 PM as Trick or Treat Night for 2022 and all future years unless approval from the Board is received to change the date. Motion approved unanimously.

Chief William Cope stated that he is seeking approval to purchase a 2022 Dodge Durango. This purchase was already approved but was a different vehicle. The cost is \$38,223.00.

A motion was made by Kristin Mullen, seconded by Brian Sayago to approve the purchase of a 2022 Dodge Durango for \$38,223.00. Motion approved unanimously.

EMERGENCY MANAGEMENT

Michael Rinker stated he attended an EMC meeting and a pipeline safety meeting.

SAFETY COMMITTEE

Michael Rinker stated the Board had copies of the draft minutes from the September 15, 2022, meeting. This is the last meeting for the year.

FIRE DEPARTMENT

Chief Jeff Fassl stated that he was contacted by the Police regarding a hydrant at 4th and Mt. Vernon. There is no curb there to prevent parking in front of it. It sits back from the road and the homeowner landscaped around it. Scott Sylvainus stated the road was paved incorrectly. Sean Dooley stated signs can be posted so no one parks there. Jeff stated he will go talk to the homeowner.

OLD BUSINESS

Nothing currently.

NEW BUSINESS

Robert Disbrow stated Lisa Klem is requesting an executive session to discuss real estate purchase.

ADJOURNMENT

Motion made by Robert Disbrow, seconded by Kristin Mullen to adjourn the meeting at 8:12 PM. Motion approved unanimously.

The Board of Supervisors went into executive session at 8:15 PM.

Respectfully Submitted,

Deanne Werkheiser,
Recording Secretary

09/21/2022

WORKSHOP MEETING MINUTES
OCTOBER 19, 2022
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

The Budget Workshop Meeting was called to order at 6:00 p.m. by Chairman Scott Sylvainus. The meeting was live streamed for anyone wishing to hear.

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

Township Manager Lisa Klem reviewed the Draft #2 2023 Budget, starting where she left off with 438-Road and Bridges. Lisa stated capital purchases of equipment is included for Public Works at \$184,691.00. She has applied for grants to cover expenses. This equipment is needed by Public Works. Shawn Shupe stated the dump truck is a 2002. It is being looked at by the garage now. Two trucks need to be replaced. These purchases will cover them. Brian Sayago asked about the grants. Lisa replied they would cover the costs if we got the grants. Brian asked about leasing if we don't get the grants. Lisa and Shawn will look into this option more if grants aren't received. The budget will be adjusted to \$50,000.00 to cover the cost of leasing the equipment. Scott Sylvainus asked if it wouldn't be better to purchase the pickup and roll-off flat bed. The cost of flat bed is \$7,000.00 and a pickup truck is \$70,000.00. A brief discussion ensued on the pros and cons of purchasing versus leasing. Lisa stated she should hear about the grants by the end of the year.

446- Stormwater management- Lisa stated nothing has been budgeted, this needs to be discussed. Lisa suggested getting the costs for next years MS4 project and transferring ARP funds to the general account to cover the costs. Sean Dooley is working on the cost estimates for the 2023 and 2024 projects for the grants that she will be applying for. Brian Sayago asked about MS4 costs for administration, Public Works inspections, etc. these should be tracked as well so that actual costs are known. This can be tracked from timesheets. Lisa will add the estimated costs to the budget and use ARP funds to cover the costs. Lisa stated that she received information on another grant that is available that she can apply for larger MS4 projects.

451- Recreation and Parks- \$144,246.00. Scott Sylvainus asked about the wages being up. Lisa responded that they were adjusted to show more accurately what is being done. It also looks higher due to the wage increases that were given last year.

456-Library- This still shows because of past contributions. It now has its own budget since it is its own company (in QuickBooks) now.

457- Civil and Military Celebrations- nothing budgeted.

462-Community development and Housing- nothing budgeted.

470-Debt- nothing is budgeted but this would be used if we lease a Public Works vehicle.

481- Paid benefits- \$15,000.00 this is for the Fire Company's workman's compensation. Staying the same as last year.

484- Insurance, Casualty, Surety- \$62,900.00. Lisa stated this is the same as last year since she did not receive anything on new costs for insurance. She did suggest that the Police Secretary bond can be removed since she does not handle funds any longer. All payments come to the administrative side now. Lisa reviewed Transfers- \$50,000.00 would be transferred from the Building Renovation Fund to cover the roof and electrical work needed at the Friedenstahl Public Works Building. \$90,000.00 from the Vehicle and Equipment Fund as a match for Police Vehicle grants that were received for two vehicles and an additional Police vehicle. Lisa stated she extended the grant since the vehicles were ordered but have not been received. William Cope stated they may be here in December of this year. Lisa explained that the Vehicle Fund is getting depleted. Nothing has been going into this fund.

The total deficit after funds transfers is \$517,862.36.

10/19/2022

Lisa stated a one mill tax increase equals \$184,000.00. A plan is needed so that the reserves are not completely depleted. Michael Rinker asked when the last tax increase was. 2020 was answered. A brief discussion ensued on future growth and projects within the Township that would increase revenue. Robert Disbrow stated that we needed to look at businesses to offset the increases to residents. Reserve funds were briefly discussed. Robert stated a tax increase should be off the table this year. Can we balance with cash on hand? Lisa responded yes, for this year. Scott Sylvainus replied we are good for a year or two but then we will need to look at increases. Lisa stated we will not have a surplus this year even though it looks like we will, due to receiving the ARP funds. Robert stated we need to look at what are our needs versus wants. Scott stated that because of the recession we cannot look at a tax increase. Robert asked Shawn what upcoming vehicles needs does he have. Shawn replied he would stay on the same cycle they are on now with large vehicle replacement through liquid fuels. It is the smaller trucks we need to keep up on. A brief discussion on leasing of fleets, time frames for vehicles due to supply chain issues, and other options ensued.

Lisa Klem reviewed the 2023 Liquid Fuels Budget. The estimated income for 2023 is \$243,742.88. Most lines stayed the same as last year. Most of paving is being done out of the general fund since Shawn is saving Liquid Fuels funds to cover the repaving project of Rose Inn and Liberty Streets. This will be a total repaving project. Liquid Fuels Budget- income-\$245,142.88; expenses- \$210,901.83.

2023 Recreation Budget- Lisa stated that you cannot estimate income for this account. Two zero turn mowers would be purchased from this account for \$26,000.00.

2023 Library Budget – Lisa stated everything was left the same, but the expenses may be lower. Whatever comes in is distributed to them.
A brief discussion ensued over Fire Company donations and Library donations.

Workshop ended at 6:55 PM for the Board of Supervisors Meeting. (Next workshop meeting will be held at 6:30 PM on Wednesday November 2, 2022.)

Respectfully Submitted,

Deanne Werkheiser
Recording Secretary

10/19/2022

**REGULAR MEETING MINUTES
OCTOBER 19, 2022
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 PM 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, Michael Rinker, Brian Sayago, and Scott Sylvainus. Also present were Township Solicitor Steve Mills, Township Engineer, Sean Dooley, Township Manager, Lisa Klem, Police Chief, William Cope, Road Superintendent, Shawn Shupe, Zoning Officer, John Soloe, and Treasurer/ Recording Secretary, Deanne Werkheiser.

A Budget Workshop meeting was held prior to the meeting.

COURTESY OF THE FLOOR

Township resident Mary Kositz stated she wanted to give an update on the rat infestation at 518 West St. Elmo Street. She has spent over \$600.00 with Rid Et for bait traps. She stated she has mailed photos and videos to the office. We live with horror, multiple dead rats, now raccoons and cats, the grass is not mowed, hole in the houses eaves, garbage in the driveway, packages on the porch. It is in disrepair. We take care of our homes. It is embarrassing, we cannot take it anymore. Scott Sylvainus replied the deadline has passed for the certified letter sent by the Zoning Officer. Gary Asteak has drawn up an agreement. He could not get into the hospital to have the resident sign the agreement. Michael Rinker asked if she could be served at the hospital. Steve Mills stated a Constable can serve papers at a hospital. A public health issue can be established.

Mary asked what is going to be done to protect the neighbors in the meantime? Scott responded the legal process that we are going through takes time. A brief discussion ensued over what can be done legally. Scott stated he will try to get in to have her sign the agreement. If he cannot, the papers can be served by a constable. If that does not work the long legal process begins. Lisa Klem asked that Mary continue to email photos and videos for the file. Robert Disbrow stated that sadly our hands are tied even though we empathize. Resident Wilhelmina Donnelly asked if a condemnation process can be started? Lisa Klem stated she will speak with Gary Asteak when he returns and send a copy of the letter that was sent via certified mail to Steve Mills. Steve will look for a constable for that area.

Resident Becky Bartlett asked if the tax bills will be going from two separate bills into one. Lisa Klem replied that was approved at the beginning of the year and will start in 2023.

APPROVALS

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

10/19/2022

Motion was made by Brian Sayago, seconded by Michael Rinker to approve the minutes of the September 21, 2022, budget workshop and regular meeting. Motion approved unanimously.

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

Motion was made by Scott Sylvainus, seconded by Michael Rinker to approve the September 2022 Financial and Treasurer's Report. Motion approved unanimously.

SUPERVISORS

Scott Sylvainus stated the Board has copies of the Police Collective Bargaining Agreement dated January 1, 2023, through December 31, 2026.

Motion was made by Kristin Mullen, seconded by Michael Rinker to approve the Police Collective Bargaining Agreement dated January 1, 2023, through December 31, 2026 . Motion approved unanimously.

Scott Sylvainus stated an email request from a resident was received regarding having a Trunk or Treat at Tuskes Park parking lot on October 29, 2022, 3:00 to 5:00 PM.

Motion was made by Robert Disbrow, seconded by Brian Sayago to approve a Trunk or Treat at Tuskes Park parking lot on October 29, 2022, 3:00 to 5:00 PM . Motion approved unanimously.

Kristin Mullen stated that the Police received a thank you on Social Media for their training and handling of a mental health situation. William Cope stated he will let the Officers know and put in their files. They completed training on this a few weeks ago.

TOWNSHIP ENGINEER

Sean Dooley stated the Board had copies of his engineer report. He reviewed project status on multiple items.

TOWNSHIP SOLICITOR

Steve Mills stated that he is seeking authorization to proceed with the amendment of the Police Pension Ordinance No. 71. The ordinance will be amended to twenty (years on the force) and out instead of twenty-five and out.

Motion was made by Michael Rinker, seconded by Kristin Mullen to approve the Township Solicitor to proceed with amending the Police Pension Ordinance No. 71. Motion approved unanimously.

Steve Mills stated that he is seeking authorization to advertise Ordinance No. 189- amending the Code of Ordinances Chapter 21 Part 2- street cuts and excavations. Sean Dooley

explained that the changes are in regard to what will be done if roads are opened and excavated for utility work.

Motion was made by Kristin Mullen, seconded by Brian Sayago to approve the Township Solicitor to proceed with advertising Ordinance No. 189, amending the Code of Ordinances, Chapter 21, Part 2, Street. Motion approved unanimously.

TOWNSHIP MANAGER/ ADMINISTRATION

Lisa Klem stated that another Budget Workshop is needed. It was not discussed at the workshop held prior to the meeting. She suggested 6:30 PM prior to the November 2, 2022, meeting. The Board agreed.

Lisa Klem stated that she is seeking approval for the Employee Appreciation Lunch, December 22, 2022, from 12:00 to 3:00 PM.

Motion was made by Robert Disbrow, seconded by Kristin Mullen to approve the Employee Appreciation Luncheon from 12:00 to 3:00 PM on December 22, 2022. Motion approved unanimously.

Lisa Klem stated that she has drafted a Social Media Policy per the discussion at the last meeting. Brian Sayago asked if the policy is retroactive? Lisa responded yes if they are using the Upper Nazareth Township name. She will contact everyone once the policy is ratified.

Motion was made by Michael Rinker, seconded by Robert Disbrow to approve the Social Media Policy No. 22-01. Motion approved unanimously.

APPROVAL OF DEPARTMENT REPORTS

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

Motion was made by Michael Rinker, seconded by Brian Sayago to approve the September 2022 Fire, Police, Public Works, and Zoning Reports. Motion approved unanimously.

PLANNING & ZONING

Approval of Resolution No. 22-16- Overlook Estates Major Subdivision. The Board had Keystone Consulting Engineers October 13, 2022, review letter. Lisa Klem stated Keystone recommends postponing approval until all comments are addressed. Salvatore Caiazzo, engineer for the applicant, stated they are asking for approval because most items have been met. Sean Dooley replied that the issues are resolvable, but it needs to be cleaned up. Resolution No. 22-16 was tabled.

Scott Sylvainus stated time extension letter was received for Overlook Estates, granting extension of time to review until November 30, 2022.

Motion was made by Kristin Mullen, seconded by Michael Rinker to accept the extension of time to review the Overlook Estates Major Subdivision plan from Tuskes Homes until November 30, 2022. Motion approved unanimously.

Salvatore Caiazza stated that at a previous Planning Commission meeting, a possible land swap was brought up, to swap land for a possible project of apartments at the Calandra's parcel. Which would consist of seven 3-story buildings with a total of 150 apartments. Michael Rinker stated he was against it. Scott Sylvainus stated that at that meeting he stated he envisioned something else for that property. Salvatore responded they would keep open space at Michaels School Road, which seems to be favorable. Scott Sylvainus and Brian Sayago replied they would like to see a concept plan. Jeff Fassl, Fire Chief, asked about the letter he sent regarding having a turn around for Fire tanker trucks at Overlook West since there are no hydrants. Sean Dooley replied it is being looked into to add it to the plan by Tuskes. Salvatore replied yes but wanted to see where we stand with the apartments first.

PUBLIC WORKS

Shawn Shupe stated leaf collection starts Monday. The schedule is on the website. It will go until all leaves are collected.

MS4

Sean Dooley stated that the MS4 projects were covered in his report discussed earlier under the Engineers Report. The next MS4 Workshop will be held at 6:00 PM on November 16, 2022. Basin retrofits will be discussed.

RECREATION

Kristin Mullen stated that there is nothing to report at this time.

EAC

Brian Sayago stated that there is nothing to report at this time.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief William Cope stated that the department will be out patrolling for Halloween.

EMERGENCY MANAGEMENT

Michael Rinker stated that there is nothing to report at this time.

SAFETY COMMITTEE

Michael Rinker stated that there is nothing to report at this time.

FIRE DEPARTMENT

Chief Jeff Fassl stated that they will be handing out candy for Halloween.

OLD BUSINESS

Nothing currently.

NEW BUSINESS

Nothing currently.

ADJOURNMENT

Motion made by Robert Disbrow, seconded by Kristin Mullen to adjourn the meeting at 7:55 PM. Motion approved unanimously.

Respectfully Submitted,

Deanne Werkheiser,
Recording Secretary

**REGULAR MEETING MINUTES
NOVEMBER 2, 2022
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, Michael Rinker, Brian Sayago, and Scott Sylvainus. Robert Disbrow was absent. 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.

COURTESY OF THE FLOOR

Township resident Mary Kositz asked for an update regarding the neighbor with a rat infestation. Scott Sylvainus responded that a guardian has been appointed. He is working with them. The guardian has been very cooperative. They will be signing the agreement. Gary Asteak stated he has a lawsuit prepared in case it is needed. Mary asked what happens next. Scott responded multiple people will be going into the residence to give direction on what is needed and what will be required to eradicate the issue. Mary thanked the Board for their due diligence.

Township resident Wilhelmina Donnelly asked about electronic recycling event. Shawn Shupe responded that an event is being worked on for the spring of 2023.

APPROVALS

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

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve the Budget Workshop and regular meeting minutes of the October 19, 2022. Motion approved unanimously.

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

SUPERVISORS

Brian Sayago stated he looked into the EIT collection several months ago. He wanted to know who follows up on what is being collected and are we getting what is owed. At the meeting with Keystone Collections, he asked for three reports- show why they are the best and how they compare to their competition; quarterly reports of discrepancies; large claims that we still have (to collect). He has not received them. Brian would like the Board to direct the manager to send a letter requesting these reports. Scott Sylvainus responded can we just ask them for the reports? What are we looking to achieve with the reports? Brian replied are we

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getting the EIT taxes we are entitled to. A brief discussion ensued over tax collection. Lisa Klem will reach out to Keystone Collection.

Scott Sylvainus stated he had a question for Chief Cope. Several of his neighbors have called him about cats that are being left outside that are destroying property. Chief Cope replied that they should call the Police Department. They can go out, but they really do not deal with cats.

TOWNSHIP ENGINEER

Sean Dooley stated he had nothing at this time.

TOWNSHIP SOLICITOR

Gary Asteak stated he had several items for the Board.
He will be attending the next EAC meeting.
The Morning Star Conditional Use hearing is tentatively scheduled for December 21, 2022. This will be reviewed by the Planning Commission at their next meeting on November 10, 2022.
The street opening Ordinance has been advertised.
Per the earlier discussion on the rat infestation, motions are needed.

Motion was made by Scott Sylvainus, seconded by Michael Rinker, to do whatever is necessary to eradicate the rat issue once the agreement is signed. Motion approved unanimously.

Shawn Shupe asked about the costs. Gary responded a lien would be put against the property for costs accrued if the owner/ guardian does not pay.

Motion was made by Brian Sayago, seconded by Kristin Mullen to approve the Manager sign off on filing of lawsuit if needed due to the agreement not being signed. Motion approved unanimously.

Motion was made by Kristin Mullen, seconded by Michael Rinker to approve the Solicitor to advertise Ordinance No. 190- amending the Police Pension Ordinance No. 71. Motion approved unanimously.
Gary stated this will be advertised for the first meeting in December.

Motion was made by Scott Sylvainus, seconded by Brian Sayago to approve the Solicitor to advertise the Resolution appointing CPA firm to conduct the 2022 audit. Motion approved unanimously.
Gary stated this will be advertised for the reorganization meeting, Tuesday, January 3, 2023.
The elected Auditors will meet on January 4, 2023.

TOWNSHIP MANAGER/ ADMINISTRATION

Lisa Klem stated that the third Budget Workshop meeting was held prior to this meeting. The budget is balanced with no tax increase. Transfers will be made from reserve

funds. Grants have been applied for equipment expenses. Lisa stated she will be applying for more grants. A brief discussion ensued on reserve funds and grants.

Motion was made by Michael Rinker, seconded by Kristin Mullen to approve the advertisement of the 2023 General Fund and Liquid Fuels Budget. Motion approved unanimously.

Lisa Klem stated that the Board had information from a presentation that she and Kim Mutarelli had with Revize to update the website. It is a great investment for the Township. It would be ADA compliant, include emergency alerts which would replace Code Red, user ease, and many features we currently don't have.

Motion was made by Kristin Mullen, seconded by Brian Sayago to approve the website proposal from Revize in the amount of \$9,400.00. Motion approved unanimously.

Lisa Klem stated the Board had copies of the 2023 holiday schedule for approval. Juneteenth was added since it is now a federal holiday. A brief discussion ensued regarding the holiday schedule. Approval was tabled until the next meeting.

Lisa Klem stated she has received the second quarter 2022 Girard Police Pension report. The report is available for review.

PLANNING & ZONING

Scott Sylvainus stated he had nothing at this time.

PUBLIC WORKS

Shawn Shupe stated that leaf collection is starting. Most of paving projects are done.

MS4

Sean Dooley stated that there will be an MS4 workshop at 6:00 pm on November 16, 2022, prior to the Board meeting.

RECREATION

Scott Sylvainus stated that a letter was received from the NAHS SADD club requesting use of Tuskes Park for a bonfire. Shawn Shupe stated that Tuskes Park is not the right type of park for this type of event. We do not have an appropriate area. No motion was made to approve the request.

EAC

Brian Sayago stated that Gary Asteak will be at their next meeting.

PUBLIC SAFETY

POLICE DEPARTMENT

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

EMERGENCY MANAGEMENT

Michael Rinker stated that he will be attending the home infestation meeting.

SAFETY COMMITTEE

Michael Rinker stated that he had nothing at this time.

FIRE DEPARTMENT

Chief Jeff Fassl was not present, nothing at this time.

OLD BUSINESS

Nothing currently.

NEW BUSINESS

Nothing currently.

ADJOURNMENT

Motion made by Kristin Mullen, seconded by Michael Rinker to adjourn the meeting at 7:56 pm. Motion approved unanimously.

Respectfully Submitted,

Deanne Werkheiser
Recording Secretary

WORKSHOP MEETING MINUTES
NOVEMBER 2, 2022
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS

The Budget Workshop Meeting was called to order at 6:30 p.m. by Chairman Scott Sylvainus. The meeting was live streamed for anyone wishing to hear.

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

Township Manager Lisa Klem reviewed the Draft #3 2023 Budget. Lisa stated that changes made per discussions at the last meeting were in red. Changes in income were in taxes- real estate (301) and EIT (310.20.01), and interest (341.01.11) to general fund MM. Brian Sayago stated he would like to discuss raising the EIT residential by \$30,000.00 to \$40,000.00. By his calculations it could be higher. Lisa replied the income for EIT is up this year. She has already raised the non-resident EIT. A brief discussion ensued over what has been collected to date and what is anticipated. Scott Sylvainus stated he was fine with raising resident EIT to \$1,340,000.00. Lisa stated this will increase 310- Local Tax Enabling Act- to \$1,700,000.00. There were no other questions regarding income.

Lisa Klem stated changes made in expenses per discussions at the last meeting were in red. 406.216 was increased by \$9,400.00 for website upgrade. Per the Boards request, she and Kim Mutarelli met with Revive. The website would be ADA compliant, would replace Code Red, would have support that we do not currently have. The upgrades would make the site easier, more efficient, and less time consuming for Kim. Information was sent to the board. The up-front cost is lower than she expected. The alert system is easier. Code Red alerts expires in April. The website will take four to six months. Will be discussed further at the regular meeting. \$30,000.00 was added to ambulance contributions- 412.540. Zoning updates-414.310- was reduced by \$5,000.00 due to what has already been paid this year. Emergency notification- 415.329- was removed since it would be included in the new website.

Lisa stated that Shawn Shupe did reach out to representative regarding leasing equipment. The \$50,000.00 budgeted is realistic (438.740). We are still hoping the grants applied for are approved. The 2023 MS4 project is Tewksbury. Sean Dooley submitted an estimate of \$200,000.00 for the project. Funds would come from the reserves, the ARPA funds, to cover the cost (446). This leaves \$479,762.36 needed to balance the budget to come from the reserve account.

Lisa stated many things could happen next year, but we cannot count on anything right now. The budget is balanced at \$4,591,045.36.

Scott Sylvainus asked what created the \$800,000.00 increase over last year. Lisa replied MS4 project, vehicles for Public Works and Police, repairs to the Public Works garage , etc.

Workshop ended at 6:55 PM for the Board of Supervisors Meeting.

Respectfully Submitted,

Deanne Werkheiser
Recording Secretary

11/02/2022

**REGULAR MEETING MINUTES
NOVEMBER 16, 2022
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 PM 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, Michael Rinker, Brian Sayago, and Scott Sylvainus. Also present were Township Solicitor Gary Asteak, 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

Township resident Mary Kositz stated she wanted to thank the Board and staff for their swift action and attention to the issue on Saint Elmo Street. Robert Disbrow and Gary Asteak thanked her for her patience as the process took some time. Mary asked about reimbursement of her cost for the rodent remediation. Gary responded that would need to be between her and the homeowner and appointed guardian.

APPROVALS

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

Motion was made by Kristin Mullen, seconded by Brian Sayago to approve the minutes of the November 2, 2022, budget workshop and regular meeting. Motion approved. Robert Disbrow abstained.

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

Motion was made by Kristin Mullen, seconded by Brian Sayago to approve the October 2022 Financial and Treasurer's Report. Motion approved unanimously.

SUPERVISORS

Scott Sylvainus stated the Board has copies of the time extension letter from Morningstar Senior Living for the Conditional Use application until December 21, 2022. Gary Asteak stated the hearing will be held at 6:30 PM on December 21, 2022, prior to the Board meeting.

Motion was made by Michael Rinker, seconded by Robert Disbrow to accept the extension of time to conduct the Conditional Use Hearing for Morningstar Senior Living until December 21, 2022. Motion approved unanimously.

TOWNSHIP ENGINEER

Sean Dooley was absent due to illness. Michael Schallock stated the Board had copies of Sean's engineer report.

Resident Becky Bartlett asked if Farmview basin was done. Shawn Shupe replied not yet. Pipes and other items have been installed but completion has been delayed due to the weather.

TOWNSHIP SOLICITOR

Gary Asteak stated that Ordinance No. 189- amending the Code of Ordinances Chapter 21 Part 2- street cuts and excavations has been advertised for adoption. Gary briefly reviewed the ordinance.

Motion was made by Michael Rinker, seconded by Kristin Mullen to adopt Ordinance No. 189, amending the Code of Ordinances, Chapter 21, street and sidewalks, Part 2, street cuts and excavations. Motion approved unanimously.

TOWNSHIP MANAGER/ ADMINISTRATION

Lisa Klem stated that she is seeking approval for resolution 22-17, amending the 2022 fee schedule to add fees for street cut and excavation.

Motion was made by Michael Rinker, seconded by Robert Disbrow to adopt Resolution 22-17, amending the 2022 fee schedule, adding fees in accordance with Ordinance No. 189. Motion approved. Brian Sayago opposed.

Lisa Klem stated that she is seeking approval for Resolution 22-16, Act 57 Property Tax Penalty Waiver Provisions. Lisa stated this is state mandated by Act 57. Sample Ordinance was sent by PSATS. Gary Asteak stated Act 57 was approved by the state in October.

Motion was made by Michael Rinker, seconded by Kristin Mullen to adopt Resolution 22-16, Act 57 2022 Property Tax Penalty Waiver Provision. Motion approved. Brian Sayago opposed.

Lisa Klem stated that she is seeking approval for Resolution 22-18, authorizing changes to the designated pension plan officials for Nationwide. Lisa stated this needs to be updated. Still shows Betty Parish as Treasurer and Michael Rinker as Chairman. We just received this from Nationwide on Monday.

Motion was made by Michael Rinker, seconded by Robert Disbrow to adopt Resolution 22-18, authorizing changes to the designated pension plan officials for Nationwide. Motion approved. Brian Sayago opposed.

Lisa Klem stated that the 2023 Holiday schedule is before the Board again for approval. Brian Sayago stated he looked at the State Holidays. They have 14 days. The days they get are slightly different but feels these are fine. He suggested making the Birthday a floating holiday. A brief discussion ensued over how the Birthday Holiday is taken and who is notified. The 2023 Holiday schedule will be updated to add that the birthday will be a floating day per notification to your immediate supervisor.

Motion was made by Michael Rinker, seconded by Scott Sylvainus to approve the 2023 Holiday Schedule as updated. Motion approved. Robert Disbrow opposed.

Lisa Klem stated that she is seeking approval to hold an Electronic Recycling Event on June 10, 2023, from 9:00 am to 11:00 am. Lisa explained that there would be two locations, Friedenstahl facility and Tuskes Park so that all residents had easy access. The County anticipates reimbursing this type of events in 2023. A brief discussion ensued over manpower, traffic, and who will be allowed at the event. It will be advertised for residents only.

Motion was made by Michael Rinker, seconded by Kristin Mullen to approve the electronic recycling event on June 10, 2023, from 9:00 am to 11:00 am at the yard waste facility and Tuskes Park. Motion approved unanimously.

Lisa Klem stated that she is seeking approval for Hometown Press to publish the spring and fall newsletters.

Motion was made by Robert Disbrow, seconded by Scott Sylvainus to approve Hometown Press publishing the spring and fall 2023 Newsletters. Motion approved unanimously.

APPROVAL OF DEPARTMENT REPORTS

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

Motion was made by Michael Rinker, seconded by Robert Disbrow to approve the October 2022 Fire, Police, Public Works, and Zoning Reports. Motion approved unanimously.

PLANNING & ZONING

Scott Sylvainus stated time extension letter was received for Overlook Estates, granting extension of time to review until December 31, 2022.

Motion was made by Robert Disbrow, seconded by Kristin Mullen to accept the extension of time to review the Overlook Estates Major Subdivision plan from Tuskes Homes until December 31, 2022. Motion approved unanimously.

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PUBLIC WORKS

Shawn Shupe stated he had several items.

Shawn stated we have received the 902 grant for a truck mounted leaf collector. Shawn explained the equipment and how it works. The grant is for \$114,483.00. The cost of the equipment has gone up since the time we applied for the grant. Original quote was \$127,209.81. Current quote is \$158,528.99. This will increase our match. Brian Sayago asked if we need to put a deposit down when ordered. Shawn replied no it is not required. If we order now, we should have it by next leaf collection season. Brian stated he would hope that more description of motions be on the agenda. Lisa Klem stated the matching funds would come from the equipment fund.

Motion was made by Michael Rinker, seconded by Robert Disbrow to approve the purchase of the ODB, truck mounted leaf collector, model DCL800 hook lift ready, for \$158,528.99. Motion approved unanimously.

Shawn stated he received resignation letter from a Public Works part time employee.

Motion was made by Robert Disbrow, seconded by Scott Sylvainus to accept resignation of Tyson Unangst from the Public Works Department. Motion approved unanimously.

Shawn stated he is seeking approval to advertise for a part time Public Works employee.

Motion was made by Robert Disbrow, seconded by Kristin Mullen to approve advertising for a part time Public Works Department employee. Motion approved unanimously.

Shawn stated Saturday November 19, 2022, is the last day for the yard waste site. He also wishes everyone a Happy Thanksgiving.

MS4

Scott Sylvainus stated the MS4 Workshop scheduled to be held prior to this meeting was cancelled due to Sean Dooley being ill. The MS4 Workshop will be rescheduled. Lisa Klem stated a possible date is January 2023.

RECREATION

Kristin Mullen stated that the Tree Lighting will be held here at the Township Building on Friday December 2, 2022, at 7:00 pm. Santa will be at the event, we will have a quartet from the Nazareth High School, and we have received a donation of hot chocolate . People are being asked to bring a nonperishable donation for the food bank.

2022 Community Days. Brian Sayago stated he had questions about profit of the Community Days. Lisa Klem replied that off the top of her head there was approximately \$15,000.00 in expenses. We have submitted for reimbursement for the Hotel Tax Grant, approximately \$7,900.00. The Fire Company donated \$6,500.00 for the fireworks. Lisa stated she would send Brian a report of what we have. Brian stated it might be useful to see what the

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Fire Company makes from Food sales. Michael Rinker suggested that Brian attend the next Community Days meeting. Robert Disbrow stated this is a community event not a money-making event.

EAC

Brian Sayago stated that there is nothing to report at this time. The Board had copies of the draft minutes from the November 7, 2022, meeting.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief William Cope stated that he is seeking approval for conditional offer of employment for a part-time Officer based on passing the required tests and background check.

Motion was made by Michael Rinker, seconded by Robert Disbrow to approve conditional offer of employment to one part-time Officer. Motion approved unanimously.

EMERGENCY MANAGEMENT

Michael Rinker stated that they will be reviewing critical infrastructure in 2023. Scott Sylvainus asked what is considered critical infrastructure. Michael responded vulnerable facilities. Robert Disbrow stated there were several evacuations of the High School last month.

SAFETY COMMITTEE

Michael Rinker stated that there is nothing to report at this time. Next meeting will be held in 2023.

FIRE DEPARTMENT

Chief Jeff Fassl was not present.

OLD BUSINESS

Nothing currently.

NEW BUSINESS

Brian Sayago asked if there will be anything on the next agenda that we know about. Gary Asteak replied the Ordinance that has been advertised. Lisa replied the Conditional Use meeting December 21, 2022. Brian stated he would like to have a pre-agenda. Something in writing. Lisa responded that we do not always know what will be on the next agenda. Robert Disbrow stated that the meeting minutes can be used.

John Soloe stated he had an item for informational use. Mivajo's Restaurant is under contract. Will be Catty Corner Restaurant II. They expect to be open by the end of the year. Will be similar to what Mivajo's menu was.

ADJOURNMENT

Motion made by Robert Disbrow, seconded by Kristin Mullen to adjourn the meeting at 7:47 PM. Motion approved unanimously.

Respectfully Submitted,

Deanne Werkheiser,
Recording Secretary

**REGULAR MEETING MINUTES
DECEMBER 7, 2022
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, Robert Disbrow, Kristin Mullen, Michael Rinker, 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.

COURTESY OF THE FLOOR

George Polak distributed papers to several Supervisors regarding trustees.

APPROVALS

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

Motion was made by Kristin Mullen, seconded by Michael Rinker to approve the regular meeting minutes of the November 16, 2022. Motion approved unanimously.

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

Scott Sylvainus congratulated Kristin Mullen on being honored by receiving Outstanding Elected Official recognition from the Pennsylvania Federation of Democratic Women.

SUPERVISORS

Scott Sylvainus stated Resolution 22-19- approval of the 2023 General Fund Budget was before the Board for adoption.

Motion was made by Robert Disbrow, seconded by Michael Rinker to adopt Resolution 22-19- approval of the 2023 General Fund Budget . Motion approved unanimously.

Scott Sylvainus stated Resolution 22-20- approval of the 2023 Real Estate Tax Rate and 2023 Special Library Tax was before the Board for adoption.

Motion was made by Kristin Mullen, seconded by Brian Sayago to adopt Resolution 22-20- approval of the 2023 Real Estate Tax Rate and 2023 Special Library Tax. Motion approved 3-2. Robert Disbrow and Michael Rinker opposed.

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Scott Sylvainus stated Resolution 22-21- approval of the 2023 Act 511 Taxes was before the Board for adoption.

Motion was made by Brian Sayago, seconded by Kristin Mullen to adopt Resolution 22-21- approval of the 2023 Act 511 Taxes . Motion approved unanimously.

Scott Sylvainus stated the 2023 Liquid Fuels Budget was before the Board for approval.

Motion was made by Michael Rinker, seconded by Kristin Mullen to approve the 2023 Liquid Fuels Budget . Motion approved unanimously.

Scott Sylvainus stated the 2023 Recreation Budget was before the Board for approval.

Motion was made by Scott Sylvainus, seconded by Michael Rinker to approve the 2023 Recreation Budget . Motion approved unanimously.

Scott Sylvainus stated the 2023 Library Budget was before the Board for approval.

Motion was made by Kristin Mullen, seconded by Brian Sayago to approve the 2023 Library Budget . Motion approved 3-2. Robert Disbrow and Michael Rinker opposed.

TOWNSHIP ENGINEER

Sean Dooley stated he had an update on the Mt. Vernon and 1st Street drainage survey. The Board had copies of his findings and mitigation options. The issues have been there a long time and the best option is very expensive. There are multiple issues. Sean suggested a committee to look over the options and give recommendations to the Board. Shawn Shupe stated part of the issue has been helped with the recent paving that was done at Mt. Vernon and 1st Street. Scott Sylvainus replied we need to look at what we can make better. Michael Rinker suggested meeting prior to the January 18, 2023, meeting. Brian Sayago stated he would like to have the committee review for several months before going to the Board. Scott Sylvainus asked Shawn Shupe what the biggest issues are. Shawn replied that properties have huge ponds when there is heavy rain. Shawn Shupe and Sean Dooley reviewed the issues in the entire area. Sean stated he would like to have an informal meeting with several supervisors to review the information and get a better understanding. Lisa Klem will work with Sean to set up dates and times.

TOWNSHIP SOLICITOR

Gary Asteak stated he had one item for the Board.

Gary stated that the ordinance was advertised. This amends the years of service for officers from 25 to 20 years.

Motion was made by Michael Rinker, seconded by Robert Disbrow to adopt Ordinance No. 190-amending the Police Pension Ordinance No. 71. Motion approved unanimously.

TOWNSHIP MANAGER/ ADMINISTRATION

Lisa Klem stated that she received MS4 project costs from Sean Dooley. She will be applying for a PA small water and sewer program grant to cover the cost of two of the three projects we have coming up. The maximum amount that can be applied for is \$500,000.00 and requires a 30% match. Total project cost is \$486,687.00. We will apply for \$413,680.00 with our match being \$73,007.00. There is money in the budget that can be used for the match.

Motion was made by Robert Disbrow, seconded by Kristin Mullen to adopt Resolution 22-23- PA Small Water and Sewer Program Grant- authorizing Lisa Klem to execute all documents and agreements . Motion approved unanimously.

Lisa Klem stated that she is seeking approval to advertise the 2023 Re-organization, BOS, PC, ZHB, REC, and EAC meeting dates.

Motion was made by Michael Rinker, seconded by Brian Sayago to approve the advertisement of the 2023 Re-organization, BOS, PC, ZHB, REC, and EAC meeting dates. Motion approved unanimously.

Lisa Klem stated that she is seeking approval to advertise the Municipal employee position. Robert Disbrow stated this has been needed for some time.

Motion was made by Kristin Mullen, seconded by Robert Disbrow to approve the advertisement for a Municipal Employee. Motion approved unanimously.

PLANNING & ZONING

Scott Sylvainus stated Scenic View Estates modified street light layout is before the Board for approval. The Planning Commission recommends approval. Brian Sayago stated he was at the Planning Commission meeting. The original plan called for 24 streetlights. This plan drops it to four. He thinks it is not enough lights, which was discussed at the meeting. Scott Sylvainus responded that this amount is the precedent set by what has been done in the Township previously. The streetlights are for vehicle safety not pedestrian safety. Jim Chrin, Kay Builders, gave a brief overview of what was done and how the amount was figured. Scott Sylvainus stated this was approved by Planning Commission, the Engineer, and the staff. Sean Dooley stated he reviewed what was done in the rest of the Township.

Motion was made by Michael Rinker, seconded by Robert Disbrow to approve the Scenic View amendment to the approved Final Subdivision Plan conditioned on Keystone Consulting Engineers letter dated November 8, 2022. Motion approved unanimously.

Scott Sylvainus stated Resolution 22-22- approval of Overlook Estates Preliminary/ Final Subdivision and Lot Line Adjustment was before the Board for adoption. Gary Asteak stated he received word from Phil Malitsch that he would be unable to attend but he approves Keystone Consulting Engineers letter and the verbiage of the resolution.

Motion was made by Michael Rinker, seconded by Robert Disbrow to adopt Resolution 22-22- approval of Overlook Estates Preliminary/ Final Subdivision and Lot Line Adjustment . Motion approved unanimously.

PUBLIC WORKS

Shawn Shupe stated he had nothing at this time.

MS4

Sean Dooley stated he has nothing at this time. The MS4 workshop is being rescheduled for January 18, 2023, at 6:00 pm, prior to the Board meeting.

RECREATION

Scott Sylvainus stated that the Board had information about constructing a walking trail at Leibert Park from the recreation Fund. Brian Sayago stated he would like more information. This is the first he is seeing it. Shawn Shupe responded this is the first time we have it mapped out. He proceeded to give a brief overview of the project. The trail would be five feet wide, a half a mile long, and go around the park. He has the materials. This will be excellent and safe training for his newer guys. Lisa Klem stated a survey will be needed for boundaries. Resident Becky Bartlett asked if it would be ADA compliant. Shawn relied yes. It may not be in the first phase, but it will be.

Motion was made by Michael Rinker, seconded by Kristin Mullen to approve a survey for Leibert Park and for the construction of a walking trail and passive recreation by Public Works from the Recreation Fund. Motion approved unanimously.

Scott Sylvainus stated that the Board had information about expanding the Police Parking lot and adding a fence to ensure a level of security from the walking trail. Shawn Shupe stated this will also be good for training and the expansion will help with plowing. The fencing would be put out to bid. The cost would be paid out of the Recreation Fund. Brian Sayago stated he is not happy that we are expanding the building and trail in pieces. If we need it, we should do it all at once. Shawn Shupe responded everyone has outgrown their spaces. Robert Disbrow asked Chief Cope if he was in agreement with the expansion and fencing. William Cope replied yes. We have a lot of equipment in the parking lot.

Motion was made by Michael Rinker, seconded by Scott Sylvainus to approve Public Works to expand the Police parking lot and add fencing to ensure a level of security from the walking trail. Motion approved unanimously.

EAC

Letter of resignation was received from Michelle Martin.

Motion was made by Brian Sayago, seconded by Michael Rinker to accept resignation of Michelle Martin from the Environmental Advisory Council. Motion approved unanimously.

Lisa Klem stated this leaves two open positions. Anyone interested should send a letter of intent. The Vacancy Board position and Nazareth Borough Municipal Authority position are also open. A brief discussion ensued over the open positions and their responsibilities.

PUBLIC SAFETY

POLICE DEPARTMENT

Chief William Cope stated that they received two trucks. These were ordered quite awhile ago through LSA grants. Received the Trumbower Grant. This was used for six AED units. All vehicles are now equipped with AEDs.

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 was not present. Michael Rinker stated the Santa Run is this Saturday.

OLD BUSINESS

Nothing currently.

NEW BUSINESS

Township resident Wilhelmina Donnelly asked what is the difference between the Library Tax and the Library Budget that were approved? Lisa Klem responded the tax that is collected is required to have a budget. Just like the General Fund.

Robert Disbrow asked if anything happened with the library's request for more money. Lisa Klem and Scott Sylvainus responded no.

ADJOURNMENT

Motion made by Robert Disbrow, seconded by Kristin Mullen to adjourn the meeting at 7:47 pm. Motion approved unanimously.

Respectfully Submitted,

Deanne Werkheiser
Recording Secretary

12/7/22

**REGULAR MEETING MINUTES
DECEMBER 21, 2022
UPPER-NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:05 PM 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, Michael Rinker, 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, Zoning Officer, John Soloe, and Treasurer/ Recording Secretary, Deanne Werkheiser.

COURTESY OF THE FLOOR

Township resident Brian DeMarco volunteered to serve as representative on the Nazareth Borough Municipal Authority. He is an engineer, was the representative for Lower Nazareth when he lived there. Michael Rinker stated he was very qualified. The Board thanked him.

Township resident Drew Sak stated he was applying for the Vacancy Board. He previously served on the EAC. The Board thanked him.

Lisa Klem stated these will be done officially at the reorganization meeting.

APPROVALS

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

Motion was made by Michael Rinker, seconded by Kristin Mullen to approve the minutes of the December 7, 2022, regular meeting. Motion approved unanimously.

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

Motion was made by Brian Sayago, seconded by Robert Disbrow to approve the November 2022 Financial and Treasurer's Report. Motion approved unanimously.

SUPERVISORS

Nothing at this time.

TOWNSHIP ENGINEER

Sean Dooley stated the Board had copies of his engineer's report. He stated he is reviewing the comments from Norfolk Southern regarding the Tadmor II project. UGI road

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openings will be starting soon. Liberty Street is the first street being done. Robert Disbrow asked who will be doing inspections. Sean responded that KCE will do the larger projects. Shawn Shupe will do the smaller projects.

TOWNSHIP SOLICITOR

Gary Asteak stated that the Conditional Use Hearing was held before this meeting and received approval. Penn DOT's review letter and the HOP for Tadmor II are anticipated in the spring. The agreement is being prepared. The rat issue in a home has been handled. Working on the Zoning Ordinance updates.

TOWNSHIP MANAGER/ ADMINISTRATION

Lisa Klem stated that she is happy to report the Grow NORCO grant has been received for technology upgrades. The entire project is \$61,000. We applied for \$30,000.00. We received \$20,000.00. Brian Sayago asked where the funds will come from. Lisa replied we budgeted for \$30,000.00. Brian asked if there was a way to adjust the budget for these instances. Lisa responded she accounts for the mass majority of expenses. Scott Sylvainus asked for Lisa's recommendation. Lisa responded the majority of costs has been budgeted for. This would be part of our disaster recovery plan.

Motion was made by Michael Rinker, seconded by Kristin Mullen to approve proceeding with the Technology upgrades with the awarded Grow NORCO grant. Motion approved unanimously.

Lisa Klem stated that she submitted for the PA Small Water and Sewer grant for \$413,680.00 for two stormwater projects. Current cost to complete is \$486,687.00.

Lisa Klem stated that she, Scott Sylvainus, and Brian Sayago met with Ron Bittner and Barry Keck from Girard regarding the Police Pension Plan. Scott stated the pension plan gets rated every other year. We are at level one distressed. Still above 80% funded. We should think about and take some action to keep us from going to level two distressed. He suggested taking some of the funds from the Police Pension Fund and add to minimum contribution. We do need to improve. May take five to ten years. The level is based on market, but we need a strategy on how to stay closer to completely funded. Brian Sayago suggested \$40,000.00 this year and \$40,000.00 next year. Robert Disbrow suggested \$45,000.00. Brian stated the investment policy needs to be updated, has been a while since that was done. Lisa Klem stated it has been about 20 years. We should have a draft policy soon.

Motion was made by Brian Sayago, seconded by Michael Rinker to approve the contribution of \$45,000.00 from the Police Pension Supplement Account to the Police Pension this year. Motion approved Unanimously.

Scott Sylvainus stated we will discuss next year, to come up with a plan.

APPROVAL OF DEPARTMENT REPORTS

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

Motion was made by Robert Disbrow, seconded by Michael Rinker to approve the November 2022 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 December 8, 2022, meeting.

PUBLIC WORKS

Shawn Shupe stated he had several items.

Shawn stated he is seeking approval for conditional offer of part time employment to Joe Brown. He worked here previously. He was at the top rate when he left in 2020. He would like to offer the top rate of \$30.24 an hour.

Motion was made by Robert Disbrow, seconded by Michael Rinker to approve conditional offer of part time employment to Joe Brown at \$30.24 an hour. Motion approved unanimously.

Shawn stated he is seeking approval to place Truck #7 on Municibid.

Motion was made by Kristin Mullen, seconded by Michael Rinker to approve truck #7 being advertised for sale on Municibid. Motion approved unanimously.

MS4

Sean Dooley stated the MS4 Workshop will be held on January 18, 2023, prior to the Board meeting.

Sean explained that the order of the MS4 projects were shifted due to the grant that Lisa Klem applied for. This means Fieldview basin will be done next year instead of Tewksbury. We will need to do the survey, so we are ready to start in 2023. Brian Sayago asked if Creekside Park can be upgraded as part of the plan. Sean responded that the basins will not need to be changed so it will not be able to be integrated. Lisa Klem stated that DCNR Grants can be applied for to do upgrades on several parks. John Soloe stated that legal issuer needs to be addressed before anything is done. Brian Sayago suggested doing a park plan first then the MS4 project. Sean responded that the DEP approved the MS4 plan and projects, and they must be done during this permit.

Motion was made by Scott Sylvainus, seconded by Michael Rinker to approve the Township Engineer to complete the survey at Fieldview Basin for \$3,900.00. Motion approved unanimously.

RECREATION

Kristin Mullen stated the meeting was cancelled.

EAC

Nathan Pritchard stated that the Board had copies of the draft minutes from the December 5, 2022, meeting. A mailing is being proposed. He thanked Kristin Mullen for helping with the design of the mailer. Working on application process.

PUBLIC SAFETY

POLICE DEPARTMENT

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

EMERGENCY MANAGEMENT

Michael Rinker stated that he will be meeting with Shawn Shupe regarding upcoming storm.

SAFETY COMMITTEE

Michael Rinker stated that he had nothing at this time.

FIRE DEPARTMENT

Chief Jeff Fassl was not present.

OLD BUSINESS

Nothing currently.

NEW BUSINESS

Nothing currently.

ADJOURNMENT

Motion made by Robert Disbrow, seconded by Michael Rinker to adjourn the meeting at 7:48 PM. Motion approved unanimously.

Respectfully Submitted,

Deanne Werkheiser,
Recording Secretary

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