

## **REORGANIZATION & REGULAR MEETING MINUTES – January 4, 2016 UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:03 p.m. by past Chairman, Mike Rinker.

Board members present were: Mike Rinker, Scott Sylvainus, Donna Hirst, Richard Mann and Steve Ytkin. Also present were: Manager, E. J. Mentry and Township Solicitor, Gary Asteak. Township Engineer, Al Kortze was absent.

Solicitor Asteak took charge of the meeting and asked for nominations for Chairman of the Board.

**Motion** made by Ms. Hirst to nominate Michael Rinker as Chairman of the Board for 2016. There being no other nominations, Mr. Rinker was elected Chairman by all voting aye.

Mr. Rinker assumed the chairman's chair.

**Motion** made by Steve Ytkin to nominate Scott Sylvainus as Vice Chairman of the Board for 2016. There being no other nominations, Mr. Sylvainus was elected Vice Chairman by all voting aye.

### **APPOINTMENTS**

**Motion** made by Mr. Ytkin and seconded by Mr. Rinker to accept the 2016 appointments as stated in the agenda. Motion carried by all voting aye.

The following were the appointments:

Township Solicitor and Fees – Asteak Law Offices, Gary Asteak, \$150.00 - \$175.00/hour  
Zoning Hearing Board Solicitor and Fees – Peters, Moritz, Peishl, Zulick, Landes & Brienza LLP  
- James L. Zulick - \$150.00 per hour  
Township Engineer and Fees – Keystone Consulting Engineers, Al Kortze, according to the fee schedule  
State Sewage Enforcement Officer and Fees – Keystone Consulting Engineers, Chris Noll, according to the fee schedule  
Alternate Sewage Enforcement Officer and Fees – Keystone Consulting Engineers, Eric Erb, according to the fee schedule  
Inspection Services and Fees – CodeMaster Inspection Services, according to the fee schedule  
Emergency Management Coordinator – Michael F. Rinker  
Zoning Hearing Board Secretary - Betty Parrish  
Zoning Hearing Board - Keith Haverstock – Term Expires 12/31/17  
Planning Commission - Pam Berlew – Term Expires 12/31/19 and Jay Benfield – Term Expires 12/31/19  
Delegate to the PSATs State Convention of Township Supervisors – E.J. Mentry  
Delegate to the Northampton County Association of Township Officials – E.J. Mentry  
Delegate to the NAZCOG - E.J. Mentry; Alternate – Mike Rinker  
Representative to the Nazareth Memorial Library Budget Committee - Scott Sylvainus  
Representative to the Nazareth Memorial Library Board - Terri Sayago – 3 Year Term to Expire 12/31/18  
Representative to the Nazareth Ambulance Board - Mike Rinker

Representative to the Nazareth Borough Municipal Authority – Robert Raesly, Jr.  
Township Auditors – 2 year appointment - Becky Bartlett and Jeanne Morgano  
Vacancy Board – 1 year appointment – Joanne Messenlehner

## **APPOINTMENTS AND COMPENSATION**

Mr. Sylvainus asked what the percentage increases were for employees' compensation. Mr. Mentry responded 5%, as approved in the 2016 Adopted Budget.

**Motion** made by Mr. Rinker and seconded by Ms. Hirst to set the 2016 appointments and compensation for employees as included in the 2016 Adopted Budget and stated in the agenda. Motion carried (4-1) with Mr. Sylvainus voting no.

FT Manager /Assistant Secretary/Assistant Treasurer - E.J. Mentry (as set by contract)  
FT Chief of Police - Alan Siegfried  
FT Treasurer/Payroll/Human Resources/Chief Administrative Officer Pension Plan  
– Betty Parrish  
FT Secretary/Zoning Secretary/Purchasing Officer/Open Records Office  
– Kim Mutarelli  
PT Zoning Officer – John Soloe  
FT Public Works Director – Shawn Shupe  
FT Assistant Road Superintendent – Craig Hoffman  
FT Road Crew – Kyle Kline and Edgar Geiger  
Part-time Road Crew – Joe Brown, Keith Flynn, Jake Groff, John Spadoni, Andy Donello  
Police Secretary – Debra Knecht  
Part-time Police Officers \$20.98/hr.  
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  
- \$116.67 per hearing date attended for the secretary, paid quarterly

## **MILEAGE ALLOWANCE**

**Motion** made by Mr. Ytkin and seconded by Mr. Rinker to set the mileage reimbursement rate for employee's using their own vehicles at the current IRS rate of 54 cents per mile. Motion carried by all voting aye.

## **EMPLOYEE MEDICAL OPT-OUT**

**Motion** made by Mr. Sylvainus and seconded by Mr. Ytkin to set the full time employee medical opt-out at \$2,000.00 a year for single coverage and \$5,000.00 for two or more. Motion carried by all voting aye.

## **SIGNATORY AUTHORIZATION**

**Motion** made by Mr. Rinker and seconded by Ms. Hirst to authorize two bank authorized signatures to sign Township checks as stated in the agenda. Motion carried by all voting aye.

## **OFFICIAL BONDS**

**Motion** made by Mr. Sylvainus and seconded by Mr. Rinker to approve the official bonds as stated in the agenda. Motion carried by all voting aye.

## **RESOLUTIONS**

**Motion** made by Mr. Ytkin and seconded by Mr. Mann to adopt Resolution 16-01: Upper Nazareth Township Fee Schedule. Motion carried by all voting aye.

**Motion** made by Mr. Rinker and seconded by Mr. Ytkin to adopt Resolution 16-02: Township Depositories. Motion carried by all voting aye.

**Motion** made by Mr. Mann and seconded by Ms. Hirst to adopt Resolution 16-03: Pension, No Contributions. Motion carried by all voting aye.

In accordance with Second Class Township Code Section 917(b) (2) Ordinance 16-04 was advertised in the Express-Times on November 23, 2015. Solicitor Asteak stated that 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 another Board meeting.

**Motion** made by Ms. Hirst and seconded by Mr. Sylvainus to adopt Resolution 16-04: Township Audit by CPA. Motion carried by all voting aye.

**Motion** made by Mr. Rinker and seconded by Mr. Sylvainus to adopt Resolution 16-05: TCC Delegate and Alternate. Motion carried by all voting aye.

**The regular business meeting of the Upper Nazareth Township Board of Supervisors commenced at 7:11 p.m.**

**Motion** was made by Mr. Rinker and seconded by Mr. Ytkin to approve the agenda. Motion carried by all voting aye.

**Motion** was made by Ms. Hirst and seconded by Mr. Ytkin to approve the minutes from the December 16, 2015, meeting. Motion carried by all voting aye.

**Motion** was made by Mr. Sylvainus and seconded by Ms. Hirst to approve payment of the bills. Motion carried by all voting aye.

## **SUPERVISORS COMMENTS**

The Board of Supervisors issued a formal Thank You to Mr. Bob Recker for hosting the Upper Nazareth Township Holiday Luncheon.

On behalf of the Board of Supervisors, Donna Hirst thanked Kim Mutarelli for all the work she did in planning and coordinating the Upper Nazareth Township Holiday Luncheon.

## **TOWNSHIP SOLICITOR**

Nothing at this time.

## **MANAGER**

Mr. Mentry announced that Buzzi Unicem has submitted a permit modification to the state for modification to the depth of the quarry and stormwater run-off. Let the Board minutes show that there is a public comment period in effect until February 10, 2016, should anyone wish to comment. Materials are available for review here at the Township building.

## **PLANNING & ZONING**

Nothing at this time.

## **PUBLIC WORKS**

Nothing at this time.

## **PUBLIC SAFETY**

**POLICE DEPARTMENT** – The two AEDs that were purchased with the grant from the Trumbower Hospital Foundation have been received. Training will begin and end on February 9, 2016.

**EMERGENCY MANAGEMENT** – Nothing at this time.

**SAFETY COMMITTEE** – Next meeting will be January 22, 2016 at 9:00 a.m.

## **OLD BUSINESS**

Nothing at this time.

## **NEW BUSINESS**

Nothing at this time.

## **UPCOMING EVENTS**

Latex Paint Collection Event – August 6, 2016 – 9:00 a.m. to 12:00 noon at Yard Waste Facility

Community Day – Tuskes Park, Saturday, September 3, 2016

Touch a Truck – Tuskes Park, October 1, 2016

## **ADJOURNMENT**

**Motion** made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 7:28 p.m. Motion carried by all voting aye.

**NEXT MEETING:** Wednesday, January 20, 2016.

**MINUTES JANUARY 20, 2016**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Vice -Chairman, Scott Sylvainus.

Pledge of Allegiance

Board members present were: Donna Hirst, Richard Mann, Scott Sylvainus and Steve Ytkin. Mike Rinker was absent.

Also present were Township Manager, E.J. Mentry, for Township Engineer, Sean Dooley, and Township Solicitor, Gary Asteak.

**PUBLIC COMMENT**

Discussion took place regarding the practice of not providing draft minutes to the public. The Board of Supervisors discussed providing draft minutes and the Financial Report (when available) prior to Board meetings. No motion was made.

It was stated that the appointment of Cindy Oatis as Recycling Coordinator did not appear on the Re-Organization agenda.

Mr. Mentry stated that two items needed to be added to the agenda under Supervisors' Comments: the appointment of Cindy Oatis as Recycling Coordinator and the approval of purchasing 7 plaques for \$500 to be given to the sponsors of Community Day.

**Motion** was made by Ms. Hirst and seconded by Mr. Mann to approve the revised Agenda. Motion carried by all voting aye (4-0).

Mr. Sylvainus noted that the minutes of January 4, 2016, needed to be revised showing that approval of the December 16, 2015 minutes should read approved with a vote of 4 ayes with Mr. Mann abstaining, as he was not present at the December 16, 2015 meeting.

Mr. Sylvainus requested that the January 4, 2016, minutes be revised to remove the words from the motion "included in the 2016 adopted budget and" from page 2 under Appointments and Compensation.

**Motion** was made by Mr. Mann and seconded by Mr. Sylvainus to approve the revised minutes from the December 16, 2015, meeting. Motion carried by all voting aye.

**BILLS**

Mr. Sylvainus questioned why there was a difference in the purchase price of the same battery from D & A Emergency Equipment. Chief Siegfried replied that the batteries were purchased at different times, a couple of weeks apart, and there was a price reduction.

Mr. Sylvainus asked why there is a bill for the Postmaster. Ms. Parrish responded it is for the mailing of the real estate tax bills.

Mr. Sylvainus asked if the pre-printed envelopes were pre-stamped and how many were purchased. Chief Siegfried responded that yes, they were pre-stamped but did not know the quantity purchased.

Mr. Sylvainus asked who Innovative Designs & Publishing were. Ms. Parrish responded they are the Bath Home News.

Mr. Sylvainus asked what the Fire Dept. and Nazareth Ambulance shared services payment was. Ms. Parrish stated it is the donation from Tuskes Homes for shared services.

Mr. Sylvainus asked about the purchase of a garage door. Mr. Shupe stated that the garage door at the Friedenstahl garage broke and needed to be replaced. Mr. Mentry mentioned that the information about the broken garage door at Friedenstahl was distributed to the Board via email a couple of months ago and that the purchase was delayed until 2016.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Mann to approve the payment of the bills.

Ms. Parrish presented the Financial Report

**Motion** was made by Ms. Hirst and seconded by Mr. Mann to approve the Financial Report. Motion carried by all voting aye.

### **SUPERVISORS COMMENTS**

**Motion** was made by Ms. Hirst and seconded by Mr. Sylvainus to appoint Cindy Oatis as Recycling Coordinator. Motion carried by all voting aye.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve the purchase of 7 plaques at the cost of \$500 thanking the sponsors for their contribution to Community Day. Motion carried by all voting aye.

### **TOWNSHIP ENGINEER**

Mr. Dooley of Keystone Consulting Engineers presented the draft of the Official Township Map. Mr. Dooley stated that, yes that would be a possibility. Mr. Sylvainus asked if having an Official Township Map qualified the Township to a 12 month window for purchase of property should an entity purchase property where the Township has a park or trail designed. Mr. Dooley responded yes. Mr. Ytkin asked how the purchase price would be set. Attorney Asteak responded that the price would be set by appraisal. At this point, the draft is still being reviewed by the Planning Commission.

### **TOWNSHIP SOLICITOR**

Attorney Asteak requested authorization to advertise Ordinance No. 170, amending the Police Pension Plan which reduces the retirement age to 50 from 55 for officers with 25 years or

more of service. The ordinance also provides for a service increment benefit for years of service beyond 25 years allowing \$100 per month for each completed year of service in excess of 25 up to a maximum of \$500 per month for 5 years and beyond 25 years. Mr. Sylvainus stated this was just authorization to advertise the ordinance.

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to authorize Attorney Asteak to advertise Ordinance No. 170 amending the Police Pension Plan. Motion carried by all voting aye.

## **MANAGER**

Mr. Mentry presented a Real Estate Audit Engagement Letter from Riley and Co. to perform the 2015 Real Estate Audit.

**Motion** was made by Ms. Hirst and seconded by Mr. Sylvainus to accept the Engagement Letter and approve Riley & Co. to perform the 2015 Real Estate Audit. Motion carried by all voting aye.

Mr. Mentry requested the Board appoint Riley & Co. to perform the 2015 Township Financial Audit.

**Motion** was made by Mr. Ytkin and seconded by Mr. Sylvainus to appoint Riley & Company to perform the 2015 Township Financial Audit. Motion carried by all voting aye.

Mr. Mentry requested approval to advertise the public forum on the traffic light at 191/Friedenstahl in the Key and the Express Times.

**Motion** was made by Mr. Ytkin and seconded by Ms. Hirst to advertise in the Key on January 27, 2016, and the Express Times on February 1 and 3, 2016, for a public forum to be held on February 3, 2016, at 6:00 p.m. pertaining to the 191/Friedenstahl Ave. traffic light at a cost of \$150.50 for the advertising in the Express Times only. Motion carried by all voting aye.

Mr. Mentry requested approval for the Manager and Treasurer to attend the PSATS Annual Convention.

**Motion** was made by Ms. Hirst and seconded by Mr. Mann to approve PSATS conference registration and lodging for the Manager and Treasurer. Motion carried by all voting aye.

Mr. Mentry requested the Board of Supervisors to set a policy for billing of interim real estate taxes when the bill would be \$5.00 or more.

**Motion** was made by Ms. Hirst and seconded by Mr. Mann to set a policy for billing for interim Real Estate Taxes at a \$5.00 minimum. Motion carried by all voting aye.

## **DEPARTMENT REPORTS**

Department reports were submitted to the Board of Supervisors for approval. Discussion ensued as to why the reports are no longer being read during meetings. The Board of

Supervisors discussed the possibility of going back to having all the department reports read at the Board meetings. No motion was made.

Mr. Soloe presented the December 2015 Zoning Report.  
Mr. Soloe presented a 10 year comparison report.  
Mr. Shupe presented the December 2015 Public Works Report.  
Chief Siegfried presented the December 2015 Police Report.  
Chief Seiple presented the December 2015 Fire Report.

**Motion** was made by Ms. Hirst and seconded by Mr. Ytkin to accept the department reports as submitted. Motion carried by all voting aye.

## **PLANNING & ZONING**

Nothing at this time.

## **PUBLIC WORKS**

Mr. Shupe requested permission to purchase a 2017 Mack Granite Truck with dump body package from Mack Trucks Inc. for a total purchase price of \$207,213.00 to be financed over a 5 year period at a cost of \$45,854.83 per year, payment of which \$30,000.00 will be taken from Liquid Fuels and the balance of \$15,854.83 from the General Fund for 2016.

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to approve the 5-year Lease/Purchase of a 2017 Mack Granite Truck with Dump Body Package from Mack Trucks financed through Municipal Capital Finance at a cost of \$45,854.83 per year. Motion carried by all voting aye.

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Nothing at this time.

### **EMERGENCY MANAGEMENT**

Nothing at this time.

### **SAFETY COMMITTEE**

Next meeting January 22, 2016 at 9:30 a.m.

## **OLD BUSINESS**

Nothing at this time.

## **NEW BUSINESS**



Mr. Sylvainus asked about the address of the Vidiera property questioning how it happened that their address is 35 and does not fit with the surrounding addresses. Attorney Asteak stated that the addresses are assigned by the Post Office.

### **UPCOMING EVENTS**

Household Hazardous Waste Event – NCC Main Campus, May 21, 2016, 8:30 am – 2:00 p.m.  
Latex Paint Collection Event August 6, 2016 – 9 a.m. – 12 noon @ Yard Waste Facility  
Community Day – Tuskes Park – Saturday, September 3, 2016  
Touch a Truck – October 1, 2016  
Household Hazardous Waste Event – NCC Main Campus – October 8, 2016 8:30 am – 2:00 pm.

### **ADJOURNMENT**

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to adjourn the meeting at 8:16 p.m. Motion carried by all voting aye.

Next meeting will be February 3, 2016, 7:00 p.m. preceded by an informational meeting regarding the traffic signal installation at 191/Friedenstahl at 6:00 p.m.

**MINUTES FEBRUARY 3, 2016**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance

Board members present were: Mike Rinker, Richard Mann, Scott Sylvainus and Steve Ytkin. Donna Hirst was absent.

Also present were Township Manager, E.J. Mentry, for Township Engineer, Sean Dooley, and Township Solicitor, Gary Asteak.

**PUBLIC COMMENT**

None at this time.

**APPROVAL OF THE AGENDA**

**Motion** was made by Mr. Rinker and seconded by Mr. Ytkin to approve the Agenda. Motion carried by all voting aye (4-0).

**APPROVAL OF THE MINUTES**

Mr. Sylvainus asked why the minutes did not reflect the Board deciding to provide draft minutes at the Board of Supervisors' Meetings. Mr. Mentry responded that no action was taken by the Board and the minutes would have then reflected something that had not been established officially.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve the minutes from the January 20, 2016, meeting. Motion carried 3 - 0. Mr. Rinker abstained as he was not present at the January 20, 2016 meeting.

**APPROVAL OF THE BILLS**

Mr. Sylvainus questioned the bill for the anti-skid material asking if it was for the recent snow storm. Mr. Shupe responded yes and for stock.

Mr. Sylvainus asked if we were all caught up with the bills for the signalization. Mr. Mentry responded yes, that we have no outstanding bills at the current time. The one bill was for September, 2015, therefore we could most likely anticipate 4<sup>th</sup> quarter billings.

Mr. Sylvainus asked if there was a bill for the plow repair and if we received an invoice. Mr. Shupe responded no, the repair has not been completed and that we are waiting for the back-up box.

Mr. Sylvainus asked about the purchase of chain link fence, pallet and rail. Mr. Shupe responded that it was for Silvercrest Park.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Mann to approve the payment of the bills. Motion carried by all voting aye.

## **SUPERVISORS COMMENTS**

Mr. Ytkin brought up for discussion that we should send out letters to the various trash haulers not to start their pick up before 6:00 am. Discussion took place with regard to the current ordinance and the lack of an end time for the haulers to be picking up trash and recyclables. This will be revisited in the future to amend the current ordinance.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Mann to approve the practice of providing draft minutes at the Board of Supervisor meetings. Motion carried by all voting aye.

## **TOWNSHIP ENGINEER**

Nothing at this time.

## **TOWNSHIP SOLICITOR**

Attorney Asteak asked the Board of Supervisors to approve Ordinance No. 170, amending the Police Pension Plan reducing the retirement age to 50 from 55 for officers with 25 years or more of service. The ordinance also provides for a service increment benefit for years of service beyond 25 years allowing \$100 per month for each completed year of service in excess of 25 up to a maximum of \$500 per month for 5 years and beyond 25 years. This proposed ordinance is consistent with the current bargaining agreement.

**Motion** was made by Mr. Rinker and seconded by Mr. Ytkin to approve Ordinance No. 170 amending the Upper Nazareth Township Police Employees' Pension Plan providing for reduction of normal retirement age and enhanced pension benefit. Motion carried 3 – 1 with Mr. Mann opposed.

Attorney Asteak stated that all the Right of Way and Easement documents necessary to begin construction of the signal at the intersection of Route 191 and Friedenstahl Ave. have been received. Attorney Asteak asked the Board to make a motion to execute and record the Right of Way and Easement documents.

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to execute and record the Right of Way and Easement documents necessary for the construction of the 191/Friedenstahl project. Motion carried by all voting aye.

Mr. Rinker asked if the light could be changed to flashing from 10:00 pm until early morning. Mr. Dooley responded no, PennDot would not allow us to flash red on 191 as PennDot has specific regulations pertaining to the operation of traffic lights.

## **MANAGER**

Mr. Mentry thanked the Public Works department for the long hours and hard work that was done during and after the recent snowstorm.

Mr. Mentry thanked the Fire Department for assisting the Public Works department during the recent snowstorm.

Mr. Mentry stated that the 2015 4<sup>th</sup> Quarter Police Pension Financial Report is available for review.

Mr. Mentry stated that the 2015 Annual Police Pension Investment Report is available for review.

## **PLANNING & ZONING**

Nothing at this time.

## **PUBLIC WORKS**

Mrs. Dolores Kresge of 28 W 5<sup>th</sup> Street stated that there is a 14' by 5" deep divot in the intersection of the road at 5<sup>th</sup> Street. Mrs. Kresge stated that she was told last year that it would be fixed. The Board stated the highway department would take a look at it.

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Chief Siegfried has requested that the Board of Supervisors increase the hourly rate of the part-time officers for special events as it has not been changed since 2014 and currently is less than the regular part-time hourly rate. The Board of Supervisors asked what is the current rate for special events and what is the current regular part-time rate. Mrs. Parrish responded \$20.06/hr. for special events and the regular part-time rate is \$20.98/hr.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve raising the part-time officer rate of pay for special events to \$20.98/hr. Motion carried by all voting aye.

Chief Siegfried requested the Board of Supervisors authorize paying the part-time officers time and ½ for 4 holidays (Memorial Day, Labor Day, Thanksgiving, and Christmas) as an incentive for the officers to work those days. Discussion took place as to how the scheduling takes place, officers requesting the holiday off, and if an officer is scheduled to work, then they work.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Ytkin to pay the part-time officers time and ½ their regular rate for 4 holidays a year (Memorial Day, Labor Day, Thanksgiving

and Christmas. Motion carried by all voting aye.

### **EMERGENCY MANAGEMENT**

Mr. Rinker stated that Mr. Shupe and himself would be going to look at trailers soon.

### **SAFETY COMMITTEE**

Mr. Rinker stated that the Safety Committee Minutes from the January 22, 2016 meeting have been provided.

### **OLD BUSINESS**

Nothing at this time.

### **NEW BUSINESS**

Mr. Rinker brought up for discussion the possibility of changing the start time of the Board of Supervisor meetings from 7:00 pm to 6:30 pm. This was tabled for discussion until there would be a full Board present.

### **ADJOURNMENT**

**Motion** was made by Mr. Ytkin and seconded by Mr. Sylvainus to adjourn the meeting at 7:40 p.m. Motion carried by all voting aye.

Next meeting will be February 17, 2016, 7:00 p.m.

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### **UPCOMING EVENTS & MEETING DATES**

February 11	7:00 PM	Planning Commission Meeting
February 17	7:00 PM	Board of Supervisors Meeting
May 21	8:30 - 2:00 PM	Household Hazardous Waste Event ( <i>NCC Main Campus</i> )
August 6	9:00 - 12:00 noon	Latex Paint Collection Event ( <i>Friedenstahl Yard Waste Facility</i> )
September 3	All Day	Community Day ( <i>Tuskes Park</i> )
October 1	All Day	Touch a Truck ( <i>Tuskes Park</i> )
October 8	8:30 - 2:00 PM	Household Hazardous Waste Event ( <i>NCC Main Campus</i> )

**MINUTES FEBRUARY 17, 2016**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Vice Chairman, Scott Sylvainus.

Pledge of Allegiance

Board members present were: Donna Hirst, Richard Mann, Scott Sylvainus and Steve Ytkin. Mike Rinker was absent.

Also present were Township Manager, E.J. Mentry, for Township Engineer, Sean Dooley, and Township Solicitor, Gary Asteak.

**COURTESY OF THE FLOOR**

Mr. Sylvainus announced that the Executive Session that was scheduled prior to the Board meeting was not held.

Betty Williams asked the Board to consider renaming the newsletter to Upper Nazareth Township News and Views as this was the name of the newsletter that the Fire Department established for their newsletter back in 1985. The Board stated they would take it into consideration.

Joanne Messenlehner asked about the number of burglaries in the Township.

Becky Bartlett thanked the Board for the paper copies of the Financial Report.

Mr. Mentry requested a revision to the agenda adding the energy supplier contracts under Manager.

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to approve the revised Agenda. Motion carried by all voting aye (4-0).

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to approve the minutes from the February 3, 2016, meeting. Motion carried 3 - 0. Mrs. Hirst abstained as she was not present at the February 3, 2016 meeting.

**Motion** was made by Mrs. Hirst and seconded by Mr. Ytkin to approve the payment of the bills. Motion carried by all voting aye.

**Motion** was made by Mr. Mann and seconded by Mr. Ytkin to approve the Financial and Treasurers Report. Motion carried by all voting aye.

**SUPERVISORS COMMENTS**

Mr. Ytkin mentioned that he had brought up for discussion at the last meeting that the trash haulers were not to start their pick up before 6:00 am. He suggested a time frame of 8:00 am to 4:00 or 5:00 pm. Mr. Asteak stated that if we do this we will get serious push back from the haulers as they want to pick up earlier. Mrs. Hirst stated that the time frame would need to be at a time when there are no after school activities also. Mr. Sylvainus asked that we check to

see what other municipalities are doing. Mr. Ytkin stated that he would like to have more conversation on this at the next meeting.

## **TOWNSHIP ENGINEER**

Mr. Dooley stated that there were five contractors eligible to bid on the 191/Friedenstahl Traffic Light and Improvements Project, and we received one submission from Schlouch, Inc. Mr. Dooley stated that they are reaching out to the other eligible bidders to gather insight as to why they did not submit anything. Mr. Dooley stated PennDot informed us that the pipe under Route 191 would have to be replaced, resulting in an addition to the contract of \$60,489.70, bringing the total contract price to \$1,084,291.20, which is within the engineer's estimate. Mr. Dooley then asked the Board to award the contract to Schlouch, Inc. at \$1,023,801.50 and then approve Change Order No. 1 that would change the total contract cost to \$1,084,291.20.

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to award the bid for the installation of the traffic signal and improvements to Route 191/Friedenstahl Ave. to Schlouch, Inc. in accordance with bid spec documents prepared by Keystone Consulting engineers for the amount of \$1,023,801.50. Motion carried by all voting aye.

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to approve Change Order No. 1 from Schlouch, Inc. for an additional amount of \$60,489.70 changing pipe size to conform with bid specs. Motion carried by all voting aye.

Mr. Dooley stated that there are several items under the 2016 Road Program he would like to address. Mr. Dooley is asking for authorization to proceed with surveying on Rose Inn Ave and Liberty St. This would be in preparation for road work to be done in 2017, but because these two roads require reconstruction, there will be a lot of preparatory work in order to get the bid package prepared to put it out for bid at the beginning of 2017 in order to get the best pricing available.

With regard to the rest of the 2016 Road Program items, Mr. Dooley explained the following: This year's current road program will mostly come out of our Liquid Fuels Funds. We are looking to do a road surface treatment as we have done in the past, which is a double oil and chip application, on Rising Sun, Chase Ct., Nathaniel Dr. and White Fence Ln. The budget price we were using before of \$3.00 a square yard has dropped to \$2.50 today. In the past, if we got a price lower than what we had received in the past, we put out a bid that includes alternate roads that we can add, if our budget allows. Right now there are 3 alternates which would be Georgetown and/or Penn Allen and/or Longley. In 2013 the pricing, which was the diesel fuel index for PennDot, was \$5.05 and right now we are at \$3.43. Right now we are benefiting from the low oil prices. If the Board authorizes, we will get this advertised next week so that the second meeting in March we can make a decision and move forward. Mr. Sylvainus asked when Longley was rebuilt and what type of material was used. Mr. Dooley replied 2007. Mr. Dooley said in the case of Longley Road we put in a thin layer of asphalt to make a level course and then we put a paving fabric on and an overlay on top of that. Mr. Dooley stated the surface treatment we're talking about is \$3.00 per square yard which would be about \$75,000 to \$80,000 a road mile, versus the paving fabric and overlay which would be approximately \$3.50 to \$4.50 of road mile. Mr. Sylvainus asked if we did an analysis of that material. Mr. Dooley stated that he doesn't think we have a crack yet. Mr. Dooley said we have low volume on that road and it has performed very well. Mr. Sylvainus asked if we should do that on our new ones moving forward. Mr. Dooley stated that the paving fabric and overlay material has limited places where

it makes sense. Mr. Dooley stated that Georgetown Road is an ideal candidate for this type of process yielding a long lifespan. Mr. Dooley said that this could be an interim band aid until we can get the funding for that project.

Mr. Dooley mentioned that line striping needs to be done as not just a structural maintenance issue but also a safety aspect. Mr. Dooley stated that at night it gets difficult to see the lines, especially during winter maintenance of the roadways. Mr. Dooley requested advertising for redoing the line striping, pricing of which should come in somewhere around \$15,000.00.

Mr. Dooley also requested surveying the right of way of Cherry St. so that the Road Department could pave it. Mr. Dooley stated that this work will be done in-house. Mr. Dooley stated this work was not budgeted for and it should cost about \$1,200.00. Mr. Sylvainus stated he thought Cherry St. was an issue. Mr. Shupe replied it is. Mr. Shupe stated it would have been paved four years ago but we encountered resistance from one of the homeowners. Mr. Sylvainus stated that he believes that where the road is now isn't really where it is. Mr. Shupe stated that is why we are requesting the survey. Mr. Dooley stated that Mr. Mentry found something that KCE did in 2013 that will be usable for basic prep work. Mr. Mentry corrected Mr. Dooley stating that Mrs. Mutarelli actually found the paperwork.

**Motion** was made by Mrs. Hirst and seconded by Mr. Ytkin to have KCE proceed with the 2016 Road Program engineering as indicated in their letter of February 12, 2016. Motion carried by all voting aye.

Mr. Dooley stated that they had received a request from Tuskes requesting a Letter of Credit Reduction for Eagles Landing Phase 3C from \$507,186.40 to \$354,276.50. Mr. Dooley stated that this reduction to the Letter of Credit would be in order at this time.

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to reduce the Letter of Credit for Eagles Landing Phase 3C from \$507,186.40 to \$354,276.50. Motion carried by all voting aye.

## **TOWNSHIP SOLICITOR**

Attorney Asteak thanked everyone for their efforts in finally succeeding in getting the PennDot permit and bid within the amount of funds we have available and hopefully there would be no glitches in the construction process and the dream of Friedenstahl becomes a reality by next school year.

## **TOWNSHIP MANAGER**

Mr. Mentry requested to transfer \$147,667.05 from the General Fund to the Road Improvement Fund. This is money that was budgeted for in 2015 (\$21,547.05) and not yet transferred as well as what has been budgeted for in 2016 (\$126,120.00). In order to make this transfer it requires authorization from the Board.

**Motion** made by Mr. Sylvainus and seconded by Mr. Ytkin to approve the transfer of \$147,667.05 from the Gen. Fund to the Road Improvement Fund. Motion carried by all voting aye.



Mr. Mentry requested authorization from the Board to apply for a recreation grant from DCNR to help us finish and professionally craft our Park, Recreation and Open Space Plan. Mr. Mentry stated he has already met with our Regional Advisor, Lorne Possinger, to go over the scope of the grant, guidelines and requirements. Mr. Possinger thinks Upper Nazareth Township is an excellent candidate for this grant. It is a 50% matching grant. Mr. Possinger estimated that this project would likely cost about \$20,000 to \$25,000. Mr. Mentry stated that this is money not budgeted for in 2016. However, with the length that these processes take, the cost would most likely not be incurred this year, so it would be figured into the 2017 budget.

Mr. Sylvainus asked if we knew who would do this type of work. Mr. Mentry stated that he had been given a list of people that do this type of work. Mr. Sylvainus asked if that was something that Keystone does. Mr. Dooley replied it would not be in their scope of work. Attorney Asteak stated that we should look for a Planner and there are several firms out there that do this type of work, and that this would also be beneficial for creating the Official Township Map. Attorney Asteak stated that there is a symbiotic relationship between the Official Township Map and the Recreation Plan. Attorney Asteak stated that although the Rec Board's plan is a good start, it needs to be more highly developed, specifically with regard to assessing Rec Fees.

**Motion** made by Mr. Sylvainus and seconded by Mrs. Hirst to authorize the Manager, E.J. Mentry to apply for the DCNR Recreation Grant. Motion carried by all voting aye.

Mr. Mentry stated that it was brought to our attention that the terms and appointments of the members of the Recreation Board are out of sync. Some of the members of the Board have not been appointed. Ordinance No. 86 which was passed in 2003 establishing the Recreation Board seems to be outdated, or what is in the Ordinance doesn't match up with what the current practices are of the Recreation Board. Therefore, a discussion should at least be started as to whether the Board wants to go back to what this Ordinance says or perhaps to amend this Ordinance to reflect what is currently happening with the Township. The ordinance places the responsibility of the maintenance of the parks with the Recreation Board. This is being done in-house with our Public Works Department. Attorney Asteak stated that we should take a look at the mission of the Rec Board in 2016 as opposed to what we thought it would be back in 2003. Mr. Sylvainus stated that the current Ordinance authorizes the Rec Board to spend money and that is not advisable and should be corrected. Mr. Mentry is asking the Board to take a look at the current Ordinance. Mr. Mentry will gather some different options for possibly re-writing or amending this Ordinance. Mr. Mentry stated that the records show that currently only 3 members of the Recreation Board have been appointed. Mrs. Mutarelli went back through the minutes very extensively to gather this information. Attorney Asteak stated that the Rec Board should decide the terms among themselves so that the terms are staggered back in sync in accordance with the way the Ordinance and the statute allows. Mr. Sylvainus stated that the Rec Board will be meeting next Tuesday, February 23, 2016, at 7:30 p.m.

Mr. Mentry is asking that the newsletter submission deadline be set at March 18, 2016, with the intent of mailing in the beginning of April, 2016. We have an expanded quote from Allegra Imaging & Printing to grow the newsletter from 4 pages to 6 pages to allow more room for the required recycling information as well as space for information on the traffic light, which we thought we would include on the front page. The last newsletter was 4 pages at a cost of just under \$1,000 and for 6 pages it is just under \$1,500. Mr. Sylvainus asked if that was just for the printing. Mr. Mentry replied yes. Mr. Mentry stated that the cost of the postage is

approximately \$500.00 and that all costs for the newsletter are split between the General Fund and Recycling.

**Motion** made by Mrs. Hirst and seconded by Mr. Mann to proceed with the 2016 Spring Newsletter setting the deadline for submission as March 18, 2016, with the anticipation of mailing beginning in April with printing done by Allegra Print & Imaging at a cost not to exceed \$1,459.12. Motion carried by all voting aye.

Mr. Mentry stated that the Upper Nazareth Township Fire Department is requesting approval to use Leibert Field for the annual Easter Egg Hunt, Friday, March 25, 2016.

**Motion** made by Mrs. Hirst and seconded by Mr. Mann to approve the use of Leibert Field by the Upper Nazareth Township Fire Department for the Annual Easter Egg Hunt, Friday, March 25, 2016. Motion carried by all voting aye.

Mr. Mentry is asking to renew our energy supply contracts. Mr. Mentry stated our energy broker sent new rates and these rates are the lowest they have been in a few years. Our broker is encouraging us to renew now. There are 4 accounts that are expiring in May and will add the 2 new accounts for a total of 6. The best pricing is with Next Era Energy for an 18 month contract. We have 2 other accounts expiring in September and the broker recommends renewing with a 14 month contract with Champion Energy at a cost of \$.04172 per kWh. Mrs. Hirst asked if this was a fixed price. Mr. Mentry responded yes. Mrs. Hirst stated that both these companies have been around for a very long time. Mr. Mentry stated that the email sent previously to the Board listed different prices for different lengths of the contract and what was selected was the lowest pricing available. Mr. Sylvainus asked how we were getting 2 new accounts. Mrs. Parrish replied that the two accounts were added from Eagles Landing. Mrs. Hirst stated that pricing is based on oil prices. Mr. Sylvainus suggested that we go with a little longer time period. Mrs. Hirst stated that the only problem is that within the last two years suppliers have been bounding in and out of the market and that can be dangerous and energy rates have been all over the place. Mr. Sylvainus suggested that we go to the 24 month contract with Next Era Energy for \$.05942 per kWh.

**Motion** made by Mrs. Hirst and seconded by Mr. Sylvainus to approve a 24 month contract with Next Era Energy at a fixed price of \$.05942 per kWh. Motion carried by all voting aye.

**Motion** made by Mrs. Hirst and seconded by Mr. Ytkin to approve a 14 month contract with Champion Energy at a cost of \$.04172 per kWh. Motion carried by all voting aye.

### **APPROVAL OF DEPARTMENT REPORTS**

The Zoning, Police, Public Works and Fire reports were presented to the Board.

**Motion** made by Mr. Ytkin and seconded by Mr. Mann to approve the Zoning, Police, Public Works and Fire Reports as submitted. Motion carried by all voting aye.

### **PLANNING & ZONING**

Nothing at this time.

## **PUBLIC WORKS**

Nothing at this time.

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Nothing at this time.

### **EMERGENCY MANAGEMENT**

Nothing at this time.

### **SAFETY COMMITTEE**

Nothing at this time.

## **OLD BUSINESS**

Nothing at this time.

## **NEW BUSINESS**

Nothing at this time.

## **ADJOURNMENT**

**Motion** was made by Mr. Mann and seconded by Mr. Ytkin to adjourn the meeting at 8:04 p.m. Motion carried by all voting aye.

Next meeting will be March 2, 2016, 7:00 p.m.

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## **UPCOMING EVENTS & MEETING DATES**

March 2	7:00 PM	Board of Supervisors Meeting
March 10	7:00 PM	Planning Commission Meeting
May 21	8:30 - 2:00 PM	Household Hazardous Waste Event ( <i>NCC Main Campus</i> )
August 6	9:00 - 12:00 noon	Latex Paint Collection Event ( <i>Friedenstahl Yard Waste Facility</i> )
September 3	All Day	Community Day ( <i>Tuskes Park</i> )
October 1	All Day	Touch a Truck ( <i>Tuskes Park</i> )
October 8	8:30 - 2:00 PM	Household Hazardous Waste Event ( <i>NCC Main Campus</i> )

**MINUTES MARCH 2, 2016**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance

Board members present were: Mike Rinker, Donna Hirst, Richard Mann, Scott Sylvainus and Steve Ytkin.

Also present were Township Manager, E.J. Mentry, for Township Engineer, Sean Dooley, and Township Solicitor, Gary Asteak.

**PUBLIC COMMENT**

Chairman Rinker announced that an Executive Session was held for personnel reasons prior to tonight's Board of Supervisors Meeting.

Mr. Donnelly of 5 N 4<sup>th</sup> St. stated that Mr. Ytkin had mentioned at a past meeting having the garbage haulers pick up during "banking hours." Mrs. Hirst stated that she wanted to clarify her position with regard to the timeframe that the haulers pick up. At a past meeting it seemed as if she was in favor of restricting the hours to "banking hours," however, she is strongly opposed to that. Mrs. Hirst stated that with the amount of school traffic in her area, having the haulers pick up during "banking hours" poses a serious safety issue in and around her neighborhood. Mr. Ytkin clarified that he was just bringing the subject up to get some feedback from the Board and the residents. Mr. Ytkin stated that the Ordinance clearly states a start time but does not state an end time for haulers to collect. Mr. Donnelly suggested that, should there be a need to set time limits for trash/recycling haulers, it might be advisable to get some input from the Recycling Committee.

Mr. Donnelly wanted to know why the Board of Supervisors and Planning Commission knew nothing about the new business going in the Township pertaining to the hot mix asphalt plant at Eastern Industries. Mr. Sylvainus replied that it had been discussed at the Planning Commission meeting, however, it will be presented to the Planning Commission after it leaves Zoning Hearing Board.

Mr. Mentry asked to revise the agenda adding a request for the Public Works Director and the Manager to attend an ESM (Environmentally Sensitive Management) training. This is a training session that is mandatory if we want to apply for funding for low volume and dirt and gravel roads.

**APPROVAL OF THE AGENDA**

**Motion** was made by Mr. Rinker and seconded by Mr. Ytkin to approve the revised Agenda. Motion carried by all voting aye (5-0).

**APPROVAL OF THE MINUTES**

**Motion** was made by Mrs. Hirst and seconded by Mr. Mann to approve the minutes from the February 17, 2016, meeting. Motion carried 4 - 0. Mr. Rinker abstained as he was not present at the February 17, 2016 meeting.

### **APPROVAL OF THE BILLS**

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve the payment of the bills. Motion carried by all voting aye.

### **SUPERVISORS COMMENTS**

Mr. Ytkin brought up having the department monthly reports placed in binders which would include Police, Fire, Zoning, Public Works, Library and Nazareth Borough Sewer Authority and keeping them in the board room for public viewing as opposed to having them read at the meetings. All reports will continue to be given to the Supervisors.

**Motion** was made by Mr. Ytkin and seconded by Mrs. Hirst to place department reports in binders in the Board room and discontinue the practice of reading them out loud at meetings. Motion carried 4 – 1 with Mr. Sylvainus opposed.

Mrs. Hirst requested a copy of the 2016 Library budget.

Mr. Mentry presented Upper Nazareth Fire Department and Keystone Consulting Engineers with a plaque in recognition of their sponsorship of the Upper Nazareth Township Community Day event that was held on September 5, 2015. Mr. Jeff Fassl of Upper Nazareth Township Fire Department and Mr. Sean Dooley of Keystone Consulting Engineers accepted the plaques on behalf of their respective companies. Mr. Mentry stated that UGI, East Lawn Social Club, Moravian Hall Square, Dan's Camera City and East Lawn Supply were also being recognized for their sponsorship of Community Day, however, they could not be present to receive their plaques so would be receiving them via mail.

**Motion** was made by Mr. Ytkin and seconded by Mrs. Hirst to approve a salary increase for the Manager of 5% or \$3,500.00 in accordance with his contract. Motion carried by all voting aye.

### **TOWNSHIP ENGINEER**

Mr. Dooley informed the Board that one of the requirements of the grant for the Route 191/Friedenstahl Traffic Light is to erect a sign along the southwest corridor of Route 191 specifying that the project is being funded by The Commonwealth Financing Authority, an Independent Agency of the Commonwealth of Pennsylvania. This sign is to meet the specifications set forth in the grant contract. The sign is temporary and will be taken down at the conclusion of the construction of the traffic light.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst approving the placement of a temporary sign along Route 191 during the traffic light construction as required by the Grant Contract. Motion carried by all voting aye.

## **TOWNSHIP SOLICITOR**

Nothing at this time.

## **MANAGER**

Mr. Mentry stated that the newsletter deadline is March 18, 2016.

Mr. Mentry asked the Board for their recommendation pertaining to advertising of Street Sweeping, Spring Curbside Yard Waste Collections and Spring Opening of the Yard Waste Collection Facility. Mr. Mentry stated that the advertisement could be broken into two advertisements, however, felt that portions of the ad should be run twice. Mr. Mentry stated that the cost to run the full ad twice was \$541.20.

**Motion** was made by Mr. Ytkin and seconded by Mr. Rinker to advertise Street Sweeping, Spring Curbside Yard Waste Collections and Yard Waste Collection Facility two times at a cost of \$541.20. Motion carried by all voting aye.

Mr. Mentry stated that the E-Cycling Event being held April 16, 2016, is now going to be partially funded by Northampton County, and due to the fact that there was a greater interest in this event than expected, it was necessary to change the collection agency from RSS to AERC. Mr. Mentry stated that the Board had previously approved spending \$70.72 for the event, however, since the market for E-cycled materials has recently experienced a downward spiral, the cost has risen slightly. It is being requested that each participating municipality contribute \$100.00 and share in the cost of advertising, which would be approximately \$36.05 for a total of \$136.05. Mr. Mentry is asking the Board to approve the cost of \$136.05 toward the E-Cycling event.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to approve payment of \$136.05 toward the E-Cycling Event on April 16, 2016. Motion carried by all voting aye.

Mr. Mentry asked the Board to authorize the Manager to send letters to the individual trash/recycling haulers, as has been discussed at past meetings, reminding them of their restrictions as outlined in Ordinance 161.

**Motion** was made by Mr. Ytkin and seconded by Mr. Rinker to authorize the Manager to send letters to haulers reminding them of their restrictions outlined in Ordinance 161. Motion carried by all voting aye.

## **PLANNING & ZONING**

Mr. Soloe informed the Board that the Zoning Hearing Board had received an application from New Enterprise Stone and Lime, Inc., dba Eastern Industries, Inc. for a special exception to construct a hot mix asphalt plant, which hearing was to take place on February 24, 2016. Mr. Soloe stated that Eastern Industries requested a postponement until the end of March due to the fact that not all Zoning Hearing Board Members were present. Mr. Soloe stated that, although two members are a quorum, if one votes no, then the application is denied.

Mr. Soloe began a discussion with the Board regarding the Penn East Pipeline and the negative effects this will have on approximately 6 miles of roads within Upper Nazareth Township due to the number of large trucks that will be hauling materials to and from the job sites. Mr. Soloe stated that the Board needs to be pro-active and should begin now documenting the condition of the roads that could be affected. Mr. Soloe suggested either contracting with an outside agency or with the Township Engineer, if they have that expertise. The need for this documentation is to note the conditions of the roads so the agencies constructing the pipeline can return the roads to the condition they were in prior to the project beginning. Mr. Sylvainus asked what the cost would be for Keystone to document the condition of the road mileage involved. Mr. Dooley stated that he was unprepared for this tonight, but responded that he would like to do the investigatory work and then give a cost figure. Mr. Dooley stated that he would give himself a budget of about \$1,500.00 to contact Penn East and set up a meeting to gather more information and report back to the Board. This cost would be just to come up with a plan and scope of work on how to proceed.

## **PUBLIC WORKS**

Mr. Shupe stated that he got quotes for two trailers, one for Public Works and one for Emergency Management. The quote for the Public Work's trailer is \$6,592.00 and the Emergency Management trailer quote is \$5,953.00. Both quotes are from Ringo Hill Farms Equipment Co. in Quakertown. The Public Work's trailer is 8 1/2' x 20' and the Emergency Management Trailer is 8 1/2' x 16", both are enclosed trailers with drop tailgates, LED lighting and side doors. The Emergency Management Trailer is more than budgeted for in the line item, but with this upgrade we get a wider trailer, that has better springs, better rear end, better tire ratings, more head clearance inside and they are much better built. It will take 6 to 8 weeks to receive. Mr. Shupe is asking the Board's approval to purchase them. Mr. Ytkin asked where Mr. Rinker was going to house the Emergency Management trailer. Mr. Rinker responded at the Fire Station. Mr. Ytkin asked Mr. Shupe where he was going to house the Public Works Trailer. Mr. Shupe responded in the summer at the Daniels Garage and during the winter at the Friedenstahl garage.

**Motion** was made by Mr. Ytkin and seconded by Mrs. Hirst to purchase a landscape trailer for Public Works from Ringo Hill Farms Equipment Co. for the amount of \$6,592.00. Motion carried by all voting aye.

**Motion** was made by Mrs. Hirst and seconded by Mr. Mann to approve the purchase of an Emergency Management trailer from Ringo Hill Farms Equipment Co. for the amount of \$5,953.00. Motion carried by all voting aye.

## **RECREATION**

The recommendations for appointments to the Recreation Board were presented.

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to appoint the Recreation Board as stated in the Agenda of March 2, 2016 as follows:

- Eileen Haney - 1 year term - Expires 12/31/2016
- Donna Lull - 2 year term - Expires 12/31/2017
- Tammy Bacak - 3 year term - Expires 12/31/2018
- Will Austin - 3 year term - Expires 12/31/2018

- Scott Sylvainus - 4 year term - Expires 12/31/2019
- Scott Wescott - 5 year term - Expires 12/31/2020
- Jim Pilla - 5 year term - Expires 12/31/2020

Motion carried by all voting aye.

Discussion took place with regard to changing the date of Community Day from September 3, 2016, to August 27, 2016.

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to change the date of Community Day to August 27, 2016. Motion carried 4 – 1 with Mr. Sylvainus opposed.

Discussion took place with regard to the Recreation Committee establishing a Facebook page for Community Day.

**Motion** was made by Mr. Ytkin and seconded by Mr. Rinker to allow the Recreation Committee to create a Facebook page. Motion carried 4 – 1 with Mr. Sylvainus opposed.

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Chief Siegfried requested the posting of speed limit signs on detour roads, Ridge Lane, Deerfield Drive, Tewksbury Ct., Kingsbury Ct. and East Beil Ave. during the construction of the traffic signal at Route 191/Friedenstahl Ave.

**Motion** was made by Mrs. Hirst and seconded by Mr. Mann to approve placement of 25 MPH speed limit signs on detour roads of Ridge Lane, Deerfield Drive, Tewksbury Ct., Kingsbury Ct. and East Beil Ave. during the construction of the traffic signal at Route 191/Friedenstahl Ave. Motion carried by all voting aye. (5-0)

### **EMERGENCY MANAGEMENT**

Mr. Rinker reported that he responded to a fire at Martin Guitar on February 16, 2016.

Mr. Rinker stated that he and Mr. Shupe traversed the Township on February 26, 2016 to survey the storm damage.

### **SAFETY COMMITTEE**

Nothing at this time.

## **OLD BUSINESS**

Nothing at this time.

## **NEW BUSINESS**



Mr. Donnelly stated the need for an alternate to the Zoning Hearing Board. Discussion took place with regard to advertising for this position. The Board of Supervisors requested that this advertisement for a Zoning Hearing Board Alternate be placed on the Upper Nazareth Township website and on the Facebook page.

**ADJOURNMENT**

**Motion** was made by Mr. Rinker and seconded by Mr. Ytkin to adjourn the meeting at 8:05 p.m. Motion carried by all voting aye.

Next meeting will be March 16, 2016, 7:00 p.m.

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**UPCOMING EVENTS & MEETING DATES**

March 10	7:00 PM	Planning Commission Meeting
March 16	7:00 PM	Board of Supervisors Meeting
April 16	9:00 – 12:00 noon	E-Cycling Event, Nazareth Area Intermediate School
May 21	8:30 - 2:00 PM	Household Hazardous Waste Event ( <i>NCC Main Campus</i> )
August 6	9:00 - 12:00 noon	Latex Paint Collection Event ( <i>Friedenstahl Yard Waste Facility</i> )
August 27	All Day	Community Day ( <i>Tuskes Park</i> )
October 1	All Day	Touch a Truck ( <i>Tuskes Park</i> )
October 8	8:30 - 2:00 PM	Household Hazardous Waste Event ( <i>NCC Main Campus</i> )

**MINUTES MARCH 10, 2016**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Special Meeting of the Upper Nazareth Township Board of Supervisors was called to order at 2:30 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance

Board members present were: Mike Rinker, Donna Hirst, Richard Mann, and Steve Ytkin.

Board member Scott Sylvainus was absent.

Also present was Township Manager, E.J. Mentry. Absent from the meeting were Township Engineer, Sean Dooley, and Township Solicitor, Gary Asteak.

**COURTESY OF THE FLOOR**

Nothing at this time.

**APPROVAL OF THE AGENDA**

**Motion** was made by Mr. Rinker and seconded by Mr. Ytkin to approve the Agenda. Motion carried by all voting aye. (4-0)

**SUPERVISORS COMMENTS**

**Motion** was made by Mrs. Hirst and seconded by Mr. Mann to appoint Sgt. William Cope as Acting Police Chief of Upper Nazareth Township Police Department, assuming all duties, responsibilities and authority of the Police Chief, pending the return of Chief Alan Siegfried. Motion carried by all voting aye. (4-0)

**Motion** was made by Mrs. Hirst and seconded by Mr. Ytkin to designate Sgt. Mark Herman as second in charge in the absence of William Cope. Motion carried by all voting aye. (4-0)

**MANAGER**

Mr. Mentry asked the Board to approve the Manager and Public Works Director attending the required ESM training for applicants seeking funding through the Dirt and Gravel Road Program. Approval is requested for one night's lodging and meals.

**Motion** was made by Mr. Rinker and seconded by Mr. Mann to approve the Manager and Public Works Director attending the required ESM training on March 29-30, including lodging and meals. Motion carried by all voting aye. (4-0)

**Motion** to adjourn made by Mr. Ytkin and seconded by Mr. Rinker. Motion carried by all voting aye. (4-0) Meeting adjourned at 2:36 p.m.

**MINUTES MARCH 16, 2016**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance

Board members present were: Mike Rinker, Richard Mann, Scott Sylvainus and Steve Ytkin. Donna Hirst was absent.

Also present were Township Manager, E.J. Mentry, Township Engineer, Al Kortze, and Township Solicitor, Gary Asteak.

**COURTESY OF THE FLOOR**

Pam Berlew of 3057 Bath Pike, Nazareth, PA asked if the Township had a Plans Administrator, as plans were submitted for Planning Commission review from Eastern Industries and Planning Commission found out about it through a letter from Township Engineer, Al Kortze. Ms. Berlew stated that plans need to be dated as to when they come in as there is only a certain amount of time allotted for review so that we don't end up with a deemed approval if action isn't taken on them in that time frame. Attorney Asteak stated that we should have a Plans Administrator appointed by the Board pursuant to the SALDO who is responsible for doing exactly what Ms. Berlew is saying, recording receipt of the plan, making sure that the plan as submitted is complete, that the fee is paid, and when that has occurred and it is deemed received, sent out to all the members of the Planning Commission. Mr. Ytkin stated that this should be either Mr. Mentry or Mrs. Mutarelli. Mr. Mentry asked if this person was required to attend the Planning Commission Meetings. Mrs. Berlew said no, responsibility is just making sure the plans get to the Planning Commission and documenting the time frame.

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to appoint Mrs. Mutarelli as Upper Nazareth Township Plans Administrator. Motion carried by all voting aye (4-0).

Ms. Berlew stated that Planning Commission came to their regular scheduled meeting and were unable to gain access to the building. Ms. Berlew called the non-emergency number 3 times as no one was available to open. Mr. Rinker stated that this was an unusual circumstance, usually someone is available. Because of this issue, we are checking into other alternatives.

Mr. Bud Donnelly of 50 N Broad St. Ext. stated that he read in the paper that Bushkill Township has a special meeting where citizens from the Township can suggest roads that are in need repair. Attorney Asteak responded that he is the Solicitor for Bushkill Township and that historically, Supervisors were all roadmasters. Part of the Second Class Township Code provided for an annual road inspection and that is what Mr. Donnelly is referring to. It is not really a public meeting, it is a day the Board designates when they all get together and drive around the Township and look at the roads. Mr. Shupe stated that he and Mr. Dooley get together each year and drive and document the conditions of the roads.

Joanne Messenlehner of 40 Schoeneck Ave. asked what the age level was of the girl that was hit on the corner of Friedenstahl and 5<sup>th</sup> St. Mr. Rinker responded high school and that it was under investigation by Upper Nazareth Township Police Department and the State Police.

Becky Bartlett of 127 4<sup>th</sup> Street asked where the Financial Report was as they received them last time. Mr. Rinker stated it was just an oversight and they would have them in the future.

**Motion** was made by Mr. Rinker and seconded by Mr. Ytkin to approve the Agenda. Motion carried by all voting aye (4-0).

**Motion** was made by Mr. Sylvainus and seconded by Mr. Mann to approve the minutes from the March 2, 2016, meeting. Motion carried by all voting aye.

**Motion** was made by Mr. Rinker and seconded by Mr. Ytkin to approve the minutes from March 10, 2016. Motion carried 3-0 with Mr. Sylvainus abstaining as he was not present at the March 10, 2016 meeting.

Mr. Sylvainus asked for clarification on several bills. All questions were answered by the staff.

**Motion** was made by Mr. Ytkin and seconded by Mr. Rinker to approve the payment of the bills. Motion carried by all voting aye.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the Financial and Treasurers Report. Motion carried by all voting aye.

## **SUPERVISORS COMMENTS**

Nothing at this time.

## **TOWNSHIP ENGINEER**

Mr. Kortze stated that the 2016 Road Surface Treatment Project bid opening took place on Friday, March 11, 2016. Asphalt Maintenance Solutions of Center Valley, PA was the only bidder. Mr. Kortze stated they had several requests for bid packages, and they have reached out to the companies that did not bid to find out why. Mr. Kortze stated that one company stated that the project was beyond their scope at this time. Mr. Kortze stated that the bid package was sent out requesting a base bid with an alternate 1 of Georgetown Rd and an alternate 2 of Penn Allen Road (from Rt. 248 to Rt. 946) and Longley Rd. The base bid came in at \$62,452.25, the alternate 1 came in at \$35,642.50 and alternate 2 came in at \$69,217.75. The project was budgeted for \$111,200.00. Based on the base bid and alternate bid 1 from Asphalt Maintenance Solutions, it would come in at \$98,094.75 which would mean \$13,105.25 below the budget. Keystone recommends the Board award the 2016 Road Program Surface Treatment Project to Asphalt Maintenance Solution for Option 1 of base bid only of \$62,452.25; Option 2 base bid and alternate 1 of \$98,094.75; Option 3 base bid and alternate 2 of \$131,669.99; or Option 4 base bid and alternates 1 and 2 of \$167,312.49. Mr. Kortze also recommended the Board approve up to \$6,000.00 in additional costs to accommodate possible oil price fluctuation. Mr. Sylvainus asked if it was possible, and not to go over budget, to do Alternate 1 and Longley Road. Mr. Kortze stated that he would look into it.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to award the 2016 Road Surface Treatment Project to Asphalt Maintenance Solutions of Center Valley, PA for the base

bid in the amount of \$62,452.25 plus Alternate 1 in the amount of \$35,642.50 for a total of \$98,094.75. Motion carried by all voting aye.

**Motion** was made by Mr. Ytkin and seconded by Mr. Rinker to approve pre-authorization of up to \$6,000.00 in additional costs to accommodate possible oil price fluctuations. Motion carried by all voting aye.

Mr. Kortze stated that 2 quotes were received for the 2016 Road Program Pavement Marking Project, one from A-1 Traffic Control Products out of Douglasville, PA for \$9,328.75 and one from M. Mayo Striping out of Falls, PA for \$32,824.50. The quote from A-1 Traffic Control Products is consistent with quotes received for the 2013 Road Program. Therefore, we are recommending the Board award the 2016 Road Program Pavement Marking Project to A-1 Traffic Control Products. This is below the \$13,500.00 amount budgeted for this project. Mr. Kortze requested the Board pre-authorize up to \$3,500.00 in additional costs to account for any quantity adjustments that may arise.

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to approve the quote for the 2016 Road Program Pavement Marking Project from A-1 Traffic Control Products of Douglasville, PA in the amount of \$9,328.75. Motion carried by all voting aye.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to pre-authorize up to \$3,500.00 in additional costs to account for any quantity adjustments that may arise. Motion carried by all voting aye.

## **TOWNSHIP SOLICITOR**

Attorney Asteak stated that PennDOT has been very difficult in the Township's attempt to secure the HOP for this project. Attorney Asteak stated that one of the issues that has come up is with regard to Hoch Ave. Based on PennDOT requirements, we are going to be obligated to turn Hoch Ave. into a one way street heading north from 191. Attorney Asteak stated that all property owners directly affected have been notified about this. Mr. Dooley has done the engineering studies and justifies it one way all the way or just to Kessler St. Attorney Asteak stated that the Board needs to authorize making Hoch Ave. a one way street. Mr. George Petrushka of 48 Kessler St. stated he had 2 suggestions: make Hoch Ave. one way all the way, not just half way up. He stated that if it didn't go all the way up people coming down Schoeneck Ave., when the light is backed up, will turn in on Hoch Ave. then turn on Kessler St. and go over to Monroe St. and go out. The other suggestion Mr. Petrushka stated was to cut off Hoch Ave. Make it no entry or exit. Ms. Patrice Ford of 49 Kessler St. stated that she would prefer a one way all the way because of having children. Mrs. Geraldine Petrushka of 48 Kessler St. asked why is PennDOT saying that we have to change? Mr. Ytkin responded because of the width of Hoch Ave. doesn't support two way traffic, and with the installation of the traffic light and the left turn lane, it is a safety issue where PennDOT is concerned, and they will not issue the HOP if we do not make it a one way street. Also, someone coming out of Hoch Ave. wanting to make a left turn onto 191 would make for a dangerous situation. Mrs. Petrushka stated her concern was the same as Mr. Petrushka and Ms. Ford.

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to authorize Attorney Asteak to advertise an ordinance making Hoch Ave. entirely one way northbound from Rt. 191 to Schoeneck Ave. Motion carried by all voting aye.

Mr. Mentry stated that discussion has been ongoing about changing the Recreation Board Ordinance. Mr. Mentry is requesting authorization to have a new Recreation Board Ordinance drafted so that it can be presented to the Board at the next meeting with the intent to advertise and seek adoption at the second meeting in April, 2016.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Ytkin to authorize the Attorney Asteak to prepare a draft ordinance amending the Recreation Board Ordinance #86. Motion carried by all voting aye.

Attorney Asteak requested an Executive Session at this time 8:00 pm for personnel issues. The meeting resumed at 8:16 pm.

### **TOWNSHIP MANAGER**

Mr. Mentry stated that we had received a request to approve the 10<sup>th</sup> and final Annual Together for Derek 5K Run/Walk to be held on Saturday, May 28, 2016.

**Motion** was made by Mr. Mann and seconded by Mr. Sylvainus to approve the 10<sup>th</sup> and Final Annual Together for Derek 5K Run/Walk on Saturday, May 28, 2016. Motion carried by all voting aye.

Mr. Mentry stated that a request was received from Patricia Kammeyer Co-Leader of Girl Scout Troop 8390 asking for permission to use the Board Room for a badge marathon sleep over.

After some discussion, no motion was made, therefore, the request is denied.

Mr. Mentry asked the Board to approve the Treasurer's attendance at the Government Finance Officers Association Conference April 24-26, 2016. Registration is \$350.00, which includes all meals, plus lodging and mileage.

**Motion** made by Mr. Ytkin and seconded by Mr. Rinker to approve the Treasurer attending the Government Finance Officers Association Conference April 24-26, 2016 plus lodging and mileage. Motion carried by all voting aye.

### **APPROVAL OF DEPARTMENT REPORTS**

The Zoning, Police, Public Works and Fire reports were presented to the Board.

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to approve the Zoning, Police, Public Works and Fire Reports as submitted. Motion carried by all voting aye.

### **PLANNING & ZONING**

Nothing at this time.

### **PUBLIC WORKS**

Mr. Shupe gave an update on Nick Robibero's Eagle Scout Project for Tuskes Park. Mr. Shupe stated that the project had been approved by the Minsi Trail Council and Mr. Robibero was working on fundraising.

Mr. Shupe requested the Board approve the 2016 Yard Waste Contract with Scotta Equipment and Materials LLC at a cost of \$400.00 per container.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the 2016 Yard Waste Contract with Scotta Equipment and Materials LLC at a cost of \$400.00 per container. Motion carried by all voting aye.

Mr. Shupe asked the Board for approval for himself and Mr. Kyle Kline to attend the PSATS Municipal Road Maintenance and Safety Symposium/Conference.

**Motion** was made by Mr. Mann and seconded by Mr. Sylvainus to approve Mr. Shawn Shupe and Mr. Kyle Kline attending the PSATS Municipal Road Maintenance and Safety Symposium/Conference. Motion carried by all voting aye.

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Acting Police Chief, Sgt. William Cope, requested authorization from the Board to advertise for a part-time officer.

**Motion** was made by Mr. Rinker and seconded by Mr. Ytkin to authorize advertising for a part-time Police Officer twice in the Key and twice in the Home News. Motion carried by all voting aye.

### **EMERGENCY MANAGEMENT**

Nothing at this time.

### **SAFETY COMMITTEE**

Nothing at this time.

## **OLD BUSINESS**

Nothing at this time.

## **NEW BUSINESS**

Nothing at this time.

## **ADJOURNMENT**

**Motion** was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 8:35 p.m. Motion carried by all voting aye.

Next meeting will be April 6, 2016, 7:00 p.m.

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### **UPCOMING EVENTS & MEETING DATES**

April 6	7:00 PM	Board of Supervisors Meeting
April 14	7:00 PM	Planning Commission Meeting
April 16	9:00-12:00 noon	E-Cycling Event
May 21	8:30 - 2:00 PM	Household Hazardous Waste Event ( <i>NCC Main Campus</i> )
August 6	9:00 - 12:00 noon	Latex Paint Collection Event ( <i>Friedenstahl Yard Waste Facility</i> )
September 3	All Day	Community Day ( <i>Tuskes Park</i> )
October 1	All Day	Touch a Truck ( <i>Tuskes Park</i> )
October 8	8:30 - 2:00 PM	Household Hazardous Waste Event ( <i>NCC Main Campus</i> )



**MINUTES APRIL 7, 2016(date corrected on 4-20-16 minutes)**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:05 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance.

Board members present were: Mike Rinker, Donna Hirst, Richard Mann, Scott Sylvainus and Steve Ytkin.

Also present were Township Manager, E.J. Mentry, for Township Engineer, Sean Dooley, and Township Solicitor, Gary Asteak.

Chairman Rinker announced that an executive session for personnel matters was held prior to tonight's meeting.

**PUBLIC COMMENT**

Mr. Nick Robibero addressed the Board to give an update on his Eagle Scout Project for Tuskes Park. Mr. Robibero stated that he has raised \$567.00 through a GoFundMe account, \$100.00 from bake sales, and \$30.00 from candy sales. Mr. Robibero stated that he is holding a spaghetti dinner at the Bushkill firehouse on Sunday, April 10, 2016 from 3-7 pm. Mr. Mentry stated that since this is a project being done for the benefit of the Township, we would advertise the spaghetti dinner on the Township website and Facebook page.

**APPROVAL OF THE AGENDA**

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the Agenda. Motion carried by all voting aye (5-0).

**APPROVAL OF THE MINUTES**

**Motion** was made by Mr. Sylvainus and seconded by Mr. Mann to approve the minutes from the March 16, 2016, meeting. Motion carried 4 - 0. Mrs. Hirst abstained as she was not present at the March 16, 2016 meeting.

**APPROVAL OF THE BILLS**

**Motion** was made by Mr. Ytkin and seconded by Mr. Rinker to approve the payment of the bills. Motion carried by all voting aye.

**SUPERVISORS COMMENTS**

Nothing at this time.

**TOWNSHIP ENGINEER**

Mr. Dooley requested the Board of Supervisors approve 2016 Road Surface Treatment Project – Change Order No. 1 adding Longley Road to the Contract at a cost of \$6,876.45 for a total contract project cost of \$104,971.20. Mr. Ytkin requested that residents be sufficiently

notified about the process for the treatment of their road so that they would know when the work was being done, if the road would be closed at any point, etc.

Motion was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve the 2016 Road Surface Treatment Change Order No. 1 adding Longley Road at a cost of \$6,876.45 for a total contract price of \$104,971.20. Motion carried by all voting aye.

## **TOWNSHIP SOLICITOR**

Attorney Asteak stated that Ordinance 171 had been duly advertised, posted for inspection and was ready for adoption.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to adopt Ordinance 171 Authorizing Traffic Control Devices Designating Hoch Avenue as “One-Way” North and East from SR 191. Motion carried by all voting aye.

Attorney Asteak stated that Mr. Scipioni requested changing the exiting of his property situated at Hoch Ave., SR 191 and Schoeneck Ave. so that he could turn onto Hoch Ave. by right turn. Attorney Asteak stated that Mr. Scipioni and his lawyer have been incredibly cooperative regarding this matter.

Motion was made by Mr. Ytkin and seconded by Mr. Mann to adopt the Scipioni Agreement allowing for Scipioni, his heirs and assigns, guests, invitees to exit the property situated at Hoch Ave., SR 191 and Schoeneck Ave. by right turn onto Hoch Ave. or by either a right or left turn onto Schoeneck Ave. Motion carried by all voting aye.

Attorney Asteak presented the Scipioni Right-of-Way Easement to the Board for approval.

Motion was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the Right-of-Way Easement between Bruno D. Scipioni, Jr. and Upper Nazareth Township Parcel No. J8NW4-3-10 for the purpose of installation of traffic control devices at the intersection of SR191 and Schoeneck Ave. Motion carried by all voting aye.

Attorney Asteak stated that he sent a letter to Keystate Publishing notifying them that Upper Nazareth Township will not pay the bill for codification services because the contract was for one year which ended in 2015 and they did not finish the codification.

## **MANAGER**

Mr. Mentry asked the Board for their approval for the Manager to attend the APMM Annual Conference May 17-19, 2016, at a cost of \$260.00 plus lodging, meals and mileage.

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve Mr. Mentry's attending the APMM Annual Conference May 17-19, 2016 at a cost of \$260.00 plus lodging, meals and mileage. Motion carried by all voting aye.

The community wide yard sale was discussed with no action taken by the Board.

Mr. Mentry stated that the State had approved appropriations for reimbursing municipalities for costs incurred during 2016 Winter Storm Jonas which requires adopting Form DAP-2, DAP-1 and their Electronic Funds Transfer Form.

Motion was made by Mr. Sylvainus and seconded by Mr. Rinker to adopt Resolution #16-06 for the purpose of designating authority to the Township Manager to execute documents on behalf of Upper Nazareth Township relating to seeking financial assistance for costs incurred during 2016 Winter Storm Jonas. Motion carried by all voting aye.

Motion was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve PEMA Form DAP-01, the application seeking financial assistance for costs incurred during 2016 Winter Storm Jonas. Motion carried by all voting aye.

Motion was made by Mr. Rinker and seconded by Mr. Mann to approve execution of the electronic funds transfer form for the purpose of receiving funds disbursed in connection with the Township's application for financial assistance with costs incurred during 2016 Winter Storm Jonas. Motion carried by all voting aye.

Mr. Mentry requested guidance from the Board with regard to voting on the 2016 Resolutions at the PSATS Conference.

Motion was made by Mr. Ytkin and seconded by Mrs. Hirst to direct the Manager to vote in accordance with PSATS recommendations with regard to the 2016 Resolutions. Motion carried by all voting aye.

Mr. Mentry stated that the 1<sup>st</sup> Quarter Police Pension Report was available for review.

Mr. Mentry asked the Board to adopt Resolution 16-07 naming him as the executor of all DCNR grant documents.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to adopt Resolution 16-07 allowing the Manager to sign all DCNR grant documents. Motion carried by all voting aye.

Mr. Mentry stated that a group of residents requested permission to organize a neighborhood clean-up on the southern portion of Friedenstahl Ave. and the general area of Farmview on April 23<sup>rd</sup> from 10:00 am to 12:00 pm. The Board had no objection.

Mr. Mentry requested Board approval to switch the AFLAC Broker of Record to Equinox Agency.

Motion was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve switching the AFLAC Broker of Record to the Equinox Agency. Motion carried by all voting aye.

## **PLANNING & ZONING**

Mr. Soloe informed the Board that the Zoning Hearing Board denied New Enterprise Stone and Lime Company's application for Special Exception to the Zoning Ordinance.

Mr. Soloe requested the Board consider making parking on Newport Ave. restricted to either one side of the street or both sides of the street from SR191 up to E. Allen St. Mr. Soloe stated that at times there are cars parked on both sides of the street making it nearly impossible for emergency vehicles to navigate through Newport Ave.

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to authorize Attorney Asteak to draft an ordinance restricting parking on the east side of Newport Ave. from SR 191 to E. Allen St. Motion carried by all voting aye.

## **PUBLIC WORKS**

Mr. Shupe requested approval from the Board to promote Mr. Josh Gurinko from seasonal help to part-time status as he lost a part-time employee.

Motion was made by Mr. Ytkin and seconded by Mrs. Hirst to approve the promotion of seasonal employee, Josh Gurinko, to part-time status at the pay rate of \$14.34 per hour effective April 7, 2016. Motion carried by all voting aye.

Mr. Shupe mentioned that curbside yard waste collection begins the week of April 11 and will follow the leaf collection schedule. Mr. Shupe also announced that the yard waste facility opens on April 16, 2016.

Motion was made by Mr. Ytkin and seconded by Mr. Mann to approve Mr. Shupe purchasing signage to be placed in the Hoch Ave. area in compliance with Ordinance 171. Motion carried by all voting aye.

## **RECREATION**

Mr. Sylvainus asked about the contracts for the Community Day vendors. Mr. Mentry stated that we have a meeting with the insurance agent on Thursday, April 7, 2016, to discuss this matter and that these items will be on the next agenda.

## **PUBLIC SAFETY**

Mr. Ytkin asked the Board if they would consider installing cross walks along with pedestrian crossing signs at the intersection of Friedenstahl Ave. and 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> St. Acting Chief Sgt. Cope stated that he would look into pricing and possible grants for the signage.

Motion was made by Mr. Ytkin and seconded by Mrs. Hirst to approve installing cross walks across Friedenstahl Ave. at 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> St. Motion carried by all voting aye.

## **POLICE DEPARTMENT**

Sgt. Cope stated that the medicine return box that had been applied for through the DA's program had been delivered and would be installed on Thursday, April 07, 2016.

## **EMERGENCY MANAGEMENT**

Nothing at this time.

### **SAFETY COMMITTEE**

Nothing at this time.

### **OLD BUSINESS**

Nothing at this time.

### **NEW BUSINESS**

Nothing at this time.

### **ADJOURNMENT**

**Motion** was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 7:52 p.m. Motion carried by all voting aye.

Next meeting will be April 20, 2016, 7:00 p.m.

**MINUTES APRIL 20, 2016**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance

Board members present were: Mike Rinker, Donna Hirst, Richard Mann, Scott Sylvainus and Steve Ytkin.

Also present were Township Manager, E.J. Mentry, for Township Engineer, Sean Dooley, and Township Solicitor, Gary Asteak.

**COURTESY OF THE FLOOR**

Chairman Rinker recognized Boy Scout Troop 626 and thanked them for attending the Board of Supervisors meeting.

Ms. Becky Bartlett asked if there was a timeline for the traffic light installation at the intersection of SR 191 and Friedenstahl Ave. Mr. Ytkin responded no. Mr. Ytkin stated that due to the Verizon strike, there would be a delay in relocating their poles along Friedenstahl Ave. Mr. Dooley stated that he has been trying to get in touch with someone at Verizon, to no avail.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the Agenda. Motion carried by all voting aye (5-0).

Mrs. Hirst noted that the date of the last Board meeting was incorrect. The minutes stand correct to the date of April 6, 2016, not April 7, 2016, as written.

**Motion** was made by Mrs. Hirst and seconded by Mr. Mann to approve the corrected minutes from the April 6, 2016, meeting. Motion carried by all voting aye.

Mr. Sylvainus asked for clarification on several bills. All questions were answered by the staff.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the payment of the bills. Motion carried by all voting aye.

**Motion** was made by Mr. Ytkin and seconded by Mrs. Hirst to approve the Financial and Treasurers Report. Motion carried by all voting aye.

**SUPERVISORS COMMENTS**

A brief discussion took place with regard to merit-based compensation for employees. No action was taken.

Discussion took place with regard to the Business Registration process and enforcement. It was stated that Mr. Soloe, Zoning Officer/BCO is charged with enforcing this ordinance. No action was taken.

Discussion took place with regard to the moving permit process in place in the Township. No action was taken.

### **TOWNSHIP ENGINEER**

Mr. Dooley stated a parking study had been performed along Newport Ave. Keystone Engineering is recommending that the No Parking Zones be established on the west side of Newport Ave. from SR 191 to Wayne St. and on the east side from SR 191 to the south entrance of the Upper Nazareth Township Municipal Building.

### **TOWNSHIP SOLICITOR**

Attorney Asteak requested authorization to advertise the Newport Ave. Parking Ordinance restricting parking. Discussion took place with regard to the elimination of parking in front of the Tax Collector's office. Mr. Dooley stated that there will be parking available across the street, and on the side streets, and that the proposed ordinance is still the best solution to the problem.

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to authorize Attorney Asteak to advertise the Newport Avenue Parking Restriction Ordinance. Motion carried by all voting aye.

### **TOWNSHIP MANAGER**

Mr. Mentry informed the Board that Mr. Robert Raesly, who serves as the Board liaison to the Nazareth Borough Sewer Authority, will be resigning due to his relocation from Upper Nazareth Township. Mr. Mentry asked the Board if they had anyone in mind to replace Mr. Raesly. The Board will consider this and get back to Mr. Mentry. Mr. Mann has inquired as to the duties of this position.

Mr. Mentry informed the Board of Supervisors that we had received two contracts from vendors for Community Day, one from the band Point-O-Eight and an updated contract from Metz Amusements. Discussion took place with regard to Certificates of Insurance. Attorney Asteak stated that the Township definitely needed to secure Certificates of Insurance from amusement vendors and the like, but not necessarily from the smaller vendors, such as the band. Mr. Mentry asked the Board to approve the contract from Point-O-Eight in the amount of \$600.00 payable at the end of the event. Mr. Mentry stated that we would revisit the Metz Amusement Contract when the Certificate of Insurance was received.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve the contract as submitted by the band Point-O-Eight in the amount of \$600.00 payable at the end of the event. Motion carried 4-0. Mr. Rinker abstained from the vote.

Mr. Mentry informed the Board that a proposal was received from General Code in the amount of \$1,998.00 to complete the Codification of Upper Nazareth Township Ordinances, plus an annual maintenance and hosting fee of \$995.00. This change from Keystates Publishing is necessary due to the dissolution of Keystates Publishing after the passing of its owner.

**Motion** made by Mr. Sylvainus and seconded by Mr. Mann to approve complete the codification of the Upper Nazareth Township Ordinances with General Code in the amount of \$1,998.00. Motion carried by all voting aye.

## **APPROVAL OF DEPARTMENT REPORTS**

The Zoning, Police, Public Works and Fire reports were presented to the Board.

**Motion** was made by Mr. Ytkin and seconded by Mrs. Hirst to approve the Zoning, Police, Public Works and Fire Reports as submitted. Motion carried by all voting aye.

## **PLANNING & ZONING**

Mr. Sylvainus informed the Board that the Planning Commission met on Thursday, April 14, 2016. The Plans submitted by New Enterprise Lime and Stone were reviewed and due to lack of special exception approval and outstanding conditions from Mr. Al Kortze's review letter, the planning commission recommended the supervisors deny the plan and the requested waivers. Attorney Asteak stated that New Enterprise should be notified that the matter will be placed on the May 4, 2016 Board of Supervisors meeting agenda.

## **PUBLIC WORKS**

Mr. Shupe reported that painting of the crosswalks across Friedenstahl Ave. at 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Streets had begun. Mr. Shupe requested the Board also consider painting a crosswalk across Friedenstahl Ave. at 1<sup>st</sup> St. Mr. Shupe stated he had been investigating the cost of pedestrian crossing signage. One price was \$295.00 each based on purchasing 6. Discussing took place with regard to the different types of signs and what would be the best product to use at these intersection.

Motion was made by Mr. Ytkin and seconded by Mrs. Hirst to approve the painting of crosswalks across Friedenstahl Ave. at 1<sup>st</sup> St. Motion carried by all voting aye.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to purchase 4 pedestrian crosswalk signs at an amount not to exceed \$1,400.00. Motion carried by all voting aye.

Mr. Shupe stated that the posting of traffic signs converting Hoch Ave. from a two way street to one way going north from SR 191 to Schoeneck Ave. would be done on Thursday, April 21, 2016.

Mr. Shupe asked the Board to approve the hiring of Michael Scarfano as a seasonal employee for the Public Works Department due to the promotion of Josh Gurinko to permanent part-time status.

Motion was made by Mr. Ytkin and seconded by Mrs. Hirst to approve the hiring of seasonal employee Michael Scarfano for the Public Works Department at the rate of \$9.00 per hour. Motion carried by all voting aye.

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**



Acting Police Chief, Sgt. William Cope, requested the Board to approve increasing the part-time patrol officer hourly rate to \$31.47 per hour for Aggressive Driving/Buckle-Up PA waves.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to increase the part-time patrol officer rate for Aggressive Driving/Buckle Up PA waves to \$31.47 per hour. Motion carried by all voting aye.

Acting Police Chief, Sgt. William Cope, asked the Board to permanently remove David Webb from the part-time police roster as he lacks the proper certification to perform as an officer.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to permanently remove David Webb from the part-time police roster. Motion carried by all voting aye.

### **EMERGENCY MANAGEMENT**

Mr. Rinker stated that the tow behind trailer had arrived and was currently being housed at the Public Works garage. Mr. Rinker stated that after locks are purchased it will be moved to the Upper Nazareth Township Fire Department parking lot. Mr. Jeff Fassl suggested purchasing contractor locks as they are unbreakable.

### **SAFETY COMMITTEE**

Next Safety Committee Meeting will be held on Friday, April 29, 2016 at 9:00 am.

### **OLD BUSINESS**

Nothing at this time.

### **NEW BUSINESS**

Nothing at this time.

### **ADJOURNMENT**

**Motion** was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 8:10 p.m. Motion carried by all voting aye.

Next meeting will be May 4, 2016, 7:00 p.m.

**MINUTES MAY 18, 2016**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance

Board members present were: Mike Rinker, Donna Hirst, Richard Mann, Scott Sylvainus and Steve Ytkin.

Also present were Township Solicitor, Gary Asteak, and for Township Engineer, Sean Dooley. Township Manager, E.J. Mentry, was absent.

**PUBLIC COMMENT**

Mrs. Messenlehner thanked Supervisor Hirst for taking time on Election Day and listening to many of the residents with regard to their comments and concerns.

Mrs. Messenlehner thanked Ms. Becky Bartlett and Mrs. Jean Morgano for organizing the clean-up of the Farmview area on April 23, 2016. Ms. Bartlett stated that 25 bags of trash were collected from the Farmview area, Tatamy Road and south of the yard waste facility on Friedenstahl Ave.

Mrs. Messenlehner wanted to know where the Business Manager stood with regard to all the grants he was hired to apply for. Mr. Ytkin stated that Mr. Mentry had attended a mandatory seminar with regard to applying for a specific grant as well as other webinars, etc. and that they are being worked on.

**APPROVAL OF THE AGENDA**

**Motion** was made by Mr. Rinker and seconded by Mr. Ytkin to approve the Agenda. Motion carried by all voting aye (5-0).

**APPROVAL OF THE MINUTES**

Mr. Sylvainus stated that the wording on page 3 second paragraph of the minutes needed clarification. The motion was clarified to read "approve completion of the codification..."

**Motion** was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve the revised minutes from the April 20, 2016, meeting. Motion carried 5 - 0.

**APPROVAL OF THE BILLS**

Mr. Sylvainus questioned the bill from Keystone Consulting Engineers for the full depth reclamation work that was done on Rose Inn Ave. and Liberty St. Mr. Dooley responded that it was in preparation for 2017 road work.

Mr. Sylvainus questioned the bills from Signal Service and for the concrete work for the traffic light at the 248 & 946 intersection. Mrs. Parrish explained that the traffic light was

damaged by a hit and run vehicle. Mrs. Parrish stated this is covered by our property and casualty insurance, the deductible portion has been taken out of liquid fuels as budgeted and the remainder out of the general fund, which will be reimbursed by the insurance.

Mr. Sylvainus asked about the credit on the Comdata bill. Mrs. Parrish stated that she would look into it.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve the payment of the bills. Motion carried by all voting aye.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the Financial Report and the Treasurer's Report. Motion carried by all voting aye.

### **SUPERVISORS COMMENTS**

Mr. Rinker stated he had an addition to the agenda with regard to a raise for Mrs. Mutarelli.

**Motion** was made by Mr. Rinker and seconded by Mr. Ytkin to approve raising Mrs. Mutarelli up to \$20.08 per hour. Motion carried by all voting aye.

Mrs. Hirst brought up the subject of the gate on 4<sup>th</sup> St. leading to the school district maintenance facility. Mrs. Hirst stated that this has been an on-going concern in that area of the Township. Mrs. Hirst stated that whoever was supposed to be allowed to use that gate has changed over time from what was originally intended. It was only supposed to be used by the maintenance staff, then the bus traffic was allowed and now other traffic is utilizing that access as well. Mrs. Hirst stated that after some research into this, it has been brought up at meetings in 2007, 2009 and 2011 and each time seems to fall flat. Since it is school district property and they have their own police force, the Township has no jurisdiction there. The only way to curb the traffic in that area is through enforcement and with the school district only having 2 officers, it would be impossible to station one officer at that gate at the beginning of the school day and at the end of the school day. Mrs. Hirst stated that she will facilitate a meeting between Mr. Rinker, Acting Chief Cope, Mr. Mentry, Superintendent Dennis Riker, the grounds personnel and herself to try and come to some solution. Mr. VanDerveer of 167 4<sup>th</sup> St. stated that the gate has had many instances of being broken over the years, and most recently was up for approximately 4 months, was recently fixed and is now again up. Mr. VanDerveer stated that the school district maintenance staff are the ones that fix the gate, not an outside agency familiar with that particular type of work. Mr. Rinker stated that he knew a resident had a remote to operate the gate and asked Mr. VanDerveer if he had the remote. Mr. VanDerveer said yes as well as another neighbor who he declined to name. The remote was given to them after complaining to the school district about the gate not being closed after vehicles passed through.

Mrs. Hirst stated that a bobcat has been seen in the Farmview area that has become quite friendly. Mrs. Hirst stated that it comes out of the woods at Silo Cir. Acting Chief Cope stated that the PA Game Commission has been contacted and stated that the bobcat is only coming out because there is a food source somewhere. The Game Commission stated that no one should feed it, to stay away from it and it should go away. They are not willing to come out to trap and relocate it.

Mrs. Hirst stated that on Election Day she was approached by someone from the Cancer Society about the possibility of selling hot dogs on future Election Days, not on Upper Nazareth Township property, but possibly across the street. Attorney Asteak stated that this is not a good idea. The Board of Elections has specific rules about interfering with the election and that he would advise against such practice.

Mrs. Hirst mentioned the purchase of baseball bases for Tuskes Park that was discussed at the April 20, 2016 meeting. Mrs. Hirst stated that Upper Nazareth Township is responsible for maintaining the fields but her question was where/when do the teams start to take care of those items. Mrs. Hirst questioned who should buy the bases, soccer goals, nets, etc. Mr. Ytkin asked if any of the sports teams contribute anything to the township. Mr. Rinker asked who takes down the nets. Mr. Sylvainus said the teams do. Mr. Sylvainus stated that other municipalities actually contribute to their sports teams and that Upper Nazareth Township used to give money to them in the past. Mr. Sylvainus stated that they have contributed manpower when we needed help in planting the trees at Tuskes and, at times, in the maintenance of the fields. A question came up as to who lines the fields. It was stated that the teams do. Mr. Ytkin requested a breakdown of what is actually spent on the parks for water, lights, manhours, purchasing of athletic equipment, field mix, etc. for a future meeting.

### **TOWNSHIP ENGINEER**

Mr. Dooley stated that we have the state highway occupancy permit for the traffic light. Mr. Dooley stated that a pre-construction meeting will be held on May 26, 2016 at 9:00 am. Mr. Dooley stated that Verizon is still on strike which could impact the time line of the project. Mr. Dooley stated, however, that Mr. Emrick is working on a resolution to this issue. Mr. Dooley stated that major construction is still slated to begin when school ends. Mr. Sylvainus asked if there had been any changes in the cost of the project. Mr. Dooley stated that he does not anticipate any changes, however, since the project was put out to bid, Met Ed required us to make some modifications. Mr. Dooley stated that we should know more about any changes after the pre-construction meeting. Mr. Sylvainus asked if the time frame for completion of the project was still on schedule. Mr. Dooley responded yes.

### **TOWNSHIP SOLICITOR**

Attorney Asteak stated that the Chrin Subdivision and Land Development Improvements Agreement has been prepared and is ready for execution. Attorney Asteak asked the Board to approve execution of said agreement.

**Motion** was made by Mr. Ytkin and seconded by Mr. Sylvainus to approve execution of the Chrin Subdivision and Land Development Agreements for the Chrin Commerce Center Lots 2 & 3. Motion carried by all voting aye.

Attorney Asteak stated that New Enterprise Stone & Lime Co., Inc. dba Eastern Industries, Inc. had applied to the Zoning Hearing Board for a special exception and was denied, and that New Enterprise is contemplating filing an appeal. Attorney Asteak stated that a letter was received today from New Enterprise Stone & Lime Co., Inc. granting Upper Nazareth Township an extension of time to review the Land Development Plan through December 1, 2016. Attorney Asteak recommended the Board accept the extension of time to December 1, 2016.

**Motion** was made by Mr. Sylvainus and seconded by Mrs. Hirst to accept the extension of time to review the Land Development Plan granted to Upper Nazareth Township until December 1, 2016. Motion carried by all voting aye.

Attorney Asteak stated that Ordinance 172 prohibiting parking on the west side of Newport Ave. from Wayne St. to State Route 191 and the east side of Newport Ave. from the Upper Nazareth Township Municipal Building to State Route 191 was duly advertised in the Express Times on May 5, 2016 and was posted for public inspection in the township building and is ready for adoption.

Mr. Joseph Adamski of 26 Newport Ave. stated that he sent a letter dated May 1, 2016 to the Board stating his position regarding this matter. Discussion took place with regard to the necessity of this ordinance. Mr. Donald Seiple of Upper Nazareth Fire Department stated that 90% of the time the fire department exits to the south and he did not feel there was any problem. Discussion took place with regard to the illegal parking on the west side of the street in front of the fire hydrant. Mr. Adamski stated that he felt there should be a no parking sign posted on that side of the street. Attorney Asteak and Acting Chief Cope stated that no parking in that area is dictated by the Motor Vehicle Code as there is no parking within 15 feet of a fire hydrant and there is a restriction on parking within a certain distance from the corner. Attorney Asteak stated if someone is parked illegally, then the police should be called. Acting Chief Cope said that the department would monitor that issue more closely. Motion to approve Ordinance 172 died on the floor. No action taken.

## **MANAGER**

Mrs. Parrish informed the Board that a request had been received from DCED with regard to the HOME Program application asking for certain revisions. Mrs. Parrish stated that the amount of the grant needed to be changed to \$350,000 as that is the cap that a single municipality can apply for. DCED also asked that the language in our guidelines be changed to a 100% forgivable grant pro-rated over a 4 – 5 year period. They are also requesting the language pertaining to code deficiencies be changed so that all deficiencies are addressed when the amount of the rehab is above the \$24,999 limit, as set forth in the grant guidelines, through other funding sources, i.e., the Township or the resident.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the changes to the Home Program application as presented. Motion carried by all voting aye.

Mrs. Parrish stated that the Recreation Board has sent a Community Day sponsor letter, vendor letter and application for approval by the Board of Supervisors. Attorney Asteak stated that he had researched the requirement for background checks for volunteers, and since this is a Township sponsored program involving direct contact with children that the volunteers are not exempt from background checks. Therefore, background checks for volunteers are required.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the Community Day sponsor letter, vendor letter and application for mailing by the Recreation Board. Motion carried by all voting aye.

Mrs. Parrish stated that a quote had been received for a new computer for the Tax Collector in the amount of \$876.20 plus approximately \$300.00 in IT charges to transfer the data/programs from the current laptop to the new one.

**Motion** was made by Mr. Rinker and seconded by Mr. Mann to approve the purchase of a new laptop for the Tax Collector. Motion carried by all voting aye.

## **APPROVAL OF DEPARTMENT REPORTS**

The Zoning, Police, Public Works and Fire reports were presented to the Board. Mr. Sylvainus asked what all the false alarms on the police report were about. Acting Chief Cope stated that whenever there is an interruption in power, alarms go off and the police have to respond.

**Motion** was made by Mr. Ytkin and seconded by Mr. Rinker to approve the Zoning, Police, Public Works and Fire Reports as submitted. Motion carried by all voting aye.

## **PLANNING & ZONING**

Mr. Soloe informed the Board of Supervisors that a check had been received from the State in the amount of \$4,972.00 for a grant that he had applied for in 2013 for costs associated with the creation of the Floodplain Ordinance.

## **PUBLIC WORKS**

Nothing at this time.

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Acting Chief Cope requested the Board of Supervisors approve the hiring of two part-time officers, Cory Fluck, a 17 year police veteran with the Alburtis Police Department and Jonathan J. Miklich, a 6 year police veteran currently working part-time with the Bangor Police Department, pending background checks.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to approve hiring two part-time officers, Cory Fluck and Jonathan J. Miklich, satisfactory background checks. Motion carried by all voting aye.

Acting Chief Cope requested the Board of Supervisors approve the hiring of a full-time officer to help cope with the shortage that will occur when another full-time officer will be going out on extended leave at the beginning of June. Acting Chief Cope stated that by hiring another full-time officer it will move the department toward being a full-time department. Mr. Sylvainus stated that there is a dramatic difference annually when adding a full-time officer versus a part-time one. Mr. Sylvainus stated that it was not in this year's budget and if we were looking to hire another full-time officer it should be addressed during the budget process. Mr. Sylvainus stated that with the uncertainty of the total cost of the traffic light it was not advisable to hire at this time. Mrs. Hirst stated that safety of our residents and infrastructure are the top priorities of

local government and if we do not have the funds in our budget then we need to cut back on things like recreation, library, etc.

**Motion** was made by Mrs. Hirst and seconded by Mr. Ytkin to approve the hiring of a full-time officer from within the current part-time staff. Motion carried with Mrs. Hirst, Mr. Ytkin and Mr. Rinker voting aye. Mr. Sylvainus opposed. Mr. Mann abstained.

### **EMERGENCY MANAGEMENT**

Nothing at this time.

### **SAFETY COMMITTEE**

Mr. Rinker stated that the Safety Committee Minutes from the April 22, 2016 meeting have been provided.

### **OLD BUSINESS**

Nothing at this time.

### **NEW BUSINESS**

### **ADJOURNMENT**

**Motion** was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 8:50 p.m. Motion carried by all voting aye.

Next meeting will be June 1, 2016, 7:00 p.m.

**MINUTES JUNE 1, 2016**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:04 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance.

Board members present were: Mike Rinker, Donna Hirst, Richard Mann, Scott Sylvainus and Steve Ytkin.

Also present were Township Manager, E.J. Mentry, for Township Engineer, Sean Dooley, and Township Solicitor, Gary Asteak.

**PUBLIC COMMENT**

Ms. Terri Sayago of 3070 Newburg Road stated that the library has a new director. Holly Bennett was hired in April and is working part-time right now as she has another work commitment, but will be full-time in September. Ms. Bennett is a Nazareth native. Ms. Bennett received her MLIS from Syracuse University and additional professional training from Villanova and Harvard. Ms. Bennett was previously a part-time employee of the library and was very highly regarded.

Mr. Bud Donnelly of 50 N Broad St. stated that he had heard that some sort of vote was taken at the last meeting with regard to the proposed asphalt plant. Attorney stated that their application was deferred and they are reassessing their options as to whether or not they will appeal the Zoning Hearing Board decision.

Mr. William Kirk of 3355 Rising Sun Ct., a resident for about 9 years, commented about how the township does a great job. Mr. Kirk explained that he and his neighbors are concerned that their road will be very rough after the oil and chipping is done, especially because so many children play in the cul-de-sac. Mr. Ytkin stated that you have to give it time for the process to settle in and, and that the excess stones usually get swept up. Mr. Dooley affirmed Mr. Ytkin's statement. Mr. Dooley then described the oil and chipping process for the residents in attendance. Mr. Sylvainus could attest, since his road (Mt. Vernon) was done with this process with this company, that it was pretty good even as of the day it was done. This company controls the rate at which they discharge the stone pretty well. He explained that as long as you are maintaining a low speed, you should not be hearing anything hitting your car. Mr. Rinker asked about how long it takes to settle in. Mr. Dooley stated that the stone stays on for about a week to ten days and at that point they will come in and sweep off the excess stone, after which there may be some incidental left over. With respect to the children, it will be a rougher surface than what's currently there. Mr. Dooley explained that this product costs \$2.81 per square yard versus a much smoother option that costs \$6.00 per square yard. In 2010 we did a comprehensive look at all the infrastructure, and the reality of our situation is that we are grossly underfunded for our road maintenance. The oil and chip product gives us the best bang for our buck within our budgetary limits.

Mr. Guth of 3358 Rising Sun Court asked how the determination was made to oil and chip their road. Mr. Dooley stated that this is the ideal candidate because this is 8 to 9 years old,



and that this is preventative maintenance for roads that are still in decent shape. Mr. Sylvainus asked what happens if we delay this road for another year or two. Mr. Dooley stated the road will start cracking and crumbling, and right now we do not have the funds to repair broken roads. Mr. Guth stated that this road is not heavily traveled. Mr. Ytkin stated that is why it is an ideal candidate for it to be done. Mr. Ytkin stated that we have a lot of deteriorating roads right now in this Township that we are trying to find funding to help with the cost of complete replacements. We are trying to maintain the roads that we have that are currently in decent shape so that in a couple years we don't have more broken roads. We simply do not have the money in the budget coming in through taxes, or other sources, to replace the roads that needs to be repaired.

Mr. Sylvainus asked Mr. Dooley if he had an idea of the cost to repair roads. Mr. Dooley stated that once we go beyond maintenance surface treatments, we go from this process where we get the most coverage for \$2.81 up to the top of \$6.00 for the "Cadillac" surface treatment, which would be a mill and overlay. For Rising Sun Ct., the current cost to oil and chip is \$16,060 versus approximately \$35,000 for mill and overlay, which is not feasible within our budget. To do the mill and overlay would cost an additional \$1,520 per home on Rising Sun Ct. Mr. Dooley explained that on average, full reconstruction costs \$1.2 million per road mile, while the oil and chip treatment costs \$85,000 per road mile.

Ms. Jenny Swanker, 3362 Rising Sun Ct., asked how long would it be at just the rougher surface. Mr. Sylvainus responded within a week. Ms. Swanker asked if this was really the best timing, considering the children are getting out of school for the summer. She explained that all her neighbors are in agreement that their road is in great shape, there are no cracks or divots or anything wrong with the road from all the winter plowing. Mr. Ytkin stated that this project had been publicized and publicly discussed for a little over a year now, and that no one came out to protest. Ms. Swanker stated she had not heard anything about it until she got the yellow notice in the mail. Mr. Ytkin stated it had been on the website, in the newsletter, and advertised. He stated that it would be nice if the residents came to meetings, not just when there is something pertaining to their road. Ms. Swanker stated duly noted.

Ms. Jessica Galica, 3365 Rising Sun Ct. stated that she definitely understands where the Township is coming from with regard to the budget, but that she is more worried about the texture than the appearance of the road because of the kids playing and using the road regularly. Mr. Rinker asked if we could do the oil and chipping in September? Mr. Mentry stated that we are at the mercy of the contractor's schedule. Mr. Dooley stated that they are scheduled to go, and that at this point it is a contract issue as we gave them a notice to proceed. The option of them doing Rising Sun Ct. can't be separate.

Mrs. Hirst stated that three of the supervisors live in a similar area and that there will be little difference, and that there are still kids playing all the time. Mr. Sylvainus stated that when you ride a scooter you can hear the difference, but if you are just walking on it, you will not notice it. Mr. Sylvainus stated that when his road was done they did several others, each with a different process, and his came out as good as or better than the other ones for less cost. Mrs. Hirst recommended they take a drive down Friedenstahl in between the high school and the middle school on some of the roads and they will see that they are all very similar. Mt. Vernon is good example of what you will get. Ms. Galica asked who they would come back to if they had any issues with what has been done. Mr. Rinker responded Mr. Mentry.

## **APPROVAL OF THE AGENDA**

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve the Agenda. Motion carried by all voting aye (5-0).

### **APPROVAL OF THE MINUTES**

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to approve the minutes from the May 16, 2016, meeting. Motion carried by all voting aye.

### **APPROVAL OF THE BILLS**

Mr. Sylvainus asked what happened on Broad St. Ext. sewage repair. Mrs. Parrish stated that is was for a sewage permit for repairs issued by Keystone.

Mr. Sylvainus asked if the Neopost was an allocation between the two departments (Police and Administration). Mrs. Parrish responded yes.

**Motion** was made by Mr. Rinker and seconded by Mr. Ytkin to approve the payment of the bills. Motion carried by all voting aye.

### **SUPERVISORS COMMENTS**

Chairman Rinker announced that an executive session was held prior to tonight's meeting at 6:00 for personnel matters.

**Motion** was made by Mr. Ytkin and seconded by Mrs. Hirst to accept Upper Nazareth Township Police Officer's request for Heart and Lung benefits. Motion carried by all voting aye.

Mr. Ytkin stated that at a previous meeting there was a discussion where PennDOT turned down a break retarder restriction on Route 248 by the park. Mr. Ytkin asked if we could just pass a resolution or ordinance township wide. Attorney Asteak stated that you cannot impose that on state roads. Mr. Ytkin stated that if it comes to the Township line, could we put a sign up stating that break retarders are not allowed in the Township. Mr. Dooley responded that even to pass an ordinance on Township roads requires PennDOT review of that restriction. Mr. Dooley stated that you might see this restriction in a borough that may be on level ground, but when there are vertical and horizontal curves, the state requires trucks to have these safety devices. Mr. Dooley stated that a properly maintained emergency retarder does not make that noise. The issue is not the device, the issue is the lack of maintenance or the modification of the device.

Mrs. Hirst stated that there will be a meeting regarding the gate on 4<sup>th</sup> Street between the Nazareth Area School District and several Township representatives on Thursday, June 2, 2016, at 9:30 am.

### **TOWNSHIP ENGINEER**

Mr. Dooley stated that a request was received for a Letter of Credit reduction for Eagles Landing. Originally they requested to have a full draw-down and go into maintenance, however, there were several items that they were given a punch list on, so we are recommending against

the total draw-down. Instead we are recommending a reduction to the letter of credit from \$346,344.58 to \$124,049.70 for a total reduction of \$222,294.88 leaving us with more than enough to cover the last items that need to be resolved before they can be released and put into maintenance.

**Motion** was made by Mr. Rinker and seconded by Mr. Ytkin to approve the reduction of the Letter of Credit for Eagles Landing Phase 3B to \$124,049.70. Vote carried by all voting aye.

Mr. Dooley explained that a pre-construction meeting for the traffic signal was held May 26, 2016. School ends next week and construction is to start the week of the 13<sup>th</sup>. The utility companies will be out as soon as school ends to relocate their poles. Mr. Rinker asked if the issue with Verizon was over. Mr. Dooley stated that the strike was over, but they have a major backlog of work, but we are working on moving to the top of their priority list. If Verizon does not move their poles right away, there is an alternate sequencing plan that should allow the project to move along. There is a chance that both Friedenstahl and Schoeneck will be closed for a short overlap period. The contractor will be working many Saturdays, some Sundays, and also overnight for some of the project. The Township website and Facebook page will be updated regularly with the latest information on traffic detours, night work, and weekend work. Mr. Dooley explained that the barrier on Mitchell Ave. will be removed once school ends to re-establish two-way traffic through the end of the summer.

## **TOWNSHIP SOLICITOR**

Nothing at this time.

## **MANAGER**

Mr. Mentry stated that Mr. John “Jack” Gum is here tonight. Mr. Mentry asked the Board to approve Mr. Gum’s appointment as the Township representative to the Nazareth Borough Municipal Authority to replace Mr. Robert Raesly who is stepping down. Mr. Raesly has been our representative for approximately 12 years. Mr. Gum has met with us and has met with Mr. Raesly to discuss what the duties and responsibilities of the position are and he has attended the most recent Municipal Authority meeting. This appointment will be for the remainder of this year of 2016 with reappointment being made on an annual basis at the Re-Organization meeting.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Mann to appoint Mr. John Gum as the Upper Nazareth Township representative to the Nazareth Borough Municipal Authority for the remainder of 2016. Motion carried by all voting aye.

Mr. Mentry publicly thanked Mr. Raesly, who was unable to be present, for serving the Township in that capacity for so many years.

Mr. Mentry announced that the Township is in receipt of a Land Development Submission to the Planning Commission for a project that would realign Route 191 just north of the railroad crossing at Prime Conduit. This will first be addressed at the Planning Commission on June 9<sup>th</sup> at 7:00 pm. Mr. Sylvainus stated that this is a preliminary/final, so if it gets approval it will then be forwarded to the Board of Supervisors.

Mr. Mentry stated that we had received the Property and Casualty Renewal through Weiss Schantz Agency. The renewal cost this year is \$32,503.00 which is up about \$1,500.00

from last year, not due to rate increases, but due to the equipment that the Township has added, such as the rubberized mulching at 4 playgrounds, 2 new trailers, the salt shed, fencing and block improvements at Friedenstahl garage, the police thermal imager and the zero turn. One item to be discussed prior to approval, as recommended by our insurance agent, is increasing our umbrella coverage from \$2 million to \$5 million for an additional cost of \$2,065.00. Mr. Mentry stated he felt this would be a prudent move for the Township to make. Mr. Mentry stated that it is the recommendation of the insurance agent to all municipalities that have police departments to have at least \$5 million in umbrella coverage. Mr. Sylvainus asked how much the \$2 million cost. Mr. Mentry responded that the \$2 million is included in the renewal cost. Adding the umbrella will total \$34,568.00.

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to approve the renewal of the Property and Casualty Insurance with Weiss Schantz Agency adding the additional \$3 million umbrella coverage for a total of \$34,568.00. Motion carried by a vote of 4 – 1 with Mr. Sylvainus opposed.

Mr. Mentry stated that the Signal Service Contract Renewal was received for the yearly maintenance and inspection of the traffic light at Route 248 and 946. This is a two year contract for a cost of \$525.00. This price has been the same since 2010.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the 2 year Service Contract with Signal Service. Motion carried by all voting aye.

Mr. Mentry mentioned that he has presented a draft of a new ordinance governing the Recreation Board. Upon Gary's recommendation he will send this out to the Recreation Board to get feedback from them and hopefully come back to the next meeting with the request to finalize this ordinance.

## **PLANNING & ZONING**

Nothing at this time.

## **PUBLIC WORKS**

Mr. Shupe requested approval from the Board to move the existing shed located at the Friedenstahl Garage to the Daniels Garage as the shed would be more suited to service at the Daniels Garage. Cost to move the shed is \$350.00.

**Motion** was made by Mrs. Hirst and seconded by Mr. Mann to approve the movement of the existing shed located at the Friedenstahl Garage to the Daniels Garage. Motion carried by all voting aye.

Mr. Shupe informed the Board that he received an email informing him that the Green Light Go Grant he applied for two years ago has been approved in the amount of \$7,000. Mr. Shupe will inform the Board when he received further details. Mr. Sylvainus asked if it was going to cover all the costs. Mr. Mentry stated that as of June 2014 quotes were received between \$8,000.00 and \$10,000.00.

Mr. Sylvainus asked what the line was that was down at the Friedenstahl Garage. Mr. Shupe responded it was cable.

## **RECREATION**

Nothing at this time.

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Acting Chief of Police Cope informed the Board that a request had been received to provide Police services, as we have done in the past, for the McDonald's Lehigh Valley All Star Football Classics. Acting Chief Cope stated this is something we do annually, with the donation of police services to this event.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve the donation of Upper Nazareth Township Police Officers' Time for services at the McDonald's Lehigh Valley All Star Football Classic on June 16, 2016. Motion carried by all voting aye.

Acting Chief Cope stated that he has received a letter from the Nazareth Area School District Police Department requesting approval for the Upper Nazareth Township Police Department to assist the school district police department with their annual weapons certification. The Nazareth Area School District will reimburse for any expenses incurred.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve Upper Nazareth Police Department assisting with the annual weapons certification of the Nazareth Area School District Police Department. Motion carried by all voting aye.

### **EMERGENCY MANAGEMENT**

Nothing at this time.

### **SAFETY COMMITTEE**

Nothing at this time.

## **OLD BUSINESS**

Nothing at this time.

## **NEW BUSINESS**

Nothing at this time.

## **ADJOURNMENT**

**Motion** was made by Mr. Ytkin and seconded by Mr. Sylvainus to adjourn the meeting at 8:00 p.m. Motion carried by all voting aye.

Next meeting will be June 15, 2016, 7:00 p.m.

**MINUTES June 15, 2016**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance

Board members present were: Mike Rinker, Donna Hirst, Richard Mann, and Scott Sylvainus. Supervisor Ytkin was absent.

Also present were Township Manager, E.J. Mentry, Township Solicitor, Gary Asteak, and for Township Engineer, Sean Dooley.

**PUBLIC COMMENT**

Mr. Richard Brooks, consultant for Kay Builders who is the equity owner of the Carty Property known as Scenic View III, approached the Board to see what the Boards' feelings were with regard to Kay Builders submitting a phasing plan to the Planning Commission for this development. Mr. Brooks stated that they would be installing a water pump station as part of this plan. The Board had some concerns with Mr. Brook's drawing of the phasing plan as it contained a temporary street or cul-de-sac. Attorney Asteak stated that a temporary street or cul-de-sac would not be recommended. The Board of Supervisors has some concerns with the phasing plan as they do not want to see this development go unfinished. Mr. Brooks stated that he understood Attorney Asteak and the Boards' concerns. Mr. Brooks stated he would contact Lehigh Engineering and request a revision to the plan. Mr. Brooks stated that he expects to have a submission to the Planning Commission for their August meeting.

**APPROVAL OF THE AGENDA**

Mr. Rinker asked if the agenda could be revised to move Police under the Supervisors Comments.

**Motion** was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve the revised Agenda. Motion carried by all voting aye (4-0).

**APPROVAL OF THE MINUTES**

Mr. Dooley stated that on page 2 paragraph 1 of the minutes of the June 1, 2016 meeting, all mentions of "mill and overlay" should be changed to "ultra-thin friction course."

**Motion** was made by Mr. Rinker and seconded by Mr. Mann to approve the revised minutes from the June 1, 2016, meeting. Motion carried by all voting aye.

**APPROVAL OF THE BILLS**

Mr. Sylvainus asked about Neopost and stated that stamps.com is cheaper. Mr. Mentry stated that the staff would look into it.

Mr. Sylvainus questioned the bill from Slate Belt Printers. Acting Police Chief Cope responded it was for pre-printing information on the traffic citations.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the payment of the bills. Motion carried by all voting aye.

**Motion** was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve the Financial Report and the Treasurer's Report. Motion carried by all voting aye.

## **SUPERVISORS COMMENTS**

### **POLICE DEPARTMENT**

Acting Police Chief Cope stated that on May 31, 2016, interviews for the full-time police officer were conducted. Out of the candidates interviewed, Acting Police Chief Cope stated that it was determined that a current part-time officer, Danielle Marvin, was the best suited for the position. Therefore, Acting Police Chief Cope asked the Board to approve moving Danielle Marvin from part-time status to full-time status effective July 3, 2016.

**Motion** was made by Mrs. Hirst and seconded by Mr. Mann to approve moving Danielle Marvin from part-time status to full-time status effective July 3, 2016. Motion carried by all voting aye.

### **TOWNSHIP ENGINEER**

Mr. Dooley updated the Board on the progress of the Route 191 and Friedenstahl Ave. traffic light project. Mr. Dooley stated that utility work is progressing and that Schlouch has started work. As of June 20, 2016, Friedenstahl Ave. will be closed and detour routes will take effect. Friedenstahl Ave. is expected to reopen July 6. Schlouch will begin working 24 hours non-stop and 191 will have single lane conditions which will end after Thursday night.

Mr. Dooley stated that PennDOT had a meeting with the Township, Schlouch, and the Chrin contractors and they will be shutting down SR 1002 (Main St. in Palmer Township) from Van Buren Rd. to just east of Highway Materials. A detour route has been established. This closure is expected to last all summer.

Mrs. Hirst asked why the Farmview area residents were not notified of this closure as they are the ones impacted the most by this closure. Mr. Dooley stated that PennDOT does not do that type of notification. Attorney Asteak suggested a press release with regard to the closure on Main St. in Palmer.

Mr. Jeff Fassl of the Upper Nazareth Fire Department was concerned about the fire department's ability to respond in an emergency situation. Mr. Dooley stated that the fire department would be able to access all of Upper Nazareth Township from Tatamy Rd. (Main St. in Palmer).

Mr. Dooley stated that Change Order No. 2 for the Route 191/Friedenstahl Ave. Traffic Light Project has been received which addresses discrepancies between the construction plans furnished at the time of bidding and those approved by PennDOT. This change order increases

the contract cost by \$4,300.00 for a total contract cost of \$1,088,592.10. Mr. Dooley is requesting Board approval of this change.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Mann to approve Change Order No. 2 increasing the contract cost by \$4,300.00 for a total contract cost of \$1,088,592.10. Motion carried by all voting aye.

Mr. Dooley stated that requests for proposals were sent to 4 different companies for the compaction testing on the 191/Friedenstahl Ave. Traffic Light Project. Mr. Dooley stated that out of 4 requests, only 2 proposals were received, one from Certified Testing Laboratories and one from Earth Engineering. The estimated cost of this project is expected not to exceed \$12,000.00. Certified Testing Laboratories is out of Bethlehem and uses nuclear testing, which is required by PennDOT. Mr. Dooley asked for approval to award the bid to Certified Testing Laboratories.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to award the compaction testing for the Route 191/Friedenstahl Ave. Traffic Light Project to Certified Testing Laboratories for a sum not to exceed \$12,000.00. Motion carried by all voting aye.

## **TOWNSHIP SOLICITOR**

Nothing at this time.

## **MANAGER**

Mr. Mentry presented the Board with a proposal from Merchants Bank to take over the Township's banking accounts. Mr. Mentry explained that with the recent BB&T acquisition of KNBT/National Penn Bank, the staff was setting up meetings with multiple banks to explore other options and potentially higher interest rates on Township funds. More updates will be given at the July 6, 2016 Board of Supervisors meeting.

Mr. Mentry requested the Board approve Resolution #16-08 which authorizes the Township Manager, Edward M. Mentry, Jr. to sign paperwork pertaining to the Obligation Bond for the Route 191/Friedenstahl Ave. Traffic Light Project, which is required by PennDOT.

**Motion** was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve Resolution #16-08 which authorizes the Township Manager, Edward M. Mentry, Jr. to sign paperwork pertaining to the Obligation Bond for the Route 191/Friedenstahl Ave. Traffic Light Project. Motion carried by all voting aye.

Mr. Mentry requested the Board approve the Fair Housing Resolution #16-09 as required by DCED for HOME Project Grant recipients.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the Fair Housing Resolution #16-09 as required by DCED for HOME Project Grant recipients. Motion carried by all voting aye.

Mr. Mentry stated that a request for a waiver of the \$50.00 pavilion rental fee was received from the Clippers.



**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the request made by Clippers for a waiver of the \$50.00 pavilion rental fee. Motion carried by all voting aye.

Mr. Mentry stated the a request has been made by Attorney Joseph J. Piperato III on behalf of his client, James and Sharon Carty as owners of Scenic View Estates, for a 24 month extension as the extension period granted by the Pennsylvania Permit Extension Act is set to expire on July 2, 2016. Mr. Mentry stated that Bushkill Township had received the same request and had only granted a 180 days extension as they would like to see this project moving forward. Mr. Mentry stated that since the project is split, with part being situated within Upper Nazareth Township and part being situated in Bushkill Township, that he would recommend coordinating our efforts with those of Bushkill Township and only grant a 180 days extension. Attorney Asteak concurred.

**Motion** was made by Mr. Mann and seconded by Mr. Sylvainus to grant a 180 day extension to James and Sharon Carty for the Scenic View Estates subdivision. Motion carried by all voting aye.

Mr. Mentry mentioned that Recreation Ordinance #86 was being rewritten and copies of the new ordinance were sent to the Board of Supervisors and the Recreation Board for their input. Mr. Mentry stated the new ordinance would be ready for advertising at the July 6, 2016 Board of Supervisors meeting.

Mr. Mentry informed the Board that the Township had received formal notification from PennDOT that our application for Pennsylvania's 2015 Green Light-Go Program has been approved for an Opticom System to be installed on the traffic signal at the 946/248 intersection. Mr. Mentry stated that this grant was a 50% matching grant. As this was not a budgeted item, Mr. Mentry stated that money for this project would be available from the Penn Dixie Traffic Impact account, which has a balance of \$61,711.62, \$30,000.00 of which the Board of Supervisors committed for use toward the Route 191/Friedenstahl Ave. Traffic Light project. Mr. Shupe stated that he was waiting for updated pricing information from Mr. Bill Conrad of Signal Service who quoted the cost estimate for the initial grant application. Mr. Dooley stated that Mr. Al Kortze would be following up next week with his staff in order to give us an engineering cost estimate for this project. Mr. Mentry stated that more information would be provided at the July 6, 2016 Board of Supervisors meeting.

Mr. Mentry informed the Board that the staff recently received information regarding a PennDOT Road and Bridge Safety Award Program, and that he would look into it and potentially apply for the award for the 191/Friedenstahl Traffic Light project.

### **APPROVAL OF DEPARTMENT REPORTS**

The Zoning, Police, Public Works and Fire reports were presented to the Board.

**Motion** was made by Mr. Rinker and seconded by Mr. Mann to approve the Zoning, Police, Public Works and Fire Reports as submitted. Motion carried by all voting aye.

### **PLANNING & ZONING**

Nothing at this time.

## **PUBLIC WORKS**

Mr. Shupe reported that the new dump truck was off the assembly line and should be received by the Township by the end of summer.

## **RECREATION**

Mr. Mentry presented the updated invoice from Metz Amusements in the amount of \$4,140.00 that now includes the cost of Metz providing their own operators to supervise the rides. Mr. Mentry stated that this invoice would be paid for with the Community Day funds that are raised. Mr. Mentry explained that this new invoice satisfies the insurance requirements and eliminates the need for the Township's volunteers to provide background clearances. Mr. Mentry recommended the invoice for approval, which includes a 25%, or \$1,035.00, deposit at this time.

**Motion** made by Mr. Rinker and seconded by Mr. Sylvainus to approve the Metz Amusements invoice in the amount of \$4,140.00 with a \$1,035.00 deposit. Motion carried by all voting aye.

## **PUBLIC SAFETY**

### **EMERGENCY MANAGEMENT**

Nothing at this time.

### **SAFETY COMMITTEE**

Mr. Rinker stated that the Safety Committee meeting scheduled for Friday, June 17, 2016 has been postponed. A new date will be available at the July 6, 2016 BOS meeting.

## **OLD BUSINESS**

Nothing at this time.

## **NEW BUSINESS**

Nothing at this time.

## **ADJOURNMENT**

**Motion** was made by Mr. Mann and seconded by Mr. Rinker to adjourn the meeting at 8:04 p.m. Motion carried by all voting aye.

Next meeting will be July 6, 2016, 7:00 p.m.

**MINUTES JULY 6, 2016**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Vice Chairman, Scott Sylvainus.

Pledge of Allegiance.

At this time the Board of Supervisors went into an Executive Session for personnel matters.

Board members present were: Scott Sylvainus, Richard Mann, and Steve Ytkin. Board members Mike Rinker and Donna Hirst were absent.

Also present were Township Manager, E.J. Mentry, for Township Engineer, Sean Dooley, and Township Solicitor, Gary Asteak.

**PUBLIC COMMENT**

Mr. Bud Donnelly of 50 N Broad St. expressed his disappointment that the presentation from the Recycling Committee had been postponed and that the report the recycling committee had prepared had not been distributed to the Board of Supervisors. Mr. Donnelly asked if the Township was happy with the performance of the Recycling Coordinator. Mr. Sylvainus and Mr. Mentry both responded that yes, they were happy with the Recycling Coordinator's performance. Mr. Sylvainus also stated that the Board of Supervisors had received copies of the report. Mr. Mentry stated that it was his decision to postpone the presentation because only three Supervisors were going to be present at tonight's meeting and the whole Board should be present to hear the presentation.

Ms. Joanne Messenlehner of 40 Schoeneck Ave. inquired about the evacuation that occurred last week during construction at the SR 191/Friedenstahl intersection. Mr. Sylvainus replied that UGI hit a gas line when digging. Mr. Sylvainus indicated that only 3 houses were involved. Mr. Dooley stated that the line was quickly repaired with no consequences.

**APPROVAL OF THE AGENDA**

**Motion** was made by Mr. Mann and seconded by Mr. Ytkin to approve the Agenda. Motion carried by all voting aye (3-0).

**APPROVAL OF THE MINUTES**

Approval of the Minutes of the June 15, 2016 meeting was deferred until the July 20, 2016, Board meeting as Mr. Ytkin was absent on June 15, 2016, and therefore, could not vote.

**APPROVAL OF THE BILLS**

Mr. Sylvainus asked about the bill from Enter.Net.

Mr. Sylvainus asked about the bill from Palmer Trophy.

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to approve the payment of the bills. Motion carried by all voting aye.

### **SUPERVISORS COMMENTS**

Nothing at this time.

### **TOWNSHIP ENGINEER**

Mr. Dooley reported that the construction of the traffic light at the intersection of SR 191 and Friedenstahl Ave. is underway. Mr. Dooley stated that Friedenstahl Ave. is closed and work is progressing, although not without challenges. Mr. Dooley informed the Board that Friedenstahl Ave. will be opened up next week and directly after opening Friedenstahl Ave., Schoeneck Ave. will be closed. Construction is continuing on the 2 storm pipes and the valve that broke. Mr. Dooley reported that the residents have been very cooperative. Mr. Dooley stated that the next two weeks will give a better indication as to what type of progress is being made and if construction will be completed within the timetable set forth initially.

Mr. Sylvainus asked how long Schoeneck Ave. would be closed. Mr. Dooley responded that Schoeneck Ave. would be closed until sometime in August.

Mr. Ytkin asked about the progress in procuring the light poles. Mr. Dooley responded that to his knowledge, they are not an issue but he will check into this.

Mr. Sylvainus asked if there were any issues in the Garden with the increased traffic. Acting Police Chief Bill Cope stated that there have been a few complaints of speeding and the Police Department has addressed this with increased patrols.

### **TOWNSHIP SOLICITOR**

Solicitor Asteak stated that he has prepared Recreation Ordinance No. 172 for advertising. Prior to advertising he will add language stating that Ordinance No. 172 supersedes Ordinance No. 86.

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to authorize advertisement of the Recreation Ordinance No. 172 with the addition of language stating that Recreation Ordinance No. 172 supersedes Ordinance No. 86. Motion carried by all voting aye.

Solicitor Asteak stated that he had reviewed the Brokerage Association Agreement from the Equinox Agency. Attorney Asteak stated this is now required by Federal Law and he saw no reason for the Township not to sign.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Mann to approve signing the Equinox Brokerage Association Agreement. Motion carried by all voting aye.

### **MANAGER**

Mr. Mentry presented to the Board Resolution 16-10 for the Disposition of Administrative and Police Records as outlined on the attached memos listing the records being destroyed and in accordance with Resolution No. 13-09 of July 2, 2013 adopting the guidelines

set forth in the Municipal Records Manual issued for Local Government Records by the Pennsylvania Historical and Museum Commission.

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to approve Resolution 16-10 for the Disposition of Administrative and Police Records in accordance with Resolution No. 13-09 adopted July 2, 2013 and as described on the attached memos. Motion carried by all voting aye.

Mr. Mentry told the Board that in order to move forward with the Green Light-Go program, there were three things that needed to occur. The Board of Supervisors needed to accept the grant and commit to the 50% match, approve the quote from Signal Service for installation of the Emergency Vehicle Preemption Equipment and approve Resolution No. 16-11 authorizing Township Manager, Edward M. Mentry, Jr., to sign the documents relating to this project.

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to accept Pennsylvania's 2015 Green Light-Go Grant using money from the Penn Dixie Traffic Impact Account as Upper Nazareth Township's 50% match. Motion carried by all voting aye.

**Motion** was made by Mr. Mann and seconded by Mr. Ytkin to accept Signal Service Inc. quote of \$9,013.61 for the installation of the Emergency Vehicle Preemption Equipment on Upper Nazareth Township Traffic Signal at the intersection of Routes 248 and 946. Motion carried by all voting aye.

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to approve Resolution 16-11 granting authority to Upper Nazareth Township Manager, Edward M. Mentry, Jr., as the authorized signor of the Green Light-Go grant documents. Motion carried by all voting aye.

Mr. Mentry updated the Board on the status of the 2015 Township Financial Audit. Mr. Mentry stated that Riley and Company is asking direction from the Board as to how to proceed as they have not received the required financial information from PMRS for the non-uniform pension plan. The Board can proceed to complete the audit without this information, as it will not adversely affect the audit, or they could wait to see what happens with DCED and PMRS, not knowing how long that would take.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Ytkin to authorize Riley and Company to complete the 2015 Financial Audit without the non-uniform pension information. Motion carried by all voting aye.

Mr. Mentry informed the Board that another proposal for banking needs has been received, copies of which have been given to them. A comparison of the two proposals will be given to the Board at the next Board meeting on July 20, 2016.

Mr. Mentry updated the Board as to the status of the Municipal Park Acquisition and Development Program grant. Mr. Mentry informed the Board that since the grant was applied for and granted to the Township, the cost to finish this project, which is the installation of the new parking area at Tuskes Park, has ballooned to almost triple what was estimated in the grant application. Mr. Mentry has been in touch with the County to see if they would consider a partial reimbursement toward the cost of the rubber mulch, as this phase has been completed and paid for already. Mr. Sylvainus asked if there was a way to reduce the number of parking

spaces, bringing the cost of the project more in line with our estimates and finish the work by the deadline of the grant. Mr. Dooley responded that the Township Manager is proposing accepting a partial reimbursement for this project and the Board reassess the parking portion of this project. Then the Township can take a look at the available options for the project and make a decision as to how to proceed. Mr. Dooley explained that if the parking is downsized, the project could possibly be completed before the deadline.

## **PLANNING & ZONING**

Ms. Lisa Pereira, Attorney for Buzzi Unicem, introduced Dave Allen, P.E. from Earth Res Engineering and Science, to present to the Board of Supervisors the plan for the proposed realignment of a 0.6 mile section of PA Route 191 in order to allow for the future expansion of the Buzzi Unicem quarry currently operating to the south of Route 191. Mr. Allen explained in detail how the project would proceed, what requirements were to be met, and that there would be very little interruption to the traffic flow on Route 191. In order for Buzzi to proceed with this realignment project, proper permits need to be secured from PennDOT and NPDES. Buzzi Unicem would need to proceed in accordance with Upper Nazareth Township Planning Commission recommendations as well as Mr. Al Kortze's letter of June 8, 2016.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve the request for a waiver to SALDO section 741.10 regarding curbing requirements. Motion carried by all voting aye.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve the request for a waiver to SALDO section 744.1 regarding minimum centerline grades. Motion carried by all voting aye.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve the request for a waiver to SALDO section 791.32 regarding cut and fill slopes. Motion carried by all voting aye.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Mann to approve the request for a waiver to SALDO section 792.26 regarding a Landscape Plan. Motion carried by all voting aye.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve the request for a waiver to SALDO section 794.48 regarding a Storm Sewer trench diking in the Karst areas. Motion carried by all voting aye.

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to approve Buzzi Unicem's proposal for realignment of PA Route 191 as per Upper Nazareth Township Planning Commission's recommendation and in accordance with a letter from Mr. Al Kortze of Keystone Consulting Engineers dated June 8, 2016. Motion carried by all voting aye.

## **PUBLIC WORKS**

Nothing at this time.

## **RECREATION**

Mr. Mentry mentioned that the Recreation Board is trying to plan a 5K run for the morning of Community Day, to be held at Tuskes Park and Eagles Landing Development. Right now this is in the planning phase and paperwork pertaining to the route, etc. needs to be submitted to the Board of Supervisors, Police Department and the Fire Department for their approvals.

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Nothing at this time.

### **EMERGENCY MANAGEMENT**

Nothing at this time.

### **SAFETY COMMITTEE**

Next Safety Committee Meeting will take place on July 29, 2016, at 9:00 a.m. which was rescheduled from June, 2016.

## **OLD BUSINESS**

Nothing at this time.

## **NEW BUSINESS**

Nothing at this time.

## **ADJOURNMENT**

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to adjourn the meeting at 8:24 p.m. Motion carried by all voting aye.

Next meeting will be July 20, 2016, 7:00 p.m.

**MINUTES July 20, 2016**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance

Board members present were: Mike Rinker, Donna Hirst, Scott Sylvainus and Steve Ytkin. Supervisor Richard Mann was absent.

Also present were Township Manager, E.J. Mentry, Township Solicitor, Gary Asteak, and for Township Engineer, Sean Dooley.

**PUBLIC COMMENT**

Ms. Joanne Messenlehner of 40 Schoeneck Ave. inquired about the recent explosion at the quarry and the subsequent damage to nearby homes. Ms. Joanne Messenlehner wanted to know what steps were being taken to insure that this would not happen again. Mr. Mentry stated that the incident was still under investigation by the DEP. Anyone who incurred damages to their homes was instructed to contact Hercules and to file a report with the UNT Police Department.

Ms. Terry Sayago introduced Holly Bennett, an Upper Nazareth Township resident, as the new Memorial Library of Nazareth Director. Mrs. Bennett is currently working for the library on a part-time basis and will assume the full-time directorship as of September 6, 2016.

Mr. Bud Donnelly of 50 N Broad St. wanted to go on record with regard to his support of a single hauler system for trash/recycling pick-up. Mr. Donnelly stated that he has served on the recycling committee for a few years. He stated that in the beginning he favored the multi-hauler approach. However, after participating as a member of this committee, he has completely changed his mind, having learned the negative effects a multi-hauler system has on the Township and the residents.

**APPROVAL OF THE AGENDA**

Mr. Dooley asked if the agenda could be revised to include discussion about Rose Inn Ave. road construction under "Township Engineer".

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve the revised Agenda. Motion carried by all voting aye (4-0).

**APPROVAL OF THE MINUTES**

**Motion** was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve the minutes from the June 15, 2016, meeting. Motion carried by 3-0 vote. Mr. Ytkin abstained as he was not present at the June 15, 2016 meeting.

**Motion** to approve the minutes of July 6, 2016 was tabled as a quorum is needed for a vote to pass and Mr. Rinker and Mrs. Hirst were absent from the July 6, 2016 meeting.



## **APPROVAL OF THE BILLS**

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the payment of the bills. Motion carried by all voting aye. (4-0)

**Motion** was made by Mr. Rinker and seconded by Mr. Ytkin to approve the Financial Report and the Treasurer's Report. Motion carried by all voting aye. (4-0)

## **RECYCLING PRESENTATION**

Ms. Cindy Oatis, Upper Nazareth Township Recycling Coordinator gave a brief presentation with regard to the advantages of a single hauler system versus a multi-hauler system. Ms. Betty Williams, member of the Recycling Committee, reported on results of a survey that was sent to Upper Nazareth Township residents a couple years ago, the results of which showed that the utmost concern to Upper Nazareth Township residents was cost. Ms. Jan Zaremba-Smith, member of Recycling Committee, asked the Board of Supervisors for permission to hold two public forums, and advertise for same, in order to educate Upper Nazareth Township residents about the benefits of recycling as well as to get their feedback on a single hauler system versus a multi hauler system. One meeting will be held in September and one in October. Mr. Ytkin suggested that these meetings take place on non-Board of Supervisor meeting nights.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Ytkin to approve holding and advertising for two public meetings for educational purposes pertaining to recycling and single hauler versus multi-hauler systems. Motion carried by all voting aye. (4-0)

## **SUPERVISORS COMMENTS**

Mr. Rinker announced that an Executive Session was held for personnel reasons.

## **TOWNSHIP ENGINEER**

Mr. Dooley stated that the 2016 Road Surface Treatment Project has been completed and he is requesting the Board approve Asphalt Maintenance Solutions, LLC Change Order No. 2 which reduces the overall cost of the project by \$2,290.76, and is therefore seeking approval for Payment Application No. 1 in the amount of \$102,680.44.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve Asphalt Maintenance Solutions, LLC Change Order No. 2 reducing the cost of the 2016 Road Surface Treatment Project by \$2,290.76. Motion carried by all voting aye. (4-0)

**Motion** was made by Mr. Ytkin and seconded by Mr. Sylvainus to approve payment of \$102,680.44 to Asphalt Maintenance Solutions, LLC for the 2016 Road Surface Treatment Project. Motion carried by all voting aye. (4-0)

Mr. Dooley updated the Board on the progress of the Route 191 and Friedenstahl Ave. traffic light project. Mr. Dooley stated that work is proceeding and that Friedenstahl Ave. is now open and Schoeneck Ave. is now closed.

Mr. Dooley asked the Board of Supervisors for approval to pay the invoice that has been received from CTL, Inc., Payment Application No. 1, in the amount of \$3,180.44 for the required compaction testing that was performed at the Route 191 and Friedenstahl Ave. traffic light project.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to approve Payment Application No. 1 from CTL, Inc. in the amount of \$3,180.44 for required compaction testing performed at the Route 191 and Friedenstahl Ave. traffic light project. Motion carried by all voting aye. (4-0)

Mr. Dooley asked the Board to approve the release payment in accordance with Payment Application No. 1 from Schlouch Inc. in the amount of \$195,957.49. This is approximately 20% of total project cost.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to approve releasing payment to Schlouch Inc. in accordance with Payment Application No. 1 in the amount of \$195,957.49 for work performed on the Route 191 and Friedenstahl Traffic Light Project. Motion carried by all voting aye. (4-0)

Mr. Dooley asked the Board to approve PennDOT Inspection Payment Application No. 1 in the amount of \$2,791.38 for required PennDOT inspection services in conjunction with the Route 191 and Friedenstahl Traffic Light Project.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to approve PennDOT Inspection Payment Application No. 1 in the amount of \$2,791.38 for inspections services in connection with the Route 191 and Friedenstahl Traffic Light Project. Motion carried by all voting aye. (4-0)

Mr. Dooley informed the Board that he has been working with Mrs. Parrish in putting together the Grant reimbursement requests for the invoices that have been approved in connection with the Route 191 and Friedenstahl Traffic Light Project. DCED has promised quick turn around with reimbursement requests which hopefully will allow us to receive the reimbursement prior to paying the specified invoices.

Mr. Sylvainus inquired as to the thickness of the pavement and the storm sewer that is protruding from the newly paved area on Friedenstahl Ave. Mr. Dooley stated that the pavement will be quite thick in order to obtain the grade that was required and that the pavement is just the base course. The final pavement course still needs to be completed.

Mr. Dooley opened the subject of the 2017 Road Program and the reconstruction of Rose Inn Ave and/or Liberty St. Mr. Dooley wanted input from the Board of Supervisors as well as residents with regard to what improvements they would like to see on Rose Inn Ave. (i.e., sidewalks, bike paths, center island, etc.). Mr. Dooley suggested that the Board authorize advertising for a workshop to be held prior to the September 7, 2016, Board of Supervisors meeting as well as some type of notification to the residents on Rose Inn Ave. by way of door hanger notices or mailing.

**Motion** was made by Mr. Ytkin and seconded by Mrs. Hirst to approve advertising a public workshop to be held on September 7, 2016, prior to the Board of Supervisors Meeting and to appropriately notify Rose Inn Ave. residents of same. Motion carried by all voting aye. (4-0)

## **TOWNSHIP SOLICITOR**

Attorney Asteak stated that Recreation Board Ordinance No. 172 (which supersedes Ordinance No. 86) has been duly advertised and is ready for adoption. Mrs. Hirst commented that since we are moving into the budget season, she would like to see a very detailed budget as to what the Recreation Board is spending money on, as the taxpayers should not be paying for equipment for the various teams using Upper Nazareth Township fields.

**Motion** was made by Mr. Ytkin and seconded by Mr. Rinker to adopt Recreation Board Ordinance No. 172 (which supersedes Ordinance No. 86). Motion carried by all voting aye. (4-0)

Attorney Asteak stated that Resolution 16-12 has been prepared in conjunction with the Final Land Development Plan for the Route 191 Realignment Project. This has been prepared in accordance with SALDO requirements.

**Motion** was made by Mr. Ytkin and seconded by Mrs. Hirst to adopt Resolution 16-12 per SALDO requirements in connection with the Route 191 Realignment Project. Motion carried by all voting aye. (4-0)

## **MANAGER**

Mr. Mentry informed the Board that the second quarter Police Pension reports from Nationwide were available for review.

Mr. Mentry stated that Mrs. Parrish has compiled a comparison of the banking proposals that were received from the local banks that we had interviewed in connection with providing banking services to the Township. Mr. Mentry stated that the two banks were very similar as to the services they provide, however, one bank had higher interest rates. Therefore, Mr. Mentry requested that the Board of Supervisors designate Embassy Bank as one of Upper Nazareth Township depositories.

**Motion** was made by Mrs. Hirst and seconded by Mr. Ytkin to designate Embassy Bank as one of Upper Nazareth Township depositories. Motion carried by all voting aye. (4-0)

Mr. Mentry requested the Board adopt Resolution 16-13 Designation of Depository adding Embassy Bank as one of our depositories.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to adopt Resolution 16-13 Designation of Depositories adding Embassy Bank to our list of depositories. Motion carried by all voting aye. (4-0)

Mr. Mentry informed the Board that a letter had been received from the Borough of Nazareth with regard to the possibility of transferring title to the building that houses the library over to the Memorial Library of Nazareth and Vicinity. Attorney Asteak stated that this is something that could be done, but would require some legal paperwork which should be preceded by a joint meeting of the municipalities that make up the Library Board as to what the obligation and responsibilities would be for the participating municipalities. Attorney Asteak stated that he represents 3 of the 4 participating municipalities and would attend this type of

meeting. Mrs. Hirst then brought up the recent newspaper article with regard to last year's repair to the HVAC system and the need now to replace the system at a cost of approximately \$100,000.00. Mrs. Bennett, Director of Library Services, stated that the cost of the HVAC system would not be expected to be paid by the participating municipalities. The Library Board was applying for a grant to cover these expenses. Mrs. Hirst also requested that the library furnish the Township with more detailed statistical reports as had been done in the past. Mrs. Parrish will forward a copy of a past report to Mrs. Sayago and Mrs. Bennett.

Mr. Mentry informed the Board of Supervisors that a letter was received from DCED whereby Upper Nazareth Township was awarded the HOME Program Grant in the amount of \$350,000.00 conditional on Upper Nazareth Township performing an environmental review to determine whether the project meets federal, state and local environmental standards. A proposal has been received from Mr. Victor Rodite for performing the necessary environmental review. Mr. Rodite had done this type of review in the past for other municipalities and has been working with Upper Nazareth Township in procuring the HOME Program funds. Mr. Mentry asked the Board for their approval to retain Mr. Rodite in accordance with this e-mail proposal of July 19, 2016. Mr. Sylvainus stated that we needed to set a deadline for the environmental review of August 31, 2016, as we only have a 60 day window for completion and submission of this review.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to retain Mr. Rodite in accordance with his e-mail proposal of July 19, 2016 for performing the environmental review by August 31, 2016 and subsequent administrative services pertaining to the HOME Program Grant. Motion carried by all voting aye. (4-0)

Mr. Mentry introduced the need to redo Ordinance No. 85 as it goes in conjunction with Ordinance No. 172 giving authority to and setting forth the duties and responsibilities of the Recreation Board. Mr. Mentry provided the Board with a copy of the current ordinance asking for their input in drafting a new ordinance, stating he would be giving a copy to the Recreation Board asking for their input also. Mr. Mentry will bring a final copy to the Board at a future meeting.

## **APPROVAL OF DEPARTMENT REPORTS**

The Zoning, Police, Public Works and Fire reports were presented to the Board.

**Motion** was made by Mr. Rinker and seconded by Mr. Ytkin to approve the Zoning, Police, Public Works and Fire Reports as submitted. Motion carried by all voting aye. (4-0)

## **PLANNING & ZONING**

Nothing at this time.

## **PUBLIC WORKS**

Nothing at this time.

## **RECREATION**

Mr. Mentry requested the Board allow the Recreation Board to utilize the services of Mr. Nick Apruzzi for the purposes of designing and procuring items for 2016 Community Day, as Mr. Apruzzi has complied with our Business Registration requirements.

**Motion** was made by Mr. Rinker and seconded by Mr. Ytkin to approve utilizing the services of Mr. Nick Apruzzi for the purpose of designing and procuring items for 2016 Community Day. Motion carried by all voting aye. (4-0)

Mr. Mentry asked for the Board's approval for host a 5K Run to be held by the Recreation Board in the morning of 2016 Community Day as detailed on the map presented. Mr. Mentry explained that both the Fire Department and Police Department have reviewed and approved the map.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve the 5K Run in the morning of the 2016 Community Day in accordance with the map presented. Motion carried by all voting aye. (4-0)

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Acting Police Chief Cope requested approval to present Mr. Kyle Stout, a current part-time officer for Nazareth Borough and Wilson Borough, with a conditional offer of part-time employment.

**Motion** was made by Mrs. Hirst and seconded by Mr. Ytkin to approve the conditional offer of part-time employment to Mr. Kyle Stout. Motion carried by all voting aye. (4-0)

### **EMERGENCY MANAGEMENT**

Nothing at this time.

### **SAFETY COMMITTEE**

Next meeting will be Friday, July 29, 2016 at 9:00 am.

## **OLD BUSINESS**

Mr. Mentry reminded the Board and audience that a latex paint recycling event was being held on Saturday, August 6, 2016 from 9AM-noon at the Friedenstahl Garage yard waste facility.

## **NEW BUSINESS**

Mr. Sylvainus stated that he was informed that the list of Supervisors on the website is incorrect. Mr. Mentry stated that this will be corrected.

## **ADJOURNMENT**

**Motion** was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 8:20 p.m. Motion carried by all voting aye. (4-0)

Next meeting will be August 3, 2016, at 7:00 p.m.

**MINUTES AUGUST 3, 2016**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance.

Board members present were: Mike Rinker, Donna Hirst, Richard Mann, and Steve Ytkin. Board member Scott Sylvainus was absent.

Also present were Township Manager, E.J. Mentry, for Township Engineer, Sean Dooley, and for Township Solicitor, Stephen Mills.

**PUBLIC COMMENT**

**APPROVAL OF THE AGENDA**

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve the Agenda. Motion carried by all voting aye (4-0).

**APPROVAL OF THE MINUTES**

Approval of the Minutes of the July 6, 2016 meeting was deferred until the August 17, 2016, Board meeting as Mr. Rinker and Mrs. Hirst were absent on July 6, 2016, and therefore, could not vote.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve the Minutes of the July 20, 2016 meeting. Motion carried by a vote of 3-0. Mr. Mann abstained as he was not present for the July 20, 2016 meeting.

**APPROVAL OF THE BILLS**

Mr. Ytkin asked about the software purchase from Hodges. Acting Police Chief Cope responded that the purchase is for the renewal of the police anti-virus program.

**Motion** was made by Mr. Mann and seconded by Mr. Ytkin to approve the payment of the bills. Motion carried by all voting aye. (4-0)

**SUPERVISORS COMMENTS**

Mr. Rinker announced that an Executive Session was held prior to the meeting for personnel matters.

**TOWNSHIP ENGINEER**

Mr. Dooley reported that the construction of the traffic light at the intersection of SR 191 and Friedenstahl Ave. is advancing and should be close to completion at the opening of school. Mr. Dooley stated that any construction after the start of school will be performed at night.

Mr. Dooley requested the Board to approve Change Order No. 3 submitted by Schlouch, Inc. as PennDOT has required a back light to be mounted on the mast arm of the signal head due to the obscured sight lines. Change Order No. 3 is in the amount of \$1,045.00 bringing the total Schlouch, Inc. contract sum to \$1,089,637.10.

**Motion** was made by Mr. Ytkin and seconded by Mrs. Hirst to approve Change Order No. 3 from Schlouch, Inc. in the amount of \$1,045.00 for the PennDOT requirement of a back light to be installed on the traffic light at the Route 191 and Friedenstahl intersection. Motion carried by all voting aye. (4-0)

Mr. Dooley stated that the 2016 Road Program line striping is slated to get underway. Mr. Dooley requested the Board approve the sweeping of certain roads, approximately 3, in advance of the line striping in order to have a clean surface when the work begins.

**Motion** was made by Mr. Ytkin and seconded by Mr. Rinker to approve sweeping of the necessary roads in preparation for the line striping. Motion carried by all voting aye. (4-0)

### **TOWNSHIP SOLICITOR**

Attorney Mills mentioned that the Right of Way Management Ordinance is being worked on and will be presented at the next meeting for comments.

### **MANAGER**

Mr. Mentry presented to the Board Resolution 16-14 HOME Program Grant signor designee which allows the Manager, Mr. Mentry, to sign documents relating to the HOME Program Grant and designates him as the Certifying Officer in connection with the Environmental Review process as required by the Grant.

**Motion** was made by Mr. Rinker and seconded by Mr. Ytkin to adopt Resolution 16-14 HOME Program signor designee. Motion carried by all voting aye. (4-0)

Mr. Mentry mentioned that the Liquid Fuels audit has been completed and the Township was found to be in full compliance with the requirements and there were no issues.

Mr. Mentry stated that the Univest 2<sup>nd</sup> Quarter 2016 Police Pension Plan Investment Report was received and is available for review.

Mr. Mentry stated that we are beginning the process of transitioning our funds to Embassy Bank and requested approval to move funds in accordance with the memo dated August 2, 2016 from Treasurer, Mrs. Parrish.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to close the Recreation Account with BB&T and open same at Embassy Bank. Motion carried by all voting aye. (4-0).



Motion was made by Mr. Ytkin and seconded by Mrs. Hirst to close the Road Improvement Fund Account with BB&T and open same at Embassy Bank. Motion carried by all voting aye. (4-0).

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to close the CDBG Account with BB&T and open same at Embassy Bank which will now be titled Housing Rehab Account. Motion carried by all voting aye. (4-0).

Motion was made by Mrs. Hirst and seconded by Mr. Mann to close the Traffic Impact Account with Lafayette Bank and open same at Embassy Bank. Motion carried by all voting aye. (4-0).

Motion was made by Mr. Ytkin and seconded by Mr. Rinker to close the Police Pension Supplement Account with Wells Fargo and open same at Embassy Bank. Motion carried by all voting aye. (4-0).

Motion was made by Mr. Mann and seconded by Mrs. Hirst to close the General Fund Money Market Account with Wells Fargo and open same at Embassy Bank. Motion carried by all voting aye. (4-0).

Mr. Mentry requested Board approval to purchase a new CPU for the Zoning Office. The current CPU has been experiencing problems and the purchase of this unit has been postponed twice already. The cost of the new CPU is in the budget.

Motion was made by Mr. Rinker and seconded by Mrs. Hirst to approve the purchase of a new CPU for the Zoning Office. Motion carried by all voting aye.

Mr. Mentry mentioned that the deadline for fall newsletter articles is September 16, 2016.

## **PLANNING & ZONING**

Mr. Mentry stated that Moravian Hall Square had submitted a sketch plan to the Planning Commission for Heritage Village for a phasing plan for the August 11, 2016 meeting.

## **PUBLIC WORKS**

Nothing at this time.

## **RECREATION**

Mrs. Parrish stated that the Recreation Board has made a request to advertise Community Day 2016 for three consecutive weeks in the Nazareth Key at the rate of \$314.40 per week for a total of \$943.20.

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to approve advertising Community Day 2016 for three consecutive weeks in the Nazareth Key at the rate of \$314.40 per week for a total of \$943.20. Motion carried by all voting aye. (4)

Mrs. Parrish stated that the Recreation Board was approached by Joanna Bertalan, a Professional Singing Princess, offering to perform at Community Day 2016 for approximately 2 hours at the reduced rate of \$100.00 per hour.

**Motion** was made by Mr. Rinker and seconded by Mr. Ytkin to approve hiring Joanna Bertalan as a Singing Princess to perform at Community Day 2016 for two hours at the rate of \$100.00 per hour for a total of \$200.00 under the condition that the proper clearances and insurance requirements are met. Motion carried by all voting aye. (4-0)

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

of Acting Chief of Police Bill Cope requested Board approval to make a conditional offer  
Upper part-time employment to Mr. Richard Murphy, a previous part-time police officer with Nazareth Township, based on his passing the physical exam.

**Motion** was made by Mrs. Hirst and seconded by Mr. Ytkin to approve the conditional offer of part-time employment to Mr. Richard Murphy conditional on his passing the physical exam. Motion carried by all voting aye. (4-0)

### **EMERGENCY MANAGEMENT**

Nothing at this time.

### **SAFETY COMMITTEE**

Nothing at this time.

## **OLD BUSINESS**

Nothing at this time.

## **NEW BUSINESS**

Chairman Rinker recognized Mr. A. J. West of Boy Scout Troop 44 who was in attendance at the meeting to satisfy the requirements of the Communication Badge that he is working on.

## **ADJOURNMENT**

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to adjourn the meeting at 7:24 p.m. Motion carried by all voting aye. (4-0)

Next meeting will be August 17, 2016, 7:00 p.m.

**MINUTES AUGUST 17, 2016  
UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance

Board members present were: Mike Rinker, Donna Hirst, Richard Mann, Scott Sylvainus and Steve Ytkin.

Also present were Township Manager, E.J. Mentry, Township Solicitor, Gary Asteak, and for Township Engineer, Sean Dooley.

**PUBLIC COMMENT**

Mrs. Wilhelmina Donnelly of 50 N Broad St. wanted it noted that the education recycling meetings scheduled for September 14, 2016 at 7:00 pm and October 20, 2016 at 7:00 pm are not included on the list of Upcoming Events & Meeting Dates at the bottom of the agenda. Mr. Mentry thanked Mrs. Donnelly for bringing that to the Township's attention and they will be added.

**APPROVAL OF THE AGENDA**

Mr. Mentry asked if the agenda could be revised to change "approval to advertise for Rose Inn public meeting" to "discussion of Rose Inn public meeting."

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve revised the Agenda. Motion carried by all voting aye (5-0).

**APPROVAL OF THE MINUTES**

**Motion** was made by Mr. Sylvainus and seconded by Mr. Mann to approve the minutes from the July 6, 2016, meeting. Motion carried by 3-0 vote. Mrs. Hirst and Mr. Rinker abstained as they were not present at the July 6, 2016 meeting.

**Motion** was made by Mr. Ytkin and seconded by Mrs. Hirst to approve the minutes from the August 3, 2016, meeting. Motion carried by 4-0 vote. Mr. Sylvainus abstained as he was not present at the August 3, 2016 meeting.

**APPROVAL OF THE BILLS**

**Motion** was made by Mr. Ytkin and seconded by Mr. Sylvainus to approve the payment of the bills. Motion carried by all voting aye. (5-0)

**Motion** was made by Mr. Ytkin and seconded by Mr. Sylvainus to approve the Financial Report and the Treasurer's Report. Motion carried by all voting aye. (5-0)

## **SUPERVISORS COMMENTS**

Mr. Rinker announced that an Executive Session was held for personnel reasons.

**Motion** was made by Mr. Ytkin and seconded Mr. Sylvainus to approve the Township Manager's Employment Agreement dated August 17, 2016 and the corresponding salary increase, with the addition of an evaluation and raise every six months. Motion carried by all voting aye. (5-0)

Mr. Ytkin informed the Board of Supervisors that as of September 21, 2016, he would be resigning his position on the Board. Mr. Ytkin expressed his thanks to the public for their support and for electing him, stating that he has seen wonderful things happening within the Township.

## **TOWNSHIP ENGINEER**

Mr. Dooley stated that work on the Route 191/Friedenstahl Ave. Traffic Signal Project is moving forward under challenging circumstances. Mr. Dooley stated that work on the south side of 191 should commence next week.

Mr. Dooley stated that he has received Change Order No. 4 from Schlouch requesting an extension of the final project completion date to September 23, 2016. Mr. Dooley explained that this was a request for a 25 day extension, 15 days of which are legitimate delays as presented on the field inspection report from Keystone Consulting Engineers. Mrs. Hirst stated that we have a signed contract with a specified completion date and Schlouch should adhere to the contract terms. Mr. Ytkin stated that some delays are beyond Schlouch's control. Mr. Dooley stated that there is a meeting between representatives from Schlouch, Mr. Ytkin, Mr. Mentry and himself scheduled for Thursday, August 18, 2016 at 12:00 noon. Attorney Asteak stated that it should be expressed to Schlouch that time is of the essence and we need to have this project completed by the deadline. No action was taken on Change Order No. 4.

Mr. Dooley requested approval of Schlouch, Inc. Payment Application No. 2 in the amount of \$181,842.20.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to approve Schlouch, Inc. Payment Application No. 2 in the amount of \$181,842.20. Motion carried by a 4-1 vote with Mrs. Hirst opposed.

Mr. Dooley asked the Board to approve PennDOT Inspection Payment Application No. 2 in the amount of \$7,619.39 for required PennDOT inspection services in conjunction with the Route 191 and Friedenstahl Traffic Light Project. Mr. Sylvainus asked why there were duplicate dates on the invoice. Mr. Dooley stated that they are two different permit numbers, one is the primary permit for the roads and the other is the secondary permit for the storm drains.

**Motion** was made by Mrs. Hirst and seconded by Mr. Mann to approve PennDOT Inspection Payment Application No. 2 in the amount of \$7,619.39 for inspections services in connection with the Route 191 and Friedenstahl Traffic Light Project. Motion carried by all voting aye. (5-0)

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to approve Payment Application No. 2 from CTL, Inc. in the amount of \$2,817.68 for required compaction testing performed at the Route 191 and Friedenstahl Ave. traffic light project. Motion carried by all voting aye. (5-0)

Mr. Dooley stated that on Monday, August 22, 2016, Mitchell Ave. would revert back to a one-way street.

### **TOWNSHIP SOLICITOR**

Attorney Asteak presented Right-of-Way Management Ordinance 173 as a way to protect the Township from cell phone companies putting repeaters on telephone poles within the Township. Attorney Asteak stated that this ordinance originated in Bucks County and several municipalities in our area have adopted it as well.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to authorize advertising the Right-of-Way Ordinance 173 for adoption at the September 7, 2016 meeting. Motion carried by all voting aye. (5-0)

### **MANAGER**

Mr. Mentry informed the Board that the Keystone Collections Audit Report was available for review.

Mr. Mentry stated that the HOME Program Environmental Review had been completed. Mr. Mentry asked the Board's approval to advertise for a Public Hearing on September 7, 2016, as Mr. Mentry is waiting to hear back from DCED as to the necessity of this hearing.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Ytkin to authorize advertising for a public hearing in connection with the HOME Program Environmental Review, if necessary. Motion carried by all voting aye. (5-0)

Mr. Mentry requested that the Board postpone the Public Workshop scheduled for September 7, 2016, regarding improvements to Rose Inn Ave. due to the still yet level of unknown costs surrounding the traffic light installation at the intersection of Rte. 191 and Friedenstahl Ave.

**Motion** was made by Mr. Rinker and seconded by Mr. Ytkin to postpone the Rose Inn Ave. workshop scheduled for September 7, 2016. Motion carried by all voting aye. (5-0)

Mr. Mentry requested Board approval of Resolution #16-15 Northampton County Gaming Revenue and Economic Redevelopment Authority Grant Application for the police to purchase truck scales.

**Motion** was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve Resolution #16-15 Northampton County Gaming Revenue and Economic Redevelopment Authority Grant Application for the police to purchase truck scales. Motion carried by all voting aye. (5-0)

Mr. Mentry requested approval of the fall/winter newsletter pricing not to exceed \$1,500.00 received from Allegra, which is less than the price we received in the spring, and postage of approximately \$500.00.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the fall/winter newsletter pricing not to exceed \$1,500.00 received from Allegra, which is less than the price we received in the spring, and postage of approximately \$500.00. Motion carried by all voting aye. (5-0)

Mr. Mentry asked the Board to approve the posting of the Notice of Intent to Request Release of Funds under the HOME Program Grant at the Upper Nazareth Township Municipal office, Memorial Library of Nazareth and on the Township Website.

**Motion** was made by Mr. Mann and seconded by Mrs. Hirst to approve the posting of the Notice of Intent to Request Release of Funds under the HOME Program Grant at the Upper Nazareth Township Municipal office, Memorial Library of Nazareth and on the Township Website. Motion carried by all voting aye. (5-0)

Mr. Mentry stated that Mrs. Parrish has requested approval to begin transitioning the General Fund, Payroll Account and Master Escrow and Escrow Sub Accounts to Embassy Bank.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve transitioning of the General Fund Account and the Master Escrow and Escrow Sub Accounts to Embassy Bank. Motion carried by all voting aye. (5-0)

## **APPROVAL OF DEPARTMENT REPORTS**

The Zoning, Police, Public Works and Fire reports were presented to the Board.

**Motion** was made by Mrs. Hirst and seconded by Mr. Ytkin to approve the Zoning, Police, Public Works and Fire Reports as submitted. Motion carried by all voting aye. (5-0)

## **PLANNING & ZONING**

Mr. Mentry informed the Board that at the Planning Commission meeting on Thursday, August 11, 2016, Moravian Hall Square submitted a sketch plan for phasing of the Heritage Village project. Mr. Mentry stated that Planning Commission gave Moravian Hall Square some feedback and that Moravian Hall Square would be attending the Board of Supervisors meeting on September 7, 2016, to inform the Board of their ideas for moving forward with this project.

## **PUBLIC WORKS**

Mr. Shupe reported on the Latex Paint Collection Event held at the Friedenstahl yard waste facility on Saturday, August 6, 2016. Mr. Shupe stated that there were 41 vehicles that dropped off

paint, everything ran smoothly and that it was a success. Mr. Shupe is waiting for an official report from the County with the total amounts collected.

## **RECREATION**

Mr. Mentry stated that the plans for Community Day are moving forward. Community Day will be held August 27, 2016, from 12:00 noon to 8:45 pm with a fireworks show to end the day. Mr. Mentry stated that the Fire Department is taking a more active role this year and will be serving food, beer and wine, as well as hosting a dunk tank. Wrist bands will be sold again this year for \$5.00 for the rides.

Mr. Mentry stated that the Recreation Board would be having a quoit toss game whereby the participants that get a ringer would be entered into a drawing to win the quoit board set. Therefore, Mr. Mentry is asking the Board approval to purchase a quoit board set at a cost of \$180.00.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the purchase of quoit board set at a cost of \$180.00. Motion carried by all voting aye. (5-0)

Mr. Mentry asked the Board to approve payment of Vivid Impressions invoice in the amount of \$70.00 for signs and raffle tickets.

**Motion** was made by Mrs. Hirst and seconded by Mr. Ytkin to approve the payment of Vivid Impressions invoice in the amount of \$70.00. Motion carried by all voting aye. (5-0)

Mr. Mentry asked the Board to approve the rental of 4 port-a-johns in the amount of \$340.00 from All-State Septic for use at Community Day.

**Motion** was made by Mr. Rinker and seconded by Mr. Mann to approve the rental of 4 port-a-johns in the amount of \$340.00 from All-State Septic for use at Community Day. Motion carried by all voting aye. (5-0)

Mr. Mentry asked the Board to approve the purchase of a one-day event insurance policy from Weiss Schantz as primary insurance coverage for Community Day.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve the purchase of a one-day event insurance policy from Weiss Schantz as primary insurance coverage for Community Day in the amount of \$232.00. Motion carried by all voting aye. (5-0)

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Acting Chief of Police William Cope requested approval from the Board to purchase 2 iPads and cases in the amount of \$859.96 for use in the police vehicles.

**Motion** was made by Mr. Ytkin and seconded by Mr. Rinker to approve the purchase of 2 iPads and cases for use in the police vehicles in the amount of \$859.96. Motion carried by all voting aye. (5-0)

**EMERGENCY MANAGEMENT**

Nothing at this time.

**SAFETY COMMITTEE**

Next meeting will be Thursday, August 18, 2016 at 9:00 am.

**OLD BUSINESS**

**NEW BUSINESS**

**ADJOURNMENT**

**Motion** was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 8:18 p.m. Motion carried by all voting aye. (5-0)

Next meeting will be September 7, 2016, at 7:00 p.m.

*Kim Mutarelli*  
*Secretary*



**MINUTES AUGUST 25, 2016**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Special Meeting of the Upper Nazareth Township Board of Supervisors was called to order at 6:30 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance

Board members present were: Mike Rinker, Donna Hirst, Scott Sylvainus, and Steve Ytkin.

Board member Richard Mann was absent.

Also present was Township Manager, E.J. Mentry. Absent from the meeting were Township Engineer, Sean Dooley, and Township Solicitor, Gary Asteak.

**COURTESY OF THE FLOOR**

**APPROVAL OF THE AGENDA**

**Motion** was made by Mr. Rinker and seconded by Mr. Ytkin to approve the Agenda. Motion carried by all voting aye (4-0).

**APPROVAL OF THE BILLS**

**Motion** was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve the payment of the bills. Motion carried by all voting aye. (4-0)

**SUPERVISORS COMMENTS**

Mr. Ytkin requested that a policy be established setting forth a chain of command for Board members when speaking with the press. Mr. Mentry will look into this.

**MANAGER**

Executive Session was held at this time for personnel issues.

Mr. Mentry asked the Board to approve the proposal from Clark Hill to provide professional services with regard to labor issues.

**Motion** was made by Mr. Ytkin and seconded by Mrs. Hirst to approve the proposal from Clark Hill and engage their services in connection with current labor issues. Motion carried by all voting aye. (4-0)

Mr. Mentry informed the Board that the \$3,000.00 check to the Fire Department represents East Lawn Social Club's \$1,000.00 contribution toward the fireworks as well as the Township's \$2,000.00 contribution for same.

Mr. Mentry informed the Board that the \$500.00 check for petty cash is to be used as cash on hand for the sales of wrist bands at Community Day 2016. This was done last year as well.

Mr. Mentry informed the Board that Embassy Bank will be staffing the sale of wrist bands and providing a credit card machine free of charge.

Mr. Mentry informed the Board that the deadline for the newsletter was September 16, 2016, and if any Supervisor wanted to contribute an article to let him know.

With regard to the HOME Program, Mr. Mentry stated that DCED informed him that a Public Hearing was not necessary.

Mr. Mentry informed the Board that he attended the Northampton County Council Parks and Open Space Committee meeting. The Committee asked a few questions of Mr. Mentry and would now present their recommendation of our request for a partial reimbursement under our Open Space and Parks Grant to the Northampton County Council for a vote. Mr. Mentry also informed the Board that we will still have the opportunity to utilize the remaining funds under the current Grant until the Grant deadline.

Mr. Mentry informed the Board that the traffic light installation at the intersection of Route 191 and Friedenstahl Ave. is proceeding. Mr. Ytkin stated that there was an issue with the soil on the south side of Route 191. Mr. Ytkin mentioned that the soil quality is poor and there were some issues with getting the soil to compact properly. Mr. Ytkin stated that the Contractor is still on track with the time line for completion of the project.

**Motion** to adjourn made by Mr. Ytkin and seconded by Mr. Rinker. Motion carried by all voting aye. Meeting adjourned at 7:36 p.m.

**MINUTES SEPTEMBER 7, 2016**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Vice Chairman, Scott Sylvainus.

Pledge of Allegiance.

Board members present were: Donna Hirst, Richard Mann, and Scott Sylvainus. Board members Mike Rinker and Steve Ytkin were absent.

Also present were Township Manager, E.J. Mentry, for Township Engineer, Sean Dooley, and Township Solicitor, Gary Asteak.

**PUBLIC COMMENT**

Mr. Bud Donnelly of 50 N Broad St. stated that he manned the recycling table at Community Day and informed the Board that there were a greater number of people from newer areas of the Township wanting the information on recycling. Mr. Donnelly stated that it was also brought to his attention that some of the apartment buildings in the Township still have not made arrangements for recycling. Mr. Mentry replied that this is in the process of being addressed.

Mrs. Joanne Messenleher of 40 Schoeneck Ave. thanked the police department, the acting Chief and anyone else in the Township that was involved in the recent drug bust for a job well done. Mrs. Hirst also thanked those involved and commended the police on their actions.

**APPROVAL OF THE AGENDA**

**Motion** was made by Mrs. Hirst and seconded by Mr. Mann to approve the Agenda. Motion carried by all voting aye (3-0).

**APPROVAL OF THE MINUTES**

**Motion** was made by Mr. Mann and seconded by Mrs. Hirst to approve the Minutes of the August 17, 2016 meeting. Motion carried by all voting aye. (3-0)

Approval of the Minutes of the August 25, 2016 meeting was tabled.

**APPROVAL OF THE BILLS**

**Motion** was made by Mr. Mann and seconded by Mr. Sylvainus to approve the payment of the bills. Motion carried by all voting aye. (3-0)

**RILEY AND COMPANY 2015 AUDIT PRESENTATION**

Ms. Debra Borger and Mr. Jay Grobelny of Riley and Company presented the 2015 Final Audit to the Board.

**Motion** as made by Mrs. Hirst and seconded by Mr. Mann to approve the 2015 Upper Nazareth Township audit as presented. Motion carried by all voting aye. (3-0)

### **MATTHEW BARTLETT EAGLE SCOUT PRESENTATION**

Mr. Matthew Bartlett of Boy Scout Troop 74 addressed the Board informing them of his discussion with E.J. Mentry and Shawn Shupe with regard to a plan for his Eagle Scout Project. Mr. Bartlett would like to furnish 3 benches to be placed along the walking path at Tuskes Park. Each bench would be placed on a concrete slab. Mr. Bartlett's plan would be to excavate down 2" for placement of the concrete pad and secure with the excavated dirt, grading the dirt with a slight slope away from the pad. Mr. Bartlett's project would begin around mid-September. For funding, Mr. Bartlett is planning a car wash, a GoFundMe page online, to apply for a grant from TeenWorks and to utilize discounts from Lowes, which are extended to Scouts working on Eagle Badges. Mr. Mentry stated that we could put Mr. Bartlett's project and fundraising project on the website and Facebook.

**Motion** was made by Mrs. Hirst and seconded by Mr. Mann to approve Mr. Bartlett's proposal for the placement of 3 benches at Tuskes Park. Motion carried by all voting aye. (3-0)

### **SUPERVISORS COMMENTS**

Nothing at this time.

### **TOWNSHIP ENGINEER**

Mr. Dooley reported that the major construction of the traffic light at the intersection of SR 191 and Friedenstahl Ave. is scheduled to be completed next week. Mr. Sylvainus asked when the entire project would be complete. Mr. Dooley responded that total completion would depend on the planting of the tree on the Manzo property at the NE corner of the intersection. Mr. Dooley stated that per our agreement with Mr. Manzo, we would try to save the existing tree, however, that was not possible. Therefore, by the agreement with Mr. Manzo, we are to provide him with a large caliper tree. Mr. Dooley solicited quotes for a tree and received 2, one from Harmony Hill Nursery for a 7" Cleveland Pear at a cost of \$3,200 and another from Greentree Nursery for a cost of \$3,486.34.

**Motion** was made by Mr. Mann and seconded by Mr. Sylvainus to approve the purchase of a 7" diameter Cleveland Pear tree per the agreement with Mr. Manzo dated September 17, 2015 from Harmony Hill Nursery at a cost of \$3,200.00. Motion carried by all voting aye. (3-0)

### **TOWNSHIP SOLICITOR**

Attorney Asteak informed the Board that proposed Ordinance 173 providing for right-of-way management regulation, providing definition of public rights-of-way has been duly advertised on August 20, 2016, has been posted for public inspection and is ready for adoption

by the Board. Attorney Asteak stated that this ordinance is a model ordinance and is used in Buck County for roadside cell placement.

At this time Mr. Ytkin joined the already in progress Board of Supervisors Meeting.

**Motion** was made by Mrs. Hirst and seconded by Mr. Mann to adopt Ordinance 173. Motion carried by all voting aye. (4-0)

Attorney Asteak presented to the Board Resolution 16-16 for relocation of street lights in the Eagles Landing development. This resolutions allows for the placement of street lights to be located at Monacacy Road Lot 269, Eagles Landing Drive Lot 95, Blue Eagle Lane Lot 104, Eagles Landing Drive Lot 244 and Eagles Landing Dr. Lot 104 in Eagles Landing Phase III. This resolution is a duplicate of a resolution made in 2014 allowing for a change in the location of said street lights. Resolution 16-16 supersedes Resolution 14-15.

**Motion** was made by Mr. Mann and seconded by Mr. Ytkin to adopt Resolution 16-16. Motion carried (3-1) with Mrs. Hirst opposed.

## **MANAGER**

Mr. Mentry requested approval to advertise the budget workshops which have been scheduled for September 26, 2016, October 10, 2016, and October 24, 2016.

**Motion** was made by Mr. Sylvainus and seconded by Mrs. Hirst to advertise budget workshops for September 26, 2016, October 10, 2016, and October 24, 2016. Motion carried by all voting aye. (4-0)

Mr. Mentry informed the Board that the Monroe County LSA Grant is now open and the proposed full depth reclamation road project for Rose Inn Ave. and reconstruction of Liberty St. are eligible projects. Mr. Mentry asked the Board for direction as to the priority of the reconstruction of these roads because, due to the scope of the traffic light project this year and budgetary constraints, it would not be feasible to try to do both roads next year. Mr. Mentry stated that since Liberty St. is located in both Upper Nazareth Township and Nazareth Borough, this would be a multi-municipal grant application and would hold more weight than a single grant application. Mr. Mentry also stated that favor is shown to municipalities that have some match to put toward the project. The Board felt that Liberty St. was a higher priority than Rose Inn Ave. Mr. Mentry also stated that he had received a quote from Gilmore & Associates for help in preparing the grant application as well as a quote from Keystone Consulting Engineers. Mr. Mentry asked Mr. Dooley if he would be able to meet the September 30, 2016, deadline. Mr. Dooley responded that he would. The Board of Supervisors decided that Liberty St. was the priority and requested Keystone Consulting Engineers assist with the grant application preparation.

## **PLANNING & ZONING**

Attorney Ted Lewis, Ms. Sue Drabic, Mr. Phil Malich, of Morningstar Senior Living and Mr. Chris Brown, of Brown Design Corp. were in attendance. Mr. Brown presented Morningstar's plan to accelerate the building of Heritage Village off Beil Ave. in Upper

Nazareth Township. Their plan would consist of a phasing plan with the first phase consisting of 11 singles and 8 twins, for a total of 19 cottages, the same count as on the original plan for this section. Phase 1 is located on the NE corner of the parcel which is situated on the south side of Beil Ave. They propose a second entrance onto Beil Ave. to permit construction of these 19 units. Discussion took place as to whether this entrance would become permanent as the original plan only allowed for one main entrance into Heritage Village, with 3 emergency access points for fire, ambulance, police, etc. Mr. Brown stated that they would be submitting final plans to the Planning Commission in time for the October Planning Commission Meeting.

## **PUBLIC WORKS**

Nothing at this time.

## **RECREATION**

Mr. Will Austin thanked to Board for inviting him to the meeting to give a recap of Community Day. Mr. Austin stated that Community Day was a success and thanked the Township and the Recreation Board for their help with the preparation for Community Day. Mr. Austin stated that the logistics of the area was much better and the vendors were positioned quite nicely. Mr. Austin stated a tent with tables and chairs for the purpose of listening to the music and consumption of food was added this year. Mr. Austin stated that Community Day had grown from last year, with more offerings. Mr. Austin stated that the evening ended with a very awesome fireworks display. Mr. Sylvainus thanked Mr. Austin for his hard work. Mr. Austin stated that overall they should have raised about \$3,000 to \$4,000.

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

for Acting Chief of Police Bill Cope stated that Nazareth Borough had set October 31, 2016, Trick or Treat from 6:00 pm to 8:00 pm. Acting Chief Cope stated that Upper Nazareth Township traditionally holds Trick-or-Treat on the same night as well as provides a Halloween Party for Township residents as well. The time for the party would be the same as in years past.

Motion was made by Mrs. Hirst and seconded by Mr. Mann to approve Trick-or-Treat from 6:00 pm to 8:00 pm on October 31, 2016, along with a Halloween Party as has been done in past years. Motion carried by all voting aye. (4-0)

his Acting Chief Cope informed the Board that he has encountered some difficulties in hiring approved part-time officer, stating that he has given a conditional offer to two individual so far, and each time they have been offered full-time employment elsewhere. Acting Chief Cope informed the Board the previously approved applicant Cory Fluck would be starting as a part-time officer on September 8, 2016.

### **EMERGENCY MANAGEMENT**

Nothing at this time.

### **SAFETY COMMITTEE**

A Safety Committee Meeting was held on August 18, 2016, and minutes have been provided to the Board.

### **OLD BUSINESS**

**Motion** was made by Mr. Ytkin and seconded by Mrs. Hirst to approve the Minutes of the August 25, 2016 meeting. Motion carried by all voting aye (3-0), with Mr. Mann abstaining, as he was not present at the August 25, 2016, meeting.

### **NEW BUSINESS**

Nothing at this time.

### **ADJOURNMENT**

**Motion** was made by Mr. Ytkin and seconded by Mr. Mann to adjourn the meeting at 8:50 p.m. Motion carried by all voting aye. (4-0)

Next meeting will be September 21, 2016, 7:00 p.m.

**MINUTES SEPTEMBER 21, 2016**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance

Board members present were: Mike Rinker, Donna Hirst, and Steve Ytkin. Board members Richard Mann and Scott Sylvainus were absent.

Also present were Township Manager, E.J. Mentry, Township Solicitor, Gary Asteak, and for Township Engineer, Sean Dooley.

**PUBLIC COMMENT**

Mr. Bud Donnelly of 50 N Broad St. wanted it noted that the Township should double check the work intended to be done on N. Liberty St. as the bulk of the problems seem to have come from both water line and sewer lines being excavated.

**APPROVAL OF THE AGENDA**

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve the Agenda. Motion carried by all voting aye (3-0).

**APPROVAL OF THE MINUTES**

Approval of the Minutes of the September 7, 2016 meeting was deferred until the October 5, 2016, Board meeting as Mr. Rinker was absent from the September 7, 2016, meeting and therefore, could not vote.

**APPROVAL OF THE BILLS**

**Motion** was made by Mr. Ytkin and seconded by Mr. Rinker to approve the payment of the bills. Motion carried by all voting aye. (3-0)

**Motion** was made by Mr. Ytkin and seconded by Mrs. Hirst to approve the Financial Report and the Treasurer's Report. Motion carried by all voting aye. (3-0)

**SUPERVISORS COMMENTS**

Mr. Rinker announced that the Board has accepted Mr. Ytkin's resignation effective September 21, 2016, at the end of the meeting. On behalf of the Board, Attorney Asteak thanked Mr. Ytkin for his services to the Township and his untiring work in connection with the Route 191 and Friedenstahl Traffic Signal installation.

Mr. Mentry informed the Board that they have 30 days in which to fill the vacancy, it must be filled with an individual that has been a resident of the Township for at least one year



and they must also be a registered voter. Attorney Asteak stated that tradition has been to advertise and schedule interviews within this 30 day window, otherwise it will require the vacancy board to assist with the appointment to the vacancy. The Board decided to advertise in the Key with a deadline for accepting letters of interest and resumes as of October 12, 2016, and conduct interviews at the October 19, 2016, Board meeting. Mr. Mentry stated that the appointment would last until the next general election in November of 2017, with the elected term being a 4 year term commencing January 2018.

### **TOWNSHIP ENGINEER**

Mr. Dooley stated that the Route 191/Friedenstahl Ave. Traffic Signal Project had final inspection today and everything is functioning properly including the cross walks.

Mr. Dooley asked the Board to approve PennDOT Inspection Payment Application No. 3 in the amount of \$3,789.46 for required PennDOT inspection services in conjunction with the Route 191 and Friedenstahl Traffic Light Project. Mr. Dooley stated that this invoice is for services through the end of August and that another invoice would be forthcoming for services through the end of September, 2016.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve PennDOT Inspection Payment Application No. 3 in the amount of \$3,789.46 for inspections services in connection with the Route 191 and Friedenstahl Traffic Light Project. Motion carried by all voting aye. (3-0)

Mr. Dooley requested approval of Schlouch, Inc. Payment Application No. 3 in the amount of \$400,170.37 for work completed in the month of August. Mr. Dooley stated that the bulk of this invoice is for paving and ½ of the signal cost.

**Motion** was made by Mr. Ytkin and seconded by Mr. Rinker to approve Schlouch, Inc. Payment Application No. 3 in the amount of \$400,170.37. Motion carried by all voting aye. (3-0)

Mr. Dooley requested approval of Change Order No. 5 received from Schlouch requesting an a change to the contract price in the amount of \$16,536.53 for a total contract sum of \$1,106,173.63 for work that was out of the scope of the original contract to remove 4 trees and extend the sewer lateral along the Scipioni property.

**Motion** was made by Mr. Ytkin and seconded by Mr. Rinker to approve Schlouch, Inc. Change Order No. 5 in the amount of \$16,536.53 increasing the total Contract Sum to \$1,106,173.63. Motion carried by all voting aye. (3-0)

### **TOWNSHIP SOLICITOR**

Attorney Asteak stated that he had received a letter from Nazareth Borough stating that the Borough is no longer interested in conveying the Library building to the Library Board.

### **MANAGER**

Mr. Mentry asked the Board to adopt Resolution No. 16-17 for the purposes of applying for the Monroe County Local Share Account Grant from the Commonwealth Financing Authority for the roadway improvements on N. Liberty St. Mr. Mentry stated that this grant would be a multi-municipal grant and he is requesting support from Nazareth Borough as a required component of the application.

**Motion** was made by Mr. Rinker and seconded by Mr. Ytkin to adopt Resolution No. 16-17 requesting a Monroe County Local Share Account Grant from the Commonwealth Financing Authority for roadway improvements on N. Liberty St. Motion carried by all voting aye. (3-0)

Mr. Mentry requested approval of the 2017 Police Pension MMO.

**Motion** was made by Mrs. Hirst and seconded by Mr. Rinker to approve the 2017 Police Pension MMO. Motion carried by all voting aye. (3-0)

Mr. Mentry requested approval of the 2017 Non-Uniform Pension MMO.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve the 2017 Non-Uniform Pension MMO. Motion carried by all voting aye. (3-0)

Mr. Mentry requested Board approval for the 10<sup>th</sup> Annual Pumpkin Pie 5K Run/Scenic Walk on Thanksgiving Day, November 24, 2016, which takes place mostly through Nazareth Borough.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve for the 10<sup>th</sup> Annual Pumpkin Pie 5K Run/Scenic Walk on Thanksgiving Day, November 24, 2016. Motion carried by all voting aye. (3-0)

Mr. Mentry informed the Board that an RFP for auditing services would be mailed out shortly to ascertain what pricing is available.

Mr. Rinker announced that an Executive Session was held prior to the meeting to discuss the status of Chief Alan Siegfried.

**Motion** was made by Mr. Ytkin and seconded by Mrs. Hirst to authorize the Township Manager to arrange for Chief Siegfried to remain on paid status until we can ascertain the Chief's ability to return to work. Motion carried by all voting aye. (3-0)

## **APPROVAL OF DEPARTMENT REPORTS**

The Zoning, Police, Public Works and Fire reports were presented to the Board.

**Motion** was made by Mr. Ytkin and seconded by Mr. Rinker to approve the Zoning, Police, Public Works and Fire Reports as submitted. Motion carried by all voting aye. (3-0)

Mr. Jeff Fassl informed the Board that the Fire Department was given a Deuce and ½ truck from DCNR which is a 6 wheel, heavy duty truck for use in fighting woodland fires. Mr. Fassl stated that the Fire Department would be adding this vehicle to the insurance which would be a minimal cost as only liability insurance is needed.

## **PLANNING & ZONING**

Nothing at this time.

## **PUBLIC WORKS**

Mr. Shupe reported that the Ford Expedition the Public Works Department has been using has been taken out of service due to the fact that it will not pass inspection and will be too costly get it to where it would pass inspection. Mr. Shupe is donating the vehicle to the Fire Department for life saving training purposes.

**Motion** was made by Mr. Ytkin and seconded by Mrs. Hirst to donate the out of service 2000 Expedition to the Fire Department for training purposes. Motion carried by all voting aye. (3-0)

## **RECREATION**

Mr. Mentry reported that the income and expenses had been tallied for Community Day with a net income of approximately \$5,000.

Mr. Mentry indicated Nazareth Ambulance manned Community Day for the entire day in case of an emergency and that a donation is customary.

**Motion** was made by Mr. Ytkin and seconded by Mrs. Hirst to donate \$200.00 to Nazareth Ambulance for donation of their services at Community Day. Motion carried by all voting aye. (3-0)

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Acting Chief of Police William Cope requested approval to purchase a taser in the amount of \$1,240.19.

**Motion** was made by Mrs. Hirst and seconded by Mr. Rinker to approve the purchase of Police taser in the amount of \$1,240.19. Motion carried by all voting aye. (3-0)

### **EMERGENCY MANAGEMENT**

Nothing at this time.

### **SAFETY COMMITTEE**

Nothing at this time.

## **OLD BUSINESS**

## **NEW BUSINESS**

## **ADJOURNMENT**

**Motion** was made by Mr. Ytkin and seconded by Mr. Rinker to adjourn the meeting at 7:51 p.m. Motion carried by all voting aye. (3-0)

Next meeting will be October 5, 2016, at 7:00 p.m.

**MINUTES OCTOBER 5, 2016**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance.

Board members present were: Donna Hirst, Richard Mann, Mike Rinker and Scott Sylvainus.

Also present were Township Manager, E.J. Mentry, for Township Engineer, Sean Dooley, and Township Solicitor, Gary Asteak.

**PUBLIC COMMENT**

Mr. Dave Mattei introduced himself to the Board of Supervisors as a candidate running for State Representative in the 137<sup>th</sup> District in the November 8, 2016 election. Mr. Mattei is a resident of Nazareth Borough.

**APPROVAL OF THE AGENDA**

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve the revised Agenda with the addition of Schlouch, Inc. Change Order Discussion under Manager. Motion carried by all voting aye (4-0).

**APPROVAL OF THE MINUTES**

**Motion** was made by Mrs. Hirst and seconded by Mr. Mann to approve the Minutes of the September 7, 2016 meeting. Motion carried by 3-0 vote with Mr. Rinker abstaining as he was not present at the September 7, 2016, meeting.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve the Minutes of the September 21, 2016 meeting. Motion carried by all voting aye. (2-0) Mr. Mann and Mr. Sylvainus abstained as they were not present at the September 21, 2016 meeting. Attorney Asteak affirmed that this approval meets requirements.

**APPROVAL OF THE BILLS**

**Motion** was made by Mr. Sylvainus and seconded by Mr. Mann to approve the payment of the bills. Motion carried by all voting aye. (4-0)

**SUPERVISORS COMMENTS**

Nothing at this time.

**TOWNSHIP ENGINEER**

Mr. Dooley submitted Payment Application No. 3 from CTL Inc. for compaction testing in connection with the SR191/Friedenstahl Ave. Traffic Signal Project in the amount of

\$2,967.18 bringing the total billing from CTL to \$8,965.30 which is under the \$12,000 budgeted amount.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Mann to approve Payment Application No. 3 from CTL, Inc. in the amount of \$2,967.18. Motion carried by all voting aye. (4-0)

Mr. Dooley submitted invoicing from A-1 Traffic Control in the amount of \$9,042.40 for line painting of the township roads as part of the 2016 Road Program. This invoicing is approximately \$3,500 under the budget of \$13,500. Mr. Sylvainus inquired as to the type of material used to paint the lines as it is very slick. Mr. Dooley responded that all striping material and work is done in accordance with PennDOT requirements and that this will wear very quickly.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve payment to A-1 Traffic Control in the amount of \$9,042.40. Motion carried by all voting aye. (4-0)

### **TOWNSHIP SOLICITOR**

Nothing at this time.

### **MANAGER**

Mr. Mentry brought to the Boards' attention that at the next meeting he would be introducing a Change Order from Schlouch, Inc. in connection with overages incurred during the construction of the SR191/Friedenstahl Traffic Signal. Mr. Mentry stated that Schlouch, Inc, incurred approximately \$40,000 in overages. Mr. Mentry stated that we can account for 14 days of legitimate work day delays. Therefore, if we subtract liquidated damages from the \$40,000 for the additional overrun of the contracted completion date, we are left with approximately \$13,000. Mr. Mentry has spoken with the contractor and they are agreeable to this amount. Action will be taken at the October 19, 2016, Board of Supervisors Meeting.

Mr. Mentry presented an update of the Redcliff Development to the Board. The developer is looking for a release of his letter of credit as the 18 month maintenance period has expired. Mr. Mentry stated that a punch list of things that needed to be fixed was hand delivered by Keystone to the developer in June. Mr. Vince DeLuca has stated that he has never seen this punch list and was seeking proof that it was delivered. Mr. Dooley stated that this is work that has been completed but failed. Keystone will check to see if any of the items that need fixing have been satisfied. At the next meeting request will be made to reduce the balance of the letter of credit by the outstanding items.

Mr. Mentry informed the Board that a complaint has been received from Sharon Lerch of 168 N. Liberty St. with regard to recreational burning. Ms. Lerch was referred to contact the police when neighbors are not in compliance with the ordinance. Ms. Lerch stated that she has contacted the police 3 time with regard to the burning and nothing has happened and that when she does call the police her neighbors retaliate against her. Ms. Lerch would like to see if recreational burning could be stopped in locations such as where she lives and the houses are so close together. The Board requested that Ms. Lerch continue to contact the police and the fire department with regards to burning complaints to see how often this is occurring and to see if the

people burning are not in compliance with the current ordinance. No action was taken on this item at this time.

Mr. Mentry asked the Board to approve transferring all funds from the Friedenstahl Improvements Account into the General Fund to be used to pay bills associated with the SR191/Friedenstahl Signalization Project.

**Motion** was made by Mr. Mann and seconded by Mr. Rinker to approve transferring all funds from the Friedenstahl Improvements Account into the General Fund to be used to pay bills associated with the SR191/Friedenstahl Signalization Project. Motion carried by all voting aye. (4-0)

Mr. Mentry asked the Board to approve transferring \$51,600 from the Traffic Impact Account into the General Fund to be used to pay bills associated with the SR191/Friedenstahl Signalization Project.

**Motion** was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve transferring \$51,600 from the Traffic Impact Account into the General Fund to be used to pay bills associated with the SR191/Friedenstahl Signalization Project. Motion carried by all voting aye. (4-0)

Mr. Mentry asked the Board to adopt Resolution No. 16-18 LSA Grant which supersedes Resolution No. 16-17 requesting a Monroe County Local Share Account Grant from the Commonwealth Financing Authority for roadway improvements on N. Liberty St.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to adopt Resolution No. 16-18 LSA Grant which supersedes Resolution No. 16-17 requesting a Monroe County Local Share Account Grant from the Commonwealth Financing Authority for roadway improvements on N. Liberty St. Motion carried by all voting aye. (4-0)

Mr. Mentry informed the Board that a copy of a letter had been received from Highway Materials, Inc. informing the township that they are submitting to DEP an application for relocation of a portable stone crushing plant and associated internal combustion engines to the Nazareth Asphalt plant in Upper Nazareth Township. Highway Materials is required to notify the township of the 30-day comment period which begins upon receipt of the notice by the municipality and the county.

## **PLANNING & ZONING**

Mr. Mentry informed the Board that a letter was received from Piperato Law Office representing Kay Scenic View LLC with regard to their purchase of the Scenic View subdivision. Settlement is to occur on or before November 11, 2016. Mr. Mentry told the Board that an escrow account has been established and that all fees will be paid with the submission of the mylars to the township for signature. Attorney Asteak stated that we need to look at the plan and make sure we get an updated copy of the improvements agreement.

## **PUBLIC WORKS**

Mr. Shupe stated that leaf collection will begin on October 24, 2016, and the schedule will be posted on the website.

## **RECREATION**

Mr. Mentry stated that the Recreation Board tentatively scheduled a Community Day recap meeting for Tuesday, October 11, 2016, at 7:00 p.m.

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Nothing at this time.

### **EMERGENCY MANAGEMENT**

Mr. Rinker informed the Board that he responded to a large spill on private property. A spill cap on a diesel truck broke off. The spill was cleaned up by the company that caused the spill and all the dirt was taken away and replaced with clean dirt.

### **SAFETY COMMITTEE**

A Safety Committee Meeting is scheduled for Friday, October 14, 2016 at 8:30 a.m.

## **OLD BUSINESS**

Mr. Sylvainus stated that a resident sent a question via Facebook asking if the SR 191/Friedenstahl Traffic Light would have a delay as it is very difficult to turn from Schoeneck going east. Mr. Dooley stated that this is called a split phase and PennDOT does not like split phases on lights and that it would be very difficult to get this done.

## **NEW BUSINESS**

Mr. Mentry stated that the 2017 Budget had been received from Northampton County for our review and records.

## **ADJOURNMENT**

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to adjourn the meeting at 7:50 p.m. Motion carried by all voting aye. (4-0)

Next meeting will be October 19, 2016, 7:00 p.m.



**MINUTES OCTOBER 19, 2016**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:10 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance

Board members present were: Mike Rinker, Donna Hirst, Richard Mann and Scott Sylvainus.

Also present were Township Manager, E.J. Mentry, Township Solicitor, Gary Asteak, and for Township Engineer, Sean Dooley.

Chairman Mike Rinker stated that an Executive Session was held on October 5, 2016 and also on October 19, 2016 prior to the regularly scheduled Board of Supervisors Meeting for personnel and litigation issues.

**PUBLIC COMMENT**

Mrs. Joanne Messenlehner of 90 Schoeneck Ave. mentioned that Mr. Matthew Bartlett is working on his Eagle Scout Project to construct 3 benches at Tuskes Park. Mrs. Messenlehner stated that Matthew has started a GoFundMe page and stated that any contribution toward this project would be greatly appreciated and that no amount was too small.

**APPROVAL OF THE AGENDA**

Mr. Mentry stated that the agenda under Manager needed to be revised to include an appointment to the Northampton County Monocacy Creek Watershed Committee.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the revised Agenda. Motion carried by all voting aye. (4-0)

**APPROVAL OF THE MINUTES**

**Motion** was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve the minutes of the October 5, 2016 meeting. Motion carried by all voting aye. (4-0)

**APPROVAL OF THE BILLS**

**Motion** was made by Mr. Sylvainus and seconded by Mr. Mann to approve the payment of the bills. Motion carried by all voting aye. (4-0)

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve the Financial Report and the Treasurer's Report. Motion carried by all voting aye. (4-0)

**SUPERVISORS COMMENTS**

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to appoint Robert Disbrow to the vacancy on the Board of Supervisors with the term expiring 1/1/18. Motion failed to carry with Mr. Rinker and Mrs. Hirst voting yes, Mr. Sylvainus abstaining and Mr. Mann voting no.

**Motion** was made by Mr. Mann to appoint Mr. Bud Donnelly to the vacancy on the Board of Supervisors with the term expiring 1/1/18. There was no second, therefore, motion died on the floor.

**Motion** was again made by Mr. Rinker and seconded by Mrs. Hirst to appoint Robert Disbrow to the vacancy on the Board of Supervisors with the term expiring 1/1/18. Motion carried with Mr. Rinker, Mrs. Hirst and Mr. Sylvainus voting yes and Mr. Mann voting no. (3-1)

### **TOWNSHIP ENGINEER**

Mr. Dooley asked the Board to approve final Payment Application No. 4 from CTL Inc. for compaction testing in conjunction with the Route 191 and Friedenstahl Traffic Light Project in the amount of \$1,641.96.

**Motion** was made by Mr. Mann and seconded by Mr. Sylvainus to approve Payment Application No. 4 from CTL Inc. for compaction testing in conjunction with the Route 191 and Friedenstahl Traffic Light Project in the amount of \$1,641.96. Motion carried by all voting aye. (4-0)

Mr. Dooley asked the Board to approve PennDOT Inspection Payment Application No. 4 in the amount of \$7,208.30 and No. 5 in the amount of \$1,194.24 for required PennDOT inspection services in conjunction with the Route 191 and Friedenstahl Traffic Light Project. Mr. Dooley stated that the budgeted amount for this project was \$27,000.00 which brings to the total for PennDOT inspections to \$22,602.77 which is \$4,397.23 under budget.

**Motion** was made by Mrs. Hirst and seconded by Mr. Rinker to approve PennDOT Inspection Payment Application No. 4 in the amount of \$7,208.30 and No. 5 in the amount of \$1,194.24 for required PennDOT inspection services in conjunction with the Route 191 and Friedenstahl Traffic Light Project. Motion carried by all voting aye. (4-0)

Mr. Dooley requested approval of Schlouch, Inc. Payment Application No. 4 in the amount of \$261,321.54 bringing the total cost to date for the SR191/Friedenstahl Traffic Light Project to \$1,093,991.21. Mr. Dooley stated that the Local Share Account Grant has been drawn down and an application for the balance of the Multimodal Grant will be submitted.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Mann to approve Schlouch, Inc. Payment Application No. 4 in the amount of \$261,321.54. Motion carried by all voting aye. (4-0)

Mr. Dooley requested approval of Change Order No. 6 received from Schlouch requesting an a change to the contract price in the amount of \$13,000.00 for a total contract sum of \$1,119,173.63 for additional "General Condition" costs incurred by Schlouch, Inc. for construction schedule delays and diminished productivity due to circumstances beyond their control. This topic was discussed at the October 5, 2016 Board of Supervisors meeting at which time it was stated that it would be voted on at the October 19, 2016 meeting.

**Motion** was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve Schlouch, Inc. Change Order No. 6 in the amount of \$13,000.00 increasing the total Contract Sum to \$1,119,173.63. Motion carried by all voting aye. (4-0)

Mr. Dooley informed the Board that a letter had been received from Tuskes requesting a reduction in the Letter of Credit from \$354,276.50 to \$186,000.00 in connection with Eagles Landing Phase 3C.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the reduction in the letter of Credit for Eagles Landing Phase 3C from \$354,276.50 to \$186,000.00. Motion carried by all voting aye. (4-0)

### **TOWNSHIP SOLICITOR**

Attorney Asteak stated that he had prepared Resolution No. 16-19 in connection with RCN being acquired by another conglomerate as required by FCC regulation to notify all concerned parties. Attorney Asteak stated that this is just a formality of notifying the municipalities of this acquisition and has no impact on the franchise fees received by the township.

**Motion** was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve Resolution No. 16-19 approving the Change of Indirect Control of the RCN Franchise as it is being acquired by another conglomerate. Motion carried by all voting aye. (4-0)

### **MANAGER**

Mr. Mentry informed the Board that a letter had been received from County of Northampton requesting that Northampton County Municipalities in the Monocacy Creek Watershed appoint a representative to the Watershed Plan Advisory Committee.- for the update to their Act 167 Stormwater Management Plan.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to appoint Mr. Edward M. Mentry, Jr. as the Upper Nazareth Township representative to the Northampton County Monocacy Creek Watershed Plan Advisory Committee. Motion carried by all voting aye. (4-0)

Mr. Mentry stated that the Nationwide Police Pension third quarter report was available for review.

### **APPROVAL OF DEPARTMENT REPORTS**

The Zoning, Police, Public Works and Fire reports were presented to the Board.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve the Zoning, Police, Public Works and Fire Reports as submitted. Motion carried by all voting aye. (4-0)

### **PLANNING & ZONING**

Mr. Soloe stated that Heritage Village came before the Planning Commission with a final phasing plan. The Planning Commission recommended approval of this phasing plan. Heritage Village stated that they will be submitting to the Board of Supervisors at the November 16, 2016 meeting for final approval.

## **PUBLIC WORKS**

Nothing at this time.

## **RECREATION**

Nothing at this time.

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Nothing at this time.

### **EMERGENCY MANAGEMENT**

Nothing at this time.

### **SAFETY COMMITTEE**

Mr. Rinker stated that the Safety Committee met on Friday, October 14, 2016, and the next meeting is scheduled for December 2, 2016.

## **OLD BUSINESS**

Reminders were given of the Recycling Education Meeting scheduled for Thursday, October 20, 2016 at 7:00 pm. Police have the Halloween Party scheduled for Monday, October 31, 2016, at 5:30 pm, however, they will be ready at 4:30 pm as some papers had the time listed as 4:30 pm. Mr. Mentry mentioned that the Public Works Department would be participating in “No Shave November” raise awareness for prostate cancer, and anyone else is invited to participate.

## **NEW BUSINESS**

## **ADJOURNMENT**

**Motion** was made by Mr. Mann and seconded by Mr. Rinker to adjourn the meeting at 7:46 p.m. Motion carried by all voting aye. (4-0)

Next meeting will be November 2, 2016, at 7:00

**MINUTES NOVEMBER 2, 2016**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance.

Board members present were: Robert Disbrow, Donna Hirst, Richard Mann, Mike Rinker and Scott Sylvainus.

Also present were Township Manager, E.J. Mentry, for Township Engineer, Sean Dooley, and Township Solicitor, Gary Asteak.

**PUBLIC COMMENT**

**APPROVAL OF THE AGENDA**

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the Agenda. Motion carried by all voting aye (5-0).

**APPROVAL OF THE MINUTES**

**Motion** was made by Mr. Mann and seconded by Mr. Sylvainus to approve the Minutes of the October 19, 2016 meeting. Motion carried by 4-0 vote with Mr. Disbrow abstaining as he was not present at the October 19, 2016, meeting.

**APPROVAL OF THE BILLS**

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve the payment of the bills. Motion carried by all voting aye. (5-0)

**SUPERVISORS COMMENTS**

Chairman Rinker extended the Board of Supervisors' welcome to new board member Robert Disbrow.

Mr. Rinker also extended a thank you to the Police Department for their work in hosting another successful Halloween Party. Mr. Rinker thanked the Public Works Department for bringing the new dump truck to the Halloween Party for residents to see. A thank you was also extended to East Lawn Social Club for supplying the ice for the party.

**TOWNSHIP ENGINEER**

Mr. Dooley submitted Change Order No. 7 from Schlouch, Inc. to adjust final contract quantities in connection with the SR191/Friedenstahl Ave. Traffic Signal Project with an increase in the amount of \$1,785.58 bringing the final contract sum to \$1,120,959.21.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve Schlouch, Inc. Change Order No. 7 in the amount of \$1,785.58 for a final contract sum of \$1,120,959.21. Motion carried by all voting aye. (5-0)

## **TOWNSHIP SOLICITOR**

Attorney Asteak asked the Board to approve the Kay Scenic View LLC. Subdivision Improvements Agreement for Scenic View Estates III contingent upon receipt of the duly executed Letter of Credit and receipt of fees as stipulated in the Improvements Agreement.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the Kay Scenic View LLC. Subdivision Improvements Agreement for Scenic View Estates III contingent upon receipt of the duly executed Letter of Credit and receipt of fees as stipulated in the Improvements Agreement. Motion carried by all voting aye. (5-0)

## **MANAGER**

Mr. Mentry stated that the 2017 Budget has been submitted for approval to advertise. Mr. Rinker opened up for discussion promoting a part-timer to a full-time position effective January, 2017, in the Public Works Department. Mrs. Hirst concurred. Mr. Sylvainus questioned how the additional increase to the 2017 Budget would be financed.

**Motion** was made by Mrs. Hirst and seconded by Mr. Rinker to approve advertising of the 2017 Budget with the documented changes for the addition of a full-time Public Works employee. Motion carried 4-1 with Mr. Mann voting no.

Mr. Mentry asked the Board to approve transferring \$11,447.00 into the Police Pension Supplement Account as budgeted.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the transfer of \$11,447.00 into the Police Pension Supplement Account. Motion carried by all voting aye. (5-0)

Mr. Mentry informed the Board that the 3<sup>rd</sup> Quarter Police Pension report from Univest was available for review.

Mr. Mentry asked the Board to approve December 15, 2016, from 11:30 am to 1:30 pm for the Employee Holiday Appreciation Luncheon at East Lawn Social Club.

**Motion** was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve December 15, 2016, from 11:30 am to 1:30 pm for the Employee Holiday Appreciation Luncheon at East Lawn Social Club. Motion carried by all voting aye. (5-0)

Mr. Mentry introduced the Monthly Payroll Policy No. 15 setting the pay dates of the monthly payroll employees.

**Motion** was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve the Monthly Payroll Policy No. 15 setting the pay dates of the monthly payroll employees. Motion carried by all voting aye. (5-0)

## **PLANNING & ZONING**

Nothing at this time.

## **PUBLIC WORKS**

Nothing at this time.

## **RECREATION**

Nothing at this time.

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Acting Chief Cope presented a quote from the Officer Store for the trade of 2 long rifles that have been in the Department's armory for about 16 years and currently serve no purpose. The Officer Store will take the rifles in trade plus an additional \$35.88 for tactical light mounts for current equipment.

**Motion** was made by Mrs. Hirst and seconded by Mr. Disbrow to approve the trade of equipment per the proposal from the OfficerStore. Motion carried by all voting aye. (5-0)

### **EMERGENCY MANAGEMENT**

Nothing at this time.

### **SAFETY COMMITTEE**

Nothing at this time.

## **OLD BUSINESS**

## **NEW BUSINESS**

## **ADJOURNMENT**

**Motion** was made by Mr. Mann and seconded by Mr. Rinker to adjourn the meeting at 7:37 p.m. Motion carried by all voting aye. (5-0)

Next meeting will be November 16, 2016, 7:00 p.m.

**MINUTES NOVEMBER 16, 2016**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance

Board members present were: Mike Rinker, Robert Disbrow, Donna Hirst, Richard Mann and Scott Sylvainus.

Also present were Township Manager, E.J. Mentry, Township Solicitor, Gary Asteak, and for Township Engineer, Sean Dooley.

**PUBLIC COMMENT**

Nothing at this time.

**APPROVAL OF THE AGENDA**

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve the Agenda. Motion carried by all voting aye. (5-0)

**APPROVAL OF THE MINUTES**

**Motion** was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve the minutes of the November 2, 2016 meeting. Motion carried by all voting aye. (5-0)

**APPROVAL OF THE BILLS**

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the payment of the bills. Motion carried by all voting aye. (5-0)

**Motion** was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the Financial Report and the Treasurer's Report. Motion carried by all voting aye. (5-0)

**COMMENDATION OF VALOR**

The Board of Supervisors presented Officer Carrick and Officer Fritz with a Commendation of Valor in connection with a lengthy incident involving a suspect who was armed with a handgun, whereby the officers were able to resolve the incident peacefully.

**UNIT CITATION**

The Board of Supervisors presented Sergeant Cope, Sergeant Herman, Officer Koch, Officer Rizzotto, Officer Lukacz and Officer Carrick with a Unit Citation for their involvement in taking down a very large indoor marijuana growing operation in Upper Nazareth Township.

**SUPERVISORS COMMENTS**



Nothing at this time.

### **TOWNSHIP ENGINEER**

Mr. Dooley presented the Eagles Landing Phase III B Letter of Credit Review. The Balance of the Letter of Credit for Eagles Landing Phase III B is \$124,049.70. The estimated cost for completion is \$66,936.00. The balance in the letter of credit at this time is adequate to complete this phase.

Mr. Dooley presented the Eagles Landing Phase III C Letter of Credit Review. The Balance of the Letter of Credit for Eagles Landing Phase III C is \$186,000.70. The estimated cost for completion is \$165,781.20. The balance in the letter of credit at this time is adequate to complete this phase.

Mr. Dooley asked the Board to approve PennDOT Inspection Payment Application No. 6 in the amount of \$500.04 for required PennDOT inspection services in conjunction with the Route 191 and Friedenstahl Traffic Light Project.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to approve PennDOT Inspection Payment Application No. 6 in the amount of \$500.04 for required PennDOT inspection services in conjunction with the Route 191 and Friedenstahl Traffic Light Project. Motion carried by all voting aye. (5-0)

### **TOWNSHIP SOLICITOR**

Attorney Asteak stated that he had prepared Resolution No. 16-20 authorizing the disposition of abandoned bicycles that have been in the police department for several years. These bicycles have a value of less than \$1,000.00 and are to be sold to the Easton Area School District for the sum of \$1.00 for use by students in a course called "Engineering Design and Development" in the Department of Technology & Engineering Education at the Easton Area High School.

**Motion** was made by Mrs. Hirst and seconded by Mr. Sylvainus to approve Resolution No. 16-20 authorizing disposition by the Police Department of abandoned bicycles. Motion carried by all voting aye. (5-0)

### **MANAGER**

Mr. Mentry presented three proposals received from CPA firms for the preparation of the 2016 financial audit. Mr. Mentry stated that no action can be taken at this time but will be tabled until the reorganization meeting, as an advertisement to solicit for a CPA firm needs to be placed in the newspaper 30 days before action can be taken.

Attorney Asteak requested authorization to advertise the Resolution to appoint a CPA firm to conduct the 2016 audit.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to Authorize the Advertisement of the Resolution to appoint a CPA firm to conduct the 2016 audit. Motion carried by all voting aye. (5-0)

Mr. Mentry requested adoption of Resolution 16-21 for the Disposition of Real Estate Tax Records in accordance with Resolution No. 13-09 adopted July 2, 2013, as set forth in the Municipal Records Manual approved December 16, 2008.

**Motion** was made by Mrs. Hirst and seconded by Mr. Sylvainus to adopt Resolution 16-21 for the Disposition of Real Estate Tax Records. Motion carried by all voting aye. (5-0)

## **APPROVAL OF DEPARTMENT REPORTS**

The Zoning, Police, Public Works and Fire reports were presented to the Board.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve the Zoning, Police, Public Works and Fire Reports as submitted. Motion carried by all voting aye. (5-0)

## **PLANNING & ZONING**

Attorney Ted Lewis, Ms. Sue Drabic, Mr. Phil Malich, and Mr. Chris Brown, all representing Morningstar Senior Living, were in attendance. Attorney Lewis requested the Board of Supervisors approve the phasing plan for the construction of Heritage Village off Beil Ave. in Upper Nazareth Township. Attorney Lewis stated that Morningstar Senior Living received approval from Upper Nazareth Township Planning Commission at their October 13, 2016, meeting to proceed with the construction of Phase I. Attorney Asteak stated that, based on a letter received from Upper Nazareth Township Engineer, Al Kortze, there were 29 items that needed to be addressed and/or clarified. Attorney Asteak felt that this was quite a large number of issues and that the Board should not give their approval to proceed until these issues were rectified. Mr. Mentry concurred with Attorney Asteak's recommendation. The Board of Supervisors have tabled their decision until December 7, 2016, at which time Morningstar Senior Living will return with completed drawings and will have addressed the 29 items in Mr. Kortze's letter of October 10, 2016.

## **PUBLIC WORKS**

Mr. Shupe stated that the yard waste facility will be closing on November 19, 2016. Mr. Shupe has asked that residents get their leaves out by Wednesday, November 23, 2016.

Mr. Shupe reported that the Eagle Scout Project at Tuskes Park has been completed by Mr. Robibero. Mr. Shupe stated that the final stage that is to be added is a small plaque noting that Mr. Robibero donated the information center as part of his Eagle Scout Project.

## **RECREATION**

Nothing at this time.

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Nothing at this time.

### **EMERGENCY MANAGEMENT**

Nothing at this time.

### **SAFETY COMMITTEE**

Mr. Rinker requested a change in the time of the December 2, 2016, Safety Committee Meeting from 8:00 am until 10:30 am.

### **OLD BUSINESS**

Nothing at this time.

### **NEW BUSINESS**

Nothing at this time.

### **ADJOURNMENT**

**Motion** was made by Mr. Mr. Mann and seconded by Mr. Rinker to adjourn the meeting at 8:03 p.m. Motion carried by all voting aye. (5-0)

Next meeting will be December 7, 2016, at 7:00 p.m.

**MINUTES DECEMBER 7, 2016**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance.

Board members present were: Robert Disbrow, Donna Hirst, Richard Mann, Mike Rinker and Scott Sylvainus.

Also present were Township Manager, E.J. Mentry, for Township Engineer, Sean Dooley, and Township Solicitor, Gary Asteak.

**PUBLIC COMMENT**

Mrs. Wilhelmina Donnelly of 54 N. Broad St. Ext., asked how the 2017 budget would be balanced since there is a deficit. Mr. Mentry responded that the deficit would be made up from funds carried over from 2016.

Mr. Mentry stated that he had two changes to the agenda: removing Policy 16 until further information was available and adding New Enterprise Stone & Lime Co. Extension under the Township Solicitor.

**APPROVAL OF THE AGENDA**

**Motion** was made by Mr. Rinker and seconded by Mr. Disbrow to approve the revised Agenda. Motion carried by all voting aye (5-0).

**APPROVAL OF THE MINUTES**

**Motion** was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the Minutes of the November 16, 2016 meeting. Motion carried by all voting aye. (5-0)

**APPROVAL OF THE BILLS**

**Motion** was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve the payment of the bills. Motion carried by all voting aye. (5-0)

**SUPERVISORS COMMENTS**

Chairman Rinker announced that Executive Sessions were held prior to the meetings on November 16, 2016, and December 7, 2016, for personnel reasons.

Mr. Mentry requested approval to participate in the NAZCOG Comprehensive Plan update which would require some funding on the part of Upper Nazareth Township at an estimated cost of \$4,500 per year over a three year period. Mr. Mentry stated that this amount would need to be added to the 2017 budget.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to approve participation in the NAZCOG Comprehensive Plan update. Motion carried by all voting aye (5-0).

Mr. Mentry stated that the 2017 Budget was updated to reflect an increase in the anticipated real estate taxes due to a new assessment being received recently from the county, and the EIT has also been increased due to New Jersey not following through with revoking the Reciprocity Agreement between PA and NJ.

**Motion** was made by Mrs. Hirst and seconded by Mr. Disbrow to adopt the 2017 General Fund Budget with the addition of the \$4,500 expense for the NAZCOG Comprehensive Plan update as well as the increase in the Real Estate Tax and EIT revenue. Motion carried by a vote of 4-1 with Mr. Mann opposed.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to adopt the 2017 Liquid Fuels Budget. Motion carried by all voting aye. (5-0)

### **TOWNSHIP ENGINEER**

Mr. Dooley stated that the Developer of Redcliffe is requesting a reduction to the letter of credit for Phase I Penn Dixie from \$148,687.70 to \$14,869.00.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the reduction to the letter of credit for Phase I Penn Dixie from \$148,687.70 to \$14,869.00. Motion carried by all voting aye. (5-0)

Mr. Dooley stated that the Developer of Redcliffe is requesting a reduction to the letter of credit for Phase II Patriot Hills from \$70,252.51 to \$7,025.00.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the reduction to the letter of credit for Phase II Patriot Hills from \$70,252.51 to \$7,025.00. Motion carried by all voting aye. (5-0)

Mr. Dooley stated that the Developer of Eagles Landing is requesting commencement of the Maintenance Period for Phase III-B as well as a reduction in the letter of credit from \$124,049.70 to \$75,235.60.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to approve the reduction in the letter of credit for Eagles Landing Phase III-B to \$75,235.60. Motion carried by all voting aye. (5-0)

**Motion** was made by Mrs. Hirst and seconded by Mr. Disbrow to approve commencement of the eighteen month maintenance period for Eagles Landing Phase III-B as of December 7, 2016, and ending April 7, 2018. Motion carried by all voting aye. (5-0)

Mr. Dooley presented a letter from Keystone Consulting Engineers recommending approval of the Heritage Village Phase I Final Plan granting waivers to SALDO Section 733.613 and SALDO Section 733.623.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to approve waiver to SALDO Section 733.613 regarding driveway distance requirements for homes 135, 139, 140, and 143. Motion carried by all voting aye. (5-0)

**Motion** was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve waiver to SALDO Section 733.623 regarding driveway distance requirements for homes 134, 135, 136, 141, and 142. Motion carried by all voting aye. (5-0)

## **TOWNSHIP SOLICITOR**

Attorney Asteak presented Resolution 16-22 approving the Heritage Village Phase I Final Subdivision Plan. Attorney Asteak brought up a question regarding Unity Drive being included in the plans but not being constructed as part of this phase. Mr. Phil Malitsch of Hanover Engineering explained that no part of Unity Drive is to be constructed during this phase, and he would submit a clarification letter to the Township. Mr. Sylvainus asked as to whether or not the plan needed be resubmitted to LVPC. Mr. Phil Malitsch responded that he would reach out to Geoff Reese of LVPC to get an answer on this. Mr. Mentry requested the decision in writing from LVPC.

**Motion** was made by Mr. Rinker and seconded by Mr. Mann to adopt Resolution 16-22 approving the Heritage Village Phase I Final Subdivision Plan. Motion carried by all voting aye. (5-0)

Attorney Asteak stated that a letter was received from New Enterprise Stone & Lime Co., Inc., granting the Township an extension of time to review the submitted Land Development Plan through July 1, 2017.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to accept the extension of time to review the Land Development Plan granted to Upper Nazareth Township until July 1, 2017. Motion carried by all voting aye. (5-0)

## **MANAGER**

Mr. Mentry presented the 2017 Meeting Schedules and requested approval and authorization to advertise. Mr. Rinker proposed dropping to only one meeting per month for June through August due to people taking vacations and attendance issues at meetings. A discussion took place and the Board decided to keep the schedule as is, but acknowledged that they may cancel some of the summer meetings later on, which would not incur additional advertising costs.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve and advertise the 2017 Upper Nazareth Township meeting schedules. Motion carried by a vote of 4-1 with Mrs. Hirst opposed.

Mr. Mentry requested approval of the 2017 Holiday Schedule.

**Motion** was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve the 2017 Holiday Schedule. Motion carried by all voting aye. (5-0)

Mr. Mentry requested approval to close the books as of December 28, 2016.

**Motion** was made by Mr. Rinker and seconded by Mr. Mann to approve closing the books as of December 28, 2016. Motion carried by all voting aye. (5-0)

## **PLANNING & ZONING**

Nothing at this time.

## **PUBLIC WORKS**

Mr. Shupe requested approval of moving Mr. John Spadoni to the Laborer II position at a pay increase to \$18.08.

**Motion** was made by Mr. Rinker and seconded by Mrs. Hirst to approve the pay increase for John Spadoni to \$18.08. Motion carried by all voting aye. (5-0)

Mr. Shupe stated that the last day for leaf collection would be December 16, 2016.

Mr. Shupe stated that the bathrooms at Tuskes Park would be closing for the winter on December 8, 2016.

## **RECREATION**

Nothing at this time.

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Acting Chief Cope requested the Township purchase 2 used 2012 Dodge Chargers from Ephrata Borough at a price of \$9,500.00 each in order to update the aging fleet that currently has three vehicles with over 100,000 miles. This purchase would allow one vehicle with mileage of approximately 140,000 to be removed from service and would be replacing another vehicle that has completely died.

**Motion** was made by Mr. Sylvainus and seconded by Mrs. Hirst to approve the purchase of 2 Dodge Chargers from Ephrata Borough for \$9,500.00 each. Motion carried by all voting aye. (5-0)

Acting Chief Cope stated that the police department would be presenting an active shooter workshop to employees sometime in January.

### **EMERGENCY MANAGEMENT**

Nothing at this time.

### **SAFETY COMMITTEE**

Nothing at this time.

## **OLD BUSINESS**

## **NEW BUSINESS**

## **ADJOURNMENT**

**Motion** was made by Mrs. Hirst and seconded by Mr. Sylvainus to adjourn the meeting at 7:58 p.m. Motion carried by all voting aye. (5-0)

Next meeting will be December 21, 2016, 7:00 p.m.



**MINUTES DECEMBER 21, 2016**  
**UPPER NAZARETH TOWNSHIP BOARD OF SUPERVISORS**

Meeting called to order at 7:00 p.m. by Chairman, Mike Rinker.

Pledge of Allegiance

Board members present were: Mike Rinker, Robert Disbrow, and Scott Sylvainus. Donna Hirst and Richard Mann were absent.

Also present were Township Manager, E.J. Mentry, and Township Solicitor, Gary Asteak.

**PUBLIC COMMENT**

Mr. Mentry requested to change the agenda with the addition of "Settlement Agreement" under Manager.

**APPROVAL OF THE AGENDA**

**Motion** was made by Mr. Rinker and seconded by Mr. Disbrow to approve the revised Agenda. Motion carried by all voting aye. (3-0)

**APPROVAL OF THE MINUTES**

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the minutes of the December 7, 2016 meeting. Motion carried by all voting aye. (3-0)

**APPROVAL OF THE BILLS**

**Motion** was made by Mr. Sylvainus and seconded by Mr. Disbrow to approve the payment of the bills. Motion carried by all voting aye. (3-0)

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the Financial Report and the Treasurer's Report. Motion carried by all voting aye. (3-0)

Mr. Nick Robibero informed the Board that his Eagle Scout Project at Tuskes Park has been completed. In order to complete the requirements of his project, Mr. Robibero stated that he needed Board approval that we are completely satisfied with the finished project.

**Motion** was made by Mr. Rinker and seconded by Mr. Disbrow granting approval of the finished project and that the Board is completely satisfied. Motion carried by all voting aye. (3-0)

**SUPERVISORS COMMENTS**

Nothing at this time.

**TOWNSHIP ENGINEER**

Nothing at this time.

## **TOWNSHIP SOLICITOR**

Attorney Asteak extended holiday greetings to the Board and meeting attendees from past supervisor Andrew Donello. Mr. Asteak also extended his warm wishes to the Board and attendees for a wonderful holiday.

## **MANAGER**

Mr. Mentry publicly thanked Mr. Robert Recker and Ms. Tricia Brown for hosting the Upper Nazareth Township appreciation luncheon on Friday, December 16, 2016.

Mr. Mentry stated that earlier this evening an Executive Session was held regarding a resolution to Chief Siegfried's status. Mr. Mentry stated that a written agreement, consistent with the executive session will be presented for signature prior to the next Board meeting. Therefore, the request is being made to authorize the Board Chairman and the Township Manager to finalize and sign that agreement on behalf of the Township.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to authorize the Chairman and Township Manager to finalize and sign the settlement agreement and release. Motion carried by all voting aye. (3-0)

Mr. Mentry informed the Board that a Letter of Intent was received from Tim Schantz expressing interest in filling the vacancy on the Recreation Board.

**Motion** made by Mr. Sylvainus and seconded by Mr. Disbrow to appoint Tim Schantz to the Recreation Board with a term to expire 12/31/2019. Motion carried by all voting aye (3-0)

Mr. Mentry requested approval of a FDR Project for 2017 on Georgetown Road which will be done in conjunction with Lower Nazareth Township, whereby Lower Nazareth Township will be performing some of the work. Mr. Mentry stated that the money for this project could be taken from the Road Improvement Fund. Mr. Sylvainus asked if we could take this money from Liquid Fuels? Mr. Mentry stated that the budget for Liquid Fuels has been approved and that was not part of that budget. Mr. Sylvainus requested that if possible, money be used from Liquid Fuels first.

**Motion** was made by Mr. Sylvainus and seconded by Mr. Rinker to approve the Georgetown Road FDR Project for 2017 utilizing Liquid Fuels Funds first. Motion carried by all voting aye. (3-0)

Mr. Mentry requested adoption of Resolution 16-23 setting the 2017 Tax Rate.

**Motion** was made by Mr. Disbrow and seconded by Mr. Rinker to adopt Resolution 16-23 setting the 2017 Tax Rate at 5.95 mills. Motion carried by all voting aye. (3-0)

Mr. Mentry requested adoption of Resolution 16-24 setting the 2017 Act 511 Taxes.

**Motion** was made by Mr. Rinker and seconded by Mr. Sylvainus to adopt Resolution 16-24 setting the 2017 Act 511 Taxes. Motion carried by all voting aye. (3-0)

Mr. Mentry stated that the RFP's for the HOME Program Lead Based Paint Assessment has been reviewed. Mr. Mentry requested approval to grant the contract for the HOME Program Lead Based Paint Assessment to DK Environmental.

**Motion** was made by Mr. Rinker and seconded by Mr. Disbrow to grant the contract for the HOME Program Lead Based Paint Assessment to DK Environmental. Motion carried by all voting aye. (3-0)

## **APPROVAL OF DEPARTMENT REPORTS**

The Zoning, Police, Public Works and Fire reports were presented to the Board.

**Motion** was made by Mr. Rinker and seconded by Mr. Disbrow to approve the Zoning, Police, Public Works and Fire Reports as submitted. Motion carried by all voting aye. (3-0)

## **PLANNING & ZONING**

Nothing at this time.

## **PUBLIC WORKS**

Nothing at this time.

## **RECREATION**

Mr. Mentry stated that the Recreation Board was considering August 26, 2017, as the date for Upper Nazareth Township Community Day. Mr. Mentry also stated that the Recreation Board is thinking of expanding to a two day event and is considering forming a Community Day Committee. Mr. Mentry stated that up to two supervisors could serve on the Community Day Committee.

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

Nothing at this time.

### **EMERGENCY MANAGEMENT**

Mr. Rinker stated that he responded to a call at the Amazon Warehouse for a diesel fuel spill.

### **SAFETY COMMITTEE**

Nothing at this time.

## **OLD BUSINESS**

Nothing at this time.

### **NEW BUSINESS**

It was suggested that the Board look into the possibility of having a tree lighting ceremony here at the Township Building next year utilizing the two big blue spruce trees located at the front on the Township Building parking lot. Mr. Shupe is to get estimates for lights and installation of electric and report back to the Board.

### **ADJOURNMENT**

**Motion** was made by Mr. Mr. Sylvainus and seconded by Mr. Rinker to adjourn the meeting at 7:29 p.m. Motion carried by all voting aye. (3-0)

Next meeting will be January 3, 2017, at 7:00 p.m.