

NAZARETH BOROUGH COUNCIL--REGULAR MEETING--FEBRUARY 4, 2019

The regular monthly meeting of the Borough of Nazareth was held on Monday, February 4, 2019 at 6:00 p.m. at the Nazareth Borough Municipal Building. The meeting was called to order by the Vice President, followed by the recitation of the Pledge of Allegiance to the Flag. Present were Vice President Larry Stoudt, Mayor Lance E. Colondo, Councilpersons Carl R. Strye Jr., Jessica Teel, Carl A. Fischl, Frank S. Maurek, Michael Kopach and Christopher Crook, Solicitor Alfred S. Pierce, Borough Engineer Albert Kortze, Police Chief Randall Miller and Public Works Superintendent Robert Reimer. Absent were President Daniel Chiavaroli and Councilman Charles A. Donello.

Mayor Colondo then took the floor and invited recently retired Borough Clerk and Assistant Secretary/Treasurer Christine Lilly to the front of the Chamber and proceeded to read Resolution 2-19 as follows:

WHEREAS, Christine Lilly has proudly, faithfully and effectively served the Borough of Nazareth as Borough Clerk and Assistant Secretary/Treasurer for the past thirteen years following ten years of part time employment as the Assistant Borough Clerk,

WHEREAS, Christine Lilly has retired from her Borough employment, effective February 1, 2019 and has left behind a legacy of trust, hard work, dependability and unquestioned efficiency while performing the duties of her position,

WHEREAS, the Council of the Borough of Nazareth wishes to honor a person who has meant so very much to our Borough in its day-to-day operations, its Refuse and Recycling system and the administration of its payroll and general budget accounting,

NOW, THEREFORE, BE IT RESOLVED and it is hereby resolved by Borough Council assembled that Christine Lilly be thanked and commended for a wonderful career as Assistant Secretary/Treasurer and Borough Clerk. For more than two decades, Chris pleasantly and effectively interacted with residents, fellow employees, members of Council and those who called or visited the office with questions and problems while proficiently doing the Borough's everyday accounting. Chris brought the Borough into the electronic age by bringing online technology advances to our accounting system, upgrades to Refuse and Recycling billing and improvements to our cellular and land line phone systems while overseeing the layout of the offices when the Borough purchased its new headquarters at 134 S. Main Street in 2007. Her role as Payroll Clerk often called on her to make difficult decisions with employee vacation and sick time and compensation but without fail, Chris made those tough and often unpopular calls in a manner that was proper and in compliance with the agreements that were in place and always with the Borough's best interests at heart. Most importantly, she performed the duties of her position with the utmost of integrity and trust. For that and all else that she has done on the Borough's behalf, Council again

thanks and honors Christine Lilly for her twenty three years of exemplary service and directs the Secretary to memorialize this Resolution for preservation in the Borough's official Meeting Minutes.

Michael Kopach moved and Christopher D. Crook seconded a motion to approve Resolution No. 2-19 honoring retired Borough Clerk and Assistant Secretary/Treasurer.

The motion passed unanimously.

Mayor Colondo then called on Secretary/Treasurer Paul Kokolus to present the Council tribute to Christine Lilly as follows:

Sometime during the last day of January, our longtime Borough Clerk, Chris Lilly, produced her last report, greeted her last citizen in the office and made her final computer entry. That sad day marked the end of a wonderful 23 year career of Borough employment in which one consideration always came first....what was best for our Borough. In an era of self promotion and use of the "I" word, old schooler Chris was a team player not a glory hound preferring always to use the word "we" and when necessary put aside family vacations, doctor's appointments and personal days for more important Borough matters and all of the Borough things that had to get done. My own father hired Chris in early 1996 for that very reason...they shared the same value structure and the Borough always came first. I didn't always agree with her inclinations or her way of doing things but I always tempered that with the certainty that her heart was in the right place and her ultimate objective was doing what was right and what was best for our precious hometown. Chris was quick to laugh with her familiar chuckle but just as quick to "show her teeth" if what you demanded was not respectful in tone or within her timeline. Those who strayed from long standing norms or unnecessary or excessive spending felt the wrath immediately and Chris has never been shy about letting you know that you were breaking with convention...we selected her to be our Borough Clerk for that very reason. In her own way, her famous "glare" was our Borough's "checks and balances" often making some of us think twice about spending requests or even forget about them all together. She guarded the Borough payroll like it was her own and did not look kindly on attempts to take advantage of what was right, proper and deserved when it came to overtime, vacation and sick days and other sometime unwarranted time off the job. It made her less popular with those who got the answer they didn't want to hear but it was another affirmation that Chris' heart was where it should be...in Nazareth Borough's best interest.

So let us now summarize a career well spent, where dependability, precision, integrity and loyalty were the day to day norms. Chris gave us all she had and did not back away when she knew she was right and as a lot of us found out, invariably she was correct in what she did and unwavering in how she did it. She earned and kept all of our respect and in her own subtle way made sure we were all on the "straight and narrow". Her time with us will be remembered for her ambiance on the job, her knowledge of all that is "Nazareth" and Nazareth Borough Government and for the realization that the lives of all who live in our hometown have depended on her to do the

best job she could. For more than two decades, she did that and so much more. Her familiar face will be gone but certainly never forgotten and we are grateful for the 23 years of faithful service she gave our Borough. May her retirement be filled with good times, good health, great vacations and the knowledge that she can be proud of her years with us. One thing is for sure....they just don't make them like her anymore! Congratulations Chris, God speed and thank you for a job "extremely" well done. We, here on Council and those in our Borough, are greatly in your debt. It is a debt not measured in dollars but rather, one that we can only repay in gratitude and enduring respect. Congratulations and thank you, once again.

Following applause and a photo opportunity, Chris Lilly acknowledged the wonderful send off that Council had provided and told everyone how much she had enjoyed and appreciated her time with the Borough. Before departing the Chamber with a large contingent of family and friends, Chris thanked everyone for their gifts, cards and gestures of kindness.

Vice President Stoudt then introduced new Borough Public Works employee Raymond Steinmetz who was in attendance and gave particulars of the hiring process and praised the work of the Hiring Committee for its thoroughness.

Larry Stoudt moved and Frank S. Maurek seconded a motion to approve the hiring of Raymond Steinmetz as a full time Public Works employee pending passage of a physical and background checks.

The motion passed unanimously.

Recognition of Citizens From the Floor: Sandy Klotz of 481 E. Center Street expressed concerns about a home on East Prospect Street and the cleanup that needed to be done there. Klotz also had questions about what items our Garbage hauler would accept as regular trash such as lawnmowers.

Jenna Bowen, representing the Nazareth Business Council, thanked Council for allowing the Christmas in Nazareth event and stated that the Lehigh Valley Chamber of Commerce would again be offering its Main Street Foundation Grants.

Communications: None.

The Secretary's minutes from the regular meeting of January 7, 2019 were approved as presented.

On a motion by Frank S. Maurek seconded by Michael Kopach, the Treasurer's Report for the month of January 2019 was approved as follows:

General Fund--Cash on Hand December 31, 2018	\$	70,708.15
Waste & Recycling Fund--Cash on Hand December 31, 2018	\$	536,810.02
General Fund--Total Receipts	\$	295,924.15
Waste & Recycling Fund--Total Receipts	\$	83,276.18
General Fund--Total Receipts & Cash	\$	366,632.30
Waste & Recycling Fund--Total Receipts & Cash	\$	620,086.20
General Fund--Total Disbursements	\$	313,090.81
Waste & Recycling Fund--Total Disbursements	\$	188,658.12
General Fund--Cash on Hand January 31, 2019	\$	53,541.49
Waste & Recycling Fund--Cash on Hand January 31, 2019	\$	431,428.08
ESSA Payroll Account	\$	69,276.45
Embassy Bank State Fund Checking Account	\$	216,489.97
Embassy Bank Park Account	\$	2,001.01
Embassy Bank Reserve Account	\$	1,003,066.97
Pennsylvania Investment Trust Fund (Reg + Term Investment)	\$	25,044.53
Total of All Borough Funds.....	\$	1,800,848.50

Michael Kopach moved and Carl R. Strye Jr. seconded a motion to approve the payment of bills totaling \$449,129.17.

The motion passed unanimously.

The Report of the Zoning & Code Officer for the month of January 2019 was presented and approved.

An Emergency Management Report for the month of January 2019 was not presented.

An Ambulance Report for January 2019 was presented and approved as presented.

Public Works: The Public Works Report for the month of January 2019 was approved as presented.

Carl R. Strye Jr. moved and Larry Stoudt seconded a motion to accept the "Letter of Retirement" received from Public Works employee James Collins. Collins has requested a retirement date of February 28, 2019. The Secretary will respond to his declared retirement.

The motion passed unanimously.

Fire: Jessica Teel presented the Fire Chief's Report for January 2019 and it was approved as presented.

Jessica Teel moved and Carl A. Fischl seconded a motion to approve Resolution No. 2-19 - A which formally adopts the Lehigh Valley 2018 Hazard Mitigation Plan as follows:

Lehigh Valley 2018 Hazard Mitigation Plan Update

Municipal Adoption Resolution

Resolution No. 2 - 19 - A

The Borough of Nazareth Northampton County, Pennsylvania

WHEREAS, The Borough of Nazareth, Northampton County, Pennsylvania is most vulnerable to natural and non-natural hazards which may result in loss of life and property, economic hardship, and threats to public health and safety, and

WHEREAS, Section 322 of the Disaster Mitigation Act of 2000 (DMA 2000) requires State and local governments to develop and submit for approval to the President a mitigation plan that outlines processes for identifying their respective natural hazards, risks, and vulnerabilities, and

WHEREAS, the Borough of Nazareth, acknowledges the requirements of Section 322 of DMA 2000 to have an approved Hazard Mitigation Plan as a prerequisite to receiving post-disaster Hazard Mitigation Grant Program funds, and

WHEREAS, the Lehigh Valley 2018 Hazard Mitigation Plan has been developed by Lehigh County Emergency Services and the Northampton County Emergency Management Services in cooperation with other county departments, and officials and citizens of the Borough of Nazareth and,

WHEREAS, a public involvement process consistent with the requirements of DMA 2000 was conducted to develop the Lehigh Valley 2018 Hazard Mitigation Plan, and

WHEREAS, the Lehigh Valley 2018 Hazard Mitigation Plan recommends mitigation activities that will reduce losses to life and property affected by natural hazards that face the County and its municipal governments,

NOW THEREFORE BE IT RESOLVED by the governing body for the Borough of Nazareth

- The Lehigh Valley 2018 Hazard Mitigation Plan is hereby adopted as the official Hazard Mitigation Plan of the Borough of Nazareth and
- The respective officials and agencies identified in the implementation strategy of the Lehigh Valley 2018 Hazard Mitigation Plan are hereby directed to implement the recommended activities assigned to them.

The motion passed unanimously.

Police: Carl A. Fischl moved and Michael Kopach seconded a motion to hire Donald Schaffer as an "alternate" Crossing Guard pending passage of background checks.

The motion passed unanimously.

Public Property: Frank S. Maurek moved and Carl R. Strye Jr. seconded a motion to approve use of the Circle and Main Street by the Nazareth Area Chamber of Commerce on August 3, 2019 from 1:00 pm till 7:00 pm for the Twelfth Annual Martin on Main Event. Requirements of the Borough's Parks/Events/Field Use Policy have all been met.

The motion passed unanimously.

Frank S. Maurek moved and Carl A. Fischl seconded a motion to direct the Secretary/Treasurer to execute a 50% down payment of forty six hundred and twenty six (\$4,626.00) dollars to Nazareth Sign Company and direct Jason Nale to design and place eight entry signs at pre-determined locations as you enter the Borough. The Borough has received a 2019, \$8,000.00, Northampton County Hotel Tax Grant to finance most of the purchase of these signs.

The motion passed unanimously.

Frank S. Maurek moved and Larry Stoudt seconded a motion to approve use of the Nazareth Borough Park on October 27, 2018 by the Nazareth Area Chamber of Commerce from 12 noon till 4:00 pm for their Truck or Treat Fest.

The motion passed unanimously.

Frank S. Maurek moved and Christopher D. Crook officially open the Pool on Saturday, May 25, 2019 and remain open May 26th and May 27th, 2019 for the Memorial Day weekend. The Pool will re- open the following weekend and then open daily from 12 noon till 7:00 pm when school officially ends...pending the announcement of the school ending date by the Nazareth Area School District.

The motion passed unanimously.

Frank S. Maurek moved and Carl R. Strye Jr. seconded a motion to limit the addition of water features to our Pool to those which do not require the drilling of concrete in the Pool bottom for attachment to a water source. This motion designates and limits water feature additions to those not requiring alterations to the concrete bottom of the Pool. Discussion followed. Frank S. Maurek

stated that prices had been received to do the work without damage or drilling to the Pool bottom and those prices ranged from \$450.00 to \$550.00.

The motion passed unanimously.

Frank S. Maurek moved and Christopher D. Crook seconded a motion to approve the request of Service Unit 704 Easton Area Girl Scouts for their 2019 Summer Camp from June 24, 2019 through June 29, 2019. The rental fee for use will be five hundred (\$500.00) dollars plus standard charges for use of the Pool. They will be subject to all of the requirements of the Borough's Park Use/Facilities/Events Policy.

The motion passed unanimously.

Frank S. Maurek moved and Carl A. Fischl seconded a motion to approve a lease agreement with the Nazareth Area School District for use of the baseball field in the Park for practices and some junior varsity and intermediate school games for the Spring of 2019.

The motion passed unanimously.

Frank S. Maurek moved and Christopher D. Crook seconded a motion to approve the use of Council Chambers by the Nazareth Youth Baseball association for meetings on the second Sunday of each month and occasionally on an irregular basis plus use of the Park on May 5, 2019 for pictures.

The motion passed unanimously.

Frank S. Maurek moved and Carl A. Fischl seconded a motion to direct the Engineer to place ads for construction of a bituminous walking trail at the Kim Donald Kromer Park at Sage Street and GW Stoudt Boulevard. The project involves the improvements to an existing walking trail that is approximately 2,880 feet long and 5 feet wide. The project will include grading and preparation of the existing trail, installation of an aggregate leveling course and placement of a bituminous wearing course. Sealed bids will be received until 3:00 PM on Thursday, February 28, 2019 and will be opened at the 6:00 pm that evening at the Borough Workshop Meeting.

The motion passed unanimously.

Frank S. Maurek moved and Carl R. Strye Jr. seconded a motion to approve the repairing of the small pool vacuum at a cost of \$615.00.

The motion passed unanimously.

Carl R. Strye Jr. moved and Carl A. Fischl seconded a motion to approve the use of Council Chambers on March 16, 2019 from 12 noon till 5:00 pm by the vigilance Hose Fire Company for staging and preparations for the St. Patrick's Day 5K Run to occur on March 17, 2019.

The motion passed unanimously.

Finance: Larry Stoudt moved and Michael Kopach seconded a motion to approve a real estate tax refund for Parcel #K7NE2A 461 of \$85.24 to Orwig Property Management following a reassessment

The motion passed unanimously.

Larry Stoudt moved and Christopher D. Crook seconded a motion to approve a real estate tax refund for Parcel #K76NE2A 4 17 to Orwig Properties Inc. following a reassessment.

The motion passed unanimously.

Law: Michael Kopach moved and Christopher D. Crook seconded a motion to vote on an ordinance amendment which would remove the fifteen (15 min) minute parking zone in front of the former Walter's Cleaners on Park Street. The motion passed unanimously. A "Roll Call vote followed. Voting "Yes" for passage were Councilpersons Stoudt, Strye, Teel, Fischl, Maurek, Kopach and Crook. Seven (7) voting "Yrs" and Ordinance #841 is adopted into the Borough Code of Ordinances.

Michael Kopach moved and Carl R. Strye Jr. seconded a motion to advertise for an ordinance which would address temporary signs tacked to utility poles and street signs. The proposed ordinance would declare these signs a nuisance and they then could be removed by Borough employees. The fine for improper placement of the signs would be twenty five (\$25.00) dollars.

The motion passed unanimously.

Michael Kopach moved and Christopher D. Crook seconded a motion to advertise for an ordinance amendment which would adopt the 2015 International Property Maintenance Code and the 2015 International Fire Code.

The motion passed unanimously.

Michael Kopach moved and Carl R. Strye Jr. seconded a motion to advertise for an ordinance which would regulate storm water in the Monocacy Creek Watershed.

The motion passed unanimously.

Michael Kopach moved and Carl R. Strye Jr. seconded a motion to advertise for an ordinance which would make it illegal to park on either side of Cedar Street between East Center Street and Prospect Street.

The motion passed unanimously.

Michael Kopach moved and Christopher D. Crook seconded a motion to advertise for an ordinance amendment which would designate the area on the east side of S. Green Street between the two (2) municipal parking lot exits as a "No Parking" zone.

The motion passed unanimously.

Michael Kopach moved and Carl R. Strye Jr. seconded a motion to direct the Secretary to correspond with the owner of the property at 76 S. Main Street and inform him that following review of his request for a handicapped parking space on either South Main Street or Mauch Chunk Street, his request for a space is denied.

The motion passed unanimously.

Michael Kopach moved and Christopher D. Crook seconded a motion to approve two (2) separate leases with Lehigh Hanson Cement Company. One lease would allow use of the vacant lot across from Kiwanis Park (South Street & Cement Street) for the dumping of snow. A second lease would allow for use of the vacant lot on the east side of South Green Street across from Bill Gold Field, for parking. Discussion followed. Carl R. Strye Jr. asked who would do the improvements and who would pay for those improvements.

The motion passed unanimously.

Environmental Steering: The Environmental Steering Report for the month of January 2019 was approved as presented.

Carl A. Fischl moved and Carl R. Strye Jr. seconded a motion to approve Resolution 2 - 19 - B which amends Chapter 20 Solid Waste as follows:

WHEREAS, the Borough of Nazareth, in Borough Council assembled, is amending contemporaneously herewith Chapter 20, Solid Waste, of the Code of Ordinances of the Borough of Nazareth,

WHEREAS, Subsection A (112) of Chapter 20 provides that Council may implement Rules and Regulations by resolution passed time from time,

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Borough of Nazareth, in Borough Council assembled, that implements the following Rules and Regulations regarding the collection and disposal of refuse as follows:

1. Preparation of Refuse and Recycling.

- A. All garbage shall be drained of liquid before being placed in the container.
- B. Yard waste, tree trimmings, hedge clippings and similar rubbish shall be cut in lengths not exceeding three (3 ft) feet and shall be securely tied in bundles before being deposited for collection.
- C. Designated Recyclables.
 - i. Newspaper, cardboard and high grade office paper can either be tied in bundles of no more than fifty (50) pounds, with twine or string so as to enable the bundles to be handled by the twine or string, or it can be bagged in paper bags such as those paper bags normally used for groceries.
 - ii. Aluminum, steel and bimetallic, plastic and glass are to be thoroughly rinsed, caps removed from glass and plastic and placed in a container (or containers) should not exceed thirty - five gallon capacity, nor fifty (50) pounds in weight. Recyclables are to be placed a maximum of ten (10 ft) feet from the regular solid waste.
 - iii. All cardboard shall be cut or folded to a maximum size of 1' x 2' x 3'. The maximum weight shall be fifty (50) pounds.

2. Refuse and Recycling Containers.

- A. All garbage shall be placed in containers.
- B. Refuse and recycling containers shall be of durable, watertight, rust resistant material having a close-fitting lid and handles to facilitate collection.
- C. Containers shall be limited to thirty (30) gallons capacity and when filled shall not weigh more than fifty (50) pounds.
- D. Plastic bags can be used as refuse receptacles only providing that they are sealed to prevent the scattering about of their contents and do not contain any rips, tears or punctures.

E. All containers shall be kept in sanitary condition and shall be kept in good repair.

F. Location of containers. All refuse containers shall be placed at the curb line or street of the respective home or household and must be removed from the street or curb line promptly following its collection.

G. Time Restrictions. No refuse containers may be placed earlier than 7:00 am of the morning prior to the scheduled collection date. All refuse containers shall be placed prior to the time set for collection.

3. Generation of Refuse and Recyclables. All refuse shall generate at the place of collection and shall not exceed four (4) containers per week per residential unit or qualified commercial establishment. recyclable containers are unlimited.

4. Fees. The Council of the Borough of Nazareth shall, from time to time by resolution, establish a schedule of fees for the collection of refuse, and amend said schedule and system from time to time as the need for amendment may arise. The proceeds of said fees shall be applied toward the general fund. the Council may also establish a schedule of fees for special collections.

The motion passed unanimously.

Technology: Christopher D. Crook moved and Michael Kopach seconded a motion to approve the January 2019 NEDC Report.

The motions passed unanimously.

Christopher D. Crook moved and Frank S. Maurek seconded a motion to reject the \$160,000 bid of Tustin Incorporated for air conditioning improvements to the Library.

The motions passed unanimously.

Christopher D. Crook moved and Carl R. Strye Jr. seconded a motion to re-engage the firm of Pany & Lentz to re-advertise a new bid spec, pending approval of that spec by Borough Council and the Library Board.

The motions passed unanimously.

Mayor: Mayor Lance E. Colondo presented the Police Report for January 2019. Mayor Colondo also reported that the Neighborhood Watch Program will have its next meeting on Thursday, April 18, 2019 at 6:00 pm at Council Chambers. Colondo encouraged everyone to attend that meeting which will inform attendees about what to do during an "active shooter" situation. He also told Council that the Borough is still seeking additional crossing guards.

Solicitor: No report.

Engineer: No report.

Old Business: None.

New Business: Carl R. Strye Jr. moved and Christopher D. Crook seconded a motion to purchase overlays to the Neighborhood Crime Watch signs at a cost of two hundred and seventy three (\$273.80) dollars and eighty cents.

The motions passed unanimously.

Carl R. Strye Jr. moved and Carl A. Fischl seconded a motion to direct the Secretary to place ads for road materials and rental equipment due in the Borough Office on February 28, 2019 by 4:00 pm.

The motions passed unanimously.

There being no further business at 6:53 pm, on a motion by Larry Stoudt, seconded by Frank S. Maurek, the Meeting was adjourned.

Paul A. Kokolus, Secretary

Daniel Chiavaroli, President