

NAZARETH BOROUGH COUNCIL--REGULAR MEETING--FEBRUARY 6, 2023

The regular monthly meeting of the Borough of Nazareth was held on Monday, February 6, 2023 at 6:00 p.m. at the Nazareth Borough Municipal Building. The meeting was called to order by the President, followed by the recitation of the Pledge of Allegiance to the Flag. Present were President Daniel Chiavaroli, Vice President Carl A. Fischl, Mayor Lance E. Colondo, Councilpersons Carl R. Strye Jr., Jeffrey Corpora, Laureen Pellegrino, Michael Kopach, Charles A. Donello, Kayla Green, and Christopher D. Crook, Solicitor Alfred S. Pierce, Borough Engineer Albert Kortze, Police Chief Randall Miller and Public Works Superintendent Keith Knecht.

Recognition of Citizens From the Floor: None.

Communications: None.

The Secretary's minutes from the regular meeting of January 2, 2023 were approved as presented.

On a motion by Jeffrey Corpora, seconded by Michael Kopach, the Treasurer's Report for the month of January 2023 was approved as follows:

General Fund--Cash on Hand December 31, 2022	\$	238,008.76
Waste & Recycling Fund--Cash on Hand December 31, 2022	\$	933,940.75
General Fund--Total Receipts	\$	88,791.18
Waste & Recycling Fund--Total Receipts	\$	81,176.29
General Fund--Total Receipts & Cash	\$	326,799.94
Waste & Recycling Fund--Total Receipts & Cash	\$	1,015,117.04
General Fund--Total Disbursements	\$	276,250.62
Waste & Recycling Fund--Total Disbursements	\$	-0-
General Fund--Cash on Hand January 31, 2023	\$	50,549.32
Waste & Recycling Fund--Cash on Hand January 31, 2023	\$	1,015,117.04
ESSA Payroll Account	\$	2,205.42
Embassy Bank State Fund Checking Account	\$	275,182.52
Embassy Bank Park Account	\$	2,521.29
Embassy Bank - American Rescue Plan	\$	8,491.30
Embassy Bank Reserve Account	\$	32,880.92
Pennsylvania Investment Trust Fund (Term Investment - ARP)	\$	590,000.00
Pennsylvania Investment Trust Fund (Reg & Term Investment - Reserves)	\$	25,745.17

Pennsylvania Investment Trust Fund (Term Investment - Reserves)	\$	1,100,000.00
Total of All Borough Funds.....	\$	3,102,692.98

Michael Kopach moved and Kayla Green seconded a motion to approve the payment of bills totaling \$276,250.62.

The motion passed unanimously.

Public Property: Carl R. Strye Jr. moved and Charles A. Donello seconded a motion to direct the Engineer to prepare bid specifications for the pouring of the new floor in the Firehouse.

The motion passed unanimously.

Carl R. Strye Jr. moved and Christopher D. Crook seconded a motion to direct the Engineer to prepare bid specifications for the demolition of the current courts and the total reconstruction of the basketball courts in the Park. Discussion followed. Michael Kopach asked if our Public Works crew would be doing the demolition of the current courts.

The motion passed unanimously.

Carl R. Strye Jr. moved and Laureen Pellegrino seconded a motion to grant permission for Holy Family School to place two signs in two locations within the Circle for a four week period from late February to late March for their Tricky Tray event.

The motion passed unanimously.

Carl R. Strye Jr. moved and Jeffrey Corpora seconded a motion to approve the following 2023 Pool Party rates...Daytime 1:00 - 3:30 25 people \$200...50 people \$250. Evening Pool Party rates...6:00 - 8:30 25 people \$250...50 people \$325...overages remain at \$2 @ person

The motion passed unanimously.

Carl R. Strye Jr. moved and Laureen Pellegrino seconded a motion to approve the request of the Vigilance Hose Fire Company for use of the Park for Bike Fest on September 23, 2023.

The motion passed unanimously

Carl R. Strye Jr. moved and Christopher D. Crook seconded a motion to direct the Public Works Superintendent to get estimates to do repairs and/or the replacement of the Public Works Garage roof and to also secure price quotes for a metal roof for the Large Pavilion in the Park.

The motion passed unanimously.

Carl R. Strye Jr. moved and Jeffrey Corpora seconded a motion to approve the request of Nazareth Junior Blue Eagles Softball for use of the softball field in the Park from the second week of March 2023 through the second week of November 2023.

The motion passed unanimously.

Carl R. Strye Jr. moved and Kayla Green seconded a motion to approve a new one year lease with Joy Supinsky and Steve Shiffert and their joint LLC for rental of the Refreshment Stand for the 2022 Pool season. Rent will be \$4,600 in total to be paid in three increments of \$1,533.33 payable by the end of June, a second increment due by the end of July and the third and final payment due by August 31, 2023.

The motion passed unanimously.

Carl R. Strye Jr. moved and Charles A. Donello seconded a motion to officially open the Nazareth Borough Pool on Saturday, May 27, 2023 and remain open May 28th and May 29th, 2023 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 that date by the Nazareth Area School District.

The motion passed unanimously.

Finance: No report.

Police: No report.

Fire: Lauren Pellegrino moved and Kayla Green seconded a motion to approve the Fire Chiefs Yearly Report for 2022.

The motion passed unanimously.

Lauren Pellegrino moved and Carl R. Strye Jr. seconded a motion to approve the Emergency Management Report for January 2023.

The motion passed unanimously.

Lauren Pellegrino moved and Kayla Green seconded a motion to approve the Fire Chief's Report for January 2023.

The motion passed unanimously.

Laureen Pellegrino moved and Christopher D. Crook seconded a motion to approve the Fireman's Carnival in the Park from June 7-10 , 2023...an additional five (5)days for setup and cleanup will be blocked off on the Park Rental Calendar on RecDesk.

The motion passed unanimously.

Laureen Pellegrino moved and Kayla Green seconded a motion to approve the Fireman's Money Raffle in the Park for Saturday, September 9, 2023.

The motion passed unanimously.

Laureen Pellegrino moved and Charles A. Donello seconded a motion to approve the Fireman's Firework's Show for 9:00 pm on Nazareth Day, July 15, 2023.

The motion passed unanimously.

Laureen Pellegrino moved and Kayla Green seconded a motion to approve the Fireman's Easter Egg Hunt on Sunday, April 2, 2023 in the Park. The rain date for the event is Saturday, April 8, 2023.

The motion passed unanimously.

Laureen Pellegrino moved and Kayla Green seconded a motion to approve the 2023 Halloween Parade to be held through the downtown on Saturday, October 21, 2023 at 1:00 pm

The motion passed unanimously.

Law: Michael Kopach moved and Jeffrey Corpora seconded a motion to approve Resolution No. 2-23, the Fees, Fines & Licenses Schedule for the Borough of Nazareth for 2023 as follows:

**PART 1 – ADMINISTRATION**

<b>Description</b>	<b>Fee</b>
Postage	Actual cost per USPS
Returned Check	\$50.00
Tax or Trash Certification	\$20.00
Right-to-Know Law	Fees shall be charged in accordance with the current <i>Official RTKL Fee Schedule</i> established biannually by the PA Office of Open Records, attached hereto as Appendix A.
Transient Merchant (solicitation) License	
• Single event	\$35.00
• Calendar year	\$300.00

<ul style="list-style-type: none"> <li>Single event host license (501(c)(3) or PA Charitable Organization)</li> </ul>	\$200.00
<ul style="list-style-type: none"> <li>Expedited processing fee for applications received less than 4 business days prior to the event date</li> </ul>	\$50.00
Food Truck Permit	\$50.00/day \$300.00/12-month period
Event Permit	
<ul style="list-style-type: none"> <li>Borough residents &amp; organizations</li> </ul>	No permit fee for parades or other events
<ul style="list-style-type: none"> <li>Non-borough residents &amp; Organizations</li> </ul>	\$25.00 parades \$50.00 all other events or activities
<ul style="list-style-type: none"> <li>Escrow Deposit (resident &amp; non-resident individuals &amp; organizations)</li> </ul>	\$100.00 (refundable)
Parking	
<ul style="list-style-type: none"> <li>Meter Rates</li> </ul>	\$0.25/hour
	\$0.10/24-minutes
	\$0.05/12-minutes
<ul style="list-style-type: none"> <li>Meter Cover</li> </ul>	\$2.00/day
<ul style="list-style-type: none"> <li>Reserved Parking Permit (non-metered location – 24’ space max.)</li> </ul>	\$5.00/day
<ul style="list-style-type: none"> <li>Disabled Parking Space</li> </ul>	\$25.00 Application \$10.00 Annual Renewal

**PART 1 – ADMINISTRATION, CONTINUED**

<b>Description</b>	<b>Fee</b>
<ul style="list-style-type: none"> <li>Reserved Parking Lot Permit (Nazareth Borough lots)</li> </ul>	\$30.00/month due 1 <sup>st</sup> of the month
	\$2.00/day late fee for each day the fee remains unpaid beginning the 2 <sup>nd</sup> day of the month
Residential Rental Program	
<ul style="list-style-type: none"> <li>Application</li> </ul>	\$35.00
<ul style="list-style-type: none"> <li>License renewal</li> </ul>	\$20.00 (annually by January 31 <sup>st</sup> ) \$35.00 late fee
<ul style="list-style-type: none"> <li>Inspections</li> </ul>	**Base fee includes initial inspection and an initial re-inspection if necessary

➤ Individual Unit	\$100.00
➤ Multi-Unit Dwellings	\$100.00/unit (1-5 units)
	\$50.00/unit (6-10 units)
	\$25.00/unit (11 units and above)
➤ Re-inspection	\$50.00 (for every re-inspection necessary beyond the initial re-inspection)
➤ Non-Access Charge	\$50.00 (charged if inspector is unable to gain access to a unit at the scheduled time and must return to complete inspection)

## **PART 2 – PARKS AND RECREATION**

<b>Description</b>	<b>Fee</b>
Swimming Pool	
<ul style="list-style-type: none"> <li>• Season Pass</li> <li>• Daily Pass-Weekdays</li> <li>• Daily Pass-Weekends/Holidays</li> </ul>	\$275.00 Family (4); \$30.00 each additional family member \$175.00 Senior Adult (ages 18-61) \$150.00 Junior (ages 5-17) \$100.00 Senior Citizen \$12 - Adults \$8 Juniors \$7 Sr. Cit. \$14 - Adults \$9 Juniors \$9 Sr. Cit.
Pool Pavilion/Party Reservations	All rates pool pavilion and party reservations are as stated on the Borough website
Swim Lessons	\$100 - one week of instruction
Borough Parks	
<ul style="list-style-type: none"> <li>• Borough Park Large Pavilion</li> <li>• Borough Park Small Pavilion</li> <li>• Borough Park Gazebo</li> <li>• Borough Park Log Cabin</li> <li>• Essroc Park Pavilion</li> <li>• Kiwanis Park Pavilion</li> </ul>	\$125.00/day (1/2 pavilion) \$250.00/day (full pavilion) \$125.00/day (full pavilion) \$75.00/day \$65.00/day (no weekends) \$50.00/day \$50.00/day
	\$100.00 (refundable) deposit is required for all park facility rentals

## **PART 3 – CODE ENFORCEMENT AND PROPERTY MAINTENANCE**

<b>Description</b>	<b>Fee</b>
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Quality of Life Ticketing	<i>Set by ordinance (Chapter 5, Part 3)</i>
• 1 <sup>st</sup> Offense	\$25.00
• 2 <sup>nd</sup> Offense (w/in 12 months)	\$50.00
• 3 <sup>rd</sup> Offense (w/in 12 months)	\$100.00
• 4 <sup>th</sup> Offense and all subsequent offenses (w/in 12 months)	\$300.00
Demolition Permit (buildings)	
• Less than 1000 sq. ft.	\$25.00
• For each 1000 sq. ft. in excess	\$5.00/1000 sq. ft.
Street Tree Permit Application (planting or removal along a Borough Street)	\$25.00
Lawn Care/Snow Removal Services	\$50.00 administrative fee plus actual costs charged to Borough by 3 <sup>rd</sup> party provider

**PART 4 – ZONING AND UNIFORM CONSTRUCTION CODE (UCC)**

<b>Description</b>	<b>Fee</b>
Zoning Permit Application	\$85.00
Appeals to Zoning Hearing Board	\$1000.00
• Court Reporter (required)	\$150.00
UCC application review fee (Refunded to applicant if no charge to Borough for review)	\$250.00
<b>**All other UCC fees</b> , including, but not limited to, building, electrical, mechanical, plumbing, etc. are set forth on the Barry Isett fee schedule, as approved by Borough Council, and attached as Appendix B	

**PART 5 – STREETS, SIDEWALKS AND DRIVEWAYS**

<b>Description</b>	<b>Fee</b>
Street Openings	
• Application Fee	\$50.00
• Inspection Fee	<40 sq. ft. = \$160.00 \$200.00 (flat

	fee)
	>40 sq. ft. = \$4.00 \$5.00 per sq. ft. (up to 3200 sq. ft.)
<ul style="list-style-type: none"> <li>Degradation Fee</li> </ul>	Pavement age >5 yrs. = \$0.00 Pavement age 1 - 4 yrs. = \$250.00 Pavement age <1 yr. = \$500.00
<ul style="list-style-type: none"> <li>Restoration/Resurfacing</li> </ul>	Permittee is responsible for completion of all work and payment of actual costs in accordance with the Borough's Street Excavation Ordinance (Chapter 21, Part 1)
Sidewalks	< 50 sq. ft. = \$25.00
	> 50 sq. ft. = \$40.00
Driveway Install Permit	\$50.00

**PART 6 – SUBDIVISION AND LAND DEVELOPMENT**

<b>Description</b>	<b>Fee</b>
Preliminary Plan	\$600.00 plus \$100.00 for each additional lot in excess of 2 (total not to exceed \$2,500.00)
Final Plan	\$300.00 plus \$75.00 for each additional lot in excess of 2 (total not to exceed \$1,500.00)
Engineering Fees (Keystone Consulting Engineers, Inc.)	\$119.50/hour - senior engineer/ project manager \$87.00/hour - construction inspector  Other hourly rates as necessary shall be charged as stated on Keystone 2022 Professional Fee Schedule, as approved by Borough Council, and attached as Appendix C
Recreation Fee	\$1000.00
Sewer Connection	All sewer fees set and charged by Nazareth Borough Municipal

	Authority
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**PART 7 – POLICE DEPARTMENT**

<b>Description</b>	<b>Fee</b>
Accident Report	\$15.00
Incident Report	\$0.25/page
Right-to-Know Law	Fees shall be charged in accordance with the current <i>Official RTKL Fee Schedule</i> established biannually by the PA Office of Open Records, attached hereto as Appendix A.
Act 22 Video Request	\$35.00 plus cost of production
Motor Vehicle Removal/Storage	LaBarre Towing and Fast Lane Towing each provide towing and storage services to the Borough on an as needed basis. Fees are charged by the provider directly to the vehicle owner.
Animal Capture/Care/Return	\$5.00 fee per animal plus any actual costs incurred

**PART 8 – SOLID WASTE**

<b>Description</b>	<b>Fee</b>
1 Residential Unit	\$90.00 quarterly
2 Yard Dumpster	\$425.00 quarterly
3 Yard Dumpster	\$550.00 quarterly
4 Yard Dumpster	\$600.00 quarterly
Vacancy	\$20.00 quarterly
Interest	1% quarterly
Late Fee	10% quarterly
Re-levy Fee if debt not paid within 30 days of notice from the Borough	\$200.00
Lien Fee	\$200.00
Lien Filing Fee	\$24.50
Failure to Change Address	\$10.00
Dumpster, Bagster, Portable Storage Unit (POD) Permit (on premises)	<i>No fee</i> - application and 1 <sup>st</sup> 30 days \$15.00 for each additional 30-day period (limit of 2)

	\$50.00/day max. fine for violation
Dumpster Permit (w/in public right-of-way)	\$5.00/per day

The motion passed unanimously.

Michael Kopach moved and Christopher D. Crook seconded a motion to accept "with regret", the resignation of Heather Haas from the Borough Planning Commission. Haas was serving an appointed four year term slated to end on December 31, 2023.

The motion passed.

Michael Kopach moved and Laureen Pellegrino seconded a motion to approve the Zoning and Code Enforcement Reports for January 2023.

The motion passed unanimously.

Michael Kopach moved and Charles A. Donello seconded a motion to approve the appointment of Laureen Pellegrino to the Borough's Planning Commission to serve the remainder of the term vacated by Heather Haas which is due to end on December 31, 2023.

The motion passed unanimously. There was one (1) abstention.

Michael Kopach moved and Charles A. Donello seconded a motion to advertise for an ordinance amendment to the Motor Vehicle Code establishing a "No Parking" area on the south side of E. Chestnut Street between Pine and New Streets.

The motion passed unanimously.

Environmental Steering & Lighting: Charles A. Donello moved and Carl A. Fischl seconded a motion to accept the January 2023 Report of the Environmental Steering Committee as presented.

The motion passed unanimously.

Charles A. Donello moved and Laureen Pellegrino seconded a motion to employ B & L to perform the preliminary phases of design and the permitting of a recycling center addition with an expense cap of \$150,000 for the new facility with parking to supplement the recreation facilities. Discussion followed. Christopher D. Crook asked if the \$150,000 is just for the engineering portion of the project. Michael Kopach asked if the \$150,000 is included in the grant should we receive the grant and the project moves forward.

The motion passed unanimously.

Charles A. Donello moved and Michael Kopach seconded a motion to approve the appointment of Brian DeMarco as the Upper Nazareth Township representative to the Nazareth Borough Municipal Authority. DeMarco's term will end on December 31, 2024.

The motion passed unanimously.

Technology: No report.

Public Works: Christopher D. Crook moved and Kayla Green seconded a motion to approve the Public Works Report for the month of January 2023.

The motion passed unanimously.

Mayor: Mayor Lance E. Colondo presented the Police Report and the Report of Police Overtime for January 2023. Mayor Colondo also commented on the 5 year UGI plan for gas line replacement throughout the Borough and the accompanying street repairs that would occur following completion of the work. Colondo asked that residents be patient with the process which although difficult, will benefit everyone in the end.

Solicitor: No report.

Engineer: No report.

Police Chief: No report.

Old Business: None.

New Business: The Secretary/Treasurer distributed and then introduced Council to the new 2023 Borough Handbook while highlighting some of the new features he has included. Secretary/Treasurer Kokolus paid particular attention to the Borough's \$2.2 million dollars of received Borough grants since 2009 and presented details of some of those grants. He then referenced the Census pages in the handbook which list the official 2020 population of the Borough at 6,053 residents.

There being no further business at 6:33pm, on a motion by Michael Kopach, seconded by Christopher D. Crook, the Meeting was adjourned.

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Paul A. Kokolus, Secretary

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Daniel Chiavaroli, President

