

NAZARETH BOROUGH COUNCIL--REGULAR MEETING--DECEMBER 7, 2020

Please Note That This Meeting Was Digitally Recorded

Due to the current public health crises and the Governor's recommendation for the state of Pennsylvania, the regular monthly meeting of the Borough of Nazareth was held "remotely" on GoToMeeting.com on Monday, December 7, 2020 at 6:00 p.m.. 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., Jessica Teel, Kayla Green, Lauren Pellegrino, Michael Kopach, Charles A. Donello. and Christopher Crook, Solicitor Alfred S. Pierce, Borough Engineer Albert Kortze, Police Chief Randall Miller and Public Works Superintendent Keith Knecht...

President Chiavaroli explained to everyone the etiquette and protocols for the "virtual" meeting and clarified that questions from e-mails, phoned in questions and video questions from those remotely attending the meeting would be entertained. He explained that many potential questions might be answered by the reports given by Council members and the official actions that Council may take.

The Secretary/Treasurer reported that no phoned-in, e-mailed or website questions had been received.

Communications: None.

The Secretary's minutes from the regular meeting of November 2, 2020 were approved as presented.

On a motion by Michael Kopach seconded by Charles A. Donello, the Treasurer's Report for the month of November 2020 was approved.

On a motion by Michael Kopach seconded by Charles A. Donello, the Treasurer's Report for the month of November 2020 was approved as follows:

General Fund--Cash on Hand October 31, 2020	\$	702,949.45
Waste & Recycling Fund--Cash on Hand October 31, 2030	\$	474,964.81
General Fund--Total Receipts	\$	219,214.54
Waste & Recycling Fund--Total Receipts	\$	9,118.28
General Fund--Total Receipts & Cash	\$	922,163.99
Waste & Recycling Fund--Total Receipts & Cash	\$	484,083.09
General Fund--Total Disbursements	\$	284,184.13
Waste & Recycling Fund--Total Disbursements	\$	55,796.76

General Fund--Cash on Hand November 30, 2020	\$	637,979.86
Waste & Recycling Fund--Cash on Hand November 30, 2020	\$	428,286.33
ESSA Payroll Account	\$	309.27
Embassy Bank State Fund Checking Account	\$	206,175.93
Embassy Bank Park Account	\$	585.92
Embassy Bank Reserve Account	\$	1,131,193.15
Pennsylvania Investment Trust Fund (Reg + Term Investment)	\$	25,682.43
Total of All Borough Funds.....	\$	2,430,212.89

Michael Kopach moved and Carl R. Strye Jr. seconded a motion to approve the payment of bills totaling \$339,980.89.

The motion passed unanimously.

The Report of the Zoning & Code Officer for the month of November 2020 was not presented.

Public Property: Carl R. Strye Jr. moved and Jessica Teel seconded a motion to hire James Apostolico as Pool/Park Manager for the Year 2021 pending his acceptance and signing of the contract and its provisions. Apostolico will be paid a salary of \$16,500 and his employment contract will contain several COVID-19 provisions. The ratification of the contract is contingent upon approval by both parties. Discussion followed. Christopher Crook asked if background checks had been done. Michael Kopach asked if Apostolico had any prior experience.

The motion passed unanimously.

Carl R. Strye Jr. moved and Kayla Green seconded a motion to approve the purchase of two Pavilions from American Landscape Structures of Lititz, Pennsylvania. The purchase comes after two months of public bid ads went unanswered. One Pavilion, at a cost of \$29,948, would be erected in the northeast corner of the Pool enclosure and the second Pavilion at a cost of \$36,557 would be placed at the Essroc Fields Soccer facility. The \$66,505 purchase would be funded by Borough Recreation fees. Discussion followed. Michael Kopach asked who would be doing the site work and if the Pavilions would be built on a floating pad.

The motion passed unanimously.

Carl R. Strye Jr. moved and Michael Kopach seconded a motion to approve a two year lease for rental of the front office and a second office in the corridor of 134 S. Main Street by State Representative Joseph Emrick. Monthly rental charges would be \$475 representing no increase in the current rent.

The motion passed unanimously.

Carl R. Strye Jr. moved and Michael Kopach seconded a motion to approve the closing of East Prospect Street from Spruce Street to South Broad Street on the evening of December 24, 2020 from 6:00 pm till 9:00 pm for the Christmas Eve religious services at Saint John's Lutheran Church.

The motion passed unanimously.

Finance: Jessica Teel moved and Michael Kopach seconded a motion to approve a "Final" 2021 Borough Operating Budget which contains "No" tax increase. The Borough's real Estate tax rate for 2021 will again be 16 Mills.

The motion passed unanimously.

Jessica Teel moved and Michael Kopach seconded a motion to approve Resolution No. 12-20 the Borough's Budget Resolution for 2021 calling for "No" tax increase and re-establishing a real estate tax rate of sixteen (16) Mills for all of 2021. The Borough's updated total real estate tax assessment for all properties for 2021 is \$125,721,000 as follows:

General Operating Funds--Estimated Receipts:

Cash and Securities for Appropriation	\$ 90,000
Receipts from Current Tax Levy	\$ 2,051,536
Receipts from Taxes of Prior Years	\$ 40,000
Other Revenue Receipts	\$ 3,210,452
Miscellaneous Non-Revenue Receipts	<u>\$ 234,362</u>
Total Receipts and Cash	\$ 5,626,349

<u>Appropriations:</u>	<u>Operation & Maintenance</u>	<u>Capital Outlay</u>	<u>Total</u>
General Government:			
Administration.....	\$ 377,900		\$ 377,900
Tax Collector.....	13,800		13,800
Municipal Buildings.....	<u>129,500</u>	<u>106,000</u>	<u>235,500</u>
	\$ 521,200	\$106,000	\$ 627,200
Protections to Persons & Property:			
Police.....	\$1,080,638	62,897	\$1,143,535
Fire.....	170,755		170,755
Building Regulation & Zoning	<u>10,000</u>	<u> </u>	<u>10,000</u>
	\$1,261,393	62,897	\$1,324,290
Health, Sanitation & Ecology:			
Garbage Collection &			

Recycling.....	\$ 775,667	\$ 174,000	\$ 949,667
Highways:			
Highways.....	\$ 125,000	\$ 100,000	\$ 225,000
Snow and Ice Control.....	\$ 28,500		\$ 28,500
Street Lighting.....	\$ <u>73,500</u>		<u>73,500</u>
	\$227,000	\$100,000	\$ 327,000
Recreation:			
Parks and Playgrounds.....	\$ 178,700	17,000	\$ 195,700
Swimming Pool & Other Facilities.....	118,000		118,000
	<u>\$ 296,700</u>	<u>17,000</u>	<u>\$ 313,700</u>
Library:.....	\$ 78,653		\$ 78,653
Miscellaneous:			
Investments	\$	\$	\$
Social Security Taxes.....	\$ 136,500		\$ 136,500
All Other + Insurance.....	\$ <u>1,779,339</u>		<u>\$1,779,339</u>
	\$1,915,839	\$	\$1,915,839
TOTAL OPERATION, MAINTENANCE & CAPITAL OUTLAY:	\$ 5,076,452	\$459,897	\$ 5,536,349
TOTAL BUDGET FOR 2021 =	\$ 5,536,349		
2021 R/E TAX RATE	16 Mills		

The motion passed unanimously.

Jessica Teel moved and Lauren Pellegrino seconded a motion to approve again enrolling the Borough in the State Unemployment Solvency Fund for 2021 which removes the Borough's obligation to pay for layoffs and reduced scheduling unemployment claims from other employers. The Borough is still responsible for its own layoffs and hourly reductions. One year costs for membership in the Solvency Group is \$2,739.04.

The motion passed unanimously.

Jessica Teel moved and Carl R. Strye Jr. seconded a motion to approve the hiring of Barry Isett Engineering as the Borough Zoning Officer, effective January 1, 2021.

The motion passed unanimously.

Jessica Teel moved and Carl A. Fischl seconded a motion to approve the hiring of Barry Isett Engineering as the Borough Code Enforcement Officer, effective January 1, 2021.

The motion passed unanimously.

Jessica Teel moved and Christopher D. Crook seconded a motion to approve the hiring of Barry Isett Engineering as the Borough Inspection Official for the Borough's Residential Rental Property Registration and Inspection Ordinance, effective January 1, 2021.

The motion passed unanimously.

Jessica Teel moved and Carl A. Fischl seconded a motion to appoint Matthew Wojaczyk of Barry Isett & Associates, Inc. as Nazareth Borough's Building Code Official to perform all duties under the PA Uniform Construction Code.

The motion passed unanimously.

Jessica Teel moved and Carl R. Strye Jr. seconded a motion to appoint Barry Isett & Associates, Inc. as the exclusive 3rd party agency to perform all Construction Code Official duties under the PA Uniform Construction Code.

The motion passed unanimously.

Police: Carl A. Fischl moved and Christopher D. Crook seconded a motion to approve Resolution No. 12-20-A, the hiring resolution providing a conditional offer of Full Time employment as a patrol officer to Jacob Hartzell. If all hiring conditions are met, full time employment for Hartzell would begin on January 15, 2021 as follows:

A Resolution of the Council of the Borough of Nazareth to extend a conditional offer of employment to Jacob I. Hartzell for the position of full-time patrol officer in the Nazareth Borough Police Department:

WHEREAS, the Borough Council directed the Nazareth Borough Civil Service Commission establish an eligibility list of candidates for the position of patrol officer;

WHEREAS, the Civil Service Commission has certified a list of eligible candidates for the position of patrol officer;

WHEREAS, the Borough Council wishes to extend a conditional offer of employment to a candidate from the certified eligibility list;

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Borough of Nazareth, in Borough Council assembled, that:

1. The Borough of Nazareth extends a conditional offer of employment to candidate Jacob I. Hartzell for the position of full-time patrol officer;

2. This offer is conditioned upon the following:

(a) The conditional appointee undergoing a physical medical examination by a physician or other qualified medical professional and a determination by said physician or other qualified medical professional that the conditional appointee is capable of performing all essential functions and tasks of a patrol officer, and

(b) The conditional appointee undergoing a psychological medical examination by a psychiatrist or psychologist and a determination by said psychiatrist or psychologist that the conditional appointee is capable of performing all essential functions and tasks of a patrol officer.

3. Upon successful completion of the requirements stated in Paragraph 2(a) and (b) above, the conditional appointee shall be sworn-in to the position of patrol officer on or before January 15, 2021.

4. The officer's twelve (12) month probation period, seniority for collective bargaining rights, and eligibility for salary and benefits shall all commence effective January 15, 2021.

The motion passed unanimously.

Carl A. Fischl moved and Christopher D. Crook seconded a motion to approve the extension of Police Chief Randall Miller's employment agreement for an additional two years through December 31, 2022. Discussion followed. Charles A. Donello told Council that he felt a one year contract with a one year extension would be more appropriate

The motion passed. There was one (1) "No" vote.

Fire: Laureen Pellegrino moved and Kayla Green seconded a motion to approve an expenditure of \$2,000 to contract with an architect to determine possible structural changes and improvements to the Fire Station at 49 S. Broad Street.

The motion passed unanimously.

Laureen Pellegrino moved and Kayla Green seconded a motion to accept the Fire Chief's Report for November 2020.

The motion passed unanimously.

Laureen Pellegrino moved and Kayla Green seconded a motion to accept the Emergency Management Report for November 2020.

The motion passed unanimously.

Laureen Pellegrino moved and Christopher D. Crook seconded a motion to accept the Ambulance Report for November 2020.

The motion passed unanimously.

Laureen Pellegrino moved and Kayla Green seconded a motion to approve proceeding with the formulation of a Five Year Strategic Plan for the Borough in conjunction with the Borough's Planning Commission.

The motion passed unanimously.

Laureen Pellegrino moved and Charles A. Donello seconded a motion to approve Resolution No. 12-20-B honoring the Nazareth Music Center and the Brodt Family for their sixty years in business in the Borough as follows:

WHEREAS, the Borough of Nazareth is proud to honor and thank those businesses who have successfully prospered over years and decades and have made the lives of our residents better because of their work,

WHEREAS, the Nazareth Music Center and its ownership family, the Brodt Family, have for sixty years, taught music, provided instrument training and instruction, sold supplies and sheet music and have repaired and rented any and all types of musical instruments and in so doing have become a trademark business in our downtown,

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Borough of Nazareth, in Borough Council assembled, that the Borough lavishes praise and appreciation on the Brodt Family, matriarch and co-founder Edith Brodt, sons Scott and Ralph III and daughter Nora for all of their contributions to the Nazareth business community. The Nazareth Music Center has, for sixty years, been a center for learning, a purveyor of the best name brands in instruments and supplies and a trusted center for instrument repair. The Music Center has been an anchor on Main Street and has seen its students move on to our regionally acclaimed Nazareth High School Band where success has followed them thanks to the Brodt Family and their talents with musical instruction. More importantly, young lives have been impacted as students learned music and enriched not only their lives but also the lives of those that they entertained. Co-Founder, the late Ralph Brodt Jr., once a member of Borough Council himself, had a vision and started a business which has enriched the lives of all who call Nazareth their home. That vision has persisted for sixty years and the cast of accomplished musicians it has produced are a testament to the late Ralph Brodt Jr., wife Edith who remains active in the business to this day and to the entire Brodt Family who have devoted their lives to all that music brings to us . They are deserving of our enduring praise

and appreciation and Nazareth Borough Council and all Borough residents honor them on this day for their decades of success and the impact they have made on all of our lives. Council thanks them again and directs the Secretary to memorialize this Resolution as part of the official record and Meeting Minutes of Nazareth Borough Council.

The motion passed unanimously.

Technology: Kayla Green moved and Christopher D. Crook seconded a motion to approve *to* approve an expenditure of up to \$2,000 to replace the video surveillance hallway camera at 134 S. Main Street.

The motion passed unanimously.

Public Works: Christopher D. Crook moved and Kayla Green seconded a motion to approve the Public Works Report for the month of November 2020.

The motion passed unanimously.

Christopher D. Crook issued words of praise for the employees of the Public Works Department and commended them for their performance during some recent storms. Crook referenced their cleaning of storm drains and gutters while the storms were ongoing and the damage that work prevented

Law: Michael Kopach moved and Kayla Green seconded a motion to approve the Report of the "temporary" Code Enforcement Officer for November 2020.

The motion passed unanimously.

Mayor: Mayor Lance E. Colondo presented the Police Report for November 2020. Mayor Colondo told Council about a major drug arrest and seizure during a traffic stop. Colondo also stated that Officer Pompei was doing work involving "porch pirates" who were pilfering packages left by the postal service and UPS.

Solicitor: No report.

Engineer: No report.

Police Chief: No report.

Old Business: Michael Kopach asked for clarification about an item on the Police Report referencing "commercial vehicle stops". Kopach requested an explanation of that procedure.

New Business: None.

Recognition of Citizens From the Floor: None received via e-mail, through the Borough website or called in through GoToMeeting.com

There being no further business at 6:44 pm, on a motion by Laureen Pellegrino, seconded by Michael Kopach, the Meeting was adjourned.

Paul A. Kokolus, Secretary

Daniel Chiavaroli, President