

**LOWER NAZARETH TOWNSHIP  
BOARD OF SUPERVISORS  
MINUTES  
NOVEMBER 14, 2012**

The Lower Nazareth Township Board of Supervisors held a regularly scheduled meeting in the Township Municipal Building on Wednesday November 14, 2012. The Chairman called the meeting to order at 6:30 PM.

Present were:

Eric E. Nagle	- Chairman	Albert Kortze	- Engineer
Robert S. Kucsan	- Vice Chairman	Gary Asteak	- Solicitor
Gerald R. Green	- Supervisor	Timm A. Tenges	- Manager, Secretary/Treasurer
James S. Pennington	- Supervisor	Lori B. Seese	- Zoning Administrator
Martin J. Boucher	- Supervisor	Tammi Dravec	- Assistant Secretary/Treasurer

**Approval of Minutes**

A motion was moved by Mr. Boucher and was seconded by Mr. Pennington to approve the meeting minutes for October 24, 2012. The motion carried.

**Reports**

*Reports are available to review at the Township Office and on our website.*

Mr. Nagle acknowledged the receipt of the Hecktown Volunteer Fire Company Incident Report for October 2012, the Planning and Zoning Administrator's Report for October 2012, and the Hecktown Volunteer Ambulance Corps 3<sup>rd</sup> Quarter 2012 Financial Report.

**Correspondence**

There were no items to discuss under Correspondence.

**Subdivision and Land Development**

There were no items to discuss under Subdivision and Land Development.

**Supervisors' Comments**

Mr. Kucsan, Mr. Pennington, and Mr. Nagle had no comments.

Mr. Green reported that the fire company responded to at least 30 calls during the storm and days following the storm.

Mr. Boucher thanked the Public Works Department for helping clear Butztown Road so crews could get through to restore power.

**Board of Supervisors Minutes  
November 14, 2012**

## **Manager's Report**

Authorization to advertise use of CPA to perform 2012 Audit – A motion was moved by Mr. Pennington and was seconded by Mr. Kucsan to authorize advertisement of the Township's intent to use a CPA to perform the 2012 audit. The motion carried.

2013 Draft General Fund Budget – Mr. Tenges reported that the 2013 budget calls for no tax increase. He also reported that he decreased the budget about 5% from 2012-2013. Mr. Tenges requested authorization to advertise this draft budget for adoption at our December 12<sup>th</sup> meeting.

A motion was moved by Mr. Kucsan and was seconded by Mr. Green to authorize advertisement of the 2013 Draft General Fund Budget. The motion carried.

Clean-Up Day – Mr. Tenges reported that the 2012 Fall Clean-Up Day cost the Township \$635.00 and the total from both the Spring and Fall was \$2,592.00. The average annual cost, from 2007-2011, when Clean-Up Day was held at East Penn Sanitation was \$17,780.00.

PSATS meeting – Mr. Tenges attended a Standing Committee meeting yesterday. One of the important topics discussed was prevailing wage.

Sandy – Storm Report – Mr. Tenges reported that there were numerous power outages and trees down but the Township sustained little damage from the storm. He also reported that, due to the storm, 2012 Trick-or-Treat was moved from October 31<sup>st</sup> for Saturday November 3<sup>rd</sup>.

In addition, in order to get important information out to our residents we now have a Facebook and Twitter account. Residents can continue to get important information on our webpage as well.

## **Engineer's Report**

There were no items to discuss under Engineer's Report.

## **Solicitor's Report**

Trinity "Triangle" Property Purchase – Solicitor Asteak reported that we should have settlement on this property by the end of the year.

ISC Property Purchase – Solicitor Asteak reported that the Agreement of Sale can now be executed so we can move forward with this purchase.

## **Old Business**

There were no items to discuss under Old Business.

## **New Business**

There were no items to discuss under New Business.

**Payment of the Bills**

A motion was moved by Mr. Boucher and was seconded by Mr. Pennington to approve payment of the bills dated November 14, 2012. The motion carried.

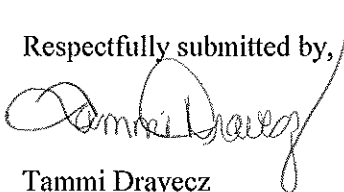
**Courtesy of the Floor**

There were no items to discuss under Courtesy of the Floor.

**Adjournment**

A motion was moved by Mr. Boucher and was seconded by Mr. Pennington to adjourn the meeting. The meeting adjourned at 6:53pm.

Respectfully submitted by,

A handwritten signature in cursive script, appearing to read "Tammi Dravec", written in black ink. The signature is positioned above the printed name and title.

Tammi Dravec  
Assistant Secretary/Treasurer

**Lower Nazareth Township  
Bills To Be Approved  
November 14, 2012**

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b><u>GENERAL FUND CHECKING ACCOUNT</u></b>			
12944	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 965.26
12945	Volunteer Companies Loan Fund	Fire Company Loan	\$ 965.26
12946	Colonial Regional Police Department	Police Contract Payment	\$ 86,944.36
12947	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 17,574.37
12948	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
12949	PSATS CDL Program	Drug Testing	\$ 180.00
12950	Edwards Business Systems	Copier Maintenance	\$ 379.87
12951	Easton Suburban Water Authority	Fire Company Water	\$ 56.16
12952	Verizon	Fire Company Telephone	\$ 221.06
12953	Home Depot	Fire Company Supplies	\$ 319.88
12954	Suburban Propane	Park Fuel	\$ 402.89
12955	Mansfield Oil Company	Equipment Motor Fuel	\$ 717.88
12956	PAPCO	Equipment Motor Fuel	\$ 535.44
12957	Verizon	Municipal / Public Works Telephone	\$ 639.99
12958	PrintConcepts	Fall Newsletter	\$ 2,748.79
12959	Staples Business Advantage	Office/Zoning/Tax Supplies	\$ 167.54
12960	Flurer's Auto Body	Tool/Equipment Repair	\$ 25.00
12961	Valley Industrial Rubber Products	Equipment Parts/Supplies	\$ 152.32
12962	BWP-Carquest Auto Parts	Equipment Parts/Supplies	\$ 157.21
12963	Met-Ed	Traffic Signal Electricity	\$ 263.00
12964	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 3,054.00
12965	Highway Materials, Inc.	Paving/Patching Material	\$ 1,082.80
12966	East Penn Sanitation Inc.	Municipal Trash Disposal	\$ 35.36
12967	AT&T	Municipal/Public Works Long Distance	\$ 56.07
12968	PA One Call System, Inc.	Monthly Fax Activity	\$ 46.20

**Lower Nazareth Township  
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**GENERAL FUND CHECKING ACCOUNT CONTINUED**

12969	Nazareth Key	Fire Company Advertisement	\$ 252.00
12970	The Express Times	Fire Company Advertisement	\$ 130.57
12971	PPL, Inc.	Fire Company Electricity	\$ 595.93
12972	ExxonMobil	Fire Company Fuel	\$ 746.93
12973	Met-Ed	Traffic Signal Electricity	\$ 49.38
12974	Nazareth Key	Advertisements	\$ 563.76
12975	PPL, Inc.	Selvaggio Drive Electricity	\$ 494.97
12976	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Ele	\$ 1,451.73
12977	Asteak Law Offices	Legal Services	\$ 7,474.00
12978	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 3,473.00
12979	Timm Tenges	Reimbursement	\$ 38.07
12980	Master Supply Line	Park/Public Works Supplies	\$ 132.76
12981	Reliable Sign & Striping, Inc.	Traffic Signs	\$ 570.00
12982	Huston's Radiator & Auto Repair	Public Works Tool/Equipment Repair	\$ 75.00
12983	Home Depot	Maintenance Supplies	\$ 11.26
12984	Sam's Club	Municipal Bldg/Public Works Supplies	\$ 148.62
12985	Jack Williams Tire Company, Inc.	Fire Company Vehicle Maintenance	\$ 121.10
12986	Chiefs Choice	Fire Company Maintenance Supplies	\$ 73.61
12987	Chase Card Services	Equipment Parts/Supplies	\$ 198.47
12988	Staples Business Advantage	Office/Zoning/Tax Supplies	\$ 106.07
12989	Mansfield Oil Company	Equipment Motor Fuel	\$ 397.78
		<b><i>Total General Fund Checking Account...</i></b>	<b><u>\$ 135,807.49</u></b>

**RECYCLING/REFUSE ACCOUNT**

1162	East Penn Sanitation Inc.	Clean Up Day Disposal	<u>\$ 1,394.68</u>
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**Lower Nazareth Township  
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**HOST FEE ACCOUNT**

544	Eastern Industries, Inc.	Paving/Patching Material	\$	5,928.91
545	Highway Materials, Inc.	Paving/Patching Material	\$	5,005.17
				<b><u><u>\$ 10,934.08</u></u></b>

*Total Host Fee Account...* **\$ 10,934.08**

**PAYROLL ACCOUNT**

	November 2, 2012	\$	30,481.57
	November 16, 2012	\$	28,898.19
			<b><u><u>\$ 59,379.76</u></u></b>

**MASTER ESCROW CHECKING ACCOUNT (KNBT)**

1958	Keystone Consulting Engineers	Engineering & Inspection Services	\$	3,346.14
1959	Asteak Law Offices	Legal Services	\$	568.75
				<b><u><u>\$ 3,914.89</u></u></b>

*Total Master Escrow Checking Account...* **\$ 3,914.89**

**MASTER ESCROW CHECKING ACCOUNT (LAB)**

1090	John Panovec	Lighting Key Return	\$	25.00
1091	Joel Strauss	Lighting Key Return	\$	25.00
1092	Rob Stasolla	Lighting Key Return	\$	25.00
1093	Keystone Consulting Engineers, Inc.	Enigneering & Inspection Services	\$	24,740.90
1094	Asteak Law Offices	Legal Services	\$	1,018.50
1095	Met-Ed	Traffic Signal Electricity	\$	81.24
1096	Signal Service, Inc.	Traffic Signal Maintenance	\$	460.00
1097	Keystone Consulting Engineers, Inc.	Enigneering & Inspection Services	\$	230.00
1098	Gary Metzgar	Key Return	\$	25.00
1099	Met-Ed	Traffic Signal Electricity	\$	200.17
				<b><u><u>\$ 26,830.81</u></u></b>

*Total Master Escrow Checking Account...* **\$ 26,830.81**

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CAPITAL RESERVE ACCOUNT

769 Fellheimer & Eichen LLP

Legal Services

\$ 44,938.17