

**LOWER NAZARETH TOWNSHIP
REORGANIZATION
JANUARY 7, 2013**

REORGANIZATION - The Lower Nazareth Township Board of Supervisors held a meeting in the Township Municipal Building on Monday January 7, 2013 for the purposes of Reorganization. The Acting Chairman, Eric E. Nagle called the meeting to order at 6:40 p.m.

Present were: Supervisors Eric E. Nagle, Robert S. Kucsan, Gerald R. Green, James S. Pennington, and Martin J. Boucher; Manager Timm A. Tenges, Office Operations Coordinator Eric Albert, and Assistant Secretary/Treasurer Tammi M. Dravec.

Pledge of Allegiance

Organization of the Board of Supervisors

	<u>Motion made by</u>	<u>Vote Carried</u>
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Elect

Chairman	2012 – Eric Nagle	ERIC NAGLE	ROBERT KUCSAN	YES
Vice Chairman	2012 – Robert Kucsan	ROBERT KUCSAN	GERALD GREEN	NO
		JAMES PENNINGTON	ROBERT KUCSAN	YES

Appoint

Secretary	2012 – Timm Tenges	TIMM TENGES	JAMES PENNINGTON	YES
Assistant Secretary	2012 – Tammi Dravec	TAMMI DRAVECZ	GERALD GREEN	YES
Treasurer	2012 – Timm Tenges	TIMM TENGES	JAMES PENNINGTON	YES
Assistant Treasurer	2012 – Tammi Dravec	TAMMI DRAVECZ	GERALD GREEN	YES

2013 Meeting Schedule – attached

Please note: Meeting dates are subject to change. Please contact the Township Office to verify you have the most recent schedule prior to conducting business with the Township.

1. JAMES PENNINGTON	YES
2. ROBERT KUCSAN	YES

Depositories for Township Funds

Motion made by **Vote Carried**

Checking, Savings, & Developer's Escrow	Keystone Nazareth Bank & Trust Lafayette Ambassador Bank & Trust PA Local Government Investment Trust Wells Fargo Bank Embassy Bank	1. MARTIN BOUCHER	YES
	1 million dollars	2. ROBERT KUCSAN	YES
Establish Treasurer's Bond	1 million dollars		YES
Establish Assistant Treasurer's Bond	1 million dollars		YES
Adopt 2013 Fee Schedule			YES

Delegates to Miscellaneous Boards and Conventions

Motion made by **Vote Carried**

Colonial Regional Police Commission	2012 Delegate: Eric Nagle	Delegate: ERIC NAGLE	JAMES PENNINGTON	YES
	2012 Alternate: James Pennington	Delegate: JAMES P.	MARTIN BOUCHER	NO
Liaison to Emergency Services - Fire	2012 Delegate: Martin Boucher	Alternate: JAMES P.	MARTIN BOUCHER	YES
	2012 Alternate: Gerald Green	Delegate: MARTIN B.	JAMES PENNINGTON	YES
Liaison to Emergency Services - Ambulance	2012 Delegate: Martin Boucher	Alternate: GERALD G.	JAMES PENNINGTON	YES
	2012 Alternate: Gerald Green	Delegate: MARTIN B.	GERALD GREEN	YES
Nazareth Area Council of Government - Stockertown	2012 Delegate: James Pennington	Alternate: GERALD G.	JAMES PENNINGTON	YES
	2012 Alternate: Gerald Green	Delegate: JAMES P.	GERALD GREEN	YES
	2012 Alternate: Gerald Green	Alternate: TIMM TENGES	JAMES PENNINGTON	YES

Delegates to Miscellaneous Boards and Conventions ... Continued

		<u>Motion made by</u>		<u>Vote Carried</u>
Regional Comprehensive Plan	2012 Delegate: Timm Tenges	Delegate: TIMM TENGES	ROBERT K.	YES
	2012 Alternate: Martin Boucher	Alternate: GERALD G.	MARTIN B.	YES
Nazareth Library Budget Committee	2012 Delegate: Robert Kucsan	Delegate: ROBERT K.	JAMES P.	YES
	2012 Alternate: Timm Tenges	Alternate: TIMM TENGES	JAMES P.	YES
Nazareth Area Council of Government – Steering Committee	2012 Delegate: Timm Tenges	Delegate: TIMM TENGES	ROBERT K.	YES
	2012 Alternate: James Pennington	Alternate: JAMES P.	GERALD G.	YES
248 Brodhead Road Building Committee	2012 Representative: Timm Tenges	Representative: TIMM T.	JAMES P.	YES
	2012 Representative: Robert Kucsan	Representative: ROBERT K.	JAMES P.	YES
Tax Collection Committee Resolution #LNT-01-13	2012 Delegate: Timm Tenges	Delegate: TIMM TENGES	GERALD G.	YES
	2012 Alternate: Lorie Gyarmaty	Alternate: LORIE G.	JAMES P.	YES
Northampton County Association of Township Officials	2012 Delegate: Timm Tenges	Delegate: TIMM TENGES	JAMES P.	YES
	2012 Alternate: Lori Seese	Alternate: LORI SEESE	JAMES P.	YES
Township Recycling Coordinator		ERIC ALBERT	GERALD G.	YES
				YES

Delegates – PSATS Annual Convention and County Convention

Motion made by Vote Carried

<p>Authorization for Supervisors (5), Manager, Assistant Secretary, Voting Delegate, and any other employee so designated by the Township Manager, to attend the PSATS Convention, April 21 – April 24, 2013</p>	<p>2012 Delegate: Timm Tenges</p>	<p>1. JAMES PENNINGTON 2. ROBERT KUCCSAN</p>	<p>YES</p>
<p>Voting Delegate for PSATS Convention</p>	<p>Delegate: TIMM TENGES</p>	<p>JAMES PENNINGTON</p>	<p>YES</p>
<p>Authorization for Supervisors (5), Manager, Township Employees so designated by the Board of Supervisors or Township Manager to attend the 2013 County Convention.</p>		<p>1. GERALD GREEN 2. MARTIN BOUCHER</p>	<p>YES</p>

Compensation & Reimbursement

Motion made by Vote Carried

<p>Compensation of Township Manager – LNT-02-13 \$97,000.00 effective January 1, 2013</p>	<p>1. ERIC NAGLE 2. ROBERT KUCCSAN</p>	<p>YES</p>
<p>Reimbursement of mileage at the Federal rate of .565/mile</p>	<p>1. JAMES PENNINGTON 2. ROBERT KUCCSAN</p>	<p>YES</p>
<p>Reimbursement rate for Township performed services at \$50/ man hour</p>	<p>1. ROBERT KUCCSAN 2. MARTIN BOUCHER</p>	<p>YES</p>

<p>Legal Counsel – Board of Supervisors & Planning Commission</p>	<p>Gary N. Asteak, Esq. At a rate of \$150 / hour for general government and \$175 / hour for development matters per letter dated November 15, 2012</p>	
<p>Legal Counsel – Zoning Hearing Board</p>	<p>April L. Cordts, Esq. At a rate of \$140 / hour per letter dated December 5, 2012</p>	
<p>Legal Counsel – Human Resources</p>	<p>Thomas L. Heimbach, Esq. At a rate of \$235 / hour per letter dated November 26, 2012</p>	
<p>Sewage Enforcement Officers</p>	<p>Christopher Noll, Steven Gitch, Lisa Kern, Daren Martocci, and Eric Erb Keystone Consulting Engineers, Inc. Fees per Schedule of Fees dated December 7, 2012</p>	<p>1. JAMES PENNINGTON</p>
<p>Township Engineer</p>	<p>Keystone Consulting Engineers, Inc. Fees per Schedule dated December 7, 2012</p>	<p>2. MARTIN BOUCHER</p>
<p>Alternate Township Engineer</p>	<p>Borton Lawson</p>	
<p>Third Party Code Inspections</p>	<p>CodeMaster Inspection Services Fees per Schedule dated December 3, 2012</p>	
<p>Alternate Third Party Code Inspections</p>	<p>Barry Issett & Associates Fees – Re: CodeMaster Inspection Services</p>	
<p>Township Auditor</p>	<p>France, Anderson, Basile & Co., not to exceed \$7,000.00 Per proposal dated November 19, 2012</p>	
<p>Emergency Management Coordinator</p>	<p>Jeffrey Seip, Fire Chief</p>	

Miscellaneous Boards

Planning Commission - 5 Year Term Expires December 31

	<u>Motion made by</u>	<u>Vote Carried</u>
TARA CAPECCI	1. ROBERT KUCSAN 2. GERALD GREEN	YES
Ronald Siedlecki	2013	
Linda Crook	2014	
Hugh Harris	2015	
Leroy Bickert	2016	

Zoning Hearing Board - 3 Year Term Expires December 31

	<u>Motion made by</u>	<u>Vote Carried</u>
MANOUEL CHANGALIS Resolution LNT-03-13	1. JAMES PENNINGTON 2. MARTIN BOUCHER	YES
ALTERNATE: Year to Year Resolution LNT-04-13	TABLED	
ALTERNATE: Year to Year Resolution LNT-05-13	TABLED	
ZACHARIAH COBRNIK	2013	
MICHAEL GABLE	2014	

Vacancy Board, Chairman – 1 Year Term Expires December 31

Motion made by Vote Carried

	APPOINT 2013	<i>TABLED</i>
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Nazareth Borough Municipal Authority

Motion made by Vote Carried

2012 Delegate: Timm Tenges	Delegate: TIMM TENGES	JAMES PENNINGTON	YES
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Background Check Appeals Board

Motion made by Vote Carried

2012 Delegate (Supervisor): Eric Nagle	Delegate (Supervisor):		
2012 Delegate (Supervisor): Gerald Green	Delegate (Supervisor):		
2012 Delegate (Citizen): Robert Hicks	Delegate (Citizen):		
2012 Township Manager: Timm Tenges	Township Manager:		
	ROBERT KUCSAN		
	YES		

Approval of Minutes

A motion was moved by Mr. Green and was seconded by Mr. Pennington to approve the December 12, 2012 meeting minutes. The motion carried.

Supervisor's Comments

Mr. Kucsan wished everyone a Happy New Year.

Mr. Pennington reported that he attended the CRPC meeting.

Mr. Nagle also attended the CRPC meeting. He shared the township's concerns with Nazareth Borough's proposal for services. Mr. Nagle commented to the Commission that we are willing to keep a dialogue open but that the current conditions are unacceptable.

Mr. Green had no comments.

Mr. Boucher inquired on the false alarm ordinance. Mr. Tenges reported that we are working on the enforcement of that ordinance.

Old Business

There were no comments under Courtesy of the Floor.

New Business

Real Estate Tax Collector Compensation & Rules and Regulations for Collection – Mr. Tenges reported that the Township is required to establish this prior to February 15th so that anyone interested in running to Tax Collector knows the compensation and rules for collection. Mr. Tenges stated that we created a structure that mirrors what the school pays the Township to collect their real estate taxes. A motion was moved by Mr. Boucher and was seconded by Mr. Green to approve the compensation and rules for tax collection. The motion carried.

Payment of the Bills

A motion was moved by Mr. Kucsan and was seconded by Mr. Pennington to payment of the bills dated January 7, 2013. The motion carried.

Courtesy of the Floor

There were no comments under Courtesy of the Floor.

Adjournment

A motion was moved by Mr. Boucher and was seconded by Mr. Green to adjourn the meeting. The meeting adjourned at 7:13pm.

Respectfully submitted by,

Tammi M. Dravec
Asst. Secretary/Treasurer

**Lower Nazareth Township
Reorganization, January 7, 2013**

Lower Nazareth Township
Bills To Be Approved
 January 7, 2013

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<u>GENERAL FUND CHECKING ACCOUNT</u>			
13067	State Worker's Insurance Fund	Worker's Compensation Deposit	\$ 669.00
13068	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 249.49
13069	Berks County Extension Program Account	Pesticide Training	\$ 98.00
13070	PA Recreation and Park Society, Inc.	2013 Membership Dues	\$ 80.00
13071	Easton Area Joint Sewer Authority	Operating and Capital Operating Expense	\$ 911.34
13072	PAPCO	Equipment Motor Fuel	\$ 511.51
13073	Keystone Municipal Insurance	Workers Comp Insurance	\$ 5,713.00
13074	Met-Ed	Traffic Signal Electricity	\$ 318.06
13075	Verizon	Municipal / Public Works Telephone	\$ 618.57
13076	Verizon Wireless	Municipal/Public Works Wireless	\$ 374.90
13077	Mansfield Oil Company	Equipment Motor Fuel	\$ 684.70
13078	Williamson Law Book Company	Minutes Books	\$ 256.20
13079	Suburban Propane	Park Fuel	\$ 257.96
13080	Suburban Propane	Public Works Heating Fuel	\$ 269.92
13081	Nazareth Area Council of Government	2013 Membership Dues	\$ 250.00
13082	Deer Park	Municipal Bottled Water	\$ 11.17
13083	Brown & Brown of Lehigh Valley	Tax Collector/Treasurer/Asst Treasurer Bonds	\$ 1,735.00
13084	EMC Insurance Companies	Township Insurance	\$ 11,398.00
13085	Medical Life Insurance Company	Employee Life Insurance	\$ 1,380.00
13086	Edwards Business Systems	Copier/Equipment Maintenance	\$ 439.02
13087	PSATS	2013 Membership Fees	\$ 1,714.00
13088	PAMA	2013 Membership Dues	\$ 250.00
13089	Integra One	Computer Services	\$ 2,000.00
13090	Integra One	Computer Equipment	\$ 852.94
13091	Bursich Associates, Inc.	Act 537 Plan Update	\$ 94.72

**Lower Nazareth Township
Bills To Be Approved
January 7, 2013**

GENERAL FUND CHECKING ACCOUNT CONT.

13092	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 1,167.50
13093	Stotz & Fatzinger Office Supply	Office / Zoning Supplies	\$ 154.81
13094	Schall's Brakes & Repairs, Inc.	Equipment Service/Repairs	\$ 339.60
13095	Collis Truck Parts, Inc.	Equipment Parts/Supplies	\$ 20.00
13096	Eastern Industries, Inc.	Capital Construction	\$ 512.11
13097	All-Phase Electric Supply Co.	Public Works Equip Parts/Supplies	\$ 64.07
13098	E.M. Kutz, Inc.	Public Works Equipment Parts/Supplies	\$ 254.40
13099	JAMAR Technologies, Inc.	Equipment Parts/Supplies	\$ 206.34
13100	U.S. Municipal Supply, Inc.	Traffic Signs	\$ 193.36
13101	Memorial Library of Nazareth & Vicinity	1st Quarter Library Service	\$ 21,462.00
13102	The Express-Times	Advertisements	\$ 79.40
13103	Pitney Bowes, Inc.	Postage Meter	\$ 208.50
13104	Easton Suburban Water Authority	Hydrant Assessment	\$ 14,850.00
13105	Nazareth Key	Advertisement	\$ 140.94
13106	Fogel's Fuel Service	Municipal Heating Fuel	\$ 1,610.24
13107	Plasterer Equipment Company, Inc.	Equipment Parts/Supplies	\$ 378.97
13108	Staples Business Advantage	Office Supplies	\$ 356.67
13109	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 965.26
13110	Volunteer Companies Loan Fund	Fire Company Loan	\$ 965.26
13111	Colonial Regional Police Department	Police Contract Payment	\$ 89,830.78
13112	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 17,823.86
13113	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
		<i>Total General Fund Checking Account...</i>	<u>\$ 183,733.34</u>

DEVELOPMENT & INSPECTION ACCOUNT

1723	CodeMaster Inspection Services, Inc.	Building Inspection Services	<u>\$ 1,613.00</u>
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**Lower Nazareth Township
Bills To Be Approved
January 7, 2013**

RECYCLING/REFUSE ACCOUNT

1166	First Regional Compost Authority	1st Quarter 2013 Payment	\$ 4,681.05
1167	Lower Nazareth Township General Fund	Yard Waste Employees	\$ 8,057.53
1168	Mr. John	Temporary Restrooms	\$ 45.06
<i>Total Recycling/Refuse Account...</i>			<u>\$ 12,783.64</u>

PAYROLL ACCOUNT

December 28, 2012

\$ 33,780.42

CAPITAL RESERVE SEWER-SIGNALS ACCOUNT

525	Keystone Consulting Engineers	Engineering Services	<u>\$ 460.13</u>
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CHRISTIAN SPRINGS ROAD ACCOUNT

510	Keystone Consulting Engineers	Engineering Services	<u>\$ 170.00</u>
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