

**LOWER NAZARETH TOWNSHIP  
BOARD OF SUPERVISORS  
MINUTES  
NOVEMBER 13, 2013**

The Lower Nazareth Township Board of Supervisors held a regularly scheduled meeting in the Township Municipal Building on Wednesday November 13, 2013. The Vice-Chairman called the meeting to order at 6:30 PM.

Present were:

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

Absent was:

Eric E. Nagle - Chairman

\*\*\* *Mr. Pennington announced that Stone Post Meadows would not be on tonight's agenda.* \*\*\*

\*\*\* *Mr. Pennington also announced that due to the over capacity audience, tonight's IDI hearing would have to be postponed until we can secure a larger venue. Once the Township is able to do so, the hearing will be re-advertised, property re-posted, and details placed on the Township's website and Facebook page.* \*\*\*

**Approval of Minutes**

A motion was moved by Mr. Green and was seconded by Mr. Boucher to approve the meeting minutes for October 23, 2013. The motion carried.

**Conditional Use Hearing – International Developments International (IDI) CU#2013-02** – Tabled until a larger venue can be secured.

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

Mr. Pennington acknowledged the receipt of the Zoning Administrator's Report for October 2013.

**Correspondence**

There were no items to discuss under Correspondence.

**Subdivision and Land Development**

**Louise Moore Park – Waiver Requests** – The applicant requested waivers from various sections of the SALDO. A motion was moved by Mr. Boucher and was seconded by Mr. Kucsan to grant all waiver requests. The motion carried.

**Louise Moore Park – Lot Line Adjustment – Resolution #LNT-23-13** – Mr. Kortze reviewed his letter and recommended approving the lot line adjustment. A motion was moved by Mr. Boucher and was seconded by Mr. Kucsan to grant all waiver requests. The motion carried.

**Supervisors' Comments**

Mr. Boucher and Mr. Green had no comments.

Mr. Kucsan thanked everyone who came out and voted on November 5<sup>th</sup>.

Mr. Pennington stated that they are still finalizing the 2014 Police Budget and should have final budget numbers for our December meeting.

### **Manager's Report**

Time Extension Report – Mr. Tenges reported that the Township accepted a time extension from Keith Kleintop, for his Minor Subdivision plan, through December 11<sup>th</sup>.

Halteman Farms Subdivision Plan Withdrawal – Mr. Tenges reported that the Township received letters from Mr. Halteman and Mr./Mrs. Gold formally requesting that their subdivision plan for Heritage Farm Estates along Hecktown Road be withdrawn. The property has been sold to Mr. Setzer who will continue to farm the property.

Authorization to advertise use of CPA to perform 2013 Audit – A motion was moved by Mr. Green and was seconded by Mr. Kucsan to authorize the use of a CPA to perform the 2013 audit. The motion carried.

2014 Draft General Fund Budget – Authorization to Advertise – A motion was moved by Mr. Boucher and was seconded by Mr. Kucsan to advertise the 2014 draft General Fund Budget. The motion carried.

### **Engineer's Report**

Trio Fields Phase I – Letter of Credit Reduction – Mr. Kortze reviewed his letter and recommended a \$10,090.57 reduction. A motion was moved by Mr. Green and was seconded by Mr. Boucher to authorize the reduction. The motion carried.

Trio Fields Phase II – Letter of Credit Reduction – Mr. Kortze reviewed his letter and recommended a \$4,573.80 reduction. A motion was moved by Mr. Kucsan and was seconded by Mr. Boucher to authorize the reduction. The motion carried.

C&S Wholesale Grocers – Letter of Credit Reduction & Commence Maintenance – Mr. Kortze reviewed his letter and recommended to reduce the letter of credit to its maintenance level and commence the 18-month maintenance period. A motion was moved by Mr. Green and was seconded by Mr. Boucher to authorize the reduction and commence the maintenance period. The motion carried.

### **Solicitor's Report**

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

### **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. Kucsan and was seconded by Mr. Boucher to approve payment of the bills dated November 13, 2013. 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 7:03pm.

Respectfully submitted by,

A handwritten signature in cursive script, appearing to read "Tammi Dravec".

Tammi Dravec  
Assistant Secretary/Treasurer

**Lower Nazareth Township  
Bills To Be Approved  
November 13, 2013**

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b><u>GENERAL FUND CHECKING ACCOUNT</u></b>			
13874	Mansfield Oil Company	Equipment Motor Fuel	\$ 617.92
13875	Highway Materials, Inc.	Construction/Rebuilding	\$ 6,452.54
13876	Verizon	Municipal / Public Works Telephone	\$ 602.00
13877	EMC Insurance Companies	Township Insurance	\$ 15,559.70
13878	Suburban Propane	Park Fuel	\$ 277.40
13879	Home Depot	Fire Company Supplies	\$ 39.94
13880	Easton Suburban Water Authority	Fire Company Water	\$ 57.16
13881	Toshiba Business Solutions	Copier Maintenance	\$ 18.84
13882	Daniel Honohan	Local Services Tax Refund	\$ 22.00
13883	Dylon Honohan	Local Services Tax Refund	\$ 26.00
13884	Deer Country Farm & Lawn, Inc.	Public Works Equipment Parts/Supplies	\$ 40.13
13885	PSATS CDL Program	CDL Drug Testing	\$ 60.00
13886	Kimball Midwest	Public Works Tools/Equipment	\$ 249.00
13887	Reliable Sign & Striping, Inc.	Traffic Signs	\$ 558.40
13888	Walmart Community BRC	Capital Purchase Park	\$ 111.88
13889	Easton Suburban Water Authority	Municipal Bldg Water	\$ 58.65
13890	Integra One	Software Maintenance	\$ 300.00
13891	PPL, Inc.	Fire Company Electricity	\$ 572.39
13892	Horwith Freightliner	Fire Company Equipment Maintenance	\$ 545.23
13893	ExxonMobil	Fire Company Fuel	\$ 795.46
13894	Faust Heating & A/C Co., Inc.	Municipal Building Maintenance	\$ 630.00
13895	United States Postal Service	Postage	\$ 500.00
13896	Met-Ed	Traffic Signal Electricity	\$ 267.89
13897	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Ele	\$ 1,425.20
13898	PPL, Inc.	Municipal Drive Electricity	\$ 489.17

**Lower Nazareth Township  
Bills To Be Approved  
November 13, 2013**

**GENERAL FUND CHECKING ACCOUNT CONTINUED**

13899	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 83.64
13900	Nazareth Key	Advertisements	\$ 422.82
13901	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 965.26
13902	Volunteer Companies Loan Fund	Fire Company Loan	\$ 965.26
13903	Colonial Regional Police Department	Police Contract Payment	\$ 89,830.78
13904	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 18,518.08
13905	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
13906	The Express Times	Advertisement	\$ 183.70
13907	PA One Call System, Inc.	Monthly Fax Activity	\$ 66.30
13908	Mr. John	Temporary Restrooms	\$ 227.85
13909	Highway Materials, Inc.	Construction/Rebuilding	\$ 12,059.96
13910	PAPCO	Equipment Motor Fuel	\$ 1,714.90
13911	Mansfield Oil Company	Equipment Motor Fuel	\$ 345.37
13912	Advanced Auto Parts Professional	Equipment Parts/Supplies	\$ 151.37
13913	Sherwin-Williams	Park Supplies	\$ 404.70
13914	Sam's Club	Municipal Building/Public Works Supplies	\$ 106.27
13915	Staples Business Advantage	Office/Zoning/Tax Supplies	\$ 173.18
13916	Printex	Zoning Supplies	\$ 42.50
13917	Home Depot	Park Facilities Maintenance/Shop Tools	\$ 1,757.76
13918	Chase Card Services	Shop Tools/Equipment/Training	\$ 112.61
13919	Harris	Land Records Software/Maintenance	\$ 1,690.00
13920	Flamm Walton PC	Personnel Legal Services	\$ 94.00
13921	Tractor Supply Credit Plan	Public Works Supplies	\$ 205.98
13922	Staples Credit Plan	Fire Co Collection Supplies	\$ 182.71
13923	Fogels Fuel Service	Fire Company Fuel	\$ 260.10
13924	Keystone Consulting Engineers, Inc.	Engineering & Inpsection Services	\$ 85.00

**Lower Nazareth Township  
Bills To Be Approved  
November 13, 2013**

**GENERAL FUND CHECKING ACCOUNT CONTINUED**

13925	Asteak Law Offices	Legal Services	\$ 5,437.50
			\$ 167,376.27

**MASTER ESCROW CHECKING (LAB)**

1214	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 1,465.00
1215	Matt Reiss	Key Return	\$ 50.00
1216	Lower Nazareth Recreation Association	Lighting Key Returns	\$ 75.00
1217	Gilmore & Associates, Inc.	Engineering & Inspection Services	\$ 312.50
1218	Hidden Oaks IV, LLP	Escrow Refund	\$ 1,485.00
1219	Met-Ed	Traffic Signal Electricity	\$ 63.03
1220	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 23,236.65
1221	<i>VOIDED</i>	<i>VOIDED</i>	
1222	Gilmore & Associates, Inc.	Engineering & Inspection Services	\$ 1,637.48
1223	Asteak Law Offices	Legal Services	\$ 4,735.25
<i>Total Master Escrow Checking Account...</i>			\$ 33,059.91

**MASTER ESCROW CHECKING (KNBT)**

1972	Asteak Law Offices	Legal Services	\$ 43.75
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**REFUSE/RECYCLING ACCOUNT**

1188	Mr. John	Temporary Restrooms	\$ 151.90
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**DEVELOPMENT & INSPECTION ACCOUNT**

1755	CodeMaster Inspection Services, Inc.	Building Inspection Services	\$ 58,970.00
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Lower Nazareth Township  
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PAYROLL ACCOUNT

November 1, 2013		\$	31,066.41
November 15, 2013		\$	28,682.24
	<i>Total Payroll Account...</i>	\$	<u>59,748.65</u>

CAPITAL RESERVE ACCOUNT

802	Bath Supply Co., Inc.	Capital Construction	\$	560.85
803	Building Specialties, Inc.	Capital Construction	\$	874.35
804	Chase Card Services	Capital Construction	\$	352.43
805	The Home Depot	Capital Construction	\$	38.34
806	Bath Supply Co., Inc.	Capital Construction	\$	216.32
	<i>Total Capital Reserve Account...</i>		\$	<u>2,042.29</u>