

LOWER NAZARETH TOWNSHIP  
REORGANIZATION  
JANUARY 6, 2014

**REORGANIZATION** - The Lower Nazareth Township Board of Supervisors held a meeting in the Township Municipal Building on Monday January 6, 2014 for the purposes of Reorganization. The Acting Chairman, Eric E. Nagle called the meeting to order at 6:30 p.m.

Present were: Supervisors Eric E. Nagle, James S. Pennington, Robert S. Kucsan, Gerald R. Green, and Martin J. Boucher; Manager Timm A. Tenges, Planning & Zoning Administrator Lori Seese, and Assistant Secretary/Treasurer Tammi M. Dravec.

**Pledge of Allegiance**

**Organization of the Board of Supervisors**

**Motion made by** **Vote Carried**

**Elect**

<b>Chairman</b>	2013 – Eric Nagle	ERIC NAGLE	JAMES PENNINGTON	YES
<b>Vice Chairman</b>	2013 – Robert Kucsan	JAMES PENNINGTON MARTIN BOUCHER	ERIC NAGLE GERALD GREEN	YES NO

**Appoint**

<b>Secretary</b>	2013 – Timm Tenges	TIMM TENGES	ROBERT KUCSAN	YES
<b>Assistant Secretary</b>	2013 – Tammi Dravec	TAMMI DRAVECZ	JAMES PENNINGTON	YES
<b>Treasurer</b>	2013 – Timm Tenges	TIMM TENGES	JAMES PENNINGTON	YES
<b>Assistant Treasurer</b>	2013 – Tammi Dravec	TAMMI DRAVECZ	GERALD GREEN	YES

**2014 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. MARTIN BOUCHER	YES
2. GERALD GREEN	YES

**Depositories for Township Funds**

**Motion made by** **Vote Carried**

Checking, Savings, & Developer's Escrow	National Penn Lafayette Ambassador Bank & Trust PA Local Government Investment Trust Wells Fargo Bank Embassy Bank Merchants Bank	1. ROBERT KUCCSAN 2. MARTIN BOUCHER	YES
	1 million dollars	1. JAMES PENNINGTON 2. ROBERT KUCCSAN	YES
Establish Treasurer's Bond	1 million dollars	1. JAMES PENNINGTON 2. GERALD GREEN	YES
Establish Assistant Treasurer's Bond	1 million dollars		YES
Adopt 2014 Fee Schedule			YES

**Delegates to Miscellaneous Boards and Conventions**

**Motion made by** **Vote Carried**

Colonial Regional Police Commission	2013 Delegate: Eric Nagle	Delegate: ERIC NAGLE	ROBERT KUCCSAN	YES
	2013 Alternate: James Pennington	Delegate: JAMES P.	GERALD GREEN	NO
Liaison to Emergency Services - Fire	2013 Delegate: Martin Boucher	Alternate: JAMES P.	ERIC NAGLE	YES
	2013 Alternate: Gerald Green	Alternate: MARTIN B.	GERALD GREEN	NO
Liaison to Emergency Services - Ambulance	2013 Delegate: Martin Boucher	Delegate: MARTIN B.	ROBERT KUCCSAN	YES
	2013 Alternate: Gerald Green	Alternate: GERALD G.	JAMES PENNINGTON	YES
Nazareth Area Council of Government - Stockertown	2013 Delegate: James P.	Delegate: MARTIN B.	JAMES PENNINGTON	YES
	2013 Alternate: Timm Tenges	Alternate: GERALD G.	JAMES PENNINGTON	YES
Lower Nazareth Township Reorganization, January 6, 2014	2013 Delegate: James P.	Delegate: JAMES P.	ROBERT KUCCSAN	YES
	2013 Alternate: Timm Tenges	Alternate: TIMM TENGES	GERALD GREEN	YES

Delegates to Miscellaneous Boards and Conventions ... Continued

Motion made by Vote Carried

Regional Comprehensive Plan	2013 Delegate: Timm Tenges	Delegate: TIMM TENGES	JAMES P.	YES
	2013 Alternate: Gerald Green	Alternate: GERALD G.	ROBERT K.	YES
Nazareth Library Budget Committee	2013 Delegate: Robert Kuusan	Delegate: ROBERT K.	JAMES P.	YES
	2013 Alternate: Timm Tenges	Alternate: TIMM TENGES	GERALD G.	YES
Nazareth Area Council of Government – Steering Committee	2013 Delegate: Timm Tenges	Delegate: TIMM TENGES	ROBERT K.	YES
	2013 Alternate: James Pennington	Alternate: JAMES P.	ROBERT K.	YES
248 Brodhead Road Building Committee	2013 Representative: Timm Tenges	Representative: TIMM T.	ROBERT K.	YES
	2013 Representative: Robert Kuusan	Representative: ROBERT K.	GERALD G.	YES
Tax Collection Committee Resolution #LNT-01-14	2013 Delegate: Timm Tenges	Delegate: TIMM TENGES	1. JAMES P.	YES
	2013 Alternate: Lorie Gyarmaty	Alternate: LORIE G.	2. ROBERT K.	YES
Northampton County Association of Township Officials	2013 Delegate: Timm Tenges	Delegate: TIMM TENGES	ROBERT K.	YES
	2013 Alternate: Lori Seese	Alternate: LORI SEESE	JAMES P.	YES
Township Recycling Coordinator	2013: Eric Albert	ERIC ALBERT	JAMES P.	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 13 – April 16, 2014</p>	<p>2013 Delegate: Timm Tenges</p>	<p>1. JAMES PENNINGTON 2. GERALD GREEN</p>	<p>YES</p>
<p>Voting Delegate for PSATS Convention</p>	<p>Delegate: TIMM TENGES</p>	<p>ROBERT KUCSAN</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 2014 County Convention.</p>		<p>1. ROBERT KUCSAN 2. JAMES PENNINGTON</p>	<p>YES</p>

Compensation & Reimbursement

Motion made by Vote Carried

<p>Compensation of Township Manager – LNT-02-14 \$99,910.00 effective January 1, 2014</p>	<p>1. ERIC NAGLE 2. ROBERT KUCSAN</p>	<p>YES</p>
<p>Reimbursement of mileage at the Federal rate of .560/mile</p>	<p>1. GERALD GREEN 2. MARTIN BOUCHER</p>	<p>YES</p>
<p>Reimbursement rate for Township performed services at \$50/ man hour</p>	<p>1. ROBERT KUCSAN 2. GERALD GREEN</p>	<p>YES</p>

**Holiday Schedule** – Approve as Listed

	<u>Motion made by</u>	<u>Vote Carried</u>
January 1	1. JAMES PENNINGTON 2. ROBERT KUCSAN	YES
February 17		
April 18		
May 20		
May 26		
July 4		
September 1		
November 4		
November 27		
November 28		
December 24		
December 25		
December 31		
New Year's Day		
President's Day		
Good Friday		
Primary Election Day		
Memorial Day		
Independence Day		
Labor Day		
Election Day		
Thanksgiving Day		
Day after Thanksgiving		
Christmas Holiday		
Christmas Holiday		
New Year's Eve		

**Township Wide Special Events**

	<u>Motion made by</u>	<u>Vote Carried</u>
***All are established & subject to change by the Board of Supervisors***		
Township Wide Garage Sale	1. JAMES P. 2. MARTIN B.	YES
Trick – or – Treat		
	Saturday May 3, 2014	
	Friday October 31, 2014	

<p>Legal Counsel – Board of Supervisors &amp; Planning Commission</p>	<p><b>Gary N. Asteak, Esq.</b> At a rate of \$150 / hour for general government and \$175 / hour for development matters per letter dated December 16, 2013</p>	
<p>Legal Counsel – Zoning Hearing Board</p>	<p><b>April L. Cordts, Esq.</b> At a rate of \$140 / hour per letter dated December 3, 2013</p>	
<p>Legal Counsel – Human Resources</p>	<p><b>Thomas L. Heimbach, Esq.</b> At a rate of \$240 / hour per letter dated January 2, 2014</p>	
<p>Sewage Enforcement Officers</p>	<p><b>Christopher Noll, Steven Gitch, Daren Martocci, and Eric Erb</b> Keystone Consulting Engineers, Inc. Fees per Schedule of Fees dated November 18, 2013</p>	<p>1. JAMES PENNINGTON  2. MARTIN BOUCHER</p>
<p>Township Engineer</p>	<p><b>Keystone Consulting Engineers, Inc.</b> Fees per Schedule dated November 18, 2013</p>	<p>YES</p>
<p>Alternate Township Engineer</p>	<p><b>Borton Lawson</b></p>	
<p>Third Party Code Inspections</p>	<p><b>CodeMaster Inspection Services</b> Fees per Schedule dated December 16, 2013</p>	
<p>Alternate Third Party Code Inspections</p>	<p><b>Barry Issett &amp; Associates</b> Fees – Re: CodeMaster Inspection Services</p>	
<p>Township Auditor</p>	<p><b>France, Anderson, Basile &amp; Co., not to exceed \$7,500.00</b> Per proposal dated January 2, 2014</p>	
<p>Emergency Management Coordinator</p>	<p><b>Hugh Harris at a rate of \$2,400/year upon approval, by LNT BOS, of job description.</b></p>	<p>1. MARTIN B. 2. GERALD G.</p>

Miscellaneous Boards

Planning Commission - 5 Year Term Expires December 31

	<u>Motion made by</u>		<u>Vote Carried</u>
<b>RONALD SIEDLECKI</b>	2013	JAMES PENNINGTON	YES
Linda Crook	2014		
Hugh Harris	2015		
Leroy Bickert	2016		
Tara Capecci	2017		

Zoning Hearing Board - 3 Year Term Expires December 31

	<u>Motion made by</u>		<u>Vote Carried</u>
<b>ZACHARIAH COBRNIK</b>	2016	1. GERALD GREEN 2. JAMES PENNINGTON	YES
<b>ALTERNATE: Year to Year</b> _____ Resolution	APPOINT THROUGH 2014	TABLED	
<b>ALTERNATE: Year to Year</b> _____ Resolution	APPOINT THROUGH 2014	TABLED	
Michael Gable	2014		
Manouel Changalis	2015		

Vacancy Board, Chairman – 1 Year Term Expires December 31

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

Nazareth Memorial Library – 3-Yr Term, Expires December 31

	<u>Motion made by</u>	<u>Vote Carried</u>
Delegate: LAURIE JORDAN	TABLED	

Nazareth Borough Municipal Authority

	<u>Motion made by</u>	<u>Vote Carried</u>
2013 Delegate: Timm Tenges	JAMES PENNINGTON	YES

Background Check Appeals Board

	<u>Motion made by</u>	<u>Vote Carried</u>
2013 Delegate (Supervisor): Eric Nagle	ROBERT KUCSAN	YES
2013 Delegate (Supervisor): Gerald Green		
2013 Delegate (Citizen): Robert Hicks		
2013 Township Manager: Timm Tenges		



### Approval of Minutes

A motion was moved by Mr. Pennington and was seconded by Mr. Green to approve the December 11, 2013 meeting minutes. The motion carried.

### Supervisor's Comments – Mr. Boucher, Mr. Green, and Mr. Kucsan had no comments.

Mr. Pennington reported that he would be attending the COG meeting tomorrow evening. There is discussion of forming a County COG since attendance is low at the local level.

Mr. Nagle and Mr. Pennington attended the CRPC meeting. Mr. Nagle stated the language is missing for the amount to pay when voting “no.” He stated that Mr. Walbert proposed that Lower Nazareth pay the lower proposed budget amount of \$1,115,000 until we decide whether or not to stay with CRPD. Mr. Nagle recommended that Lower Nazareth pay the 2013 amount until the budget is resolved.

### Old Business – There were no comments under Old Business.

### New Business

Destruction of Municipal Tax Records – Resolution #LNT-04-14 – A motion was moved by Mr. Green and was seconded by Mr. Pennington to approve Resolution #LNT-04-14. The motion carried.

### Payment of the Bills

A motion was moved by Mr. Boucher and was seconded by Mr. Green to payment of the bills dated January 6, 2014. The motion carried.

Courtesy of the Floor – Larry Pudloski, a Palmer Township resident, complained about noise coming from the Phillips Feed facility on Hecktown Road. He also commented that the buffer was minimal and inquired about additional trees. Mr. Pennington suggested that the Township could send a letter to Phillips Feed asking them to do whatever is possible to minimize the disturbances. Mr. Tenges commented that Mrs. Seese has already spoken with them but she could follow up her conversation with a letter. Mrs. Seese commented that, due to an easement, the area available for a buffer is minimized.

### Adjournment

A motion was moved by Mr. Kucsan and was seconded by Mr. Boucher to adjourn the meeting. The meeting adjourned at 7:05pm.

Respectfully submitted by,



Tammi M. Dravec

Asst. Secretary/Treasurer

**Lower Nazareth Township  
Bills To Be Approved  
January 6, 2014**

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b><u>GENERAL FUND CHECKING ACCOUNT</u></b>			
13990	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 17,842.41
13991	Eric Albert	Expense Reimbursement	\$ 41.39
13993	Easton Area Joint Sewer Authority	Operating and Capital Operating Expense	\$ 889.87
13992	Brown & Brown of Lehigh Valley	Tax Collector Bond	\$ 250.00
13994	The Express Times	Advertisements	\$ 398.45
13995	Verizon Wireless	Municipal/Public Works Wireless	\$ 369.09
13996	Met-Ed	Traffic Signal Electricity	\$ 256.97
13997	Medical Life Insurance Company	Employee Life Insurance	\$ 1,442.45
13998	Verizon	Municipal / Public Works Telephone	\$ 593.21
13999	Safeguard Business Systems	Office Supplies	\$ 173.96
14000	Mr. John	Temporary Restrooms	\$ 21.60
14001	Pitney Bowes	Postage Meter	\$ 189.50
14002	Easton Suburban Water Authority	Municipal Bldg Water	\$ 30.75
14003	Edwards Business Systems	Copier Maintenance & Supplies	\$ 543.90
14004	The Express Times	Advertisement	\$ 301.00
14005	PA Recreation and Park Society, Inc.	2014 Membership Dues	\$ 80.00
14006	Deer Park	Municipal Bottled Water	\$ 11.09
14007	Keystone Municipal Insurance	Workers Comp Insurance	\$ 4,299.00
14008	PAPCO	Equipment Motor Fuel	\$ 1,944.35
14009	Staples Business Advantage	Office Supplies	\$ 415.28
14010	Cumberland Truck Parts	Equipment Parts/Supplies	\$ 44.40
14011	Powerco, Inc.	Public Works Equipment Parts/Supplies	\$ 2,906.45
14012	All-Phase Electric Supply Co.	Equipment Parts/Supplies	\$ 65.00
14013	Service Tire Truck Centers	Equipment Repairs	\$ 32.95
14014	Valley Industrial Rubber Products	Equipment Parts/Supplies	\$ 262.06

**Lower Nazareth Township  
Bills To Be Approved  
January 6, 2014**

**GENERAL FUND CHECKING ACCOUNT CONTINUED**

14015	Suburban Propane	Park Fuel	\$ 487.46
14016	Suburban Propane	Public Works Fuel	\$ 1,668.73
14017	PSATS	2013 Membership Fees	\$ 1,719.00
14018	Fogels Fuel Service	Municipal Heating Fuel	\$ 2,358.23
14019	Mansfield Oil Company	Equipment Motor Fuel	\$ 257.87
14020	Nazareth Key	Advertisement	\$ 140.94
14021	Memorial Library of Nazareth & Vicinity	1st Quarter Library Service	\$ 21,675.00
14022	Kaman Industrial Technologies	Equipment Parts/Supplies	\$ 60.08
14023	Chase Card Services	Office Supplies	\$ 35.00
14024	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 965.26
14025	Volunteer Companies Loan Fund	Fire Company Loan	\$ 965.26
14026	Colonial Regional Police Department	Police Contract Payment	\$ 89,830.78
14027	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 17,842.41
14028	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
<i>Total General Fund Checking...</i>			<u><u>\$ 172,422.92</u></u>

**REFUSE/RECYCLING ACCOUNT**

1190	Commonwealth of Pennsylvania	Municipal Waste Transporter Application	\$ 100.00
1191	Mr. John	Temporary Restrooms	\$ 21.60
<i>Total Refuse/Recycling Account...</i>			<u><u>\$ 121.60</u></u>

**DEVELOPMENT & INSPECTION ACCOUNT**

1759	Elk Investments, LLC	Building Permit Refund	\$ 130.00
1760	DCED	Training Contribution - 4th Quarter 2013	\$ 84.00
<i>Total Development &amp; Inspection Account...</i>			<u><u>\$ 214.00</u></u>

**Lower Nazareth Township  
Bills To Be Approved  
January 6, 2014**

**PAYROLL ACCOUNT**

December 27, 2013

**\$ 44,477.17**

**CAPITAL RESERVE - SEWER/SIGNALS ACCOUNT**

529	Signal Service, Inc.	Traffic Signal Maintenance	<b>\$ 6,424.00</b>
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**MASTER ESCROW CHECKING (LAB)**

1234	David Halteman	Escrow Refund	\$ 3,659.82
1235	Brandon Troxel	Escrow Refund	\$ 325.28
1236	Timothy Kita	Escrow Refund	\$ 303.99
1237	Kristine Anthony	Escrow Refund	\$ 315.15
1238	Rhonda Manis	Escrow Refund	\$ 1.49
1239	Bonnie Montgomery	Escrow Refund	\$ 217.61
1240	Tara Fleureton	Escrow Refund	\$ 27.03
1241	Chang Ettinger	Escrow Refund	\$ 520.10
1242	Estate of Sara Baldanza	Escrow Refund	\$ 1.58
1243	Everson Tesla, Inc.	VOID: Security Release	\$ -
1244	National Realty & Dev. Corp.	Security Release	\$ 1,551.00
1245	Everson Tesla, Inc.	Security Release / Escrow Refund	\$ 2,531.78
1246	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 2,022.00
1247	Met-Ed	Traffic Signal Electricity	\$ 86.19
1248	Kay Builders, Inc.	Escrow Refund	\$ 1,000.00
<b>Total Master Escrow Checking Account...</b>			<b>\$ 12,563.02</b>