

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
APRIL 9, 2014**

The Lower Nazareth Township Board of Supervisors held a regularly scheduled meeting in the Township Municipal Building on Wednesday April 9, 2014. The Chairman called the meeting to order at 6:38 PM.

Present were:

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

***Mr. Nagle indicated the Board held an executive session prior to this meeting to discuss a personnel matter ***

Approval of Minutes

A motion was moved by Mr. Pennington and was seconded by Mr. Boucher to approve the meeting minutes for March 26, 2014. The motion carried.

A motion was moved by Mr. Green and was seconded by Mr. Kucsan to approve the IDI Conditional Use meeting minutes for March 31, 2014. 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's Reports for March 2014.

Correspondence – There were no items to discuss under Correspondence.

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

Supervisors' Comments

Mr. Kucsan had no comments.

Mr. Green attended the meeting with Township Staff and Baseball Association individuals and feels it went well.

Mr. Pennington attended the NACOG this morning.

Mr. Nagle indicated that Mr. Tenges would provide a follow up on police study.

Mr. Boucher asked if the Township could contact the owners of Texaco building about removing the graffiti.

Manager's Report

Baseball Association – Report – Mr. Tenges reported that Township Staff met with Matt Reiss and Shannon Snyder on Thursday April 3rd.

- (1) **Scoreboard** - Matt Reiss reported that a company is interested in donating a scoreboard for Field #1. Mr. Tenges does not see any issues with the installation of a scoreboard. A motion was approved by Mr. Boucher and was seconded by Mr. Kucsan to approve the installation of the scoreboard. The motion carried.

- (2) Challenger League - Mr. Tenges reported that the Challenger League is insured and there are no special requirements of the field. They will be using Fields 5 & 6 and their schedule does not conflict with baseball's schedule. They have requested that the township waive the non-resident user fee. Mr. Tenges states that would be similar to the donation we give annually to the Miracle League. A motion was moved by Mr. Nagle and was seconded by Mr. Pennington to waive the fee. The motion carried.
- (3) Background check policy – Mr. Tenges recommended that we make some changes to our current policy. Currently there is a 5 year recurring full check, which we will abandon. First time volunteers would need PA State Police, Child Welfare, and Third Party checks. Subsequent years, a recurring volunteer would just need a third party check. The FBI check would be eliminated because it is too cumbersome. A lapse in volunteering, less than 5 years, would require just a third party check. If the lapse is 5 years or longer they would need all three checks. Mr. Tenges will prepare a draft, but will impose the new rules immediately. A motion was moved by Mr. Green and seconded by Mr. Boucher to authorize Mr. Tenges to draft an updated policy, but impose those changes immediately. The motion carried.
- (4) Nazareth Area School District (NASD) Field Use – The school district has asked to use our facilities for Varsity and Junior Varsity baseball. The fields in Nazareth Borough that are normally used are currently unusable because they are too wet. Township Staff met with a representative from the Athletic Office and discussed facilities use. They would like approval to use Fields #3 and #4 and will commit to use them at least 10 times; however they will still try to use the Borough fields. Baseball has signed off with this and they have no issues with this use. Mr. Tenges stated that additional background checks will not be required and field maintenance will be handled by NASD. Mr. Tenges stated that we will work out any traffic issues with parking and bussing. A Certificate of Insurance will be provided by NASD. The Township's field use fee is \$30 per field, per use. NASD has requested the fee be waived. Mr. Tenges noted that we are paying the school \$150 per use to use the cafeteria for our IDI Conditional Use Hearings. We requested a waiver, but it was denied. Mr. Tenges notes that we used to have a relationship with school and use of facilities. After a brief discussion, the Board was in favor of permitted the use of the fields but was not in favor of waiving the fee. A motion was moved by Mr. Kucsan and was seconded by Mr. Boucher to grant use of the fields, but not to waive the field use fees. Shannon Snyder noted that if the school uses the field 6 times a week that is \$180 dollars. The Board responded that the school was not concerned about the high cost for us to use their facility. The motion carried.

Police Study Update – At the direction of the Board, Mr. Tenges hired a consultant, Gary Cordner, to review his work on the police study. Mr. Cordner has agreed to provide his services at \$50 per hour. Mr. Tenges states that Mr. Cordner understands the time sensitivity in completing this project and we are hoping to have a report prior to the May meeting.

Upper Nazareth Township – Mr. Tenges received a phone call from an Upper Nazareth Supervisor expressing interest in combining Clean-Up Days. Mr. Tenges thinks it would be nice but hard to do, it is not practical. Logistically it would be difficult to determine responsibility and determining who pays for what tonnage. Mr. Tenges also stated there is interest in cooperation with developing sports fields; however we can't commingle county funds to construct fields. This is something we could look into in the future.

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

Solicitor's Report

Bethlehem Township Ambulance Agreements – Solicitor Asteak indicated that the agreements have been signed by Bethlehem Township and, once executed by the Chairman and the Secretary, copies should be forwarded to Bethlehem Township and Solicitor Asteak.

Curative Amendment – Stone Post Meadows – Solicitor Asteak reported that the Curative Amendment Hearing will be held on May 12th at 6:30pm at the Municipal Building. He will take care of the advertisement.

Zoning Matter – Keystone Shed Amish Marketplace has requested relief to Zoning Hearing Board (ZHB) to have outdoor storage at the old Hecktown Dairy site. Years ago there was a curative amendment to re-zone property and certain uses were excluded, including outdoor storage. Solicitor Asteak requested he be authorized to attend the April 30th ZHB meeting, on behalf of Board of Supervisors, indicating that this ordinance is valid and binding. They would need to file for a special exception from the ZHB. A motion was moved by Mr. Pennington and was seconded by Mr. Green to authorize Solicitor Asteak to attend the meeting. The motion carried.

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. Kucsan to approve payment of the bills dated April 9, 2014. The motion carried.

Courtesy of the Floor

Travis Gerould, 463 Schoolhouse Road, had numerous questions regarding the police study, including the scope of the study. Mr. Nagle stated that this has nothing to do with quality of service. Police services are currently 25% of our budget and we have no control over costs. We are simply trying to spend tax dollars wisely. Mr. Tenges stated that the direction from the Board was to prepare an analysis based on the cost to start and operate our own department versus what we pay for regional service. A comparison to other municipalities was not within our scope, based on the directive from Board of Supervisors.

Larry Leith, 4508 Whitetail Drive, lives in the new Trio Fields Development and is requesting the Township waiver the setbacks for fences for residents in townhomes. The 18 inch setback would create 3 foot gaps between properties. Mr. Nagle stated that Township Staff would review the request.

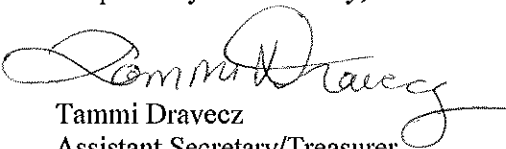
Mr. Leith also inquired what could be done about the dusty roads in the development. Solicitor Asteak stated that the roads have not been turned over to the township and therefore we have no jurisdiction at this time. The residents would need to talk to the builder.

Robert Hoyer, 365 Country Club Road, inquired if the Planning Commission would be reviewing the Curative Amendment application. Mrs. Seese indicated it would be discussed at their April meeting. Mr. Hoyer also suggested advertising a public meeting to discuss the police matter so that the public had an opportunity to provide comments.

Adjournment

The meeting adjourned at 7:31pm.

Respectfully submitted by,


Tammi Dravec
Assistant Secretary/Treasurer

**Lower Nazareth Township
Bills To Be Approved
April 9, 2014**

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<u>GENERAL FUND CHECKING ACCOUNT</u>			
14234	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 965.26
14235	Volunteer Companies Loan Fund	Fire Company Loan	\$ 965.26
14236	Colonial Regional Police Department	Police Contract Payment	\$ 89,830.78
14237	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 17,842.41
14238	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
14239	U.S. Municipal Supply, Inc.	Public Works Equipment Parts/Supplies	\$ 1,546.01
14240	Wilson Products	Public Works Shop Tools/Equipment	\$ 106.00
14241	R.S. Hahn & Sons, Inc.	Public Works Tool/Equipment Repairs	\$ 137.50
14242	Kimball Midwest	Public Works Supplies	\$ 450.76
14243	Service Tire Truck Centers	Public Works Equipment Parts/Supplies	\$ 2,687.80
14244	Sharkan Supply Co.	Shop Tools/Equipment/Supplies	\$ 316.75
14245	Five Star International LLC	Equipment Parts/Supplies	\$ 127.12
14246	Safeguard Business Systems	Office Supplies	\$ 67.12
14247	Valley Tire Factory Outlet, Inc.	Equipment Parts/Supplies	\$ 7.50
14248	Deer Country Farm & Lawn, Inc.	Public Works Equipment Parts/Supplies	\$ 112.85
14249	Faust Heating & A/C Co., Inc.	Park Facilities Maintenance	\$ 182.00
14250	Associated Fire Equipment Co., Inc.	Park / Municipal Facilities Maintenance	\$ 1,351.50
14251	H & R Bock	Fire Company	\$ 1,015.75
14252	McEnrue's A/C & Refrigeration	Fire Company Building Maintenance	\$ 500.00
14253	Easton Suburban Water Authority	Fire Company Water	\$ 56.75
14254	ExxonMobil	Fire Company Fuel	\$ 664.42
14255	Suburban Propane	Park Fuel	\$ 724.17
14256	Suburban Propane	Public Works Fuel	\$ 1,923.12
14257	PAPCO	Equipment Motor Fuel	\$ 487.14
14258	Mansfield Oil Company	Equipment Motor Fuel	\$ 964.33

Lower Nazareth Township
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GENERAL FUND CHECKING ACCOUNT CONTINUED

14259	Liberty Propane Inc.	<i>VOIDED</i>	\$	-
14260	Easton Suburban Water Authority	Hydrant Assessment / Municipal Bldg Sprinkle	\$	16,480.62
14261	Met-Ed	Traffic Signal Electricity	\$	233.31
14262	The Express Times	Advertisement	\$	90.55
14263	Easton Suburban Water Authority	Municipal Bldg Water	\$	32.06
14264	Easton Area Joint Sewer Authority	Debt Service	\$	2,189.47
14265	Easton Area Joint Sewer Authority	Operating and Capital Operating Expense	\$	889.87
14266	Pitney Bowes	Postage Meter	\$	208.50
14267	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$	292.00
14268	Interstate Battery of Allentown	Equipment Parts/Supplies	\$	217.90
14269	Giles & Ransome, Inc.	Equipment Parts/Supplies/Repairs	\$	881.16
14270	Advanced Auto Parts Professional	Equipment Parts/Supplies	\$	971.91
14271	Grainger Parts	Misc Shop Tools/Equipment	\$	387.47
14272	Liberty Propane Inc.	Municipal Building Propane	\$	1,172.10
14273	Memorial Library of Nazareth & Vicinity	2nd Quarter Library Service	\$	21,675.00
14274	Keystone Municipal Insurance	Workers Comp Insurance	\$	4,296.00
14275	Chase Card Services	Employee Record Check	\$	10.00
14276	PPL, Inc.	Municipal Drive Electricity	\$	796.56
14277	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Ele	\$	1,436.84
14278	AT&T	Municipal/Public Works Long Distance	\$	69.43
14279	PA One Call System, Inc.	Monthly Fax Activity	\$	31.20
14280	Integra One	Computer Services	\$	1,000.00
14281	France Anderson Basile and Company, P.C	Auditing Services	\$	1,820.00
14282	Keith Kleintop	Real Estate Tax Refund	\$	69.78
14283	Asmaa A. Qayyum	Real Estate Tax Refund	\$	42.30
14284	Dell Marketing L.P.	Fire Company Computers	\$	4,401.66

**Lower Nazareth Township
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GENERAL FUND CHECKING ACCOUNT CONTINUED

14285	Jack Williams Tire Company, Inc.	Fire Company Vehicle Maintenance	\$ 104.80
14286	PPL, Inc.	Fire Company Electricity	\$ 774.30
14287	Fogels Fuel Service	Fire Company Fuel	\$ 2,898.55
14288	Easton Suburban Water Authority	Fire Company Water	\$ 288.75
14289	Liberty Propane Inc.	Municipal Building Propane	\$ 2,279.91
14290	Associated Fasteners, Inc.	Public Works Supplies	\$ 2.98
14291	Highway Materials, Inc.	Pavement Maintenance Supplies	\$ 3,150.00
14292	Harold's R.V. Center	Public Works Equipment Parts/Supplies	\$ 108.90
14293	Tractor Supply Credit Plan	Public Works Supplies	\$ 171.82
14294	Martin Stone Quarries, Inc	Park Supplies	\$ 618.02
<i>Total General Fund Checking...</i>			<u><u>\$ 194,137.79</u></u>

MASTER ESCROW CHECKING (LAB)

1273	Nazareth Area School District	Facility Use	\$ 150.00
1274	Nazareth Area School District	Facility Use	\$ 150.00
1275	Nazareth Area School District	Facility Use	\$ 150.00
1276	Met-Ed	Traffic Signal Electricity	\$ 54.33
1277	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 3,700.00
1278	Sterling Oaks, LLP	Escrow Refund	\$ 4,135.64
1279	Ada Coleman	Escrow Refund	\$ 132.08
1280	Nazareth Borough Municipal Authority	Escrow Refund	\$ 1,624.85
1281	Jeffrey Hammel	Escrow Refund	\$ 750.73
<i>Total Master Escrow Checking Account...</i>			<u><u>\$ 10,847.63</u></u>

PAYROLL ACCOUNT

April 4, 2014

\$ 31,712.20

**Lower Nazareth Township
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CAPITAL RESERVE ACCOUNT

823	Bath Supply Co., Inc.	Capital Construction	\$ 411.68
824	The Home Depot	Capital Construction	\$ 43.25
		<i>Total Capital Reserve Account...</i>	\$ 454.93

REFUSE/RECYCLING ACCOUNT

1195	Mr. John	Temporary Restrooms	\$ 35.00
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