

LOWER NAZARETH TOWNSHIP  
REORGANIZATION  
JANUARY 3, 2017

**REORGANIZATION** - The Lower Nazareth Township Board of Supervisors held a meeting in the Township Building on Tuesday January 3, 2017 for the purposes of Reorganization. The Acting Chairman, James Pennington called the meeting to order at 6:30 p.m.

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

**Pledge of Allegiance**

**Organization of the Board of Supervisors**

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

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**Elect**

<b>Chairman</b>	2016 James Pennington	JAMES PENNINGTON	ERIC NAGLE	YES
<b>Vice Chairman</b>	2016 Gerald Green	GERALD GREEN	ROBERT KUCCSAN	YES

**Appoint**

<b>Secretary</b>	2016 – Timm Tenges	TIMM TENGES	ERIC NAGLE	YES
<b>Assistant Secretary</b>	2016 – Tammi Dravec	TAMMI DRAVECZ	GERALD GREEN	YES
<b>Treasurer</b>	2016 – Timm Tenges	TIMM TENGES	ROBERT KUCCSAN	YES
<b>Assistant Treasurer</b>	2016 – Tammi Dravec	TAMMI DRAVECZ	ROBERT KUCCSAN	YES

**2017 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.

	MARTIN BOUCHER ERIC NAGLE	YES
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Depositories for Township Funds

Motion made by Vote Carried

Checking, Savings, & Developer's Escrow	BB&T Lafayette Ambassador Bank & Trust PA Local Government Investment Trust Wells Fargo Bank Embassy Bank Merchants Bank	ROBERT KUCSAN GERALD GREEN	YES
	Establish Treasurer's Bond	ERIC NAGLE ROBERT KUCSAN	YES
	Establish Assistant Treasurer's Bond	MARTIN BOUCHER ERIC NAGLE	YES
Adopt 2017 Fee Schedule			

Delegates to Miscellaneous Boards and Conventions

Motion made by Vote Carried

Colonial Regional Police Commission	2016 Delegate: Martin Boucher	Delegat: MARTIN BOUCHER GERALD GREEN - declined	GERALD GREEN ERIC NAGLE	YES NO
	2016 Alternate: James Pennington	Alternate: JAMES PENNINGTON	GERALD GREEN	YES
Liaison to Emergency Services - Fire	2016 Delegate: Martin Boucher	Delegat: GERALD GREEN MARTIN BOUCHER-declined	ROBERT KUCSAN GERALD GREEN	YES NO
	2016 Alternate: Gerald Green	Alternate: MARTIN BOUCHER	GERALD GREEN	YES
Liaison to Emergency Services - Ambulance	2016 Delegate: Martin Boucher	Delegat: MARTIN BOUCHER	JAMES PENNINGTON	YES
	2016 Alternate: Timm Tenges	Alternate: TIMM TENGES	GERALD GREEN	YES
Nazareth Area Council of Government Stockertown	2016 Delegate: James Pennington	Delegat: JAMES PENNINGTON	MARTIN BOUCHER	YES
	2016 Alternate: Timm Tenges	Alternate: TIMM TENGES	ROBERT KUCSAN	YES

Delegates to Miscellaneous Boards and Conventions ... Continued

		<u>Motion made by</u>		<u>Vote Carried</u>
Regional Comprehensive Plan	2016 Delegate: Timm Tenges	JAMES PENNINGTON		YES
	2016 Alternate: Eric Nagle	GERALD GREEN		YES
Nazareth Library Budget Committee	2016 Delegate: Robert Kucsan	JAMES PENNINGTON		YES
	2016 Alternate: Timm Tenges	GERALD GREEN		YES
Nazareth Area Council of Government – Steering Committee	2016 Delegate: TABLED		TABLED	
	2016 Alternate: TABLED		TABLED	
248 Brodhead Road Building Committee	2016 Representative: Timm Tenges	ROBERT KUCSAN		YES
	2016 Representative: Robert Kucsan	ERIC NAGLE		YES
Tax Collection Committee Resolution #LNT-01-17	2016 Delegate: Timm Tenges	GERALD GREEN		YES
	2016 Alternate: Lorie Gyarmaty	ERIC NAGLE		
Northampton County Association of Township Officials	2016 Delegate: Timm Tenges	ROBERT KUCSAN		YES
	2016 Alternate: Lori Seese	ERIC NAGLE		YES
Township Recycling Coordinator	2016: Eric Albert	ERIC ALBERT		YES
	(Hugh Harris 2016 Annual Salary \$2,400.00) HUGH HARRIS at \$2,400 for 2017	ERIC NAGLE ROBERT KUCSAN		YES
Real Estate Tax Collector	2016 Timm Tenges	2017 TIMM TENGES		
	2016 Lorie Gyarmaty	2017 LORIE GYARMATY		
Deputy Real Estate Tax Collector	2016 Lorie Gyarmaty	2017 LORIE GYARMATY		
	2016 Lorie Gyarmaty	2017 LORIE GYARMATY		

Delegates – PSATS Annual Convention and County Convention

		Motion made by	Vote Carried
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 23 – April 26, 2017		GERALD GREEN MARTIN BOUCHER	YES
Voting Delegate for PSATS Convention	2016 Delegate: Timm Tenges  Delegate: TIMM TENGENS	ERIC NAGLE	YES
Authorization for Supervisors (5), Manager, Township Employees so designated by the Board of Supervisors or Township Manager to attend the 2017 County Convention.		ERIC NAGLE GERALD GREEN	YES

Compensation & Reimbursement

		Motion made by	Vote Carried
Compensation of Township Manager – LNT-02-17 \$114,400.00 effective January 1, 2017		JAMES PENNINGTON ERIC NAGLE	YES
Reimbursement of mileage at the Federal rate (\$0.535 for 2017 ...down from \$0.54 in 2016)		ERIC NAGLE ROBERT KUCCAN	YES
Reimbursement rate for Township performed services at \$50/ man hour		ERIC NAGLE ROBERT KUCCAN	YES

Holiday Schedule -- Approve as Listed

	Motion made by	Vote Carried
January 2		
February 20		
April 14		
May 16		
May 29		
July 4		
September 4		
November 7		
November 23		
November 24		
December 22		
December 25		
December 29		
	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	
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">                     ROBERT KUCSAN                      GERALD GREEN                 </div>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">                     YES                 </div>

Township Wide Special Events

	Motion made by	Vote Carried
***All are established & subject to change by the Board of Supervisors***		
Township Wide Garage Sale		
Township Spring Clean-Up Day		
Township Fall Clean-Up Day		
Trick - or - Treat		
	Saturday May 6, 2017	
	Saturday May 13, 2017	
	Saturday October 7, 2017	
	Tuesday October 31, 2017 6:00pm - 8:00pm	
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">                     MARTIN BOUCHER                      ROBERT KUCSAN                 </div>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">                     YES                 </div>

Consultants – See Attached Proposals

	Motion made by	Vote Carried
Legal Counsel – Board of Supervisors & Planning Commission	Gary N. Asteak, Esq. At a rate of \$150 / hour for general government and \$175 / hour for development matters per letter dated December 12, 2016	ERIC NAGLE ROBERT KUCCSAN  YES
Legal Counsel – Zoning Hearing Board	April L. Cordts, Esq. At a rate of \$140 / hour per letter dated December 2, 2016	ROBERT KUCCSAN ERIC NAGLE  YES
Legal Counsel – Human Resources	Thomas L. Heimbach, Esq. At a rate of \$255 / hour per letter dated December 6, 2016	ERIC NAGLE ROBERT KUCCSAN  YES
Sewage Enforcement Officers	Christopher Noll and Eric Erb Keystone Consulting Engineers, Inc. Fees per Schedule of Fees dated November 29, 2016	GERALD GREEN MARTIN BOUCHER  YES
Township Engineer	Keystone Consulting Engineers, Inc. Fees per Schedule dated November 29, 2016	ROBERT KUCCSAN GERALD GREEN  YES
Alternate Township Engineer	Gilmore & Associates	ERIC NAGLE ROBERT KUCCSAN  YES
Third Party Code Inspections	CodeMaster Inspection Services Fees per Schedule dated December 9, 2016	GERALD GREEN MARTIN BOUCHER  YES
Alternate Third Party Code Inspections	Barry Issett & Associates Fees – Re: CodeMaster Inspection Services	MARTIN BOUCHER ERIC NAGLE  YES
Township Auditor	France, Anderson, Basile & Co., not to exceed \$8,250.00 - Per proposal dated November 16, 2016	ERIC NAGLE GERALD GREEN  YES

Miscellaneous Boards

Planning Commission - 5 Year Term Expires December 31

	Motion made by	Vote Carried
Leroy Bickert	ERIC NAGLE ROBERT KUCCSAN	YES
Tara Capecci		
APPOINT: Bert Smalley Ronald Siedlecki resigned December 2016	MARTIN BOUCHER ERIC NAGLE	YES
Linda Crook		
Hugh Harris		

Zoning Hearing Board - 3 Year Term Expires December 31

	Motion made by	Vote Carried
MICHAEL GAUL Resolution LNT-03-17	ERIC NAGLE MARTIN BOUCHER	YES
ALTERNATE: Year to Year DANIEL CORTRIGHT Resolution LNT-04-17	MARTIN BOUCHER GERALD GREEN	YES
ALTERNATE: Year to Year Resolution LNT-05-17	TABLED	
Michael Gable		
Manouel Changalis		

Vacancy Board, Chairman – 1 Year Term Expires December 31

Motion made by Vote Carried

<b>JAMES FEDERICO</b>	<b>APPOINT 2017</b>	<b>ERIC NAGLE</b>	<b>YES</b>
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Nazareth Memorial Library – 3 Year Term Expires December 31

Motion made by Vote Carried

Delegate: <b>NORMA SHRIVER</b>	<b>APPOINT THROUGH 2019</b>	<b>ROBERT KUCSAN MARTIN BOUCHER</b>	<b>YES</b>
Alternate: <b>Jordan Howell</b>	<b>2017</b>		

Nazareth Borough Municipal Authority

Motion made by Vote Carried

2016 Delegate: <b>Timm Tenges</b>	<b>Delegate: TIMM TENGES</b>	<b>JAMES PENNINGTON</b>	<b>YES</b>
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Background Check Appeals Board

Motion made by Vote Carried

2016 Delegate (Supervisor): <b>Eric Nagle</b>	<b>Delegate (Supervisor): ERIC NAGLE</b>	<b>ERIC NAGLE GERALD GREEN</b>	<b>YES</b>
2016 Delegate (Supervisor): <b>Gerald Green</b>	<b>Delegate (Supervisor): GERALD GREEN</b>		
2016 Delegate (Citizen): <b>Robert Hicks</b>	<b>Delegate (Citizen): ROBERT HICKS</b>		
2016 Township Manager: <b>Timm Tenges</b>	<b>Township Manager: TIMM TENGES</b>		



### Approval of Minutes

A motion was moved by Mr. Nagle and was seconded by Mr. Kucsan to approve the meeting minutes from December 14, 2016. The motion carried.

Supervisor's Comments - There were no comments under Supervisors Comments.

### Manager's Report

King George Sewer Proposal – Mr. Tenges reported that he spoke with Nazareth Borough Municipal Authority (NBMA) about Lower Nazareth taking on the task on installing sanitary sewer in the King George Subdivision. This would be similar to the installation on Christian Springs Road where there would be no up-front cost to residents. Capped laterals will be installed and NBMA would repay the Township when residents hooked up. Mr. Tenges stated that Easton Suburban Water Authority (ESWA) will replace the water lines at the same time. Once the projects are complete the roads would be completely replaced.

This project should take about two years and during that time road conditions will be rough but at the end residents will have sewer access, new water lines, and brand new roads.

Mr. Tenges stated that we will have an NBMA engineer design the system. Before any work is done NBMA will provide us with a cost estimate and proposal. In order to complete this project the township will purchase an excavator.

Mr. Boucher noted that while we are installing sewer and replacing water lines we should speak with the gas company about installing lines in the subdivision.

Mr. Tenges noted that we will notify all affected residents once we have more information.

A motion was moved by Mr. Nagle and was seconded by Mr. Kucsan to move forward and get a cost estimate and proposal from NBMA. The motion carried.

Old Business - There were no comments under Old Business.

### New Business

Destruction of Municipal Records -- Resolution #LNT-06-17 – A motion was moved by Mr. Green and was seconded by Mr. Boucher to approve resolution #LNT-06-17. The motion carried.

Payment of the Bills

A motion was moved by Mr. Kucsan and was seconded by Mr. Nagle to payment of the bills dated January 3, 2017. The motion carried.

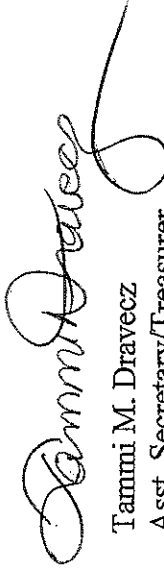
Courtesy of the Floor

Tammy Kenny, 641 Mulberry Drive, commented on various topics. First she stated she was happy to hear that the termination of the reciprocity agreement between New Jersey and Pennsylvania was reversed. Next she inquired about the preserving the land that is for sale near Route 191 and Newburg Road instead of it being developed. Mr. Tenges explained that it is up to the property owners, not the Township. Next she inquired on the status of the Georgetown Bridge. Mr. Tenges stated that it is a County project but it looks like Spring until it will be reopened. Ms. Kenny was also concerned about a hole along Township Line and Steuben Road. Mr. Tenges stated that the Township is aware of the situation and are working on a method to fix it. Ms. Kenny also followed up on the Surrey Glen driveways situation again reiterating that she feels it is unfair that we are not forcing all property owners to reinstall their swales. Mr. Tenges stated that we had followed up on a complaint and we are not singling out Ms. Hahn, all offenders are being made to correct their driveways. Lastly, Ms. Kenny again stated that she was concerned about having only two entrances into her development. Mr. Green stated that the fire company has no concerns about access to that neighborhood.

Adjournment

The meeting adjourned at 7:17pm.

Respectfully submitted by,



Tammi M. Dravec  
Asst. Secretary/Treasurer

**Lower Nazareth Township**  
**Bills To Be Approved**  
 January 3, 2017

**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
16805	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 3,218.21
16806	Colonial Regional Police Department	Police Contract Payment	\$ 109,422.44
16807	Volunteer Companies Loan Fund	Fire Company Loan	\$ 965.26
16808	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 22,798.78
16809	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
16810	Lori Peck, OCR	Stenographer	\$ 85.00
16811	Verizon Wireless	Fire Company Wireless	\$ 403.37
16812	Verizon Wireless	Fire Company Wireless	\$ 138.56
16813	Service Electric Cable TV Inc	Fire Company Internet	\$ 44.35
16814	Service Electric Telephone Co.	Fire Company Telephone	\$ 43.29
16815	Sam's Club MC/SYNCB	Fire Company Supplies	\$ 2,069.06
16816	Bindics Custom Screen Printing	Fire Company Supplies	\$ 972.00
16817	Home Depot	Fire Company Supplies	\$ 13.98
16818	Easton Suburban Water Authority	Fire Company Water	\$ 63.13
16819	Karen A. Mengel, RPR, CSR	Stenographer	\$ 140.00
16820	ReadyRefresh by Nestle	Municipal Bottled Water	\$ 20.45
16821	PSATS	2017 CDL Program Membership Fee	\$ 100.00
16822	Integra One	Computer Services	\$ 625.00
16823	NJ Advance Media	Advertisements	\$ 366.10
16824	Pitney Bowes	Postage Meter	\$ 170.50
16825	Easton Area Joint Sewer Authority	Operating and Capital Operating Expense	\$ 616.26
16826	Brown & Brown of Lehigh Valley	Treasurer Bond	\$ 750.00
16827	Brown & Brown of Lehigh Valley	Tax Collector Bond	\$ 250.00
16828	Medical Life Insurance Company	Employee Life Insurance	\$ 2,548.69
16829	Easton Suburban Water Authority	Municipal Bldg Water	\$ 46.86

**Lower Nazareth Township  
Bills To Be Approved  
January 3, 2017**

**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
16830	EMC Insurance Companies	Township Insurance	\$ 5,497.85
16831	Suburban Propane	Public Works Fuel	\$ 668.26
16832	Suburban Propane	Park Fuel	\$ 144.12
16833	Nazareth Area Council of Government	2017 Membership Dues	\$ 250.00
16834	PSATS	2017 Membership Fees	\$ 1,665.00
16835	PA Recreation and Park Society, Inc.	2017 Membership Dues	\$ 120.00
16836	Edwards Business Systems	Copier Maintenance	\$ 589.33
16837	Edwards Business Systems	Copier Maintenance	\$ 1,429.14
<i>Total General Fund Checking...</i>			<b>\$ 146,883.06</b>

**PAYROLL ACCOUNT**

December 23, 2016

**\$ 43,451.75**

**FIRE CAPITAL RESERVE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
0132	4 Guys, Inc.	Fire Company Equipment	<b>\$ 165,834.00</b>