

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
January 24, 2018**

The Lower Nazareth Township Board of Supervisors held a regularly scheduled meeting at the Lower Nazareth Municipal Building on Wednesday January 24, 2018. The Chairman called the meeting to order at 6:45 PM.

Present were:

James S. Pennington	-	Chairman	Gary Asteak	-	Solicitor
Martin J. Boucher	-	Vice Chairman	Albert Kortze	-	Engineer
LeRoy C. Bickert	-	Supervisor	Lori A. Stauffer	-	Manager
Robert S. Kucsan	-	Supervisor	Tammi Dravec	-	Secretary/Treasurer
Amy L. Templeton	-	Supervisor	Lori B. Seese	-	Zoning Administrator

**** The Board held an executive session prior to tonight's meeting to discuss legal matters ****

Approval of Minutes

A motion was moved by Mr. Bickert and was seconded by Mr. Kucsan to approve the January 10th meeting minutes. Mr. Boucher abstained. The motion carried.

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

Mr. Pennington acknowledged the receipt of the Financial Report for December 2017.

Correspondence – There was no discussion under Correspondence.

Subdivision and Land Development

Hecktown Road Business Park – Lot 4 – Resolution #LNT-11-18 Amendment – The developer asked for a minor change to further clarify the requirement for a future trip generation analysis versus a traffic study. A motion was moved by Mr. Boucher and was seconded by Mr. Bickert to approve the amended Resolution #LNT-11-18. The motion carried.

Seip Preliminary/Final Lot Consolidation & Line Adjustment – Resolution #LNT-13-18 – Andrew Bohl, Hanover Engineering gave a brief presentation. Mr. Kortze reviewed his January 18th letter. A motion was moved by Mr. Boucher and was seconded by Mr. Kucsan to approve Resolution #LNT-13-18. The motion carried.

Supervisors' Comments

Mr. Kucsan, Ms. Templeton, and Mr. Boucher had no comments. Mr. Bickert stated that Public Works was doing a great job with street sweeping operations. Mr. Pennington attended the COG meeting at which they discussed animal control. They will be looking into possibly doing business with a company in Moore Township for animal control. Mr. Pennington also updated the Board on discussions with Hanover Township regarding Bath's withdrawal and our new agreement. He states progress is being made and is hopeful they will reach an agreement soon.

Manager's Report

Lehigh Valley Planning Commission (LVPC) – Lehigh Valley General Assembly Meetings – Ms. Stauffer indicated that LVPC is looking for at least one elected member to attend these meetings beginning Tuesday January 30th. Mr. Bickert offered to attend. Mr. Pennington asked that a staff member attend along with Mr. Bickert. Ms. Stauffer and Ms. Seese both offered to attend. A motion was moved by Mr. Boucher and was seconded by Mr. Kucsan to appoint Mr. Bickert to attend the meetings. The motion carried.

Recycling Ordinance Update – Ms. Stauffer indicated that we are working to update our recycling ordinance to be eligible to grants funds. She stated that DEP has already approved the language and is now under review by our Solicitor. Ms. Stauffer will be looking to get authorization to advertise in February.

Vehicle Purchase – Ms. Stauffer stated that Mr. Tenges drafted a letter indicating the need to purchase a new vehicle for staff members. The current vehicle is a 2006 and has become unreliable and at times unavailable. The new vehicle would be purchased through COSTARS at a cost of \$31,261.00. A motion was moved by Mr. Boucher and was seconded by Mr. Kucsan to approve the purchase of a 2018 Ford Explorer and to lease it through Fulton Bank. The motion carried.

Engineer's Report

O.R.E. Land Development – Letter of Credit Reduction – Mr. Kortze reviewed his January 22nd letter. A motion was moved by Mr. Bickert and was seconded by Mr. Kucsan to authorize the reduction of the letter of credit. The motion carried.

Solicitor's Report

Eastgate Boulevard Deed of Dedication – Resolution #LNT-14-18 – Solicitor Asteak stated that we have received the executed Deed of Dedication and the road is ready to be accepted. A motion was moved by Ms. Templeton and was seconded by Mr. Kucsan to approve Resolution #LNT-14-18 and adopt Eastgate Boulevard into our road system. The motion carried. Ms. Stauffer asked Solicitor Asteak for clarification on when the road becomes the Township's responsibility. He indicated that upon tonight's action the road is now ours.

Consultant Agreement – Solicitor Asteak indicated that the Township would like to hire Mr. Tenges as a consultant to train staff, manage building projects, and assist with subdivision and land development review. The initial agreement is for a period of six (6) months but may be extended on a month to month basis as required. A motion was moved by Mr. Kucsan and was seconded by Mr. Boucher to authorize execution of the agreement. The motion carried.

Traffic Signal Maintenance Agreement – Hanoverville Road – Solicitor Asteak indicated that the agreement has been executed and notarized by ProLogis. It will now be forwarded on to the other party in the agreement, Trammell Crow. Solicitor Asteak asked for authorization from the Board to have Lower Nazareth sign the agreement upon in return from Trammell Crow. A motion was moved by Ms. Templeton and was seconded by Mr. Kucsan to authorize execution of the agreement. The motion carried.

Old Business – There was no discussion under Old Business.

New Business – There was no discussion under New Business.

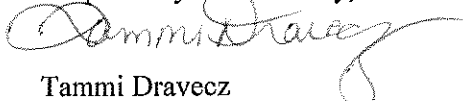
Payment of the Bills

A motion was moved by Mr. Boucher and was seconded by Mr. Kucsan to approve payment of the bills dated January 24th. The motion carried.

Courtesy of the Floor – – There was no discussion under Courtesy of the Floor.

Adjournment – The meeting adjourned at 7:12PM.

Respectfully submitted by,



Tammi Dravec
Secretary/Treasurer

Board of Supervisors Minutes
January 24, 2018

**Lower Nazareth Township
Bills To Be Approved
January 24, 2018**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
17806	The Stoll Agency	Manager Bond	\$ 10,000.00
17807	Pitney Bowes Purchase Power	Postage	\$ 520.99
17808	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 6,368.00
17809	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 773.25
17810	ReadyRefresh by Nestle	Municipal Bottled Water	\$ 12.20
17811	Keystone Municipal Insurance	Workers Comp Insurance	\$ 4,856.75
17812	PA Unemployment Compensation Fund	Unemployment Compensation	\$ 587.64
17813	Liberty Propane Inc.	Municipal Building Propane	\$ 6,142.52
17814	Edwards Business Systems	Copier Maintenance	\$ 459.86
17815	Sam's Club MC/SYNCB	Fire Company Supplies	\$ 1,198.32
17816	ExxonMobil	Fire Company Fuel	\$ 616.47
17817	A. & S HVAC, Inc.	Fire Company Maintenance	\$ 127.50
17818	Staples Credit Plan	Fire Co Collection Supplies	\$ 82.26
17819	Fogels Fuel Service	Fire Company Fuel	\$ 1,291.89
17820	PPL, Inc.	Fire Company Electricity	\$ 628.09
17821	NJ Advance Media	Advertisements	\$ 153.50
17822	Verizon Wireless	Municipal/Public Works Wireless	\$ 383.51
17823	RCN	Internet & Telephone Services	\$ 805.08
17824	The Morning Call	Subscription Renewal	\$ 112.00
17825	First Regional Compost Authority	1st Quarter Payment	\$ 5,089.58
17826	Edwards Business Systems	Copier Maintenance	\$ 448.50
17827	Keystone Real Estate Management LP	Real Estate Tax Refund	\$ 804.35
17828	Suburban Propane	Park Fuel	\$ 418.97
<i>Total General Fund Checking...</i>			<u>\$ 41,881.23</u>

**Lower Nazareth Township
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PAYROLL ACCOUNT

January 19, 2018

\$ 39,633.90

OPEN SPACE ACCOUNT

Num	Name	Memo	Amount
662	Highway Materials, Inc.	Park Capital Construction	<u>\$ 790.68</u>

DEVELOPMENT & INSPECTION ACCOUNT

Num	Name	Memo	Amount
1875	Blue Eagles Basketball	2017 Basketball Safety Reimbursement	\$ 7,250.00
1876	Lower Nazareth Baseball	2017 Baseball Safety Reimbursement	\$ 3,722.65
1877	Nazareth Little Blue Eagles	2017 Football Safety Reimbursement	\$ 5,329.85
		<i>Total Development & Inspection Account...</i>	<u>\$ 16,302.50</u>

LOWER NAZARETH SEWER DEPARTMENT ACCOUNT

Num	Name	Memo	Amount
928	PPL Electric Utilities	Main Meter Electricity	<u>\$ 27.35</u>

MASTER ESCROW CHECKING (LAB)

Num	Name	Memo	Amount
1841	County of Northampton	Parcel ID	\$ 5.00
1842	County of Northampton	Parcel ID	\$ 5.00
1843	Northampton County Recorder or Deeds	Plan Recording	\$ 65.00
1844	Northampton County Recorder or Deeds	Plan Recording	\$ 125.00
1845	Keystone Consulting Engineers, Inc	Engineering & Inspection Services	\$ 1,355.00
1846	Met-Ed	Traffic Signal Electricity	\$ 134.05
		<i>Total Master Escrow Checking Account...</i>	<u>\$ 1,689.05</u>