

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
March 14, 2018**

The Lower Nazareth Township Board of Supervisors held a regularly scheduled meeting at the Lower Nazareth Municipal Building on Wednesday March 14, 2018. The Chairman called the meeting to order at 6:40 PM.

Present were:

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

*** Mr. Pennington indicated the Board held an executive session prior to tonight's meeting. ***

Approval of Minutes

Mr. Pennington requested the minutes be amended to reflect that the Board held an executive session prior to the meeting on February 28th. A motion was moved by Mr. Boucher and was seconded by Ms. Templeton to approve the amended February 28th meeting minutes. The motion carried.

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

Mr. Pennington acknowledged the receipt of the Hecktown Fire Report for February 2018.

Correspondence

Ms. Stauffer indicated that the Township is in receipt of three letters of support from Senator Scavello, Bushkill Township, and Hanover Township for Lower Nazareth's grant application to Northampton County to cover 50% of the cost to update our Parks and Recreation Plan.

Subdivision and Land Development

Presentation by Jaindl Development – Mr. Pennington stated that Mr. Jaindl was scheduled to make a presentation at tonight's meeting for his proposal on the development of the speedway property. Mr. Pennington indicated that Mr. Jaindl has met with Township Staff and a few Board members and was informed that there are major traffic issues that need to be addressed. The Township is planning a workshop meeting in May at Lower Nazareth Elementary School to hear the presentation and accept public comments. Once scheduled, the meeting will be advertised in the newspaper as well as on the Township's website.

Supervisors' Comments

There were no comments under Supervisor's Comments.

Manager's Report

Resolution #LNT-17-18 – Authorization to apply for funding to update Parks and Recreation Plan – Ms. Stauffer commented the current plan was adopted in 1989. The quote received to update the plan is \$55,000. This grant application to Northampton County would cover 50% of that cost. A motion was moved by Mr. Bickert and was seconded by Ms. Templeton to approve Resolution #LNT-17-18. The motion carried.

Resolution #LNT-18-18 – Authorization to apply for DCNR funding – Ms. Stauffer stated that we are looking for funding to install a walking path and playground at our 90 acres for a proposed cost of \$350,000. This grant application to DCNR would cover 50% of that cost and Ms. Stauffer is hoping to apply for another grant for the remaining 50%. Ms. Stauffer noted that these grants are extremely competitive and not guaranteed. She also commented that to apply for this, and other grants, we need to update our Parks and Recreation Plan. A motion was moved by Mr. Kucsan and was seconded by Ms. Templeton to approve Resolution #LNT-18-18. The motion carried.

Soccer Fields – Ms. Stauffer reported that they have a meeting with the Northampton County Conservation District on March 21st for our NPDES permit required for this project.

DEP Grant Application – We are applying for a recycling grant 902 to purchase the following items for our yard waste facility; a security fence, security cameras, a 10-yd leaf vac, a grappling bucket, a utility tractor with loader, as well as pave the roadway into the facility. The cost of this project is \$300,000. This grant would cover 90% of the project costs. Ms. Stauffer commented that DEP noted that if we would go to a single hauler we would be eligible for even more funding. She also thanked Mr. Albert for all his assistance with these grants.

Draft Personnel Policy – Ms. Stauffer asked the Board for comments on the draft personnel policy she distributed to them and will be looking to adopt the policy in the near future.

Engineer’s Report

There was no discussion under Engineer’s Report.

Solicitor’s Report

There was no discussion under Solicitor’s Report.

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. Kucsan and was seconded by Ms. Templeton to approve payment of the bills dated March 14th. The motion carried.

Courtesy of the Floor

Travis Gerould, 463 School House Road, inquired about traffic studies for the projects proposed by Liberty Properties and Jaendl Development. Ms. Stauffer commented that traffic is a major factor that will be reviewed.

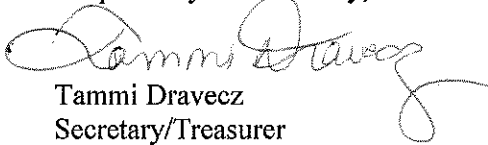
Mr. Gerould also commented on the traffic signal being out at Country Club and Hecktown Roads the previous weekend following the storm. He thought we installed battery backups and was curious why it was not working. Ms. Stauffer reported that the batteries are only able to last for so many hours; with the extended power outage they didn’t last, and we ended up using generators. Mr. Hoyer, 365 Country Club Road, commented that the light was working all day on Saturday until later in the day.

Jake Towne, 4640 Fir Drive, introduced himself as one of the township’s elected auditors. He told the Board that he would like to examine files, not audit them. Mr. Towne stated that he has been speaking with the Township

Manager and was told that he would have to file a right-to-know request when he wants records. He informed the Board he would be filing those requests to review the files.

Adjournment – The meeting adjourned at 7:00 PM.

Respectfully submitted by,


Tammi Dravecz
Secretary/Treasurer

**Lower Nazareth Township
Bills To Be Approved
March 14, 2018**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
17939	A & S Fence	Capital Construction	\$ 1,000.00
17940	Lehigh Valley Precast Concrete Products	Property Damage Repairs	\$ 64.00
17941	A & S Fence	Capital Construction	\$ 4,950.00
17942	Met-Ed	Traffic Signal / Street Light Electricity	\$ 326.65
17943	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 23,414.27
17944	Sam's Club MC/SYNCB	Fire Company Supplies	\$ 1,086.99
17945	Eastern Autoparts Warehouse	Fire Company Equipment Parts/Supplies	\$ 78.96
17946	ExxonMobil	Fire Company Fuel	\$ 329.99
17947	Fogels Fuel Service	Fire Company Fuel	\$ 180.73
17948	PPL, Inc.	Fire Company Electricity	\$ 536.82
17949	NJ Advance Media	Advertisements	\$ 500.55
17950	Edwards Business Systems	Copier Supplies	\$ 90.00
17951	Edwards Business Systems	Copier Maintenance	\$ 382.89
17952	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Ele	\$ 699.35
17953	PPL, Inc.	Municipal Drive Electricity	\$ 891.43
17954	France Anderson Basile and Company, P.(Auditing Services	\$ 1,540.00
17955	Signal Service, Inc.	Traffic Signal Maintenance	\$ 520.00
17956	The Morning Call	Subscription Renewal	\$ 112.00
17957	Security Service Company, Inc.	Security System Monitoring	\$ 232.35
17958	PA One Call System, Inc.	Monthly Activity	\$ 26.40
17959	Verizon Wireless	Municipal/Public Works Wireless	\$ 314.30
17960	Suburban Propane	Park Fuel	\$ 176.63
17961	Staples Business Advantage	Office Supplies	\$ 176.63
17962	Meghan Atkins	Local Services Tax Refund	\$ 4.00

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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
17963	Meghan Lokay	Local Services Tax Refund	\$ 47.00
17964	Jennifer Richardson	Local Services Tax Refund	\$ 52.00
17965	Lynette Capone	Local Services Tax Refund	\$ 52.00
17966	Eric Mitcheltree	Tax Collection	\$ 120.00
17967	Alcom Printing Group Inc.	Office Supplies	\$ 388.00
17968	Edwards Business Systems	Copier Maintenance	\$ 153.92
17969	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 160.00
17970	Keystone Volunteer Insurance Group	Fire Company Insurance	\$ 6,709.00
17971	Tractor Supply Credit Plan	Public Works Supplies	\$ 194.80
17972	Chase Card Services	Office Supplies/Software Maintenance/Trainin	\$ 650.00
17973	Home Depot	Public Works Shop Tools/Equipment/Supplies	\$ 468.35
17974	PAPCO	Equipment Motor Fuel	\$ 1,652.40
17975	Bath Supply Co., Inc.	Public Works Supplies	\$ 125.66
17976	Pitney Bowes	Office Supplies	\$ 80.74
17977	RCN	Internet & Telephone Services	\$ 805.08
17978	Advance Auto Parts	Public Works Supplies/Tools/Equipment	\$ 6,111.65
17979	DC Lighting & Accessories	Public Works Equipment	\$ 1,497.00
<i>Total General Fund Checking...</i>			<u>\$ 55,405.54</u>

CAPITAL RESERVE ACCOUNT

Num	Name	Memo	Amount
1023	County of Northampton	Real Estate Property Tax	\$ 1,543.79
1024	LNT Real Estate Tax Collector	Real Estate Property Tax	\$ 542.95
1025	The Home Depot	Public Works Supplies/Shop Tools Equipment	\$ 58.52
<i>Total Capital Reserve Account...</i>			<u>\$ 2,145.26</u>

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LOWER NAZARETH SEWER DEPARTMENT ACCOUNT

Num	Name	Memo	Amount
931	PPL Electric Utilities	Main Meter Electricity	\$ 28.17
932	Gilmore & Associates	Engineering Services	\$ 662.50
<i>Total Sewer Department Account...</i>			\$ 690.67

PAYROLL ACCOUNT

March 16, 2018

\$ 40,686.06

MASTER ESCROW CHECKING (LAB)

Num	Name	Memo	Amount
1853	Met-Ed	Traffic Signal Electricity	\$ 233.06
1854	Keystone Consulting Engineers	Engineering & Inspection Services	\$ 4,688.00
1855	Asteak Law Offices	Legal Services	\$ 961.25
1856	Scott Brown	Escrow Refund	\$ 145.02
1857	Brad Nicholas	Escrow Refund	\$ 145.01
1858	Robert Hicks	Escrow Refund	\$ 22.06
1859	John Ryan	Escrow Refund	\$ 170.03
1860	George Kratzer, Inc.	Escrow Refunds	\$ 290.01
1861	Mark Fenstermaker	Escrow Refund	\$ 145.00
1862	Llewellyn Cope	Escrow Refund	\$ 145.00
<i>Total Master Escrow Checking Account...</i>			\$ 6,944.44

CAPITAL RESEVE EQUIPMENT REPLACEMENT ACCOUNT

Num	Name	Memo	Amount
1008	Lafayette Ambassador Bank - Leasing	Lease Payment	\$ 21,679.63

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RECYCLING / REFUSE ACCOUNT

Num	Name	Memo	Amount
1253	Hicks Paving, LLC	Temporary Restrooms	<u><u>\$ 90.00</u></u>

DEVELOPMENT & INSPECTION ACCOUNT

Num	Name	Memo	Amount
1883	Lower Nazareth Township	Zoning Permit Fee	<u><u>\$ 50.00</u></u>