

**LOWER NAZARETH TOWNSHIP  
BOARD OF SUPERVISORS  
MINUTES  
November 11, 2015**

The Lower Nazareth Township Board of Supervisors held a regularly scheduled meeting at the Lower Nazareth Municipal Building on Wednesday November 11, 2015. The Vice Chairman called the meeting to order at 6:30 PM.

Present were:

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

**Absent were**

James S. Pennington	- Chairman
Tammi Dravec	- Assistant Secretary/Treasurer

**Approval of Minutes**

A motion was moved by Mr. Boucher and was seconded by Mr. Nagle to approve the minutes from the October 14<sup>th</sup> Board of Supervisors meeting. The motion carried.

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

The Vice Chairman acknowledged the receipt of the Financial Report for September 2015, as well as the Hecktown Fire Report for October 2015.

**Correspondence**

Senator Mario Scavello was in attendance so that he could introduce himself and get to know the local municipalities on a personal level. He also indicated that he feels that a new state budget will be in place in the next few weeks.

**Subdivision and Land Development**

Keystone Shed – Improvements Agreement – Authorization to Execute – A motion was made by Mr. Kucsan and was seconded by Mr. Boucher to authorize execution of the agreement. The motion carried.

Hanoverville Road Sewer Service Area – Planning Module – Resolution #LNT-17-15 – A motion was made by Mr. Kucsan and was seconded by Mr. Boucher to approve Resolution #LNT-17-15. The motion carried.

Hecktown Road Commerce Park Drive – Traffic Signal Application – Resolution #LNT-18-15 - A motion was made by Mr. Boucher and was seconded by Mr. Kucsan to approve Resolution #LNT-18-15. The motion carried.

**Supervisors' Comments**

Mr. Kucsan had no comments.

Mr. Nagle stated that he would like to thank all the men and woman in the Armed Forces on this Veterans Day.

Mr. Boucher stated he would also like to thank the men and woman in the Armed Forces for their service.

Mr. Green reiterated the same for the men and woman of the Armed Forces.

### **Manager's Report**

Time Extension Report – Mr. Tenges stated that the Township accepted a time extension from the Mocha Abe Preliminary/Final Land Development Plan through October 31, 2016.

Authorization to advertise use of CPA to perform 2015 Audit – A motion was made by Mr. Kucsan and seconded by Mr. Boucher to advertise the use of CPA to perform the 2015 audit. The motion carried.

Colonial Regional Police 2016 Budget – Mr. Tenges asked the Board to approve the 2016 Colonial Police Budget. Mr. Nagle asked if the supporting documentation that he requested to accompany the budget was provided to Mr. Pennington. Mr. Boucher said that he was not sure and would have to check with Mr. Pennington. A motion was made by Mr. Boucher and seconded by Mr. Green to approve the 2016 Colonial Regional Budget. Mr. Boucher and Mr. Green voted in favor of approving the budget, Mr. Nagle and Mr. Kucsan voted against the budget until they are able to review the supporting documentation. The motion failed. Solicitor Asteak noted that this can be re-voted on at a later date.

2016 General Fund Budget – Authorizaiton for Advertisement - Mr. Tenges stated that he had provided the Board with a copy of the General Fund Budget and was asking for authorization to advertise it. A motion was made by Mr. Kucsan and seconded by Mr. Boucher to advertise the proposed 2016 General Fund Budget. The motion carried.

Paving and Line Striping Projects – Mr. Tenges also stated that all of the major paving projects for this year are completed as of today and that line striping of the roads should be wrapping up by Wednesday of next week.

Leaf Collection – Mr. Tenges said that with the paving completed, they will shift their efforts to leaf collection. Crews have been out collecting leaves when they could but now they will be concentrating their efforts to collection. Mr. Tenges assured everyone that, as always, they won't let any leaves lay before they are done with collection.

Basketball – Mr. Tenges stated that he was approached by the Basketball Association and asked if it would be possible for them to place a storage shed on the Lower Nazareth Township property, similar to the sheds that are used for storage for the football and baseball teams. Mr. Boucher asked if the basement could be used for storage but Mr. Tenges felt that since someone would have to be with them whenever they wanted to access the building it would be better if an outside shed was utilized to grant them access to the unit whenever they wanted. A motion was made by Mr. Kucsan and was seconded by Mr. Boucher to allow a shed to be placed on the Lower Nazareth Township property with the placement to be determined by the Township Manager. The motion carried.

### **Engineer's Report**

Trio Field Phase II – Letter of Credit Reduction – Mr. Kortze reviewed his November 9<sup>th</sup> letter and recommended the letter of credit be reduced from \$113,056.90 to \$69,991.90. A motion was made by Mr. Boucher and seconded by Mr. Kucsan to reduce the letter of credit to \$69,991.90. The motion carried.

Trio Field Phase III – Letter of Credit Reduction – Mr. Kortze reviewed his November 9<sup>th</sup> letter and recommended the letter of credit be reduced from \$368,592.00 to \$169,339.10. A motion was made by Mr. Kucsan and seconded by Mr. Boucher to reduce the letter of credit to \$169,339.10. The motion carried.

ProLogis Major Subdivision (Route 248) – Letter of Credit Release – Mr. Kortze reviewed his November 9<sup>th</sup> letter and recommended the release of the remaining security being held for this project. A motion was made by Mr. Kucsan and seconded by Mr. Boucher to release the final \$24,583.00 presently being held. The motion carried.

**Solicitor's Report**

Keystone Properties Post Construction Storm Water Plan – A motion was made by Mr. Boucher and seconded by Mr. Kucsan to authorize the execution an Operation for Storm Water Management Plan for Keystone Properties. 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 November 11, 2015. The motion carried.

**Courtesy of the Floor**

Bert Smalley, 4335 King George Drive, asked for an update on the Liberty Property Appeal. Solicitor Asteak said that court is currently looking into how the number of truck trips is calculated.

**Adjournment**

A motion was moved by Mr. Boucher and was seconded by Mr. Kucsan to adjourn the meeting at 7:07PM.

Respectfully submitted by,



Eric Albert  
Municipal Office Operations Coordinator

**Lower Nazareth Township  
Bills To Be Approved  
November 11, 2015**

**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
15747	Lower Nazareth Township	Replenish Petty Cash	\$ 70.90
15748	Enter.net	Website/Internet Services	\$ 450.00
15749	Liberty Propane Inc.	Municipal Building Propane	\$ 614.42
15750	The Pennsylvania Municipal League	PELRAS Membership Renewal	\$ 450.00
15751	Edwards Business Systems	Copier Maintenance	\$ 67.39
15752	Hicks Portable Toilets	Temporary Restrooms	\$ 75.00
15753	Staples Business Advantage	Office Supplies	\$ 90.85
15754	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 1,716.13
15755	Asteak Law Offices	Legal Services	\$ 7,668.75
15756	PA One Call System, Inc.	Monthly Fax Activity	\$ 130.71
15757	Flamm Walton PC	Personnel Legal Services	\$ 367.50
15758	Easton Suburban Water Authority	Hydrant Assessment	\$ 16,800.00
15759	RCN	Internet & Telephone Services	\$ 19.95
15760	Edwards Business Systems	Copier Maintenance	\$ 334.06
15761	RCN	Internet & Telephone Services	\$ 71.62
15762	The Express Times	ZHB Advertisement	\$ 158.20
15763	Lori Peck, OCR	Stenographer	\$ 85.00
15764	Edwards Business Systems	Copier Maintenance	\$ 101.20
15765	Structural Metal Fabricators, Inc.	Public Works Equipment Parts/Supplies	\$ 616.20
15766	Best Line Equipment	Equipment Parts / Supplies	\$ 80.56
15767	Advanced Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 71.88
15768	Lehigh Fuels, LLC	Equipment Motor Fuel	\$ 111.89
15769	Lynette Capone	Local Services Tax Refund	\$ 52.00
15770	John Deysher	Public Works Supplies	\$ 50.00
15771	State Worker's Insurance Fund	Workers Compensation	\$ 1,284.00

**Lower Nazareth Township  
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**GENERAL FUND CHECKING ACCOUNT CONTINUED**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
15772	Colonial Regional Police Department	Police Contract Payment	\$ 96,819.20
15773	Commonwealth of PA	Pesticide License Renewal	\$ 35.00
15774	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Ele	\$ 1,403.15
15775	PPL, Inc.	Municipal Drive Electricity	\$ 730.84
15776	Commonwealth of Pennsylvania	MS4 Permit	\$ 500.00
15777	Green Pond Nursery, Inc.	Park Facilities Maintenance	\$ 97.50
15778	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 70.50
15779	Suburban Propane	Park Fuel	\$ 274.44
15780	EMC Insurance Companies	Township Insurance	\$ 4,814.64
15781	ESRI, Inc.	Arcview Maintenance Agreement	\$ 700.00
15782	Suburban Propane	Public Works Fuel	\$ 599.57
15783	Toshiba Business Solutions	Copier Maintenance	\$ 12.05
15784	The Gehringer Corporation	Fire Company Building Maintenance	\$ 611.94
15785	Service Electric Cable TV Inc	Fire Company Internet	\$ 44.35
15786	Service Electric Telephone Co.	Fire Company Telephone	\$ 40.56
15787	Advanced Auto Parts Professional	Fire Company Equipment	\$ 38.80
15788	Verizon Wireless	Fire Company Wireless	\$ 467.26
15789	Choice Marketing Inc.	Fire Company Mailing	\$ 2,290.86
15790	Met-Ed	Traffic Signal / Street Light Electricity	\$ 296.06
15791	Staples Business Advantage	Office Supplies	\$ 200.65
15792	Service Tire Truck Centers	Public Works Equipment Parts/Supplies	\$ 34.00
15793	Lori Peck, OCR	Stenographer	\$ 35.00
15794	Liberty Propane Inc.	Municipal Building Propane	\$ 92.67
15795	Easton Suburban Water Authority	Municipal Bldg Water	\$ 34.12
15796	LMS Designs and Signs	Fire Police Supplies	\$ 180.00

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**GENERAL FUND CHECKING ACCOUNT CONTINUED**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
15797	Home Depot	Fire Company Supplies	\$ 121.02
15798	Sam's Club MC/SYNCB	Fire Company Supplies	\$ 684.49
15799	ExxonMobil	Fire Company Fuel	\$ 346.45
15800	Sherwin-Williams	Park Supplies	\$ 422.70
15801	Stotz & Fatzinger Office Supply	Office/Zoning/Tax Supplies	\$ 123.35
15802	Interstate Battery of Allentown	Public Works Equipment Parts/Supplies	\$ 401.85
15803	Chase Card Services	Public Works Tools/Background Check/Office	\$ 483.72
15804	Clark Equipment Company	Public Works Equipment Purchase	\$ 5,864.40
15805	The Express Times	ZHB Advertisement	\$ 466.20
15806	RCN	Internet & Telephone Services	\$ 762.76
15807	Lehigh Fuels, LLC	Equipment Motor Fuel	\$ 848.19
15808	Nazareth Key	Advertisements	\$ 313.20
15809	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 1,241.00
15810	PA Department of Labor & Industry - E	Elevator Permit	\$ 36.00
15811	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 965.26
15812	Volunteer Companies Loan Fund	Fire Company Loan	\$ 965.26
15813	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 18,875.35
15814	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
15815	United States Postal Service	Postage	\$ 600.00
15816	Lehigh Fuels, LLC	Equipment Motor Fuel	\$ 362.24
15817	Staples Business Advantage	Office Supplies	\$ 315.35
15818	Tractor Supply Credit Plan	Public Works Supplies	\$ 94.11
15819	Sam's Club	Public Works / Office Supplies	\$ 100.63
15820	Highway Materials, Inc.	Paving / Patching Material	\$ 118.08
<b><i>Total General Fund Checking...</i></b>			<b>\$ 177,484.75</b>

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**RECYCLING / REFUSE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1224	Hicks Portable Toilets	Temporary Restrooms	\$ 75.00
1225	East Penn Sanitation Inc.	Clean Up Day	\$ 1,995.70
<i>Total Recycling/Refuse Account...</i>			<b>\$ 2,070.70</b>

**PAYROLL ACCOUNT**

October 30, 2015	\$ 34,273.12
November 13, 2015	\$ 32,683.67
<i>Total Payroll Account...</i>	
	<b>\$ 66,956.79</b>

**HIGHWAY RECONSTRUCTION / REHABILITATION ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1018	Bracalente Construction, Inc.	Construction / Rebuilding	\$ 10,100.00
1019	Eastern Industries, Inc.	Construction / Rebuilding	\$ 110,201.81
1020	Eastern Industries, Inc.	Construction / Rebuilding	\$ 24,910.41
1021	Highway Materials, Inc.	Construction / Rebuilding	\$ 4,200.00
1022	Highway Materials, Inc.	Construction / Rebuilding	\$ 20,636.09
1023	Mt Carmel Stabilization Group, Inc.	Construction / Rebuilding	\$ 105,155.60
<i>Total Highway Reconstruction/Rehabilitation Account...</i>			<b>\$ 275,203.91</b>

**CAPITAL RESERVE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
922	Bath Supply Co., Inc.	Municipal Building Maintenance	\$ 34.87
923	Staples Advantage	Office Supplies	\$ 103.77
924	Adams Glass & Aluminum, Inc.	Capital Construction	\$ 4,316.00
<i>Total Capital Reserve Account...</i>			<b>\$ 4,454.64</b>

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**CAPITAL RESERVE EQUIPMENT REPLACEMENT ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
Merchant's Bank Check	Lafayette Ambassador Bank	Lease Payment	<b>\$ 42,885.12</b>

**MASTER ESCROW CHECKING (LAB)**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1513	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 18,311.67
1514	Asteak Law Offices	Legal Services	\$ 3,176.75
1515	Glenn Clearie	Escrow Refund	\$ 90.24
1516	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 991.75
1517	Thomas Kilareski	Lighting Key Return	\$ 25.00
1518	Henry Yeska & Son, Inc.	Escrow Refund	\$ 65.00
1519	Frank Miechur, Jr.	Escrow Refund	\$ 5.13
1520	Thomas Flegler	Escrow Refund	\$ 265.11
1521	Joseph Shaw	Escrow Refund	\$ 160.02
1522	Todd Silvius	Escrow Refund	\$ 1.51
1523	County of Northampton	Parcel ID	\$ 25.00
1524	County of Northampton	Parcel ID	\$ 5.00
1525	Northampton County Recorder of Deeds	Plan Recording	\$ 125.00
1526	Northampton County Recorder of Deeds	Plan Recording	\$ 65.00
1527	Met-Ed	Traffic Signal Electricity	\$ 99.90
1528	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 1,297.75
1529	Kay Builders, Inc.	Escrow Refunds	\$ 5,000.00
1530	John Panovec	Lighting Key Return	\$ 25.00
1531	Sterling Crossing, LLC	Escrow Refund	\$ 2,240.00
1532	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 1,595.51
<b>Total LAB Master Escrow Account...</b>			<b>\$ 33,570.34</b>