

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
January 10, 2018**

The Lower Nazareth Township Board of Supervisors held a regularly scheduled meeting at the Lower Nazareth Municipal Building on Wednesday January 10, 2018. The Chairman called the meeting to order at 6:35 PM.

Present were:

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

Absent was:

Martin J. Boucher - Vice Chairman

**** 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 2nd reorganization 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 Financial Report for November 2017 and the Hecktown Fire Company Incident Reports for December 2017 & 2017 Totals.

Correspondence – There was no discussion under Correspondence.

Subdivision and Land Development

ProLogis Park 33 Lot EFG – Preliminary / Final Land Development Waiver Requests – The applicant has requested waivers from the following sections of SALDO: 401 separate preliminary and final plan submissions, 425.1 separate site analysis map, and 749.1 sidewalk installation as well as section 1614.c of the Zoning Ordinance. A motion was moved by Mr. Kucsan and was seconded by Mr. Bickert to approve the waivers requests. The motion carried.

ProLogis Park 33 Lot EFG – Preliminary / Final Land Development Resolution #LNT-10-18 – Joel Widders, Evans Engineering gave a brief presentation. The plan depicts a 348,000-square foot addition to an existing warehouse. Mr. Kortze reviewed his January 4th letter. A motion was moved by Mr. Bickert and was seconded by Ms. Templeton to approve Resolution #LNT-10-18. The motion carried.

Hecktown Road Business Park – Lot 4 – Preliminary/Final Land Development – Resolution #LNT-11-18 – Attorney Charles Bruno; Lewis Ronca, Wind-Drift; and Rocco Caracciolo, Pennoni Associates gave a presentation on the proposed plan. The plan depicts a 401,341-square foot light assembly/warehouse/distribution building. Mr. Kortze reviewed his January 4th letter. Attorney Bruno indicated that his client agreed with Mr. Kortze's comments minus #4 which indicates the need to a traffic study for a future change in use.

Attorney Christopher McClean for Mr. Bartolacci, owner of neighboring lots, wanted clarification on the application and its effects on traffic counts. Michael Russek, MSR Engineering, gave a presentation questioning the applicant's proposed traffic counts.

After determining that the zoning ordinance would require a traffic study for a change in use, the applicant agreed to Mr. Kortze's comments with #4 being amended to state a trip generation analysis versus a traffic study.

A motion was moved by Ms. Templeton and was seconded by Mr. Bickert to approve Resolution #LNT-11-18, as amended. The motion carried.

Supervisors' Comments – There was no discussion under Supervisor's Comments.

Manager's Report

Amendment to Resolution #LNT-02-18 – Mr. Tenges salary was incorrectly stated as \$114,000 in Resolution #LNT-02-18. It should be \$114,400. A motion was moved by Mr. Kucsan and was seconded by Mr. Bickert to amend Resolution #LNT-02-18. The motion carried.

Traffic Signal Maintenance Agreement – Hanoverville Road – Authorization to Execute – A motion was moved by Mr. Kucsan and was seconded by Mr. Bickert to authorization Solicitor Asteak to distribute the agreement to the parties for execution. The motion carried.

Pension Administration – Resolution #LNT-12-18 – With Mr. Tenges retirement a new pension administrator needs to be appointed. A motion was moved by Mr. Bickert and was seconded by Ms. Templeton to approve Resolution #LNT-12-18. The motion carried.

Security Fence at 195 Butztown Road – Mr. Tenges reported vandalism at our 195 Butztown Road property. Given the amount of equipment stored there Mr. Tenges has requested permission to install a 7' high fence with 1' high barbed wire around the 1,160' perimeter of the property. The cost of the installation is \$18,950.00. A motion was moved by Mr. Bickert and was seconded by Mr. Kucsan to approve the installation of the fence to secure our property at 195 Butztown Road. Mr. Kenny, stated that he thought barbed wire was not permitted in the township. Mr. Tenges indicated that the ordinance provides for municipal uses of barbed wire. The motion carried.

Equipment Purchase – Plow Truck – Mr. Tenges requested to purchase a new tandem axle truck for plowing and paving operations. The truck would be purchased off the state contract at a cost of \$225,656.00. The truck will be purchased through a 5-year lease paid from funds in the Capital Reserve Equipment Replacement Account. A motion was moved by Mr. Kucsan and was seconded by Mr. Bickert to approve the purchase of a new truck off the state contract at a cost of \$225,656.00. The motion carried.

Engineer's Report

First Park 33 Subdivision– Maintenance Period Expiration / Release Security – A motion was moved by Mr. Bickert and was seconded by Ms. Templeton to authorize the release of security subject to the receipt of the Eastgate Blvd Deed of Dedication. The motion carried. Mr. Tenges noted that the road is not the Township's road until the Board's formally accepts the road at a future meeting.

First Park 33 Lot 2– Maintenance Period Expiration / Release Security – A motion was moved by Mr. Kucsan and was seconded by Ms. Templeton to authorize the release of security per Mr. Kortze's recommendation. The motion carried.

Hecktown Road Business Park – Letter of Credit Reduction / Commence Maintenance Period – A motion was moved by Mr. Kucsan and was seconded by Ms. Templeton to reduce the letter of credit per Mr. Kortze's recommendation and commence the 18-month maintenance period. The motion carried.

Solicitor's Report

Solicitor Asteak reported that Ms. Seese told him there is a UCC Appeal Hearing for ProLogis Park 33. Solicitor Asteak is the solicitor to the Appeals Board and will report back on the outcome.

Secondly Solicitor Asteak welcomed Ms. Templeton and Mr. Bickert to the Board. He stated that the learning curve is steep and they should feel free to reach out with any questions they may have.

Old Business – There was no discussion under Old Business.

New Business – There was no discussion under New Business.

Payment of the Bills

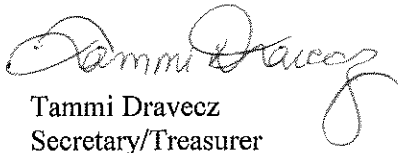
A motion was moved by Mr. Kucsan and was seconded by Ms. Templeton to approve payment of the bills dated January 10th. The motion carried.

Courtesy of the Floor

Robert Hoyer, 365 Country Club Road, inquired if the Lions Club could recycle their unsold Christmas trees at our yard waste facility. Mr. Tenges had no issue with the request.

Adjournment – The meeting adjourned at 8:07 PM.

Respectfully submitted by,


Tammi Dravecz
Secretary/Treasurer

**Lower Nazareth Township
Bills To Be Approved
January 10, 2018**

GENERAL FUND CHECKING ACCOUNT

| Num | Name | Memo | Amount |
|------------|---|---|---------------|
| 17736 | PA Municipal Health Insurance Cooperati | Employee Health Insurance | \$ 615.49 |
| 17737 | Hecktown Volunteer Fire Company | Fire Company Loan | \$ 1,011.77 |
| 17738 | Volunteer Companies Loan Fund | Fire Company Loan | \$ 965.26 |
| 17739 | Colonial Regional Police Department | Police Contract Payment | \$ 113,440.06 |
| 17740 | PA Municipal Health Insurance Cooperati | Employee Health Insurance | \$ 23,414.27 |
| 17741 | Volunteer Companies Loan Fund | Fire Company Loan | \$ 1,011.77 |
| 17742 | PPL, Inc. | Municipal Drive Electricity | \$ 897.71 |
| 17743 | PPL, Inc. | Traffic Signal/St Light/Municipal/PW/Park Ele | \$ 730.01 |
| 17744 | Easton Suburban Water Authority | Fire Company Water | \$ 69.61 |
| 17745 | Verizon Wireless | Fire Company Wireless | \$ 138.56 |
| 17746 | Verizon Wireless | Fire Company Wireless | \$ 324.45 |
| 17747 | Service Electric Telephone Co. | Fire Company Telephone | \$ 43.73 |
| 17748 | Service Electric Cable TV Inc | Fire Company Internet | \$ 46.85 |
| 17749 | MG Appearance Products | Fire Company Maintenance | \$ 196.00 |
| 17750 | Home Depot | Fire Company Supplies | \$ 53.60 |
| 17751 | Suburban Propane | Park Fuel | \$ 768.49 |
| 17752 | Suburban Propane | Public Works Fuel | \$ 1,392.90 |
| 17753 | PA One Call System, Inc. | Monthly Activity | \$ 16.40 |
| 17754 | EMC Insurance Companies | Township Insurance | \$ 5,615.80 |
| 17755 | Easton Suburban Water Authority | Municipal Bldg Water | \$ 48.88 |
| 17756 | Easton Suburban Water Authority | Municipal Bldg Sprinkler | \$ 231.00 |
| 17757 | Easton Suburban Water Authority | Hydrant Assessment | \$ 18,333.00 |
| 17758 | Easton Area Joint Sewer Authority | Operating and Capital Operating Expense | \$ 616.26 |
| 17759 | Innovative Designs & Publishing, Inc. | Subscription Renewal | \$ 23.00 |

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GENERAL FUND CHECKING ACCOUNT

| Num | Name | Memo | Amount |
|------------|---|---|---------------|
| 17760 | The Express Times | Subscription Renewal | \$ 143.00 |
| 17761 | Fogels Fuel Service | Municipal Heating Fuel | \$ 1,234.93 |
| 17762 | The Key | Advertisements | \$ 351.36 |
| 17763 | Brown & Brown of Lehigh Valley | Treasurer Bond | \$ 750.00 |
| 17764 | Service Tire Truck Centers | Public Works Equipment Parts/Supplies | \$ 783.08 |
| 17765 | Five Star International LLC | Public Works Equipment Parts/Repairs | \$ 1,224.49 |
| 17766 | Safeguard Business Systems | Office Supplies | \$ 148.54 |
| 17767 | TransEdge Truck Centers | Public Works Equipment Parts/Supplies | \$ 376.84 |
| 17768 | Stotz & Fatzinger Office Supply | Office/Zoning/Tax Supplies | \$ 111.96 |
| 17769 | Ricoh USA, Inc. | Copier Supplies | \$ 57.17 |
| 17770 | Beyer-Barber Company | Pinion Plan Administration | \$ 175.00 |
| 17771 | Memorial Library of Nazareth & Vicinity | Library Service | \$ 23,212.00 |
| 17772 | Met-Ed | Traffic Signal / Street Light Electricity | \$ 330.22 |
| 17773 | Nazareth Area Council of Government | 2018 Membership Dues | \$ 250.00 |
| 17774 | Northampton County TCC | 2018 Administrative Fee | \$ 140.97 |
| 17775 | Security Service Company, Inc. | Security System Maintenance | \$ 167.27 |
| 17776 | Medical Life Insurance Company | Employee Life Insurance | \$ 2,627.49 |
| 17777 | Karen A. Mengel, RPR, CSR | Stenographer | \$ 207.00 |
| 17778 | Brown & Brown of Lehigh Valley | Tax Collector Bond | \$ 250.00 |
| 17779 | Liberty Propane Inc. | Municipal Building Propane | \$ 2,665.97 |
| 17780 | Pitney Bowes | Postage Meter | \$ 180.00 |
| 17781 | The Express Times | Advertisements | \$ 372.55 |
| 17782 | Brown & Brown of Lehigh Valley | Real Estate Tax Collector Bond | \$ 1,205.00 |
| 17783 | PAPCO | Equipment Motor Fuel | \$ 2,160.99 |
| 17784 | Edwards Business Systems | Copier Maintenance | \$ 153.92 |

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GENERAL FUND CHECKING ACCOUNT

| Num | Name | Memo | Amount |
|--|------------------------------------|--|------------------------------------|
| 17785 | Edwards Business Systems | Copier Maintenance | \$ 469.71 |
| 17786 | Edwards Business Systems | Copier Maintenance | \$ 80.74 |
| 17787 | VOID | | |
| 17788 | U.S. Municipal Supply, Inc. | Public Works Equipment Parts/Supplies | \$ 528.73 |
| 17789 | Interstate Battery of Allentown | Public Works Equipment Parts/Supplies | \$ 320.85 |
| 17790 | Structural Metal Fabricators, Inc. | Public Works Equipment Repairs | \$ 433.00 |
| 17791 | Integra One | Computer Services/Software Maintenance | \$ 81.00 |
| 17792 | Integra One | Computer Services | \$ 625.00 |
| 17793 | Integra One | Computer Services | \$ 125.00 |
| 17794 | Integra One | Computer Services/Software Maintenance | \$ 5,280.00 |
| 17795 | PSATS | 2017 Membership Fees | \$ 1,765.00 |
| 17796 | HM Rentals LLC | Tax Refund | \$ 51.85 |
| 17797 | DC Lighting & Accessories LLC | Public Works Equipment | \$ 2,800.00 |
| 17798 | Chase Card Services | Office Supplies/Software Maintenance | \$ 1,859.63 |
| 17799 | Tractor Supply Credit Plan | Public Works Supplies | \$ 33.88 |
| 17800 | Advanced Auto Parts Professional | Public Works Equipment Parts/Supplies | \$ 45.72 |
| 17801 | Home Depot | Public Works Shop Tools/Equipment/Supplies | \$ 188.64 |
| 17802 | Gregory Keppel | Office Supplies | \$ 50.00 |
| 17803 | Keystone Consulting Engineers | Engineering & Inspections Services | \$ 1,459.00 |
| 17804 | Easton Suburban Water Authority | Fire Company Water | \$ 299.00 |
| 17805 | Highway Materials, Inc | Paving / Patching Material | \$ 213.30 |
| <i>Total General Fund Checking...</i> | | | <u><u>\$ 225,781.37</u></u> |

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CAPITAL RESERVE FIRE ACCOUNT

| Num | Name | Memo | Amount |
|-----|----------------|------------------------------------|-------------|
| 142 | Danz Lettering | Fire Company Equipment Maintenance | \$ 9,850.00 |

PAYROLL ACCOUNT

| | |
|---------------------------------|---------------------|
| December 22, 2017 | \$ 42,883.84 |
| January 5, 2018 | \$ 36,356.08 |
| <i>Total Payroll Account...</i> | <u>\$ 79,239.92</u> |

CAPITAL RESERVE SEWER-SIGNALS ACCOUNT

| Num | Name | Memo | Amount |
|-----|----------------------|----------------------------|--------------|
| 535 | Signal Service, Inc. | Traffic Signal Maintenance | \$ 20,432.98 |

OPEN SPACE ACCOUNT

| Num | Name | Memo | Amount |
|-----|---------------------|----------------------|-------------|
| 661 | Chase Card Services | Capital Construction | \$ 3,629.25 |

CAPITAL RESERVE ACCOUNT

| Num | Name | Memo | Amount |
|---|----------------------------|-----------------------|---------------------|
| 1018 | Home Depot Credit Services | Capital Construction | \$ 917.62 |
| 1019 | General Code | Land Records Software | \$ 8,572.50 |
| 1020 | The Davison Group, Inc. | Employment Services | \$ 11,000.00 |
| <i>Total Capital Reserve Account...</i> | | | <u>\$ 20,490.12</u> |

**Lower Nazareth Township
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DEVELOPMENT & INSPECTION ACCOUNT

| Num | Name | Memo | Amount |
|------------|--------------------------------------|---|--------------------|
| 1874 | CodeMaster Inspection Services, Inc. | Building Inspection Services - December | \$ 3,998.80 |

REFUSE/RECYCLING ACCOUNT

| Num | Name | Memo | Amount |
|------------|-------------------|------------------|------------------|
| 1251 | Hicks Paving, LLC | Temper Restrooms | \$ 180.00 |

MASTER ESCROW CHECKING (LAB)

| Num | Name | Memo | Amount |
|------------|--------------------------------------|---|---------------------|
| 1833 | County of Northampton | Parcel ID | \$ 25.00 |
| 1834 | Northampton County Recorder of Deeds | Plan Recording | \$ 215.00 |
| 1835 | Keystone Consulting Engineers, Inc | Engineering & Inspection Services | \$ 38,133.51 |
| 1836 | Met-Ed | Traffic Signal Electricity | \$ 137.61 |
| 1837 | Keith Heimbach | Key Return | \$ 25.00 |
| 1838 | Kay Builders, Inc | Escrow Refund | \$ 4,000.00 |
| 1839 | Thomas Bostian | Escrow Refund | \$ 62.04 |
| 1840 | HM Rentals (Keystone Sheds) | Escrow Refund | \$ 1,986.61 |
| | | <i>Total Master Escrow Checking Account...</i> | \$ 44,584.77 |