

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
May 23, 2018**

The Lower Nazareth Township Board of Supervisors held a regularly scheduled meeting at the Lower Nazareth Municipal Building on Wednesday May 23, 2018. The Chairman called the meeting to order at 6:30 PM.

Present were:

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

Approval of Minutes

A motion was moved by Mr. Kucsan and was seconded by Ms. Templeton to approve the May 9th meeting minutes. The motion carried.

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

There was no discussion under Reports.

Correspondence

There was no discussion under Correspondence.

Subdivision and Land Development

There was no discussion under Subdivision and Land Development.

Supervisors' Comments

Mr. Kucsan, Mr. Hoyer, and Ms. Templeton had no comments. Mr. Boucher reported that, along with Mr. Pennington, he attended the CRPC meeting. Mr. Pennington added that they discussed the police officers contract. Mr. Pennington also attended the COG meeting last evening and Ms. Stauffer would be presenting information under her report.

Manager's Report

Hartman Road Extension – Mr. Pennington reported that the Township would not be moving forward with this project at this time however we reserve the right to do so in the future. Township Officials spoke with the Police and Fire Chief, who felt there was already sufficient access to the neighborhoods. Mr. Pennington noted that at some point the Township will be making improvements to the Newburg Road - Route 191 intersection. That will be a major project for the township and this project will be revisited at that time. He thanked everyone for coming out and expressing their concerns.

Kate Muller, 4367 Saratoga Drive, thanked the Board for their decision. She asked for clarification on the document residents received. Mr. Pennington stated it lists the reasons why we would need to revisit the project in the future. Ms. Muller noted they are reserving the right to oppose the project in the future and requested they be notified the next time it is discussed before the Board.

Mike Lemke, 4363 Saratoga Drive, asked who residents can contact about the drainage problems in the neighborhood. Mr. Pennington stated that residents should call the Township Office and they will reach out to the Township Engineer.

**** The Board took a brief recess to allow residents wanting to leave to exit the meeting room ****

Resolution #LNT-24-18 – Adoption of Personnel Policy – Ms. Stauffer reported that she made the requested changes and the policy is now ready for adoption. A motion was moved by M. Hoyer and was seconded by Mr. Boucher to approve Resolution #LNT-24-18 adopting the updated personnel policy. The motion carried.

Gaming Grant Funds – Ms. Stauffer reported that the Township will receive \$31,440 in gaming grant funds. She proposed using some of those funds to purchase speed radar devices. She received a quote All Traffic Solutions, a PADOT approved company, in the amount of \$24,420.00. A quote from Allen City, not PADOT approved, came in around \$14,000. Based on feedback from CRPD, she recommends placing them on Hecktown Road, Steuben Road, and Hanoverville Road. Ms. Stauffer noted these devices are not permanently installed and can be relocated as needed. She noted they are solar power with battery back-up.

Ms. Stauffer recommended that the remainder of the funds be applied to the purchase of a 50x100 building to house equipment at our recycling facility on Newburg Road.

The Township has until May 2019 to use the funds; therefore, a decision does not need to be made at this time. Mr. Pennington stated the Board would take some time before deciding.

Server Maintenance Agreement – Ms. Stauffer reported that we need to renew our maintenance agreement for our backup server and have been given a quote for a 1-year option at \$4,485.90 and a 3-year option at \$11,419.00; which is a 15% savings and makes us eligible for a new server with double the space.

A motion was moved by Mr. Kucsan and was seconded by Mr. Boucher to approve the agreement.

John Kenny, 641 Mulberry Drive, asked why we don't use the cloud? Ms. Seese stated we have a server onsite where data is saved and its also backed on the cloud.

Nancy Teague, 4300 Belmont Drive, wanted to ensure they had KPOs or key performance objectives as part of the agreement.

Ms. Stauffer said we would reach out to our account representative. The Board tabled their motion until next meeting.

Upper Nazareth Bridge Detour – Ms. Stauffer reported she attended a meeting to discuss an upcoming bridge project in Upper Nazareth that will detour traffic through Lower Nazareth. The first option to detour traffic on Daniels Road to Route 191 to Newburg Road is not the best option. Traffic will instead be detoured on Daniels Road to Gremer Road to Newburg Road. Hecktown Fire was in attendance and requested a temporary traffic signal at Gremer Road and Newburg Road. Ms. Stauffer also asked for speed radar devices on Gremer Road and will have Township Public Works Video document the condition of the road prior to the project commencing.

There was discussion on alternate routes, however there is not another road conducive to carrying that much traffic. Ms. Stauffer added that PADOT likes to use state roads for detours when they can.

The project is scheduled to begin in the Spring of 2020 and last for 3½ months.

Nancy Teague, 4300 Belmont Drive, questioned the location of this detour relative to the elementary school. Mr. Pennington stated traffic is detouring away from the school's location.

Ms. Stauffer stated she will be attending a meeting at upper Nazareth Township on June 6th.

Mr. Hoyer was concerned about trucks turning at Route 946/Daniels Road and Greinar Road.

Bert Smalley, 4335 King George Drive, inquired on the speed limit on Greinar Road. Mr. Pennington stated that speed issues should be reported to CRPD.

Animal Control Officer – Ms. Stauffer stated that the COG is looking into contracting with Pibbles Paws Safe Haven for animal control services. Each COG municipality would pay \$0.50 per capita, which would be about \$3,000/year for Lower Nazareth. She stated that, for now, this would only be for dogs, however we may look into a TNR (trap neuter release) program in the future. The COG wants to start with 2-3 municipalities to try out the program. Ms. Stauffer stated it is a good program and recommends Lower Nazareth be one of the township to try out the service.

Mr. Pennington stated this program would start in 2019 so that we could budget for the service and pass an ordinance. The animal control officer would care for the dogs and re-home them if the owner could not be located.

Mr. Hoyer questioned how \$3000 was sufficient. Solicitor Asteak noted they are a 501C3 organization and are already partnered with 40 foster homes. They are working towards building their own facility with trained individuals and an in-house vet. In addition, owners would have to make a contribution to retrieve their pet.

Tammy Kenny, 641 Mulberry Drive, asked if this was a no-kill shelter. Solicitor Asteak noted that only in the event of an extremely aggressive animal. Mr. Pennington said they have only ever had to put one dog down because it was so aggressive.

A motion was moved by Mr. Hoyer and was seconded by Ms. Templeton to give the program a try. The motion carried.

Schoolhouse Bell Refurbished – Ms. Stauffer reported the schoolhouse bell from 306 Butztown Road has been refurbished. Township Public Works is building a stand for display at 623 Municipal Drive. It should be on display within a few months.

Recycling Ordinance – DEP Grants – Ms. Stauffer reported that with updating the recycling ordinance we are now eligible for 6 years of DEP 904 Grants. So far, we have received word on 4 of the 6 grants with funds in the amount of \$169,320 being released to the Township.

Community Events – Ms. Stauffer reported that Township Staff is busy working on events for the community this summer. We will have Movies in the Park in June, July, and August. Information will be posted on the Township's website and FaceBook page.

MPDES Permit – Ms. Stauffer reported that more engineering work is required however we are still on target for an August 1st start date for the soccer fields and parking lot.

Route 248 Corridor – Traffic – Ms. Stauffer attended a meeting with CRPD and businesses along the Route 248 corridor to discuss traffic. Chief Seiple wants the businesses to consider paying for police presence at the holidays to alleviate traffic congestion. He noted that they receive 911 calls for people stuck in traffic. They discussed

reconfiguring traffic to facilitate the large volume of vehicles. Ms. Stauffer asked that Mr. Kortze draft a traffic plan.

Route 191 Improvements – Ms. Stauffer reported that along with Mr. Kortze, Mr. Beruta, she met with PADOT to discuss improvements to the route 191 - Newburg Road intersection. She stated we may be eligible for assistance; our first step is to get on the Transportation Improvement Plan (TIP). PADOT is receptive to assisting if we investigate improving intersections along Route 191 from Daniels Road to Hanoverville Road. Even with assistance, Township funds will be required to complete this project. Ms. Stauffer noted this will be a long process; best case scenario it will be 6 years before a shovel hits the ground.

Engineer's Report

There was no discussion under Engineer's Report.

Solicitor's Report

There was no discussion under Engineer'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 Mr. Boucher to approve payment of the bills dated May 23rd. The motion carried.

Courtesy of the Floor

There was no discussion under Courtesy of the Floor.

Adjournment – The meeting adjourned at 7:28 PM.

Respectfully submitted by,



Tammi Dravec
Secretary/Treasurer

**Lower Nazareth Township
Bills To Be Approved
May 23, 2018**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
18145	LNT Petty Cash	Clean-up Day	\$ 150.00
18146	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 1,902.91
18147	International Municipal Signal Assoc-IMS	Licensing Fees	\$ 310.00
18148	Tractor Supply Credit Plan	Public Works Equipment/Supplies	\$ 3,558.96
18149	Advanced Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 582.27
18150	Sam's Club	Public Works/Municipal Building Supplies	\$ 211.52
18151	Staples Business Advantage	Office Supplies	\$ 61.60
18152	PAPCO	Equipment Motor Fuel	\$ 3,473.11
18153	Palmer Trophy & Awards	Administrative Expense	\$ 101.75
18154	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 1,546.00
18155	Verizon Wireless	Municipal/Public Works Wireless	\$ 313.65
18156	NJ Advance Media	Advertisements	\$ 516.35
18157	ReadyRefresh by Nestle	Municipal Bottled Water	\$ 20.45
18158	City of Bethlehem	Hydrant Assessment	\$ 156.54
18159	Edwards Business Systems	Copier Maintenance	\$ 153.92
18160	Fogels Fuel Service	Municipal Heating Fuel Maintenance	\$ 320.95
18161	Edwards Business Systems	Copier Maintenance	\$ 80.74
18162	Northampton County Seed Company, Inc.	Public Works Supplies	\$ 92.00
18163	J. Smith's Automotive, Inc.	Equipment Repairs	\$ 16.58
18164	Global Equipment Company Inc	Park Capital Purchase	\$ 103.89
18165	Commonwealth Financing Authority	Grant Application	\$ 100.00
18166	East Penn Sanitation, Inc.	Municipal/Clean Up Day Trash Removal	\$ 3,815.00
18167	PAPCO	Equipment Motor Fuel	\$ 1,032.99
18168	Edwards Business Systems	Copier Maintenance	\$ 659.74

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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
18169	Easton Suburban Water Authority	Municipial Bldg Water	\$ 109.69
18170	Pitney Bowes Purchase Power	Postage	\$ 520.99
18171	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 2,983.50
18172	Service Electric Telephone Co.	Fire Company Telephone	\$ 43.77
18173	Service Electric Cable TV Inc	Fire Company Internet	\$ 49.26
18174	L&D Automotive	Fire Company Equipment Maintenance	\$ 243.99
18175	Verizon Wireless	Fire Company Wireless	\$ 379.34
18176	Verizon Wireless	Fire Company Wireless	\$ 138.56
18177	Lori Stauffer	Municipal Building Supplies	\$ 112.45
18178	Swank Motion Pictures, Inc.	Community Activities	\$ 1,350.00
Total General Fund Checking...			\$ 25,212.47

OPEN SPACE ACCOUNT

Num	Name	Memo	Amount
0663 PLGIT	A & S Fence	Capital Construction	\$ 1,700.00
0664 PLGIT	A & S Fence	Capital Construction	\$ 1,000.00
0665 PLGIT	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 83,359.51
1006 LAB	Lower Nazareth Township	Certificate of Deposit Purchase	\$ 500,000.00
Total Open Space Account...			\$ 586,059.51

TRAFFIC IMPACT ACCOUNT

Num	Name	Memo	Amount
Bank Check	Lower Nazareth Township	Certificate of Deposit Purchase	\$ 500,000.00

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LOWER NAZARETH SEWER ACCOUNT

Num	Name	Memo	Amount
935	PPL Electric Utilities	Main Meter Electricity	\$ 28.63
936	Gilmore & Associates	Engineering Services	\$ 37.50
<i>Total Lower Nazareth Sewer Account...</i>			\$ 66.13

MASTER ESCROW CHECKING (LAB)

Num	Name	Memo	Amount
1880	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 1,135.00
1881	Met-Ed	Traffic Signal Electricity	\$ 121.82
1882	PPL Electric Utilities	Traffic Signal Electricity	\$ 136.99
1883	Asteak Law Offices	Legal Services	\$ 5,343.25
1884	Monocacy Heights	Escrow Refund	\$ 70.03
1885	Richard Cameline	Escrow Refund	\$ 145.00
1886	Timothy Doto	Escrow Refund	\$ 245.01
1887	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 310.38
1888	Sparkle Car Wash	Security and Escrow Refunds	\$ 10,566.58
1889	Kay Builders, Inc.	Escrow Refund	\$ 4,000.00
<i>Total Master Escrow Checking Account...</i>			\$ 22,074.06

DEVELOPMENT & INSPECTION ACCOUNT

Num	Name	Memo	Amount
1890	Lower Nazareth Township GF	Zoning Permit Fee	\$ 50.00

PAYROLL ACCOUNT

May 25, 2018

\$ 40,671.02

Lower Nazareth Township
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REFUSE / RECYCLING ACCOUNT

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
1255	Reliable Sign & Striping, Inc	Public Works Sign Supplies	\$ 38.00
1256	AERC Recycling Solutions	Electronics Recycling	\$ 87.00
		<i>Total Refuse/Recycling Account...</i>	<u>\$ 125.00</u>