

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
July 25, 2018**

The Lower Nazareth Township Board of Supervisors held a regularly scheduled meeting at the Lower Nazareth Municipal Building on Wednesday July 25, 2018. The Chairman called the meeting to order at 6:45 PM.

Present were:

| | | | | | |
|---------------------|---|------------|------------------|---|----------------------|
| James S. Pennington | - | Chairman | Gary Asteak | - | Solicitor |
| Robert J. Hoyer | - | Supervisor | Albert Kortze | - | Engineer |
| Robert S. Kucsan | - | Supervisor | Lori A. Stauffer | - | Manager |
| Amy L. Templeton | - | Supervisor | Lori B. Seese | - | Zoning Administrator |
| | | | Eric Albert | - | Office Coordinator |

Absent were: Martin Boucher – Vice Chairman
Tammi Dravec – Secretary / Treasurer

**** Mr. Pennington indicated the Board held an Executive Session prior to this evening's meeting to discuss legal matters. ****

Approval of Minutes

A motion was moved by Ms. Templeton and was seconded by Mr. Hoyer to approve the July 11th meeting minutes. The motion carried.

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

Correspondence

The District Attorney's office sent out notification that if the Supervisors had interest they would be happy to meet with them to discuss their roll within the community.

The Municipal Office received notice from Supervisor Robert Kucsan that he would be resigning as Supervisor effective as of July 31st, 2018. Ms. Stauffer stated that we would have 30 days to appoint a new Supervisor to replace Mr. Kucsan.

Mr. Pennington then stated that the board would reach out to residents that applied for the previous Supervisors position and to see if they still had interest in serving out Mr. Kucsan's remaining term.

Subdivision and Land Development

McLaughlin SALDO Waiver Request – A motion was moved by Mr. Hoyer and was seconded by Ms. Templeton to approve waiver request after signing an agreement with the Township stating that it would be at the owner's expense if the fence needs to be moved for any reason. The motion carried.

Supervisors' Comments

Mr. Kucsan stated that this would be his last meeting as a Supervisor, and that he would like to thank everyone for making his time on the board so rewarding.

Mr. Hoyer wanted to thank Mr. Kucsan for all of his years of service to Lower Nazareth Township not only as serving on the Board of Supervisors but for all of the years of service to Lions Club as well. Mr. Hoyer also stated that he attended the Colonial Regional Police meeting so that he could listen in and introduce himself to them.

Mr. Pennington attended the Police meeting and wanted to report that Bath is officially dropped from CRPD service and Colonial Regional will only be servicing Lower Nazareth Township and Hanover Township. Mr. Pennington also attended the Northampton County COG meeting. He stated that the local Gaming Authority has been disbanded and that all decisions for grant money awarded from the Sands Casino will now be held in Harrisburg, and that grants will be applied for only once a year. Mr. Pennington stated he would also like to thank Mr. Kucsan for years of service to the Township.

Ms. Templeton had no comments.

Manager's Report

Gaming Grant – Ms. Stauffer requested approval for the purchasing of Speed Radar Devices and the ability to use the remaining funds to use towards the Recycling Facility. A motion was moved by Ms. Templeton and was seconded by Mr. Hoyer approve the purchase of Speed Radar Devices as well as using the remaining grant money towards the Recycling Facility. The motion carried.

Hazard Mitigation Plan – Ms. Stauffer asked if there were any comments on the Hazard Mitigation Plan. There were none

Digital Sign Ordinance - The Board is going to review the Digital Sign Ordinance and see if they have any questions before it is sent to the Zoning Hearing Board for comments.

Road Department Capital Equipment Purchase – Ms. Stauffer asked for permission to purchase a 2015 3TPE50 Bucket Truck off of demo for \$117,000 with the Township making a deposit of \$37,000 and financing the remainder of the balance with a five-year lease. A motion was made by Mr. Hoyer to purchase the bucket truck with a deposit of \$37,000 and finance the remaining balance with a five-year lease; it was seconded by Ms. Templeton. The motion carried.

Ms. Stauffer then asked permission to purchase the drain boxes that will be needed for the community park at a cost of \$12,950. A motion to purchase the drain boxes was made by Mr. Hoyer and seconded by Mr. Kucsan. The motion carried.

Ms. Stauffer ended by telling Mr. Kucsan that it had been a pleasure to work with him the last 6 months and that he would be missed by all.

Engineer's Report

MS 4 – Public Hearing – Mr. Kortze gave a general overview and requirements for the MS 4 permit for Lower Nazareth.

Phillips Feed Building Addition – Security Release – Mr. Kortze recommended that the Township release the \$77,841.40 maintenance security held for Phillips and Phillips upon recording of the site as-built at the Northampton County Courthouse. A motion to release the maintenance upon recording of the site as- built was made by Ms. Templeton and seconded by Mr. Hoyer. The motion carried.

Keystone foods Road Widening Security Release – Mr. Kortze recommended that the Township release the \$11,609 maintenance security held for Keystone Foods Hecktown Road widening project. A motion was made by Mr. Hoyer to release the remaining maintenance and was seconded by Ms. Templeton. The motion carried.

Mr. Kortze ended by thanking Mr. Kucsan for his years of service and to wish him well in his future endeavors.

Solicitor's Report

Intergovernmental Cooperative Agreement – consideration for Adoption – Mr. Asteak asked for consideration for the Board to adopt the Intergovernmental Cooperative Agreement. A motion was made by Mr. Hoyer to adopt the agreement and was seconded by Ms. Templeton. The motion carried.

Mr. Asteak also wanted to thank Mr. Kucsan for all of his years of service to the township, and to tell him he will be terribly missed.

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 Ms. Templeton and was seconded by Mr. Hoyer to approve payment of the bills dated July 25th. The motion carried.

Courtesy of the Floor

Travis Gerould, 463 Schoolhouse Road, wanted to know if we had the cost comparison with Bath leaving the Colonial Regional Police Department. Mr. Pennington stated that the new budget would not be done until September.

Adjournment

The meeting adjourned at 7:52 PM.

Respectfully submitted by,

Eric Albert

Eric Albert
Municipal Office Operations Coordinator

**Lower Nazareth Township
Bills To Be Approved
July 25, 2018**

GENERAL FUND CHECKING ACCOUNT

| Num | Name | Memo | Amount |
|--|-------------------------------------|--|---------------------|
| 18328 | United States Treasury | Employee Health Insurance | \$ 69.31 |
| 18329 | RCN | Internet & Telephone Services | \$ 803.75 |
| 18330 | Mad Science of Lehigh Valley | Summer Park Event | \$ 450.00 |
| 18331 | Edwards Business Systems | Copier Maintenance | \$ 497.26 |
| 18332 | Edwards Business Systems | Copier Maintenance | \$ 153.92 |
| 18333 | France Anderson Basile & Company,PC | Auditing Services | \$ 2,460.00 |
| 18334 | Morris Black & Sons, Inc. | Municipal Building Maintenance | \$ 142.50 |
| 18335 | ReadyRefresh by Nestle | Municipal Bottled Water | \$ 20.45 |
| 18336 | PA Unemployment Compensation Fund | Unemployment Compensation | \$ 702.42 |
| 18337 | Keystone Consulting Engineers, Inc. | Engineering & Inspection Services | \$ 3,353.75 |
| 18338 | City of Bethlehem | Hydrant Assessment | \$ 156.54 |
| 18339 | Pitney Bowes Purchase Power | Postage | \$ 520.99 |
| 18340 | State Worker's Insurance Fund | Workers Compensation - #05039711 | \$ 1,546.00 |
| 18341 | Sam's Club | Public Works/Municipal Building/Summer Par | \$ 551.37 |
| 18342 | Tractor Supply Credit Plan | Public Works Equipment/Supplies | \$ 511.21 |
| 18343 | Louis Williams | Zoning Permit Refund | \$ 50.00 |
| <i>Total General Fund Checking...</i> | | | \$ 11,989.47 |

DEVELOPMENT & INSPECTION ACCOUNT

| Num | Name | Memo | Amount |
|---|--------------------------------------|------------------------------|---------------------|
| 1893 | CodeMaster Inspection Services, Inc. | Building Inspection Services | \$ 19,690.02 |
| 1894 | Louis Williams | Building Permit Refund | \$ 280.00 |
| <i>Total Development & Inspection...</i> | | | \$ 19,970.02 |

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PAYROLL ACCOUNT

July 20, 2018

\$ 43,280.28

MASTER ESCROW CHECKING (LAB)

| <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Amount</u> |
|--|-------------------------------------|-----------------------------------|---------------------|
| 1910 | Fun Affairs | Summer Park Program | 775 |
| 1911 | Met-Ed | Traffic Signal Electricity | 92.64 |
| 1912 | Keystone Consulting Engineers, Inc. | Engineering & Inspection Services | 13224.38 |
| 1913 | Premier Land Company | Escrow Refund | 4074 |
| 1914 | Kay Builders, Inc. | Escrow Refunds | 3000 |
| 1915 | William Wright | Escrow Refund | 5.04 |
| <i>Total Master Escrow Checking Account...</i> | | | <u>\$ 21,171.06</u> |

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