

**LOWER NAZARETH TOWNSHIP  
BOARD OF SUPERVISORS  
MINUTES  
September 12, 2018**

The Lower Nazareth Township Board of Supervisors held a regularly scheduled meeting at the Lower Nazareth Municipal Building on Wednesday September 12, 2018. The Chairman called the meeting to order at 6:30 PM.

Present were:

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

*\*\*\* The Board held an executive session prior to the meeting to discuss legal and personnel matters. \*\*\**

**Approval of Minutes**

A motion was moved by Mr. Hoyer and was seconded by Ms. Templeton to approve the August 22<sup>nd</sup> meeting minutes. Mr. abstained. 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 Vol. Fire Company's Incident Report for August 2018 and the Financial Report for July 2018.

**Correspondence** – There was no discussion under Correspondence.

**Subdivision and Land Development**– There was no discussion under Subdivision & Land Development.

**Supervisors' Comments**

Mr. Boucher attended the CRPC meeting and noted they are working on the new police contract.

Mr. Pennington attended the NazCOG meeting and noted the review of the Multi-Municipal Comp Plan has begun. The last time the plan was updated was 2006.

Ms. Templeton, Mr. Smalley, and Mr. Hoyer had no comments.

**Manager's Report**

**Grant Awarded** – Ms. Stauffer reported that the Township has received a \$25,000 grant from the Community Development Block Grant Program (CDBG) towards our new playground and we are awaiting word on an additional \$25,000.

**Fall Festival / Movie in the Park** – Ms. Stauffer announced that staff is working on a Fall Festival with trick-or-treating and a Movie in the Park.

Recreation Plan Update – RFP Review & Approval – Ms. Stauffer asked the Board to review this RFP for updating our recreation plan which has not been updated since 1989. She noted that Solicitor Asteak has reviewed and approved the RFP. Mr. Pennington stated the Board would review and provide comments and approval and the next meeting.

Time Extension – Ms. Stauffer reported that the Township accepted a time extension for the IDI Land Development Plan through April 12, 2019.

Resolution #LNT-34-18 – Monroe County LSA Grant Authorization – Ms. Stauffer requested authorization to apply for this grant towards the purchase of new air packs for the fire company. A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to approve Resolution #LNT-34-18 allowing the Township Manager to make the grant application. The motion carried.

Resolution #LNT-35-18 – Invest Funds in Certificate of Deposit – Ms. Stauffer requested authorization to invest \$250,000.00 out of the Fiscal Stability Fund in a certificate of deposit. A motion was moved by Mr. Boucher and was seconded by Mr. Smalley to approve Resolution #LNT-35-18 allowing the Township Manager to invest funds in a certificate of deposit. The motion carried.

#### **Engineer’s Report**

Mr. Kortze provided an update to ongoing projects within the Township.

#### **Solicitor’s Report**

Ordinance #227-09-18 - Wireless Communications / Cell Tower Ordinance – A motion was moved by Mr. Boucher and was seconded by Mr. Hoyer to approve Ordinance #227-09-18. The motion carried.

Ordinance #228-09-18 - Short Term Rental Ordinance – A motion was moved by Mr. Boucher and was seconded by Mr. Hoyer to approve Ordinance #228-09-18. The motion carried.

Digital Sign Ordinance – Authorization to send to LVPC and LNT PC – A motion was moved by Mr. Smalley and was seconded by Mr. Hoyer to authorize sending this proposed ordinance to LVPC and our Planning Commission for comments. The motion carried.

Tru/Home2 – Improvements Agreement – A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to authorize execution of this agreement upon receipt of the letter of credit. The motion carried.

Fireworks Ordinance – The sale and discharge of fireworks has become a concern in many municipalities since a change in the state law. The Board will consider amending our zoning ordinance to control the location on the sale of fireworks as well as regulations on discharging fireworks within the township. Ms. Stauffer will send the Board Hanover’s proposed ordinance and the statute.

Open Space Preservation – Solicitor Asteak gave a brief synopsis of Bushkill Township’s model and discussed the steps the Township will need to take if we decide to pursue open space preservation. He suggested we invite the Heritage Conservancy and Jason Smith from Bushkill Township to give a presentation at one of our meetings.

**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. Boucher and was seconded by Mr. Smalley to approve payment of the bills dated September 12<sup>th</sup>. The motion carried.

**Courtesy of the Floor** – There was no discussion under Courtesy of the Floor.

**Adjournment**

The meeting adjourned at 7:15 PM.

Respectfully submitted by,

A handwritten signature in cursive script that reads "Tammi Dravec". The signature is written in black ink and is positioned to the left of the typed name.

Tammi Dravec  
Secretary/Treasurer

**Lower Nazareth Township  
Bills To Be Approved  
September 12, 2018**

**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
18430	Verizon Wireless	Fire Company Wireless	\$ 378.74
18431	Verizon Wireless	Fire Company Wireless	\$ 138.56
18432	Service Electric Telephone Co.	Fire Company Telephone	\$ 43.28
18433	Service Electric Cable TV Inc	Fire Company Internet	\$ 48.95
18434	Fire Pump Systems	Fire Company Equipment Maintenance	\$ 1,055.00
18435	PPL, Inc.	Fire Company Electricity	\$ 492.21
18436	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 1,546.00
18437	Palmer Trophy & Awards	Administrative Expense	\$ 9.55
18438	Lehigh Valley Planning Commission	Continuing Education	\$ 580.00
18439	Lehigh Valley Planning Commission	Continuing Education	\$ 195.00
18440	Nazareth Borough Police Department	#260297	\$ 30.00
18441	USPS	Newsletter Postage	\$ 785.06
18442	G C Lumber	Public Works Supplies	\$ 80.00
18443	Sam's Club MC/SYNCB	Fire Company Supplies	\$ 1,209.04
18444	PPL, Inc.	Fire Company Electricity	\$ 488.79
18445	Fire Apparatus Services	Fire Company Equipment Maintenance	\$ 481.31
18446	Horwith Freightliner	Fire Company Equipment Maintenance	\$ 536.86
18447	DACER Fire Protection	Fire Company Equipment Maintenance	\$ 736.25
18448	Fire Pump Systems	Fire Company Equipment Maintenance	\$ 3,735.60
18449	Easton Suburban Water Authority	Fire Company Water	\$ 74.01
18450	Easton Suburban Water Authority	Fire Company Water	\$ 3.95
18451	Sparkle Car Wash on 248 LLC	Fire Company	\$ 6.00
18452	Shop One Fire Apparatus	Fire Company Equipment Maintenance	\$ 3,437.99
18453	Technology Reflections, Inc	Fire Company Web Service	\$ 1,234.40

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**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
18454	Verizon Wireless	Municipal/Public Works Wireless	\$ 485.68
18455	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 1,011.77
18456	Volunteer Companies Loan Fund	Fire Company Loan	\$ 965.26
18457	Colonial Regional Police Department	Police Contract Payment	\$ 113,440.06
18458	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
18459	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 27,220.09
18460	PAPCO	Equipment Motor Fuel	\$ 1,107.59
18461	Exeter Supply Co., Inc.	Fire Company Maintenance	\$ 252.00
18462	Advanced Auto Parts Professional	Public Works Supplies	\$ 113.09
18463	PPL, Inc.	Municipal Drive Electricity	\$ 1,238.91
18464	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Ele	\$ 1,194.43
18465	RCN	Internet & Telephone Services	\$ 803.69
18466	Met-Ed	Traffic Signal / Street Light Electricity	\$ 294.02
18467	EMC Insurance Companies	Township Insurance	\$ 93.00
18468	Easton Suburban Water Authority	Municipal Bldg Water	\$ 53.28
18469	Easton Suburban Water Authority	Municipal Bldg. Water	\$ 105.74
18470	Edwards Business Systems	Copier Maintenance	\$ 353.65
18471	Edwards Business Systems	Copier Maintenance	\$ 536.94
18472	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Material/Aggregate	\$ 112.20
18473	Staples Business Advantage	Office Supplies	\$ 175.27
18474	Chase Card Services	Supplies/Training/Summer Park	\$ 999.53
18475	All-Phase Electric Supply Co.	Pubic Works/Building/Park Supplies	\$ 537.44
18476	Security Service Company, Inc.	Security System Monitoring	\$ 239.34
18477	Interstate Battery of Allentown	Public Works Equipment Parts/Supplies	\$ 459.80
18478	Bath Supply Co., Inc.	Park Facilities Maintenance	\$ 269.88

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**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
18479	Turf Equipment and Supply Co., LLC	Public Works Equipment Parts/Supplies	\$ 79.16
18480	Trach Plumbing & Heating	Facilities Maintenance	\$ 400.00
18481	Krause Enterprises	Pipe and Drainage Supplies	\$ 203.00
18482	Integra One	Computer Services/Software Maintenance	\$ 81.00
18483	Integra One	Computer Services	\$ 125.00
18484	PA One Call System, Inc.	Monthly Activity	\$ 58.85
18485	Highway Materials, Inc.	Pavement Maintenance Supplies	\$ 4,120.00
18486	A&A Sales Associates, LLC	Public Works Supplies	\$ 434.40
18487	U.S. Municipal Supply, Inc.	Traffic Signs	\$ 1,011.00
18488	Edwards Business Systems	Copier Maintenance	\$ 153.92
18489	L&W Supply Corporation	Public Works Tools/Equipment	\$ 9.25
18490	Eric Albert	Groundbreaking Ceremony	\$ 213.31
18491	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 15,048.65
18492	AllState Septic Systems, LLP	Temporary Restrooms	\$ 225.00
18493	Highway Materials, Inc.	Construction/Rebuilding	\$ 42,687.88
<b><i>Total General Fund Checking...</i></b>			<b>\$ 235,251.40</b>

**REFUSE / RECYCLING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1261	AllState Septic Systems, LLP	Temporary Restrooms	\$ 135.00

**CAPITAL RESERVE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1050	Johnstone Supply	Capital Construction	\$ 499.60
1051	Home Depot Credit Services	Capital Construction	\$ 152.86
<b><i>Total Capital Reserve Account...</i></b>			<b>\$ 652.46</b>

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**PAYROLL ACCOUNT**

August 31, 2018	\$	40,217.29
September 14, 2018	\$	39,889.86
<i><b>Total Payroll Account...</b></i>		<b>\$ 80,107.15</b>

**MASTER ESCROW CHECKING (LAB)**

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
1926	Met-Ed	Traffic Signal Electricity	\$ 155.28
1927	PPL Electric Utilities	Traffic Signal Electricity	\$ 103.46
1928	<i>VOIDED</i>		
1929	Sterling Crossing, LLC	Escrow Refund	\$ 2,035.00
1930	Keystone Consulting Engineers, Inc	Engineering 7 Inspection Services	\$ 1,584.00
1931	Premier Land Company	Escrow Refund	\$ 3,205.00
<i><b>Total Master Escrow Checking Account...</b></i>			<b>\$ 7,082.74</b>

**LOWER NAZARETH SEWER ACCOUNT**

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
940	PPL Electric Utilities	Main Meter Electricity	\$ 27.34