

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
January 7, 2019**

The Lower Nazareth Township Board of Supervisors held their reorganization meeting followed by a regularly scheduled meeting at the Lower Nazareth Municipal Building on Monday January 7, 2019. The Chairman called the meeting to order at 6:35 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 Seese	-	Planning/Zoning Administrator

****The Board held an executive session prior to this evening's meeting to discuss legal matters.****

Reorganization

Please see attached reorganization chart for details.

Approval of Minutes

A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to approve the December 12th 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 2018, and Hecktown Fire Company Incident Reports for December 2018 and 2018 Totals.

Correspondence

There was no discussion under Correspondence.

Subdivision and Land Development

Jaindl Land – Lonat Drive Sketch Plan – Daniel Witczak, P.E., Acela Engineering, and Howard Kutzler, Jaindl Land, were gave a brief presentation of their proposal.

As part of the original subdivision plan from 2008, the developer of 4215 Lonat Drive was responsible to continue the road north to the adjoining parcel currently owned by Charles Chrin. The extension depicted includes a very sharp turn which would not comply with the Township's SALDO and is not optimal for tractor trailer traffic. The developer proposed relocating the extension to the eastern side of the property in order to comply with the SALDO. This relocation would bisect the parcel into a northern and southern parcel and create a hardship for the developer. Therefore, the developer is requesting to only continue Lonat Drive in order to access the northern parcel. The remaining right-of-way would be dedicated to the Township to allow for the future extension and connection.

Mr. Boucher had concerns of trucks stacking out onto Lonat Drive and suggested moving the building for the road to continue and allow trucks to travel around the building. Mr. Witczak stated that due to building setbacks, the building cannot be moved. Mr. Boucher suggested making the building smaller in order to allow for space for travel.

Mr. Kortze had concerns about the road ending at a stub and how that would affect liquid fuels requirements and township plowing operations. Mr. Kutzler stated that section of road would remain private and would not be dedicated to the Township until the time the connection is made.

Ms. Templeton inquired how we would get the developer of the Chrin property to complete the connection to Lonat Drive. Mr. Pennington stated that we would make it a requirement at land development.

Following their presentation, Mr. Witzak inquired if the Board could provide the direction they were leaning towards. Mr. Kutzler asked if there were any objections to their proposal to which Mr. Pennington indicated there are concerns, not objections.

Mr. Kutzler asked if they could be on the January Planning Commission agenda even without the Board's direction this evening. Mr. Hoyer inquired why they were in a rush to move forward. Mr. Pennington stated the Board would take time to review the information and will discuss this at their next meeting.

Supervisors' Comments

There were no comments under Supervisors' Comments.

Engineer's Report

Project Updates – Mr. Kortze reviewed his report providing updates on current projects in the township.

Solicitor's Report

ICS Conditional Use Opinion and Order – A motion was moved by Mr. Smalley and was seconded by Ms. Templeton to approve the opinion and order. The motion carried.

Open Space Referendum Ordinance – Authorization to Advertise – A motion was moved by Mr. Boucher and was seconded by Mr. Smalley to authorize the advertisement of the ordinance. The motion carried. The ordinance will be discussed at our February 13th meeting.

Fireworks Use Regulation Ordinance - #231-01-19 – A motion was moved by Mr. Boucher and was seconded by Mr. Smalley to approve ordinance #231-01-19. The motion carried.

Manager's Report

2018 Unencumber Funds – Resolution #LNT-06-19 – A motion was moved by Mr. Boucher and was seconded by Mr. Smalley to approve Resolution #LNT-06-19. The motion carried.

Destruction of Municipal Records – Resolution #LNT-07-19 – A motion was moved by Ms. Templeton and was seconded by Mr. Boucher to approve Resolution #LNT-07-19. The motion carried.

Recreation Plan update – Award Bid – Ms. Stauffer reported that at the end of 2018 we advertised an RFP for the recreation plan update. The Township received 5 proposals which were reviewed by Ms. Templeton, Mr. Smalley, and Ms. Stauffer. They interviewed three of the applicants. They are recommending that the Board award the project to Gilmore and Associates at a cost of around \$54,000.00. A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to award the bid to Gilmore and Associates. The motion carried.

Authorization to purchase E&S Controls – Ms. Stauffer reported that they received multiple quotes but only one falls under the bidding requirement. Hilltop Service, Inc. quoted \$20,596.75. A motion was moved by Mr. Smalley and was seconded by Mr. Boucher to authorize the purchase of E&S controls from Hilltop at a cost of \$20,596.75. The motion carried.

248 Brodhead Road – Northampton County Lease Agreement – The lease is effective December 31, 2018. A motion was moved by Mr. Boucher and was seconded by Mr. Hoyer to authorize Mr. Pennington to execute the lease on the township's behalf. The motion carried.

Manager's Report – Ms. Stauffer reviewed her report providing updates on projects and activities within the Township.

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 January 7th. The motion carried.

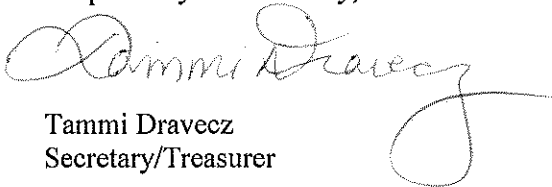
Courtesy of the Floor

There we no comments under Courtesy of the Floor.

Adjournment

The meeting adjourned at 7:55PM.

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 and title.

Tammi Dravec
Secretary/Treasurer

LOWER NAZARETH TOWNSHIP
REORGANIZATION
JANUARY 7, 2019

REORGANIZATION

Organization of the Board of Supervisors

		<u>Motion made by</u>		<u>Vote Carried</u>
		<u>Elect</u>		
Chairman	2018 James Pennington	James Pennington	Robert Hoyer Bert Smalley	YES
Vice Chairman	2018 Martin Boucher	Martin Boucher	Robert Hoyer Bert Smalley	YES

Appoint

Secretary	2018 – Tammi Dravec	Tammi Dravec	James Pennington Robert Hoyer	YES
Treasurer	2018 – Tammi Dravec	Tammi Dravec	Martin Boucher Robert Hoyer	YES
Zoning Officer	2018 – Lori Seese	Lori Seese	James Pennington Robert Hoyer	YES
Assistant Zoning Officer	CodeMaster - Shannon Calluori	Shannon Calluori	James Pennington Robert Hoyer	YES

2019 Meeting Schedule – attached

<u>Please note:</u> Meeting dates are subject to change. Please contact the Township Office to verify you have the most recent schedule prior to conducting business with the Township.		Robert Hoyer Martin Boucher	YES
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Depositories for Township Funds

Motion made by Vote Carried

<p>Checking, Savings, & Developer's Escrow</p>	<p>BBT Lafayette Ambassador Bank & Trust PA Local Government Investment Trust Wells Fargo Bank Embassy Bank Merchants Bank</p>	<p>Bert Smalley Martin Boucher</p>	<p>YES</p>
<p>Establish Treasurer's Bond</p>	<p>1 million dollars</p>	<p>Martin Boucher Bert Smalley</p>	<p>YES</p>
<p>Adopt 2019 Fee Schedule</p>		<p>Martin Boucher Robert Hoyer</p>	<p>YES</p>

Delegates to Miscellaneous Boards and Conventions

Motion made by Vote Carried

<p>Colonial Regional Police Commission</p>	<p>2018 Delegate: Martin Boucher 2018 Alternate: James Pennington</p>	<p>Delegate: Martin Boucher Alternate: James Pennington</p>	<p>Robert Hoyer James Pennington Robert Hoyer Martin Boucher</p>	<p>YES YES</p>
<p>Liaison to Emergency Services - Fire</p>	<p>2018 Delegate: Amy Templeton 2018 Alternate: Martin Boucher</p>	<p>Delegate: Amy Templeton Alternate: Bert Smalley</p>	<p>Martin Boucher James Pennington Martin Boucher James Pennington</p>	<p>YES YES</p>
<p>Liaison to Emergency Services - Ambulance</p>	<p>2018 Delegate: Robert Hoyer 2018 Alternate: Bob Kuscan</p>	<p>Delegate: Robert Hoyer Alternate: Bert Smalley</p>	<p>Martin Boucher James Pennington Martin Boucher James Pennington</p>	<p>YES YES</p>
<p>Nazareth Area Council of Government - Stockertown</p>	<p>2018 Delegate: James Pennington 2018 Alternate:</p>	<p>Delegate: James Pennington Alternate: Lori Stauffer</p>	<p>Robert Hoyer Amy Templeton Robert Hoyer Martin Boucher</p>	<p>YES YES YES YES</p>

Delegates to Miscellaneous Boards and Conventions ... Continued

		<u>Motion made by</u>		<u>Vote Carried</u>
Nazareth Library Budget Committee	2018 Delegate: Robert Kuusan	Delegate: Robert Hoyer	Martin Boucher James Pennington	YES
	2018 Alternate: Tammi Dravecz	Alternate: Tammi Dravecz	James Pennington Martin Boucher	YES
Nazareth Area Council of Government – Steering Committee	2018 Delegate: <i>tabled</i>	Delegate: James Pennington	Martin Boucher Bert Smalley	YES
	2018 Alternate: <i>tabled</i>	Alternate: Lori Stauffer	James Pennington Robert Hoyer	YES
248 Brodhead Road Building Committee	2018 Representative: James Pennington	Representative: James Pennington	Martin Boucher Bert Smalley	YES
	2018 Representative: Robert Kuusan	Representative: Martin Boucher	Robert Hoyer James Pennington	YES
Tax Collection Committee Resolution #LNT-01-19	2018 Delegate: Lori Stauffer	Delegate: Lori Stauffer	Martin Boucher	YES
	2018 Alternate: Lorie Gyarmaty	Alternate: Lorie Gyarmaty	Amy Templeton	
Northampton County Association of Township Officials	2018 Delegate: Lori Seese	Delegate: Lori Seese	James Pennington Martin Boucher	YES
	2018 Alternate:	Alternate:		
Open Records Officer	2018: Lori Stauffer	Lori Stauffer		YES
Township Recycling Coordinator	2018: Eric Albert	Eric Albert		YES
Emergency Management Coordinator	Hugh Harris – 2019 Annual Salary \$2,400.00		Martin Boucher Bert Smalley	YES

Delegates – PSATS Annual Convention and County Convention

Motion made by Vote Carried

<p>Authorization for Supervisors (5), Manager, Secretary, Voting Delegate, and any other employee so designated by the Township Manager, to attend the PSATS Convention, April 14 – April 17, 2019</p>		<p>Amy Templeton Bert Smalley</p>	<p>YES</p>
<p>Voting Delegate for PSATS Convention</p>	<p>2018 Delegate: James Pennington</p>	<p>Delegate: James Pennington</p>	<p>YES</p>
<p>Authorization for Supervisors (5), Manager, Township Employees so designated by the Board of Supervisors or Township Manager to attend the 2019 County Convention.</p>		<p>Martin Boucher Robert Hoyer</p>	<p>YES</p>

Compensation & Reimbursement

Motion made by Vote Carried

<p>Compensation of Township Manager – LNT-02-19 \$93, 000 effective January 1, 2019</p>		<p>James Pennington Robert Hoyer</p>	<p>YES</p>
<p>Reimbursement of mileage at the Federal rate 2019 \$0.580 (up from 2018 \$0.545)</p>		<p>Martin Boucher Amy Templeton</p>	<p>YES</p>
<p>Reimbursement rate for Township performed services at \$50/ man hour</p>		<p>Martin Boucher Amy Templeton</p>	<p>YES</p>

Holiday Schedule – Approve as Listed

	Motion made by	Vote Carried
January 1		
February 18		
April 19		
May 21		
May 27		
July 4		
September 2		
November 5		
November 28		
November 29		
December 24		
December 25		
December 31		
	New Year's Day	
	President's Day	
	Good Friday	
	Primary Election Day	
	Memorial Day	
	Independence Day	
	Labor Day	
	Election Day	
	Thanksgiving Day	
	Day after Thanksgiving	
	Christmas Holiday	
	Christmas Holiday	
	New Year's Eve	
	Robert Hoyer Martin Boucher	YES

Township Wide Special Events

	Motion made by	Vote Carried
Trick – or – Treat	Bert Smalley Martin Boucher	YES
-		
Thursday October 31, 2019		

All are established & subject to change by the Board of Supervisors

<p>Legal Counsel – Board of Supervisors & Planning Commission</p>	<p>Gary N. Asteak, Esq. At a rate of \$165 / hour for general government and \$190 / hour for development matters per letter dated December 10, 2018</p>	
<p>Legal Counsel – Zoning Hearing Board</p>	<p>April L. Cordts, Esq. At a rate of \$140 / hour per letter dated December 7, 2018</p>	
<p>Legal Counsel – Human Resources</p>	<p>Thomas L. Heimbach, Esq. At a rate of \$260 / hour per letter dated November 12, 2018</p>	
<p>Sewage Enforcement Officers</p>	<p>Christopher Noll and Eric Erb Keystone Consulting Engineers, Inc. Fees per Schedule of Fees dated November 7, 2018</p>	<p>Robert Hoyer Martin Boucher YES</p>
<p>Township Engineer</p>	<p>Keystone Consulting Engineers, Inc. Fees per Schedule dated November 7, 2018</p>	
<p>Alternate Township Engineer</p>	<p>Gilmore & Associates Fees per Schedule dated December 10, 2018</p>	
<p>Third Party Code Inspections</p>	<p>CodeMaster Inspection Services Fees per Schedule dated December 12, 2018</p>	
<p>Alternate Third Party Code Inspections</p>	<p>Barry Issett & Associates Fees – Re: CodeMaster Inspection Services</p>	
<p>Township Auditor - LNT-03-19</p>	<p>France, Anderson, Basile & Co., not to exceed \$8,950.00 – Township Audit Per proposal dated January 2, 2019</p>	<p>Martin Boucher Amy Templeton YES</p>

Miscellaneous Boards

Planning Commission - 5 Year Term Expires December 31

		<u>Motion made by</u>		<u>Vote Carried</u>
BERT SMALLEY	APPOINT THROUGH 2023	Martin Boucher Robert Hoyer		YES
Linda Crook	TERM EXPIRES DECEMBER 31, 2019			
Hugh Harris	TERM EXPIRES DECEMBER 31, 2020			
Bert Smalley	TERM EXPIRES DECEMBER 31, 2021			
Tara Capecci	TERM EXPIRES DECEMBER 31, 2022			

Zoning Hearing Board - 3 Year Term Expires December 31

		<u>Motion made by</u>		<u>Vote Carried</u>
MANOUEL CHANGALIS Resolution LNT-04-19	APPOINT THROUGH 2021	Robert Hoyer Bert Smalley		YES
ALTERNATE: Year to Year ROBERT STOCKLAS Resolution LNT-05-19	APPOINT THROUGH 2019	Martin Boucher Amy Templeton		YES
ALTERNATE: Year to Year Resolution LNT-06-19	APPOINT THROUGH 2018	tabled		
Michael Gaul	TERM EXPIRES DECEMBER 31, 2019			
Daniel Cortright	TERM EXPIRES DECEMBER 31, 2020			

Vacancy Board, Chairman – 1 Year Term Expires December 31

Motion made by Vote Carried

APPOINT: _____ Eric Nagle – 2018	APPOINT THROUGH 2019	Bert Smalley Robert Hoyer	YES
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Nazareth Memorial Library – 3-Yr Term, Expires December 31

Motion made by Vote Carried

NORMA SHRIVER	TERM EXPIRES DECEMBER 31, 2019		
RITA BERGSTROM	TERM EXPIRES DECEMBER 31, 2020		

Nazareth Borough Municipal Authority

Motion made by Vote Carried

2018 Delegate: Timm Tenges	Delegate: Timm Tenges	Martin Boucher Bert Smalley	YES
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**Lower Nazareth Township
Bills To Be Approved
January 7, 2019**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
18751	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 30,338.30
18752	Karen A. Mengel, RPR, CSR	Stenographer	\$ 255.00
18753	City of Bethlehem	Hydrant Assessment	\$ 156.54
18754	ReadyRefresh by Nestle	Municipal Bottled Water	\$ 20.45
18755	PSATS	2019 Membership Fees	\$ 1,844.00
18756	Integra One	Computer Services	\$ 625.00
18757	Integra One	Computer Services/Software Maintenance	\$ 81.00
18758	Edwards Business Systems	Copier Maintenance	\$ 507.30
18759	PA Recreation and Park Society, Inc.	2019 Membership Dues	\$ 120.00
18760	Pitney Bowes	Postage Meter	\$ 180.00
18761	Edwards Business Systems	Copier Maintenance	\$ 88.43
18762	The Stoll Agency	Manager Bond	\$ 10,000.00
18763	TRM Emergency Vehicle Specialists	Fire Company Equipment Supplies	\$ 1,987.21
18764	Brown & Brown of Lehigh Valley	Tax Collector Bond	\$ 250.00
18765	Nazareth Area Council of Government	Animal Control Officer - 1st Quarter 2019	\$ 725.00
18766	Innovative Designs & Publishing, Inc.	Subscription Renewal	\$ 23.00
18767	Liberty Propane Inc.	Municipal Building Propane	\$ 5,146.54
18768	Medical Life Insurance Company	Employee Life Insurance	\$ 2,561.00
18769	Suburban Propane	Public Works Fuel	\$ 1,155.15
18770	Easton Suburban Water Authority	Municipal Bldg Water	\$ 45.38
18771	Easton Area Joint Sewer Authority	Operating and Capital Operating Expense	\$ 529.25
18772	NJ Advance Media	Advertisements	\$ 326.75
18773	Beyer-Barber Company	Pension Plan Administration	\$ 3,795.00
18774	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 1,011.77
18775	Volunteer Companies Loan Fund	Fire Company Loan	\$ 965.26
18776	Colonial Regional Police Department	Police Contract Payment	\$ 123,656.83

**Lower Nazareth Township
Bills To Be Approved
January 7, 2019**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
18777	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 30,338.30
18778	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
18779	Home Depot	Public Works Tools/Equipment/Supplies	\$ 523.30
18780	Morton Salt, Inc.	Winter Maintenance Materials	\$ 4,038.77
18781	U.S. Municipal Supply, Inc.	Public Works Equipment Parts/Supplies	\$ 4,050.96
18782	Williamson Law Book Company	Minutes Books	\$ 148.69
18783	Service Tire Truck Centers	Public Works Equipment Repair	\$ 300.70
18784	Kimball Midwest	Public Works Supplies/Tools/Equipment	\$ 469.71
18785	Five Star International LLC	Public Works Equipment Parts/Supplies	\$ 181.45
18786	PAPCO	Equipment Motor Fuel	\$ 974.17
18787	Staples Business Advantage	Office Supplies	\$ 402.98
18788	Plasterer Equipment Co., Inc.	Public Works Equipment Parts/Supplies	\$ 3.55
18789	Cumberland Truck Parts	Public Works Equipment Parts/Supplies	\$ 103.21
18790	Morris Black & Sons, Inc.	Municipal Building Maintenance	\$ 154.50
18791	Easton Suburban Water Authority	Municipal Bldg Sprinkler	\$ 231.00
18792	Easton Suburban Water Authority	Hydrant Assessment	\$ 18,459.00
18793	Fogels Fuel Service	Municipal Heating Fuel	\$ 2,376.95
18794	<i>VOIDED</i>		
18795	The Express Times	Subscription Renewal	\$ 201.00
18796	Chase Card Services	Supplies/Recreation	\$ 1,714.22
18797	Keystone Cement Company	Winter Maintenance Supplies	\$ 1,580.00
18798	Met-Ed	Traffic Signal / Street Light Electricity	\$ 324.88
18799	Laudone & Associates, Inc,	Property Appraisal	\$ 2,150.00
<i>Total General Fund Checking...</i>			<u>\$ 256,133.27</u>

**Lower Nazareth Township
Bills To Be Approved
January 7, 2019**

PAYROLL ACCOUNT

December 21, 2018	\$ 49,797.41
January 4, 2019	\$ 39,046.69
<i>Total Payroll Account...</i>	\$ 88,844.10

REFUSE / RECYCLING ACCOUNT

Num	Name	Memo	Amount
1354	East Penn Sanitation, Inc.	Fall Clean-Up	\$ 2,915.25
1355	Commonwealth of PA	Municipal Waste Transporter Application	\$ 100.00
1356	Allstate Septic Systems, LLP	Temporary Restroom	\$ 135.00
<i>Total Refuse / Recycling Account...</i>			\$ 3,150.25

CAPITAL RESERVE ACCOUNT

Num	Name	Memo	Amount
1066	A & S Fence	Capital Construction	\$ 850.00
1067	Fedio Construction	Capital Construction	\$ 3,100.00
1068	MRP Electric, Inc.	Capital Construction	\$ 8,999.41
1069	Home Depot Credit Services	Capital Construction	\$ 460.20
1070	Chase Card Services	Capital Construction	\$ 1,235.91
<i>Total Capital Reserve Account...</i>			\$ 14,645.52

MASTER ESCROW ACCOUNT

Num	Name	Memo	Amount
1975	Met-Ed	Traffic Signal Electricity	\$ 172.26

OPEN SPACE ACCOUNT

Num	Name	Memo	Amount
669	Lyons Recreations, LLC	Playground Equipment	\$ 85,578.91