

**LOWER NAZARETH TOWNSHIP  
BOARD OF SUPERVISORS  
MINUTES  
February 13, 2019**

The Lower Nazareth Township Board of Supervisors held their regularly scheduled meeting at the Lower Nazareth Township Building on Wednesday February 13, 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
Amy L. Templeton	-	Supervisor	Tammi Dravec	-	Secretary/Treasurer
			Lori Seese	-	Planning/Zoning Administrator

Absent was:

Bert R. Smalley - Supervisor

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

**Approval of Minutes**

A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to approve the January 23<sup>rd</sup> 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 Hecktown Fire Company Incident Reports for January 2019.

**Correspondence**

DEP Civil Penalty – Ms. Stauffer indicated that the Township received a letter from the PA DEP informing us that the property which received an air pollution penalty last November is located between three municipalities; therefore, the distribution of the return on this penalty will be split among them. Lower Nazareth's 8.3% share would be \$9,209.69.

CRPD Truck Scales – Chief Seiple has requested to purchase new truck scales at a cost of \$49,000. Ms. Stauffer will discuss this request with Hanover Township's Manager including whether to purchase and how to split the cost.

Legislation Prohibiting Firearms in Municipal Buildings – Ms. Stauffer discussed Solicitor Asteak's letter regarding this proposed legislation. Mr. Pennington asked Ms. Stauffer to reach out to Representative Hahn and Senator Scavello.

**Subdivision and Land Development**

Joint Land – Lonat Drive Sketch Plan – Mr. Pennington briefly reviewed the request. A motion was moved by Mr. Boucher and was seconded by Mr. Hoyer to approve the relocation of Lonat Drive as requested by the developer. The motion carried.

**Supervisors' Comments**

Mr. Hoyer reported that, along with Ms. Stauffer, he met with Bryan Cope of Northampton County and representatives of Wildlands Conservancy to discuss open space in the Township. They are willing to help us

educate the public on this proposed program. Ms. Stauffer indicated our public forums would be held on April 4<sup>th</sup> at 623 Municipal Drive and May 2<sup>nd</sup> at Lower Nazareth Elementary School.

Mr. Boucher attended the January 29<sup>th</sup> CRPD meeting. He reported the need for new/additional truck scales that CRPD is losing revenue due to the lack of scales.

Ms. Templeton had no comments.

Mr. Pennington also attended the CRPD meeting.

### **Engineer's Report**

TC LVTC (Greenfield) – Letter of Credit Reduction – Mr. Kortze recommended a letter of credit reduction in the amount of \$17,757.75 and commence the 18-month maintenance period. A motion was moved by Mr. Hoyer and was seconded by Ms. Templeton to reduce the security and commence the maintenance period. The motion carried.

Sterling Crossing – Letter of Credit Reduction – Mr. Kortze recommended a letter of credit reduction in the amount of \$560,121.76. A motion was moved by Mr. Boucher and was seconded by Ms. Templeton to reduce the security. The motion carried.

Life Church – Letter of Credit Reduction – Mr. Kortze recommended a letter of credit reduction in the amount of \$31,625.00 and commence the 18-month maintenance period. A motion was moved by Ms. Templeton and was seconded by Mr. Boucher to reduce the security and commence the maintenance period. The motion carried.

Fields at Trio Farms Phase II – Letter of Credit Reduction – Mr. Kortze recommended a letter of credit reduction in the amount of \$9,724.00. A motion was moved by Mr. Hoyer and was seconded by Ms. Templeton to reduce the security. The motion carried.

Fields at Trio Farms Phase III – Letter of Credit Reduction – Mr. Kortze recommended a letter of credit reduction in the amount of \$44,297.00. A motion was moved by Mr. Boucher and was seconded by Ms. Templeton to reduce the security. The motion carried.

Fields at Trio Farms Phase IV – Letter of Credit Reduction – Mr. Kortze recommended a letter of credit reduction in the amount of \$43,194.24. A motion was moved by Mr. Hoyer and was seconded by Ms. Templeton to reduce the security. The motion carried.

Fields at Trio Farms Phase V – Letter of Credit Reduction – Mr. Kortze recommended a letter of credit reduction in the amount of \$168,565.10. A motion was moved by Ms. Templeton and was seconded by Mr. Hoyer to reduce the security. The motion carried.

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

### **Solicitor's Report**

Open Space Referendum Ordinance – Authorization to Advertise – Solicitor Asteak stated adoption of this ordinance will put the wheels in motion to add the question on the ballot for the May 21<sup>st</sup> primary election. Mr. Pennington reiterated that there will be public forums on April 4<sup>th</sup> and May 2<sup>nd</sup> to educate residents and answer any questions. Ms. Stauffer added we will also post information on our website and include an article in our newsletter. A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to adopt the ordinance. The motion carried.

No Parking Ordinance Amendment – Authorization to Advertise – A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to authorize the ordinance for adoption. The motion carried.

Green Pond Estates Rezoning Ordinance – Authorization to Advertise – Solicitor Asteak indicated that the public hearing for adoption of this ordinance would be held at the same meeting as the developer presents the land development plan. A motion was moved by Mr. Boucher and was seconded by Ms. Templeton to authorize this ordinance for advertisement at a future date. The motion carried.

Volunteer Services Tax Credit – Solicitor Asteak reported that we could adopt an ordinance that would allow for up to a 20% discount on township real estate taxes or a set dollar amount reduction in earned income taxes for volunteers who meet a set criterion. Solicitor Asteak indicated that the Board needs to decide (1) does the Township wish to do this (2) if so, which tax; real estate or earned income (3) what amount and (4) what is the criteria for eligibility. Solicitor Asteak recommended a committee be formed. Mr. Pennington suggested Ms. Templeton and Mr. Smalley since they are our liaisons for emergency services. Mr. Pennington believes this is a good way to recognize our volunteers. Solicitor Asteak added that there would be an annual application required for volunteers.

Legislation Prohibiting Firearms in Municipal Buildings – Solicitor Asteak supports legislation to prohibit firearms in municipal buildings. Solicitor Asteak requested, if they support this initiative, the Board contact State Representatives and advocate for this legislation at the upcoming PSATS conference.

### **Manager's Report**

PSATS Citizens Communications Award – Ms. Stauffer reported that the Township submitted their newsletter and received third place. She congratulated Secretary Ms. Dravec and noted the judges had many positive comments such as professional, organized, colorful, and readable.

Lehigh Valley Health Network (LVHN) Improvements Agreement – A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to authorize Mr. Pennington to execute the agreement. The motion carried.

Time Extension Report – Ms. Stauffer reported the Township accepted two time extensions: Ceco Concrete Building Addition through April 17, 2019 and ICS Manufacturing Facility through August 30, 2019.

Recycling Building Contract Award – Ms. Stauffer reported that bids were received for the recycling building and the lowest bidder was Dutchman Contracting at a cost of \$114,828. The building must be complete by May 31<sup>st</sup> in order to satisfy the gaming grant contract. A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to award the contract to Dutchman Contracting. 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. Hoyer and was seconded by Mr. Boucher to approve payment of the bills dated February 13<sup>th</sup>. The motion carried.

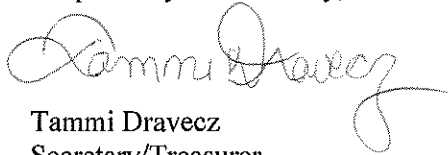
**Courtesy of the Floor**

Beverly Fuisz, 180 Green Pond Road, inquired what the Township Building would be used for after meetings move to the Municipal Building. Ms. Stauffer indicated we would be making renovations with help from a \$50,000 grant from Northampton County and turning the building into a Senior Center

**Adjournment**

The meeting adjourned at 7:15PM.

Respectfully submitted by,

A handwritten signature in cursive script that reads "Tammi Dravec". The signature is written in black ink and is positioned above the printed name and title.

Tammi Dravec  
Secretary/Treasurer

**Lower Nazareth Township  
Bills To Be Approved  
February 13, 2019**

**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
18842	Pennsylvania Construction Code Academy	Building Code Class	\$ 250.00
18843	Palmer Trophy & Awards	Administrative Expense	\$ 29.35
18844	Keystone Volunteer Insurance Group	Fire Company Insurance	\$ 1,854.00
18845	Keystone Municipal Insurance	Workers Comp Insurance	\$ 5,341.75
18846	Brown & Brown of Lehigh Valley	Township Insurance	\$ 22,752.50
18847	NJ Advance Media	Advertisement	\$ 626.95
18848	Suburban Propane	Public Works Fuel	\$ 710.09
18849	Integra One	Computer Services/Software Maintenance	\$ 81.00
18850	PA Unemployment Compensation Fund	Unemployment Compensation	\$ 607.68
18851	City of Bethlehem	Hydrant Assessment	\$ 156.54
18852	Edwards Business Systems	Copier Maintenance	\$ 595.90
18853	Verizon Wireless	Fire Company Wireless	\$ 380.36
18854	Verizon Wireless	Fire Company Wireless	\$ 138.56
18855	Service Electric Cable TV Inc	Fire Company Internet	\$ 56.64
18856	Service Electric Telephone Co.	Fire Company Telephone	\$ 44.05
18857	Wex Bank	Fire Company	\$ 454.75
18858	ReadyRefresh by Nestle	Municipal Bottled Water	\$ 20.45
18859	The Flower Cart	Administrative Expense	\$ 159.00
18860	Integra One	Computer Services	\$ 31.25
18861	PAMA	2019 Membership Dues	\$ 150.00
18862	Nazareth Area Council of Government	2019 Membership Dues	\$ 250.00
18863	Pitney Bowes Purchase Power	Postage	\$ 520.99
18864	Easton Suburban Water Authority	Municipal Bldg Water	\$ 49.33
18865	Liberty Propane Inc.	Municipal Building Propane	\$ 4,829.77
18866	Terry Radice	2018 Local Services Tax Refund	\$ 30.00
18867	Karen A. Mengel, RPR, CSR	Stenographer	\$ 112.00

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**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
18868	Carroll Engineering Corporation	Engineering Services	\$ 1,459.50
18869	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 165.00
18870	Met-Ed	Traffic Signal / Street Light Electricity	\$ 217.94
18871	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 1,011.77
18872	Volunteer Companies Loan Fund	Fire Company Loan	\$ 965.26
18873	Colonial Regional Police Department	Police Contract Payment	\$ 123,656.83
18874	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 30,338.30
18875	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
18876	Sam's Club MC/SYNCB	Fire Company Supplies	\$ 213.91
18877	Fogels Fuel Service	Fire Company Fuel	\$ 2,929.13
18878	Keystone Volunteer Insurance Group	Fire Company Insurance	\$ 229.00
18879	Easton Suburban Water Authority	Fire Company Water	\$ 70.06
18880	PPL, Inc.	Fire Company Electricity	\$ 518.49
18881	PPL, Inc.	Municipal Drive Electricity	\$ 952.71
18882	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Ele	\$ 778.66
18883	National Elevator Inspection Services	Municipal Building Facilities Maintenance	\$ 91.85
18884	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 121.25
18885	RCN	Internet & Telephone Services	\$ 805.50
18886	The Key	Advertisements	\$ 356.04
18887	Met-Ed	Traffic Signal / Street Light Electricity	\$ 107.85
18888	TransEdge Truck Centers	Public Works Equipment Parts/Supplies	\$ 28.69
18889	Bath Supply Co., Inc.	Facilities Maintenance	\$ 93.00
18890	E.M. Kutz, Inc.	Equipment Parts/Supplies	\$ 94.61
18891	Service Tire Truck Centers	Public Works Equipment Parts/Supplies	\$ 1,155.40
18892	Stotz & Fatzinger Office Supply	Office Supplies	\$ 61.66
18893	U.S. Municipal Supply, Inc.	Public Works Traffic Sign Supplies	\$ 2,589.00

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<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
18894	Deer Country Farm & Lawn, Inc.	Public Works Equipment Parts/Supplies	\$ 957.12
18895	Sam's Club	Municipal Building Supplies	\$ 772.86
18896	Home Depot	Public Works Tools/Equipment/Supplies	\$ 71.07
18897	Chase Card Services	Supplies/Recreation	\$ 4,438.06
18898	Staples Business Advantage	Office Supplies	\$ 109.95
18899	Suburban Propane	Public Works Fuel	\$ 1,275.86
18900	The Pennsylvania Municipal League	Membership Renewal	\$ 65.00
18901	PA One Call System, Inc.	Monthly Activity	\$ 44.40
18902	Safeguard Business Systems	Office Supplies	\$ 124.54
18903	Stotz & Fatzinger Office Supply	Office Supplies	\$ 57.95
18904	Foley, Incorporated	PW Equipment Parts/Supplies	\$ 1,244.66
18905	Five Star International LLC	Public Works Equipment Parts/Supplies	\$ 1,114.42
18906	Johnstone Supply	Facilities Maintenance	\$ 158.87
18907	PAPCO	Equipment Motor Fuel	\$ 2,004.64
18908	Naomi Scarmack	Local Services Tax Refund	\$ 7.00
18909	Amanda DeVito	Local Services Tax Refund	\$ 27.00
18910	Suburban Propane	Parks Fuel	\$ 309.48
18911	NJ Advance Media	Advertisement	\$ 580.10
<b><i>Total General Fund Checking...</i></b>			<b><u><u>\$ 223,619.07</u></u></b>

**PAYROLL ACCOUNT**

February 1, 2019	\$ 45,751.04
February 15, 2019	\$ 43,633.97
<b><i>Total Payroll Account...</i></b>	<b><u><u>\$ 89,385.01</u></u></b>

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**TRAFFIC IMPACT ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1000	Midtown Abstract	Professional Services	\$ 275.00
<i>Total Traffic Impact Account...</i>			<b>\$ 275.00</b>

**REFUSE / RECYCLING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1358	AllState Septic Systems, LLP	Temporary Restroom	\$ 135.00
<i>Total Refuse / Recycling Account...</i>			<b>\$ 135.00</b>

**DEVELOPMENT & INSPECTION ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1912	Lower Nazareth Baseball	2018 Baseball Safety Reimbursement	\$ 3,996.29
1913	Nazareth Little Blue Eagles	2018 Football Safety Reimbursement	\$ 5,118.72
<i>Total Development &amp; Inspection Account...</i>			<b>\$ 9,115.01</b>

**MASTER ESCROW ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1987	Keystone Consulting Engineers	Engineering Services	\$ 877.00
1988	Nazareth Little Blue Eagles	Key Refund	\$ 50.00
1989	Lower Nazareth Township	Application Fee	\$ 3,620.00
1990	Met-Ed	Traffic Signal Electricity	\$ 172.92
1991	PPL	Traffic Signal Electricity	\$ 109.24
1992	Met-Ed	Traffic Signal Electricity	\$ 123.27
1993	Kay Builders, Inc.	Escrow Refund	\$ 1,000.00
<i>Total Master Escrow Account...</i>			<b>\$ 5,952.43</b>



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**LOWER NAZARETH SEWER ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
945	City of Bethlehem	Data Hosting Services	\$ 240.00
946	PPL Electric Utilities	Main Meter Electricity	\$ 27.44
<i>Total LN Sewer Account...</i>			<b>\$ 267.44</b>

**CAPITAL RESERVE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1073	Security Service Co., Inc.	Municipal Building Maintenance	\$ 10,404.00
1074	All-State Fire Protection, Inc.	Capital Construction	\$ 6,794.00
1075	Premier Granite & Marble	Capital Construction	\$ 3,970.00
1076	Sherwin-Williams	Capital Construction	\$ 419.10
1077	Staples Advantage	Capital Purchase	\$ 7,035.75
1078	Home Depot Credit Services	Capital Construction	\$ 1,642.33
1079	Chase Card Services	Capital Construction	\$ 1,996.85
1080	All Phase Electric Supply Co	Capital Construction	\$ 1,414.42
<i>Total Capital Reserve Account...</i>			<b>\$ 33,676.45</b>