

**LOWER NAZARETH TOWNSHIP  
BOARD OF SUPERVISORS  
MINUTES  
January 22, 2020**

The Lower Nazareth Township Board of Supervisors held a regularly scheduled meeting at the Lower Nazareth Municipal Building on Wednesday January 22, 2020. 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
Stephen A. Brown	-	Supervisor	Lori A. Stauffer	-	Manager
Robert J. Hoyer	-	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.\*\*\**

**Approval of Minutes**

A motion was moved by Mr. Boucher and was seconded by Mr. Hoyer to approve the January 6<sup>th</sup> meeting minutes. The motion carried unanimously.

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

Mr. Pennington acknowledged the receipt of the Financial Report for December 2019, the Hecktown Fire Incident Reports for December 2019 and 2019 Totals, and the 4<sup>th</sup> Quarter Bethlehem Fire Co EMS Report.

**Correspondence** - There were no comments under Correspondence.

**Subdivision and Land Development**

**J.G. Petrucci Presentation** – Greg Davis, Saul Ewing; Peter Polt, Petrucci; and Justin Massie, Terraform Engineering gave a presentation on a proposed project on Hanoverville Road. Mr. Massie discussed the proposed building which would be 30% light industrial and 70% warehouse, which requires additional sewer allocation for the property. In order to move forward they will need additional sewer allocation for the sites (4730 Hanoverville Road and 229 Georgetown Road). The sewer agreements between Lower Nazareth and Hanover Township as well as an agreement with the City of Bethlehem will need to be amended. In addition, our Act 537 Plan will need to be amended as 229 Georgetown is not currently included.

Mr. Pennington noted that the Board has concern over more warehouses but less concerned about manufacturing facilities. Mr. Polt noted their strategy is combo facilities because they are looking for long term tenants. Mr. Pennington stated the Board will review the material and report back at a future meeting.

**Supervisors' Comments**

Mr. Pennington stated the update to the Multi-Municipal Comp Plan is moving along and there will be public meetings this spring.

Mr. Hoyer stated the Environmental Advisory Council met on January 13<sup>th</sup>. He noted they are full of good ideas.

Mr. Brown, Ms. Templeton, and Mr. Boucher had no comments.

**Engineer's Report**

**Board of Supervisors Minutes  
January 22, 2020**

Saratoga Farms Phase I – Letter of Credit Reduction – A motion was moved by Mr. Brown and was seconded by Ms. Templeton to authorize the reduction in security. The motion carried unanimously.

Saratoga Farms Phase II – Letter of Credit Reduction – A motion was moved by Ms. Templeton and was seconded by Mr. Boucher to authorize the reduction in security. The motion carried unanimously.

Fields at Trio – Phase VII – Letter of Credit Reduction – A motion was moved by Ms. Templeton and was seconded by Mr. Hoyer to authorize the reduction in security. The motion carried unanimously.

**Solicitor’s Report**

Fields at Trio – Building Permit Agreement – Solicitor Asteak explained there are lots within Phase VII that will be serviced by a new sewer pump station; however, that pump station is not yet operational. This agreement will permit the issuance of building permits for those lots conditioned upon capping any plumbing systems and acknowledging that no certificate of occupancy will be issued or holding tanks permitted until the connection to Nazareth Borough Municipal Authority is complete. A motion was moved by Mr. Boucher and was seconded by Mr. Brown to approve the agreement. The motion carried unanimously.

**Manager’s Report**

Manager’s Report for January – Ms. Stauffer noted that she presented the Board with her monthly report and they could reach out to her with any questions.

Library Update – Ms. Stauffer reported the chairman of Upper Nazareth, Lower Nazareth, and Bushkill met with the solicitor and managers of those townships to discuss obtaining more information from the library in order to understand it’s corporate structure, funding and programing. The goal is to figure out a funding formula that is fair and equitable to all municipalities. The three managers were tasked with meeting with the library representatives to get the information.

**Old Business** - There was no discussion under Old Business.

**New Business**

CRPD Hendershot Memorial 5K Run and Dog Walk – Mr. Pennington noted the event is April 18<sup>th</sup> in Hanover Township. He made a motion and is was seconded by Mr. Hoyer to donate \$250 towards the event. The motion carried unanimously.

**Payment of the Bills**

A motion was moved by Mr. Brown and was seconded by Mr. Boucher to approve payment of the bills dated January 22<sup>nd</sup>. The motion carried unanimously.

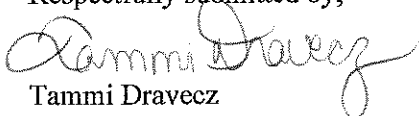
**Courtesy of the Floor**

There we no comments under Courtesy of the Floor.

**Adjournment**

The meeting adjourned at 7:08PM.

Respectfully submitted by,



Tammi Dravec  
Secretary/Treasurer

**Lower Nazareth Township  
Bills To Be Approved  
January 22, 2020**

**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
19798	Staples Business Advantage	Office Supplies	\$ 167.60
19799	Advance Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 823.34
19800	Liberty Propane Inc.	Municipal Building Propane	\$ 759.37
19801	Verizon Wireless	Municipal/Public Works Wireless	\$ 525.40
19802	New Enterprise Stone & Lime Co., Inc.	Aggregate Material	\$ 681.25
19803	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Material	\$ 1,070.66
19804	Riverside Construction Materials, Inc.	Winter Maintenance Materials	\$ 14,197.32
19805	Edwards Business Systems	Copier Maintenance	\$ 177.01
19806	Cumberland Truck Parts	Public Works Equipment Parts/Supplies	\$ 162.21
19807	TransEdge Truck Centers	Public Works Equipment Parts/Supplies	\$ 218.05
19808	Five Star International LLC	Public Works Equipment Parts/Supplies	\$ 918.72
19809	Memorial Library of Nazareth & Vicinity	Library Service	\$ 24,375.00
19810	Brown & Brown of Lehigh Valley	Treasurer Bond	\$ 750.00
19811	Mansfield Oil Company	Equipment Motor Fuel	\$ 517.18
19812	Nazareth Area Council of Government	Animal Control Officer - 1st Quarter 2020	\$ 1,450.25
19813	Nazareth Area Council of Government	Nixle Emergency Services - 1st Quarter 2020	\$ 2,819.60
19814	Suburban Propane	Public Works Fuel	\$ 1,148.48
19815	Service Electric Cable TV Inc	Fire Company Internet	\$ 56.64
19816	Service Electric Telephone Co.	Fire Company Telephone	\$ 44.97
19817	Wex Bank	Fire Company	\$ 229.93
19818	Home Depot	Fire Company Supplies	\$ 69.06
19819	Sam's Club MC/SYNCB	Fire Company Supplies	\$ 745.47
19820	Easton Suburban Water Authority	Fire Company Water	\$ 299.00
19821	Verizon Wireless	Fire Company Wireless	\$ 384.02
19822	Verizon Wireless	Fire Company Wireless	\$ 138.56
19823	Fogels Fuel Service	Fire Company Fuel	\$ 569.45
19824	Sparkle Car Wash on 248 LLC	Fire Company	\$ 2.00
19825	Rush Uniform Inc.	Fire Company Uniform Supplies	\$ 4,754.34

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**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
19826	The Key	Advertisements	\$ 201.60
19827	PPL, Inc.	Municipal Drive Electricity	\$ 554.81
19828	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Ele	\$ 528.51
19829	PA One Call System, Inc.	Monthly Activity	\$ 18.81
19830	The Morning Call	Subscription Renewal	\$ 124.00
19831	RCN	Internet & Telephone Services	\$ 806.54
19832	PAPCO	Equipment Motor Fuel	\$ 1,316.54
19833	Powerco, Inc.	Public Works Equipment Parts/Supplies	\$ 1,920.00
19834	Sam's Club	Municipal Building Supplies	\$ 414.02
19835	Tractor Supply Credit Plan	Public Works Tools/Equipment	\$ 176.93
19836	G C Lumber	Public Works Equipment Parts/Supplies	\$ 225.00
19837	Integra One	Computer Services/Software Maintenance	\$ 1,665.00
19838	Star Buick GMC	Public Works Equipment Repair	\$ 513.81
19839	PSATS CDL Program	CDL Drug Testing	\$ 60.00
19840	Fogels Fuel Service	Fire Company Fuel	\$ 569.45
19841	Sparkle Car Wash on 248 LLC	Fire Company	\$ 2.00
19842	PPL, Inc.	Fire Company Electricity	\$ 389.91
19843	Verizon Wireless	Fire Company Wireless	\$ 381.92
19844	Verizon Wireless	Fire Company Wireless	\$ 138.56
19845	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 4,489.00
19846	The Express Times	Subscription Renewal	\$ 269.48
19847	Staples Business Advantage	Office Supplies	\$ 33.45
19848	A&A Sales Associates, LLC	Public Works Supplies	\$ 1,214.64
19849	Northampton County Seed Company, Inc.	Public Works Supplies	\$ 39.00
19850	Kimball Midwest	Public Works Supplies	\$ 943.87
19851	Suburban Propane	Public Works Fuel	\$ 876.10
19852	CodeMaster Inspection Services, Inc.	Zoning Officer Services	\$ 1,410.00
<b>Total General Fund Checking...</b>			<b>\$ 77,337.83</b>

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**RECYCLING / REFUSE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1380	First Regional Compost Authority	1st Quarter 2020	\$ 5,220.00
<i>Total Recycling / Refuse Account...</i>			<b>\$ 5,220.00</b>

**CAPITAL RESERVE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1161	Design Floors, Inc.	Capital Construction	\$ 1,112.49
1162	Sherwin-Williams	Capital Construction	\$ 315.65
1163	Nazareth Area Council of Government	Multi-Municipal Comp Plan Update	\$ 2,332.83
<i>Total Capital Reserve Account...</i>			<b>\$ 3,760.97</b>

**PAYROLL ACCOUNT**

January 17, 2020

**\$ 44,303.34**

**SEWER DEPARTMENT ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
961	PPL Electric Utilities	Main Meter Electricity-December	\$ 27.58
<i>Total Sewer Department Account...</i>			<b>\$ 27.58</b>

**DEVELOPMENT & INSPECTION ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1940	Chase Card Services (for DCED)	Training Contribution - 4th Quarter 2019	\$ 153.00
1941	Lower Nazareth Township	Administrative Fee - 4th Quarter 2019	\$ 3,206.00
1942	CodeMaster Inspection Services	Building Inspection Services	\$ 9,127.81
<i>Total Development &amp; Inspection Account...</i>			<b>\$ 12,486.81</b>

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**MASTER ESCROW ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
2543	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 201.25
2544	PPL Electric Utilities	Traffic Signal Electricity	\$ 154.18
2545	Signal Service, Inc.	Traffic Signal Maintenance	\$ 591.68
2546	Tom Whiteash	Key Refund	\$ 25.00
2547	Mike Anthony	Key Refunds	\$ 100.00
2548	Craig Lawrence	Escrow Refund	\$ 5.05
2549	John and Alicia Blick	Escrow Refund	\$ 245.08
<i>Total Master Escrow Account...</i>			<b><u>\$ 1,322.24</u></b>