

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
January 23, 2019**

The Lower Nazareth Township Board of Supervisors held a regularly scheduled meeting at the Lower Nazareth Municipal Building on Wednesday January 23, 2019. The Chairman called the meeting to order at 6:41 PM.

Present were:

James S. Pennington	-	Chairman	Steven Mills	-	Solicitor
Martin Boucher	-	Vice Chairman	Albert Kortze	-	Engineer
Robert J. Hoyer	-	Supervisor	Lori A. Stauffer	-	Manager
Bert R. Smalley	-	Supervisor	Eric Albert	-	Office Coordinator
Amy L. Templeton	-	Supervisor	Lori Seese	-	Planning/Zoning Administrator

Absent: Tammi Dravec - Secretary/Treasurer

****The Board held an executive session prior to the start of this evening's meeting.****

Approval of Minutes

A motion was moved by Mr. Smalley to amend the January 7, 2019 meeting minutes to re-appoint Eric Nagle to the Vacancy Board. It was seconded by Mr. Hoyer. The motion carried. A motion was made to approve the amended minutes for January 7, 2019 meeting minutes by Mr. Boucher and seconded by Ms. Templeton. 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 December 2018, Zoning Administrator's Report for December 2018.

Correspondence

There was discussion under Correspondence.

Subdivision and Land Development

Hecktown Road Business Park – Lots 6 & 7 – Preliminary Land Development – Mr. Piperato stated that Hecktown Road BP was looking for approval for the Preliminary Land Development and that they were agreeable to terms in Mr. Kortze's letter and had no problem with entering into an inter-municipal agreement between the two municipalities. A motion was moved by Mr. Boucher and was seconded by Mr. Smalley to grant preliminary land development approval. The motion carried.

Lehigh Valley Health Network (LVHN) – Request for Grading – Attorney Siegfried for LVHN asked for approval to grading activity subject to conditions set forth by the Township. Mr. Boucher made a motion to authorize earthmoving activity by applicant, Lehigh Valley Health Network, as depicted on their land development plan submission, submitted January 2, 2019, conditioned upon the following conditions:

1. Approval of Township Engineer
2. Approval of Northampton County Conservation District
3. Execution of preliminary land development improvements agreement drafted by the Township Solicitor containing:
 - a. Full description of work to be performed

- b. Acknowledgement that work is being performed at applicant's own risk
- c. Hold Harmless agreement for any and all activity
4. Letter of Credit consistent with estimate prepared by the Township Engineer for all earthmoving activities including soil erosion controls.
5. Establish escrow
6. Pre-Construction Meeting

The motion was seconded by Ms. Templeton. The motion carried

Supervisors' Comments

Mr. Smalley had no comments.

Mr. Hoyer stated he attended the LVPC Regional Comp Plan meeting on January 14, 2019. He stated that the entire COG was in attendance and that they are moving in the right path.

Ms. Templeton stated that emergency services are having a difficult time responding to incidences in the Fields of Trio Farms development at night because the homes do not have reflective numbers on the homes. She asked for the township to look into anything that can be done to help with this deficiency. Mr. Hoyer also stated that he has heard that the ambulance corps is having similar trouble throughout Lower Nazareth Township when responding to calls at night, and that we should look into a solution for the entire Township.

Mr. Boucher had no comments.

Mr. Pennington stated that he also attended the LVPC Regional Comp Plan meeting.

Engineer's Report

Mr. Kortze stated that he has sent the paperwork to the LVPC for the updated Newburg Road Intersection as well as the updated traffic impact plan.

Solicitor's Report

There was no discussion under Solicitor's Report

Manager's Report

Time Extension Report – Ms. Stauffer stated the Township accepted a time extension for Lot 6 & 7, Hecktown Road Business Park Preliminary Land Development plan until January 27, 2019.

2019 FDR Project – Authorization to Advertise for Bids. Ms. Stauffer asked for authorization to advertise for bids for the 2019 FDR Project that will include Stephanie Drive, Kimberly Court, Sarah Beth Lane, and Troy Court. A motion was made by Mr. Boucher and seconded by Mr. Smalley. The motion carried.

Emergency Operation Plan- Resolution #LNT-08-19- A draft of the updated Emergency Operations Plan prepared by Hugh Harris in his capacity as Emergency Management Coordinator, was provided to the Board for review. Ms. Stauffer explained the changes from the previous plan and indicated the Board would need to adopt a resolution indicating the acceptance of the plan. A motion was moved by Mr. Hoyer to adopt Resolution #LNT-08-19. It was seconded by Ms. Templeton. The motion carried.

CarMax – Revised Improvements Agreement- Ms. Stauffer explained a revised improvements agreement was prepared by Solicitor Asteak as a result of some changes, including a change to the amount required for improvements. A motion was moved by Mr. Boucher to authorize the Chairman to execute the revised improvements agreement for the CarMax project and seconded by Ms. Templeton. The motion carried.

Public Works Snow Plow Purchase – Ms. Stauffer stated during the course of the Township’s budget discussions it was noted that the Public Works Department was requesting approximately \$12,000 for a new snow plow to replace the existing plow originally purchased in 2002. The existing plow is rotting and is no longer functional for snow removal purposes. The Board appropriated money for this purchase in the Capital Equipment Fund. A quote was obtained from Structural Metal Fabricators (SMF) under COSTARS contract for \$11,650.00. Ms. Stauffer requested authorization to order the new snowplow to replace the 2002 snowplow. A motion was moved by Mr. Smalley to purchase the new snowplow as quoted by SMF. It was seconded by Mr. Boucher. The motion carried.

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. Hoyer to approve payment of the bills dated January 23, 2019. The motion carried.

Courtesy of the Floor

Travis Gerould, 463 Schoolhouse Road, asked if we knew when and where the speed radar devices would be in and placed. Ms. Stauffer stated that the company that was applying for Penn Dot certification had been granted the certification and that the Township had ordered the devices and that they should arrive in February. Mr. Kortze stated that they would be applying for temporary permits and this will allow them to have the flexibility of moving the signs to different trouble spots throughout the township.

Jeff Shepherd, 4485 Whitetail Drive, asked if the Township could please see if there are any examples of acceptable reflective numbers for his subdivision. Ms. Stauffer stated that they would look into what options are available.

Adjournment

The meeting adjourned at 7:14 PM.

Respectfully submitted by,



Eric Albert
Municipal Office Operations Coordinator

**Lower Nazareth Township
Bills To Be Approved
January 23, 2019**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
18800	Commonwealth of Pennsylvania	UCC Certification Renewal	\$ 102.20
18801	NJ Advance Media	Advertisement	\$ 377.60
18802	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 593.50
18803	RCN	Internet & Telephone Services	\$ 805.50
18804	PA Chapter - American Planning Assoc.	Membership Renewal	\$ 117.00
18805	The Key	Advertisements	\$ 178.02
18806	Brown & Brown of Lehigh Valley	Real Estate Tax Collector Bond	\$ 1,205.00
18807	Memorial Library of Nazareth & Vicinity	Library Service	\$ 23,814.50
18808	PPL, Inc.	Municipal Drive Electricity	\$ 944.06
18809	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Ele	\$ 760.63
18810	PPL, Inc.	Fire Company Electricity	\$ 470.64
18811	Sparkle Car Wash on 248 LLC	Fire Company	\$ 2.00
18812	Fire Apparatus Services	Fire Company Equipment Maintenance	\$ 419.29
18813	Sam's Club MC/SYNCB	Fire Company Supplies	\$ 717.08
18814	Easton Suburban Water Authority	Fire Company Water	\$ 299.00
18815	Easton Suburban Water Authority	Fire Company Water	\$ 66.11
18816	Service Electric Cable TV Inc	Fire Company Internet	\$ 54.52
18817	Service Electric Telephone Co.	Fire Company Telephone	\$ 44.43
18818	Verizon Wireless	Fire Company Wireless	\$ 138.56
18819	Verizon Wireless	Fire Company Wireless	\$ 418.23
18820	PA One Call System, Inc.	Monthly Activity	\$ 32.56
18821	Edwards Business Systems	Copier Maintenance	\$ 391.42
18822	Edwards Business Systems	Copier Maintenance	\$ 177.01
18823	NJ Advance Media	Advertisement	\$ 422.10
18824	Verizon Wireless	Municipal/Public Works Wireless	\$ 483.81
18825	The Morning Call	Subscription Renewal	\$ 114.00

**Lower Nazareth Township
Bills To Be Approved
January 23, 2019**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
18826	Harvest Acres, LLC	Real Estate Tax Refund	\$ 5.59
18827	Ralph & Mary Lindenmoyer	Real Estate Tax Refund	\$ 12.20
18828	Premier Land Development LP	Real Estate Tax Refunds	\$ 13.28
18829	Interstate Battery of Allentown	Public Works Equipment Parts/Supplies	\$ 710.65
18830	PAPCO	Equipment Motor Fuel	\$ 783.59
18831	Advanced Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 419.24
18832	Tractor Supply Credit Plan	Public Works Supplies	\$ 140.08
18833	Cumberland Truck Parts	Public Works Supplies	\$ 56.28
18834	Triad Truck Equipment, Inc.	Public Works Parts/Supplies	\$ 92.00
18835	PSATS CDL Program	CDL Drug Testing	\$ 60.00
18836	Star Buick GMC	Public Works Equipment Parts/Supplies	\$ 35.16
18837	North American Tool & Equipment Co.	Public Works Supplies	\$ 51.77
18838	CKS Services	Office Supplies	\$ 78.00
18839	Staples Business Advantage	Office Supplies	\$ 328.42
18840	State Workers' Insurance Fund	Workers Compensation	\$ 6,014.00
<i>Total General Fund Checking...</i>			\$ 41,949.03

PAYROLL ACCOUNT

January 18, 2019

\$ 41,477.06

REFUSE / RECYCLING ACCOUNT

Num	Name	Memo	Amount
1357	First Regional Compost Authority	1st Qtr 2019 Payment	\$ 5,216.82
<i>Total Refuse / Recycling Account...</i>			\$ 5,216.82

**Lower Nazareth Township
Bills To Be Approved
January 23, 2019**

DEVELOPMENT & INSPECTION ACCOUNT

Num	Name	Memo	Amount
1903	RPC Contracting	Building Permit Refund	\$ 10.00
1904	George Globe	Building Permit Refund	\$ 190.00
1905	Kay Builders, Inc.	Building Permit Refund	\$ 61.50
1906	Sparkle Car Wash on 248	Building Permit Refund	\$ 159.00
1907	Melissa Mutarelli	Building Permit Refund	\$ 106.00
1908	B.J. Kilpatrick Inc	Building Permit Refund	\$ 65.00
1909	R.S. Mowery & Sons, Inc	Building Permit Refund	\$ 60.00
1910	William & Brenda Schuch	Building Permit Refund	\$ 30.00
1911	CodeMaster Inspection Services, Inc.	Building Inspection Services	\$ 28,189.11
<i>Total Development & Inspection Account...</i>			<u><u>\$ 28,870.61</u></u>

MASTER ESCROW ACCOUNT

Num	Name	Memo	Amount
1976	County of Northampton	Parcel ID	\$ 30.00
1977	County of Northampton	Parcel ID	\$ 5.00
1978	Northampton County Recorder of Deeds	Plan Recording	\$ 35.00
1979	Northampton County Recorder of Deeds	Plan Recording	\$ 95.00
1980	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 19,162.27
1981	Asteak Law Offices	Legal Services	\$ 47.50
1982	Signal Service, Inc.	Traffic Signal Maintenance	\$ 1,844.50
1983	John Coll	Escrow Refund	\$ 55.23
1984	Alisha Unternahrer	Escrow Refund	\$ 1.10
1985	Met-Ed	Traffic Signal Electricity	\$ 133.05
1986	PPL Electric Utilities	Traffic Signal Electricity	\$ 117.46
<i>Total Master Escrow Account...</i>			<u><u>\$ 21,526.11</u></u>

**Lower Nazareth Township
Bills To Be Approved
January 23, 2019**

LOWER NAZARETH SEWER ACCOUNT

Num	Name	Memo	Amount
944	PPL Electric Utilities	Main Meter Electricity	<u>\$ 27.48</u>

CAPITAL RESERVE ACCOUNT

Num	Name	Memo	Amount
1071	General Supply Co.	Capital Construction	\$ 9,958.00
1072	Staples Business Advantage	Capital Construction	\$ 7,402.60
<i>Total Capital Reserve Account...</i>			<u>\$ 17,360.60</u>