

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
February 14, 2018**

The Lower Nazareth Township Board of Supervisors held a regularly scheduled meeting at the Lower Nazareth Municipal Building on Wednesday February 14, 2018. The Chairman called the meeting to order at 6:52 PM.

Present were:

James S. Pennington	-	Chairman	Gary Asteak	-	Solicitor
Martin J. Boucher	-	Vice Chairman	Albert Kortze	-	Engineer
Robert S. Kucsan	-	Supervisor	Lori A. Stauffer	-	Manager
Amy L. Templeton	-	Supervisor	Lori B. Seese	-	Zoning Administrator
LeRoy C. Bickert	-	Supervisor	Eric Albert	-	Office Coordinator

Absent was:

Tammi Dravec - Secretary/Treasurer

**** The Board held an executive session prior to tonight's meeting to discuss legal matters ****

Approval of Minutes

A motion was moved by Mr. Boucher and was seconded by Mr. Kucsan to approve the January 24th 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 2018

Correspondence

The Tax Collector Audit showed no findings.

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

Supervisors' Comments – There was no discussion under Supervisor's Comments.

Manager's Report

Wireless Infrastructure Bill Opposition- Resolution # LNT-15-18 – A motion was moved by Ms. Templeton and was seconded by Mr. Bickert to authorize Resolution LNT-15-18. The motion carried.

Recycling Ordinance Amendment – Authorization to Advertise – Ms. Stauffer stated that the changes to the recycling ordinance were needed to comply with DEP standards. A motion was moved by Mr. Kucsan and was seconded by Mr. Bickert for authorization to advertise. The motion carried.

Recycling Containers – Authorization to Purchase – Ms. Stauffer stated that the Township's supply of recycling containers was nearly gone and that she was looking for permission to purchase new recycling containers with the grant money from DEP once it is awarded. Tammy Kenny, 641 Mulberry Drive, asked why the Township feels the need to provide recycling containers to residents when many haulers now provide containers for trash pickup. Mr. Pennington stated that even though many haulers provide containers not all do and many residents like the

opportunity of having recycling containers to separate and house materials until they can be picked up. Jeff Shepherd, 4485 Whitetail Drive, asked if there is any plan for the Township to go to single hauler so there are not so many different haulers within the Township. Mr. Pennington stated that the idea had been looked at a few years ago however it didn't progress. It is something they may be reviewed in the future. Ms. Templeton asked what size these recycling containers would be, and Ms. Stauffer stated they would be 20 gallons, include our Township logo, and purchased off the state contract. A motion was moved by Mr. Kucsan and was seconded by Mr. Bickert for authorization to purchase. The motion carried.

Sale of Crack Sealer – Ms. Stauffer reported that since the Township has recently authorized the purchase of a new crack sealer that they would like permission to sell the old crack sealer that is jointly owned by Lower Nazareth Township and Hanover Township. Hanover Township has agreed to purchase Lower Nazareth stake in the crack sealer. A motion was moved by Mr. Kucsan and was seconded by Mr. Boucher to approve the sale. The motion carried.

Diagnostic Computer Purchase – Ms. Stauffer requested to purchase a new diagnostic computer for the public works department, so they would no longer have to take the township vehicles to a third party to use their computer system for vehicle analysis. The purchase of this would negate the cost of constantly using a third party for diagnostic needs. John Kenny, 641 Mulberry Drive, wanted to know why the cost of this unit was \$4,500.00 when he has a tester for his car that cost \$20.00. Mr. Beruta stated that this computer that not only checks for vehicle faults but will specifically diagnose the vehicle problem as well as give them the ability to reset and re-sink the existing computers; those features are not available with the less expensive devices. A motion was moved by Mr. Bickert and was seconded by Ms. Templeton to approve the purchase of a diagnostic computer at the cost of \$4,500.00. The motion carried.

Screeener Purchase – Ms. Stauffer requested to purchase a screener so the public works crew could separate anti-skid once it was vacuumed up with the street sweeper; then it can be reused or recycled. It can also be used to screen topsoil. A motion was made by Mr. Kucsan and seconded by Mr. Bickert to purchase the screener for \$11,300.00. The motion carried.

Colonial Regional Police – Ms. Stauffer asked permission to have the Township Solicitor draft and advertise an ordinance for settlement as well as the Articles of Agreement for the continued membership, along with Hanover Township, with the Colonial Regional Police Department. A motion was made by Mr. Boucher and seconded by Mr. Kucsan. The motion carried.

Grant Application – Ms. Stauffer also informed the Board that she has applied for a \$5,000 grant for park benches to be placed within the Township Parks. She also stated that she had met with Supervisors Templeton and Bickert to discuss the updating of the concept plan for park and recreation.

Engineer's Report – There was no discussion under Engineer's Report

Solicitor's Report

Recycling Ordinance Amendment – Authorization to Advertise – Solicitor Asteak asked for authorization to advertise the Recycling Ordinance Amendment which was given to the supervisors at the last meeting. A motion was made by Mr. Boucher and was seconded by Mr. Kucsan for authorization to advertise. The motion carried.

Tax Collector Fee Ordinance – Authorization to Advertise- Solicitor Asteak asked for authorization to advertise for the Tax Collector Fee Ordinance. A motion was made by Mr. Kucsan and was seconded by Mr. Boucher for authorization to advertise. The motion carried.

Liberty Properties - Solicitor Asteak reported that the Township received a letter from an attorney representing Liberty Properties asking to suspend any timelines that would have to do with this project until they can negotiate and settle with the Township. Solicitor Asteak asked the Board to acknowledge the receipt of the letter from Liberty Properties and to acknowledge the receipt of the request to suspend any timelines while they are in negotiations. A motion was made by Mr. Boucher to acknowledge the receipt of the letter and the request for the suspended timeline. The motion was seconded by Mr. Kucsan. The motion carried. Renee Shepherd, 4485 Whitetail Drive, asked Solicitor Asteak if they were trying to scale down the size of the proposed warehouse and what is an acceptable size. Solicitor Asteak responded that this is an ongoing court case and that the courts are advising on that topic. Janelle Hock, 4560 Ash Drive, asked if the Township would have any say into how the Nazareth Area School District bus route would be if this warehouse is built. Solicitor Asteak stated that the bus route decision lies solely with the school district.

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 Ms. Templeton and was seconded by Mr. Kucsan to approve payment of the bills dated February 14th. The motion carried.

Courtesy of the Floor

Tammy Kenny, 641 Mulberry Drive, wanted to know if 4600 Greomar Road is now available for use since signs were put up designating it as a park. Ms. Stauffer stated that the land is too underdeveloped now to be used for recreation and that a concept plan is being reviewed to see what the best way is to develop it. Ms. Kenny asked if the signs can be taken down or changed so that it doesn't mislead people to think that the park is now accessible. Mr. Pennington stated that they will review the language of the signs. Ms. Kenny also asked if a public forum would be made available once a concept plan is done so that residents can have input into the development of the park. Solicitor Asteak stated that the plans would come before the Board of Supervisors and would be open for comment at that time.

Adjournment – The meeting adjourned at 7:52 PM.

Respectfully submitted by,



Eric Albert
Municipal Office Operations Coordinator

**Lower Nazareth Township
Bills To Be Approved
February 14, 2018**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
17829	Palmer Trophy & Awards	Administrative Expense	\$ 116.28
17830	Morton Salt, Inc.	Winter Maintenance Materials	\$ 18,657.09
17831	CKS Services	Office Supplies	\$ 43.02
17832	DC Lighting & Accessories LLC	Public Works Equipment	\$ 1,354.00
17833	DC Lighting & Accessories LLC	Public Works Equipment	\$ 3,150.00
17834	Service Electric Telephone Co.	Fire Company Telephone	\$ 42.09
17835	Service Electric Cable TV Inc	Fire Company Internet	\$ 48.64
17836	Verizon Wireless	Fire Company Wireless	\$ 324.90
17837	Verizon Wireless	Fire Company Wireless	\$ 138.56
17838	Easton Suburban Water Authority	Fire Company Water	\$ 69.61
17839	L&D Automotive	Fire Company Equipment Maintenance	\$ 182.62
17840	Commonwealth of Pennsylvania	UCC Certification Renewal	\$ 100.00
17841	Keystone Cement Company	Winter Maintenance Materials	\$ 3,165.36
17842	Easton Suburban Water Authority	Municipal Bldg Water	\$ 48.88
17843	EMC Insurance Companies	Township Insurance	\$ 5,615.80
17844	Keystone Municipal Insurance	Workers Comp Insurance	\$ 4,856.75
17845	Staples Business Advantage	Office / Public Works Supplies	\$ 394.84
17846	Hendershot Door Systems, Inc.	Facilities Maintenance	\$ 222.50
17847	Fast Lane Recreation	Public Works Equipment Parts/Supplies	\$ 52.94
17848	Master Supply Line	Public Works Supplies	\$ 931.31
17849	Nazareth Ford Inc.	Equipment Parts/Supplies	\$ 6.32
17850	Sharkan Supply Co.	Public Works Supplies/Tools/Equipment	\$ 1,657.55
17851	Integra One	Computer Services/Software Maintenance	\$ 414.75
17852	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 1,011.77

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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
17853	Volunteer Companies Loan Fund	Fire Company Loan	\$ 965.26
17854	Colonial Regional Police Department	Police Contract Payment	\$ 113,440.06
17855	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
17856	Met-Ed	Traffic Signal / Street Light Electricity	\$ 328.75
17857	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Ele	\$ 689.54
17858	PPL, Inc.	Municipal Drive Electricity	\$ 860.72
17859	PAPCO	Equipment Motor Fuel	\$ 1,902.41
17860	Suburban Propane	Park Fuel	\$ 316.00
17861	Suburban Propane	Public Works Fuel	\$ 1,730.83
17862	The Key	Advertisements	\$ 356.04
17863	Brown & Brown of Lehigh Valley	Public Official Liability Insurance	\$ 8,164.00
17864	Sam's Club MC/SYNCB	Fire Company Supplies	\$ 339.58
17865	L&D Automotive	Fire Company Equipment Maintenance	\$ 203.90
17866	Eastern Autoparts Warehouse	Fire Company Equipment Parts/Supplies	\$ 112.26
17867	PPL, Inc.	Fire Company Electricity	\$ 501.69
17868	ExxonMobil	Fire Company Fuel	\$ 204.94
17869	Fogels Fuel Service	Fire Company Fuel	\$ 2,541.70
17870	Fire Apparatus Services	Fire Company Equipment Maintenance	\$ 814.50
17871	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 5,397.13
17872	France Anderson Basile and Company, P.C	Auditing Services	\$ 400.00
17873	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 163.25
17874	RCN	Internet & Telephone Services	\$ 805.08
17875	Paul Rosko Agency	Public Works Equipment	\$ 1,809.00
17876	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 34,831.73
17877	A&S Fence	Capital Construction	\$ 10,000.00

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Num	Name	Memo	Amount
17878	France Anderson Basile and Company, P.C	Auditing Services	\$ 2,000.00
17879	LMS Designs and Signs	Fire Company Supplies	\$ 465.00
17880	Staples Credit Plan	Fire Co Collection Supplies	\$ 72.68
17881	Advanced Auto Parts Professional	Fire Company Equipment	\$ 43.96
17882	Five Star International LLC	Public Works Equipment Parts/Repairs	\$ 66.13
17883	Turf Equipment and Supply Co., LLC	Public Works Equipment Parts/Supplies	\$ 466.10
17884	Morton Salt, Inc.	Winter Maintenance Materials	\$ 7,707.12
17885	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Material	\$ 1,181.90
17886	Advanced Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 917.58
17887	Sam's Club	Public Works/Office Supplies	\$ 1,358.08
17888	Tractor Supply Credit Plan	Public Works Supplies	\$ 90.71
17889	Chase Card Services	Office Supplies/Software Maintenance	\$ 2,451.45
17890	The Pennsylvania Municipal League	Membership Renewal	\$ 65.00
17891	Edwards Business Systems	Copier Maintenance	\$ 153.92
17892	PAMA	2018 Membership Dues	\$ 140.00
17893	Eric Mitcheltree	Tax Collector Training	\$ 200.00
17894	PA One Call System, Inc.	Monthly Activity	\$ 36.00
17895	Verizon Wireless	Municipal/Public Works Wireless	\$ 288.23
17896	Staples Business Advantage	Office / Public Works Supplies	\$ 44.30
17897	PAPCO	Equipment Motor Fuel	\$ 1,780.70
17898	Environmental Energy Solutions, LLC	Winter Maintenance Materials	\$ 5,805.00
17899	Edwards Business Systems	Copier Maintenance	\$ 80.74
17900	Cumberland Truck Parts	Public Works Tools & Equipment	\$ 1,775.85
17901	Structural Metal Fabricators, Inc.	Public Works Equipment Parts/Supplies	\$ 410.00
17902	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 1,534.00

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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
17903	Home Depot	Public Works Shop Tools/Equipment/Supplies	\$ 428.52
<i>Total General Fund Checking...</i>			<u><u>\$ 260,058.69</u></u>

PAYROLL ACCOUNT

February 2, 2018	\$ 43,765.03	
February 16, 2018	\$ 43,437.56	
<i>Total Payroll Account...</i>		<u><u>\$ 87,202.59</u></u>

CAPITAL RESERVE ACCOUNT

Num	Name	Memo	Amount
1021	Associated Fire Equipment	Capital Construction	\$ 1,254.75
1022	Home Depot Credit Services	Capital Construction	\$ 78.27
<i>Total Capital Reserve Account...</i>			<u><u>\$ 1,333.02</u></u>

HIGHWAY RECONSTRUCTION / REHABILITATION ACCOUNT

Num	Name	Memo	Amount
1048	Geo-Technology Associates, Inc.	Engineering Services	\$ 1,714.75
1049	Keystone Consulting Engineers	Engineering Services	\$ 1,731.75
<i>Total Highway R&R Account...</i>			<u><u>\$ 3,446.50</u></u>

RECYCLING / REFUSE ACCOUNT

Num	Name	Memo	Amount
1252	Hicks Paving, LLC	Temporary Restrooms	\$ 90.00

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DEVELOPMENT & INSPECTION ACCOUNT

Num	Name	Memo	Amount
1878	DCED	Training Contribution - 3rd Quarter	\$ 212.00
1879	DCED	Training Contribution - 4th Qtr (Oct)	\$ 36.00
1880	DCED	Training Contribution - 4th Qtr (Nov & Dec)	\$ 99.00
1881	Lower Nazareth General Fund	Administrative Fee	\$ 5,837.00
1882	CodeMaster Inspection Services	Building Inspection Services	\$ 21,824.22
<i>Total Development & Inspection Account...</i>			\$ 28,008.22

LOWER NAZARETH SEWER DEPARTMENT ACCOUNT

Num	Name	Memo	Amount
929	PPL Electric Utilities	Main Meter Electricity	\$ 28.17
930	City of Bethlehem	Annual Maintenance	\$ 240.00
<i>Total Sewer Department Account...</i>			\$ 268.17

MASTER ESCROW CHECKING (LAB)

Num	Name	Memo	Amount
1847	Met-Ed	Traffic Signal Electricity	\$ 129.21
1848	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 42,751.66
1849	Met-Ed	Traffic Signal Electricity	\$ 142.06
<i>Total Master Escrow Checking Account...</i>			\$ 43,022.93