

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
April 8, 2020**

The Lower Nazareth Township Board of Supervisors held a virtual meeting on Wednesday April 8, 2020. The Chairman called the meeting to order at 6:30PM.

Present were:

James S. Pennington	-	Chairman	Gary Asteak	-	Solicitor
Martin Boucher	-	Vice Chairman	Albert R. Kortze	-	Engineer
Stephen A. Brown	-	Supervisor	Lori A. Stauffer	-	Manager
Robert J. Hoyer	-	Supervisor	Tammi Dravec	-	Secretary/Treasurer
Amy L. Templeton	-	Supervisor	Hugh Harris	-	Emergency Management Coordinator

**** The Chairman indicated that the Board held an executive session on Tuesday to discuss real estate. ****

Approval of Minutes

A motion was moved by Mr. Boucher and was seconded by Mr. Brown to approve the March 25th 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 Bethlehem Ambulance 1st Quarter Reports and the Financial Report for February 2020.

Emergency Management Coordinator – Mr. Harris provided a brief update from his earlier meeting with other EACs. Northampton County is looking prepared. He picked up and delivered supplies to the fire company on March 19th and more PPE supplies are available for our first responders which he will pick up tomorrow. Currently Hanover Township is providing supplies to Colonial Regional, Bethlehem Township the Bethlehem Fire and Ambulance, and Lower Nazareth to Hecktown Fire.

Mr. Harris also noted that we should adopt an emergency declaration that indicates it is until future notice, so we do not need to renew it week after week.

Supervisors' Comments

Mr. Boucher also wished everyone a Happy Passover and a Happy Easter. He noted that Hecktown is taking every precaution to prevent the spread of the virus They are minimizing patient contact, minimal personnel on calls, and sanitizing equipment after every call.

Mr. Hoyer mentioned Chief Seip's notice that in order to protect their members and residents, Hecktown Fire Company will not participate in appreciation and community events during the pandemic. He also wished everyone a Happy Passover and a Happy Easter.

Mr. Brown thanked all emergency personnel and township staff.

Ms. Templeton also wished everyone a Happy Passover and a Happy Easter. She attended a library meeting last week. The library is closed, and staff is working remotely. Ms. Templeton noted that in order to qualify for grant monies they must keep staff employed. Staff is busy getting online programs on their website. Beginning April 10th on their website residents with library cards can access Hoopla which offers ebooks, audio books, and digital

movies. The library will also be offering online resources including virtual story time and STEM programming. Ms. Templeton noted that books slots are closed and for residents to hold onto the books until the library reopens.

Mr. Pennington had no additional comments.

Solicitor's Report

Authorization to Execute Agreement of Sale for Newburg Inn – Resolution #LNT-13-20 – Solicitor Asteak noted that the acquisition and demolition on the Newburg Inn is required for improvements to be made to the intersection of Newburg Road and Route 191. He stated the bank currently owns the Newburg Inn. The sale price of \$423,200 which is the average of the appraisals received by the township and the bank. Solicitor Asteak stated that we will require a phase I environmental study which the bank has already completed and find that study acceptable. Solicitor Asteak noted the deposit required on the sale is \$21,500. A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to approve Resolution #LNT-13-20 and agreement of sale of the Newburg Inn. The motion unanimously. Solicitor Asteak indicated that the next step is to authorize the manager to explore demolition costs for the building. He noted we will need to secure and insure the building prior to demolition.

Solicitor Asteak thanked the emergency management folks and Hugh Harris for his service.

Engineer's Report

Ms. Stauffer inquired on an update to the start of the walking trail project. Mr. Kortze stated he had not spoken with the contractor to see if the business closures would impact our May 1st start date. As the date gets closer, he will reach out for a status update.

Mr. Kortze reported that public works had requested Keystone stake out for inlets at the Newburg Park. Ms. Stauffer indicated that we are currently working with a very reduced crew and would check if this type of work could be done at this time. Her main concern is that staff maintains social distancing. Mr. Kortze indicated that in the meantime his crews can still complete the stake out work and notify the township when it is complete.

Mr. Kortze also noted that Lehigh Valley Hospital Network (LVHN) has received an exemption from Governor Wolf and can continue the construction on the hospital.

Manager's Report

Surrey Glen Playground Concept & 2020 Livable Landscape Grant Application – Resolution #LNT-14-20 – Ms. Stauffer noted that Northampton County is opening the Livable Landscape Grant for 2020. She intends to apply to cover a portion of the cost for improvements to the park. Proposed improvements include a playground and a perimeter walking trail. Ms. Stauffer presented the Board with a concept plan for the playground. Before Ms. Stauffer proceeds with the application she is looking for feedback from the Board.

Ms. Templeton said she loved the design and inquired about other plans for the site. Ms. Stauffer stated this is Phase I but there are limitations due to it lying within the flood plain. She indicated future phases could include installation of a pavilion and practice fields.

Mr. Pennington added that we could pave the parking lot and remove the shrubs to clear the area. Ms. Stauffer indicated the shrub removal would be completed by Township Public Works prior to commencing Phase I. The project estimate for the playground is \$130K - \$150K. Ms. Stauffer stated in light of the fact that we received the maximum amount in 2019 we should keep our application to around \$100K - \$150K. Mr. Kortze estimated the cost of the 1/3-mile trail to be \$60K.

A motion was moved by Ms. Templeton and was seconded by Mr. Brown to approve the playground concept plan. The motion carried unanimously.

A motion was moved by Ms. Templeton and was seconded by Mr. Hoyer to approve Resolution #LNT-14-20. The motion carried unanimously.

Referral of Draft Recreation, Parks and Open Space Preservation Plan & Official Map – Ms. Stauffer indicated that all Board members should have received a copy of the first draft of the recreation, parks, and open space preservation plan as well as the draft official map. The next step is to refer the plan to the EAC and PC for comment. A motion was moved by Ms. Templeton and was seconded by Mr. Boucher to refer the plans to the EAC and PC for comments. The motion carried unanimously.

Ms. Stauffer sent courtesy copies of the plan to Northampton County since they are paying 50% of the cost of the plan and the map to Lehigh Valley Greenways since they are contributing 50% of the cost of the map. A motion was moved by Mr. Hoyer and was seconded by Ms. Templeton to refer the plans to LVPC, Northampton County and Lehigh Valley Greenways for comments. The motion carried unanimously.

Ratification to close Township Parks – Ms. Stauffer stated a decision was made last week to close all Township parks and asked the Board to make a motion to ratify that decision. A motion was moved by Mr. Brown and was seconded by Ms. Templeton to close all Township Parks, due to the COVID-19 pandemic, until further notice. The motion carried unanimously.

Township Wide Yard Sale & Clean-Up Day Rescheduled – Due to the ongoing COVID-19 pandemic Ms. Stauffer inquired if the Board would like to reschedule the Township Yard Sale currently scheduled for May 2nd. After some discussion, the Board decided to move the event to Saturday June 6th. Ms. Stauffer also suggested rescheduling Township Clean Up Day to Saturday June 13th. The Board agreed.

Amendment of 2020 Holiday Schedule – Ms. Stauffer noted that one of the approved holidays is Primary Election Day. Considering Primary Election Day has been rescheduled for June 2nd she asked the Board to make a motion to amend the holiday schedule. A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to amend the holiday schedule due to rescheduling of primary election day. The motion carried unanimously.

Amendment of Township Personnel Policy – As directed, Ms. Stauffer amended the vacation policy for the Township Manager found on page 53 in the personnel policy, allowing the Board to negotiate vacation time. She also amended the bereavement leave found on page 55. In a previous amendment the amount days was inappropriately changed and has been modified back to the correct number days. A motion was moved by Mr. Boucher and was seconded by Mr. Hoyer to amend the personnel policy as noted. The motion carried unanimously.

Ms. Stauffer submitted her monthly report and the Board should reach out with any questions. Ms. Stauffer closed by wishing everyone a Happy Passover and Happy Easter.

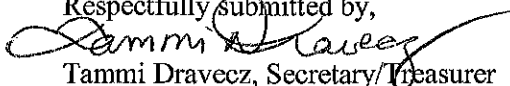
Payment of the Bills

A motion was moved by Mr. Boucher and was seconded by Ms. Templeton to approve payment of the bills dated April 8th. The motion carried unanimously.

Courtesy of the Floor -There we no comments under Courtesy of the Floor.

Adjournment - The meeting adjourned at 7:12PM.

Respectfully submitted by,



Tammi Dravec, Secretary/Treasurer

Board of Supervisors Minutes

April 8, 2020

Lower Nazareth Township
Bills To Be Approved
 April 8, 2020

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
20040	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 1,103.00
20041	Suburban Propane	Public Works Fuel	\$ 936.73
20042	PAPCO	Equipment Motor Fuel	\$ 150.88
20043	Mansfield Oil Company	Equipment Motor Fuel	\$ 362.15
20044	Verizon Wireless	Fire Company Wireless	\$ 138.56
20045	Verizon Wireless	Fire Company Wireless	\$ 381.92
20046	Service Electric Telephone Co.	Fire Company Telephone	\$ 46.17
20047	Service Electric Cable TV Inc	Fire Company Internet	\$ 62.17
20048	Easton Suburban Water Authority	Fire Company Water	\$ 310.00
20049	Wex Bank	Fire Company	\$ 396.53
20050	Allstate Septic Systems	Temporary Restrooms	\$ 225.00
20051	Nazareth Area Council of Government	Animal Control Officer - 2nd Quarter 2020	\$ 1,450.00
20052	Integra One	Computer Services/Software Maintenance	\$ 81.00
20053	Integra One	Computer Services/Software Maintenance	\$ 500.00
20054	PSATS CDL Program	CDL Drug Testing	\$ 41.00
20055	Bath Supply Co., Inc.	Municipal Facilities Maintenance	\$ 80.64
20056	Safeguard Business Systems	Office Supplies	\$ 296.29
20057	Home Depot	Public Works Tools/Equipment	\$ 271.38
20058	Robert Edelman	Pension Contribution Refund	\$ 2,298.32
PAID ONLINE	Fulton Bank	Federal Tax for Pension Refund	\$ 574.59
20059	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 1,011.77
20060	Volunteer Companies Loan Fund	Fire Company Loan	\$ 965.26
20061	Colonial Regional Police Department	Police Contract Payment	\$ 123,656.83
20062	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 39,669.48
20063	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
20064	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 680.00
20065	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 5,566.01

**Lower Nazareth Township
Bills To Be Approved
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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
20066	CoreLogic	Real Estate Tax Refund	\$ 2,132.73
20067	Wells Fargo	Real Estate Tax Refund	\$ 172.04
20068	Attiq Ramin	Real Estate Tax Refund	\$ 15.32
<i>Total General Fund Checking...</i>			\$ 184,587.54

MASTER ESCROW ACCOUNT

Num	Name	Memo	Amount
2563	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 585.84
2564	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 61,625.77
2565	Jay Riccardi	Escrow Refund	\$ 500.09
<i>Total Master Escrow Account...</i>			\$ 62,711.70

RECYCLING/REFUSE ACCOUNT

Num	Name	Memo	Amount
1384	Allstate Septic Systems	Temporary Restrooms	\$ 115.00

PAYROLL ACCOUNT

April 9, 2020

\$ 47,571.02