

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
May 13, 2020**

The Lower Nazareth Township Board of Supervisors held a virtual meeting on Wednesday May 13, 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			

**** The Chairman indicated that the Board held an executive session on May 11th to discuss real estate. ****

Approval of Minutes

A motion was moved by Ms. Templeton and was seconded by Mr. Brown to approve the April 8th 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 Hecktown Fire Report for March and April 2020, the Colonial Regional Police 2019 Annual Report, and the Financial Report for March 2020.

Solicitor Asteak noted the high number of false alarms and noted that we should be sending violation notices. He also commented on the problem with retail theft and that we should have the stores' loss prevention deal with these cases and not call in the police.

Supervisors' Comments

Mr. Brown commented that residents were very happy for the yard waste collection event last Saturday.

Mr. Boucher noted that Hecktown is doing well. He commented that everyone is looking forward to Clean Up Day.

Mr. Hoyer noted that the Environmental Advisory Council met on May 11th. He also commented on the great job by the Public Works Crew with the pipe replacement project at Newburg and Country Club Roads.

Ms. Templeton gave an update on library operations during the pandemic.

Mr. Pennington had no additional comments.

Solicitor's Report

Tax Assessment Appeal - BBT – Solicitor Asteak reported that the assessment change would result in a minimal decreased in tax revenue and recommended approving the change. He noted that both Northampton County and the Nazareth School District already approved the changed. A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher authorizing approval of the assessment change. The motion carried unanimously.

**Board of Supervisors Minutes
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Engineer's Report

CarMax Letter of Credit Reduction – Mr. Kortze provided a letter recommending a reduction in security. A motion was moved by Mr. Hoyer and was seconded by Mr. Brown authorizing a reduction in the letter of credit per the Township Engineer's recommendation. The motion carried unanimously.

Springwood Hospitality – Tru 2 Home – Letter of Credit Reduction – Mr. Kortze provided a letter recommending a reduction in security. A motion was moved by Mr. Hoyer and was seconded by Ms. Templeton authorizing a reduction in the letter of credit per the Township Engineer's recommendation. The motion carried unanimously.

Walking Trail Update – Mr. Kortze reported that construction should begin on May 26th or 27th.

Park Restrooms – Mr. Kortze reported construction of the bathrooms is currently out to bid. To date, there have been 80 downloads of the specs. The pre-bid meeting is scheduled for May 20th and the bid opening in June 5th.

Recycling Facility Fencing Specs – Mr. Kortze stated that the ad will run on Friday and the bids will be opened on June 19th.

LVHN – Mr. Kortze said the project is moving along and the crews are working 10-hour days.

Springwood Hospitality – Mrs. Seese noted they are finished and received temporary occupancy at the end of March. Mr. Kortze noted there are a few outstanding items that need to be addressed.

CarMax – Mrs. Seese noted they have received occupancy.

Manager's Report

Earned Income and Real Estate Tax Revenue to Date – Ms. Stauffer reported that to date we have received \$1,600,216.83 in real estate revenue; \$242,672.76 remains uncollected. As for earned income tax we saw a slight decrease from previous years. She anticipates we will see larger decreases in the 2nd and 3rd quarters. Mr. Pennington noted this will affect not only the 2020 budget but the 2021 budget as well.

Lehigh Valley Greenways Grant Extension – Ms. Stauffer stated this grant covers 50% of the township map project. She received an email stating that due to the pandemic they are offering an extension on completing this project through December 31, 2020. Ms. Stauffer will apply for that extension.

CDBG Grant Application – Ms. Stauffer has submitted an application for funds towards the paving of the Senior Center Parking Lot.

Hecktown Fire Company Grant – Ms. Stauffer is working with Chief Seip to apply for a Northampton County Grant Program; a \$10,000 maximum towards training equipment.

Newburg Inn Demolition – Ms. Stauffer said Mr. Kortze has been authorized to prepare the demolition bids documents.

DEP Application 902 Grant – Ms. Stauffer reported that we applied for a grant from DEP for \$206,573.00 towards equipment and improvements to our recycling facility.

Yard Waste Facility – Ms. Stauffer said the yard waste facility would be open again this Saturday May 16th from 8am – 3pm. The facility would open regular hours beginning Friday May 29th.

Colonial Regional Police Grant – Ms. Stauffer is working with Chief Seiple on two grants: Northampton County CIPP for \$21,000 and Northampton/Lehigh County LSA for \$21,000 (totaling \$42,000) towards new radios.

Real Estate Tax Deadline Extensions – Resolution #LNT-15-20 – Ms. Stauffer noted that the Board approved these tax deadline extensions at their March 25th meeting however Act 15 requires us to adopt a resolution to ratify that decision. A motion was moved by Mr. Brown and was seconded by Mr. Boucher to adopt resolution #LNT-15-20. The motion carried unanimously. Ms. Stauffer noted that the Secretary/Treasurer is required to forward this to the Real Estate Tax Collector.

DCED Greenways, Trails, and Recreation Grant Application – #LNT-16-20 – Ms. Stauffer noted this grant application is for the Phase I improvements at Surrey Glen Park. A motion was moved by Ms. Templeton and was seconded by Mr. Brown to adopt resolution #LNT-16-20. The motion carried unanimously.

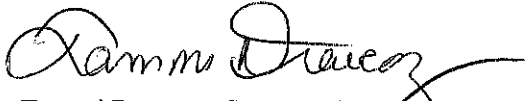
Payment of the Bills

A motion was moved by Ms. Templeton and was seconded by Mr. Boucher to approve payment of the bills dated May 13th. The motion carried unanimously.

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

Adjournment - The meeting adjourned at 6:56 PM.

Respectfully submitted by,


Tammi Dravec, Secretary/Treasurer

**Lower Nazareth Township
Bills To Be Approved
May 13, 2020**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
20069	PPL, Inc.	Fire Company Electricity	\$ 372.25
20070	Sam's Club MC/SYNCB	Fire Company Supplies	\$ 1,937.74
20071	Home Depot	Fire Company Supplies	\$ 23.30
20072	Easton Suburban Water Authority	Fire Company Water	\$ 78.32
20073	USPS	Nixle Postcard Postage	\$ 599.37
20074	USPS	Newsletter Postage	\$ 846.31
20075	RCN	Internet & Telephone Services	\$ 805.16
20076	PPL, Inc.	Municipal Drive Electricity	\$ 518.69
20077	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Ele	\$ 806.81
20078	PA One Call System, Inc.	Monthly Activity	\$ 30.10
20079	Keystone Municipal Insurance	Workers Comp Insurance	\$ 5,477.25
20080	Easton Suburban Water Authority	Municipal Bldg Water	\$ 61.78
20081	Easton Suburban Water Authority	Municipal Bldg Sprinkler	\$ 240.00
20082	Easton Suburban Water Authority	Hydrant Assessment	\$ 19,045.00
20083	Medical Life Insurance Company	Employee Life Insurance	\$ 2,771.78
20084	Memorial Library of Nazareth & Vicinity	Library Service	\$ 24,375.00
20085	Easton Area Joint Sewer Authority	Operating and Capital Operating Expense	\$ 528.76
20086	Easton Area Joint Sewer Authority	Debt Service	\$ 3,249.61
20087	Met-Ed	Traffic Signal / Street Light Electricity	\$ 316.63
20088	Enter.net	Website Hosting	\$ 192.00
20089	NJ Advance Media	Advertisements	\$ 488.70
20090	Safeguard Business Systems	Office Supplies	\$ 170.24
20091	The Key	Advertisements	\$ 237.60
20092	Suburban Propane	Park Fuel	\$ 188.18
20093	Asteak Law Offices	Legal Services	\$ 442.00
20094	Integra One	Computer Services/Software Maintenance	\$ 740.34
20095	Staples Business Advantage	Office Supplies	\$ 115.06

**Lower Nazareth Township
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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
20096	Sam's Club	Municipal Building Supplies	\$ 661.08
20097	Chase Card Services	Office/Public Works/Training	\$ 5,896.63
20098	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 371.74
20099	Verizon Wireless	Municipal/Public Works Wireless	\$ 524.30
20100	NJ Advance Media	Advertisement	\$ 121.90
20101	Cumberland Truck Parts	Public Works Equipment Parts/Supplies	\$ 34.97
20102	City of Bethlehem	Hydrant Assessment	\$ 156.54
20103	Valley Industrial Rubber Products	Public Works Equipment Parts/Supplies	\$ 87.72
20104	Integra One	Computer Services	\$ 480.00
20105	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 1,103.00
20106	Colonial Regional Police Department	Police Contract Payment	\$ 180,820.51
20107	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 1,011.77
20108	Volunteer Companies Loan Fund	Fire Company Loan	\$ 965.26
20109	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 31,392.56
20110	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
20111	Integra One	Computer Services/Software Maintenance	\$ 706.00
20112	Beyer-Barber Company	Pension Plan Administration	\$ 750.00
20113	Pitney Bowes Purchase Power	Postage	\$ 50.00
20114	PAPCO	Equipment Motor Fuel	\$ 586.88
20115	Master Supply Line	Municipal Building Supplies	\$ 340.06
20116	PA Unemployment Compensation Fund	Unemployment Compensation	\$ 354.46
20117	The Morning Call	Subscription Renewal	\$ 124.00
20118	Associated Fire Equipment Co., Inc.	Municipal Facilities Maintenance	\$ 142.00
20119	Migu	Nixle Postcard	\$ 478.00
20120	Verizon Wireless	Fire Company Wireless	\$ 138.56
20121	Verizon Wireless	Fire Company Wireless	\$ 380.84
20122	Service Electric Cable TV Inc	Fire Company Internet	\$ 62.17

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20123	Service Electric Telephone Co.	Fire Company Telephone	\$ 43.58
20124	Wex Bank	Fire Company	\$ 169.19

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
20125	Kansas State Bank	Fire Company Loan Payment	\$ 63,707.83
20126	Interstate Battery of Allentown	Public Works Equipment Parts/Supplies	\$ 121.95
20127	Advance Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 764.78
20128	Karen A. Mengel, RPR, CSR	Stenographer	\$ 95.00
20129	Barry Issett & Associates, Inc.	Zoning Officer Services	\$ 4,020.00
20130	VOID		\$ -
20131	Beyer-Barber Company	Pension Plan Administration	\$ 3,075.00
20132	Allstate Septic Systems	Temporary Restrooms	\$ 225.00
20133	Suburban Propane	Public Works Fuel	\$ 1,017.24
20134	Integra One	Computer Services/Software Maintenance	\$ 687.50
20135	Troy Watlington	Local Services Tax Refund	\$ 46.00
20136	Keystone Consulting Engineers	Engineering & Inspection Services	\$ 630.50
20137	Mansfield Oil Company	Equipment Motor Fuel	\$ 310.26
20138	NJ Advance Media	Advertisements	\$ 717.25
20139	Migu	Spring Newsletter	\$ 4,560.00
20140	Valley Tire of Nazareth	Public Works Equipment Repair	\$ 30.00
20141	Foley, Incorporated	PW Equipment Repair	\$ 2,508.48
20142	Certified Laboratories	Public Works Equipment Parts/Supplies	\$ 299.95
20143	Met-Ed	Traffic Signal / Street Light Electricity	\$ 315.04
20144	George J. Kratzer, Inc.	Municipal/Park Septic Tanks	\$ 860.00
20145	Easton Suburban Water Authority	Municipal Bldg Water	\$ 44.78
20146	PAPCO	Equipment Motor Fuel	\$ 230.32
20147	Charles Chrin Estate	Real Estate Tax Refund	\$ 29.35
20148	Kirit & Kirtida Kothari	Real Estate Tax Refund	\$ 21.05
20149	David Lilly	Real Estate Tax Refund	\$ 15.21

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20150	Ernest & Shannon Snyder	Real Estate Tax Refund	\$ 10.52
20151	Reliable Sign & Striping, Inc.	Public Works Equipment	\$ 168.00
20152	Capital Reserve Equipment Replacement	2019 Unencumbered Funds	\$ 140,000.00

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
20153	Capital Reserve - Fire	2019 Unencumbered Funds	\$ 65,000.00
20154	VOID		\$ -
20155	Capital Reserve	2019 Unencumbered Funds	\$ 143,610.50
20156	Associated Fasteners, Inc.	Public Works Equipment Parts/Supplies	\$ 133.15
20157	TransEdge Truck Centers	Public Works Equipment Parts/Supplies	\$ 91.40
20158	RCN	Internet & Telephone Services	\$ 805.16
20159	PPL, Inc.	Municipal Drive Electricity	\$ 517.96
20160	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Ele	\$ 639.16
20161	Suburban Propane	Park Fuel	\$ 158.77
20162	NJ Advance Media	Advertisements	\$ 425.50
20163	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 143.00
20164	Flamm Walton PC	Personnel Legal Services	\$ 424.00
20165	Fogels Fuel Service	Municipal Heating Fuel Maintenance	\$ 325.95
20166	Liberty Propane Inc.	Municipal Building Propane	\$ 1,538.72
20167	Exeter Supply Co., Inc.	Pipe & Drainage Supplies	\$ 3,477.85
20168	W.B. Mason Company, Inc.	Office Supplies	\$ 69.99
20169	PA One Call System, Inc.	Monthly Activity	\$ 35.70
20170	The Key	Advertisement	\$ 201.60
20171	Best Line Equipment	Public Works Equipment	\$ 318.43
20172	Foley, Incorporated	Public Works Supplies	\$ 92.96
20173	Chase Card Services	Supplies/Software Maintenance/Training	\$ 678.87
20174	New Enterprise Stone & Lime Co., Inc.	Aggregate Material	\$ 863.53
<i>Total General Fund Checking...</i>			<u>\$ 737,686.68</u>

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SPECIAL REVENUE / HOST FEE ACCOUNT

Num	Name	Memo	Amount
557	Exeter Supply Co. Inc.	Capital Construction	\$ 2,124.20

MASTER ESCROW ACCOUNT

Num	Name	Memo	Amount
2566	Met-Ed	Traffic Signal Electricity	\$ 290.05
2567	PPL Electric Utilities	Traffic Signal Electricity	\$ 139.98
2568	Lower Nazareth Highway R/R	Pavement Markings	\$ 14,494.69
2569	Met-Ed	Traffic Signal Electricity	\$ 153.53
2570	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 14,290.65
<i>Total Master Escrow Account...</i>			\$ 29,368.90

DEVELOPMENT & INSPECTION ACCOUNT

Num	Name	Memo	Amount
1945	Barry Issett & Associates, Inc.	Building Inspection Services	\$ 4,850.00
1946	Barry Issett & Associates, Inc.	Building Inspection Services	\$ 37,276.94
1947	Lower Nazareth Township	Administrative Fee	\$ 4,320.50
<i>Total Development & Inspection Account...</i>			\$ 46,447.44

RECYCLING/REFUSE ACCOUNT

Num	Name	Memo	Amount
1385	First Regional Compost Authority	2nd Quarter 2020	\$ 5,220.00
1386	Allstate Septic Systems	Temporary Restroom	\$ 115.00
1387	Foley, Inc.	Equipment Purchase	\$ 16,900.00
<i>Total Recycling/Refuse Account...</i>			\$ 5,335.00

CAPITAL RESERVE ACCOUNT

Num	Name	Memo	Amount
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1171	L&W Supply Corporation	Capital Construction	\$ 822.19
1172	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 5,453.70
1173	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 492.50
<i>Total Capital Reserve Account...</i>			<u>\$ 6,768.39</u>

CAPITAL RESERVE EQUIPMENT REPLACEMENT

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
1258	Diamond Mowers LLC	Equipment Purchase	\$ 13,184.00
1259	Fulton Bank	Lease Payment	\$ 10,839.84
1260	VOIDED		\$ -
1261	Fulton Bank	Lease Payment	\$ 11,694.53
1262	Fulton Bank	Lease Payment	\$ 48,464.33
<i>Total Capital Reserve Equipment Replacement Account...</i>			<u>\$ 84,182.70</u>

TRAFFIC IMPACT ACCOUNT

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
1003	Midtown Abstract	Capital Purchase - Newburg Inn Deposit	<u>\$ 21,500.00</u>

PAYROLL ACCOUNT

April 24, 2020	\$ 42,170.21
May 8, 2020	\$ 45,069.97
<i>Total Payroll Account...</i>	
	<u>\$ 87,240.18</u>

OPEN SPACE ACCOUNT

1075	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 18,611.39
1076	All-Phase Electric Supply Co.	Capital Construction	\$ 1,087.22
1077	Exeter Supply Co., Inc,	Capital Construction	\$ 605.00
1078	Monarch Precast Concrete, Co.	Capital Construction	\$ 254.40
1079	Keystone Cement Company	Aggregate	\$ 2,196.48

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Total Open Space Account... \$ 22,754.49

SEWER ACCOUNT

965	Hanover Township	Transportation Fee	\$ 38,400.00
966	PPL Electric Utilities	Main Meter Electricity	\$ 27.31
<i>Total Sewer Account...</i>			<u>\$ 38,427.31</u>