

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
June 10, 2020**

The Lower Nazareth Township Board of Supervisors held a virtual meeting on Wednesday June 10, 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 executive sessions to discuss legal matters. ****

Approval of Minutes

A motion was moved by Mr. Hoyer and was seconded by Ms. Templeton to approve the May 13th 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 April 2020 and the Planning and Zoning Administrator's Report for the months of January through May 2020.

Recreation, Parks, Open Space Preservation Discussion

Ms. Stauffer indicated that Kent Baird of the Gilmore Group, spoke with the Environmental Advisory Council (EAC) at their meeting on Monday's evening about the plan and map. Mr. Hoyer stated that the EAC put a lot of time into the plan which include walking and biking trails and connections between developments and parks.

She also indicated that the Township has requested an extension on the grant through December 31st for the update to the Township map.

Mr. Baird gave a brief presentation on the map and plan updates. There was discussion on locations on trails, farmland preservation, open space, as well as connector roads and trails.

Ms. Stauffer stated Mr. Baird would make revisions based on the Board's comments and provide them to the Board by Tuesday.

Supervisors' Comments

Mr. Brown had no comments.

Mr. Boucher gave an update on Hecktown Fire and the current pandemic.

Mr. Hoyer noted that the Environmental Advisory Council met on June 8th.

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

Mr. Pennington stated that there was no COG meeting for June. The next meeting will be in July.

**Board of Supervisors Minutes
June 10, 2020**

Subdivision & Land Development

CTS Improvements Agreement – A motion was moved by Mr. Hoyer and was seconded by Mr. Hoyer to approve the CTS improvements agreement. The motion carried unanimously.

CTS Holding Tank Agreement – A motion was moved by Mr. Boucher and was seconded by Ms. Templeton to approve the CTS holding tank agreement. The motion carried unanimously.

Solicitor's Report

There were no comments under Solicitor's Report.

Engineer's Report

Walking Trail – Barwis Construction Payment #1 – A motion was moved by Mr. Boucher and was seconded by Ms. Templeton to approve the first payment for the walking trail. The motion carried unanimously.

Walking Trail Update – Mr. Kortze reported the trail has been cut in and stonework is being completed. The trail surface in the wooded area should be completed this week and the paved portion will be worked on next week.

Recycling Facility Fencing – Mr. Kortze noted there is an on-site meeting for the fence tomorrow. The project is currently out to bid.

Newburg Inn Demolition – Mr. Kortze is gathering quotes for the demolition of the Newburg Inn. Samples will be required to test for hazardous materials. A motion was moved by Mr. Brown and was seconded by Mr. Hoyer to authorize inspections up to \$5,000 for the material samples needed. The motion carried unanimously.

Manager's Report

Time Extension Report – Ms. Stauffer reported that the township accepted a time extension for Trammel Crow for their Conditional Use Application through August 31, 2020.

Small Bathroom Bid Award – Ms. Stauffer commented that although there was a lot of interested parties, we only received two bids. The lowest bid came in \$125,000 higher than Mr. Kortze's estimate. The low bidder, Kobalt Construction, came in at \$296,969.00. Ms. Stauffer noted that the total cost for the walking trail and the small bathroom is \$561,000. The Township was awarded \$355,000 in grants towards those projects; therefore, the out-of-pocket expense to the Township for both projects is \$206,000. A motion was moved by Ms. Templeton and was seconded by Mr. Boucher to award the bid to Kobalt Construction. The motion carried unanimously. Ms. Stauffer asked Mr. Kortze to notify the winning bidder. Mr. Kortze noted there is a 90-day lead time therefore construction is likely to begin in the fall.

Newburg Inn Contents Auction – Ms. Stauffer reported that she is in receipt of two bids for the auction of the contents of the Newburg Inn but would like to obtain a third bid. The matter was tabled to a future meeting.

Northampton County EMS Grant - Ms. Stauffer reported she is working on a grant for the fire company. The amount is up to \$10,000 and requires a 50/50 match. A motion was moved by Ms. Templeton and was seconded by Mr. Brown to authorize the \$10,000 match for the grant. The motion carried unanimously.

Closing on Newburg Inn – Ms. Stauffer reported that the Township will be closing on the Newburg Inn next week. A motion was moved by Ms. Templeton and was seconded by Mr. Brown to authorize Ms. Stauffer to execute the closing documents. The motion carried unanimously.

Manager's Report – Ms. Stauffer submitted her report to the Board, and they can reach out to her with any questions.

CRPD Radio Update – Ms. Stauffer was applying for grants to cover the \$42,000 cost to replace the police radios. She was applying for \$21,000 through the Northampton County CIPP Grant and \$21,000 through the LAS Program. Unfortunately, the LAS program was canceled for this year.

Payment of the Bills

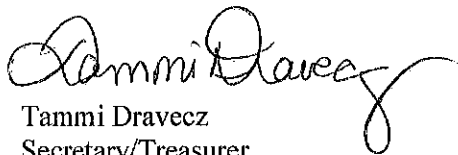
A motion was moved by Mr. Brown and was seconded by Ms. Templeton to approve payment of the bills dated June 10th. The motion carried unanimously.

Courtesy of the Floor

There were no comments under Courtesy of the Floor.

Adjournment - The meeting adjourned at 7:52 PM.

Respectfully submitted by,



Tammi Dravecz
Secretary/Treasurer

Lower Nazareth Township
Bills To Be Approved
June 10, 2020

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
20175	Pitney Bowes Purchase Power	Postage	\$ 520.99
20176	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 1,103.00
20177	Sam's Club MC/SYNCB	Fire Company Supplies	\$ 331.11
20178	Fogels Fuel Service	Fire Company Fuel	\$ 784.83
20179	Easton Suburban Water Authority	Fire Company Water	\$ 69.82
20180	PPL, Inc.	Fire Company Electricity	\$ 314.19
20181	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 371.74
20182	City of Bethlehem	Hydrant Assessment	\$ 156.54
20183	Verizon Wireless	Municipal/Public Works Wireless	\$ 524.30
20184	Barry Issett & Associates, Inc.	Zoning Officer Services	\$ 180.00
20185	Northampton County Seed Company, Inc.	Park Facilities Maintenance	\$ 185.00
20186	Interstate Battery of Allentown	Municipal Facilities Maintenance	\$ 96.85
20187	Staples Business Advantage	Office Supplies	\$ 160.23
20188	Bath Supply Co., Inc.	Municipal Facilities Maintenance	\$ 22.80
20189	Sharkan Supply Co.	Public Works Shop Tools/Equipment	\$ 765.98
20190	Safeguard Business Systems	Office Supplies	\$ 326.26
20191	Neighbor's Home & Garden Center	Public Works Equipment Parts/Supplies	\$ 53.31
20192	U.S. Municipal Supply, Inc.	Equipment Parts Supplies / Traffic Signs Suppl	\$ 2,372.67
20193	Advance Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 62.60
20194	A&A Sales Associates, LLC	Public Works Supplies	\$ 301.65
20195	Valley Industrial Rubber Products	Public Works Equipment Parts/Supplies	\$ 92.90
20196	Plasterer Equipment Co., Inc.	Public Works Equipment Parts/Supplies	\$ 645.33
20197	Deer Country Farm & Lawn, Inc.	Public Works Equipment Parts/Supplies	\$ 210.00
20198	Best Line Equipment	Public Works Equipment Parts/Supplies/Rental	\$ 4,080.27
20199	New Enterprise Stone & Lime Co., Inc.	Construction/Rebuilding	\$ 934.50
20200	NJ Advance Media	Advertisements	\$ 397.30
20201	J. Smith's Automotive, Inc.	Equipment Repairs	\$ 16.58

Lower Nazareth Township
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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
20202	Allstate Septic Systems	Temporary Restrooms	\$ 225.00
20203	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Material	\$ 258.54
20204	Integra One	Computer Services/Software Maintenance	\$ 81.00
20205	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 340.00
20206	Asteak Law Offices	Legal Services	\$ 6,091.25
20207	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 1,011.77
20208	Volunteer Companies Loan Fund	Fire Company Loan	\$ 965.26
20209	Colonial Regional Police Department	Police Contract Payment	\$ 137,947.75
20210	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 31,392.56
20211	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
20212	Integra One	Software Maintenance	\$ 325.64
20213	Easton Suburban Water Authority	Municipal Bldg Water	\$ 53.28
20214	Easton Suburban Water Authority	Municipal Bldg Water	\$ 71.50
20215	Keystone Municipal Insurance	Workers Comp Insurance	\$ 5,477.25
20216	Wex Bank	Fire Company	\$ 191.96
20217	Service Electric Telephone Co.	Fire Company Telephone	\$ 43.28
20218	Service Electric Cable TV Inc	Fire Company Internet	\$ 62.17
20219	L&D Automotive	Fire Company Equipment Maintenance	\$ 131.43
20220	Verizon Wireless	Fire Company Wireless	\$ 380.84
20221	Verizon Wireless	Fire Company Wireless	\$ 138.56
20222	NJ Advance Media	Advertisements	\$ 571.65
20223	PAPCO	Equipment Motor Fuel	\$ 677.41
20224	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Material	\$ 216.22
20225	Philadelphia Insurance Companies	Summer Park Program Insurance	\$ 495.00
20226	Karen A. Mengel, RPR, CSR	Stenographer	\$ 290.00
20227	Met-Ed	Traffic Signal / Street Light Electricity	\$ 319.49
20228	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 1,495.00

**Lower Nazareth Township
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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
20229	Stitch Fix Inc.	Local Services Tax Refund	\$ 32.00
20230	Morris Black & Sons, Inc.	Municipal Building Maintenance	\$ 230.00
20231	W.B. Mason Company, Inc.	Office Supplies	\$ 77.55
20232	Home Depot	Public Works Tools/Equipment	\$ 407.27
<i>Total General Fund Checking...</i>			\$ 206,093.15

SPECIAL REVENUE / HOST FEE ACCOUNT

Num	Name	Memo	Amount
558	Five Star International, LLC	Equipment Purchase	\$ 40,312.50

MASTER ESCROW ACCOUNT

Num	Name	Memo	Amount
2571	PPL Electric Utilities	Traffic Signal Electricity	\$ 140.19
2572	Met-Ed	Traffic Signal Electricity	\$ 140.38
2573	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 1,536.25
2574	Asteak Law Offices	Legal Services	\$ 1,662.50
2575	Met-Ed	Traffic Signal Electricity	\$ 157.69
2576	Asteak Law Offices	Legal Services	\$ 1,425.00
2577	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 5,073.25
<i>Total Master Escrow Account...</i>			\$ 10,135.26

RECYCLING/REFUSE ACCOUNT

Num	Name	Memo	Amount
1388	Five Star International LLC	Equipment Purchase	\$ 40,312.50
1389	LNT Petty Cash	Clean Up Day	\$ 150.00
<i>Total Recycling/Refuse Account...</i>			\$ 40,462.50

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DEVELOPMENT & INSPECTION ACCOUNT

Num	Name	Memo	Amount
1948	VOIDED		\$ -
1949	Fifth Stage Inc Sign Shop of Poconos	Building Permit Refund	\$ 215.00
1950	Chase Card Services	Training Contribution - 1st Quarter 2020	\$ 198.00
1951	Aerial Communication Systems Inc	Building Permit Refund	\$ 35.00
<i>Total Development & Inspection Account...</i>			<u><u>\$ 448.00</u></u>

CAPITAL RESERVE ACCOUNT

Num	Name	Memo	Amount
1174	Nazareth Area Council of Governments	Multi-Municipal Comp Plan Update	\$ 2,332.83
1175	Adams Glass & Aluminum, Inc.	Capital Construction	\$ 435.50
1176	Home Depot Credit Services	Capital Construction	\$ 528.02
<i>Total Capital Reserve Account...</i>			<u><u>\$ 3,296.35</u></u>

PAYROLL ACCOUNT

May 22, 2020	\$ 43,755.30
June 5, 2020	\$ 44,312.06
<i>Total Payroll Account...</i>	
<u><u>\$ 88,067.36</u></u>	

OPEN SPACE ACCOUNT

1080	Barwis Construction	Capital Construction	\$ 3,975.30
1081	Keystone Cement Company	Aggregate/Pipe & Drainage Supplies	\$ 513.25
1082	All-Phase Electric Supply Co	Capital Construction	\$ 769.15
1083	Keystone Cement Company	Aggregate/Pipe & Drainage Supplies	\$ 770.63
1084	All-Phase Electric Supply Co	Capital Construction	\$ 51.35
1085	Keystone Cement Company	Aggregate	\$ 564.66
<i>Total Open Space Account...</i>			<u><u>\$ 6,644.34</u></u>

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SEWER ACCOUNT

967	Hanover Township	Transportation Fee	\$ 9,600.00
968	PPL Electric Utilities	Main Meter Electricity	\$ 27.64
		<i>Total Sewer Account...</i>	<u><u>\$ 9,627.64</u></u>