

**LOWER NAZARETH TOWNSHIP  
BOARD OF SUPERVISORS  
MINUTES  
August 14, 2019**

The Lower Nazareth Township Board of Supervisors held their regularly scheduled meeting at the Lower Nazareth Municipal Building on Wednesday August 14, 2019. The Chairman called the meeting to order at 6:30 PM.

Present were:

James S. Pennington	-	Chairman	Gary Asteak	-	Solicitor
Martin Boucher	-	Vice Chairman	Albert Kortze	-	Engineer
Robert J. Hoyer	-	Supervisor	Lori A. Stauffer	-	Manager
Bert R. Smalley	-	Supervisor	Tammi Dravec	-	Secretary/Treasurer
Amy L. Templeton	-	Supervisor	Lori Seese	-	Planning/Zoning Administrator

*\*\*\* The Board held an executive session prior to tonight's meeting for litigation discussion \*\*\**

**Approval of Minutes**

A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to approve the July 24<sup>th</sup> meeting minutes. Ms. Templeton abstained. 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 Incident Report for July 2019.

Hecktown Fire Company – Chief Jeff Seip – Chief Seip gave a brief presentation on the history of the fire company, current membership, training, equipment, and funding. Chief Seip stated that they are looking to supplement their daytime crew with Township employees, as is done in neighboring municipalities. He stated that most calls run under an hour and understands there will be times when public works crews cannot leave their post during paving or plowing operations. Chief Seip said they would be looking for drivers and traffic control. Ms. Stauffer asked Chief Seip to put together a list of expectations and she will speak with our public works crews.

**Correspondence**

There was no discussion under Correspondence.

**Subdivision and Land Development**

Easton Suburban Water Authority – Preliminary/Final Land Development – Resolution #LNT-20-19 – Craig Swinsburg from ESWA gave a brief presentation on the new pumping station proposed within Louise Moore Park on the east side of Country Club Road. This pumping station is a replacement to the existing facility located along Butztown Road. A motion was moved by Mr. Boucher and was seconded by Mr. Smalley to approve Resolution #LNT-20-19. The motion carried unanimously.

Innovative Control Systems (ICS) Plan Withdrawal – The Board acknowledged receipt of a letter withdrawing the plan.

### **Supervisors' Comments**

Mr. Pennington reported they continuing to gather information for the NAZCOG Plan Update and will be holding meetings for public input this fall.

Mr. Hoyer commented that they received letters of interest from individuals for the Environmental Advisory Council and will continue to accept applications until the end of August.

Mr. Smalley, Ms. Templeton, and Mr. Boucher had no comments.

### **Engineer's Report**

There was no discussion under Engineer's Report.

### **Solicitor's Report**

Open Space Ordinance – Earned Income Tax (EIT) – Ordinance #234-08-19 – A motion was moved by Mr. Hoyer and was seconded by Mr. Smalley to adopt Ordinance #234-08-19. The motion carried unanimously.

Auditor Vacancy – The Board received two letters or interest for the vacancy on the Board of Auditors. Mr. Boucher nominated Ms. Vitale. The Board unanimously appointed Ms. Vitale to the board.

### **Manager's Report**

Senior Center / 306 Butztown Road – Ms. Stauffer reported on the status of the improvements to our Butztown Road building and said the supervisors should stop by and see the work completed.

Hahn's Meadow – PPL Right-of-Way Request – Ms. Stauffer reported that the Township received a right-of-way request. She forwarded it to Solicitor Asteak who wanted a map depicting the exact area for the right-of-way and for compensation for the Township. To date, there has been no response but PP: is re-evaluating the need for the right-of-way. The Board tabled any motion until we receive a response.

USDA Spotted Lantern Fly Authorization – Ms. Stauffer met with an individual from the USDA regarding the spotted lantern fly. They provided information to share with the public. The USDA is looking for authorization from the Township to come onto township property to deal with the spotted lantern fly infestation. Trees under 6" in diameter would be cut down, larger trees would be treated to kill the spotted lantern fly. There would be no cost to the Township. A motion was moved by Mr. Smalley and was seconded by Mr. Boucher to grant authorization. Mr. Hoyer inquired what chemicals were being used, their effects, safety to the public, and if they had the personnel? Ms. Stauffer stated she would speak to the individual from the USDA and have her attend a meeting to explain the process and answer any questions. The Board tabled any motion until we receive more information.

Time Extension Report – Ms. Stauffer reported that the Township accepted a time extension for the IDI Land Development Plan through April 17, 2020.

### **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 August 14, 2019. The motion carried unanimously.

**Courtesy of the Floor**

Allison Brewster, 399 Hemlock Lane, complained about the property at 400 Hemlock Lane. She stated the lawn has not been mowed properly in a year. Ms. Brewster is aware that the property was recently sold at sheriff's sale. She requested a letter sent to the new owners and a copy sent to her attention. Ms. Seese commented that she already investigated this, and the property transfer has not been posted. Solicitor Asteak told Ms. Seese to call the sheriff for the information.

**Adjournment**

The meeting adjourned at 7:30 PM.

Respectfully submitted by,



Tammi Dravec  
Secretary/Treasurer

**Lower Nazareth Township  
Bills To Be Approved  
August 14, 2019**

**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
19353	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 34,582.26
19354	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 476.00
19355	Wex Bank	Fire Company	\$ 755.57
19356	Service Electric Cable TV Inc	Fire Company Internet	\$ 56.64
19357	Service Electric Telephone Co.	Fire Company Telephone	\$ 44.93
19358	Verizon Wireless	Fire Company Wireless	\$ 138.56
19359	Verizon Wireless	Fire Company Wireless	\$ 383.48
19360	Met-Ed	Traffic Signal / Street Light Electricity	\$ 278.51
19361	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 2,910.50
19362	Edwards Business Systems	Copier Maintenance	\$ 177.01
19363	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 95.50
19364	Allstate Septic Systems	Temporary Restrooms	\$ 225.00
19365	Advance Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 377.10
19366	Cumberland Truck Parts	Public Works Equipment Parts/Supplies	\$ 607.82
19367	Edwards Business Systems	Copier Maintenance	\$ 555.17
19368	France Anderson Basile and Company, P.C	Auditing Services	\$ 3,180.00
19369	National Elevator Inspection Services	Municipal Building Facilities Maintenance	\$ 91.85
19370	Brown & Brown of Lehigh Valley	Township Insurance	\$ 93.00
19371	Easton Suburban Water Authority	Municipal Bldg Water	\$ 69.23
19372	Mansfield Oil Company	Equipment Motor Fuel	\$ 2,243.82
19373	PAPCO	Equipment Motor Fuel	\$ 1,867.03
19374	Lori Seese	Education/Training	\$ 92.80
19375	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 1,011.77
19376	Volunteer Companies Loan Fund	Fire Company Loan	\$ 965.26
19377	Colonial Regional Police Department	Police Contract Payment	\$ 123,656.83
19378	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
19379	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 30,338.30

**Lower Nazareth Township**  
**Bills To Be Approved**  
August 14, 2019

**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
19380	Integra One	Computer Services/Software Maintenance	\$ 500.00
19381	Verizon Wireless	Municipal/Public Works Wireless	\$ 527.06
19382	City of Bethlehem	Hydrant Assessment	\$ 156.54
19383	Edwards Business Systems	Copier Maintenance	\$ 177.01
19384	RCN	Internet & Telephone Services	\$ 809.31
19385	PPL, Inc.	Municipal Drive Electricity	\$ 902.68
19386	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Ele	\$ 965.48
19387	PA One Call System, Inc.	Monthly Activity	\$ 54.02
19388	NJ Advance Media	Advertisement	\$ 698.60
19389	The Morning Call	Subscription Renewal	\$ 124.00
19390	The Key	Advertisements	\$ 292.80
19391	Brian's Professional Cleaning	Park Maintenance	\$ 625.00
19392	Home Depot	Public Works Supplies	\$ 347.89
19393	Suburban Propane	Park Fuel	\$ 302.42
19394	Kona Ice Easton	Summer Park Program	\$ 300.00
19395	Sam's Club	Municipal Building Supplies	\$ 580.79
19396	Mansfield Oil Company	Equipment Motor Fuel	\$ 2,182.17
19397	Pitney Bowes	Office Supplies	\$ 64.58
19398	Staples Business Advantage	Office Supplies	\$ 171.17
19399	Foley, Incorporated	PW Equipment Parts/Supplies	\$ 1,405.04
19400	General Highway Products, Inc.	Traffic Signal Supplies	\$ 620.00
19401	Service Tire Truck Centers	Public Works Equipment Repair	\$ 1,673.00
19402	Northampton County Seed Company, Inc.	Public Works Supplies	\$ 290.00
19403	Green Pond Nursery, Inc.	Municipal Facilities Maintenance	\$ 238.00
19404	Cumberland Truck Parts	Public Works Equipment Parts/Supplies	\$ 439.19
19405	Tractor Supply Credit Plan	Public Works Supplies	\$ 24.99
19406	Chase Card Services	Postage/Summer Park/Office Supplies	\$ 1,571.96

**Lower Nazareth Township  
Bills To Be Approved  
August 14, 2019**

**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
19407	Fehnel, Audra N	Background Check Reimbursement	\$ 23.85
19408	Swanson, Cheyanne E	Background Check Reimbursement	\$ 23.85
19409	Sledz, Julia S	Background Check Reimbursement	\$ 23.85
19410	Peterson, Heather A	Background Check Reimbursement	\$ 23.85
19411	Sam's Club MC/SYNCB	Fire Company Supplies	\$ 751.51
19412	Fire Pump Systems	Fire Company Equipment Maintenance	\$ 1,743.20
19413	Bethlehem Sewerage & Excavating	Fire Company Septic Service	\$ 585.00
19414	Trach Plumbing & Heating	Fire Company Maintenance	\$ 325.00
19415	Home Depot	Fire Company Supplies	\$ 120.44
19416	Horwith Freightliner	Fire Company Equipment Maintenance	\$ 605.39
19417	Sparkle Car Wash on 248 LLC	Fire Company	\$ 10.00
19418	PPL, Inc.	Fire Company Electricity	\$ 549.88
<i>Total General Fund Checking...</i>			<b><u><u>\$ 227,115.23</u></u></b>

**REFUSE / RECYCLING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1369	Allstate Septic Systems, LLP	Temporary Restroom	\$ 115.00

**CAPITAL RESERVE EQUIPMENT REPLACEMENT ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1255	<i>VOIDED</i>		
1256	Lafayette Ambassador Bank	Lease Payment	\$ 16,242.52
1257	Lafayette Ambassador Bank	Lease Payment	\$ 34,950.55
<i>Total Capital Reserve Equipment Replacement Account...</i>			<b><u><u>\$ 51,193.07</u></u></b>

**Lower Nazareth Township  
Bills To Be Approved  
August 14, 2019**

**OPEN SPACE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1041	Service Tire Truck Centers, Inc	Equipment Repair	\$ 229.55
1042	Foley, Inc	Equipment Rental	\$ 10,739.00
1043	Exeter Suuply Co, Inc	Capital Construction	\$ 3,055.20
1044	New Enterprise Stone & Lime Co, Inc	Aggregate	\$ 1,183.54
1045	Keystone Cement Company	Aggregate	\$ 8,575.39
1046	O.R.E.	Equipment Rental	\$ 583.20
1047	Foley, Inc	Equipment Rental	\$ 8,152.88
<i>Total Open Space Account...</i>			<b>\$ 32,518.76</b>

**CAPITAL RESERVE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1126	Sherwin-Williams	Capital Construction	\$ 31.20
1127	Alliance Architecture	Capital Construction	\$ 490.00
1128	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 8,242.42
1129	GC Electric Co., Inc.	Capital Construction	\$ 5,592.00
1130	Hecktown Glass & Window	Capital Construction	\$ 3,280.00
1131	HAB-MISC	NASD Real Estate Taxes	\$ 6,928.48
1132	Home Depot Credit Services	Capital Construction	\$ 200.78
1133	Lower Nazareth Township	Engineering Services	\$ 3,240.25
<i>Total Capital Reserve Account...</i>			<b>\$ 28,005.13</b>

**DEVELOPMENT & INSPECTION ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1926	CodeMaster Inspections Services, Inc.	Building Inspection Services	\$ 6,289.00
1927	Aaron & Kimberly Blackham	Building Permit Refund	\$ 145.00
<i>Total Development &amp; Inspection Account...</i>			<b>\$ 6,434.00</b>

**Lower Nazareth Township  
Bills To Be Approved  
August 14, 2019**

**SEWER DEPARTMENT ACCOUNT**

Num	Name	Memo	Amount
956	PPL Electric Utilities	Main Meter Electricity	\$ 28.81

**PAYROLL ACCOUNT**

August 2, 2019	\$ 57,184.14
August 16, 2019	\$ 51,015.34
<i>Total Payroll Account...</i>	<b>\$ 108,199.48</b>

**MASTER ESCROW ACCOUNT**

Num	Name	Memo	Amount
2057	County of Northampton	Parcel ID	\$ 675.00
2058	Northampton County Recorder of Deeds	Plan Recording	\$ 65.00
2059	Met-Ed	Traffic Signal Electricity	\$ 281.88
2060	PPL Electric Utilities	Traffic Signal Electricity	\$ 141.55
2061	Kay Builders, Inc.	Escrow Refunds	\$ 6,901.50
2062	Sterling Crossing, LLC	Escrow Refund	\$ 2,171.00
2063	East Allen Construction	Lot 29 - 4539 Stephanie Drive - Septic	\$ 2,000.00
2064	Bob Grzenda	Key Return	\$ 25.00
2065	Adam Anthony	Key Return	\$ 25.00
2066	Sean Kirchhofer	Key Return	\$ 25.00
2067	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 37,736.25
2068	Christian Funari	Escrow Refund	\$ 140.02
2069	George Kratzer	Escrow Refund	\$ 1.10
<i>Total Master Escrow Account...</i>			<b>\$ 50,188.30</b>