

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
August 20, 2014**

The Lower Nazareth Township Board of Supervisors held a regularly scheduled meeting at the Lower Nazareth Municipal Building on Wednesday August 20, 2014. The Chairman called the meeting to order at 6:30 PM.

Present were:

James S. Pennington	- Chairman	Steve Mills	- Solicitor (for Gary Asteak)
Gerald R. Green	- Vice Chairman	Timm A. Tenges	- Manager, Secretary/Treasurer
Robert S. Kucsan	- Supervisor	Eric A. Albert	- Municipal Office Coordinator
Albert Kortze	- Engineer	Lori B. Seese	- Zoning Administrator

Absent were:

Eric E. Nagle, Supervisor Martin J. Boucher, Supervisor Tammi Dravec, Asst. Secretary/Treasurer

Approval of Minutes

The minutes from the three previous meetings were tabled until the September 10, 2014 meeting.

Reports (*Reports are available to review at the Township Office and on our website.*)

Mr. Pennington acknowledged the receipt of the Financial Report for June 2014.

Subdivision and Land Development

Phillips & Phillips – Phillips Feed – Letter of Credit Reduction – Mr. Kortze reviewed his letter dated August 20, 2014 and recommended that the letter of credit be reduced from \$934,096.80 to \$617,933.70. A motion to approve the reduction was made by Mr. Green and seconded by Mr. Kucsan. The motion carried.

Griffin Land Development – Letter of Credit Reduction & Commence Maintenance Period – Mr. Kortze reviewed his letter dated August 18, 2014 and recommended that the letter of credit be reduced from \$138,018.60 to \$104,358.60, he also recommended that they commence with their maintenance period. A motion to approve the reduction and commence with the maintenance period was made by Mr. Kucsan and seconded by Mr. Green. The motion carried.

Sterling Oaks – Hidden Oaks Phase IV – Security Release – Mr. Kortze reviewed his letter dated August 18, 2014 and recommended the release of the \$800.00 currently retained for the extended maintenance within Hidden Oaks II, Phase IV. A motion to approve the security release was made by Mr. Green and seconded by Mr. Kucsan. The motion carried.

Trio Fields Phase IV – Improvements Agreement – Authorization to Execute – A motion was moved by Mr. Green to authorize the execution of the improvements agreement once they are reviewed by the Township and any minor changes may be added to them at that time. This motion was seconded by Mr. Kucsan. The motion carried.

Brown – Daub Fiat – Improvements Agreement – Authorization to Execute – A motion was moved by Mr. Green to authorize the execution of the improvements agreement once they are reviewed by the Township and any minor changes may be added to them at that time. This motion was seconded by Mr. Kucsan. The motion carried.

Keystone Foods – Road Widening Improvements Agreements – Authorization to Execute – A motion was moved by Mr. Kucsan and was seconded by Mr. Green to authorize execution of the improvements agreements. The motion carried.

Keystone Foods – Land Development Improvements Agreements – Authorization to Execute – A motion was moved by Mr. Green and was seconded by Mr. Kucsan to authorize execution of the improvements agreements. The motion carried.

Supervisors' Comments

Mr. Kucsan, Mr. Pennington, and Mr. Green had no comments.

Manager's Report

Mr. Tenges reported that the County of Northampton has granted us a time extension for the review of the land development plan for the Louise Moore Park Maintenance Building until December 17, 2014.

Engineer's Report

Mr. Kortze is reviewing an amended plan for the widening of Hecktown Road by Phillips Feed and will report on that once his review is finished. He also stated that this may cause him to amend his improvements cost estimate of \$99,210.00 when his review is complete.

Solicitor's Report

There were no items to discuss under Solicitor's Report.

Old Business

There were no items to discuss under Old Business.

New Business

There were no items to discuss under New Business.

Payment of the Bills

A motion was moved by Mr. Green and was seconded by Mr. Kucsan to approve payment of the bills dated August 20, 2014. The motion carried.

Courtesy of the Floor

Travis Gerould, 463 School House Road, asked what the creations of three new bank accounts were for. Mr. Tenges stated that the funds were created so that the township could accumulate funds for major capital projects. The funds consist of a Fiscal Stability Fund, Highway Reconstruction Fund, and an Equipment Replacement Fund.

Adjournment

A motion to adjourn the meeting was moved by Mr. Green and seconded by Mr. Kucsan. The meeting adjourned at 6:47 PM.

Respectfully submitted by,

Eric Albert

Eric Albert

Municipal Office Coordinator

Board of Supervisors Minutes
August 20, 2014

**Lower Nazareth Township
Bills To Be Approved
August 20, 2014**

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<u>GENERAL FUND CHECKING ACCOUNT</u>			
14544	Diana Wallbillich	Summer Park Program	\$ 93.93
14545	PAMA	Conference	\$ 512.00
14546	Diana Wallbillich	Summer Park Program	\$ 36.81
14547	Lori Peck, OCR	Stenographer	\$ 140.00
14548	Wilson Products	Public Works Supplies	\$ 111.82
14549	Edwards Business Systems	Copier Maintenance	\$ 88.00
14550	Easton Suburban Water Authority	Municipal Bldg Sprinkler	\$ 210.00
14551	PPL, Inc.	Municipal Drive Electricity	\$ 678.41
14552	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Ele	\$ 1,809.36
14553	Verizon Wireless	Municipal/Public Works Wireless	\$ 407.27
14554	AT&T	Municipal/Public Works Long Distance	\$ 75.90
14555	Deer Park	Municipal Bottled Water	\$ 19.66
14556	Dominion Elevator Inspection Services	Building Maintenance	\$ 65.00
14557	Easton Area Joint Sewer Authority	Operating and Capital Operating Expense	\$ 889.87
14558	Mansfield Oil Company	Equipment Motor Fuel	\$ 590.88
14559	G C Electric Co., Inc.	Park Facilities Maintenance	\$ 641.17
14560	Trach Plumbing & Heating	Facilities Maintenance	\$ 411.00
14561	Exeter Supply Co., Inc.	Fire Company Maintenance	\$ 84.00
14562	Easton Suburban Water Authority	Fire Company Water	\$ 275.00
14563	PPL, Inc.	Fire Company Electricity	\$ 509.24
14564	Service Electric Cable TV Inc	Fire Company Internet	\$ 43.24
14565	Verizon Wireless	Fire Company Wireless	\$ 459.72
14566	Staples Credit Plan	Office/Zoning/Supplies	\$ 151.90
14567	Lower Nazareth Township	Establish New Bank Account	\$ 300,000.00
14568	Lower Nazareth Township	Establish New Bank Account	\$ 50,000.00

**Lower Nazareth Township
Bills To Be Approved
August 20, 2014**

GENERAL FUND CHECKING ACCOUNT CONTINUED

14569	Lower Nazareth Township	Establish New Bank Account	\$	30,000.00
14570	Lower Nazareth Township	Transfer to Capital Reserve	\$	100,000.00
14571	Mr. John	Temporary Restrooms	\$	517.92
14572	Toshiba Business Solutions	Copier Maintenance	\$	17.13
14573	Edwards Business Systems	Copier Maintenance	\$	326.80
14574	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$	1,476.00
14575	Karen A. Mengel, RPR, CSR	Stenographer	\$	95.00
14576	PA Unemployment Compensation Fund	Unemployment Compensation	\$	214.42
14577	Verizon	Public Works Telephone	\$	161.08
14578	Verizon	Municipal Office Telephone	\$	461.90
14579	Easton Suburban Water Authority	Municipal Bldg Water	\$	32.06
14580	State Worker's Insurance Fund	Workers Compensation	\$	1,476.00
14581	McGee Uniform	Fire Police Supplies	\$	833.00
14582	Horwith Freightliner	Fire Company Equipment Maintenance	\$	177.22
14583	ExxonMobil	Fire Company Fuel	\$	464.57
14584	The Express Times	Advertisement	\$	90.55
14585	Met-Ed	Traffic Signal Electricity	\$	237.53
14586	EMC Insurance Companies	Township Insurance	\$	137.00
14587	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$	4,780.00
14588	Easton Suburban Water Authority	Fire Company Water	\$	60.15
14589	Fire Pump Systems	Fire Company Equipment Maintenance	\$	3,485.44
14590	Service Electric Telephone Co.	Fire Company Telephone	\$	40.36
14591	Engines, Inc.	Fire Company / Equipment Service	\$	518.54
14592	Home Depot	Fire Company Supplies	\$	78.19
14593	Liberty Propane Inc.	Municipal Building Propane	\$	115.73
14594	Plasterer Equipment Co., Inc.	Equipment Parts/Supplies	\$	984.31

**Lower Nazareth Township
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GENERAL FUND CHECKING ACCOUNT CONTINUED

14595	Eastern Industries, Inc.	Aggregate Supplies	\$	32.60
14596	Highway Materials, Inc.	Paving / Patching Material	\$	951.29
14597	Oldcastle Precast Inc.	Fire Company	\$	767.75
14598	Kimball Midwest	Public Works Supplies	\$	183.24
14599	Tommy's Small Engine Repair	Equipment Parts/Supplies	\$	32.95
14600	J. Smith's Automotive, Inc.	Equipment Repairs	\$	16.00
14601	Crafco, Inc.	Construction/Rebuilding	\$	2,385.00
14602	Safeguard Business Systems	Office Supplies	\$	69.63
14603	Northampton County Seed Company, Inc.	Public Works Supplies	\$	103.00
14604	Staples Business Advantage	Office Suplies	\$	38.19
14605	Valley Industrial Rubber Products	Equipment Parts/Supplies	\$	233.28
14606	Walmart Community BRC	Public Works Supplies	\$	69.70
14607	PAPCO	Equipment Motor Fuel	\$	1,435.36
14608	Mansfield Oil Company	Equipment Motor Fuel	\$	430.23
14609	Advanced Auto Parts Professional	Public Works Equipment Parts/Supplies	\$	128.26
14610	Anchor Pump and Engineered Equipment	Equipment Purchase	\$	1,243.00
14611	Hecktown Volunteer Fire Company	Fire Company Loan	\$	965.26
14612	Volunteer Companies Loan Fund	Fire Company Loan	\$	965.26
14613	Colonial Regional Police Department	Police Contract Payment	\$	93,537.58
14614	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$	17,842.41
14615	Volunteer Companies Loan Fund	Fire Company Loan	\$	1,011.77
14616	The Express Times	Advertisement	\$	514.06
14617	American English Studies Corp	Real Estate Tax Refund	\$	93.50
14618	Keystone Consulting Engineers, Inc.	Engineering & Inpsection Services	\$	1,896.75
14619	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Ele	\$	1,522.72
14620	PPL, Inc.	Municipal Drive Electricity	\$	994.83

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

14621	PA One Call System, Inc.	Monthly Fax Activity	\$ 87.10
14622	Integra One	Computer Services	\$ 2,000.00
14623	Exeter Supply Co., Inc.	Fire Company Maintenance	\$ 2,144.10
14624	Five Star International LLC	Equipment Parts/Supplies	\$ 296.52
14625	Deer Country Farm & Lawn, Inc.	Public Works Equipment Parts/Supplies	\$ 140.22
14626	Northampton County Seed Company, Inc.	Fire Company Maintenance	\$ 406.50
14627	Staples Business Advantage	Office/Public Works Suplies	\$ 76.54
14628	Service Tire Truck Centers	Public Works Equipment Parts/Supplies	\$ 1,647.19
14629	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 137.35
14630	Highway Materials, Inc.	Paving / Patching Material	\$ 309.42
14631	Mansfield Oil Company	Equipment Motor Fuel	\$ 372.95
14632	Edwards Business Systems	Copier Maintenance	\$ 88.00
14633	Mr. John	Temporary Restrooms	\$ 436.90
14634	Verizon Wireless	Municipal/Public Works Wireless	\$ 385.38
PAID ONLINE	Chase Card Services	Office/Public Works Supplies/Employee Recor	\$ 1,097.37
14635	Home Depot	Facilities Maintenance/Public Works Supplies	\$ 439.86
<i>Total General Fund Checking...</i>			<u>\$ 642,614.10</u>

MASTER ESCROW CHECKING (LAB)

1309	Met-Ed	Traffic Signal Electricity	\$ 121.00
1310	Keystone Consulting Engineers	Engineering & Inspection Services	\$ 10,653.51
1311	Lori Peck, OCR, RPR	Stenographer	\$ 750.00
1312	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 177.50
1313	Fun Affairs	Summer Park Program	\$ 875.00
1314	Regina Dugan	Escrow Refund	\$ 1,963.82

**Lower Nazareth Township
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MASTER ESCROW CHECKING (LAB) CONTINUED

1315	Sterling Oaks, LP	Escrow Refund	\$ 2,256.63
1316	Hanover Group Builders, LLP	Escrow Refund	\$ 2,002.22
1317	Keystone Consulting Engineers	Engineering & Inspection Services	\$ 4,324.00
1318	Stephanie Babinski	Key Return	\$ 25.00
1319	Kay Builders, Inc.	Escrow Refund	\$ 1,000.00
1320	Signal Service, Inc.	Traffic Signal Maintenance	\$ 300.00
1321	DHD Ventures	Escrow Refund	\$ 33.34
1322	Jennifer Heric	Escrow Refund	\$ 415.01
1323	Keystone Consulting Engineers	Engineering & Inspection Services	\$ 13,896.38
1324	Asteak Law Offices	Legal Services	\$ 1,968.75
1325	Met-Ed	Traffic Signal Electricity	\$ 194.31
<i>Total Master Escrow Checking Account...</i>			<u><u>\$ 40,956.47</u></u>

MASTER ESCROW CHECKING (KNBT)

1973	Asteak Law Offices	Legal Services	<u><u>\$ 793.50</u></u>
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RECYCLING/REFUSE ACCOUNT

1201	Mr. John	Temporary Restroom	\$ 140.00
1202	Mr. John	Temporary Restroom	\$ 140.00
<i>Total Recycling/Refuse Account...</i>			<u><u>\$ 280.00</u></u>

DEVELOPMENT & INSPECTION ACCOUNT

1778	CodeMaster Inspection Services, Inc.	Building Inspection Services	<u><u>\$ 7,863.60</u></u>
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**Lower Nazareth Township
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PAYROLL ACCOUNT

July 25, 2014	\$ 35,703.23
August 8, 2014	\$ 35,045.91
August 22, 2014	\$ 32,196.86
<i>Total Payroll Account...</i>	<u>\$ 102,946.00</u>

CAPITAL RESERVE ACCOUNT

841	Hendershot Door Systems Inc	Capital Construction	\$ 1,475.00
842	Lower Nazareth Township	Establish New Bank Account	\$ 300,000.00
843	Lower Nazareth Township	Establish New Bank Account	\$ 34,698.92
844	The Home Depot	Capital Construction	\$ 192.01
845	A&S Fence	Capital Construction	\$ 1,200.00
<i>Total Capital Reserve Account...</i>			<u>\$ 337,565.93</u>

HIGHWAY REHABILITATION / RECONSTRUCTION ACCOUNT

BANK CHECK 331307	Giles & Ransome, Inc.	Equipment Purchase	<u>\$ 150,345.00</u>
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