

**LOWER NAZARETH TOWNSHIP  
BOARD OF SUPERVISORS  
MINUTES  
September 9, 2015**

The Lower Nazareth Township Board of Supervisors held a regularly scheduled meeting at the Township Building on Wednesday September 9, 2015. The Chairman called the meeting to order at 6:30 PM.

Present were:

James S. Pennington	-	Chairman	Albert Kortze	-	Engineer
Gerald R. Green	-	Vice Chairman	Gary Asteak	-	Solicitor
Eric E. Nagle	-	Supervisor	Timm A. Tenges	-	Manager, Secretary/Treasurer
Robert S. Kucsan	-	Supervisor	Tammi Dravec	-	Assistant Secretary/Treasurer
Martin J. Boucher	-	Supervisor	Lori B. Seese	-	Zoning Administrator

**Approval of Minutes**

A motion was moved by Mr. Boucher and was seconded by Mr. Green to approve the minutes from the August 19<sup>th</sup> Board of Supervisors meeting. 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 Volunteer Fire Company Incident Report for August 2015 and the Financial Report for July 2015.

**Correspondence**

There were no items to discuss under Correspondence.

**Subdivision and Land Development**

**Lower Nazareth Commercial Park Improvements Agreement – Authorization to Execute** – A motion was moved by Mr. Boucher and was seconded by Mr. Nagle to authorize this agreement for execution once Mr. Tenges and Solicitor Asteak have resolved any outstanding details. The motion carried.

**Supervisors' Comments**

Mr. Kucsan, Mr. Nagle, and Mr. Boucher had no comments.

Mr. Green reported that he walked through the Township Park and saw a lot of disrepair; specifically the basketball and tennis courts, along with broken benches. He thought the Board should make a motion to resurface the tennis courts and repair the basketball court. Mr. Tenges stated that those items may need to be bid; the estimate they previously received for repair of the tennis court was \$25,000. He stated that he believes we are now able to use Open Space funds for park maintenance. Mr. Green feels these issues are a liability and wants the Township Manager to get prices for the repair work to be completed in the spring. Mr. Tenges stated that he does not have the time and requested Mr. Kortze be authorized to do the research. He noted that there is a sinkhole in the basketball court which has caused the fence to sink. Mr. Tenges also noted that benches are about \$600/each. A motion was made by Mr. Green and was seconded by Mr. Boucher to authorize Mr. Kortze to calculate the cost of repairs to determine if the project will need to be bid or not. The motion carried.

Travis Gerould, 463 Schoolhouse Road, commented that years ago there was a Parks and Rec Committee that oversaw issues such as this and would even work together to make repairs. Mr. Pennington commented that the

committee folded because no one was willing to sit on the board; therefore those issues now fall on the Township Manager.

Mr. Pennington attended a meeting at Lehigh Valley Planning Commission (LVPC) about roundabouts that are being proposed in the area, several are within Lower Nazareth Township. Roundabouts are reported to be much safer than traditional intersections.

### **Manager's Report**

2014 Financial Statement – Mr. Tenges acknowledged the receipt of the 2014 Financial Audit and report that there were no findings.

2016 Minimum Municipal Obligation (MMO) – Mr. Tenges requested approval of the 2016 MMO which is \$97,311.73. This is less than the 2015 MMO which was \$98,350.95.

Traffic Impact Fee Reduction – Victory / ProLogis – Mr. Tenges proposed lowering the traffic impact fee (TIF) in lieu of continuing the reconstruction of Hanoverville Road to Township Line Road. Once the details are worked out the reduction will be made by resolution. A motion was moved by Mr. Green and was seconded by Mr. Kucsan to forward the discussion with the developers. The motion carried.

Bethlehem Township Ambulance – Mr. Tenges reported that the ambulance is now in our possession.

Multi-Municipal COG Meeting – Mr. Tenges attended the meeting along with Mr. Pennington.

2015 FDR Project Update – Mr. Tenges stated that ½ of the paving is complete. He hopes to complete the paving by the end of next week.

Hanoverville Road Construction – The reconstruction of Hanoverville Road should begin next week sometime. The road will always be open but to expect delays.

### **Engineer's Report**

Phillips Feed – Letter of Credit Reduction – Mr. Kortze reviewed his letter and recommended the letter of credit be reduced to \$554,432.90. A motion was moved by Mr. Kucsan and was seconded by Mr. Boucher to reduce the letter of credit. The motion carried.

Lafayette Bank – Letter of Credit Reduction & Commence Maintenance Period – Mr. Kortze reviewed his letter and recommended commencing the 18-month maintenance period and the reduction of the letter of credit to \$15,113.10. A motion was moved by Mr. Green and was seconded by Mr. Kucsan to reduce the letter of credit and commence the 18-month maintenance period. The motion carried.

### **Solicitor's Report**

Hanover Township Sewer Agreement – Solicitor Asteak stated they are putting the finishing touches of the Hanover Township Sewer Agreement. It should be ready for adoption, by ordinance, at the September 23<sup>rd</sup> or October meeting.

Barnhardt Drainage Issue – Solicitor Asteak stated that the case continues; however Lower Nazareth is no longer involved in the suit.

Stone Post Appeal – Solicitor Asteak reported that there is still no decision, but expects one shortly.

Liberty Properties Appeal – Solicitor Asteak reported that case is scheduled for September 22<sup>nd</sup> but expects it to be delayed / continued until a later date.

### **Old Business**

Final Agreed Upon Procedures Report – Buckno Lisicky – The study, conducted by Buckno Lisicky, was to determine if allocations are correct according to the agreement. Mr. Pennington reviewed the results of the study which found errors in applying incidents to the correct municipality and in time frames used to calculate incidents. A lengthy discussion followed.

Mr. Nagle requested to see the minutes where Chief Seiple was directed to stray from the agreement in developing his budget. He wants to follow the numbers found in Chief Seiple's annual report. Solicitor Asteak believes that any deviation from the agreement should be done by ordinance.

Mr. Pennington felt that the money Lower Nazareth paid for this audit was money well spent.

A motion was moved by Mr. Nagle and was seconded by Mr. Green to formally present this report to the Colonial Regional Police Commission (CRPC) and make the following three requests: that Lower Nazareth and Bath should be reimbursed the year the incorrect data was used, that a mechanism be developed to verify locations and the municipality it falls within, and that the agreement be followed in regards to the timeframe for incidents or be changed by ordinance. The motion carried.

Travis Gerould, 463 Schoolhouse Road, requested clarification on the process.

Mr. Tenges stated that the mindset for the agreement was that it shouldn't matter whether you use the most current information; the formula corrects itself. We should use published data from the annual report.

### **New Business**

There were no items to discuss under New Business.

### **Payment of the Bills**

A motion was moved by Mr. Kucsan and was seconded by Mr. Nagle to approve payment of the bills dated September 9, 2015. The motion carried.

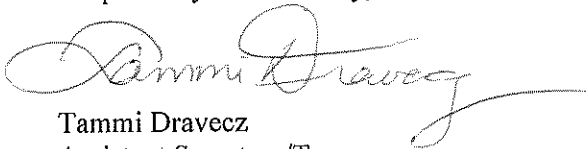
### **Courtesy of the Floor**

There were no items to discuss under Courtesy of the Floor.

### **Adjournment**

A motion was moved by Mr. Green and was seconded by Mr. Boucher to adjourn the meeting at 7:42PM.

Respectfully submitted by,

  
Tammi Dravec  
Assistant Secretary/Treasurer

**Lower Nazareth Township  
Bills To Be Approved  
September 9, 2015**

**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
15596	PABCO	Continuing Education	\$ 370.00
15597	State Worker's Insurance Fund	Workers Compensation	\$ 1,284.00
15598	France Anderson Basile and Company, P.C	Auditing Services	\$ 2,500.00
15599	Easton Suburban Water Authority	Municipal Bldg Water	\$ 34.12
15600	Easton Suburban Water Authority	Municipal Bldg Water	\$ 294.77
15601	Horwith Freightliner	Fire Company Equipment Maintenance	\$ 664.61
15602	Kistler O'Brien	Fire Company Equipment Maintenance	\$ 1,393.15
15603	Trach Plumbing & Heating	Fire Company Facilities Maintenance	\$ 300.00
15604	PPL, Inc.	Fire Company Electricity	\$ 600.74
15605	Service Electric Telephone Co.	Fire Company Telephone	\$ 44.36
15606	Service Electric Cable TV Inc	Fire Company Internet	\$ 44.35
15607	Verizon Wireless	Fire Company Wireless	\$ 467.25
15608	Shop One Fire Apparatus	Fire Company Equipment Maintenance	\$ 1,746.81
15609	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 1,732.75
15610	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 965.26
15611	Volunteer Companies Loan Fund	Fire Company Loan	\$ 965.26
15612	Colonial Regional Police Department	Police Contract Payment	\$ 98,566.50
15613	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
15614	Five Star International LLC	Public Works Equipment Parts/Supplies	\$ 199.00
15615	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Ele	\$ 1,127.90
15616	Security Service Company, Inc.	Security System Monitoring	\$ 225.57
15617	Met-Ed	Traffic Signal Electricity	\$ 282.85
15618	Staples Business Advantage	Office Supplies	\$ 1,058.16
15619	Sander Power Equipment Company	Equipment Parts/Supplies	\$ 45.67

**GENERAL FUND CHECKING ACCOUNT CONTINUED**

**Lower Nazareth Township  
Bills To Be Approved  
September 9, 2015**

15620	Kimball Midwest	Public Works Supplies	\$ 148.23
15621	Sherwin-Williams	Park Supplies	\$ 1,078.70
15622	Best Line Equipment	Equipment Parts / Supplies	\$ 265.70
15623	Pitney Bowes	Office Supplies	\$ 33.98
15624	Safeguard Business Systems	Office Supplies	\$ 138.30
15625	Highway Materials, Inc.	Paving & Patching Material	\$ 62.15
15626	Service Tire Truck Centers	Public Works Equipment Parts/Supplies	\$ 290.32
15627	Edwards Business Systems	Copier Maintenance	\$ 417.14
15628	Lehigh Fuels, LLC	Equipment Motor Fuel	\$ 940.46
15629	Integra One	Data Processing Equipment/Computer Services	\$ 1,526.75
15630	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 390.00
15631	Hicks Portable Toilets	Temporary Restrooms	\$ 140.00
<b>Total General Fund Checking...</b>			<b>\$ 121,356.58</b>

**PAYROLL ACCOUNT**

September 4, 2015

**\$ 34,356.17**

**MASTER ESCROW CHECKING (LAB)**

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
1492	County of Northampton	Parcel ID	\$ 5.00
1493	Northampton County Recorder of Deeds	Plan Recording	\$ 125.00
1494	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 46,717.95
1495	Kay Builders, Inc.	Escrow Refunds	\$ 10,000.00
1496	Jen Kilariski	Key Return	\$ 25.00
1497	Met-Ed	Traffic Signal Electricity	\$ 96.04
1498	C&S Wholesale Grocers	Escrow Refund	\$ 1,942.89

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

1499	Lydia Williams	Escrow Refund	\$ 1,625.10
1500	Cardinal, LLC	Escrow Refund	\$ 415.30
1501	Jeffrey Hawbecker	Escrow Refund	\$ 2.28
1502	Laura McCrone	Escrow Refund	\$ 160.01
<i>Total LAB Master Escrow Account...</i>			<u><u>\$ 58,911.88</u></u>

**CAPITAL RESERVE ACCOUNT**

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
915	Staples Advantage	Office Equipment	<u><u>\$ 1,599.98</u></u>

**HIGHWAY RECONSTRUCTION / REHABILITATION ACCOUNT**

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
1016	Exeter Supply Co., Inc.	Pipe & Drainage Supplies	<u><u>\$ 652.38</u></u>

**DEVELOPMENT & INSPECTION ACCOUNT**

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
1810	Barry Isett & Associates, Inc.	Building Inspection Services	\$ 2,362.00
1811	DCED	Training Contribution - 2nd Quarter	\$ 220.00
<i>Total Development &amp; Inspection Account...</i>			<u><u>\$ 2,582.00</u></u>

**RECYCLING / REFUSE ACCOUNT**

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
1221	Hicks Portable Toilets	Temporary Restrooms	<u><u>\$ 75.00</u></u>