

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
September 25, 2019**

The Lower Nazareth Township Board of Supervisors held their regularly scheduled meeting at the Lower Nazareth Municipal Building on Wednesday September 25, 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
Amy L. Templeton	-	Supervisor	Eric Albert	-	Office Manager
			Lori Seese	-	Planning/Zoning Administrator

Absent were:

Bert R. Smalley - Supervisor
Tammi Dravec - Secretary/Treasurer

****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 September 11, 2019 meeting minutes. The motion carried unanimously.

A motion was moved by Ms. Templeton and was seconded by Mr. Pennington to approve the September 18, 2019 special meeting minutes. Mr. Boucher and Mr. Hoyer 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 Financial Report for August 2019, as well as the July and August Library Report. Norma Shriver was on hand to report from the library and to highlight a few events that will be hosted by the Nazareth Memorial Library. She stated that the Library is proud to present their Touch a Truck event again this year. They would be celebrating their 10th anniversary with the event which will be held in Bushkill Township this year. She wanted to thank Lower Nazareth Township for reaching out to the Library and offering them the opportunity to run a fundraiser during the Township's Halloween Movies in the Park event to be held in October. Mrs. Shriver also stated that the Library would like to thank Lower Nazareth Township for its continued financial support with helping to fund the Library.

Northampton County CDBG Check Presentation

Tina Smith, Director of the Department of Community and Economic Development (DCED) for Northampton County, was on hand to present Lower Nazareth Township with a check for \$10,000 that will go towards the construction of an ADA compliant four-unit bathroom at Newburg Park which is currently under construction.

Correspondence

A letter was received from Norma Shriver stating that at the end of her term she will not be seeking reappointment to her position as Lower Nazareth representative on the Nazareth Memorial Library

Board. She also wanted to thank the Township for giving her the wonderful opportunity of serving the township and library. Ms. Stauffer reported that we did receive correspondence from Jeff Shepherd, 4485 Whitetail Drive, stating that he would be more than happy to serve on the Nazareth Memorial Library Board when the position comes available.

Subdivision and Land Development

Lehigh Valley Health Network – Revised Final Land Development – Resolution #LNT-22-19 – Jim Rothdeutsch, engineer for The Pidcock Company, outlined the Revised Final Land Development Plan for the new hospital and noted they would like to break ground by late fall of this year. A motion was moved by Mr. Boucher to approve Resolution #LNT-22-19 and was seconded by Ms. Templeton. The motion carried.

Supervisors' Comments

Mr. Boucher stated he attended the CRPD meeting and that they have approved a budget for the 2020 year which will include the addition of two new officers, taking the number of officers from 23 – 25. He stated that the budget will be given to the Lower Nazareth Township and Hanover Township Boards for their review and approval.

Mr. Hoyer commented that they have appointed members to the Open Space committee and are now looking to finalize when they will meet. He also stated that he stopped by 306 Butztown Road to check on the construction at the old municipal building and was thrilled with the job that our public works employees are doing.

Mr. Pennington reported he also attended the CRPD meeting. He also attended the NAZCOG meeting on Tuesday evening and they continue to move along with the Multi Municipal Plan update. In addition, they are in the process of renewing the animal control officer for another year and are looking into an emergency notification system for municipalities.

Ms. Templeton had no comments.

Engineer's Report

There was no discussion under Engineer's Report.

Solicitor's Report

There was no discussion under Solicitor's Report.

Manager's Report

2019 FDR Payment – Ms. Stauffer stated that all work for the 2019 FDR work has been completed and was asking for permission to remit payment. A motion to approve payment for work completed on the 2019 FDR project, subject to receipt of the maintenance bond, was made by Mr. Hoyer and seconded by Mr. Boucher. The motion carried.

Certificate of Deposit Renewal – Resolution #LNT-23-19 – Ms. Stauffer stated that our current Certificate of Deposit (CD) is coming to maturity and that after checking with several banks she would recommend renewing our CD with Fulton Bank for a term of 13 months at an interest rate of 1.98%. A

motion was made by Mr. Hoyer to approve Resolution #LNT-23-19 to renew the current CD with Fulton Bank, the motion was seconded by Ms. Templeton. The motion carried.

Senior Center / 306 Butztown Road Improvements – Ms. Stauffer requested approval to expand renovations to the meeting area housed within our 306 location. Ms. Stauffer stated that she would like to replace the existing carpet with the extra flooring they have leftover from the initial work done on the other side of the building, she would also like to remove the existing dais and have the walls repainted. She is hoping to open the space and give it a more recreational feel. A motion to allow additional renovations was made by Mr. Hoyer and seconded by Mr. Boucher. The motion carried.

2020 General Fund Budget – Ms. Stauffer presented the 2020 General Fund Budget and reviewed key points within the budget. Ms. Stauffer did ask the board for permission to have the Township Engineer prepare bid specifications for the walking trail so that it can be sent out to bid in late 2019 or early 2020. A motion to allow the Township Engineer to prepare the bid specs was made by Mr. Hoyer and seconded by Ms. Templeton. The motion carried.

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 Ms. Templeton to approve payment of the bills dated September 25, 2019. The motion carried unanimously.

Courtesy of the Floor


Travis Gerould, 463 Schoolhouse Road, inquired if there would be a tax increase for 2020. Ms. Stauffer responded by telling him that there would not be any tax increase for next year's budget.

Jeff Shepherd, 4485 Whitetail Drive, asked if anything can be done about the dust that is coming from the two construction sites around his development. Ms. Stauffer stated that the Township was in the process of trying to spray the site with water but that they would be wrapping up the Township's work soon. As for the work being done by Trio, we could reach out to them and ask them to please try and lay water down on the site.

Norma Shriver, 4437 Maria Drive, stated that the Nazareth Memorial Library will be hosting a meeting with local Police Chiefs on October 21st. All are welcome to attend.

Adjournment - The meeting adjourned at 8:12 PM.

Respectfully submitted by,


Eric Albert
Office Manager

**Lower Nazareth Township
Bills To Be Approved
September 25, 2019**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
19484	NCATO	County Convention	\$ 440.00
19485	PABCO	Continung Education	\$ 95.00
19486	NCATO	County Convention	\$ 110.00
19487	USPS	Newsletter Postage	\$ 803.97
19488	CodeMaster Inspection Services, Inc.	Zoning Officer Services	\$ 3,750.00
19489	Laudone & Associates, Inc.	Property Appraisal	\$ 1,050.00
19490	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 661.50
19491	Verizon Wireless	Municipal/Public Works Wireless	\$ 527.06
19492	Sam's Club	Municipal Building Supplies	\$ 253.86
19493	Advance Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 668.88
19494	Staples Business Advantage	Office Supplies	\$ 97.84
19495	PAPCO	Equipment Motor Fuel	\$ 1,160.28
19496	Edwards Business Systems	Copier Maintenance	\$ 96.89
19497	Edwards Business Systems	Copier Maintenance	\$ 177.01
19498	Pitney Bowes	Postage Meter	\$ 180.00
19499	Brown & Brown of Lehigh Valley	Township Insurance	\$ 96.00
19500	City of Bethlehem	Hydrant Assessment	\$ 156.54
19501	Swank Motion Pictures, Inc.	Community Activities	\$ 395.00
19502	Service Electric Cable TV Inc	Fire Company Internet	\$ 56.64
19503	Service Electric Telephone Co.	Fire Company Telephone	\$ 45.03
19504	Verizon Wireless	Fire Company Wireless	\$ 138.56
19505	Verizon Wireless	Fire Company Wireless	\$ 383.48
19506	Keystone Volunteer Insurance Group	Fire Company Insurance	\$ 6,793.00
19507	Coopersburg Kenworth	Equipment Registration	\$ 55.00
19508	Wilson Products	Public Works Shop Tools/Equipment	\$ 56.00
19509	Staver Hydraulics Co., Inc.	Public Works Parts/Supplies	\$ 27.85
19510	Joe's Battery and Tire Service LLC	Public Works Equipment Parts/Supplies	\$ 943.92

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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
19511	Mansfield Oil Company	Equipment Motor Fuel	\$ 1,096.80
19512	B-N-K Performance Gear	Public Works Equipment Repairs	\$ 1,460.00
19513	A & S Fence	Capital Construction	\$ 600.00
19514	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 1,147.00
19515	NJ Advance Media	Advertisement	\$ 449.20
19516	PSATS CDL Program	CDL Drug Testing	\$ 60.00
19517	Valley Tire of Nazareth	Public Works Equipment Parts/Supplies	\$ 54.00
19518	Mansfield Oil Company	Equipment Motor Fuel	\$ 2,801.95
19519	PAPCO	Equipment Motor Fuel	\$ 1,299.46
19520	The Morning Call	Subscription Renewal	\$ 124.00
19521	Edwards Business Systems	Copier Maintenance	\$ 609.57
19522	Marcum, Arielle A	Background Check Reimbursement	\$ 23.85
19523	Hecktown Volunteer Fire Company	2019 Fire Relief	\$ 72,996.02
19524	BB&T	2019 Pension Plan Contribution	\$ 115,000.00
19525	Wex Bank	Fire Company	\$ 389.11
19526	Karen A. Mengel, RPR, CSR	Stenographer	\$ 95.00
<i>Total General Fund Checking...</i>			\$ 217,425.27

REFUSE / RECYCLING ACCOUNT

Num	Name	Memo	Amount
1371	First Regional Compost Authority	4th Qtr 2019 Payment	\$ 5,216.82

CAPITAL RESERVE ACCOUNT

Num	Name	Memo	Amount
1143	Air Professionals, Inc.	Capital Construction	\$ 4,937.50

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OPEN SPACE ACCOUNT - LAB

Num	Name	Memo	Amount
1052	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 11,709.63
1053	CodeMaster Inspection Services, Inc.	Building Inspection Services	\$ 986.26
1054	Foley, Inc.	Equipment Rental	\$ 10,739.00
<i>Total Open Space Account...</i>			\$ 23,434.89

PAYROLL ACCOUNT

September 27, 2019

\$ 64,271.93

DEVELOPMENT & INSPECTION ACCOUNT

Num	Name	Memo	Amount
1933	CodeMaster Inspection Services, Inc.	Building Inspection Services	\$ 27,080.46

HIGHWAY RECONSTRUCTION & REHABILITATION

Num	Name	Memo	Amount
1255	Geo-Technology Associates, Inc.	Engineering Services	\$ 2,875.50

MASTER ESCROW ACCOUNT

Num	Name	Memo	Amount
2500	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 737.50
2501	Premier Land Company	Escrow Refund	\$ 6,071.00
<i>Total Master Escrow Account...</i>			\$ 6,808.50