

**LOWER NAZARETH TOWNSHIP  
BOARD OF SUPERVISORS  
MINUTES  
October 10, 2018**

The Lower Nazareth Township Board of Supervisors held a regularly scheduled meeting at the Lower Nazareth Municipal Building on Wednesday October 10, 2018. The Vice-Chairman called the meeting to order at 6:30 PM.

Present were:

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

**Absent was:** James S. Pennington - Chairman

**Approval of Minutes**

A motion was moved by Mr. Hoyer and was seconded by Ms. Templeton to approve the September 26<sup>th</sup> meeting minutes. Mr. Smalley abstained. The motion carried

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

Mr. Boucher acknowledged the receipt of the Hecktown Fire Incident Report for September 2018.

**Correspondence**

There were no items to discuss under Correspondence.

**Subdivision and Land Development**

There were no items to discuss under Subdivision and Land Development.

**Supervisors' Comments**

Mr. Smalley had no comments.

Ms. Templeton had no comments

Mr. Hoyer, along with other supervisors, attended Hecktown Fire Company's Open House. He stated he was impressed with the equipment and knowledge of the fire fighters and believes we should be proud. Mr. Hoyer reminded everyone that the fire company is always looking for volunteers.

**Colonial Regional Police** – Mr. Boucher reported that the Collective Bargaining Agreement is currently under review but will need to be signed by a representative from the township once approved. A motion was made by Mr. Hoyer and was seconded by Mr. Smalley to authorize Mr. Boucher as Lower Nazareth Township's representative on the Colonial Regional Police Commission to sign the Collective Bargaining Agreement. Ms. Templeton abstained. The motion carried.

**Defined Contribution Plan** – The Board continued discussion on switching to a defined contribution plan for all employees hired after January 1, 2019. The Board agreed on a required 3% minimum contribution from employees and 5%, which is reimbursable from the State, by the Township. The Board could not reach an agreement on the vesting period. Mr. Hoyer was in favor of 20% vesting each year to the 100% after 5 years of

employment where Ms. Templeton felt not offering the graduated vesting period would encourage longevity. The Board decided to wait until Mr. Pennington returned and finalize that aspect of the plan at the next meeting. In the meantime, Solicitor Asteak stating the Board could authorize to move forward and add the vesting period language after they make that decision. A motion was moved by Ms. Templeton and was seconded by Mr. Hoyer to move forward in preparing the documents to 91) freeze enrollment in the defined benefit plan and (2) draft an agreement for the new defined contribution plan. The motion carried.

Mr. Boucher also announced that the Board will hold a special meeting on Tuesday October 30<sup>th</sup> at 6:30pm at Lower Nazareth Elementary School for discussing improvements to the Newburg Road intersection. This is a public meeting and all members of the public are encouraged to attend.

### **Manager's Report**

Township Fall Event – Ms. Stauffer reminded everyone about our Fall Festival which will include trick or treating for the children and the movie Hocus Pocus. The event starts at 5pm with the movie beginning at 6pm. The snack stand will be open for refreshments.

2019 Township Budget – Ms. Stauffer presented the 2019 Budget. She discussed increases and decreases of various line items. Major projects including meter consolidation, proposed sewer project, codification of ordinances, and park construction were also discussed.

Solicitor Asteak recommended Ms. Stauffer get a third quote to the meter consolidation for 623 Municipal Drive.

Mr. Boucher wanted to go with the proposed playground quote and not add the additional creatures at this time. Ms. Templeton wanted to see additional swings and suggested making the proposed set have two ADA swings and four baby swings and add another set with four children swings. Ms. Stauffer thought there was enough space to add the extra set of swings. Mr. Boucher requested to see the layout.

### **Engineer's Report**

Trio Fields Phase 6A - Letter of Credit Reduction – Mr. Kortze recommended a reduction in the letter of credit. A motion was made by Mr. Smalley and was seconded by Ms. Templeton to reduce the security. The motion carried

### **Solicitor's Report**

Ordinance #229-10-18 - Monocacy Creek Watershed Act 167 Stormwater Management– A motion was moved by Mr. Hoyer and seconded by Ms. Templeton to approve the Monocacy Creek Watershed Act 167 Stormwater Management Ordinance #229-10-18. The motion carried

### **Old Business**

Norma Shriver and Rita Bergstrom, representatives on the Library Board, discussed the formula proposed versus Lower Nazareth's budgeted contribution. They appreciated the township's support and stated while they understand budget constraints the difference is only \$5,000.

Ms. Stauffer noted that in addition to our cash contribution, we have offered in-kind services as well as use of the township building for library programs.

### **New Business**

There was no discussion under New Business.

**Payment of the Bills**

A motion was moved by Ms. Templeton and was seconded by Mr. Smalley to approve payment of the bills dated October 10<sup>th</sup>. The motion carried.

**Courtesy of the Floor**

Mr. Boucher thanked Eric Albert and Lorie Gyarmaty for their hard work planning the Groundbreaking Ceremony. It was a great event!!

Mr. Boucher also thanked the supervisors for attending the Fire Company's Open House.

**Adjournment**

The meeting adjourned at 7:55 PM.

Respectfully submitted by,

A handwritten signature in cursive script, appearing to read "Tammi Dravecz".

Tammi Dravecz  
Secretary/Treasurer

**Lower Nazareth Township**  
**Bills To Be Approved**  
 October 10, 2018

**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
18511	Keystone Cement Company	Aggregate Supplies	\$ 561.61
18512	Associated Fire Equipment Co., Inc.	Park / Municipal Facilities Maintenance	\$ 162.90
18513	Cumberland Truck Parts	Public Works Equipment Parts/Supplies	\$ 432.45
18514	Service Tire Truck Centers	Public Works Equipment Repair	\$ 10.85
18515	Dykes Lumber Company	Public Works Tools/Equipment	\$ 69.99
18516	The Flower Cart	Administrative Expense	\$ 70.00
18517	PAPCO	Equipment Motor Fuel	\$ 1,218.48
18518	Keystone Volunteer Insurance Group	Fire Company Insurance	\$ 6,835.00
18519	Fire Pump Systems	Fire Company Equipment Maintenance	\$ 722.40
18520	Service Electric Telephone Co.	Fire Company Telephone	\$ 43.53
18521	Service Electric Cable TV Inc	Fire Company Internet	\$ 54.52
18522	Verizon Wireless	Fire Company Wireless	\$ 378.74
18523	Verizon Wireless	Fire Company Wireless	\$ 138.56
18524	Wex Bank	Fire Company	\$ 6.00
18525	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 1,011.77
18526	Volunteer Companies Loan Fund	Fire Company Loan	\$ 965.26
18527	Colonial Regional Police Department	Police Contract Payment	\$ 113,440.06
18528	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 27,220.09
18529	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
18530	Allstate Septic Systems	Temporary Restrooms	\$ 225.00
18531	Integra One	Computer Services	\$ 625.00
18532	Sam's Club MC/SYNCB	Fire Company Supplies	\$ 727.26
18533	Easton Suburban Water Authority	Fire Company Water	\$ 70.06
18534	L&D Automotive	Fire Company Equipment Maintenance	\$ 177.00

**Lower Nazareth Township  
Bills To Be Approved  
October 10, 2018**

**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
18535	AmeriClean Services	Fire Company Maintenance	\$ 1,522.50
18536	Easton Suburban Water Authority	Municipal Bldg Water	\$ 49.33
18537	The Morning Call	Subscription Renewal	\$ 114.00
18538	EMC Insurance Companies	Township Insurance	\$ 47.00
18539	Medical Life Insurance Company	Employee Life Insurance	\$ 2,561.00
18540	Memorial Library of Nazareth & Vicinity	Library Service	\$ 23,121.00
18541	Met-Ed	Traffic Signal / Street Light Electricity	\$ 308.12
18542	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 470.00
18543	Integra One	Computer Services	\$ 62.50
18544	Safeguard Business Systems	Office Supplies	\$ 510.77
18545	Integra One	Software Maintenance	\$ 165.00
18546	PAPCO	Equipment Motor Fuel	\$ 1,524.76
18547	RCN	Internet & Telephone Services	\$ 805.59
18548	Sherwin-Williams	Park Supplies	\$ 1,125.13
18549	Highway Materials, Inc.	Construction/Rebuilding	\$ 4,447.91
18550	Deer Country Farm & Lawn, Inc.	Public Works Equipment Parts/Supplies	\$ 254.36
18551	Best Line Equipment	Public Works Shop Tools/Equipment	\$ 239.95
18552	Brown- Daub Solt Chevrolet-Oldsmobile	Equipment Parts/Supplies	\$ 151.64
18553	Plasterer Equipment Co., Inc.	Public Works Equipment Parts/Supplies	\$ 59.02
18554	U.S. Municipal Supply, Inc.	Traffic Signs	\$ 2,338.50
18555	Staples Business Advantage	Office Supplies	\$ 154.55
18556	Bangor Glass Works, LLC	Property Damage Reimbursement	\$ 350.33
18557	Home Depot	Public Works Tools/Equipment/Supplies	\$ 210.08
18558	Five Star International LLC	Public Works Equipment Parts/Supplies	\$ 3,505.38
18559	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 1,106.50

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**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
18560	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Ele	\$ 1,336.29
18561	PPL, Inc.	Municipal Drive Electricity	\$ 1,086.68
18562	Easton Suburban Water Authority	Hydrant Assessment	\$ 18,396.00
18563	Easton Suburban Water Authority	Municipal Bldg Sprinkler	\$ 231.00
18564	Easton Area Joint Sewer Authority	Debt Service	\$ 3,249.86
18565	Easton Area Joint Sewer Authority	Operating and Capital Operating Expense	\$ 616.26
18566	The Key	Advertisements	\$ 375.82
<b><i>Total General Fund Checking...</i></b>			<b><u><u>\$ 226,675.13</u></u></b>

**PAYROLL ACCOUNT**

October 12, 2018

**\$ 39,086.24**

**CAPITAL RESERVE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1052	GC Electric Co., Inc.	Capital Construction	\$ 125.00
1053	All Phase Electric Supply Co	Capital Construction	\$ 1,614.26
1054	<i>VOIDED</i>		\$ -
1055	Home Depot Credit Services	Capital Construction	\$ 614.98
1056	Cooper Electric Supply Co.	Capital Construction	\$ 66.37
<b><i>Total Capital Reserve Account...</i></b>			<b><u><u>\$ 2,420.61</u></u></b>

**REFUSE / RECYCLING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1350	AllState Septic Systems, LLP	Temporary Restrooms	<b><u><u>\$ 135.00</u></u></b>

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**MASTER ESCROW CHECKING (LAB)**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1937	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 27,774.50
1938	Met-Ed	Traffic Signal Electricity	\$ 157.94
1939	General Highway Products	Traffic Signal Maintenance	\$ 4,602.00
1940	Signal Service, Inc.	Traffic Signal Maintenance	\$ 270.00
1941	Sterling Crossing, LLC	Escrow Refunds	\$ 4,230.00
		<i><b>Total Master Escrow Checking Account...</b></i>	<b>\$ 37,034.44</b>