

**LOWER NAZARETH TOWNSHIP  
BOARD OF SUPERVISORS  
MINUTES  
October 23, 2019**

The Lower Nazareth Township Board of Supervisors held their regularly scheduled meeting at the Lower Nazareth Municipal Building on Wednesday October 23, 2019. The Chairman called the meeting to order at 6:30 PM.

Present were:

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

**Approval of Minutes**

A motion was moved by Mr. Boucher and was seconded by Mr. Hoyer to approve the October 9, 2019 meeting minutes. Mr. Pennington 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 Zoning Administrator's Report for September and the 3<sup>rd</sup> Quarter EMS Report.

**Correspondence**

Ms. Stauffer stated that we are in receipt on a thank you letter from the library for allowing them to participate in our fall festival. The teens raised \$228 for running the snack stand and were very grateful for the opportunity.

**Subdivision and Land Development**

**McInturff - Drainage & Utility Easement Waiver** – Mr. McInturff briefly explained his request and noted that he understands he is responsible to remove his deck if the easement needs to be accessed in the future, A motion was moved by Mr. Smalley and was seconded by Ms. Templeton to the waiver. The motion carried unanimously.

**Louise Moore Park Maintenance Building P/F Land Development – Resolution #LNT-25-19** – Engineer Justin Coyle and Brian Cope from Northampton County were present. Mr. Coyle briefly explained the project. Mr. Kortze reviewed his letter including the waiver request to submit for preliminary/final versus separate submissions. A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to grant the waiver. The motion carried unanimously. A motion was moved by Mr. Smalley and was seconded by Mr. Boucher to approve Resolution #LNT-25-19. The motion carried unanimously.

**Hecktown Road Business Park Lots 6 & 7 - Final Land Development – Resolution #LNT-26-19** – Attorney Piperato and Engineer Matthew Longenberger were present. Attorney Piperato noted this project is in both Bethlehem and Lower Nazareth Townships. They have received final approval from Bethlehem Township. Mr. Korte reviewed his letter recommending final approval. He noted that the stormwater will be within Bethlehem Township. Ms. Seese added that there will be an intermunicipal

agreement with Bethlehem Township to establish responsibility for inspection and services. A motion was moved by Mr. Boucher and was seconded by Mr. Hoyer to approve Resolution #LNT-26-19. The motion carried unanimously.

### **Supervisors' Comments**

Mr. Pennington was unable to attend the NAZCOG meeting however Ms. Stauffer reported that the primary topic discussed was the lack of affordable housing in the area.

Mr. Hoyer commented that the first Environmental Advisory Committee meeting was held on Monday October 14<sup>th</sup>. He noted that Mr. Stone was appointed Secretary, Ms. Brazinski was appointed Vice-Chairman, and a recommendation for Mr. Ratzell for Chairman. A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to appoint Mr. Ratzell as Chairman to the EAC. The motion carried unanimously.

Ms. Templeton had no comments.

Mr. Smalley had no comments.

Mr. Boucher had no comments.

### **Engineer's Report**

Trio Fields Phase 7 – Letter of Credit Reduction – Mr. Kortze review his letter recommending a reduction in security. A motion was moved by Mr. Smalley and was seconded by Mr. Hoyer to reduce the letter of credit. The motion carried unanimously.

Brown Daub Fiat Letter of Credit Release – Mr. Kortze review his letter recommending the release of security. A motion was moved by Mr. Boucher and was seconded by Ms. Templeton to release the letter of credit. The motion carried unanimously.

### **Solicitor's Report**

Attorney Mills reported that the judge approved the Liberty Property settlement.

### **Manager's Report**

2019 & 2020 Defined Contribution MMO & 2020 Amended Defined Benefit MMO – A motion was moved by Mr. Smalley and was seconded by Mr. Hoyer to approve all three MMOs. The motion carried unanimously.

Authorization to advertise use of CPA to perform 2019 Audit – A motion was moved by Mr. Boucher and was seconded by Ms. Templeton to authorize advertisement. The motion carried unanimously.

2020 Colonial Regional Police Commission Budget Approval – A motion was moved by Mr. Boucher and was seconded by Mr. Hoyer to approve the 2020 police budget. Ms. Templeton abstained. The motion carried.

2020 Township Budget – Authorization for Advertisement – A motion was moved by Mr. Hoyer and was seconded by Mr. Smalley to authorize advertisement. The motion carried unanimously.

Opposition to House Bill 349 – Resolution #LNT-27-19 – Ms. Stauffer explained this bill, if passed, would require townships to offer a second option for construction code inspections. Mr. Pennington added that having different agencies doing the inspections there could possibly be a lack of uniform enforcement.

James Faust commented that as a developer some inspectors require 48 hours notice for inspections which is unreasonable. Ms. Stauffer said if that was a problem in our township, we can certainly sit down with the agency to discuss. Ms. Seese commented that our current inspectors try to make accommodations for inspections, even if its outside normal business hours.

A motion was moved by Mr. Smalley and was seconded by Mr. Boucher to approve Resolution #LNT-27-19. The motion carried unanimously.

Recreation Planning Meeting – Ms. Stauffer noted the next forum for gathering public input would be held Thursday October 24<sup>th</sup> at 7pm at 306 Butztown Road.

#### **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 October 23, 2019. The motion carried unanimously.

#### **Courtesy of the Floor**

Tammy Kenny, 641 Mulberry Drive, requested a progress update on the park. Ms. Stauffer stated that Phase I is in the final stages and the County will be out to do an inspection next week. She also stated that we are planning to install the walking path in the spring and the dog park next year as well. Ms. Stauffer said this is still an active construction site. The township saved over a million dollars by completing the work ourselves. Ms. Kenny inquired about extending the sidewalks along Greinar so Trio residents can safely access the park. Ms. Stauffer stated it is being considered. Mr. Pennington added that can be part of the plan update that Gilmore is working on.

Jeff Shepherd, 4485 Whitetail Drive, reported at last evening's community meeting residents complained about vehicle speed in the development and wondered what can be done. Mr. Pennington stated these are private roads and the police cannot enforce local ordinances, including the traffic ordinance, until the roads are dedicated. Attorney Mills added that while they can enforce the crimes code, they cannot enforce vehicle codes. Mr. Shepherd asked for police presence, even if they can't issue tickets. Mr. Pennington stated he could speak with Chief Seiple to see if he has any suggestions.

Mr. Hoyer stated Ms. Stauffer can call to have the police drive through the development but residents need to understand they cannot always be there.

Tammy Kenny inquired about the Route 248 construction detour that will bring traffic down Gremer Road. Ms. Stauffer stated we do not have any updates from PADOT. She stated that two conditions for the detour are speed radar in both directions and a temporary traffic light at Gremer and Newburg Roads.

Norma Shriver provided her library report including information on their Touch a Truck event. She reported that they made \$17,330 this year which is twice as much as they made the year prior. Ms. Shriver also thanked the Board for the opportunity to participate in the fall festival and noted the teens stated that township staff were their best customers.

**Adjournment** - The meeting adjourned at 7:33 PM.

Respectfully submitted by,

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

Tammi Dravec  
Secretary/Treasurer

**Lower Nazareth Township**  
**Bills To Be Approved**  
 October 23, 2019

**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
19576	Welder Training and Testing Institute	Continuing Education	\$ 120.00
19577	Chase Card Services	Postage/PW & Office Supplies/Training	\$ 621.50
19578	Memorial Library of Nazareth & Vicinity	Library Service	\$ 23,814.50
19579	Enter.net	Website Hosting	\$ 192.00
19580	NJ Advance Media	Advertisement	\$ 94.25
19581	Edwards Business Systems	Copier Maintenance	\$ 177.01
19582	Tractor Supply Credit Plan	Public Works Supplies	\$ 105.87
19583	PAPCO	Equipment Motor Fuel	\$ 97.89
19584	Mansfield Oil Company	Equipment Motor Fuel	\$ 3,230.31
19585	A & S Fence	Capital Construction	\$ 1,300.00
19586	CodeMaster Inspection Services, Inc.	Zoning Officer Services	\$ 2,280.00
19587	Advance Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 310.38
19588	City of Bethlehem	Hydrant Assessment	\$ 156.54
19589	Security Service Company, Inc.	Security System Maintenance	\$ 184.54
19590	Verizon Wireless	Municipal/Public Works Wireless	\$ 527.60
19591	Kimball Midwest	Pavement Marking Supplies	\$ 272.88
19592	Plasterer Equipment Co., Inc.	Public Works Equipment Parts/Supplies	\$ 429.39
19593	Service Electric Cable TV Inc	Fire Company Internet	\$ 56.64
19594	Service Electric Telephone Co.	Fire Company Telephone	\$ 44.97
19595	Verizon Wireless	Fire Company Wireless	\$ 384.02
19596	Verizon Wireless	Fire Company Wireless	\$ 138.56
19597	Fogels Fuel Service	Fire Company Fuel	\$ 533.80
19598	Wex Bank	Fire Company	\$ 380.97
19599	Colony Hardware Corp.	Fire Company Equipment	\$ 1,938.74
19600	Edwards Business Systems	Copier Maintenance	\$ 599.61
19601	PA Unemployment Compensation Fund	Unemployment Compensation	\$ 29.50
19602	Suburban Propane	Public Works Fuel	\$ 751.90
19603	Edwards Business Systems	Copier Maintenance	\$ 452.98

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**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
19604	Pitney Bowes Purchase Power	Postage	\$ 520.99
19605	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 4,460.25
19606	Eric Albert	Recreation Program Expense Reimbursement	\$ 152.49
<i>Total General Fund Checking...</i>			<b>\$ 44,360.08</b>

**PAYROLL ACCOUNT**

October 25, 2019

**\$ 52,392.71**

**DEVELOPMENT & INSPECTION ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1934	CodeMaster Inspection Services, Inc.	Building Inspection Services	\$ 14,272.50

**CAPITAL RESERVE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1147	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 9,252.37
1148	Chase Card Services	Capital Construction	\$ 854.55
<i>Total Capital Reserve Account...</i>			<b>\$ 10,106.92</b>

**OPEN SPACE ACCOUNT - LAB**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1060	Monarch Precast Concrete Corporation	Capital Construction	\$ 185.00
1061	Foley, Inc.	Equipment Rental	\$ 10,739.00
1062	Keystone Cement Company	Aggregate	\$ 545.57
1063	Monarch Precast Concrete Corporation	Capital Construction	\$ 735.00
<i>Total Open Space Account...</i>			<b>\$ 12,204.57</b>

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**SEWER DEPARTMENT ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
958	PPL Electric Utilities	Main Meter Electricity	<b>\$ 28.94</b>

**MASTER ESCROW ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
2506	Met-Ed	Traffic Signal Electricity	\$ 116.03
2507	Signal Service, Inc.	Traffic Signal Maintenance	\$ 4,896.00
2508	PPL Electric Utilities	Traffic Signal Electricity	\$ 150.39
2509	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 55,774.00
2510	VOIDED		
2511	Asteak Law Offices	Legal Services	\$ 5,313.00
<i>Total Master Escrow Account...</i>			<b>\$ 66,249.42</b>