

**LOWER NAZARETH TOWNSHIP  
BOARD OF SUPERVISORS  
MINUTES  
November 14, 2018**

The Lower Nazareth Township Board of Supervisors held a regularly scheduled meeting at the Lower Nazareth Municipal Building on Wednesday November 14, 2018. 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             |
| Bert R. Smalley     | - | Supervisor    | Tammi Dravec     | - | Secretary/Treasurer |
| Amy L. Templeton    | - | Supervisor    |                  |   |                     |

*\*\*\*The Board held an executive session prior to this evening's meeting.\*\*\**

**Approval of Minutes**

Mr. Pennington noted that the draft minutes should be amended to reflect the Board held an executive session prior to the meeting. A motion was moved by Mr. Boucher and was seconded by Mr. Hoyer to approve the October 24<sup>th</sup> meeting minutes, as amended. The motion carried

A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to approve the minutes from the special meeting held on October 30<sup>th</sup>. 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 Fire Company Incident Report for October 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, Mr. Hoyer, Ms. Templeton, and Mr. Boucher had no comments. Mr. Pennington attended the County COG meeting and commented that the update to the Multi-Municipal Plan is moving along.

**Engineer's Report**

**Fields at Trio Farms Phase 6A – Letter of Credit Reduction** – Mr. Kortze recommended a letter of credit reduction in the amount of \$94,495.50. A motion was moved by Mr. Smalley and was seconded by Ms. Templeton to reduce the security. The motion carried.

**Solicitor's Report**

**Ordinance - #230-11-08 - Digital Sign Ordinance** – Mr. Pennington inquired how the township would disseminate these new regulations. Ms. Stauffer reported we would place the ordinance on our website and she would work with Ms. Seese. Solicitor Asteak stated that Section 1821.G has been amended since the ordinance was advertised

and sent to LVPC. He deemed it a minor change that did not warrant re-advertisement of the ordinance. A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to approve Ordinance #230-11-18. The motion carried.

Intermunicipal Agreement Amendment – Sewer Capacity – Palmer Township and Lower Nazareth – Solicitor Asteak stated this agreement is needed to increase allocation for the development of Hecktown Road Business Park Lot #4. A motion was moved by Mr. Boucher and was seconded by Mr. Hoyer to approve the agreement. The motion carried.

Animal Control Officer – Solicitor Asteak stated that 6 municipalities have signed on to the program. There will be a meeting between the municipalities, police and the animal control officer to discuss the implementation of the program. He also noted that we received a 50% matching grant from the County towards the cost of the program.

### **Manager's Report**

Holiday Traffic / Wegmans & Target – Ms. Stauffer spoke with representatives from Lower Nazareth Commons and Wegmans who stated they will be paying to have Colonial Regional Police for traffic control during the holiday season. They also have some ideas on how to improve traffic flow and would like to meet with the township to discuss. Mr. Pennington inquired in the shopping center across the street would be taking part in police services. Ms. Stauffer indicated they are not at this time. Mr. Pennington noted that there is frequently a bottleneck exiting WalMart onto Corriere Road by Applebee's and inquired about investigating the need for a stop sign for traffic on Corriere from the Palmer direction.

Open Space Preservation – Ms. Stauffer provided the Board with a draft ordinance for placing the referendum of May's ballot for an earned income tax increase to fund the program. The ordinance would need to be approved and sent to the Board of Elections prior to February 19<sup>th</sup>.

Ms. Stauffer is working to schedule Jason Smith, Bushkill Township, and Maria Benzoni, Northampton County, to attend a public meeting to answer questions. She noted it will be very important to educate the public between February and May.

Solicitor Asteak suggested a committee, possibly headed by Mr. Hoyer, be formed for public relations and informing the public about the benefits of an open space preservation program and how it would work.

Ms. Stauffer commented that if approved, an Open Space Preservation Plan would need to be adopted prior to spending any of the money. Solicitor Asteak stated it could be 2021 before the new tax, if passed, would go into effect.

Authorization to sell equipment – Ms. Stauffer stated we received bids for two separate 72" mowers; one at \$300 and the other \$500. Mr. Beruta believed this to be a fair price for this equipment. A motion was moved by Mr. Smalley and was seconded by Ms. Templeton to accept those bids. The motion carried.

Ms. Stauffer also stated that two bids were received for the 1985 ambulance; one for \$700 and the other \$500. Mr. Beruta reported to Ms. Stauffer that the motor alone is worth \$1,000 therefore these bids are not fair bids. A motion was moved by Mr. Boucher and was seconded by Mr. Hoyer to reject those bids. Mr. Hoyer asked what we planned to do with the ambulance. Ms. Stauffer stated the plan is to list it on MuniBid and set a reserve price. Mr. Boucher also stated that it could be scrapped for more than that. The motion carried.

Authorization to solicit bids for recycling building – Ms. Stauffer requested authorization to get bids for the materials for the new recycling building. Solicitor Asteak questioned why we were not looking to contract to have the building built outright versus two separate steps. Ms. Stauffer stated that in looking into that route it was estimated to be over \$100,000. A motion was moved by Mr. Smalley and was seconded by Ms. Templeton to authorize Ms. Stauffer to solicit bids for the materials for the recycling building. The motion carried.

Resolution #LNT-37-19 – Northampton County LSA Grant Application – Ms. Stauffer noted that this grant application is for the balance needed for the fire company’s air packs. A motion was moved by Mr. Smalley and was seconded by Mr. Boucher to approve resolution #LNT-37-19. The motion carried.

2019 Colonial Regional Police Budget Approval – A motion was moved by Mr. Boucher and was seconded by Mr. Hoyer to approve the 2019 Colonial Regional Police Budget. Ms. Templeton abstained. The motion carried.

2019 Proposed Township Budget – Authorization to Advertise – A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to authorize advertisement of the proposed 2019 Township Budget. 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. Hoyer and was seconded by Mr. Boucher to approve payment of the bills dated November 14<sup>th</sup>. The motion carried.

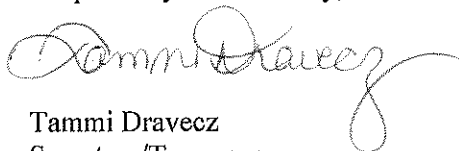
#### **Courtesy of the Floor**

Rita Bergstrom, resident and library board member, discussed her report she sent to the Board and if the Board has decided to budget the requested amount for 2019. Mr. Pennington reported the proposed budget has not changed and that the township is giving all they can for 2019. He noted that the Township is supporting the library in other ways like allowing them to use our facilities to hold their programs. Ms. Bergstrom stated the library won’t meet their budget without the requested funds. Mr. Pennington noted that we all are doing some belt tightening in order to meet budgets.

#### **Adjournment**

The meeting adjourned at 7:15 PM.

Respectfully submitted by,



Tammi Dravec  
Secretary/Treasurer

**Lower Nazareth Township  
Bills To Be Approved  
November 14, 2018**

**GENERAL FUND CHECKING ACCOUNT**

| <b>Num</b> | <b>Name</b>                              | <b>Memo</b>                                   | <b>Amount</b> |
|------------|--|---|---------------|
| 18617      | International Municipal Signal Assoc-IMS | Contracted Services                           | \$ 50.00      |
| 18618      | Karen A. Mengel, RPR, CSR                | Stenographer                                  | \$ 95.00      |
| 18619      | Dietrick Group LLC                       | Property Appraisal                            | \$ 3,000.00   |
| 18620      | The Key                                  | Advertisements                                | \$ 356.04     |
| 18621      | NJ Advance Media                         | Advertisements                                | \$ 504.50     |
| 18622      | Easton Suburban Water Authority          | Municipal Bldg Water                          | \$ 53.28      |
| 18623      | Suburban Propane                         | Park Fuel                                     | \$ 288.22     |
| 18624      | Edwards Business Systems                 | Copier Maintenance                            | \$ 495.78     |
| 18625      | Asteak Law Offices                       | Legal Services                                | \$ 12,033.50  |
| 18626      | NJ Advance Media                         | Advertisement                                 | \$ 110.05     |
| 18627      | PA One Call System, Inc.                 | Monthly Activity                              | \$ 69.56      |
| 18628      | The Key                                  | Advertisements                                | \$ 356.04     |
| 18629      | RCN                                      | Internet & Telephone Services                 | \$ 805.59     |
| 18630      | PPL, Inc.                                | Municipal Drive Electricity                   | \$ 917.50     |
| 18631      | PPL, Inc.                                | Traffic Signal/St Light/Municipal/PW/Park Ele | \$ 1,181.84   |
| 18632      | Commonwealth of PA                       | Pesticide License Renewal                     | \$ 35.00      |
| 18633      | Met-Ed                                   | Traffic Signal / Street Light Electricity     | \$ 295.09     |
| 18634      | Keystone Consulting Engineers, Inc.      | Engineering & Inspection Services             | \$ 1,308.50   |
| 18635      | Richard & Maryanne Talipan               | Real Estate Tax Refund                        | \$ 32.50      |
| 18636      | Lehigh Valley Health Network Realty      | Real Estate Tax Refunds                       | \$ 215.76     |
| 18637      | Deermont LLC                             | Real Estate Tax Refunds                       | \$ 11.03      |
| 18638      | Roger & Irene Blanchard                  | Real Estate Tax Refund                        | \$ 15.34      |
| 18639      | Allstate Septic Systems                  | Temporary Restrooms                           | \$ 225.00     |
| 18640      | Integra One                              | Computer Services                             | \$ 62.50      |

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| <b>Num</b> | <b>Name</b>                             | <b>Memo</b>                                | <b>Amount</b> |
|------------|---|--|---------------|
| 18641      | Integra One                             | Computer Services/Software Maintenance     | \$ 81.00      |
| 18642      | PAPCO                                   | Equipment Motor Fuel                       | \$ 2,187.45   |
| 18643      | ESRI, Inc.                              | Arcview Maintenance Agreement              | \$ 700.00     |
| 18644      | Edwards Business Systems                | Copier Maintenance                         | \$ 153.92     |
| 18645      | Sam's Club                              | Public Works / Municipal Building Supplies | \$ 305.68     |
| 18646      | Staples Credit Plan                     | Office Supplies                            | \$ 16.79      |
| 18647      | Five Star International LLC             | Public Works Equipment Parts/Supplies      | \$ 387.07     |
| 18648      | Plasterer Equipment Co., Inc.           | Public Works Equipment Parts/Supplies      | \$ 338.72     |
| 18649      | All-Phase Electric Supply Co.           | Municipal Facility Maintenance             | \$ 1,393.70   |
| 18650      | PA Municipal Health Insurance Cooperati | Employee Health Insurance                  | \$ 27,220.09  |
| 18651      | Hecktown Volunteer Fire Company         | Fire Company Loan                          | \$ 1,011.77   |
| 18652      | Volunteer Companies Loan Fund           | Fire Company Loan                          | \$ 965.26     |
| 18653      | Colonial Regional Police Department     | Police Contract Payment                    | \$ 113,440.06 |
| 18654      | Volunteer Companies Loan Fund           | Fire Company Loan                          | \$ 1,011.77   |
| 18655      | Tractor Supply Credit Plan              | Public Works Equipment/Supplies            | \$ 32.99      |
| 18656      | Brown & Brown of Lehigh Valley          | Township Insurance                         | \$ 22,752.50  |
| 18657      | Safeguard Business Systems              | Office Supplies                            | \$ 240.22     |
| 18658      | Kimball Midwest                         | Public Works Supplies/Tools/Equipment      | \$ 550.36     |
| 18659      | Foley, Incorporated                     | PW Equipment Parts/Supplies                | \$ 40.80      |
| 18660      | Service Tire Truck Centers              | Public Works Equipment Repair              | \$ 62.75      |
| 18661      | Interstate Battery of Allentown         | Public Works Equipment Parts/Supplies      | \$ 277.90     |
| 18662      | Valley Industrial Rubber Products       | Public Works Equipment Parts/Supplies      | \$ 120.46     |
| 18663      | Sherwin-Williams                        | Park Supplies                              | \$ 81.80      |
| 18664      | Chase Card Services                     | Supplies/Recreation                        | \$ 1,323.99   |
| 18665      | U.S. Municipal Supply, Inc.             | PW Equipment Parts/Supplies/Signs          | \$ 6,418.00   |

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**GENERAL FUND CHECKING ACCOUNT**

| <b>Num</b>                            | <b>Name</b>                      | <b>Memo</b>                        | <b>Amount</b>                      |
|---------------------------------------|----------------------------------|------------------------------------|------------------------------------|
| 18666                                 | Highway Materials, Inc.          | Pavement Maintenance Supplies      | \$ 15,009.83                       |
| 18667                                 | Sparkle Car Wash on 248 LLC      | Fire Company                       | \$ 6.00                            |
| 18668                                 | Nazareth Business Services, Inc. | Fire Company Services              | \$ 995.00                          |
| 18669                                 | Easton Suburban Water Authority  | Fire Company Water                 | \$ 74.01                           |
| 18670                                 | Sam's Club MC/SYNCB              | Fire Company Supplies              | \$ 2,107.72                        |
| 18671                                 | Horwith Freightliner             | Fire Company Equipment Maintenance | \$ 665.78                          |
| 18672                                 | PPL, Inc.                        | Fire Company Electricity           | \$ 335.20                          |
| 18673                                 | NJ Advance Media                 | Advertisements                     | \$ 479.75                          |
| 18674                                 | Verizon Wireless                 | Municipal/Public Works Wireless    | \$ 480.35                          |
| 18675                                 | Edwards Business Systems         | Copier Maintenance                 | \$ 88.43                           |
| 18676                                 | DC Lighting & Accessories LLC    | Public Works Equipment             | \$ 503.90                          |
| <i>Total General Fund Checking...</i> |                                  |                                    | <b><u><u>\$ 224,378.64</u></u></b> |

**PAYROLL ACCOUNT**

November 9, 2018

**\$ 41,822.07**

**MASTER ESCROW CHECKING (LAB)**

| <b>Num</b>                                     | <b>Name</b>                        | <b>Memo</b>                       | <b>Amount</b>                    |
|--|------------------------------------|-----------------------------------|----------------------------------|
| 1953   | PPL Electric Utilities             | Traffic Signal Electricity        | \$ 108.68                        |
| 1954   | Met-Ed                             | Traffic Signal Electricity        | \$ 153.41                        |
| 1955   | Asteak Law Offices                 | Legal Services                    | \$ 3,657.50                      |
| 1956   | Keystone Consulting Engineers, Inc | Engineering & Inspection Services | \$ 3,309.50                      |
| <i>Total Master Escrow Checking Account...</i> |                                    |                                   | <b><u><u>\$ 7,229.09</u></u></b> |

**Lower Nazareth Township  
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**REFUSE / RECYCLING ACCOUNT**

| <b>Num</b>                               | <b>Name</b>                  | <b>Memo</b>          | <b>Amount</b>       |
|--|------------------------------|----------------------|---------------------|
| 1351                                     | T.M. Fitzgerald & Associates | Recycling Containers | \$ 17,080.00        |
| 1352                                     | AllState Septic Systems, LLP | Temporary Restrooms  | \$ 135.00           |
| <i>Total Refuse/Recycling Account...</i> |                              |                      | <b>\$ 17,215.00</b> |

**STATE LIQUID FUELS ACCOUNT**

| <b>Num</b> | <b>Name</b>            | <b>Memo</b>             | <b>Amount</b>        |
|------------|------------------------|-------------------------|----------------------|
| 0561       | Asphalt Paving Systems | Micro Surfacing Project | <b>\$ 421,548.06</b> |

**CAPITAL RESERVE ACCOUNT**

| <b>Num</b>                              | <b>Name</b>                | <b>Memo</b>          | <b>Amount</b>       |
|---|----------------------------|----------------------|---------------------|
| 1060                                    | Home Depot Credit Services | Capital Construction | \$ 1,491.68         |
| 1061                                    | Sherwin-Williams           | Capital Construction | \$ 556.19           |
| 1062                                    | Dykes Lumber Co.           | Capital Construction | \$ 16,926.81        |
| 1063                                    | Chase Card Services        | Capital Construction | \$ 199.96           |
| <i>Total Capital Reserve Account...</i> |                            |                      | <b>\$ 19,174.64</b> |

**LOWER NAZARETH SEWER ACCOUNT**

| <b>Num</b> | <b>Name</b>            | <b>Memo</b>            | <b>Amount</b>   |
|------------|------------------------|------------------------|-----------------|
| 942        | PPL Electric Utilities | Main Meter Electricity | <b>\$ 28.20</b> |