

**LOWER NAZARETH TOWNSHIP  
BOARD OF SUPERVISORS  
MINUTES  
November 16, 2016**

The Lower Nazareth Township Board of Supervisors held a regularly scheduled meeting at the Lower Nazareth Municipal Building on Wednesday November 16, 2016. 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. Nagle and was seconded by Mr. Kucsan to approve the minutes from the October 26<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 Zoning Administrator's Report for October 2016, and the Hecktown Volunteer Fire Company Incident Report for October 2016.

**New Business**

Driveway Violations – Surrey Glen – Carla Hahn, 4624 Fairway Road, was present. Mrs. Seese explained that Mr. Beruta, Public Works Coordinator, noticed work was completed on driveways without permits. Mrs. Seese notified the property owners who then complied and applied for the required permit. Mr. Beruta and Mr. Tenges then inspected the driveways and determined they were not in compliance. Mrs. Seese noted that she sent letters and gave property owners until the spring to comply. She stated that Mrs. Hahn's attorney requested a specific letter outlining the violations and that Mrs. Hahn was present to request relief from the requirements.

Mr. Tenges noted that information on permit requirements can be found on our website.

Mrs. Hahn stated that last summer numerous neighbors had their driveways repaired, removing their swale, without a permit. At that time her family did not have the money, so they saved up to have the work complete this year. Mrs. Hahn previously lived in Hanover Township where a driveway permit was not required so she believed the same was true in Lower Nazareth and followed her neighbors lead. Mrs. Hahn and her husband paid \$2,800 for the work on their driveway and now it is going to cost \$1,200 to have it redone and brought into compliance. She stated that they do not have the money at this time.

Mr. Pennington stated that they need to maintain continuity and cannot start making exceptions or everyone would request a waiver. He reminded her that she has until spring to comply so she has time to save the money to complete the project.

Mr. Kortze explained that in lieu of curbing, swales were installed. He explained the purpose of swales and that without swales water goes onto the roads instead of following the path into the storm drains.

Mrs. Hahn wanted to know what the Board is going to go to the other residents who completed work last summer and removed their swales. She also asked what would happen if she does not comply. Solicitor Asteak stated that the Township would take her to the Magistrate who would most fine her each day until she was in compliance.

### Correspondence

There were no items to discuss under Correspondence.

### Subdivision and Land Development

Sparkle Car Wash – Fence Installation Request -- Mrs. Seese has received a request from the applicant to install a fence along their property. The applicant reported that employees from neighboring businesses are cutting through their property to get to WaWa. They have numerous concerns including: a cash machine that is located in that area, they are attempting to get grass to grow where people are continually walking, and lastly they are concerned about safety.

The proposed fence would cross three easements. Mr. Kortze noted that one easement is a Met-Ed easement and the applicant should first get permission from Met-Ed to install their fence within that easement. The second easement is a stormwater management easement. The third is a 30 foot drainage easement and Mr. Kortze had concerns of the fence trapping litter and other debris which would block the flow of water. Mrs. Seese commented that the applicant offered to install the fence higher from the ground to allow for the water flow.

Mr. Tenges suggested we talk to ProLogis to see if they would be willing to redirect foot traffic by providing a walking trail to redirect foot traffic.

The Board opted to defer this topic until Township Staff can review alternative options.

### Supervisors' Comments

There were no items to discuss under Supervisors Comments.

### Manager's Report

Authorization to advertise use of CPA to perform 2016 Audit – A motion was moved by Mr. Nagle and was seconded by Mr. Boucher to authorize advertisement. The motion carried.

2017 Colonial Regional Police Department (CRPD) Budget – Lower Nazareth's contribution would be \$1.313 million; up \$79,000 from 2016. Mr. Nagle inquired why Lower Nazareth's increase was greater than either Hanover or Bath. Mr. Boucher commented that it is due to the number of incidents. Mr. Nagle requested to see numbers to validate that. Solicitor Asteak noted that they had met with Wal-Mart to discuss ways to reduce emergency calls to Colonial Regional. A motion was moved by Mr. Boucher and was seconded by Mr. Green to approve the 2017 CRPD budget. Mr. Kucsan, Mr. Pennington, Mr. Green, and Mr. Boucher voted yes. Mr. Nagle voted no. The motion carried.

2017 General Fund Budget – Authorization for Advertisement – Mr. Tenges asked for approval to advertise the 2017 Proposed General Fund Budget. The 2017 budget was prepared with the goal to maintain the real estate millage rate of 4.15. The \$4,082,430 budget reflects a 5.77% decrease in revenue, due to the termination of the reciprocity agreement between New Jersey and Pennsylvania, and a 5.5% increase in expenses. The budget will need to be approved at our December 14<sup>th</sup> meeting. A motion was moved by Mr. Kucsan and was seconded by Mr. Boucher to authorize advertisement. The motion carried.

Leaf Collection -- Mr. Tenges reported that leaf collection operations are underway.

2016 FDR Project – Mr. Tenges reported that the 2016 FDR project has been completed.

Mr. Tenges ended his report by wishing everyone a Happy Thanksgiving.

### **Engineer's Report**

Basketball / Tennis Court Project Update & Partial Payment Approval – Mr. Kortze reviewed his letter and recommended a partial payment for work completed. A motion was moved by Mr. Green and was seconded by Mr. Boucher to make a partial payment per Mr. Kortze's recommendation. The motion carried. Mr. Tenges recommended the contractor fit the net for the tennis court and then remove it for the winter. Mr. Nagle inquired if Mr. Kortze could foresee any additional change orders. He stated that he does not.

Keystone Foods – Hecktown Road Widening – Security Reduction and Commence Maintenance – Mr. Kortze reviewed his letter and recommended a reduction in the letter of credit and to commence the 18-month maintenance period. A motion was moved by Mr. Kucsan and was seconded by Mr. Boucher to reduce the letter of credit and commence the maintenance period, per Mr. Kortze's recommendation. The motion carried.

### **Solicitor's Report**

There were no items to discuss under Solicitor's Report.

### **Old Business**

There were no items to discuss under Old Business.

### **Payment of the Bills**

A motion was moved by Mr. Nagle and was seconded by Mr. Kucsan to approve payment of the bills dated November 16, 2016. The motion carried.

### **Courtesy of the Floor**

Jeffrey Shepherd, 4485 Whitetail Drive, inquired on the timing of the berm installation and tree planting. Mr. Tenges stated that it is a big job and hopes to work on it in 2017.

Mr. Shepherd also inquired about the Hartman Road extension and wondered if the Board would be revisiting the situation at the Trio Fields subdivision which has only two entrances. Mr. Tenges stated that it is too late to go back to the developer and that Hartman Road was an existing portal; there is no portal for Trio Fields. Mr. Kortze commented that there is only a small corner on the property that touches Georgetown Road. He noted that the project was designed with only two entrances and anyone purchasing a property would have seen that. Mr. Kortze does not see a location for a third entrance. Mr. Pennington added that Hartman Road is among multiple subdivisions whereas Trio Fields is an island by itself.

\*\*\* *Solicitor Asteak and Mr. Kortze left the meeting* \*\*\*

Renae Shepherd, 4485 Whitetail Drive, wanted to further the conversation but Mr. Tenges did not feel we should without Solicitor Asteak and Mr. Kortze. He noted that the intersections are operating at a "B" therefore two entrances appear to be sufficient.

Mr. Bajwa, 4496 Whitetail Drive, wanted justification to spending tax dollars for the Hartman Road extension. He also commented that he does not feel the Township feels that the Trio Fields subdivision is a priority.

Tammy Kenny, 641 Mulberry Drive, commented that in April she had the ambulance at her home and stated that they could not believe a subdivision of that size only had two entrances. Mr. Boucher asked her where she would suggest an additional entrance be located.


Ms. Kenny also commented that if the Board is going after one property owner about their driveway then they should investigate and go after all that are in violation.

Ms. Shepherd asked if the Board would just talk to the developer. Mr. Tenges stated that there are additional phases in this subdivision that need approval so we could look at it then. However, those phases do not lie within Lower Nazareth Township.

Larry Scholl, 4315 Belmont Drive, stated that he was attending tonight's meeting along with other residents from Saratoga Farms. He noted that he bought his property thinking it was going to be "closed off." Now he is concerned about people using the new Hartman Road extension as a short-cut. Mr. Pennington stated that he doubts that will be the case since it is not a clean cut through and winds through the development. Mr. Pennington noted that residents should call Colonial Regional if people are speeding.

**Adjournment** – The meeting adjourned at 7:30PM.

Respectfully submitted by,



Tammi Dravec  
Assistant Secretary/Treasurer

**Lower Nazareth Township  
Bills To Be Approved  
November 16, 2016**

**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
16689	Sam's Club MC/SYNCB	Fire Company Supplies	\$ 514.86
16690	Easton Suburban Water Authority	Fire Company Water	\$ 66.78
16691	Service Electric Cable TV Inc	Fire Company Internet	\$ 44.35
16692	Service Electric Telephone Co.	Fire Company Telephone	\$ 43.24
16693	Verizon Wireless	Fire Company Wireless	\$ 405.08
16694	Verizon Wireless	Fire Company Wireless	\$ 138.56
16695	Choice Marketing Inc.	Fire Company Mailing	\$ 2,289.87
16696	Integra One	Computer Services	\$ 31.25
16697	Pitney Bowes	Postage Meter	\$ 360.00
16698	The Key	Advertisements	\$ 169.92
16699	Aaron & Kimberly Blackham	Real Estate Tax Refund	\$ 23.59
16700	Naglaaa Hanna & Thair Chliweet	Real Estate Tax Refund	\$ 76.06
16701	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 965.26
16702	Volunteer Companies Loan Fund	Fire Company Loan	\$ 965.26
16703	Colonial Regional Police Department	Police Contract Payment	\$ 102,853.82
16704	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
16705	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 18,873.19
16706	<i>VOIDED</i>		
16707	Verizon Wireless	Municipal/Public Works Wireless	\$ 377.77
16708	Met-Ed	Traffic Signal / Street Light Electricity	\$ 278.16
16709	Commonwealth of PA	Pesticide License Renewal	\$ 35.00
16710	RCN	Internet & Telephone Services	\$ 803.25
16711	PPL, Inc.	Municipal Drive Electricity	\$ 753.79
16712	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Ele	\$ 1,192.73
16713	PA One Call System, Inc.	Monthly Fax Activity	\$ 45.92

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**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
16714	Toshiba Business Solutions	Copier Maintenance	\$ 12.78
16715	Commonwealth of Pennsylvania	MS4 Permit	\$ 500.00
16716	Hicks Portable Toilets	Temporary Restrooms	\$ 140.00
16717	Chase Card Services	Equipment Fuel/Office & PW Supplies/Confer	\$ 350.77
16718	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 3,739.50
16719	Northampton County Seed Company, Inc.	Public Works Supplies	\$ 95.00
16720	Valley Tire Factory Outlet, Inc.	Public Works Tool/Equipment Repairs	\$ 79.00
16721	Edwards Business Systems	Copier Supplies	\$ 54.13
16722	TransEdge Truck Centers	Public Works Equipment Parts/Supplies	\$ 65.71
16723	Deer Country Farm & Lawn, Inc.	Public Works Supplies	\$ 10.98
16724	U.S. Municipal Supply, Inc.	Traffic Sign Supplies	\$ 588.91
16725	Kimball Midwest	Public Works Supplies	\$ 732.57
16726	Stengel Bros. Inc.	Public Works Equipment Repairs	\$ 1,336.70
16727	Service Tire Truck Centers	Public Works Equipment Parts/Supplies	\$ 1,031.92
16728	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 707.38
16729	Suburban Propane	Park Fuel	\$ 102.10
16730	Easton Suburban Water Authority	Municipal Bldg Water	\$ 358.85
16731	Edwards Business Systems	Copier Maintenance	\$ 116.38
16732	Advanced Auto Parts Professional	Public Works Equipment/Parts/Supplies	\$ 486.53
16733	Technology Reflections, Inc	Fire Company Web Service	\$ 1,234.40
16734	ExxonMobil	Fire Company Fuel	\$ 509.89
16735	L&D Automotive	Fire Company Equipment Maintenance	\$ 1,055.52
16736	Jack Williams Tire Company, Inc.	Fire Company Vehicle Maintenance	\$ 151.30
16737	PPL, Inc.	Fire Company Electricity	\$ 448.05
16738	Verizon Wireless	Fire Company Wireless	\$ 138.56

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**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
16739	Verizon Wireless	Fire Company Wireless	\$ 401.55
16740	Advanced Auto Parts Professional	Fire Company Equipment	\$ 120.79
<i>Total General Fund Checking...</i>			<b>\$ 146,888.75</b>

**LOWER NAZARETH SEWER DEPARTMENT ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
911	PPL Electric Utilities	Main Meter Electricity	\$ 22.94

**PAYROLL ACCOUNT**

November 10, 2016

**\$ 33,023.41**

**CAPITAL RESERVE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
0959	Cooper Electric Supply Co	Capital Construction	\$ 33.74
0960	Design Floors, Inc.	Capital Construction	\$ 790.76
0961	Staples Advantage	Capital Purchase	\$ 168.96
<i>Total Capital Reserve Account...</i>			<b>\$ 993.46</b>

**MASTER ESCROW CHECKING (LAB)**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1667	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 16,825.28
1668	PENNDOT	Construction Inspection	\$ 2,299.64
1669	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 296.25
1670	Met-Ed	Traffic Signal Electricity	\$ 217.67

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**MASTER ESCROW CHECKING (LAB)**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1671	John Panovec	Key Return	\$ 25.00
1672	Thomas Kilareski	Key Returns	\$ 50.00
1673	Scott Fuller	Key Return	\$ 25.00
1674	Premier Land Company	Escrow Refunds	\$ 4,430.00
1675	Signal Service, Inc.	Traffic Signal Maintenance	\$ 150.00
1676	Frank Jordan	Escrow Refund	\$ 75.07
<i>Total Master Escrow Checking...</i>			<b>\$ 24,393.91</b>

**REFUSE / RECYCLING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1236	Hicks Portable Toilets	Temporary Restroom	\$ 75.00

**SPECIAL HOST FEE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
0555	East Penn Sanitation Inc.	Fall Clean-Up Day	\$ 2,022.30

**OPEN SPACE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
0641	Keystone Consulting Engineers	Engineering & Inspection Services	\$ 5,437.62

**DEVELOPMENT & INSPECTION ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1843	CodeMaster Inspection Services, Inc.	Building Inspection Services	\$ 16,543.06



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**STATE LIQUID FUELS ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
550	A-1 Traffic Control Products, LLC	Line Striping	<u>\$ 16,543.06</u>