

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
December 12, 2018**

The Lower Nazareth Township Board of Supervisors held a regularly scheduled meeting at the Lower Nazareth Municipal Building on Wednesday December 12, 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	Lori Seese	-	Planning/Zoning Administrator

****The Board held an executive session on November 28th and prior to this evening's meeting. ****

Approval of Minutes

A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to approve the November 14th meeting minutes. The motion carried

Open Space Preservation Presentation – Maria Bentzoni and Bryan Cope

Ms. Bentzoni spoke about how and where the funds earned from the additional earned income tax (EIT) can be spent. She also discussed the partnerships available to assist with our open space program. Ms. Bentzoni said they could assist in writing our Open Space Plan. She also provided the Board with a map of the limited areas of lands available to preserving.

Mr. Pennington stated that we need to work on educating residents on how this program would work. Mr. Hoyer added that we want the question of the EIT increase on the May Primary Ballot. In the meantime, the Township will hold informational meetings for the public as well as provide information in the newsletter and on the Township website.

****The Board took a brief recess. ****

Conditional Use Hearing – Innovative Control Systems (ICS) Manufacturing Facility CU2018-01

Kevin Detrick, applicant, and Terry DeGroot, P.E. from Terraform Engineering were present for the hearing.

Solicitor Asteak opened the hearing noting proper posting, advertisement, and comments received by the Zoning Administrator, Township Engineer, and LVPC.

Mr. DeGroot gave a brief presentation of the planned development and Mr. Detrick discussed operations at the facility. The facility will consist of office and manufacturing space. The offices, customer support, will operate 7 days a week, while the manufacturing portion will operate 5 days a week.

Mr. DeGroot indicated that all truck traffic will be directed to go west towards Route 512. There will be signage to direct drivers and this will be enforced by management of the facility. Mr. DeGroot stated that they now intend to widen Hanoverville Road, along the front of the property, as requested by the Township.

The applicant stated they intend to have 13 trucks a day which includes a couple tractor trailers, UPS/FedEx trucks, and box trucks. The largest amount of traffic will be cars; 168 in the am peak and 162 in the pm peak.

Mr. Detrick stated that he is anticipating a maximum of 180-200 employees to support three shifts. He is looking into international customer support (Australia) which would eliminate the need to overnight support here in Pennsylvania.

Mr. Hoyer questioned the tree row at the rear of the property, whether there would be full circulation around the building, and whether this facility could handle growth of his business. Mr. DeGroot indicated they would be cleaning, not removing, the tree line and that there would be full circulation allowing for tractor trailer and fire trucks. Mr. DeGroot stated that this plan maximizes the property so there will no room for future expansion. Mr. Detrick stated he was not sure if this facility would be able to handle the growth of his company and they keep outgrowing their facilities. This facility will combine 3 of his current facilities.

A motion was moved by Mr. Smalley and was seconded by Mr. Boucher to approve the conditional use. 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 October 2018, Zoning Administrator's Reports for July 2018- November 2018, and Hecktown Fire Company Incident Report for November 2018.

Correspondence

Ms. Stauffer indicated that we received notice from DCNR that we were not selected to receive funding towards our walking path and playground.

Ms. Stauffer indicated that a notice was sent to us from DEP that Lehigh Cement received a civil penalty of which up to 25% can be returned to the township towards a park project. She stated the township will need to apply to receive those funds which she estimates to be \$27,640.

Subdivision and Land Development

DelSerro – Zoning Map/Text Amendment – A motion was moved by Mr. Boucher and was seconded by Ms. Templeton to authorize Solicitor Asteak to draft the ordinance as forward it to LVPC and LNT PC for comments. The motion carried. Mr. Hoyer asked what will happen if the request is not approved. Mr. Piperato said they still intend to build houses. Beverly Fuisz, 180 Green Pond Road, asked the length of time for review. Solicitor Asteak indicated 60-90 days. The motion carried.

K&S Rezoning Request – Mr. Piperato reported that in response to the Board's request for comment from Northampton County, in reference to the plan to connect the proposed development to the park, they have spoken with the County. Mr. Piperato said the County has liability and safety concerns and while it is not a dead issue, they are not interested at this time. Mr. Pennington asked for a motion for authorize this request to move forward. There were no motions.

Trio Phase 6A – Lot Line Adjustment - Resolution #LNT-38-18 – Wayne Doyle, Cowan Associates, was present and Mr. Kortze reviewed his letter recommended final approval. A motion was moved by Mr. Boucher and was seconded by Mr. Hoyer to approve Resolution #LNT-38-18. The motion carried.

Supervisors' Comments

Mr. Smalley had no comments.

Mr. Hoyer stated he met with Bushkill Township about their Open Space Program and they were helpful and provided lots of information.

Ms. Templeton stated, along with Mr. Smalley and Ms. Stauffer, she interviewed consultants for the Recreation Plan update. They will be prepared to make a recommendation at our meeting on January 7th.

Mr. Boucher stated that the December CRPD meeting was cancelled. He wished everyone Merry Christmas, Happy Holidays, and Happy New Year!

Mr. Pennington asked Ms. Stauffer to reach out to the Chief regarding monies being sent to the Township and his request to forward them to CRPD.

Mr. Pennington also noted that we begin working with our new Animal Control Officer (ACO) on January 1st. This program is for stray dogs only. Information will be posted on our website. Ms. Stauffer stated people should call the non-emergency number and CRPD will determine if the ACO is needed.

Engineer's Report

Project Updates – Mr. Kortze review his report providing updates on current projects in the township.

Mr. Kortze thanked the Board and township Staff for a productive 2018 and wished everyone Happy Holidays.

Solicitor's Report

Solicitor Asteak stated he is proud to work for Lower Nazareth Township and the dedication of the Board and Township Staff. He wished everyone Happy Holidays.

Manager's Report

Time Extension Report – Ms. Stauffer stated the Township accepted a time extension for the CECO Concrete Preliminary/Final Land Development Plan through February 16, 2019.

Zoning Ordinance Amendment – Fireworks – Authorization to Advertise – Due to a recent decision by the Commonwealth Court, Solicitor Asteak recommended we wait for any legislative decision before moving forward with this ordinance. Therefore, this is topic was tabled for a few months.

Fireworks Use Regulation Ordinance – Authorization to Advertise – Ms. Stauffer noted this ordinance is similar to Hanover Township's. A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to authorize this ordinance for advertisement. The motion carried.

2019 Millage Rate – Resolution #LNT-39-18 – A motion was moved by Mr. Smalley and was seconded by Mr. Boucher to adopt Resolution #LNT-39-18, keeping the millage rate at 4.15 for 2019. The motion carried.

2019 Township Budget – Resolution #LNT-40-18 – A motion was moved by Mr. Hoyer and was seconded by Ms. Templeton to adopt the 2019 Township Budget. The motion carried.

Pension Plan Update:

Freeze Participation in Define Benefit Pension Plan – Resolution #LNT-41-18 – A motion was moved by Ms. Templeton and was seconded by Mr. Hoyer to adopt resolution #LNT-41-18. The motion carried.

Establish Defined Contribution Pension Plan – Resolution #LNT-42-18 – A motion was moved by Mr. Boucher and was seconded by Ms. Templeton to adopt resolution #LNT-42-18. The motion carried.

Speed Radar Devices – Mr. Kortze is working on the PADOT permit for the speed radar devices. Ms. Stauffer stated that we are waiting for the vendor to receive PADOT certification. Ms. Stauffer noted that the vendor is

discounting our order by \$500 for our patience. Ms. Stauffer reminded the Board we are using gaming grant funds and need this completed by May 31st.

Preconstruction Meeting for Newburg Road Park – Ms. Stauffer stated we will be holding the pre-construction meeting with Northampton County Conservation District and will be ready to commence work in the spring.

Recycling Building Bid Documents – We are currently preparing the bid documents and will be advertising for bids on January 3rd and 10th. Bids will be due February 7th and we will plan to award at our February 13th meeting.

LVPC Meeting / TIP Program – Ms. Stauffer attended a mandatory meeting at LVPC for TIP program. Applications are due January 25th and the township will be required to give a brief presentation for consideration of approval. We will need to bring our “A-game” as not all applications are approved.

Ms. Stauffer also noted that we can apply for funds to update our 15-year old Traffic Improvements Plan.

Meter Consolidation – Ms. Stauffer reported that we received three quotes to consolidate the meters at 623 Municipal Drive. By consolidating the meters, we will save thousands of dollars a year on our electric bills. A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to award the project to MRP at \$17,998.82. Mr. Smalley asked how much we would save a year. Ms. Stauffer believes about \$4,000-\$5,000 a year. Mr. Smalley commented that we would recoup the cost of consolidating in 3-4 years. The motion carried.

Ms. Stauffer said her first year at Lower Nazareth has been a pleasure and she is looking forward to 2019.

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 Mr. Smalley to approve payment of the bills dated December 12th. The motion carried.

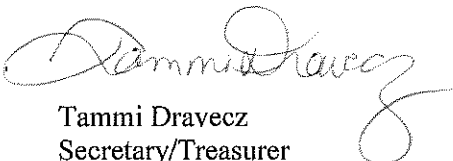
Courtesy of the Floor

Beverly Fuisz, 180 Green Pond Road, asked if a decision was made about Green Pond Road. Solicitor Asteak stated no decision was made. The only decision this evening was to move the ordinance on for review. Mr. DelSerro will decide on the road when he submits his plans.

Adjournment

The meeting adjourned at 8:15 PM.

Respectfully submitted by,


Tammi Dravec
Secretary/Treasurer

**Lower Nazareth Township
Bills To Be Approved
December 12, 2018**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
18677	Commonwealth Financing Authority	Grant Application	\$ 100.00
18678	Advanced Auto Parts Professional	Public Works Supplies	\$ 487.11
18679	PAPCO	Equipment Motor Fuel	\$ 1,798.45
18680	Edwards Business Systems	Copier Maintenance	\$ 384.99
18681	Edwards Business Systems	Copier Maintenance	\$ 416.14
18682	Suburban Propane	Park Fuel	\$ 101.69
18683	<i>VOIDED</i>		
18684	City of Bethlehem	Hydrant Assessment	\$ 156.54
18685	ReadyRefresh by Nestle	Municipal Bottled Water	\$ 20.45
18686	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 3,261.25
18687	Liberty Propane Inc.	Municipal Building Propane	\$ 1,096.60
18688	NJ Advance Media	Advertisements	\$ 540.05
18689	Edwards Business Systems	Equipment Maintenance	\$ 1,482.67
18690	Easton Suburban Water Authority	Municipal Bldg Water	\$ 89.94
18691	The Morning Call	Subscription Renewal	\$ 114.00
18692	Suburban Propane	Public Works Fuel	\$ 855.29
18693	Verizon Wireless	Fire Company Wireless	\$ 379.94
18694	Verizon Wireless	Fire Company Wireless	\$ 138.56
18695	Service Electric Cable TV Inc	Fire Company Internet	\$ 54.52
18696	Service Electric Telephone Co.	Fire Company Telephone	\$ 44.28
18697	Easton Suburban Water Authority	Fire Company Water	\$ 70.06
18698	Karen A. Mengel, RPR, CSR	Stenographer	\$ 160.00
18699	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 1,549.00
18700	Five Below Inc	Local Services Tax Refund	\$ 12.00
18701	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 1,011.77
18702	Volunteer Companies Loan Fund	Fire Company Loan	\$ 965.26

**Lower Nazareth Township
Bills To Be Approved
December 12, 2018**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
18703	Colonial Regional Police Department	Police Contract Payment	\$ 113,440.06
18704	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
18705	PPL, Inc.	Municipal Drive Electricity	\$ 854.80
18706	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 281.00
18707	Met-Ed	Traffic Signal / Street Light Electricity	\$ 315.85
18708	Sam's Club MC/SYNCB	Fire Company Supplies	\$ 266.83
18709	Horwith Freightliner	Fire Company Equipment Maintenance	\$ 207.00
18710	PPL, Inc.	Fire Company Electricity	\$ 355.00
18711	Easton Suburban Water Authority	Municipal Bldg Water	\$ 53.28
18712	Lower Nazareth Township General Fund	Replenish Petty Cash	\$ 143.84
18713	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Ele	\$ 1,086.03
18714	Morton Salt, Inc.	Winter Maintenance Materials	\$ 26,057.90
18715	Highway Materials, Inc.	Pavement Maintenance Supplies	\$ 9,353.21
18716	Valley Industrial Rubber Products	Public Works Equipment Parts/Supplies	\$ 9.92
18717	Staver Hydraulics Co., Inc.	Public Works Parts/Supplies	\$ 112.72
18718	Keystone Cement Company	Winter Maintenance Supplies	\$ 1,898.22
18719	Sprayer Specialties Inc.	Public Works Equipment Parts/Supplies	\$ 647.18
18720	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Material	\$ 1,998.10
18721	Integra One	Computer Services/Software Maintenance	\$ 162.00
18722	Five Star International LLC	Public Works Equipment Parts/Supplies	\$ 193.60
18723	PAPCO	Equipment Motor Fuel	\$ 1,800.36
18724	Bath Supply Co., Inc.	Facilities Maintenance	\$ 49.59
18725	<i>VOIDED</i>		
18726	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 330.00
18727	Chase Card Services	Supplies/Recreation	\$ 3,737.11
18728	The Miracle League of Northampton Cour Contribution		\$ 1,250.00

**Lower Nazareth Township
Bills To Be Approved
December 12, 2018**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
18729	The Key	Advertisements	\$ 178.02
18730	Keystone Municipal Insurance	Workers Comp Insurance	\$ 5,341.75
18731	RCN	Internet & Telephone Services	\$ 809.26
18732	Tractor Supply Credit Plan	Public Works Supplies	\$ 17.99
18733	JMT Environmental Technologies, Inc.	Facilities Maintenance	\$ 345.00
18734	Morton Salt, Inc.	Winter Maintenance Materials	\$ 2,654.84
18735	PAPCO	Equipment Motor Fuel	\$ 317.68
18736	Asteak Law Offices	Legal Services	\$ 5,976.25
18737	April Cordts	ZHB Legal Services	\$ 2,212.00
18738	NJ Advance Media	Advertisements	\$ 335.20
18739	Edwards Business Systems	Copier Maintenance	\$ 177.01
18740	Security Service Company, Inc.	Security System Monitoring	\$ 239.34
18741	PA One Call System, Inc.	Monthly Activity	\$ 39.96
18742	Verizon Wireless	Municipal/Public Works Wireless	\$ 483.35
18743	Sam's Club	Public Works / Municipal Building Supplies	\$ 328.74
18744	Advanced Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 148.63
18745	The Key	Fire Company Advertisement	\$ 348.60
18746	Dreamseats LLC	Fire Company	\$ 449.00
18747	Sparkle Car Wash on 248 LLC	Fire Company	\$ 8.00
18748	TRM Emergency Vehicle Specialists	Fire Company Equipment Supplies	\$ 748.49
18749	Fire Capital Reserve	2017 Budget Allocations	\$ 41,186.85
18750	Lower Nazareth Township	2018 LNRA Budget Allocation	\$ 16,365.01
<i>Total General Fund Checking...</i>			<u>\$ 259,616.90</u>

**Lower Nazareth Township
Bills To Be Approved
December 12, 2018**

PAYROLL ACCOUNT

November 23, 2018	\$ 42,399.32
December 7, 2019	\$ 40,064.11
<i>Total Payroll Account...</i>	\$ 82,463.43

MASTER ESCROW CHECKING (LAB)

Num	Name	Memo	Amount
1957	Met-Ed	Traffic Signal Electricity	\$ 126.16
1958	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 27,743.03
1959	Lower Nazareth Township General Fund	Road Occupancy Permits	\$ 150.00
1960	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 16,014.14
1961	Asteak Law Offices	Legal Services	\$ 1,805.00
1962	Premier Land Company	Escrow Refund	\$ 2,127.25
1963	Met-Ed	Traffic Signal Electricity	\$ 175.62
1964	Lower Nazareth Baseball	Key Refunds	\$ 200.00
1965	Sean Kirchhofer	Key Refund	\$ 25.00
1966	Frank Mroz	Key Refund	\$ 25.00
1967	Ned Hower	Escrow Refund	\$ 707.09
1968	Signal Service, Inc.	Traffic Signal Maintenance	\$ 627.38
1969	Mike Anthony	Key Return	\$ 25.00
1970	Rob Scobo	Key Return	\$ 25.00
1971	Brad Miechur	Key Return	\$ 25.00
1972	Asteak Law Offices	Legal Services	\$ 1,520.00
1973	PPL Electric Utilities	Traffic Signal Electricity	\$ 108.21
1974	Met-Ed	Traffic Signal Electricity	\$ 118.83
<i>Total Master Escrow Checking Account...</i>			\$ 51,547.71

**Lower Nazareth Township
Bills To Be Approved
December 12, 2018**

REFUSE / RECYCLING ACCOUNT

Num	Name	Memo	Amount
1353	AllState Septic Systems, LLP	Temporary Restrooms	\$ 135.00

DEVELOPMENT & INSPECTION ACCOUNT

Num	Name	Memo	Amount
1900	CodeMaster Inspection Services, Inc.	Building Inspection Services	\$ 4,310.88
1901	CodeMaster Inspection Services, Inc.	Building Inspection Services	\$ 67,002.63
1902	Lower Nazareth Township	Administrative Fee	\$ 14,700.14
<i>Total Development & Inspection Account...</i>			\$ 71,313.51

CAPITAL RESERVE ACCOUNT

Num	Name	Memo	Amount
1064	All Phase Electric Supply Co	Capital Construction	\$ 2,163.00
1065	Home Depot Credit Services	Capital Construction	\$ 773.17
<i>Total Capital Reserve Account...</i>			\$ 2,936.17

LOWER NAZARETH SEWER ACCOUNT

Num	Name	Memo	Amount
943	PPL Electric Utilities	Main Meter Electricity	\$ 27.66

OPEN SPACE ACCOUNT

Num	Name	Memo	Amount
668	Keystone Consulting Engineers	Engineering Services	\$ 49,830.17

HIGHWAY RECONSTRUCTION/REHABILITATION ACCOUNT

Num	Name	Memo	Amount
1252	Keystone Consulting Engineers	Engineering & Inspection Services	\$ 883.75