

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
December 9, 2020**

The Lower Nazareth Township Board of Supervisors held a virtual meeting on Wednesday December 9, 2020. The Chairman called the meeting to order at 6:30PM.

Present were:

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

**** The Chairman indicated that the Board held executive sessions to discuss legal matters. ****

Conditional Use Hearing for Central PA Equities 26, LLC – CU2020-06 has been continued until January 27, 2021

Approval of Minutes

A motion was moved by Mr. Boucher and was seconded by Mr. Brown to approve the November 11th meeting minutes. The motion carried unanimously.

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 and the Hecktown Fire Company Incident Report for October & November 2020.

Subdivision & Land Development

Phillip Davis Preliminary/Final Subdivision – Resolution #LNT-29-20 – Mr. Kortze reviewed his December 3rd letter recommending approval of waiver request and subdivision plan. A motion was moved by Mr. Boucher and was seconded by Mr. Brown to approve Resolution #LNT-29-20. The motion carried unanimously.

Keystone Foods Lot Line Adjustment – Resolution LNT#30-20 – Mr. Kortze reviewed his December 3rd letter and recommended approval of waiver request and lot line adjustment. A motion was moved by Mr. Boucher and was seconded by Mr. Brown to approve the waiver request. A motion was moved by Mr. Hoyer and was seconded by Mr. Brown to approve Resolution #LNT-30-20. The motions carried unanimously.

Triple Net Investments – Sewage Facilities Planning Module – Ms. Stauffer explained that this is a required part of the planning process to move forward. The City of Bethlehem and Hanover Township have signed off. This will certify that the facilities proposed has capacity. Bill Dingman is agreeable with Lower Nazareth signing off on the document. A motion was moved by Mr. Hoyer and was seconded by Ms. Templeton to approve signing of the planning module. The motion carried unanimously. Ms. Stauffer will check with Mr. Dingman on who will transfer to this to DEP.

Supervisors' Comments

Mr. Pennington stated the NAZCOG meeting is Monday December 14th. It has been a challenging year, 2021 must be better.

Mr. Hoyer stated the EAC Monday December 14th. He wished everyone a Merry Christmas, Happy New Year, and Happy Hanukah and thanked staff for their hard work.

Mr. Boucher, Ms. Templeton, and Mr. Brown echoed the wishes and thanks.

Solicitor's Report

Recreation, Parks, Open Space Plan – Ordinance #235-12-20 – Solicitor Asteak gave a brief overview and noted this draft includes Northampton County comments. Judy Goldstein was in attendance via zoom. A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to approve Ordinance #235-12-20. The motion carried unanimously.

Recreation, Parks, Open Space Plan – Resolution #LNT-31-20 – Solicitor Asteak noted this resolution satisfies grant requirements. A motion was moved by Mr. Brown and was seconded by Mr. Hoyer to approve Resolution #LNT-31-20. The motion carried unanimously.

Official Map – Ordinance #236-12-20 – Solicitor Asteak noted this map has been reviewed by LNT PC, EAC and LVPC. A motion was moved by Ms. Templeton and was seconded by Mr. Brown to approve. The motion carried unanimously.

Amendment to Township Zoning Ordinance – Creation of Limited Light Industrial Overlay – Authorization to Advertise – A motion was moved by Mr. Boucher and was seconded by Mr. Brown to authorize advertisement. The motion carried unanimously. The ordinance will be on the January 27th agenda.

Solicitor Asteak wished everyone Happy Holidays. He noted it has been an extremely awkward year with virtual and hybrid meetings. He is proud of the staff for putting it together. It has given the public a real opportunity to see and hear what we do and added a whole level of transparency. Thank you for another year working together.

Engineer's Report

Mr. Kortze wished everyone a Merry Christmas, Happy New Year, and Happy Hanukah. He also noted it has been a crazy year. He commented that Lower Nazareth has accomplished a lot despite pandemic and setbacks. Mr. Kortze commented that he misses seeing the staff face to face. He stated he is fortunate to be part of Lower Nazareth and thanked everyone.

Manager's Report

Authorization to transfer funds – Mr. Tenges had put \$225,000 aside for the purchase of an excavator. We are not purchasing one, if one is needed, we will rent. We DO need to replace a dump truck which is currently 18 years old and has a cracked frame which will cost \$45K to repair. We can use these funds to purchase the truck IN CASH. A motion was moved by Mr. Boucher and was seconded by Mr. Brown to approve the transfer of funds from the Capital Reserve Sewer Signals Fund to the Capital Reserve Equipment Fund for the purchase of new equipment. The motion carried unanimously.

Authorization to purchase Capital Equipment for Public Works – Ms. Stauffer reported the quotes total \$205,170.00. A motion was moved by Mr. Boucher and was seconded by Mr. Hoyer to authorize purchase of the equipment. The motion carried unanimously.

Georgetown Manor Public Sewer – Resolution #LNT-32-20 – Nazareth Borough Municipal Authority is asking Lower Nazareth to adopt a resolution. A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to approve Resolution #LNT-32-20. The motion carried unanimously.

COVID-19 Action Plan – The plan was approved on March 13th. This document amends that plan. A motion was moved by Mr. Brown and was seconded by Ms. Templeton to adopt the COVID-19 Action Plan. The motion carried unanimously.

Amendment to Personnel Policy – A motion was moved by Mr. Boucher and was seconded by Mr. Hoyer to approve the amendment to the personnel policy. The motion carried unanimously. The reimbursement rate will be set at reorganization.

Time Extension Report – Ms. Stauffer reported the time extensions accepted.

NC LSA Grant Application (CRPD Radios) Resolution #LNT-27-20 – Amendment – Ms. Stauffer reported that the dollar amount increased from \$21,167 to \$42,334. A motion was moved by Mr. Brown and was seconded by Ms. Templeton to approve the amendment to Resolution #LNT-27-20. The motion carried unanimously.

MC LSA Grant Application (HVFC Truck) Resolution #LNT-28-20 – Amendment – Ms. Stauffer reported that the dollar amount increased from \$425,000 to \$500,000. A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to approve the amendment to Resolution #LNT-28-20. The motion carried unanimously.

2021 Millage Rate – Resolution #LNT-33-20 – A motion was moved by Mr. Brown and was seconded by Mr. Boucher to approve Resolution #LNT-33-20. The motion carried unanimously.

2021 Township Budget – Resolution #LNT-34-20 – A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to approve Resolution #LNT-34-20. The motion carried unanimously.

Ms. Stauffer reported that the CARES money has been received from Northampton County. The AV upgrade to the meeting room is scheduled for December 16th so the January 4th meeting will have enhanced AV so the public will be able to see the Board.

Ms. Stauffer wished everyone Happy Holidays. She is proud of the accomplishments Lower Nazareth has made, despite the many challenges.

Payment of the Bills

A motion was moved by Mr. Boucher and was seconded by Ms. Templeton to approve payment of the bills dated December 9th. The motion carried unanimously.

Courtesy of the Floor

There were no comments under Courtesy of the Floor.

Conditional Use Hearing

LVTC II Owner, LLC & LIT Acquisitions, LLC (CU2020-01) – Order and Opinion – Solicitor Asteak provided a brief recap of the discussion of this proposed project at previous meetings. A motion was moved by Mr. Boucher and was seconded by Mr. Hoyer to grant conditional use as defined in the Order and Opinion. The motion carried unanimously.

The Board took a 10-minute recess at 7:25... reconvened at 7:35pm

Faust Family Limited Partnership, No. 6 – (CU2020-05) – Solicitor Asteak re-opened the hearing at 7:35pm with a brief presentation. The record was left open for the applicant to present testimony on how they will comply with community center requirement. Attorney Tim Charlesworth, Jim Faust, Troy Faust, and Engineer Michael Preston, Ott Consulting were all present in person.

**Board of Supervisors Minutes
December 9, 2020**

Attorney Charlesworth stated that on the issue of the multipurpose room, the ordinance is silent on size. Troy Faust spoke to gentlemen that built Woodmont in Upper and Lower Macungie and they allotted 25sq ft per apartment for clubhouse space. (others 22-30 sq ft) Troy Faust is proposing a 1,100 sq ft room in each of the two buildings. (equals 25sq ft per unit) The club house space will have restrooms, there will be a craft room and kitchenette; the other will have a gymnasium.

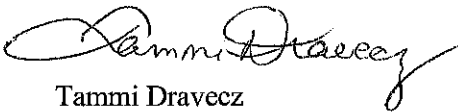
Troy Faust said as for outdoor features there will be a walking trail, gazebo (25ft diameter), and gas grills so they do not grill on decks.

Mr. Pennington appreciated Mr. Faust's research and providing the information.

Solicitor Asteak closed the record. Solicitor Asteak stated that we will provide a decision at the next meeting on January 4th. Solicitor Asteak asked Attorney Charlesworth to provide a time extension through the Jan 4th meeting.

Adjournment – The meeting adjourned at 7:50pm.

Respectfully submitted by,



Tammi Dravec
Secretary/Treasurer

**Lower Nazareth Township
Bills To Be Approved
December 9, 2020**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
20653	U.S. Municipal Supply, Inc.	Pavement Marking Supplies	\$ 1,179.07
20654	Colonial Intermediate Unit 20	Office Supplies	\$ 179.00
20655	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 1,027.50
20656	PA Recreation and Park Society, Inc.	2021 Membership Dues	\$ 120.00
20657	Verizon Wireless	Municipal/Public Works Wireless	\$ 511.35
20658	City of Bethlehem	Hydrant Assessment	\$ 156.54
20659	Suburban Propane	Park Fuel	\$ 77.31
20660	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 371.74
20661	Karen A. Mengel, RPR, CSR	Stenographer	\$ 225.00
20662	Advance Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 860.44
20663	Barry Issett & Associates, Inc.	Zoning Officer Services	\$ 4,050.00
20664	Barry Issett & Associates, Inc.	Building Inspection Services	\$ 150.00
20665	Signal Service, Inc.	Traffic Signal Maintenance	\$ 800.00
20666	Service Electric Cable TV Inc	Fire Company Internet	\$ 109.90
20667	Fogels Fuel Service	Fire Company Fuel	\$ 670.47
20668	Verizon Wireless	Fire Company Wireless	\$ 138.56
20669	Verizon Wireless	Fire Company Wireless	\$ 360.44
20670	State Worker's Insurance Fund	Workers Compensation	\$ 1,101.00
20671	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 1,011.77
20672	Volunteer Companies Loan Fund	Fire Company Loan	\$ 965.26
20673	Colonial Regional Police Department	Police Contract Payment	\$ 137,947.75
20674	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
20675	Witmer Public Safety Group	Fire Company Supplies	\$ 690.00
20676	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 402.25
20677	Met-Ed	Traffic Signal / Street Light Electricity	\$ 304.73
20678	Easton Suburban Water Authority	Municipal Bldg Water	\$ 61.78
20679	Lehigh Valley Fence Co.	Fire Company Construction	\$ 8,295.00

**Lower Nazareth Township
Bills To Be Approved
December 9, 2020**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
20680	Easton Suburban Water Authority	Fire Company Water	\$ 69.82
20681	Horwith Freightliner	Fire Company Equipment Maintenance	\$ 651.76
20682	Wex Bank	Fire Company	\$ 606.87
20683	Rahns Construction Material Co.	Municipal Property Maintenance	\$ 700.00
20684	The Miracle League of Northampton Cour	Contribution	\$ 1,250.00
20685	Lehigh Valley Janitorial Supply	Winter Maintenance	\$ 844.76
20686	Liberty Propane Inc.	Municipal Building Propane	\$ 1,109.00
20687	Johnstone Supply	Facilities Maintenance	\$ 88.89
20688	PAPCO	Equipment Motor Fuel	\$ 903.23
20689	Suburban Propane	Public Works Fuel	\$ 494.67
20690	Integra One	Computer Services/Software Maintenance	\$ 81.00
20691	Karen A. Mengel, RPR, CSR	Stenographer	\$ 160.00
20692	Easton Suburban Water Authority	Municipal Bldg Water	\$ 58.75
20693	Lower Nazareth Township	Building Permit	\$ 285.00
20694	Fraser Advanced Info Systems	Copier Supplies	\$ 14.88
20695	Staples Business Advantage	Office Supplies	\$ 161.22
20696	Tommy's Small Engine Repair	Public Works Tools/Equipment Parts&Repairs	\$ 15.00
20697	NJ Advance Media	Advertisements	\$ 1,292.35
20698	Asteak Law Offices	Legal Services	\$ 9,738.75
20699	Home Depot	Public Works Supplies	\$ 307.64
20700	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 3,579.25
20701	Brian's Professional Cleaning	Municipal Building Maintenance	\$ 225.00
20702	Gomez Baltazar	Driveway Permit Refund	\$ 50.00
20703	Penske Logistics LLC	Local Services Tax Refund	\$ 9.00
20704	April Cordts	ZHB Legal Services	\$ 6,544.40
20705	Fire Capital Reserve	2020 Budget Allocations	\$ 122,634.07
20706	General Code	Software Maintenance	\$ 2,900.00

**Lower Nazareth Township
Bills To Be Approved
December 9, 2020**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
20707	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 33,124.96
20708	PA One Call System, Inc.	Monthly Activity	\$ 35.00
20709	PPL, Inc.	Municipal Drive Electricity	\$ 493.93
20710	PPL, Inc.	Newburg Inn Electricity	\$ 57.20
20711	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Ele	\$ 600.77
20712	RCN	Internet & Telephone Services	\$ 811.64
20713	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 148.25
20714	The Key	Advertisements	\$ 201.60
20715	ESRI, Inc.	Arcview Maintenance Agreement	\$ 700.00
20716	Fogels Fuel Service	Municipal Heating Fuel	\$ 628.41
20717	Chase Card Services	Supplies/Software Maintenance/Training	\$ 4,254.35
20718	Valley Industrial Rubber Products	Public Works Equipment Parts/Supplies	\$ 130.01
20719	Five Star International LLC	Public Works Equipment Parts/Supplies	\$ 81.64
20720	Interstate Billing Service, Inc.	Public Works Equipment Parts/Supplies	\$ 192.72
20721	Tractor Supply Credit Plan	Public Works Tools/Equipment	\$ 140.45
20722	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 607.50
20723	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 965.00
20724	Keystone Municipal Insurance	Workers Comp Insurance	\$ 6,009.00
20725	Security Service Company, Inc.	Security System Monitoring	\$ 314.34
20726	Barry Issett & Associates, Inc.	Zoning Officer Services	\$ 3,075.00
	Integra One	Office Equipment	\$ 1,771.00
	Delco Solutions LLC	Meeting Room AV Equipment	\$ 9,600.00
Total General Fund Checking...			\$ 381,496.71

PAYROLL ACCOUNT

November 20, 2020	\$ 43,948.00
December 4, 2020	\$ 45,317.23
Total Payroll Account...	
	\$ 89,265.23

**Lower Nazareth Township
Bills To Be Approved
December 9, 2020**

MASTER ESCROW ACCOUNT

Num	Name	Memo	Amount
2658	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 34,296.56
2659	Asteak Law Offices	Legal Services	\$ 8,122.50
2660	Lower Nazareth Township General Fund	Septic Permit	\$ 50.00
2661	Joe Dente	Key Refund	\$ 25.00
2662	Met-Ed	Traffic Signal Electricity	\$ 143.58
2663	Signal Service, Inc.	Traffic Signal Maintenance	\$ 200.00
2664	VOID		\$ -
2665	Northampton County Recorder of Deeds	Plan Recording	\$ 65.00
2666	Northampton County Recorder of Deeds	Plan Recording	\$ 65.00
2667	Northampton County Recorder of Deeds	Plan Recording	\$ 185.00
2668	County of Northampton	Parcel ID	\$ 15.00
2669	County of Northampton	Parcel ID	\$ 5.00
2670	County of Northampton	Parcel ID	\$ 5.00
2671	County of Northampton	Parcel ID	\$ 5.00
2672	County of Northampton	Plan Recording	\$ 35.00
2673	Paul Bunting	Escrow Refund	\$ 619.61
2674	Thomas Yavorski	Escrow Refund	\$ 320.07
2675	Jennifer Smethers	Escrow Refund	\$ 5.06
2676	Wanda Kunsman, Executrix	Escrow Refund	\$ 240.03
2677	Eric Hansen	Escrow Refund	\$ 240.04
2678	Lester Blickley	Escrow Refund	\$ 25.17
2679	Top Star Inc	Escrow Refund	\$ 5.16
2680	Titan Formwork Systems	Escrow Refund	\$ 2,310.39
2681	Jacobsburg Realty, LLC	Escrow Refund	\$ 3,644.94
2682	S&S Home Builders	Escrow Refund	\$ 276.34
2683	Camino Properties, LLC	Escrow Refund	\$ 111.34
2684	Anbin Liu	Escrow Refund	\$ 751.97

**Lower Nazareth Township
Bills To Be Approved
December 9, 2020**

MASTER ESCROW ACCOUNT

Num	Name	Memo	Amount
2685	Joseph Negrao	Escrow Refund	\$ 574.91
2686	Monogram Custom Homes	Escrow Refund	\$ 7.81
2687	East Allen Construction	Escrow Refund	\$ 11.66
<i>Total Master Escrow Account...</i>			\$ 52,362.14

CAPITAL RESERVE ACCOUNT

Num	Name	Memo	Amount
1185	Home Depot Credit Services	Capital Construction	\$ 216.44
1186	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 1,021.04
1187	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 7,350.68
<i>Total Capital Reserve Account...</i>			\$ 8,588.16

DEVELOPMENT & INSPECTION ACCOUNT

Num	Name	Memo	Amount
2014	Barry Isett & Associates, Inc.	Building Inspection Services-September	\$ 14,353.00
2015	Barry Isett & Associates, Inc.	Building Inspection Services-October	\$ 30,142.72
2016	Barry Isett & Associates, Inc.	Building Inspection Services-November	\$ 50,793.00
<i>Total Development & Inspection Account...</i>			\$ 95,288.72

OPEN SPACE ACCOUNT

Num	Name	Memo	Amount
1528	Foley, Inc.	Equipment Rental	\$ 10,739.00
1529	Barry Isett & Associates, Inc.	Building Inspection Services	\$ 1,100.00
1530	Foley, Inc.	Equipment Rental	\$ 10,739.00
1531	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 111.50
<i>Total Open Space Account...</i>			\$ 22,689.50

**Lower Nazareth Township
Bills To Be Approved
December 9, 2020**

RECYCLING / REFUSE ACCOUNT

Num	Name	Memo	Amount
1614	Barry Isett & Associates, Inc.	Building Inspection Services	\$ 525.00
1615	ProMax Fence Systems	Recycling Facility Fence	\$ 80,837.50
1616	AllState Septic Systems, LLP	Temporary Restroom	\$ 115.00
1617	Commonwealth of PA	Municipal Waste Transporter Application	\$ 100.00
1618	Security Service Company, Inc.	Recycling Facility Security System	\$ 5,647.47
		<i>Total Recycling/Refuse Account...</i>	<u>\$ 81,577.50</u>