

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
May 12, 2021**

The Lower Nazareth Township Board of Supervisors held a virtual meeting on Wednesday May 12, 2021. The Chairman called the meeting to order at 7:00 PM.

Present were:

James S. Pennington	-	Chairman		
Martin Boucher	-	Vice Chairman	Gary Asteak, Esq.	- Solicitor
Stephen A. Brown	-	Supervisor	Albert Kortze	- Engineer
Robert J. Hoyer	-	Supervisor	Lori A. Stauffer	- Manager
Amy L. Templeton	-	Supervisor		

Absent were:

Lori Seese	-	Planning/Zoning Administrator	
Tammi Dravec	-	Secretary/Treasurer	

****The Board held an executive session prior to this evening's meeting to discuss legal matters.****

Approval of Minutes

A motion was moved by R. Hoyer and was seconded by S. Brown to approve the April 28th meeting minutes. The motion carried (4-0-1). J. Pennington abstained due to his absence.

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 April 2021.

Supervisor's Comments

Mr. Pennington reported the Multi-Municipal Comprehensive Plan committee held their meeting on Monday, May 10th. The committee is hoping to have the draft plan out to the municipalities by Labor Day. A copy of the draft "Goals, Policies and Action" document has been distributed to all Board members and J. Pennington requested all Board members to provide feedback on the document at their earliest convenience.

Mr. Boucher - nothing

Mr. Brown - nothing

Mr. Hoyer reported the EAC met Monday, May 10th. The ranking system is almost complete. He further reported an application was completed and will be sent out to an interested party.

Ms. Templeton reported the Veteran's Memorial Eagle Scout project is currently underway. The Township erected the flagpole at the memorial. The Township is still waiting for Met-Ed to energize the electrical line. The playground equipment for Surrey Glen has been ordered and Al is working on the bid specifications for the walking path.

Subdivision & Land Development

None

Solicitor's Report

Snow Removal Ordinance #238-05-21 – Solicitor Asteak reviewed the purpose of the ordinance and indicated the ordinance was duly advertised. At this time, it is ripe for action by the Board of Supervisors. M. Boucher made a motion to adopt Ordinance# 238-05-21. R. Hoyer seconded. Motion passed (5-0).

The Mayer appeal is currently scheduled in Northampton County Court for oral argument on May 25, 2021. Solicitor Asteak also reported the barn structure has incurred further damage since the filing of the appeal. S. Brown motion to authorize the solicitor to file additional legal action on the Mayer property. M. Boucher seconded. Motion passed (5-0).

L. Stauffer noted the Township is in receipt of two additional zoning hearing board applications from Adam Pooler. He is requesting variances from the Township floodplain ordinance to construct single family dwellings on lots that are in the floodplain. As the Board has intervened in the existing appeal, L. Stauffer inquired if the Board desired to intervene in these two appeals. M. Boucher made a motion to authorized special legal counsel to intervene on the behalf of the Township to oppose the requested relief. R. Hoyer seconded. Motion passed (5-0). Special legal counsel will be representing the Township as Solicitor Asteak has a conflict.

Engineer's Report

The bid specifications are completed for the walking path at Surrey Glen. He will coordinate with the Township Manager on the timeframe for the bid advertisement.

A non-mandatory pre-bid meeting was held for the Newburg Demolition project and approximately 8 contractors appeared. The bids will be opened on May 21st with the intent to award the bid at the May 26th meeting. A. Kortze stated there may be a lengthy lead time between the award of the bid and actual demolition if permits are required.

Manager's Report

Township File Backup Renewal – L. Stauffer reported the Board has received a quote in their digital packet from IntegraOne. The quote reflects the maintenance agreement for the Township's backup server service. A three-year agreement is more cost effective and saves the township approximately \$3,000 over a three year period. A. Templeton made a motion to authorize the 3-year contract for a price of \$12,435.26. M. Boucher seconded. Motion passed (5-0)

R. Hoyer inquired what protections are in place for hacking. L. Stauffer indicated documents are backed up on the Cloud in addition to the physical server. She stated the Township is also insured for incidents.

Payment of the Bills

A motion was moved by M. Boucher and was seconded by A. Templeton to approve payment of the bills dated May 12th. The motion carried unanimously.

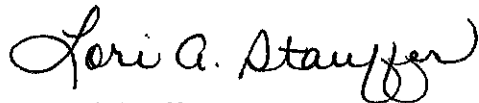
Courtesy of the Floor

None

Adjournment

The meeting adjourned at 7:15 PM.

Respectfully submitted by,

A handwritten signature in cursive script that reads "Lori A. Stauffer".

Lori Stauffer
Township Manager

**Lower Nazareth Township
Bills To Be Approved
May 12, 2021**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
21117	Carroll Engineering Corporation	Zoning Officer Services	\$ 2,730.00
21118	Integra One	Computer Services	\$ 480.00
21119	Integra One	Computer Services/Software Maintenance	\$ 83.25
21120	Migu	Spring Newsletter	\$ 3,825.00
21121	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 1,011.77
21122	Memorial Library of Nazareth & Vicinity	Library Service	\$ 6,906.25
21123	Colonial Regional Police Department	Police Contract Payment	\$ 146,123.42
21124	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
21125	Sam's Club MC/SYNCB	Fire Company Supplies	\$ 1,221.45
21126	Sparkle Car Wash on 248 LLC	Fire Company	\$ 8.00
21127	Met-Ed	Traffic Signal / Street Light Electricity	\$ 299.77
21128	Brian's Professional Cleaning	Municipal Building Maintenance	\$ 225.00
21129	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Material	\$ 6,382.03
21130	A&A Sales Associates, LLC	Public Works Supplies	\$ 1,741.89
21131	Northampton County Seed Company, Inc.	Park Facilities Maintenance	\$ 117.50
21132	Bath Supply Co., Inc.	Municipal Facilities Maintenance	\$ 91.32
21133	Highway Materials, Inc.	Pavement Maintenance Supplies	\$ 154.73
21134	PAPCO	Equipment Motor Fuel	\$ 753.66
21135	Stotz & Fatzinger Office Supply	Office Supplies	\$ 652.86
21136	Valley Industrial Rubber Products	Public Works Equipment Parts/Supplies	\$ 27.88
21137	Home Depot	Public Works Supplies	\$ 180.66
21138	Staples Business Advantage	Office / Zoning Supplies	\$ 165.56
21140	Corelogic	Real Estate Tax Refunds	\$ 874.81
21141	Fantastic 1948 LLC	Real Estate Tax Refund	\$ 12.61
21142	Kay Trio LLC	Real Estate Tax Refund	\$ 109.81
21143	NB Export Import	Real Estate tax Refund	\$ 66.13
21144	SLK Global	Real Estate Tax Refund	\$ 416.06

**Lower Nazareth Township
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May 12, 2021**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
21145	Keystone Consulting Engineers, Inc.	Engineering & Inspections Services	\$ 4,008.00
21146	LNT Petty Cash	Clean Up Day	\$ 150.00
21147	Verizon Wireless	Municipal/Public Works Wireless	\$ 512.99
21148	Sparkle Car Wash on 248 LLC	Fire Company	\$ 6.00
21149	Easton Suburban Water Authority	Fire Company Water	\$ 69.82
21150	PPL, Inc.	Fire Company Electricity	\$ 32.49
21151	PPL, Inc.	Fire Company Electricity	\$ 397.63
21152	RCN	Internet & Telephone Services	\$ 821.31
21153	WM Recycle America	Recycling	\$ 411.18
21154	Easton Suburban Water Authority	Municipal Bldg Water	\$ 57.53
21155	Highway Materials, Inc.	Pavement Maintenance Supplies	\$ 180.43
21156	The Key	Advertisements	\$ 549.60
21157	Suburban Propane	Public Works Fuel	\$ 867.86
21158	PPL, Inc.	Municipal Drive Electricity	\$ 611.27
21159	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Ele	\$ 972.76
21160	Broughal & DeVito, LLP	Legal Services	\$ 324.50
21161	Fogels Fuel Service	Municipal Heating Fuel Maintenance	\$ 349.95
21162	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Material	\$ 107.03
21163	PAPCO	Equipment Motor Fuel	\$ 171.88
21164	PA One Call System, Inc.	Monthly Activity	\$ 35.49
21165	Flamm Walton PC	Personnel Legal Services	\$ 621.00
21166	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 394.12
21167	NJ Advance Media	Advertisement	\$ 520.30
21168	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 112.25
21169	Advance Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 568.03
21170	Integra One	Computer Services/Software Maintenance	\$ 747.48
21171	Interstate Battery of Allentown	Public Works Equipment Parts/Supplies	\$ 121.95

**Lower Nazareth Township
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May 12, 2021**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
21172	U.S. Municipal Supply, Inc.	Recycling Facility / Fire Co Signs	\$ 238.67
21173	Tractor Supply Credit Plan	Public Works Tools/Equipment/Park Maintena	\$ 79.67
21174	Staples Business Advantage	Office / Zoning Supplies	\$ 34.87
21175	PA Municipal Health Insurance Cooperati	Employee Health Insurance	\$ 28,619.20
21176	Chase Card Services	Supplies/Software Maintenance/Training	\$ 101.81
<i>Total General Fund Checking...</i>			<u><u>\$ 218,470.26</u></u>

MASTER ESCROW ACCOUNT

Num	Name	Memo	Amount
2724	Met-Ed	Traffic Signal Electricity	\$ 265.79
2725	A-1 Traffic Control Products, LLC	Intersection Pavement Markings	\$ 2,777.56
2726	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 12,245.00
2727	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 408.75
2728	Kay Builders, Inc.	Escrow Refunds	\$ 10,000.00
<i>Total Master Escrow Account...</i>			<u><u>\$ 25,697.10</u></u>

OPEN SPACE ACCOUNT

Num	Name	Memo	Amount
1545	All-Phase Electric Supply Co	Capital Construction	\$ 1,208.56
1546	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 18,102.25
1547	Gates Flag & Banner Co., Inc.	Capital Construction	\$ 3,405.16
1548	Best Line Equipment	Equipment Rental	\$ 136.25
1549	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 1,192.50
<i>Total Open Space Account...</i>			<u><u>\$ 24,044.72</u></u>

PAYROLL ACCOUNT

May 7, 2021

\$ 46,534.44

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REFUSE/RECYCLING ACCOUNT

Num	Name	Memo	Amount
1626	AllState Septic Systems, LLP	Temporary Restroom	\$ 115.00

CAPITAL RESERVE EQUIPMENT REPLACEMENT ACCOUNT

Num	Name	Memo	Amount
1303	Whitehall Turf Equipment	Capital Purchase	\$ 13,999.00

CAPITAL RESERVE ACCOUNT

Num	Name	Memo	Amount
1198	Dyna-tech Industries LTD	Capital Construction	\$ 9,799.50
1199	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 1,432.50
<i>Total Capital Reserve Account...</i>			\$ 11,232.00