

**LOWER NAZARETH TOWNSHIP  
BOARD OF SUPERVISORS  
MINUTES  
July 14, 2021**

The Lower Nazareth Township Board of Supervisors held a virtual meeting on Wednesday July 14, 2021. The Chairman called the meeting to order at 7:00PM.

Present were:

James Pennington	-	Chairman	Gary Asteak, Esq.	-	Solicitor
Martin Boucher	-	Vice Chairman	Albert 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 Board held an executive session prior to this evening's meeting to discuss legal matters.\*\*\**

**Agenda Approval**

Solicitor Asteak requested to add two items to tonight's agenda... (1) Recreational fee waiver request for Fanstastic1948 and (2) Request to commence earth moving for LVTC II. A motion was moved by Mr. Brown and was seconded by Mr. Hoyer to add these items to the agenda. The motion carried unanimously.

**Approval of Minutes**

A motion was moved by Mr. Brown and was seconded by Mr. Hoyer to approve the June 9<sup>th</sup> 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 May 2021 and the Hecktown Fire Incident Report for June 2021.

**Supervisor's Comments**

Mr. Pennington attended the COG meeting on Monday July 12<sup>th</sup>. The update to the plan continues to move ahead.

Mr. Hoyer attended the EAC meeting on Monday July 12<sup>th</sup>. They are finalizing the ranking system and will provide a copy to the BOS at their next meeting.

Mr. Hoyer reported that they have received an application from the Rod and Gun Club and they have started the review process.

Ms. Templeton provided updates to the park projects. Bids were received for the Surrey Glen Walking Trail. LVHN made a donation for the trail and a sign will be erected naming the trail the LVHN Walking Trail. The playground equipment has been ordered and will be delivered in August. Public Works will prepare the site.

The sign for the Newburg Park has been ordered. Public Works has staked out the placement area. Mr. Pennington inquired about the dog fence. Ms. Stauffer indicated the install has started but not completed.

Ms. Templeton stated that the Memorial Library's Annual Report is available for anyone wanted to review it. She also stated that the library is planning to run their Touch a Truck Event this October.

Mr. Boucher and Mr. Brown had no comments.

### **Subdivision & Land Development**

Fantastic1948 Recreation Fee Waiver Request – Solicitor Asteak indicated he was in receipt of a letter from Attorney Curcio requesting relief from recreation fees for her client's development on Country Club Road. Mr. Pennington was not in favor of granting the request because while the development is for recreation it is still a private business. A motion was moved by Mr. Brown and was seconded by Mr. Boucher to deny the request. The motion carried unanimously.

LVTC II Earth Movement Request – Solicitor Asteak indicated he was in receipt of a letter from Attorney Durso requesting her client be permitted to begin site work prior to plan recording. A motion was moved by Ms. Templeton and was seconded by Mr. Hoyer to approve site work prior to plan recording. The motion carried unanimously.

### **Solicitor's Report**

There were no comments under Solicitor's Report.

### **Engineer's Report**

Newburg Park Restroom – Payment Approval – Mr. Kortze reviewed his July 12<sup>th</sup> letter recommending payment of \$37,750.45 to Kobalt Construction for payments 8, #9, and #10. A motion was moved by Mr. Boucher and was seconded by Ms. Templeton to approve payment as recommended. The motion carried unanimously.

Newburg Park – Electric Update – Mr. Kortze provided an update on the electric service the park. Met-Ed has indicated they can provide 2500-amp service which Mr. Kortze believes will be sufficient for the site. Met-Ed is working on a field design and the engineer will determine the final price. There is no timeline.

### **Manager's Report**

Surrey Glen Walking Path Bid Award – Mr. Kortze's July 12<sup>th</sup> letter recommended the project be awarded to Bruce George Paving & Excavating at a cost of \$109,106.70. A motion was moved by Mr. Boucher and was seconded by Ms. Templeton to award to the project as recommended. The motion carried unanimously.

RAE Homes – Masonry Mailbox Agreement - A motion was moved by Mr. Boucher and was seconded by Mr. Brown to approve the agreement. The motion carried unanimously.

Township E-Cycling Event – Ms. Stauffer stated the Township will be holding an e-cycling event on Wednesday October 6<sup>th</sup> from 3pm to 6pm at our Recycling Facility at 4600 Newburg Road. The reason for a mid-week event is that the recycling companies are booked weekends into 2022.

### **Payment of the Bills**

A motion was moved by Mr. Brown and was seconded by Mr. Hoyer to approve payment of the bills dated July 14<sup>th</sup>. The motion carried unanimously.

### **Courtesy of the Floor**

Jeff Shepherd indicated that the HOA at Trio Fields has hired an engineer to produce a report of issues for phases 1-6A and that the report was forwarded to Kay Builders and Lower Nazareth. Ms. Stauffer stated that the report was not forwarded to the Township Engineer because the HOA will need to provide escrow funds to cover the review fees. That information was provided to the attorney that previously reached out to Ms. Seese.

### **Board of Supervisors Minutes**

**July 14, 2021**

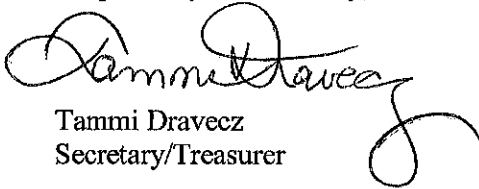
Mr. Shepherd also comments that the library is filing for numerous grants and is looking for feedback from municipalities on the “expansion” of the library. He will follow up with Ms. Stauffer.

Peter Collins, 4255 Beech Drive, read an email he sent to the HOA on behalf of the residents in the 4200 and 4300 block of Beech Drive regarding Kay Builder’s lack of mowing open spaces which is leading to wildlife issues on properties. He requested feedback from the Bos on whether builders are exempt from maintaining open space areas and if any deals were made with Kay Builders. Mr. Collins was looking for clarification on Kay Builder’s responsibilities.

**Adjournment**

The meeting adjourned at 7:40PM.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Tammi Dravecz", with a large, stylized flourish extending from the end of the signature.

Tammi Dravecz  
Secretary/Treasurer

**Lower Nazareth Township  
Bills To Be Approved  
July 14, 2021**

**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
21235	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Ele	\$ 1,201.59
21236	PPL, Inc.	Municipal Drive Electricity	\$ 720.22
21237	Easton Suburban Water Authority	Fire Company Water	\$ 69.82
21238	Sparkle Car Wash on 248 LLC	Fire Company	\$ 2.00
21239	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 394.12
21240	France Anderson Basile and Company, P.C	Auditing Services	\$ 2,640.00
21241	Pitney Bowes	Postage Meter	\$ 180.00
21242	City of Bethlehem	Hydrant Assessment	\$ 156.54
21243	Allstate Septic Systems	Temporary Restrooms	\$ 225.00
21244	Verizon Wireless	Municipal/Public Works Wireless	\$ 512.99
21245	Asteak Law Offices	Legal Services	\$ 7,785.00
21246	PAPCO	Equipment Motor Fuel	\$ 664.35
21247	Northampton County Seed Company, Inc.	Park Facilities Maintenance	\$ 144.00
21248	J. Smith's Automotive, Inc.	Equipment Repairs	\$ 16.58
21249	Valley Industrial Rubber Products	Public Works Equipment Parts/Supplies	\$ 20.94
21250	Associated Fasteners, Inc.	Public Works Equipment Parts/Supplies	\$ 2.59
21251	Turf Equipment and Supply Co., LLC	Public Works Equipment Parts/Supplies	\$ 326.23
21252	Advance Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 178.80
21253	Integra One	Computer Services/Software Maintenance	\$ 671.33
21254	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 523.75
21255	Brown & Brown of Lehigh Valley	Township Insurance	\$ 2,549.68
21256	A-1 Traffic Control Products, LLC	Pavement Markings	\$ 2,027.56
21257	Tractor Supply Credit Plan	Public Works Tools/Equipment/Park Maintena	\$ 95.97
21258	United States Treasury	Employee Health Insurance	\$ 90.44
21259	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 54.00
21260	Wex Bank	Fire Company	\$ 502.12
21261	Service Electric Cable TV Inc	Fire Company Internet	\$ 97.02

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**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
21262	PPL, Inc.	Fire Company Electricity	\$ 372.72
21263	PPL, Inc.	Fire Company Electricity	\$ 32.60
21264	Verizon Wireless	Fire Company Wireless	\$ 108.57
21265	Verizon Wireless	Fire Company Wireless	\$ 358.22
21266	Fraser Advanced Info Systems	Fire Company Copier Lease/Maintenance	\$ 290.00
21267	Medical Life Insurance Company	Employee Life Insurance	\$ 2,172.75
21268	Carroll Engineering Corporation	Zoning Officer Services	\$ 2,012.50
21269	Reynolds Business Systems, Inc.	Equipment Maintenance Agreement	\$ 492.00
21270	East Lawn Supply Co., Inc.	Municipal Facilities Maintenance	\$ 24.18
21271	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Material	\$ 84.14
21272	Five Star International LLC	Public Works Equipment Parts/Supplies	\$ 91.64
21273	Valley Tire of Nazareth	Public Works Equipment Parts/Supplies	\$ 22.00
21274	Service Tire Truck Centers	Public Works Equipment Parts/Supplies	\$ 463.52
21275	Tommy's Small Engine Repair	Public Works Tools/Equipment Parts&Repairs	\$ 277.25
21276	Safeguard Business Systems	Office Supplies	\$ 176.88
21277	Pitney Bowes Purchase Power	Postage	\$ 48.10
21278	Isaac Kutzura	Eagle Scout Project	\$ 250.00
21279	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 1,011.77
21280	Memorial Library of Nazareth & Vicinity	Library Service	\$ 6,906.25
21281	Colonial Regional Police Department	Police Contract Payment	\$ 146,123.42
21282	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
21283	Tyler Keifer	Pension Contribution Refund	\$ 501.56
	Fulton Bank	Federal Tax for Keifer Pension Distribution	\$ 125.40
21284	Home Depot	Public Works Supplies	\$ 73.34
21285	Deer Country Farm & Lawn, Inc.	Public Works Equipment Parts/Supplies	\$ 66.16
21286	Cumberland Truck Parts	Public Works Equipment Parts/Supplies	\$ 21.94
21287	All-Phase Electric Supply Co.	Park Facilities Maintenance	\$ 280.09

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**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
21288	Government Forms and Supplies	Office Supplies	\$ 62.82
21289	Valley Tire of Nazareth	Public Works Equipment Parts/Supplies	\$ 22.00
21290	PAPCO	Equipment Motor Fuel	\$ 1,489.72
21291	Integra One	Computer Services/Software Maintenance	\$ 706.00
21292	Integra One	Computer Services/Software Maintenance	\$ 2,603.25
21293	Eastern Telephone & Telecommunications	Telephone Maintenance	\$ 1,882.60
21294	Jean Genova	Stenographer	\$ 95.00
21295	Met-Ed	Traffic Signal / Street Light Electricity	\$ 296.38
21296	Easton Suburban Water Authority	Municipal Bldg Water	\$ 53.28
21297	NJ Advance Media	Advertisement	\$ 930.60
21298	Keystone Consulting Engineers, Inc.	Engineering & Inspections Services	\$ 7,230.00
21299	Keystone Consulting Engineers, Inc.	Engineering & Inspections Services	\$ 3,394.00
21300	Asteak Law Offices	Legal Services	\$ 95.00
21301	Recreation resource USA	Park Facilities Maintenance	\$ 663.36
<b><i>Total General Fund Checking...</i></b>			<b><u><u>\$ 204,775.42</u></u></b>

**REFUSE/RECYCLING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1629	AllState Septic Systems, LLP	Temporary Restroom	\$ 115.00

**PAYROLL ACCOUNT**

June 18, 2021	\$ 39,563.27
July 2, 2021	\$ 41,150.88
July 16, 2021	\$ 39,167.45
<b><i>Total Payroll Account...</i></b>	<b><u><u>\$ 119,881.60</u></u></b>

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**OPEN SPACE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1557	Northampton County Seed Company, Inc.	Capital Construction	\$ 1,660.00
1558	Glenmar Nursery & Garden Center	Capital Construction	\$ 269.85
1559	Northampton County Seed Company, Inc.	Capital Construction	\$ 600.00
1560	Elegant Lawncare, Inc.	Capital Construction	\$ 7,405.20
1561	Treetop Products, Inc.	Capital Purchase	\$ 13,417.57
<b><i>Total Open Space Account...</i></b>			<b><u><u>\$ 23,352.62</u></u></b>

**MASTER ESCROW ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
2735	Nancy Ryan	Fire Escrow Refund	\$ 57,780.00
2736	Met-Ed	Traffic Signal Electricity	\$ 128.92
2737	PPL Electric Utilities	Traffic Signal Electricity	\$ 146.67
2738	Asteak Law Offices	Legal Services	\$ 5,985.00
2739	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 375.00
2740	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 60,509.25
2741	Met-Ed	Traffic Signal Electricity	\$ 134.96
2742	Signal Service, Inc.	Traffic Signal Maintenance	\$ 250.00
2743	Kay Builders	Escrow Refund	\$ 40,000.00
<b><i>Total Master Escrow Account...</i></b>			<b><u><u>\$ 165,309.80</u></u></b>

**DEVELOPMENT & INSPECTION ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
2030	Barry Isett & Associates, Inc.	Building Inspection Services	\$ 13,126.00
2031	Barry Isett & Associates, Inc.	Building Inspection Services	\$ 12,360.80
<b><i>Total Development &amp; Inspection Account...</i></b>			<b><u><u>\$ 25,486.80</u></u></b>

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**SEWER ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1166	PPL Electric Utilities	Main Meter Electricity	<b>\$ 29.70</b>

**CAPITAL RESERVE EQUIPMENT REPLACEMENT ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1304	Fulton Bank NA	Capital Equipment Lease Payment	<b>\$ 23,605.66</b>

**CAPITAL RESERVE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1205	MRP Electric, Inc.	Capital Construction	\$ 3,319.00
1206	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 870.00
1207	Exeter Supply Co., Inc.	Capital Construction	\$ 1,056.38
<b><i>Total Capital Reserve Account...</i></b>			<b>\$ 5,245.38</b>