

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
January 3, 2022**

The Lower Nazareth Township Board of Supervisors held a hybrid meeting on Monday January 3, 2022. The Chairman called the meeting to order at 7:00PM.

Present were:

James S. Pennington	-	Chairman	Lori A. Stauffer	-	Manager
Martin Boucher	-	Vice Chairman	Tammi Dravec	-	Secretary/Treasurer
Stephen A. Brown	-	Supervisor			
Robert J. Hoyer	-	Supervisor			
Amy L. Templeton	-	Supervisor			

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

Agenda Approval

Ms. Stauffer requested to amend the agenda to include Newburg Road / Route 191 Intersection Real Estate Transactions under Manager's Report. A motion was moved by Mr. Hoyer and was seconded by Mr. Brown to approve the agenda as amended. The motion carried unanimously.

Reorganization

Please see attached reorganization chart for details.

Approval of Minutes

A motion was moved by Mr. Hoyer and was seconded by Mr. Brown to approve the December 8th 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 November 2021.

Manager's Report

Destruction of Municipal Records – Resolution #LNT-06-22 – A motion was moved by Ms. Templeton and was seconded by Mr. Hoyer to approve Resolution #LNT-06-22. The motion carried unanimously.

2021 Surplus Funds – Resolution #LNT-07-22 – Ms. Stauffer discussed the distribution of the funds and proposed uses for those funds. A motion was moved by Mr. Boucher and was seconded by Ms. Templeton to approve Resolution #LNT-07-22. The motion carried unanimously.

Time Extensions – Ms. Stauffer noted time extensions accepted.

Newburg Road / Route 191 Real Estate Transactions – Ms. Stauffer requested a motion to authorize the solicitor to accept the terms agreed to by counsel for the sale with Fulton Bank and Notaro subject to formal execution of sales agreements with property owners. The motion was moved by Mr. Hoyer and was seconded by Ms. Templeton. The motion carried unanimously.

Payment of the Bills

A motion was moved by Mr. Brown and was seconded by Ms. Templeton to approve payment of the bills dated January 3rd. The motion carried unanimously.

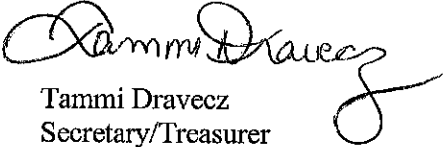
Courtesy of the Floor

There we no comments under Courtesy of the Floor.

Adjournment

The meeting adjourned at 7:25PM.

Respectfully submitted by,


Tammi Dravec
Secretary/Treasurer

LOWER NAZARETH TOWNSHIP
REORGANIZATION
JANUARY 3, 2022

REORGANIZATION

Organization of the Board of Supervisors

		<u>Motion made by</u>	<u>Vote Carried</u>
<u>Elect</u>			
Chairman	2021 James Pennington	MARTIN BOUCHER	YES
Vice Chairman	2021 Martin Boucher	ROBERT HOYER	YES

Appoint

Secretary	2021 – Tammi Dravec	TAMMI DRAVECZ	AMY TEMPLETON	YES
Treasurer	2021 – Tammi Dravec	TAMMI DRAVECZ	ROBERT HOYER	YES
Zoning Officer	2021 – Lori Seese	LORI SEESE	ROBERT HOYER	YES
Assistant Zoning Officer	2021 – Justin Stottlar	JUSTIN STOTTLAR	JAMES PENNINGTON	YES

2022 Meeting Schedule – attached

Please note: Meeting dates are subject to change. Please contact the Township Office to verify you have the most recent schedule prior to conducting business with the Township.

	ROBERT HOYER	YES
	STEPHEN BROWN	YES

Depositories for Township Funds

		Motion made by	Vote Carried
Checking, Savings, & Developer's Escrow	Truist (FKA BBT) Fulton Bank	STEPHEN BROWN AMY TEMPLETON	YES
	PA Local Government Investment Trust Wells Fargo Bank Embassy Bank Fidelity (FKA Merchants Bank)		
Establish Treasurer's Bond	1 million dollars	MARTIN BOUCHER AMY TEMPLETON	YES
Adopt 2022 Fee Schedule		AMY TEMPLETON MARTIN BOUCHER	YES

Delegates to Miscellaneous Boards and Conventions

		Motion made by	Vote Carried
Colonial Regional Police Commission	2021 Delegate: Martin Boucher	STEPHEN BROWN ROBERT HOYER	YES
	2021 Alternate: James Pennington		YES
Liaison to Emergency Services - Fire	2021 Delegate: Amy Templeton	MARTIN BOUCHER ROBERT HOYER	YES
	2021 Alternate: Stephen Brown		YES
Liaison to Emergency Services - Ambulance	2021 Delegate: Robert Hoyer	MARTIN BOUCHER AMY TEMPLETON	YES
	2021 Alternate: Stephen Brown		YES
Nazareth Area Council of Government	2021 Delegate: James Pennington	ROBERT HOYER AMY TEMPLETON	YES
	2021 Alternate: Lori Stauffer		YES

Delegates to Miscellaneous Boards and Conventions ... Continued

Motion made by Vote Carried

Nazareth Library Budget Committee	2021 Delegate: Robert Hoyer	2021 Delegate: ROBERT HOYER Alternate: TAMMI DRAVECZ	STEPHEN BROWN MARTIN BOUCHER	YES
	2021 Alternate: Tammi Dravec			
Nazareth Area Council of Government – Steering Committee	2021 Delegate: James Pennington	2021 Delegate: JAMES PENNINGTON Alternate: LORI STAUFFER	AMY TEMPLETON STEPHEN BROWN	YES
	2021 Alternate: Lori Stauffer			
248 Brodhead Road Building Committee	2021 Representative: James Pennington	2021 Representative: JAMES PENNINGTON Alternate: ROBERT HOYER	AMY TEMPLETON MARTIN BOUCHER	YES
	2021 Representative: Martin Boucher			
Tax Collection Committee Resolution #LNT-01-22	2021 Delegate: Lori Stauffer	2021 Delegate: LORI STAUFFER Alternate: TAMMI DRAVECZ	AMY TEMPLETON ROBERT HOYER	YES
	2021 Alternate: Tammi Dravec			
Northampton County Association of Township Officials	2021 Delegate: Lori Seese	2021 Delegate: LORI SEESE Alternate: LORI STAUFFER	ROBERT HOYER MARTIN BOUCHER	YES
	2021 Alternate: tabled			
Open Records Officer	2021: Lori Stauffer	LORI STAUFFER	AMY TEMPLETON ROBERT HOYER	YES
Township Recycling Coordinator	2021: Eric Albert	ERIC ALBERT	MARTIN BOUCHER STEPHEN BROWN	YES
Emergency Management Coordinator	Hugh Harris – 2021 Annual Salary \$2,400.00			YES

Delegates – PSATS Annual Convention and County Convention

Motion made by Vote Carried

<p>Authorization for Supervisors (5), Manager, Secretary, Voting Delegate, and any other employee so designated by the Township Manager, to attend the PSATS Convention, April 24-27, 2022</p>	<p>2021 Delegate: James Pennington</p>	<p>Delegate: AMY TEMPLETON</p>	<p>JAMES PENNINGTON AMY TEMPLETON</p>	<p>YES</p>
	<p>2021 Alternate: Amy Templeton</p>	<p>Alternate: JAMES PENNINGTON</p>		
<p>Authorization for Supervisors (5), Manager, Township Employees so designated by the Board of Supervisors or Township Manager to attend the 2022 County Convention.</p>			<p>AMY TEMPLETON STEPHEN BROWN</p>	<p>YES</p>

Compensation & Reimbursement

Motion made by Vote Carried

<p>Compensation of Township Manager – LNT-02-22 \$101,560.00 effective January 1, 2022</p>	<p>MARTIN BOUCHER ROBERT HOYER</p>	<p>YES</p>
<p>Reimbursement of mileage at the Federal rate 2022 \$0.585 (up from 2021 \$0.56)</p>	<p>AMY TEMPLETON MARTIN BOUCHER</p>	<p>YES</p>
<p>Reimbursement rate for Township performed services at \$75/ man hour</p>	<p>MARTIN BOUCHER ROBERT HOYER</p>	<p>YES</p>
<p>Township Health Insurance Opt-Out Benefit – Single Rate \$5,000 annually; paid quarterly</p>	<p>AMY TEMPLETON STEPHEN BROWN</p>	<p>YES</p>
<p>Township Health Insurance Opt-Out Benefit–Family Rate \$10,000 annually; paid quarterly</p>		

Holiday Schedule – Approve as Listed

	<u>Motion made by</u>	<u>Vote Carried</u>
December 31, 2021		
February 21		
April 15		
May 17		
May 30		
July 4		
September 5		
November 8		
November 24		
November 25		
December 23		
December 26		
December 30		
January 2, 2023		
	New Year's Day 2022	
	President's Day	
	Good Friday	
	Primary Election Day	
	Memorial Day	
	Independence Day	
	Labor Day	
	Election Day	
	Thanksgiving Day	
	Day after Thanksgiving	
	Christmas Holiday	
	Christmas Holiday	
	New Year's Eve	
	New Year's Day 2023	
	ROBERT HOYER AMY TEMPLETON	YES

Township Wide Special Events

	<u>Motion made by</u>	<u>Vote Carried</u>
*** Established & subject to change by the Board of Supervisors***		
Trick – or – Treat	AMY TEMPLETON STEPHEN BROWN	YES
	Monday October 31, 2022	

Township Yard Waste Fees for Tatamy Residents

	<u>Motion made by</u>	<u>Vote Carried</u>
Tatamy Resident Yard Waste Fee: \$25/vehicle		
Tatamy Resident Christmas Tree Recycling Fee: \$10/tree	ROBERT HOYER MARTIN BOUCHER	YES

<p>Legal Counsel – Board of Supervisors & Planning Commission</p>	<p>Gary N. Asteak, Esq. At a rate of \$195 / hour for general government and \$210 / hour for development matters per email dated December 3, 2021</p>	
<p>Legal Counsel – Zoning Hearing Board</p>	<p>April L. Cordts, Esq. At a rate of \$140 / hour per letter dated December 1, 2021</p>	
<p>Legal Counsel – Human Resources</p>	<p>Thomas L. Heimbach, Esq. At a rate of \$275 / hour per letter dated December 20, 2021</p>	
<p>Sewage Enforcement Officers</p>	<p>Christopher Noll and Eric Erb Keystone Consulting Engineers, Inc. Fees per Schedule of Fees dated November 15, 2021</p>	<p>AMY TEMPLETON STEPHEN BROWN YES</p>
<p>Township Engineer</p>	<p>Keystone Consulting Engineers, Inc. Fees per Schedule dated November 15, 2021</p>	
<p>Alternate Township Engineer</p>	<p>Gilmore & Associates Fees per Schedule dated December 21, 2021</p>	
<p>Third Party Code Inspections</p>	<p>Barry Issett & Associates Fees – Fees per Schedule dated December 6, 2021</p>	
<p>Alternate Third-Party Code Inspections</p>		<p><i>Tabled</i></p>
<p>Township Auditor – LNT-03-22</p>	<p>Campbell, Rappold and Yurasits, not to exceed \$10,100.00 – Township Audit Per proposal dated November 3, 2021</p>	<p>ROBERT HOYER AMY TEMPLETON YES</p>

Miscellaneous Boards

Planning Commission - 5 Year Term Expires December 31

		Motion made by	Vote Carried
TRAVIS GEROULD	APPOINT THROUGH 2026	MARTIN BOUCHER ROBERT HOYER	YES
Tara Capecci	TERM EXPIRES DECEMBER 31, 2022		
Bert Smalley	TERM EXPIRES DECEMBER 31, 2023		
Linda Crook	TERM EXPIRES DECEMBER 31, 2024		
Hugh Harris	TERM EXPIRES DECEMBER 31, 2025		

Zoning Hearing Board - 3 Year Term Expires December 31

		Motion made by	Vote Carried
MANOUEL CHANGALIS Resolution LNT-04-22	APPOINT THROUGH 2024	ROBERT HOYER MARTIN BOUCHER	YES
ALTERNATE: Year to Year BRIAN FENSTERMAKER Resolution LNT-05-22	APPOINT THROUGH 2022		
ALTERNATE: Year to Year _____ Resolution LNT- -22	APPOINT THROUGH 2022	<i>Tabled</i>	
Michael Gaul	TERM EXPIRES DECEMBER 31, 2022		
Stephen Nordahl	TERM EXPIRES DECEMBER 31, 2023		

Environmental Advisory Council - 5 Year Term Expires December 31

		Motion made by	Vote Carried
DONALD CAPECCI	APPOINT THROUGH 2026	ROBERT HOYER MARTIN BOUCHER	YES
Robert Pruznick	TERM EXPIRES DECEMBER 31, 2022		
Lynn Ratzell	TERM EXPIRES DECEMBER 31, 2023		
Kay Brazinski	TERM EXPIRES DECEMBER 31, 2024		
Beverly Hoyer	TERM EXPIRES DECEMBER 31, 2025		

Vacancy Board, Chairman - 1 Year Term Expires December 31

		Motion made by	Vote Carried
BERT SMALLEY Bert Smalley - 2021	APPOINT THROUGH 2022	ROBERT HOYER MARTIN BOUCHER	YES

Nazareth Memorial Library - 3-Yr Term, Expires December 31

		Motion made by	Vote Carried
Jeff Shepherd	TERM EXPIRES 2022		
Amy Templeton	TERM EXPIRES 2023		

Nazareth Borough Municipal Authority

		Motion made by	Vote Carried
2021 Delegate: Bert Smalley	Delegate: BERT SMALLEY Alternate: ROBERT HOYER	MARTIN BOUCHER AMY TEMPLETON	YES
2021 Alternate: Robert Hoyer			
2022 Bert Smalley interested in re-appointment			

Lower Nazareth Township
Bills To Be Approved
 January 3, 2022

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
21712	PAPCO	Equipment Motor Fuel	\$ 2,398.85
21713	Liberty Propane Inc.	Municipal Building Propane	\$ 3,045.94
21714	City of Bethlehem	Hydrant Assessment	\$ 156.54
21715	Verizon Wireless	Municipal/Public Works Wireless	\$ 511.32
21716	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 394.12
21717	Suburban Propane	Public Works Fuel	\$ 985.02
21718	PA Municipal Health Insurance Cooperative	Employee Health Insurance	\$ 31,001.78
21719	Carmen Perez	Permit Refund	\$ 450.00
21720	Easton Suburban Water Authority	Hydrant Assessment	\$ 19,435.00
21722	Easton Suburban Water Authority	Municipal Bldg Sprinkler	\$ 240.00
21723	Karen A. Mengel, RPR, CSR	Stenographer	\$ 320.00
21724	Medical Life Insurance Company	Employee Life Insurance	\$ 2,495.54
21725	U.S. Municipal Supply, Inc.	Public Works Equipment Parts/Supplies/Signs	\$ 412.61
21726	Sharkan Supply Co.	Public Works Supplies	\$ 429.45
21727	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Material	\$ 534.06
21728	Integra One	Computer Services/Software Maintenance	\$ 81.00
21729	PAPCO	Equipment Motor Fuel	\$ 1,010.02
21730	Brown & Brown of Lehigh Valley	Tax Collector Bond	\$ 250.00
21731	Brown & Brown of Lehigh Valley	Treasurer Bond	\$ 750.00
21732	Brown & Brown of Lehigh Valley	Real Estate Tax Collector Bond	\$ 1,272.00
21733	Government Forms and Supplies	Office Supplies	\$ 412.55
21734	Old Dominion Brush	Equipment Parts/Supplies	\$ 1,394.53
21735	Suburban Propane	Park Fuel	\$ 395.55
21736	Pitney Bowes	Postage Meter	\$ 180.00
21737	Miers Insurance Agency Inc	Manager's Bond	\$ 2,668.00
21738	Black Horse Carriers, Inc.	Local Services Tax Refund	\$ 8.00
21739	Nazareth Area Council of Government	2022 Membership Dues	\$ 250.00
21740	Nazareth Area Council of Government	Animal Control Officer - 1st Quarter 2022	\$ 3,461.00
21741	NJ Advance Media	Advertisement	\$ 501.10
21742	Interstate Battery of Allentown	Public Works Equipment Parts/Supplies	\$ 273.90
21743	ICC Community Development Solutions	Software Maintenance	\$ 2,900.00

Lower Nazareth Township
Bills To Be Approved
 January 3, 2022

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
21744	Signal Service, Inc.	Traffic Signal Maintenance	\$ 1,685.05
21745	Brown & Brown of Lehigh Valley	Township Insurance	\$ 111.00
21746	Kimball Midwest	Public Works Supplies	\$ 113.40
21747	Wilson Products	Public Works Equipment Parts / Supplies	\$ 70.00
21748	Sarosky Heating & Air Conditioning	Municipal Building Maintenance	\$ 187.00
21749	PSATS	2022 Membership Fees	\$ 1,859.00
21750	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 1,011.77
21751	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
21752	Colonial Regional Police Department	Police Contract Payment	\$ 151,287.58
21753	Memorial Library of Nazareth & Vicinity	Library Service	\$ 6,906.25
21754	PA Municipal Health Insurance Cooperative	Employee Health Insurance	\$ 31,001.78
21755	Easton Suburban Water Authority	Municipal Bldg Water	\$ 53.28
21756	Pitney Bowes Purchase Power	Postage	\$ 320.99
<i>Total General Fund Checking Account...</i>			<u><u>\$ 274,236.75</u></u>

PAYROLL ACCOUNT

Num	Name	Memo	Amount
	December 17, 2021		\$ 38,537.65
	December 30, 2021		\$ 50,416.65
<i>Total Payroll Account...</i>			<u><u>\$ 88,954.30</u></u>

CAPITAL RESERVE ACCOUNT

Num	Name	Memo	Amount
1229	Liberty Propane	Capital Construction	\$ 4,450.00
1230	GenServe, Inc.	Capital Construction	\$ 9,799.50
<i>Total Capital Reserve Account...</i>			<u><u>\$ 14,249.50</u></u>

SEWER ACCOUNT

Num	Name	Memo	Amount
1174	PPL Electric Utilities	Main Meter Electricity	<u><u>\$ 26.85</u></u>

Lower Nazareth Township
Bills To Be Approved
 January 3, 2022

REFUSE/RECYCLING ACCOUNT

Num	Name	Memo	Amount
1645	Commonwealth of PA	Municipal Waste Transporter Application	\$ 100.00
1646	Allstate Septic Systems, LP	Temporary Restroom	\$ 115.00
<i>Total Refuse/Recycling Account...</i>			\$ 215.00

OPEN SPACE ACCOUNT

Num	Name	Memo	Amount
1578	Keystone Cement Company	Aggregate	\$ 1,310.92

DEVELOPMENT & INSPECTION ACCOUNT

Num	Name	Memo	Amount
2053	Barry Isett & Associates, Inc	Building Inspection Services	\$ 7,984.60

MASTER ESCROW ACCOUNT

Num	Name	Memo	Amount
2825	County of Northampton	Parcel ID	\$ 10.00
2826	Northampton County Recorder of Deeds	Plan Recording	\$ 185.00
2827	Met-Ed	Traffic Signal Electricity	\$ 133.15
2828	PPL Electric Utilities	Traffic Signal Electricity	\$ 166.28
<i>Total Master Escrow Account...</i>			\$ 494.43