

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
December 8, 2021**

The Lower Nazareth Township Board of Supervisors held a hybrid meeting on Wednesday, December 8, 2021. Chairman James Pennington called the meeting to order at 7:00 PM.

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 issues **

Agenda Amendment and Approval

Ms. Stauffer asked the Board to authorize amending the agenda to add a Memorandum of Understanding, between Lower Nazareth and Colonial Regional, under manager report. A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to amend the December 8, 2021, meeting agenda to include the Memorandum of Understanding. The motion carried unanimously.

Approval of Minutes

A motion was moved by Mr. Brown and was seconded by Mr. Hoyer to approve the October 13th meeting minutes. Mr. Pennington and Mr. Boucher abstained. The motion carried (3-0).

A motion was moved by Mr. Boucher and was seconded by Mr. Brown to approve the November 11th meeting minutes. Ms. Templeton abstained. The motion carried (4-0).

Reports (*Reports are available to review at the Township Office and on our website.*)

Mr. Pennington acknowledged the receipt of the written reports.

Supervisor's Comments

Multi-Municipal Plan Update – Mr. Pennington stated there will be no NAZCOG meeting this month. A final draft of the Multi-Municipal Plan should be available soon.

Mr. Pennington stated he is hoping for a better 2022. It has been a busy year. He credited the manager and staff for their hard work.

Open Space Preservation – Mr. Hoyer reported that the EAC will not meet Monday evening. The EAC has adopted letter for review by Rec regarding pathways in the Township.

Mr. Hoyer wanted to wish everyone Happy Holidays, Merry Christmas, and is looking forward to next year.

Mr. Hoyer also wanted to mention that 3 Colonial Regional officers were awarded a prestigious award. This shows that our officers truly care about their job and community.

Parks & Recreation – Ms. Templeton also wished Happy Holidays and Merry Christmas.

**Board of Supervisors Minutes
December 8, 2021**

Mr. Brown and Mr. Boucher also wished Happy Holidays and Merry Christmas.

Subdivision & Land Development

There were no items discussed under Subdivision and Land Development.

Solicitor's Report

Solicitor Asteak wished everyone Happy Holidays. It's been another good year. He noted that the use of Zoom for our meetings has given world a chance to see what we are doing and aids in transparency. We have made great strides in parks and recreation as well as demolition and have made progress in making improvements to the Route 191 and Newburg Road intersection. It's been a pleasure working with everyone, Happy New Year!

Engineer's Report

Newburg Inn Demolition – 3rd / Final Payment – Mr. Kortze reviewed his November 23rd letter recommending release of the final payment, in the amount of \$54,075.47, to Beatty Contractors. Final payment should not be released until close out documents have been received by Mr. Kortze. A motion was moved by Mr. Boucher and was seconded by Ms. Templeton to authorize release of the final payment upon receipt of all close out documents. The motion carried unanimously.

LVHN Letter of Credit Reduction – Mr. Kortze reviewed his November 30th letter recommending a reduction in security. A motion was moved by Mr. Hoyer and was seconded by Ms. Templeton to authorize reduction in the security. The motion carried unanimously. Ms. Stauffer wanted to note that LVHN has not executed the Traffic Signal Maintenance (TSM) agreements with the Township. Solicitor Asteak noted that when notifying LVHN of this reduction, give them notice that we expect this matter settled prior to next release.

Mr. Kortze thanked the Board for having KCE as their engineer for another year. It was a busy and eventful year. He thanked the manager and staff. Happy Holidays and Merry Christmas.

Manager's Report

2022 Tax Millage – Resolution #LNT-35-21 – A motion was moved by Mr. Boucher and was seconded by Mr. Brown to approve Resolution #LNT-35-21; setting the 2022 tax millage at 4.50mills. The motion carried unanimously.

2022 Township Budget – Resolution #LNT-36-21 – A motion was moved by Mr. Boucher and was seconded by Mr. Hoyer to approve Resolution #LNT-36-21. The motion carried unanimously.

2022 Revised MMO – A motion was moved by Mr. Hoyer and was seconded by Ms. Templeton to approve the revised 2022 MMO. The motion carried unanimously.

Time Extension Report – Ms. Stauffer reviewed the report.

Georgetown Manor Sewer – Resolution #LNT-37-21 – This resolution requests Nazareth Borough Municipal Authority (NBMA) to construct sewer in Georgetown Manor Development and the Township will contribute \$420,000 in exchange for the waiver of all tap-in and connection fees to the property owners. A motion was moved by Mr. Hoyer and was seconded by Ms. Templeton to approve Resolution #LNT-37-21. The motion carried unanimously.

Memorandum of Understanding between Lower Nazareth & Colonial Regional – Ms. Stauffer explained that this was requested by DCED as part of the LSA grant application for \$97,575.00 towards the purchase of 2 new police

vehicles. A motion was moved by Mr. Boucher and was seconded by Mr. Hoyer to authorize execution of the memorandum of understanding. The motion carried unanimously.

Ms. Stauffer wished everyone Happy Holidays.

Payment of the Bills

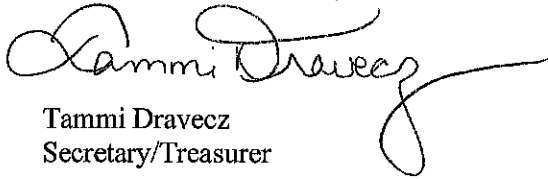
A motion was moved by Mr. Boucher and was seconded by Mr. Hoyer to approve payment of the bills dated December 8th, 2021.

Courtesy of the Floor

There were no items discussed under Courtesy of the Floor.

Adjournment – The meeting adjourned at 7:33PM.

Respectfully submitted by,

A handwritten signature in black ink that reads "Tammi Dravec". The signature is written in a cursive style with a long, sweeping tail that extends to the right.

Tammi Dravec
Secretary/Treasurer

Lower Nazareth Township
Bills To Be Approved
 December 8, 2021

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
21613	Advance Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 361.41
21614	Chase Card Services	Supplies/Software Maintenance/Postage	\$ 2,959.65
21615	Star Buick GMC	Public Works Equipment Parts/Supplies	\$ 123.87
21616	PA One Call System, Inc.	Monthly Activity	\$ 40.15
21617	Broughal & DeVito, LLP	Legal Services	\$ 457.25
21618	Carroll Engineering Corporation	Zoning Officer Services	\$ 385.00
21619	RCN	Internet & Telephone Services	\$ 816.96
21640	PPL, Inc.	Municipal Drive Electricity	\$ 643.94
21641	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park El	\$ 1,188.30
21620	PA Department of Labor & Industry - E	Elevator Permit	\$ 75.51
21621	Home Depot	Facilities Maintenance Supplies	\$ 62.35
21622	Staples Business Advantage	Office Supplies	\$ 47.98
21623	North East Parts Group, LLC	Recycling Gate Maintenance	\$ 51.98
21624	Bath Supply Co., Inc.	Park Facilities Maintenance	\$ 79.03
21625	Deer Country Farm & Lawn, Inc.	Public Works Equipment Repair	\$ 640.60
21626	Associated Fasteners, Inc.	Public Works Equipment Parts/Supplies	\$ 21.00
21627	Shop One Fire Apparatus	Fire Company Equipment Maintenance	\$ 2,844.51
21628	Sam's Club MC/SYNCB	Fire Company Supplies	\$ 881.79
21629	Fraser Advanced Info Systems	Fire Company Copier Lease/Maintenance	\$ 23.28
21630	Choice Marketing Inc.	Fire Company Mailing	\$ 2,517.57
21631	Easton Suburban Water Authority	Municipal Bldg Water	\$ 70.28
21632	The Key	Advertisements	\$ 691.65
21633	Suburban Propane	Park Fuel	\$ 271.14
21634	Met-Ed	Traffic Signal / Street Light Electricity	\$ 320.21
21635	NJ Advance Media	Advertisement	\$ 200.90
21636	Moira Evans	Stenographer	\$ 160.00
21637	PAPCO	Equipment Motor Fuel	\$ 3,075.89
21638	Tractor Supply Credit Plan	Public Works Tools/Equipment/Park Maintenn	\$ 119.97
21639	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 8,917.08
21642	Keystone Fire and Security	Fire Company Maintenance	\$ 272.40
21643	Easton Suburban Water Authority	Fire Company Water	\$ 65.57

Lower Nazareth Township

Bills To Be Approved

December 8, 2021

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
21644	PPL, Inc.	Fire Company Electricity	\$ 30.04
21645	PPL, Inc.	Fire Company Electricity	\$ 376.42
21646	ESI Equipment Inc	Fire Company Equipment Repair	\$ 165.10
21647	Cumberland Truck Parts	Public Works Equipment Parts/Supplies	\$ 391.11
21648	Staples Business Advantage	Office Supplies	\$ 47.34
21649	Staver Hydraulics Co., Inc.	Public Works Parts/Supplies	\$ 76.03
21650	ESRI, Inc.	Arcview Maintenance Agreement	\$ 700.00
21651	Wilson Products	Public Works Equipment Parts / Supplies	\$ 146.59
21652	Liberty Propane Inc.	Municipal Building Propane	\$ 817.93
21653	Suburban Propane	Public Works Fuel	\$ 378.51
21654	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 394.12
21655	Interstate Billing Service, Inc.	Public Works Equipment Parts/Supplies	\$ 31.84
21656	Service Tire Truck Centers	Public Works Equipment Parts/Supplies	\$ 490.13
21657	Verizon Wireless	Municipal/Public Works Wireless	\$ 511.35
21658	City of Bethlehem	Hydrant Assessment	\$ 156.54
21659	Pitney Bowes Purchase Power	Postage	\$ 20.23
21660	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Material	\$ 84.22
21661	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 908.00
21662	Sam's Club MC/SYNCB	Fire Company Supplies	\$ 493.92
21663	Fogels Fuel Service	Fire Company Fuel	\$ 1,028.06
21664	Lehigh Valley Janitorial Supply	Winter Maintenance	\$ 901.60
21665	Karen A. Mengel, RPR, CSR	Stenographer	\$ 225.00
21666	Fraser Advanced Info Systems	Fire Company Copier Lease/Maintenance	\$ 95.00
21667	Service Electric Cable TV Inc	Fire Company Internet	\$ 111.37
21668	Sparkle Car Wash on 248 LLC	Fire Company	\$ 1.88
21669	Verizon Wireless	Fire Company Wireless	\$ 330.68
21670	Verizon Wireless	Fire Company Wireless	\$ 108.57
21671	Wex Bank	Fire Company	\$ 719.82
21672	ESI Equipment Inc	Fire Company Equipment Repair	\$ 890.00
21673	FAST Rescue Solutions, LLC	Fire Company Equipment	\$ 2,735.00
21674	Fraser Advanced Info Systems	Copier Maintenance	\$ 75.00

Lower Nazareth Township

Bills To Be Approved

December 8, 2021

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
21675	Memorial Library of Nazareth & Vicinity	Library Service	\$ 6,906.25
21676	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 1,011.77
21677	Colonial Regional Police Department	Police Contract Payment	\$ 146,123.42
21678	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
21679	Deer Country Farm & Lawn, Inc.	Public Works Equipment Parts/Supplies	\$ 1,371.30
21680	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 155.23
21681	PAPCO	Equipment Motor Fuel	\$ 1,238.56
21682	Easton Suburban Water Authority	Municipal Bldg Water	\$ 88.50
21683	NJ Advance Media	Advertisements	\$ 914.75
21684	Keystone Municipal Insurance	Workers Comp Insurance	\$ 5,132.00
21685	Phillips Feed Services Inc	Local Services Tax Refund	\$ 8.00
21686	Home Depot	Facilities Maintenance Supplies	\$ 102.03
21687	U.S. Municipal Supply, Inc.	Public Works Equipment Parts/Supplies/Signs	\$ 9,080.50
21688	Integra One	Computer Services/Software Maintenance	\$ 81.00
21689	Asteak Law Offices	Legal Services	\$ 5,945.00
21690	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 4,277.03
21691	The Miracle League of Northampton County	Contribution	\$ 1,250.00
21692	Suburban Propane	Park Fuel	\$ 245.03
21693	Met-Ed	Traffic Signal / Street Light Electricity	\$ 327.77
21694	April L. Cordts	ZHB Legal Services	\$ 7,472.89
21695	<i>VOID</i>		\$ -
21696	LNT Petty Cash	Replenish Petty Cash	\$ 169.08
21697	PAPCO	Equipment Motor Fuel	\$ 702.73
21698	PSATS CDL	CDL Drug Testing	\$ 60.00
21699	Easton Suburban Water Authority	Municipal Bldg Water	\$ 57.53
21700	Chase Card Services	Supplies/Software/Postage	\$ 6,677.14
21701	PPL, Inc.	Municipal Drive Electricity	\$ 638.79
21702	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park El	\$ 719.43
21703	NJ Advance Media	Advertisements	\$ 197.20
21704	PA One Call System, Inc.	Monthly Activity	\$ 41.61
21705	Security Service Company, Inc.	Security System Monitoring	\$ 314.34

Lower Nazareth Township
Bills To Be Approved
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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
21706	Fire Capital Reserve	2021 Budget Allocations	\$ 128,208.50
21707	PPL, Inc.	Fire Company Electricity	\$ 404.90
21708	PPL, Inc.	Fire Company Electricity	\$ 28.47
21709	Easton Suburban Water Authority	Fire Company Water	\$ 82.57
21710	ESO Solutions, Inc.	Fire Company	\$ 395.00
21711	RCN	Internet & Telephone Services	\$ 816.96
Total General Fund Checking Account...			\$ 374,085.67

PAYROLL ACCOUNT

Num	Name	Memo	Amount
	November 19, 2021		\$ 39,877.51
	December 3, 2021		\$ 41,899.66
Total Payroll Account...			\$ 81,777.17

CAPITAL RESERVE ACCOUNT

Num	Name	Memo	Amount
1227	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 60.00
1226	Green Pond Nursery, Inc.	Park Construction	\$ 160.00
1228	KC Signs & Awnings	Capital Construction	\$ 19,945.00
Total Capital Reserve Account...			\$ 20,165.00

SEWER ACCOUNT

Num	Name	Memo	Amount
1172	PPL Electric Utilities	Main Meter Electricity	\$ 26.85
1173	Hanover Engineering Associates, Inc.	Sewer Study	\$ 232.00
Total Sewer Account...			\$ 258.85

OPEN SPACE ACCOUNT

Num	Name	Memo	Amount
1577	Palmer Trophy and Awards	Capital Purchase	\$ 48.00

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REFUSE/RECYCLING ACCOUNT

Num	Name	Memo	Amount
1643	AllState Septic Systems, LLP	Temporary Restrooms	\$ 115.00
1644	U.S. Municipal	Equipment Purchase	\$ 92,166.00
<i>Total Refuse/Recycling Account...</i>			<u><u>\$ 92,281.00</u></u>

HIGHWAY RECONSTRUCTION / REHABILITATION ACCOUNT

Num	Name	Memo	Amount
1306	New Enterprise Stone & Lime Co, Inc	Paving Material / Reconstruction	<u><u>\$ 4,927.69</u></u>

DEVELOPMENT & INSPECTION ACCOUNT

Num	Name	Memo	Amount
2041	Barry Isett & Associates, Inc.	Building Inspection Services	\$ 8,875.00
2042	Barry Isett & Associates, Inc.	Building Inspection Services	\$ 235,789.09
2043	Lower Nazareth Township General Fund	Administrative Fee - 3rd Quarter 2020	\$ 4,900.00
2044	Lower Nazareth Township General Fund	Administrative Fee - 4th Quarter 2020	\$ 4,480.50
2045	Lower Nazareth Township General Fund	Administrative Fee - 1st Quarter 2021	\$ 3,400.00
2046	Lower Nazareth Township General Fund	Administrative Fee - 2nd Quarter 2021	\$ 6,415.00
2047	Lower Nazareth Township General Fund	Administrative Fee - 3rd Quarter 2021	\$ 5,399.00
2048	Chase Card Services	Training Contribution - 3rd Quarter 2020	\$ 220.50
2049	Chase Card Services	Training Contribution - 4th Quarter 2020	\$ 202.50
2050	Chase Card Services	Training Contribution - 1st Quarter 2021	\$ 153.00
2051	Chase Card Services	Training Contribution - 2nd Quarter 2021	\$ 292.50
2052	Chase Card Services	Training Contribution - 3rd Quarter 2021	\$ 243.00
<i>Total Development & Inspection Account...</i>			<u><u>\$ 270,370.09</u></u>

TRAFFIC IMPACT ACCOUNT

Num	Name	Memo	Amount
1305	Laudone & Associates, Inc.	Appraisal Services	\$ 8,200.00
1306	Beatty Contractors & Wreckers, Ltd.	Demolition	\$ 54,075.47
<i>Total Traffic Impact Account...</i>			<u><u>\$ 62,275.47</u></u>

Lower Nazareth Township

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CAPITAL RESERVE SEWER SIGNAL ACCOUNT

Num	Name	Memo	Amount
538	General Highway Products, Inc.	Traffic Signal Repair	\$ 5,272.00

MASTER ESCROW ACCOUNT

Num	Name	Memo	Amount
2800	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 1,479.36
2801	PPL Electric Utilities	Traffic Signal Electricity	\$ 159.47
2802	Met-Ed	Traffic Signal Electricity	\$ 329.80
2803	Signal Service, Inc.	Traffic Signal Maintenance	\$ 200.00
2804	Ed Cuff	Key Refunds	\$ 50.00
2805	Carin Conus	Key Refund	\$ 25.00
2806	Robert Grzenda	Key Refund	\$ 25.00
2807	Keystone Consulting Engineers, Inc.	Engineering & Consulting Services	\$ 13,910.50
2808	Angelina Notaro	Escrow Refund	\$ 655.00
2809	Mike Anthony	Key Refund	\$ 50.00
2810	Jenn Hess	Key Refund	\$ 25.00
2811	Jeff White	Key Refund	\$ 25.00
2812	Kay Builders, Inc.	Escrow Refunds	\$ 10,000.00
2813	Keystone Consulting Engineers, Inc.	Engineering & Consulting Services	\$ 19,623.00
2814	Asteak Law Offices	Legal Services	\$ 3,593.00
2815	Met-Ed	Traffic Signal Electricity	\$ 190.46
2816	O.R.E. Rentals	Escrow Refund	\$ 338.35
2817	Kaleb Michael, LLC	Escrow Refund	\$ 2,128.29
2818	Sheryl Rhodes	Escrow Refund	\$ 3.44
2819	Mark Fenstermaker	Escrow Refund	\$ 4.75
2820	Karen Long	Escrow Refund	\$ 240.00
2821	Aaron Redman	Escrow Refund	\$ 240.00
2822	Keystone Consulting Engineers, Inc.	Engineering & Consulting Services	\$ 1,157.14
2823	County of Northampton	Parcel ID	\$ 10.00
2824	NC Recorder of Deeds	Plan Recording	\$ 185.00
Total Master Escrow Account...			\$ 54,647.56