

**LOWER NAZARETH TOWNSHIP  
BOARD OF SUPERVISORS  
MINUTES  
January 26, 2022**

The Lower Nazareth Township Board of Supervisors held a hybrid meeting on Wednesday, January 26, 2022. Chairman James Pennington called the meeting to order at 7:17 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**

A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to approve the January 26<sup>th</sup> meeting agenda. The motion carried unanimously.

**Conditional Use Hearing – CU2021-02 Franklin BioScience – NE, LLC c/o Beyond Hello**

Asteak opened the hearing and documents for the record. Applicant has already appeared before the Zoning Hearing Board and granted variances. The applicant was before the Planning Commission, and they recommended approval.

Chris McClain of Fitzpatrick, Lentz, and Bubba attend in person and questioned Justin Carey of Franklin BioScience, who attended via Zoom.

The applicant is looking to expand into the space adjacent to their current location. The larger footprint will allow for more points of sale stations moving people through more efficiently.

Mr. Brown asked if they would remain open during construction. Mr. Carey stated the goal is to remain open. The construction will be completed in phases so there is no closure and disruption to patients.

Mr. Hoyer inquired why they planned 20 POS stations with only 10-11 employees. Mr. Carey stated that staffing is fluid, and they will adjust as needed. Mr. Hoyer asked why they could not meet the required waiting space with the expansion. Mr. Carey stated they designed the area for the best use of space. Mr. Hoyer inquired if a caregiver could pick up medicine for patient. Mr. Carey stated caregivers can be issued a caregiver card by State to pick up medicine.

Mr. Pennington inquired if there was a reason for an armed guard. Mr. Carey said not at this time, but they reserve right in the event situation changes. Solicitor Asteak noted that CRPD should be notified if they decided an armed guard is needed. Mr. Pennington asked that the applicant notify the Township as well.

Solicitor Asteak close record 7:47. He stated the Board should have a decision at our next meeting on Feb 9<sup>th</sup>.

### **Approval of Minutes**

A motion was moved by Mr. Brown and was seconded by Ms. Templeton to approve the January 3<sup>rd</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 December 2021 Financial Report, the December and 2021 Total Hecktown Fire Incident Reports, and the Bethlehem Township Fire 2021 Ambulance Calls Report.

### **Supervisor's Comments**

**Multi-Municipal Plan Update** – Mr. Pennington stated the plan update should be concluded in the next month or two. Mr. Pennington and Ms. Stauffer recently reviewed a draft and provided comments to LVPC.

**Open Space Preservation** – Mr. Hoyer reported that the EAC met earlier this month. He asked what the comments were from park and recreation committee on the walking trails. Ms. Stauffer stated she will make them available at the next EAC meeting.

**Parks & Recreation** – Ms. Templeton reported that the Parks and Recreation Committee met this month.

The walking trail at Surrey Glen will be completed this Spring. We are still waiting on parts for playground and that should be done by Spring as well.

She reported that the Township received a \$200,000 DCNR grant for a splash pad at Newburg Park. The total cost of the project is \$600,000. The committee would like the Township to apply for the DCED Greenways grant to hopefully receive additional funding to cover the project. This will delay the project by a year. A motion was moved by Mr. Hoyer and was seconded by Mr. Brown to apply for the grant for additional funding. Mr. Brown noted that they will take the year to get more money and then move forward. The motion carried unanimously.

Ms. Templeton also reported that they would like to have the grand opening of Newburg Park in 2022 or early 2023.

Ms. Templeton stated that we received a grant for the Hahns Meadow Park grant and would like authorization for Ms. Stauffer to manage the bid specs. A motion was moved by Mr. Brown and was seconded by Mr. Hoyer to authorize Ms. Stauffer to manage the bid specs for the project. The motion carried unanimously.

Ms. Templeton noted that the Township will hold the Easter Egg Hunt April 9<sup>th</sup>, with April 10<sup>th</sup> as the rain date. The Township will be reaching out to local businesses for donations.

Ms. Templeton reported that work at the 306 Butztown is moving forward. The generator has been installed, just waiting for connection. The parking lot will be repaved this year.

Mr. Pennington stated that rumor has it we are closer to having power at Newburg Park. Ms. Stauffer stated that the wires are in place. Met-ed is waiting on crane to place transformer on property. Mr. Pennington reminded of the need to look at lighting for the park as well as and security cameras.

Mr. Brown stated he received many positive compliments on winter maintenance by our Public Works Staff.

Mr. Boucher had no comments.

### **Subdivision & Land Development**

CarMax Phase II – Preliminary/Final Land Development – Resolution #LNT-08-22 – Cornelius Brown, Bohler Engineering was present in person and representative for CarMax Zach Tolor, Brad Lauth and Steve Hudak attended via Zoom.

Mr. Brown discussed the changes to phase II from depicted on the previously approved plan.

Mr. Kortze reviewed his January 18<sup>th</sup> letter recommending final approval.

Mr. Hoyer inquired about the onsite auctions. Mr. Hudak stated the inventory comes from trade ins and only licensed dealers are permitted to come to auctions which are held once a week). Auction are held prior to opening to limit traffic.

Mr. Hoyer inquired about the service building and if body work was completed there. Mr. Hudak stated there is paint booth and they will do dent repairs.

Mr. Hoyer inquired the length of time cars would be on site. Mr. Hudak stated all vehicles will be sold although it may take 1-2 weeks to get car ready for sale.

A motion was moved by Mr. Brown and was seconded by Ms. Templeton to approve Resolution #LNT-08-22.

Ms. Templeton inquired when they would be moving forward with the project. Mr. Lauth stated work would begin in late June 2022 and should be completed by January 2023.

The motion carried unanimously.

2685 Opus Way Parking Lot Improvements – Resolution #LNT-09-22 – The majority of this project is within Bethlehem Township. Mr. Kortze reviewed his January 17<sup>th</sup> letter recommending final approval.

A motion was moved by Mr. Hoyer and was seconded by Mr. Boucher to approve Resolution #LNT-09-22. The motion carried unanimously.

### **Solicitor's Report**

There were no items discussed under Solicitor's Report.

### **Engineer's Report**

Keystone Foods – Maintenance Period Expiration / Letter of Credit Release – Mr. Kortze reviewed his December 21, 2021 letter recommending release of the remaining security.

A motion was moved by Mr. Boucher and was seconded by Mr. Brown to authorize the release of security. The motion carried unanimously.

Tru / Home2 – Maintenance Period Expiration / Letter of Credit Release – Mr. Kortze reviewed his January 19<sup>th</sup> letter recommending release of the remaining security.

A motion was moved by Mr. Boucher and was seconded by Ms. Templeton to authorize the release of security. The motion carried unanimously.

Surrey Glen Walking Path – Payment #1 – Authorization to Release – Mr. Kortze reviewed his January 19<sup>th</sup> letter recommending release of the first payment, in the amount of \$103,910.33, to Bruce George Paving and Excavating.

A motion was moved by Ms. Templeton and was seconded by Mr. Brown to authorize the release the first payment for the Surrey Glen Walking Path. The motion carried unanimously.

**Manager’s Report**

Sale of Township Assets – Ms. Stauffer noted that the Board authorized the advertisement of certain assets for public sale. The bids were due January 14<sup>th</sup> and the results are as follows:

1. Post Hole Digger	Bidder #1 - \$ 200.00	Recommended Acceptance of this bid
2. 2006 Ford Ambulance	Bidder #2 - \$2,105.00	Recommended Acceptance of this bid
3. 1994 East Dump Trailer	Bidder #2 - \$6,500.00	Recommended Acceptance of this bid
4. Bartmill Milling Machine	Bidder #1 - \$1,100.00	Recommended Rejecting this bid
5. 1992 TruHaul Trailer	Bidder #2 - \$1,000.00	Recommended Acceptance of this bid
6. 1994 Ford Dump Truck	Bidder #2 - \$1,000.00	Recommended Acceptance of this bid
7. Peterbilt Tanker/Pumper	Bidder #2 - \$15,500.00	Recommended Rejecting this bid

A motion was moved by Mr. Boucher and was seconded by Mr. Hoyer to authorize the acceptance or rejection of the bids as noted. The motion carried unanimously.

Ms. Stauffer noted that the total sale of the equipment is \$10,800 and will be deposited to the Highway Capital Equipment Fund.

Public Works Equipment Purchase – Ms. Stauffer stated they are looking to obtain vehicles as listed in their budget binders. Ford has already closed orders for 2022 vehicles and GM is close to closing. The vehicles will be purchased from Star GMC and outfitted through E.M. Kutz.

The first vehicle is a dump truck with optional spreader. The cost of the outfitted vehicle is \$65,900 without the spreader; that is an additional \$7,290.00. The Board was not in favor of the spreader.

Ms. Stauffer noted that the vehicle would be purchased in cash from the Special Revenue Host Fund.

A motion was moved by Mr. Boucher and was seconded by Ms. Templeton to authorize the purchase of the Dump Truck without the optional spreader. The motion carried unanimously.

The second vehicle is a pick-up truck with plow package. The cost of the outfitted vehicle is \$43,962.00.

Ms. Stauffer noted that the vehicle would be purchased in cash from the Highway Capital Equipment Fund.

A motion was moved by Mr. Boucher and was seconded by Ms. Templeton to authorize the purchase of the Pick-up Truck. The motion carried unanimously.

Solar LED blinkers – Authorization to Purchase – Ms. Stauffer reported that Mr. Boucher was interested in purchasing blinkersigns like the ones installed in Hanover Township. He would like them posted on Hanoverville Road and in both directions on Route 191 to keep trucks from turning onto Hanoverville Road.

The lights would be purchased from (TAPCO) Traffic and Parking Control for \$5,203.60.

Mr. Pennington inquired if PA DOT permission was required for the signs on Route 191. Mr. Kortze stated that permission is needed and that could be handled by Public Works Staff.

A motion was moved by Mr. Boucher and was seconded by Ms. Templeton to authorize the purchase of the blinkersigns. The motion carried unanimously.

Time Extension Report – Ms. Stauffer noted that the Township accepted a time extension for Franklin BioScience through the end of the month.

Zoning Ordinance & Map Update – Consultant Recommendation – Ms. Stauffer stated that they received three proposals and upon review two were not deemed adequate. They met with AJ Schwartz from Environmental Planning and Design and were very pleased.

A motion was moved by Mr. Brown and was seconded by Ms. Templeton to authorize Solicitor Asteak to draft an agreement of services with Environmental Planning and Design. The motion carried unanimously.

Authorization to Prepare Bids for 2022 Road Projects – Ms. Stauffer noted that she, along with Public Works Staff, will be meeting with our PA DOT rep in a few weeks to discuss projects and begin bid specs. She noted that PA DOT offers this at no charge.

A motion was moved by Ms. Templeton and was seconded by Mr. Boucher to authorize the preparation on bids specs for the 2022 road projects. The motion carried unanimously.

Authorization for Roof Replacement on Municipal Building – Ms. Stauffer found a COSTARS contractor, Bachman's Roofing for the roof replacement at 623 Municipal Drive. The estimated cost of the replacement is \$154,320.00 and will be paid from the Capital Municipal Upgrades Fund. Ms. Stauffer noted that Bushkill Township is using them and the reviews on their website give them a 4.8/5.0.

A motion was moved by Mr. Boucher and was seconded by Ms. Templeton to authorize contracting with Bachman's Roofing for the roof replacement. The motion carried unanimously.

**Payment of the Bills**

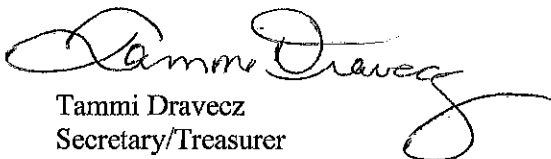
A motion was moved by Mr. Boucher and was seconded by Ms. Templeton to approve payment of the bills dated January 26<sup>th</sup>.

**Courtesy of the Floor**

There were no items discussed under Courtesy of the Floor.

**Adjournment** – The meeting adjourned at 8:40 PM.

Respectfully submitted by,

  
Tammi Dravec  
Secretary/Treasurer

Lower Nazareth Township  
**Bills To Be Approved**  
 January 26, 2022

**GENERAL FUND CHECKING ACCOUNT**

Num	Name	Memo	Amount
21757	Broughal & DeVito, LLP	Legal Services	\$ 2,985.00
21758	Staples Business Advantage	Office Supplies	\$ 110.89
21759	Fraser Advanced Info Systems	Fire Company Copier Lease/Maintenance	\$ 39.96
21760	Easton Suburban Water Authority	Fire Company Water	\$ 65.57
21761	Easton Suburban Water Authority	Fire Company Water	\$ 310.00
21762	Fogels Fuel Service	Fire Company Fuel	\$ 1,603.80
21763	Wex Bank	Fire Company	\$ 796.06
21764	L&D Automotive	Fire Company Equipment Maintenance	\$ 163.02
21765	A & S HVAC, Inc.	Fire Company Maintenance	\$ 1,310.00
21766	Sparkle Car Wash on 248 LLC	Fire Company	\$ 5.64
21767	PA Unemployment Compensation Fund	Unemployment Compensation	\$ 4,779.61
21768	Grainger Parts	Public Works Supplies	\$ 2,515.00
21769	Suburban Propane	Public Works Fuel	\$ 1,247.21
21770	Easton Area Joint Sewer Authority	Operating and Capital Operating Expense	\$ 533.14
21771	City of Bethlehem	Hydrant Assessment	\$ 156.54
21772	RCN	Internet & Telephone Services	\$ 813.59
21773	PA One Call System, Inc.	Monthly Activity	\$ 31.39
21774	Karen A. Mengel, RPR, CSR	Stenographer	\$ 462.00
21775	W.B. Mason Company, Inc.	Office Supplies	\$ 29.16
21776	Stotz & Fatzinger Office Supply	Office Supplies	\$ 348.02
21777	Cumberland Truck Parts	Public Works Equipment Parts/Supplies	\$ 72.98
21778	Fogels Fuel Service	Municipal Heating Fuel	\$ 996.74
21779	FedEx	Postage	\$ 38.23
21780	PA Recreation and Park Society, Inc.	2022 Membership Dues	\$ 120.00
21781	Met-Ed	Traffic Signal / Street Light Electricity	\$ 356.76
21782	Brown & Brown of Lehigh Valley	Township Insurance	\$ 24,891.00
21783	NJ Advance Media	Advertisements	\$ 291.20
21784	PAPCO	Equipment Motor Fuel	\$ 956.76
21785	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park El	\$ 836.80
21786	PPL, Inc.	Municipal Drive Electricity	\$ 797.64
21787	The Key	Advertisements	\$ 296.52

Lower Nazareth Township  
**Bills To Be Approved**  
 January 26, 2022

**GENERAL FUND CHECKING ACCOUNT**

Num	Name	Memo	Amount
21788	Nazareth Area Council of Government	Nixle Emergency Services - 2022	\$ 2,623.33
21789	Liberty Propane Inc.	Municipal Building Propane	\$ 3,554.03
21790	Asteak Law Offices	Legal Services	\$ 190.00
21791	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 990.50
21792	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 394.12
21793	Innovative Designs & Publishing, Inc.	Subscription Renewal	\$ 25.00
21794	Suburban Propane	Park Fuel	\$ 303.39
21795	Advance Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 220.13
21796	Interstate Billing Service, Inc.	Public Works Equipment Parts/Supplies	\$ 118.18
21797	North East Parts Group, LLC	Equipment Parts/Supplies	\$ 94.98
21798	Interstate Battery of Allentown	Public Works Equipment Parts/Supplies	\$ 117.95
21799	Chase Card Services	Supplies/Software Maintenance/Postage	\$ 902.02
21800	Commonwealth of Pennsylvania	UCC Certification Renewal	\$ 100.00
21801	PAPCO	Equipment Motor Fuel	\$ 1,011.41
21802	Pitney Bowes Purchase Power	Postage	\$ 569.32
21803	Sarosky Heating & Air Conditioning	Municipal Building Maintenance	\$ 422.00
21804	Johnstone Supply	Municipal Facilities Maintenance	\$ 43.10
21805	Bath Supply Co., Inc.	Municipal Facilities Maintenance	\$ 857.08
21806	Five Star International LLC	Public Works Equipment Parts/Supplies	\$ 1,016.15
21807	Carroll Engineering Corporation	Zoning Officer Services	\$ 175.00
21808	NJ Advance Media	Advertisements	\$ 189.05
21809	Verizon Wireless	Municipal/Public Works Wireless	\$ 583.92
21810	Wex Bank	Fire Company	\$ 427.99
21811	Fraser Advanced Info Systems	Fire Company Copier Lease/Maintenance	\$ 199.50
21812	Service Electric Cable TV Inc	Fire Company Internet	\$ 225.43
21813	Verizon Wireless	Fire Company Wireless	\$ 217.14
21814	Verizon Wireless	Fire Company Wireless	\$ 661.08
21815	PPL, Inc.	Fire Company Electricity	\$ 28.47
21816	PPL, Inc.	Fire Company Electricity	\$ 547.83
21817	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 622.50
21819	Master Supply Line	Municipal Building Supplies	\$ 373.06

Lower Nazareth Township  
**Bills To Be Approved**  
 January 26, 2022

**GENERAL FUND CHECKING ACCOUNT**

Num	Name	Memo	Amount
21820	Staver Hydraulics Co., Inc.	Public Works Parts/Supplies	\$ 93.24
21821	PA Chapter - American Planning Assoc.	Membership Renewal	\$ 127.00
21822	Liberty Propane Inc.	Municipal Building Propane	\$ 2,545.83
21823	PAPCO	Equipment Motor Fuel	\$ 1,333.08
21824	Keystone Cement Company	Winter Maintenance Supplies	\$ 1,501.40
21825	Memorial Library of Nazareth & Vicinity	Library Service	\$ 6,906.25
21826	Colonial Regional Police Department	Police Contract Payment	\$ 151,287.58
21827	PA Municipal Health Insurance Cooperative	Employee Health Insurance	\$ 31,001.78
21828	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
<i><b>Total General Fund Checking Account...</b></i>			<u><u><b>\$ 261,571.82</b></u></u>

**PAYROLL ACCOUNT**

Num	Name	Memo	Amount
	January 14, 2022		\$ 40,414.64
	January 28, 2022		\$ 42,642.09
<i><b>Total Payroll Account...</b></i>			<u><u><b>\$ 83,056.73</b></u></u>

**SEWER ACCOUNT**

Num	Name	Memo	Amount
1175	PPL Electric Utilities	Main Meter Electricity	\$ 26.43
1176	Hanover Engineering Associates, Inc.	Sewer Study	\$ 847.50
<i><b>Total Sewer Account...</b></i>			<u><u><b>\$ 873.93</b></u></u>

**CAPITAL RESERVE ACCOUNT**

Num	Name	Memo	Amount
1231	Gilmore & Associates, Inc.	Engineering & Consulting Services	<u><u><b>\$ 784.85</b></u></u>



Lower Nazareth Township  
**Bills To Be Approved**  
 January 26, 2022

**DEVELOPMENT & INSPECTION ACCOUNT**

Num	Name	Memo	Amount
2054	Barry Isett & Associates, Inc	Building Inspection Services	\$ 7,263.00
2055	Barry Isett & Associates, Inc	Building Inspection Services	\$ 5,130.99
<i>Total Development &amp; Inspection Account...</i>			<u><u>\$ 12,393.99</u></u>

**MASTER ESCROW ACCOUNT**

Num	Name	Memo	Amount
2829	Met-Ed	Traffic Signal Electricity	\$ 347.57
2830	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 1,395.61
2831	Keystone Consulting Engineers, Inc.	Engineering & Consulting Services	\$ 38,804.50
2832	Kay Builders, Inc.	Escrow Refunds	\$ 2,000.00
2833	Lower Nazareth Township Sewer Signals	Traffic Signal Repair	\$ 5,272.00
2834	TriBros Enterprises	Escrow Refund	\$ 1,677.66
2835	PPL Electric Utilities	Traffic Signal Electricity	\$ 192.51
2836	County of Northampton	Parcel ID	\$ 10.00
2837	Northampton County Recorder of Deeds	Plan Recording	\$ 185.00
2838	Northampton County Recorder of Deeds	Plan Recording	\$ 185.00
<i>Total Master Escrow Account...</i>			<u><u>\$ 50,069.85</u></u>