

**LOWER NAZARETH TOWNSHIP  
BOARD OF SUPERVISORS  
MINUTES  
May 25, 2022**

The Lower Nazareth Township Board of Supervisors held a hybrid meeting on Wednesday, May 25, 2022. Vice-Chairman Martin Boucher called the meeting to order at 7:11 PM.

Present were:

Martin Boucher – Vice-Chairman  
Stephen Brown – Supervisor  
Robert Hoyer – Supervisor  
Amy Templeton - Supervisor

Lori A. Stauffer – Township Manager  
Gary Asteak, Esq. - Solicitor

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

**Agenda Amendment and Approval**

A motion was made by Mr. Hoyer to amend the agenda to move Courtesy of the Floor before Approval of the Minutes and to add "Authorization to Advertise – Mikron Road" under Solicitor's report. Ms. Templeton seconded. Motion passed.

**Courtesy of the Floor**

A resident appeared to complain about the high grass at 4410 Circle Drive. She stated she cannot enjoy her backyard because of the vermin the high grass attracts. The zoning officer has already mailed a violation notice. Ned Hower of Township Line Road appeared to question what is the status of the repair of Township Line Road. L. Stauffer reported the Township Engineer has been asked to prepare a survey to ascertain what part of the road belongs to Lower Nazareth as well as provide recommendations for repairs.

**Approval of Minutes**

The meeting minutes of April 27, 2022, were submitted for review and approval. Mr. Hoyer made a motion to approve the minutes as presented. Mr. Brown seconded. Motion passed. Mr. Boucher abstained.

**Reports**

The financial report for March 2022 was presented and the April 2022 report from the Hecktown Volunteer Fire Company were presented.

**Supervisor's Comments**

Multi-Municipal Comprehensive Plan – Mr. Boucher requested Ms. Stauffer to provide an update. Ms. Stauffer reported on April 18<sup>th</sup>, the LVPC gave a presentation at the LNT Planning Commission meeting. The LVPC requested comments from each municipality in order to prepare the final draft that will be considered for adoption by the Board of Supervisors. It is anticipated that a final draft will be forthcoming to begin the adoption process.

Open Space Preservation – Supervisor Hoyer reported on the EAC will be reviewing Property Proposal #3.

Parks & Recreation – Supervisor Templeton reported the bid specs for the wooden overlook at Hahn's Meadow park have been prepared and advertised. She also reported that the paving contractor for the Surrey Glen walking trail is scheduled to resume work on June 2<sup>nd</sup> and the playground will be installed mid-June.

**Subdivision and Land Development**

None

**Solicitor's Report**

Mikron Road – The solicitor reported he has received correspondence dated May 12, 2022, from the Township Engineer, which details the next steps in accepting Mikron Road as a public road. He is seeking authorization to prepare the necessary ordinance and subsequently advertise it. Mr. Hoyer made a motion to authorize the Township Solicitor to prepare and advertise the necessary ordinance. Ms. Templeton seconded. Motion passed.

Newburg Intersection – Mr. Asteak reported the subdivision plans for Notaro and Fulton Bank are close to recording and once recorded, we will commence with closing. Mr. Kortze has prepared a subdivision and restoration plan for the Clemis property. Once Mr. Asteak obtains the legal description from Mr. Kortze, an agreement of sale can be drafted to send to Mr. Clemis.

**Engineer's Report**

None

**Manager's Report**

Ambulance Roofing Project – The roof at 4519 Hanoverville Road has been completed by Bachman's Roofing per the quote received. There is an additional cost of \$600 added to the quoted price due to the replacement of four pieces of rotted plywood. The total cost is \$57,055. This is the first part of the grant agreement for this building. The second part is the replacement of the HVAC. Mr. Hoyer made a motion to authorize the payment to Bachman's Roofing in the amount of \$57,055 for the replacement of the roof at the Ambulance Corps. Building.

Sale of Equipment – An advertisement was placed for the sale of three pieces of Township equipment as previously authorized for sale by the Board of Supervisors. This is the second advertisement for these three pieces of equipment. Sealed bids were due on May 20<sup>th</sup> by 3:00 p.m. sharp. One bid was received for the Peterbilt Tanker/Pumper in the amount of \$30,001.00. Mr. Brown made a motion to authorize the sale of the Peterbilt Tanker/Pumper to Bidder #1 for \$30,001 with no express or implied warranty offered and payment in cash or certified check. Ms. Templeton seconded. Motion passed.

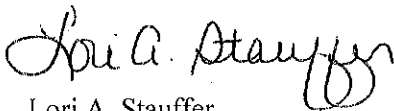
No other bids were received for the other two pieces of equipment.

**Payment of the Bills**

Ms. Templeton made a motion to pay the invoices as presented. Mr. Brown seconded. Motion passed.

**Adjournment** – The meeting adjourned at 7:25 PM.

Respectfully submitted by,



Lori A. Stauffer  
Township Manager

**Lower Nazareth Township  
Bills To Be Approved  
May 25, 2022**

**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
22103	Templeton, Amy L	Conference Reimbursement	\$ 581.56
22104	Eastern Lift Truck Co., Inc.	Equipment Maintenance	\$ 1,762.09
22105	Karen A. Mengel, RPR, CSR	Stenographer	\$ 160.00
22106	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Materials	\$ 5,319.63
22107	NJ Advance Media	Advertisement	\$ 516.90
22108	Dothan Security Inc.	LST Refund	\$ 1,259.82
22109	Easton Suburban Water Authority	Municipal Bldg Water	\$ 57.93
22110	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Electricit	\$ 161.51
22112	Met-Ed	Traffic Signal / Street Light Electricity	\$ 322.09
22113	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Materials	\$ 2,016.29
22114	Fraser Advanced Info Systems	Computer Services	\$ 90.00
22116	Home Depot	Facilities Maintenance Supplies	\$ 407.23
22117	Chase Card Services	Supplies/Continued Education/Postage	\$ 3,439.14
22118	Safeguard Business Systems	Office Supplies	\$ 156.45
22119	Allstate Septic Systems	Temporary Restrooms	\$ 245.00
22120	Interstate Battery of Allentown	Public Works Equipment Parts/Supplies	\$ 137.85
22121	The Key	Advertisements	\$ 362.34
22122	Whitehall Turf Equipment	Public Works Equipment Parts/Supplies	\$ 3.45
22123	Cumberland Truck Parts	Public Works Equipment Parts/Supplies	\$ 45.38
22124	Deer Country Farm & Lawn, Inc.	Public Works Equipment Parts/Supplies	\$ 100.99
22125	Kratzer Septic Service	Park Septic Tanks	\$ 470.00
22126	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 445.00
22127	Met-Ed	Park Electricity	\$ 159.86
22128	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 420.12
22129	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park Electricit	\$ 808.35
22130	PPL, Inc.	Municipal Drive Electricity	\$ 741.17
22131	Fraser Advanced Info Systems	Fire Company Copier Lease/Maintenance	\$ 29.97
22132	Fraser Advanced Info Systems	Fire Company Copier Lease/Maintenance	\$ 95.00
22133	Easton Suburban Water Authority	Fire Company Water	\$ 70.52
22134	PPL, Inc.	Fire Company Electricity	\$ 29.43
22135	PPL, Inc.	Fire Company Electricity	\$ 459.49

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22136	SSL Integrity Investigations, LLC	Legal Services	\$ 1,228.29
22137	Broughal & DeVito, LLP	Legal Services	\$ 3,081.54
22138	RCN	Internet & Telephone Services	\$ 772.49
22139	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Materials	\$ 699.85
22140	NJ Advance Media	Advertisement	\$ 299.65
22141	Integra One	Computer Services/Software Maintenance	\$ 859.30
22142	City of Bethlehem	Hydrant Assessment	\$ 156.54
22143	Verizon Wireless	Municipal/Public Works Wireless	\$ 549.96
22144	Advance Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 282.84
22145	Fogels Fuel Service	Municipal Heating Fuel Maintenance	\$ 369.95
22146	RCN	Internet & Telephone Services	\$ 39.90
22147	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Materials	\$ 97.07
22148	Integra One	Computer Services	\$ 166.50
22149	Staples Business Advantage	Office Supplies	\$ 112.70
22150	PAPCO	Equipment Motor Fuel	\$ 5,534.24
22151	NJ Advance Media	Advertisements	\$ 362.30
22152	Bath Supply Co., Inc.	Park Facilities Maintenance	\$ 15.92
22153	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 590.00
22154	Associated Fasteners, Inc.	Public Works Equipment Parts/Supplies	\$ 32.16
22155	Carroll Engineering Corporation	Engineering Services	\$ 990.00
22156	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 78.00
22157	Fehnel Farms Inc.	Facilities Maintenance	\$ 60.00
22158	Eastern Telephone & Telecommunication	Telephone Maintenance	\$ 260.00
22159	Keystone Cement Company	Aggregate Supplies	\$ 331.24
22160	Pitney Bowes Purchase Power	Postage	\$ 520.99
22161	Easton Suburban Water Authority	Municipal Bldg/Newburg Park Water	\$ 88.58
22162	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Materials	\$ 1,145.71
22163	Deer Country Farm & Lawn, Inc.	Public Works Equipment Parts/Supplies	\$ 89.80
22164	MRP Electric Inc.	Ambulance Building Maintenance	\$ 125.00
22165	Lisa A Shafer	2022 LST Refund	\$ 14.00
22166	NJ Advance Media	Advertisements	\$ 343.10
22167	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 490.00
22168	Verizon Wireless	Fire Company Wireless	\$ 108.57

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22169	Sparkle Car Wash 248 LLC	Fire Company	\$ 3.76
22170	Service Electric Cable TV Inc.	Fire Company Internet	\$ 114.64
22171	Wex Bank	Fire Company	\$ 1,270.44
22172	Colony Hardware Corp.	Fire Company Equipment	\$ 586.92
22173	Verizon Wireless	Fire Company Wireless	\$ 330.33
<i>Total General Fund Checking Account...</i>			<u><u>\$ 43,076.84</u></u>

**PAYROLL ACCOUNT**

Num	Name	Memo	Amount
	May 6, 2022		\$ 43,151.23
	May 20, 2022		\$ 42,719.17
			<u><u>\$ 85,870.40</u></u>

**CAPITAL RESERVE ACCOUNT**

Num	Name	Memo	Amount
1245	LMS Designs & Signs	Capital Purchases-Vehicles	\$ 970.00
1246	Gilmore & Associates, Inc,	Engineering & Consulting Services	\$ 769.04
1247	Lower Nazareth Township	Reimburse General Fund	\$ 5,000.00
1248	IntegraONE	Computer Services	\$ 2,500.00
1249	Environmental Planning & Design	Professional Services	\$ 3,417.04
<i>Total Capital Reserve Account...</i>			<u><u>\$ 12,656.08</u></u>

**CAPITAL RESERVE - EQUIPMENT REPLACEMENT ACCOUNT**

Num	Name	Memo	Amount
1312	Star Buick GMC	Capital Equipment Purchase	<u><u>\$ 37,708.00</u></u>

**COMMUNITY EVENTS ACCOUNT**

Num	Name	Memo	Amount
1002	Chase Card Services	Easter Egg Hunt	<u><u>\$ 768.44</u></u>

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**HOST MUNICIPALITY FEE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
561	Star Buick GMC	Capital Equipment Purchase	<b>\$ 38,253.00</b>

**MASTER ESCROW ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
2867	Signal Service, Inc.	Traffic Signal Maintenance	\$ 677.50
2868	Met-Ed	Traffic Signal Electricity	\$ 173.82
2869	County of Northampton	Parcel ID	\$ 10.00
2870	Northampton County Recorder of Deeds	Plan Recording	\$ 35.00
2871	Met-Ed	Traffic Signal Electricity	\$ 116.95
2872	Signal Service, Inc.	Traffic Signal Maintenance	\$ 10,785.00
2873	Keystone Consulting Engineers, Inc.	Engineering & Consulting/SEO Services	\$ 100,666.26
2874	Keystone Consulting Engineers, Inc.	SEO Services	\$ 290.00
2875	PPL Electric Utilities	Traffic Signal Electricity	\$ 169.93
<i>Total Master Escrow Account...</i>			<b>\$ 112,924.46</b>

**OPEN SPACE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1585	Keystone Cement Company	Aggregate	\$ 3,940.35
1586	Keystone Cement Company	Aggregate	\$ 3,071.13
1587	Carroll Engineering Corporation	Engineering Services	\$ 4,592.00
1588	Keystone Cement Company	Aggregate	\$ 4,437.46
1589	Exeter Supply Co., Inc.	Capital Construction	\$ 1,170.00
<i>Total Open Space Checking Account...</i>			<b>\$ 17,210.94</b>

**OPEN SPACE EIT ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1000	Keystone Consulting Engineers	Engineering Services	\$ 771.50
1001	Laudone & Associates, Inc.	Property Appraisal	\$ 2,500.00
<i>Total Open Space EIT Checking Account...</i>			<b>\$ 3,271.50</b>

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**REFUSE/RECYCLING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1652	LNT Petty Cash	Clean Up Day	\$ 100.00
1653	Responsible Recycling Services, LLC	Electronics Recycling Event	\$ 1,694.00
<i>Total Refuse/Recycling Checking Account...</i>			<u><u>\$ 1,794.00</u></u>

**SEWER ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1182	PPL Electric Utilities	Main Meter Electricity	\$ 25.09
1183	Hanover Engineering Associates, Inc.	Sewer Study	\$ 259.88
1184	The Meter Guy, LLC	Sewer Meter Maintenance	\$ 300.00
<i>Total Sewer Checking Account...</i>			<u><u>\$ 584.97</u></u>

**STATE LIQUID FUELS ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
581	A-1 Traffic Control Products, LLC	Line Striping	<u><u>\$ 15,848.02</u></u>