

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
August 10, 2022**

The Lower Nazareth Township Board of Supervisors held a hybrid meeting on Wednesday, August 10, 2022, Chairman James Pennington called the meeting to order at 7:25 PM.

Present were:

James Pennington	-	Chairman	Gary Asteak, Esq.	-	Solicitor
Martin Boucher	-	Vice-Chairman	Albert Kortze	-	Engineer
Robert J. Hoyer	-	Supervisor	Lori A. Stauffer	-	Manager
Amy L. Templeton	-	Supervisor	Tammi Dravec	-	Secretary/Treasurer

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

Agenda Amendment and Approval

Ms. Stauffer noted that a letter was received by Travis Gerould resigning from the Planning Commission and Ag Security. She requested to add his resignation under manager's reports. Mr. Hoyer made a motion to amend the agenda. Mr. Boucher seconded. Motion passed.

Approval of Minutes

The meeting minutes of July 13, 2022 were submitted for review and approval. Ms. Templeton made a motion to approve the minutes as presented. Mr. Boucher seconded. Motion passed.

Reports

The Bethlehem Township EMS Incident Report for the 1st and 2nd Quarters, the Hecktown Fire Incident Report for July 2022 and the Financial Report for June 2022 were presented.

Supervisor's Comments

Multi-Municipal Comprehensive Plan

Mr. Pennington reported the final draft has been under review and is ready for approval later under solicitor's report

Open Space Preservation

Mr. Hoyer reported that the Environmental Advisory Council met on Monday. The members are looking for ideas of things for them to look into and work on.

Parks & Recreation

Newburg Park Signs – Authorization to Purchase – Ms. Templeton requested authorization to purchase the Newburg Park entrance sign from KC Signs & Awnings at a cost of \$11,995.

Ms. Temple also requested authorization to purchase the Kiosk Sign at a cost of \$22,895. The kiosk will have a township map center and along the sides lists of all donors. Ms. Stauffer noted this is a physical sign, not electronic. She noted that names can be added as additional donations are made.

Ms. Stauffer noted that by purchasing both the vendor is providing a \$3000 discount. The signs will be purchased from the Open Space Recreation Fund and the cost is not to exceed \$32,000.

Mr. Boucher made a motion to purchase the sign from KC Signs for \$11,995. Mr. Hoyer seconded. Motion passed.

Hahns Meadow Observation Deck – Bid Award – Mr. Hoyer made a motion award the project to CMR Construction at a cost of \$121,000.00. Ms. Templeton seconded. Mr. Boucher opposed. Motion passed. Ms. Stauffer noted that the deck will be handicap accessible and and built to withstand flooding.

Mr. Pennington inquired with Mr. Kortze about the NPDES permit. Mr. Kortze stated the plan is done and he is working on permitting. He asked Ms. Stauffer to provide the engineer's design plan for the observation deck.

Subdivision and Land Development

There was no discussion under Subdivision and Land Development.

Solicitor's Report

Nazareth Area Multi-Municipal Comprehensive Plan – Resolution LNT#34-22 – Solicitor Asteak noted that tonight's hearing was properly advertised and is the culmination of 3 ½ years of work. Becky Bradley and Jill Seitz from the Lehigh Valley Planning Commission (LVPC) were present. There were no public comments. Mr. Boucher made a motion to approve Resolution #LNT-34-22. Mr. Hoyer seconded. Motion passed.

Engineer's Report

Surrey Glen Walking Path – Final Payment – Mr. Kortze recommended releasing the final payment of \$52,888.49, to Bruce George Paving and Excavating for the walking trail at Surrey Glen Park. Mr. Hoyer made a motion to release the final payment. Ms. Templeton seconded. Motion passed.

Manager's Report

Traffic Impact Certificate of Deposit – Resolution #LNT-35-22 – Ms. Stauffer recommended reinvesting Traffic Impact funds in a 12-month CD at Embassy Bank at a rate of 1.5%. Mr. Boucher made a motion to approve Resolution #LNT-35-22. Ms. Templeton seconded. Motion passed.

Surrey Glen Playground – Final Payment – Ms. Stauffer stated we have received the final invoice for the playground at Surrey Glen Park. Mr. Boucher made a motion to release the final payment of \$52,500.00 to Lyons Recreation. Mr. Hoyer seconded. Motion passed.

Authorization for Fire Company Grant Matching Funds – Ms. Stauffer reported that the NC Public Safety Grant has a max of \$20,000. Chief Seip is looking for funding for the replacement of 3 of 4 HVAC units on building at a cost of \$30,000-\$35000. Ms. Stauffer requested approval for up to a \$15,000 matching funds from the Capital Reserve Fire Building Fund. Mr. Boucher made a motion to authorize the matching funds. Ms. Templeton seconded. Motion passed.

Time Extension Report – Ms. Stauffer reported on the time extensions accepted for Colts Run South II through December 31, 2022.

Newburg Park Sign – Ms. Stauffer noted that there are drafts of the Newburg Park Sign in blue and green. The Recreation Committee is partial to blue. The Board also preferred blue.

Travis Gerould Resignation Letter – Ms. Stauffer reported that Travis Gerould has resigned from the Planning Commission and Ag Security Committee effective immediately.

- (1) Acknowledge his many years of community service
- (2) Authorize advertisement for replacement

Mr. Boucher made a motion to acknowledge Mr. Gerould service and to advertise for his replacement. Ms. Templeton seconded. Motion passed.

Mr. Hoyer would like Mr. Gerould to be presented a certificate of appreciation at a future meeting.

Payment of the Bills

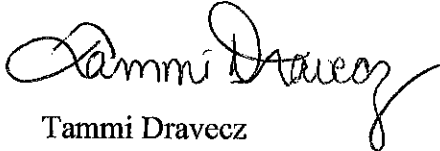
Mr. Boucher made a motion to pay the bills as presented. Mr. Hoyer seconded. Motion passed.

Courtesy of Floor

There was no discussion under Courtesy of the Floor.

Adjournment – The meeting adjourned at 7:50PM.

Respectfully submitted by,



Tammi Dravec
Secretary/Treasurer

**Lower Nazareth Township
Bills To Be Approved
August 10, 2022**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
22300	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park	\$ 2,866.54
22301	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 420.12
22302	City of Bethlehem	Hydrant Assessment	\$ 156.54
22303	Verizon Wireless	Municipal/Public Works Wireless	\$ 552.53
22304	RCN	Internet & Telephone Services	\$ 820.33
22305	The Express Times	Subscription Renewal	\$ 33.88
22306	Easton Area Joint Sewer Authority	Operating and Capital Operating Expense	\$ 533.14
22307	Jessica Mondello	Stenographer	\$ 200.00
22308	Pitney Bowes Purchase Power	Postage	\$ 520.99
22309	Reynolds Business Systems, Inc.	Equipment Maintenance Agreement	\$ 507.00
22310	Fraser Advanced Info Systems	Copier Supplies	\$ 15.78
22311	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 145.61
22312	Thyssenkrupp Elevator Corporation	Elevator Maintenance	\$ 2,867.28
22313	Broughal & DeVito, LLP	Legal Services	\$ 162.50
22314	PAPCO	Equipment Motor Fuel	\$ 1,853.00
22315	Michael Cuba	Newburg Inn Timber Sample	\$ 150.00
22316	MRP Electric, Inc.	Park Maintenance	\$ 1,013.49
22317	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Materials	\$ 2,280.55
22318	Highway Materials, Inc.	Paving/Patching Material	\$ 2,570.47
22319	Advance Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 545.19
22320	Jhonatan Sanchez	Zoning Permit Refund	\$ 50.00
22321	PAPCO	Equipment Motor Fuel	\$ 841.51
22322	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 214.14
22323	Valley Tire of Nazareth	Public Works Equipment Parts/Supplies	\$ 87.00
22324	Stitch Fix Inc.	Local Services Tax Refund	\$ 6.00
22325	Government Forms and Supplies	Office Supplies	\$ 128.73
22326	Interstate Billing Service, Inc.	Public Works Equipment Parts/Supplies	\$ 225.92
22327	R.J. Walker Co.	Building Maintenance	\$ 15.97
22328	A+ Body Works Co., Inc.	Equipment Parts/Supplies	\$ 800.00
22329	LMS Designs and Signs	Public Works Equipment Parts/Supplies	\$ 320.00
22330	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 4,374.00

**Lower Nazareth Township
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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
22331	Asteak Law Offices	Legal Services	\$ 12,411.00
22332	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 2,269.14
22333	Memorial Library of Nazareth & Vicinity	Library Service	\$ 6,906.25
22334	Colonial Regional Police Department	Police Contract Payment	\$ 151,287.58
22335	PA Municipal Health Insurance Cooperat	Employee Health Insurance	\$ 31,001.78
22336	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
22337	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 1,021.00
22338	Fraser Advanced Info Systems	Copier Supplies	\$ 128.54
22339	Integra One	Computer Services/Software Maintenance	\$ 625.00
22340	Integra One	Computer Services/Software Maintenance	\$ 260.00
22341	Interstate Battery of Allentown	Public Works Equipment Parts/Supplies	\$ 131.90
22342	Deer Country Farm & Lawn, Inc.	Public Works Equipment Parts/Supplies	\$ 165.00
22343	Staples Business Advantage	Office Supplies	\$ 53.90
22344	NJ Advance Media	Advertisement	\$ 208.80
22345	Fraser Advanced Info Systems	Fire Company Copier Lease/Maintenance	\$ 95.00
22346	Service Electric Cable TV Inc	Fire Company Internet	\$ 125.95
22347	Sparkle Car Wash on 248 LLC	Fire Company	\$ 1.88
22348	Verizon Wireless	Fire Company Wireless	\$ 330.96
22349	Verizon Wireless	Fire Company Wireless	\$ 217.14
22350	PPL, Inc.	Fire Company Electricity	\$ 662.38
22351	PPL, Inc.	Fire Company Electricity	\$ 28.22
22352	Easton Suburban Water Authority	Fire Company Water	\$ 87.22
22353	Easton Suburban Water Authority	Fire Company Water	\$ 325.50
22354	Wex Bank	Fire Company	\$ 765.10
22355	MRP Electric, Inc.	Park Maintenance	\$ 200.00
22356	Providence Investment Group LLC	Real Estate Tax Refund	\$ 80.26
22357	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Materials	\$ 419.64
22358	Krause Enterprises	Park Facilities Construction	\$ 421.25
22359	Allstate Septic Systems	Temporary Restroom	\$ 130.00
22360	Krause Enterprises	Park Facilities Construction	\$ 348.75
22361	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 985.00

**Lower Nazareth Township
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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
22362	Fire Pump Systems	Fire Company Equipment Maintenance	\$ 414.00
22363	Easton Suburban Water Authority	Fire Company Water	\$ 74.37
22364	PPL, Inc.	Fire Company Electricity	\$ 28.71
22365	PPL, Inc.	Fire Company Electricity	\$ 833.50
22366	Sparkle Car Wash on 248 LLC	Fire Company	\$ 1.88
22367	Horwith Freightliner	Fire Company Equipment Maintenance	\$ 856.34
22368	void		\$ -
22369	Chase Card Services	Equipment Parts/Maintenance/Postage	\$ 5,899.38
22370	Associated Fasteners, Inc.	Park Equipment Maintenance	\$ 8.03
22371	Foley, Incorporated	Public Works Equipment Parts/Supplies	\$ 77.28
22372	U.S. Municipal Supply, Inc.	Public Works Supplies & Park Signs	\$ 248.87
22373	Home Depot	Public Works Supplies	\$ 374.79
22374	NJ Advance Media	Advertisements	\$ 1,104.90
22375	Broughal & DeVito, LLP	Legal Services	\$ 1,560.00
22376	Easton Suburban Water Authority	Municipal Bldg Water	\$ 53.58
22377	Karen A. Mengel, RPR, CSR	Stenographer	\$ 95.00
22378	PA One Call System, Inc.	Monthly Activity	\$ 66.75
22379	Met-Ed	Traffic Signal / Street Light Electricity	\$ 364.86
22380	Met-Ed	Park Electricity	\$ 31.32
22381	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park	\$ 2,922.33
22382	RCN	Internet & Telephone Services	\$ 819.79
22383	Pany & Lentz Engineering Company	Engineering Services	\$ 1,300.00
22384	LNT Petty Cash	Replenish Petty Cash	\$ 140.68
22385	Turf Equipment and Supply Co., LLC	Public Works Equipment Parts/Supplies	\$ 848.67
Total General Fund Checking Account...			\$ 256,109.15

STATE LIQUID FUELS ACCOUNT

Num	Name	Memo	Amount
582	American Rock Salt Company LLC	Winter Maintenance Materials	\$ 25,481.80

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PAYROLL ACCOUNT

Num	Name	Memo	Amount
	July 15, 2022		\$ 40,269.75
	July 29, 2022		\$ 43,031.64
	August 12, 2022		\$ 40,256.20
<i>Total Payroll Account...</i>			<u>\$ 123,557.59</u>

MASTER ESCROW ACCOUNT

Num	Name	Memo	Amount
2891	Northampton County Recorder of Deeds	Plan Recording	\$ 65.00
2892	County of Northampton	Parcel ID	\$ 50.00
2893	LNT Petty Cash	Plan Recording	\$ 5.00
2894	Met-Ed	Traffic Signal Electricity	\$ 133.27
2895	PPL Electric Utilities	Traffic Signal Electricity	\$ 174.18
2896	Met-Ed	Traffic Signal Electricity	\$ 197.06
2897	General Highway Products	Traffic Signal Maintenance	\$ 4,100.00
2898	Signal Service, Inc.	Traffic Signal Maintenance	\$ 165.00
2899	Asteak Law Offices	Legal Services	\$ 4,987.50
2900	Keystone Consulting Engineers, Inc.	Engineering & SEO Services	\$ 13,381.25
2901	Providence Investment Group, LLC	Escrow Release	\$ 28,400.00
2902	Barbara Krock	Escrow Refund	\$ 5.02
2903	Roberto Reyes	Escrow Refund	\$ 60.02
<i>Total Master Escrow Account...</i>			<u>\$ 51,723.30</u>

CAPITAL RESERVE ACCOUNT

Num	Name	Memo	Amount
1254	IntegraOne	Computer Services	\$ 17,350.07
1255	Environmental Planning & Design	Professional Services	\$ 10,521.54
1256	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 308.75
1257	HAB-MISC	NASD Real Estate Taxes	\$ 6,290.03
12589	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 299.56
<i>Total Capital Reserve Account...</i>			<u>\$ 34,769.95</u>

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DEVELOPMENT AND INSPECTION ACCOUNT

Num	Name	Memo	Amount
2066	Ian Hanobeck	Building Permit Refund	\$ 40.00
2067	Scott's Contracting	Building Permit Refund	\$ 290.00
2068	Jhonatan Sanchez	Building Permit Refund	\$ 225.00
<i>Total Development & Inspection Account...</i>			<u>\$ 555.00</u>

SEWER ACCOUNT

Num	Name	Memo	Amount
1186	PPL Electric Utilities	Main Meter Electricity	<u>\$ 24.79</u>

EIT OPEN SPACE ACCOUNT

Num	Name	Memo	Amount
1004	Agrarian Associates	Property Appraisal	<u>\$ 7,000.00</u>

OPEN SPACE ACCOUNT

Num	Name	Memo	Amount
1592	Palmer Trophy and Awards	Capital Purchase	\$ 76.50
1593	Lyons Recreation	Park Construction	\$ 52,500.00
1594	Bruce George Paving & Excavating, Inc.	Park Construction	\$ 52,888.49
<i>Total Open Space Account...</i>			<u>\$ 105,464.99</u>

REFUSE / RECYCLING ACCOUNT

Num	Name	Memo	Amount
1658	AllState Septic Systems, LLP	Temporary Restrooms	<u>\$ 115.00</u>

CAPITAL RESERVE EQUIPMENT REPLACEMENT

Num	Name	Memo	Amount
1315	Fulton Bank	Lease Payment	<u>\$ 16,242.60</u>