

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

The Lower Nazareth Township Board of Supervisors held a hybrid meeting on Wednesday, October 26, 2022, Chairman James Pennington called the meeting to order at 7:30 PM.

Present were:

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

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

Agenda Amendment and Approval

Ms. Stauffer requested to add a resolution under her reports authorizing her to apply to Monroe County to fund radios for Hecktown Fire. Mr. Hoyer made a motion to approve the amended the agenda. Mr. Boucher seconded. Motion passed.

Approval of Minutes

The meeting minutes of September 28, 2022 were submitted for review and approval. Mr. Brown made a motion to approve the minutes as presented. Ms. Templeton seconded. Motion passed.

Reports

The Hecktown Fire Incident Report for September 2022 and the Financial Report for September 2022 were presented.

Supervisor's Comments

Open Space Preservation - Mr. Hoyer had no comments.

Parks & Recreation - Ms. Templeton reported on numerous items:

Dogs Day Out – The event was a great success. The Township received a lot of positive comments and numerous requests to make this an annual event. Thanks to the staff and volunteers who made his day possible.

Events – The Recreation Committee will meet in January to discuss community events for 2023.

Trick or Treat - October 31st rain or shine from 6pm – 8pm. Township Staff as well as Colonial Regional and Hecktown Fire will be going around the township handing out treats. Thank you to Keystone Foods for donating 8 cases of party mix and Fulton Bank for their cash donation.

Nazareth Halloween Parade - Lower Nazareth Public Works participated in the parade earlier this month. The public loves our Township's participation and its great for community relations.

Newburg Park Splash – A meeting is scheduled with the supplier of the splashpad components. We are still awaiting word on one final grant through Northampton County's GroNorco Program. The staff will have a phone conference with our DCNR Representative who will give us the go ahead. They granted the Township \$200,000 towards this project. We anticipate seeking authorization from the Board sometime in December or January to formally move forward with this project.

Library Event - Craig Thatcher concert on November 4th. Tickets on sale on their website.

Mr. Brown commented that the Dogs Day Out Event was fantastic. The weather was great. Special thanks to Public Works on all their hard work. Thank you to Lori and Lorie on their hard work getting the vendors!

Mr. Pennington echoed comments. The community really came out!

Mr. Boucher had no comments.

Subdivision and Land Development

Faulkner Subaru P/F Land Development – Resolution #LNT-40-22 – David Lear from Lehigh Engineering gave a brief presentation. Mr. Kortze reviewed his letter. Mr. Brown made a motion to approve Resolution #LNT-40-22. Mr. Boucher seconded. Motion passed.

Clemis Subdivision – Resolution #LNT-41-22 – LAS, plan by KCE, reviewed by Carroll Engineering. Widening on 191/Newburg. Mr. Hoyer made a motion to approve Resolution #LNT-41-22. Mr. Boucher seconded. Motion passed. Solicitor Asteak inquired on the timetable for recording. Ms. Stauffer indicated the engineer will need to review the clean copy of the plan and then signatures from the Planning Commission, the BOS Chairman, and LVPC prior to recording. Ms. Stauffer thought it could be ready for closing by the end of November.

Presentation; Zoning Ordinance Update:

AJ Schwartz, Environmental Planning and Design, provided details regarding the update to the zoning ordinance. Highlights included:

Zoning Ordinance Audit Highlights, including inconsistencies, deficiencies, disconnects, best practices, and editorial stuff.

Proposed Districts 11 ag, various residential, mixed uses, contracting, distribution, manufacturing

Proposed Overlays designated growth, rural resource or preservation areas, and the Route 191 corridor

Land Uses including sharing of the locally unwanted land uses and intensive land uses. Strategic planning with Upper Nazareth and Chapman.

The anticipated timeline is to have a draft package to the Planning Commission by November 14th for review prior to their November 21st and December 19th meetings. In early 2023 a draft will be provided to the Board of Supervisors.

Solicitor's Report

Building and Facility Use Ordinance - #241-10-22 – A motion was moved by Mr. Hoyer to approve Ordinance #241-10-22. Mr. Boucher seconded. Motion passed.

Engineer's Report

WaWa Jandy Blvd – Letter of Credit Reduction & Commence Maintenance Period – Mr. Kortze reviewed his letter. A motion was moved by Mr. Hoyer to approve security reduction and to commence maintenance. Ms. Templeton seconded. Motion passed.

Newburg Park Bathroom – Final Payment to Kobalt – Authorization to Release – Mr. Kortze reviewed his letter. A motion was moved by Ms. Templeton to authorize release of final payment conditioned on the receipt of the maintenance bond. Mr. Brown seconded. Motion passed.

Manager's Report

Authorization to advertise use of CPA to perform 2022 Audit – Ms. Templeton made a motion to advertise the use of a CPA to perform the 2022 audit. Mr. Boucher seconded. Motion passed.

2023 Colonial Regional Police Budget – Monday evening the CRPC approved the 2023 budget. Mr. Boucher made a motion to accept the 2023 CRPD Budget. Mr. Brown seconded. Motion passed.

2023 Township Budget – Authorization to Advertise – Mr. Hoyer made a motion to authorize the advertisement of the 2023 budget. Mr. Boucher seconded. Motion passed.

Monroe County LSA – HVFC Radios – Grant Application - Resolution #LNT-42-22 – Ms. Stauffer requested authorization to apply for a grant in the amount of \$124,331 for Hecktown Fire Company radios. Mr. Hoyer made a motion to approve resolution #LNT-42-22. Mr. Brown seconded. Motion passed.

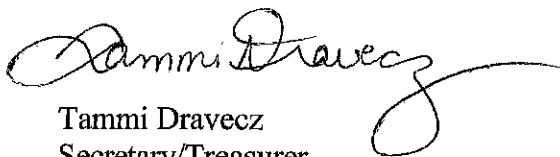
Payment of the Bills

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

Courtesy of Floor - There were no reports under Courtesy of the Floor.

Adjournment – The meeting adjourned at 8:46 PM.

Respectfully submitted by,



Tammi Dravec
Secretary/Treasurer

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

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
22489	Lori Stauffer	Membership Renewal	\$ 300.00
22490	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 2,269.14
22491	Memorial Library of Nazareth & Vicinity	Library Service	\$ 6,906.25
22492	Colonial Regional Police Department	Police Contract Payment	\$ 151,287.58
22493	PA Municipal Health Insurance Cooperat	Employee Health Insurance	\$ 31,001.78
22494	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
22495	Carroll Engineering Corporation	Engineering Services/Zoning Officer Servic	\$ 2,441.26
22496	PAPCO	Equipment Motor Fuel	\$ 1,542.43
22497	NJ Advance Media	Advertisement	\$ 556.40
22498	Medical Life Insurance Company	Employee Life Insurance	\$ 2,733.24
22499	Integra One	Computer Services/Software Maintenance	\$ 260.00
22500	Integra One	Computer Services	\$ 1,113.76
22501	Karen A. Mengel, RPR, CSR	Stenographer	\$ 160.00
22502	MRR Provisions, Inc	Local Services Tax Refund	\$ 9.00
22503	Met-Ed	Traffic Signal / Street Light Electricity	\$ 383.13
22504	Met-Ed	Park Electricity	\$ 32.06
22505	Allstate Septic Systems	Temporary Restrooms	\$ 245.00
22506	Easton Area Joint Sewer Authority	Operating and Capital Operating Expense	\$ 533.14
22507	Easton Area Joint Sewer Authority	Debt Service	\$ 3,824.09
22508	Suburban Propane	Public Works Fuel	\$ 1,276.34
22509	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Materials	\$ 1,597.25
22510	Asteak Law Offices	Legal Services	\$ 12,603.50
22511	ACR Products, Inc.	Public Works Equipment Parts/Supplies/Re	\$ 55.91
22512	Krause Enterprises	Park Facilities Construction	\$ 334.75
22513	U.S. Municipal Supply, Inc.	Public Works Park Signs	\$ 403.20
22514	Orkin Steel Supply Inc.	Park Facilities Maintenance	\$ 416.00
22515	Staples Business Advantage	Office Supplies	\$ 53.58
22516	Valley Tire of Nazareth	Public Works Equipment Parts/Supplies	\$ 25.00
22517	Staver Hydraulics Co., Inc.	Public Works Parts/Supplies	\$ 144.62
22518	Sharkan Supply Co.	Public Works Supplies	\$ 209.00
22519	Bath Supply Co., Inc.	Facilities Maintenance	\$ 29.44

**Lower Nazareth Township
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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
22520	Highway Materials, Inc.	Paving/Patching Material	\$ 1,899.17
22521	All-Phase Electric Supply Co.	Public Works Supplies	\$ 116.74
22522	Old Dominion Brush	Equipment Parts/Supplies	\$ 555.57
22523	Monarch Precast Concrete Corporation	Pipe & Drainage Supplies	\$ 785.00
22524	Hecktown Volunteer Fire Company	2022 Fire Relief	\$ 92,688.79
22525	Truist	2022 Pension Plan Contribution	\$ 130,000.00
22526	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 1,021.00
22527	Verizon Wireless	Municipal/Public Works Wireless	\$ 1,102.83
22528	PPL, Inc.	Fire Company Electricity	\$ 708.99
22529	PPL, Inc.	Fire Company Electricity	\$ 27.48
22530	Easton Suburban Water Authority	Fire Company Water	\$ 310.00
22531	Easton Suburban Water Authority	Fire Company Water	\$ 157.24
22532	Sparkle Car Wash on 248 LLC	Fire Company	\$ 1.88
22533	Fire Apparatus Services	Fire Company Equipment Maintenance	\$ 1,616.30
22534	East Lawn Supply Co., Inc.	Fire Co Facilities Maintenance	\$ 62.68
22535	Verizon Wireless	Fire Company Wireless	\$ 330.96
22536	Verizon Wireless	Fire Company Wireless	\$ 108.57
22537	Service Electric Cable TV Inc	Fire Company Internet	\$ 125.80
22538	DACER Fire Protection	Fire Company Equipment Maintenance	\$ 515.00
22539	Wex Bank	Fire Company	\$ 1,136.94
22540	Fraser Advanced Info Systems	Fire Company Copier Lease/Maintenance	\$ 16.78
22541	Fraser Advanced Info Systems	Fire Company Copier Lease/Maintenance	\$ 95.00
22542	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 420.12
22543	Easton Suburban Water Authority	Hydrant Assessment	\$ 19,630.00
22544	Easton Suburban Water Authority	Municipal Bldg Water	\$ 66.63
22545	Easton Suburban Water Authority	Municipal Bldg Sprinkler	\$ 240.00
22546	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park	\$ 2,965.62
22547	City of Bethlehem	Hydrant Assessment	\$ 156.54
22548	Enter.net	Website Hosting	\$ 192.00
22549	RCN	Internet & Telephone Services	\$ 741.77
22550	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 352.00

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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
22551	Pany & Lentz Engineering Company	Engineering Services	\$ 400.00
22552	Broughal & DeVito, LLP	Legal Services	\$ 1,300.00
22553	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 3,698.75
22554	The Key	Advertisement	\$ 209.70
22555	PA One Call System, Inc.	Monthly Activity	\$ 36.96
22556	NJ Advance Media	Advertisements	\$ 744.90
22557	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 5,583.88
22558	Staples Business Advantage	Office Supplies	\$ 34.53
22559	Nazareth Ford Inc.	Public Works Equipment Parts/Supplies	\$ 176.10
22560	Staver Hydraulics Co., Inc.	Public Works Parts/Supplies	\$ 63.04
22561	VOIDED		\$ -
22562	Cumberland Truck Parts	Public Works Equipment Parts/Supplies	\$ 90.22
22563	Ike's Garage	Public Works Equipment Parts/Supplies	\$ 647.26
22564	Best Line Equipment	Public Works Equipment Parts/Suuplies	\$ 76.52
22565	Tractor Supply Credit Plan	Park Maintenance	\$ 119.97
22566	Advance Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 452.63
22567	Chase Card Services	Postage/Community Events/MO/PW Suppli	\$ 2,083.04
22568	PAPCO	Equipment Motor Fuel	\$ 442.44
22569	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Materials	\$ 146.11
22570	Todd Beruta	Clean Up Day Reimbursement	\$ 57.82
22571	AFFORDable Pet Center, Inc.	Community Event	\$ 305.28
22572	Integra One	Computer Services	\$ 50.63
22573	Integra One	Computer Services/Software Maintenance	\$ 260.00
22574	Integra One	Computer Services/Software Maintenance	\$ 625.00
22575	Verizon Wireless	Fire Company Wireless	\$ 329.56
22576	Verizon Wireless	Fire Company Wireless	\$ 108.57
22577	Service Electric Cable TV Inc	Fire Company Internet	\$ 114.94
22578	Nester Video Production	Fire Company	\$ 100.00
22579	Choice Marketing Inc.	Fire Company Mailing	\$ 2,503.08
22580	Wex Bank	Fire Company	\$ 2,073.92
22581	Stotz & Fatzinger Office Supply	Office Supplies	\$ 82.39

**Lower Nazareth Township
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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
22582	Commonwealth of PA	Pesticide License Renewal	\$ 35.00
22583	NJ Advance Media	Advertisement	\$ 548.50
22584	Pitney Bowes Purchase Power	Postage	\$ 420.99
22585	Palmer Township Board of Supervisors	MS4 Advertisement	\$ 51.87
22586	Hugh Harris	Reimbursement	\$ 40.00
22587	ESRI, Inc.	Arcview Maintenance Agreement	\$ 700.00
22588	Staples Business Advantage	Office Supplies	\$ 138.95
22589	Safeguard Business Systems	Office Supplies	\$ 203.43
22590	Bath Supply Co., Inc.	Parks Facilities Maintenance	\$ 22.22
22591	Associated Fasteners, Inc.	Park Facilities Maintenance	\$ 57.42
22592	Krause Enterprises	Park Facilities Construction	\$ 245.00
22593	Staver Hydraulics Co., Inc.	Public Works Parts/Supplies	\$ 20.68
22594	Sharkan Supply Co.	Public Works Supplies	\$ 210.60
22595	Asteak Law Offices	Legal Services	\$ 997.50
22596	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 500.00
22597	Pany & Lentz Engineering Company	Engineering Services	\$ 2,100.00
22598	PAPCO	Equipment Motor Fuel	\$ 1,351.31
22599	Highway Materials, Inc.	Paving/Patching Material	\$ 2,648.80
22600	Tri-Boro Fencing Contractors, Inc.	Park Maintenance	\$ 1,350.00
Total General Fund Checking Account...			\$ 516,465.53

PAYROLL ACCOUNT

Num	Name	Memo	Amount
	October 7, 2022		\$ 42,569.02
	October 21, 2022		\$ 42,864.91
Total Payroll Account...			\$ 85,433.93

SPECIAL REVENUE / HOST FEE ACCOUNT

Num	Name	Memo	Amount
562	E.M.Kutz	Capital Equipment	\$ 27,647.00

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DEVELOPMENT & INSPECTION ACCOUNT

Num	Name	Memo	Amount
2079	Fox Brothers Alarm Services, Inc.	Building Permit Refund	\$ 150.00
2080	Kistler-Obrien Fire Protection	Building Permit Refund	\$ 250.00
2081	Windrift Real Estate	Building Permit Refund	\$ 21.64
2082	Blue Rock Construction	Building Permit Refund	\$ 250.00
2083	Keith Stephens	Building Permit Refund	\$ 100.00
2084	Russo Construction	Building Permit Refund	\$ 205.00
2085	John Krouse	Building Permit Refund	\$ 130.00
2086	FT Silfies	Building Permit Refund	\$ 100.00
2087	Deck Masters Plus, LLC	Building Permit Refund	\$ 10.00
2088	MasterPLAN	Building Permit Refund	\$ 50.00
2089	Sobrinski Painting, Inc.	Building Permit Refund	\$ 180.00
2090	WaWa	Building Permit Refund	\$ 1,840.00
2091	Whiting-Turner	Building Permit Refund	\$ 105.00
2092	Nancy Ryan	Building Permit Refund	\$ 60.00
2093	SolarCity	Building Permit Refund	\$ 292.00
2094	Daniel Sutter	Building Permit Refund	\$ 225.00
2095	ProLogis	Building Permit Refund	\$ 290.00
<i>Total Development & Inspection Account...</i>			\$ 4,258.64

EIT OPEN SPACE

Num	Name	Memo	Amount
1006	Keystone Consulting Engineers	Enginnering Services	\$ 3,588.00

REFUSE/RECYCLING ACCOUNT

Num	Name	Memo	Amount
1661	Richter	Shredding Event	\$ 650.00
1662	LNT Petty Cash	Clean Up Day	\$ 100.00
1663	AllState Septic Systems, LLP	Temporary Restrooms	\$ 118.38
1664	AllState Septic Systems, LLP	Temporary Restrooms	\$ 115.00
1665	East Penn Sanitation	Clean Up Day	\$ 2,659.97
<i>Total Recycling/Refuse Account...</i>			\$ 3,643.35

**Lower Nazareth Township
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MASTER ESCROW ACCOUNT

Num	Name	Memo	Amount
2924	Met-Ed	Traffic Signal Electricity	\$ 336.96
2925	PPL Electric Utilities	Traffic Signal Electricity	\$ 178.63
2926	Asteak Law Offices	Legal Services	\$ 4,410.00
2927	Keystone Consulting Engineers, Inc.	Engineering & SEO Services	\$ 35,282.38
2928	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 483.75
2929	County of Northampton	Parcel ID	\$ 5.00
2930	County of Northampton	Parcel ID	\$ 5.00
2931	Northampton County Recorder of Deeds	Plan Recording	\$ 35.00
2932	Northampton County Recorder of Deeds	Plan Recording	\$ 185.00
2933	Northampton County Recorder of Deeds	Plan Recording	\$ 185.00
<i>Total Master Escrow Account...</i>			<u><u>\$ 41,106.72</u></u>

CAPITAL RESERVE ACCOUNT

Num	Name	Memo	Amount
1262	IntegraOne	Computer Services	\$ 1,578.00
1263	H.T. Lyons, Inc.	Capital Construction	\$ 47,330.00
<i>Total Capital Reserve Account...</i>			<u><u>\$ 48,908.00</u></u>

SEWER ACCOUNT

Num	Name	Memo	Amount
1190	PPL Electric Utilities	Meter	\$ 24.24
1191	Hanover Engineering Associates, Inc.	Sewer Study	\$ 7,990.51
<i>Total Sewer Account...</i>			<u><u>\$ 8,014.75</u></u>

TRAFFIC IMPACT ACCOUNT

Num	Name	Memo	Amount
1317	Keystone Consulting Engineers	Enginnering Services	\$ 239.00
1318	Keystone Consulting Engineers	Enginnering Services	\$ 2,830.14
<i>Total Traffic Impact Account...</i>			<u><u>\$ 3,069.14</u></u>

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OPEN SPACE

Num	Name	Memo	Amount
1262	IntegraOne	Computer Services	<u>\$ 1,578.00</u>