

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
January 3, 2023**

The January 3rd, 2023, Reorganization meeting of the Lower Nazareth Township Board of Supervisors was held at 623 Municipal Drive, Nazareth, Pennsylvania 18064. The meeting was called to order by James Pennington at 7:14 p.m. and began with the recital of the Pledge of Allegiance.

James Pennington	Supervisor	Lori A. Stauffer	Township Manager
Martin Boucher	Supervisor		
Stephen Brown	Supervisor		
Robert Hoyer	Supervisor		
Amy Templeton	Supervisor		

Mr. Pennington announced the Board was in executive session prior to the meeting to discuss legal matters.

REORGANIZATION

Motion to make the following appointments made by Mr. Hoyer and second by Mr. Brown. Motion passed.

Chairman	James Pennington
Vice-Chairman	Martin Boucher
Secretary	Tammi Dravec
Assistant Secretary	Lori A. Stauffer
Treasurer	Tammi Dravec
Zoning Officer	Lori Seese

Mr. Hoyer made a motion to appoint Paul Mastrogiovanni as the Assistant Zoning Officer. Mr. Brown seconded. Motion passed.

Mr. Brown made a motion to approve the 2023 meeting schedule as attached. Ms. Templeton seconded. Motion passed.

Motion to approve the following made by Mr. Brown and seconded by Mr. Boucher. Motion passed.

Depository	Truist Bank (f/k/a BBT)
	Fulton Bank
	PA Local Government Investment Trust
	Wells Fargo Bank
	Embassy Bank
	Fidelity Bank

Treasurer's Bond \$1,000,000

Motion to adopt the 2023 Fee Schedule by Mr. Hoyer and seconded by Ms. Templeton. Motion passed.

Motion to appoint the following delegates made by Mr. Hoyer and seconded by Ms. Templeton. Motion passed.

Colonial Regional Police Commission Delegate	Martin Boucher
Colonial Regional Police Commission Alternate	James Pennington
Liaison to Emergency Services – Fire Delegate	Stephen Brown
Liaison to Emergency Services – Fire Alternate	Amy Templeton
Liaison to Emergency Services – Ambulance Delegate	Robert Hoyer
Liaison to Emergency Services – Ambulance Alternate	Stephen Brown
Nazareth Area Council of Governments Delegate	James Pennington
Nazareth Area Council of Governments Alternate	Lori A. Stauffer
Nazareth Library Budget Committee – Delegate	Robert Hoyer
Nazareth Library Budget Committee – Alternate	Tammi Dravec
248 Brodhead Road Building Committee – Delegate	James Pennington
248 Brodhead Road Building Committee – Alternate	Robert Hoyer
Tax Collection Committee – Delegate	Lori A. Stauffer
Tax Collection Committee – Alternate	Tammi Dravec
Northampton County Assoc of Twp Officials - Delegate	Lori Seese
Northampton County Assoc of Twp Officials – Alternate	Lori Stauffer
Open Records Officer	Lori Stauffer
Township Recycling Coordinator	Eric Albert
Emergency Management Coordinator	Hugh Harris
PSATS Conference Voting Delegate	Lori A. Stauffer
PSATS Conference Voting Alternate	James Pennington

Mr. Hoyer made a motion to authorize the Township Supervisors, Township Manager, Township Secretary, Voting Delegate, and any other employee so designated by the Township Manager, to attend the PSATS Convention April 23-26, 2023. Seconded by Ms. Templeton. Motion passed.

Mr. Hoyer made a motion to authorize the Township Supervisors, Township Manager, and Township employees as designated by the Township Board of Supervisors or the Township Manager to attend the 2023 NCATO Convention. Ms. Templeton seconded. Motion passed.

Mr. Boucher made a motion to adopt Resolution LNT-02-23 establishing the compensation of the Township Manager at \$105,115 effective January 1, 2023. Mr. Hoyer seconded. Motion passed.

Ms. Templeton made a motion, seconded by Mr. Brown approving the following (Motion passed):

Reimbursement of mileage at the Federal Rate \$.0655 per mile

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Reimbursement rate for Township performed services	\$75 per hour
Authorize the use the FEMA Rate Schedule for use of equipment	
Township Health Insurance Opt-Out – Single Rate	\$5,000
Township Health Insurance Opt-Out – Family Rate	\$10,000

Ms. Templeton made a motion to approve the 2023 Holiday schedule. Seconded by Mr. Brown. Motion passed.

Mr. Boucher made a motion to establish the following rates for Tatamy Yard Waste Fees. Seconded by Mr. Hoyer. Motion passed.

Tatamy Resident Yard Waste Fee	\$25 per vehicle
Tatamy Resident Christmas Tree Recycling Fee	\$10 per tree

Mr. Hoyer made the motion to appoint the following consultants and approve their compensation. Mr. Brown seconded the motion. Motion passed.

Gary N. Asteak, Esq.
 Legal Counsel – Board of Supervisors and Planning Commission
 At a rate of \$205 per hour for general government and \$225 per hour for development matters

Legal Counsel Zoning Hearing Board
 At a rate of \$140 per hour

Thomas L. Heimbach, Esq.
 Legal Counsel – Human Resources
 At a rate of \$280 per hour

Christopher Noll – Sewage Enforcement Officer
 Eric Erb – Alternate Sewage Enforcement Officer
 Keystone Consulting Engineers – per their 2023 fee schedule

Keystone Consulting Engineers, Inc.
 Township Engineer
 Fees per their 2023 fee schedule

Gilmore & Associates
 Township Sewage Engineer
 Fees per their 2023 fee schedule

Barry Issett & Associates
 Third Party Code Inspections
 Fees per their 2023 fee schedule

Mr. Boucher noted he is voting in opposition to the appointment of Barry Issett & Associates.

Mr. Hoyer made a motion to adopt Resolution LNT-03-23 appointing Campbell, Rappold & Yurasits as the Township Auditor. Mr. Brown seconded. Motion passed.

Mr. Hoyer made a motion to appoint Tara Capecci to a five-year term on the Lower Nazareth Township Planning Commission. Mr. Boucher seconded. Motion passed.

Mr. Boucher made a motion to appoint Edward Dulac to fill the unexpired term of Travis Gerould. Mr. Hoyer seconded. Motion passed.

Mr. Hoyer made a motion to adopt Resolution LNT-04-23, appointing Michael Gaul to a three-year term on the Township Zoning Hearing Board. Mr. Brown seconded. Motion passed.

Mr. Brown made a motion to adopt Resolution LNT-05-23, appointing Brian Fenstermaker to the remaining term of Manny Changalis. Mr. Boucher seconded. Motion passed.

Mr. Boucher made a motion to adopt Resolution LNT-06-23, appointing Manny Changalis as an alternate member of the Township Zoning Hearing Board. Mr. Brown seconded. Motion passed.

Mr. Hoyer made a motion to appoint Robert Pruznick to a five-year term on the Township Environmental Advisory Council. Mr. Boucher seconded. Motion passed.

Mr. Hoyer made a motion to appoint Bert Smalley to the Township Vacancy Board. Mr. Boucher seconded. Motion passed.

Mr. Boucher made a motion to appoint Jeff Shepherd as Nazareth Library Representative through 2025. Mr. Hoyer seconded. Motion passed.

Mr. Boucher made a motion to appoint Bert Smalley as the delegate to the Nazareth Borough Municipal Authority and to appoint Robert Hoyer as the alternate delegate. Ms. Templeton seconded. Motion passed.

ADJOURNMENT:

The Reorganization Meeting of the Lower Nazareth Township Board of Supervisors adjourned at 7:30 p.m.

The January 3rd, 2023, public meeting of the Lower Nazareth Township Board of Supervisors was held at the municipal offices located at 623 Municipal Drive, Nazareth, Pennsylvania 18064. The meeting was called to order by Chairman, James Pennington at 7:31 p.m. following the Reorganization Meeting.

James Pennington -	Chairman	Lori A. Stauffer -	Township Manager
Martin Boucher -	Vice-Chairman		
Stephen Brown -	Supervisor		
Robert Hoyer	Supervisor		
Amy Templeton	Supervisor		

AGENDA APPROVAL:

Mr. Boucher made a motion to add Selvaggio Zoning Appeal to the agenda under Manager's Report. Ms. Templeton seconded. Motion passed.

MINUTES:

The minutes of the December 14, 2022, meeting were presented for review and approval. Mr. Hoyer made a motion to accept the minutes as presented. Mr. Brown seconded. Motion passed.

REPORTS:

None

MANAGER'S REPORT

Destruction of Municipal Records – A draft resolution was presented to the Board authorizing the destruction of certain municipal records consistent with the record retention requirements of the Commonwealth of Pennsylvania. Mr. Hoyer made a motion to adopt Resolution No. LNT-07-23. Mr. Brown seconded. Motion passed.

2022 Surplus Funds – A draft resolution was presented to the Board authorizing the transfer of the surplus funds for the 2022 fiscal year. Mr. Hoyer made a motion to adopt Resolution No. LNT-08-23. Mr. Boucher seconded. Motion passed.

Splash Pad Complex Engineer – A draft resolution was presented to the Board authorizing the appointment of Carroll Engineering as special engineer for the Newburg Park Splash Pad Complex. Mr. Hoyer made a motion to adopt Resolution LNT-09-23. Mr. Boucher seconded. Motion passed.

Smickle Property Open Space Preservation – A draft resolution was presented to the Board authorizing the expenditure of Open Space EIT funds for the acquisition of the Smickle property. Ms. Templeton made a motion to adopt Resolution LNT-10-23. Mr. Brown seconded. Motion passed.

Selvaggio Zoning Appeal – Ms. Stauffer reported an enforcement notice was issued by the zoning officer and Mr. Selvaggio has submitted an appeal to the Zoning Hearing Board of that enforcement notice. His appeal alternatively seeks variance relief to operate a truck terminal. Mr. Boucher made a motion to authorize the appearance of the Township Solicitor on behalf of the Board of Supervisors to intervene in this appeal to support the enforcement notice and alternatively object to the issuance of any variance as requested by the applicant. Mr. Brown seconded. Motion passed.

INVOICE PAYMENT APPROVAL:

Mr. Hoyer made a motion to approve payment of the invoices as presented to the Board. Mr. Brown seconded. Motion passed.

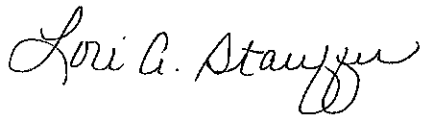
COURTESY OF THE FLOOR:

None

ADJOURNMENT:

Mr. Pennington adjourned the meeting at 7:40 p.m.

Respectfully Submitted,



Lori A. Stauffer
Township Manager

**Lower Nazareth Township
Bills To Be Approved
January 3, 2023**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
22733	PA Municipal Health Insurance Cooperat	Employee Health Insurance	\$ 36,328.32
22726	National Elevator Inspection Services	Municipal Building Facilities Maintenance	\$ 96.47
22727	Verizon Wireless	Municipal/Public Works Wireless	\$ 472.05
22728	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 420.12
22729	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Materials	\$ 602.21
22730	Advance Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 35.68
22731	U.S. Municipal Supply, Inc.	Public Works Equipment Parts	\$ 2,380.00
22732	Staver Hydraulics Co., Inc.	Public Works Parts/Supplies	\$ 101.52
22734	Colonial Regional Police Department	Police Contract Payment	\$ 158,016.83
22735	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 2,269.14
22736	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
22737	PAPCO	Equipment Motor Fuel	\$ 3,773.87
22738	Krause Enterprises	Park Facilities Construction	\$ 237.00
22739	Safeguard Business Systems	Office Supplies	\$ 204.93
22740	Integra One	Computer Services/Software Maintenance	\$ 260.00
22741	ICC Community Development Solutions	Software Maintenance	\$ 2,900.00
22742	Pitney Bowes Purchase Power	Postage	\$ 520.99
22743	Pitney Bowes	Postage Meter	\$ 180.00
22744	Suburban Propane	Public Works Fuel	\$ 1,009.15
22745	NJ Advance Media	Advertisements	\$ 524.25
22746	Medical Life Insurance Company	Employee Life Insurance	\$ 2,696.27
22747	ORE Rentals	Equipment Rental	\$ 226.80
22748	Associated Fasteners, Inc.	Park Facilities Maintenance	\$ 77.24
22749	Signal Service, Inc.	Traffic Signal Maintenance	\$ 165.00
22750	Palmer Trophy & Awards	Administrative Expense	\$ 77.45
22751	Liberty Propane Inc.	Municipal Building Propane	\$ 1,536.91
22752	Nazareth Area Council of Government	Animal Control Officer - 1st Quarter 2023	\$ 3,461.00
22753	PSATS	2023 Membership Fees	\$ 1,932.00
Total General Fund Checking Account ...			\$ 221,516.97

**Lower Nazareth Township
Bills To Be Approved
January 3, 2023**

PAYROLL ACCOUNT

Num	Name	Memo	Amount
	December 30, 2022		<u><u>\$ 54,868.32</u></u>

CAPITAL RESERVE ACCOUNT

Num	Name	Memo	Amount
1269	IntegraONE	Computer Services	<u><u>\$ 1,403.76</u></u>

REFUSE/RECYCLING ACCOUNT

Num	Name	Memo	Amount
1668	AllState Septic Systems, LLP	Temporary Restrooms	<u><u>\$ 115.00</u></u>