

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
December 14, 2022**

The Lower Nazareth Township Board of Supervisors held a hybrid meeting on Wednesday, December 14, 2022, Chairman James Pennington called the meeting to order at 7:05 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 matters **

Agenda Amendment and Approval

Mr. Boucher made a motion to approve the amended agenda. Mr. Brown seconded. Motion passed.

Approval of Minutes

The meeting minutes of November 9, 2022 were submitted for review and approval.

Mr. Brown made a motion to approve the minutes as presented. Mr. Hoyer seconded. Motion passed.

Reports

The Hecktown Fire Incident Report for November 2022 and the Financial Reports for October and November 2022 were presented.

Supervisor's Comments

Open Space Preservation - Mr. Hoyer noted that the EAC was unable to meet in December. Their next will be in January.

Mr. Hoyer wished the residents, staff, and Board Merry Christmas, Happy, Hanukkah, and Happy New Year.

Parks & Recreation - Ms. Templeton provided updates on a few of our parks.

Surrey Glen – There is a sales agreement for the Smickle property on tonight's agenda. The purchase of the property will provide walking access to Surrey Glen from Stafford Avenue. The Northampton County CDBG grant originally awarded for Hahn's Meadow improvements will be utilized for the walking path through the center of the property.

Newburg Park Pickle Ball Court – The pickleball courts will be completed in the Spring 2023.

Ms. Templeton inquired with Mr. Kortze for an update on the Newburg Park Bathrooms. Mr. Kortze reported that the contractor and ESWA are lined we are just waiting on materials.

Ms. Templeton wished everyone Happy Holidays.

**Board of Supervisors Minutes
December 14, 2022**

Mr. Brown thanked the Hecktown Volunteer Fire Company for their Santa run.

Mr. Pennington reported that at the last CRPC meeting they hired another officer for a total of 27 officers with one to retire in 2023.

Mr. Pennington wished everyone Happy Holidays.

Mr. Boucher wished everyone Happy Holidays.

Subdivision and Land Development

Bard Lot Consolidation Plan – Waiver Requests & Resolution #LNT-47-22 – Mr. Kortze reviewed his December 8th letter. The waiver request is to submit the plan as preliminary/final. A motion was moved by Mr. Boucher to grant the waiver requests and approve Resolution #LNT-47-22. Ms. Templeton seconded. Motion passed.

Codling – Willow Lane – Fence Waiver – A motion was moved by Mr. Boucher to grant the fence waiver. Mr. Brown seconded. Motion passed.

Solicitor's Report

Smickle Property Sales Agreement – The land is to be preserved in perpetuity with no development other than the walking path. A motion was moved by Mr. Hoyer to approve the sales agreement. Mr. Brown seconded. Motion passed.

Clemis Property – Resolution #LNT-48-22 – This resolution is the ratifying the acceptance of the Deed of Dedication. A motion was moved by Mr. Hoyer to approve Resolution #LNT-48-22. Ms. Templeton seconded. Motion passed.

Zoning Property Text Amendment Ordinance – Authorization to Advertise – A motion was moved by Mr. Brown to authorize advertisement of the ordinance. Mr. Hoyer seconded. Motion passed. The hearing for this ordinance will be held at the February 8th meeting.

Solicitor Asteak wished everyone Happy Holidays.

Engineer's Report

LVTC I – Letter of Credit Release – Mr. Kortze reviewed his letter. A motion was moved by Ms. Templeton to approve the security release. Mr. Boucher seconded. Motion passed.

Mr. Kortze wished the Board, Ms. Stauffer and the staff Merry Christmas, Happy Hanukkah, Happy New Year and said it has been a pleasure serving Lower Nazareth this year.

Manager's Report

Time Extension Report – Ms. Stauffer reported on the time extension accepted for Keystone Foods.

Clemis Property Demolition – A motion by Mr. Brown for Mr. Kortze to incorporate the Clemis demolition with the demolition of the Notaro properties. It was seconded by Mr. Hoyer. The motion passed. Demolition will be in the Spring of 2023.

Municipity Integrated Connect Public Portal – The software program will allow public interaction to apply for permits online and make online payments. This will cut down on office traffic which will ease covid concerns. The cost is \$20,100 and with the use of this software aiding covid concerns, we can use ARPA funds.

A motion was moved by Mr. Brown to authorize the use of ARPA funds to purchase the software upgrade. Mr. Hoyer seconded. Motion passed.

Real Estate Tax Collector Service Fees – Resolution #LNT-49-22 – The tax collector requested an increase in the tax certification and duplicate bill fees. A motion was moved by Mr. Hoyer to approve Resolution #LNT-49-22. Ms. Templeton seconded. Motion passed.

2023 Tax Millage – Resolution #LNT-45-22 – Ms. Templeton made a motion to approve Resolution #LNT-45-22. Mr. Hoyer seconded. Motion passed.

2023 Township Budget – Resolution #LNT-46-22 – Mr. Boucher made a motion to Resolution #LNT-46-22. Mr. Brown seconded. Motion passed.

Ms. Stauffer reported that we just received word from Senator Boscola that we have been awarded the Traffic Signal Technologies grant in the amount of \$256,000.

Ms. Stauffer wish everyone Happy Holidays.

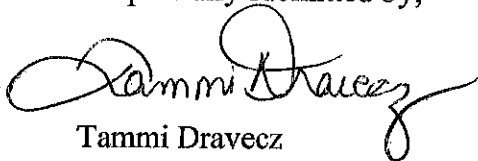
Payment of the Bills

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

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

Adjournment – The meeting adjourned at 7:28 PM.

Respectfully submitted by,



Tammi Dravec
Secretary/Treasurer

**Lower Nazareth Township
Bills To Be Approved
December 14, 2022**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
22631	Fraser Advanced Info Systems	Fire Company Copier Lease/Maintenance	\$ 95.00
22632	Fraser Advanced Info Systems	Fire Company Copier	\$ 23.72
22633	ESO Solutions, Inc.	Fire Company	\$ 406.85
22634	Nazareth Business Services, Inc.	Fire Company Services	\$ 1,395.00
22635	PPL, Inc.	Fire Company Electricity	\$ 27.30
22636	PPL, Inc.	Fire Company Electricity	\$ 474.98
22637	Tractor Supply Credit Plan	Park Maintenance	\$ 43.55
22638	Staples Business Advantage	Office Supplies	\$ 61.54
22639	Old Dominion Brush	Equipment Parts/Supplies	\$ 90.41
22640	R.J. Walker Co.	Municipal Facilities Maintenance	\$ 55.44
22642	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 88.00
22643	Allstate Septic Systems	Temporary Restrooms	\$ 245.00
22644	Flamm Walton PC	Personnel Legal Services	\$ 55.00
22645	PAPCO	Equipment Motor Fuel	\$ 2,272.34
22646	Suburban Propane	Park Fuel	\$ 95.59
22647	The Key	Advertisement	\$ 244.65
22648	Pany & Lentz Engineering Company	Engineering Services	\$ 800.00
22649	Broughal & DeVito, LLP	Legal Services	\$ 162.50
22650	PA One Call System, Inc.	Monthly Activity	\$ 26.40
22651	RCN	Internet & Telephone Services	\$ 816.16
22652	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park	\$ 2,248.53
22654	PA Recreation and Park Society, Inc.	2023 Membership Dues	\$ 120.00
22655	Allstate Septic Systems	Temporary Restrooms	\$ 245.00
22656	Northampton County TCC	2023 Administrative Fee	\$ 393.00
22657	NJ Advance Media	Advertisements	\$ 255.65
22658	City of Bethlehem	Hydrant Assessment	\$ 156.54
22659	Sam's Club	Municipal Facility Supplies	\$ 309.64
22660	Chase Card Services		\$ 2,430.99
22662	Advance Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 2,545.50
22663	Interstate Battery of Allentown	Public Works Equipment Parts/Supplies	\$ 128.95
22664	Cumberland Truck Parts	Public Works Equipment Parts/Supplies	\$ 266.50

**Lower Nazareth Township
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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
22665	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 420.12
22666	Verizon Wireless	Municipal/Public Works Wireless	\$ 550.84
22667	Emergency Systems Service Company	Ambulance Building Maintenance	\$ 753.50
22672	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 1,014.00
22673	County of Northampton	Parcel ID	\$ 25.00
22674	Northampton County Recorder of Deeds	Plan Recording	\$ 65.00
22668	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 2,269.14
22669	Memorial Library of Nazareth & Vicinity	Library Service	\$ 6,906.25
22670	Colonial Regional Police Department	Police Contract Payment	\$ 151,287.58
22671	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
22675	Keystone Cement Company	Winter Maintenance Supplies	\$ 1,075.55
22676	Met-Ed	Park Electricity	\$ 177.59
22677	Met-Ed	Traffic Signal / Street Light Electricity	\$ 385.80
22678	Whitehall Turf Equipment	Public Works Equipment Parts/Supplies	\$ 79.95
22679	Master Supply Line	Municipal Building Supplies	\$ 422.92
22680	Keystone Municipal Insurance	Workers Comp Insurance	\$ 4,799.50
22681	Liberty Propane Inc.	Municipal Building Propane	\$ 2,106.87
22682	Wex Bank	Fire Company	\$ 115.65
22683	Sam's Club MC/SYNCB	Fire Company Supplies	\$ 3,192.31
22684	Verizon Wireless	Fire Company Wireless	\$ 108.57
22685	Verizon Wireless	Fire Company Wireless	\$ 330.12
22686	Keystone Fire and Security	Fire Company Maintenance	\$ 275.00
22687	Service Electric Cable TV Inc	Fire Company Internet	\$ 115.20
22688	Fogels Fuel Service	Fire Company Fuel	\$ 3,079.86
22689	Shop One Fire Apparatus	Fire Company Equipment Maintenance	\$ 4,117.10
22690	U.S. Municipal Supply, Inc.	Public Works Park Signs	\$ 64.86
22691	Five Star International LLC	Public Works Equipment Parts/Supplies	\$ 471.31
22692	Martin's Power Sweeping, Inc.	Street Sweeping	\$ 330.00
22693	Easton Suburban Water Authority	Municipal Bldg/Newburg Park Water	\$ 243.85
22694	The Express Times	Subscription Renewal	\$ 33.88
22695	NJ Advance Media	Advertisement	\$ 477.40

**Lower Nazareth Township
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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
22696	Karen A. Mengel, RPR, CSR	Stenographer	\$ 160.00
22697	Integra One	Computer Services/Software Maintenance	\$ 260.00
22698	PAPCO	Equipment Motor Fuel	\$ 3,613.50
22699	Carroll Engineering Corporation	Engineering Services/Zoning Officer Service	\$ 7,820.25
22700	Chase Card Services		\$ 5,217.75
22701	Staver Hydraulics Co., Inc.	Public Works Parts/Supplies	\$ 45.71
22702	Five Star International LLC	Public Works Equipment Parts/Supplies	\$ 32.61
22703	Asteak Law Offices	Legal Services	\$ 13,945.75
22704	RCN	Internet & Telephone Services	\$ 816.16
22705	PA One Call System, Inc.	Monthly Activity	\$ 91.08
22706	Security Service Company, Inc.	Security System Monitoring	\$ 323.79
22707	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 88.00
22708	Keystone Cement Company	Winter Maintenance Supplies	\$ 1,044.38
22709	The Key	Advertisement	\$ 244.65
22710	Allstate Septic Systems	Temporary Restrooms	\$ 245.00
22711	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 34.06
22712	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park	\$ 1,651.23
22713	Easton Suburban Water Authority	Municipal Bldg Water	\$ 53.58
22714	Suburban Propane	Public Works Fuel	\$ 1,155.45
22715	Suburban Propane	Park Fuel	\$ 161.46
22716	Pitney Bowes	Office Supplies	\$ 59.49
22717	Pany & Lentz Engineering Company	Engineering Services	\$ 550.00
22718	Service Tire Truck Centers	Fire Company Equipment Maintenance	\$ 1,874.90
22719	Emergency Systems Service Company	Ambulance Building Maintenance	\$ 4,848.77
22720	Keystone Consulting Engineers	Engineering & Inspection Services	\$ 2,683.13
22721	April Cordts	Legal Services	\$ 13,358.22
22722	Fire Capital Reserve	2022 Budget Allocations	\$ 106,694.23
22723	Associated Fasteners, Inc.	Park Facilities Maintenance	\$ 134.58
22724	City of Bethlehem	Hydrant Assessment	\$ 156.54
22725	Broughal & DeVito, LLP	Legal Services	\$ 1,072.50
22726	National Elevator Inspection Services	Municipal Building Maintenance	\$ 96.47

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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
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 Material	\$ 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 Equipment Parts/Supplies	\$ 101.52
<i>Total General Fund Checking Account ...</i>			<u><u>\$ 375,431.04</u></u>

PAYROLL ACCOUNT

Num	Name	Memo	Amount
	November 18, 2022		\$ 40,485.02
	December 2, 2022		\$ 40,294.32
	December 16, 2022		\$ 39,580.76
<i>Total Payroll Account ...</i>			<u><u>\$ 120,360.10</u></u>

CAPITAL RESERVE ACCOUNT

Num	Name	Memo	Amount
1265	Bachman's Roofing, Building, & Remode	Building Improvements	\$ 124,807.68
1266	Nazareth Area Council of Governments	Multi Municipal Comp Plan Update	\$ 13,333.34
1267	Environmental Planning & Design	Professional Services	\$ 5,276.64
1268	Environmental Planning & Design	Professional Services	\$ 5,914.56
<i>Total Capital Reserve Account...</i>			<u><u>\$ 149,332.22</u></u>

CAPITAL RESERVE EQUIPMENT REPLACEMENT ACCOUNT

Num	Name	Memo	Amount
1316	Chase Card Services	Vehicle Fitout	\$ 1,860.75

OPEN SPACE ACCOUNT

Num	Name	Memo	Amount
1598	Chase Card Services	Capital Construction	\$ 1,200.00

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EIT OPEN SPACE ACCOUNT

Num	Name	Memo	Amount
1007	Midtown Abstract, Inc.	Property Purchase	\$ 130,537.50
1008	Keystone Consulting Engineers	Engineering Services	\$ 931.50
<i>Total EIT Open Space Account...</i>			<u>\$ 131,469.00</u>

STATE LIQUID FUELS ACCOUNT

Num	Name	Memo	Amount
584	Asphalt Maintenance Solutions, LLC	2022 Road Project	<u>\$ 250,000.00</u>

HIGHWAY RECONSTRUCTION & REHABILITATION

Num	Name	Memo	Amount
1308	Asphalt Maintenance Solutions, LLC	2022 Road Project	<u>\$ 168,799.51</u>

TRAFFIC IMPACT ACCOUNT

Num	Name	Memo	Amount
1320	Midtown Abstract	Clemis Property Closing	\$ 157,967.16
1321	Keystone Consulting Engineers	Engineering Services	\$ 8,874.13
<i>Total Traffic Impact Account...</i>			<u>\$ 166,841.29</u>

REFUSE/RECYCLING ACCOUNT

Num	Name	Memo	Amount
1667	AllState Septic Systems, LLP	Temporary Restrooms	<u>\$ 115.00</u>

SEWER ACCOUNT

Num	Name	Memo	Amount
1192	Hanover Engineering Associates, Inc.	Sewer Study	\$ 493.63
1193	PPL Electric Utilities	Main Meter Electricity	\$ 24.09
1194	PPL Electric Utilities	Main Meter Electricity	\$ 24.09
<i>Total Sewer Account...</i>			<u>\$ 541.81</u>

**Lower Nazareth Township
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DEVELOPMENT & INSPECTION ACCOUNT

Num	Name	Memo	Amount
2103	Barry Isett & Associates	Building Inspection Services	\$ 3,941.00
2104	Barry Isett & Associates	Building Inspection Services	\$ 12,679.56
<i>Total Development & Inspection Account...</i>			<u>\$ 16,620.56</u>

MASTER ESCROW ACCOUNT

Num	Name	Memo	Amount
2938	Met-Ed	Traffic Signal Electricity	\$ 199.02
2939	Met-Ed	Traffic Signal Electricity	\$ 137.35
2940	PPL Electric Utilities	Traffic Signal Electricity	\$ 182.34
2941	Northampton County Recorder of Deeds	Plan Recording	\$ 35.00
2942	Northampton County Recorder of Deeds	Plan Recording	\$ 455.00
2943	County of Northampton	Parcel ID	\$ 5.00
2944	County of Northampton	Parcel ID	\$ 25.00
2945	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 1,799.00
2946	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 801.25
2947	Jenn Hess	Key Return	\$ 25.00
2948	Mike Anthony	Key Return	\$ 50.00
2949	Met-Ed	Traffic Signal Electricity	\$ 198.14
2950	Signal Service, Inc.	Traffic Signal Maintenance	\$ 352.00
2951	Alan Stroppa	Escrow Refund	\$ 225.00
2952	Joana Salemme	Key Return	\$ 25.00
2953	Daniel Conus	Key Return	\$ 25.00
2954	Chris Dos Santos	Key Return	\$ 25.00
2955	Asteak Law Offices	Legal Services	\$ 2,158.50
2956	Chase Card Services	Postage	\$ 17.05
2957	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 66,164.26
2958	Vinart Realty Associates	Escrow Refund	\$ 2,662.98
2959	Met-Ed	Traffic Signal Electricity	\$ 145.65
2960	PPL Electric Utilities	Traffic Signal Electricity	\$ 202.86
2961	Jessica Zito	Escrow Refund	\$ 225.00
<i>Total Master Escrow Account...</i>			<u>\$ 76,140.40</u>