

**LOWER NAZARETH TOWNSHIP  
BOARD OF SUPERVISORS  
MINUTES  
April 26, 2023**

The Lower Nazareth Township Board of Supervisors held a hybrid meeting on Wednesday, April 26, 2023, Chairman James Pennington called the meeting to order at 7:21PM.

Present were:

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

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

**Agenda Amendment and Approval**

Ms. Stauffer requested that the library board representative be added to the Manager's Report.  
Mr. Brown made a motion to approve the amended agenda. Mr. Boucher seconded. Motion passed.

**Approval of Minutes**

The meeting minutes of April 12, 2023 were submitted for review and approval. Ms. Templeton made a motion to approve the minutes as presented. Mr. Boucher seconded. Motion passed.

**Reports**

The Hecktown Fire Incident Report for March 2023 was presented. The Board thanks the volunteers.  
The Financial Reports for February and March were presented.

**Supervisor's Comments**

Open Space Preservation – Mr. Hoyer noted the EAC met earlier this month and is currently reviewing proposal #4.

Parks & Recreation - Ms. Templeton provided updates on Township Parks and Events planned.

Newburg Park:

- Pickleball Court – Construction is almost complete and should be ready for use in mid-late May.

Library:

- Grants - They are receiving numerous grants for programing.
- Pet Parade Event – May 20<sup>th</sup> 10am. Stop by the library or visit [www.nazarethlibrary.org](http://www.nazarethlibrary.org) to register.

Mr. Brown commented that the Egg Hunt was held in April. It went great, last year's issues were non-existent, there were plenty our eggs to go around, and we received lots of positive feedback. He thanked the staff and volunteers.

Mr. Boucher provided a CRPD incident report. Mr. Pennington mentioned the process of testing new candidates. Mr. Boucher noted they started with 36 applicants, 22 passed the physical agility test, 19 passed the written test, and 1 quit. After interviews were held, 12 candidates remained. The polygraph test is next.

Mr. Pennington inquired about the pickleball court and would like to see a sign on the court listing the rules, including a one-hour time limit. Ms. Stauffer stated that the Recreation Committee will discuss this matter at their next meeting.

### **Subdivision and Land Development**

Central PA Equities – 3774 Eastgate Blvd Hotel Project – Improvements Agreement – Ms. Stauffer noted that the agreement has been signed by the applicant and the letter of credit has been received. Mr. Hoyer made a motion execution of the agreement. Mr. Boucher seconded. Motion passed.

### **Solicitor's Report**

There were no items of discussion.

### **Engineer's Report**

Newburg Road Building Demolitions – Mr. Kortze has the contract docs from Beatty and will issue an authorization to proceed. This first step is to notify the utility companies for the service disconnect, next will be asbestos remediation.

Mr. Kortze noted that Hecktown Fire (HVFC) will be conducting training exercises at the Clemis building on May 8<sup>th</sup> and 15<sup>th</sup>. Mr. Boucher noted there will be no burning, just smoke.

Mr. Pennington inquired about demolition dates? Mr. Kortze stated we still have a few months to go. Mr. Boucher asked Mr. Kortze to keep him in the loop so HVFC can do exterior work prior to the demolition; like a hole in the cutting roof.

Newburg Park Waterline – Mr. Pennington inquired about the status of the waterline. Mr. Kortze stated the materials are in and they should be starting the work next week.

### **Manager's Report**

Time Extension Report – Ms. Stauffer presented the time extension report for time extensions accepted.

Notaro NASD Real Estate Tax Bills – Ms. Stauffer noted that Mrs. Notaro received her 2022-2023 Nazareth Area School District (NASD) tax bills for her properties on Nazareth Pike and Newburg Road. Ms. Stauffer discussed how the bills should be apportioned between Lower Nazareth and Mrs. Notaro. The recommendation was to pay 50% of the building portion of the Nazareth Pike parcel and 75% of the building portion for the Newburg parcel. The total for the tax bills would be \$5,195.78. Mr. Boucher made a motion to pay our apportioned share of the tax bill. Ms. Templeton seconded. Motion passed.

Triple Net Hold Harmless Agreement – Mr. Hoyer made a motion to execute the agreement. Mr. Boucher seconded. Mr. Brown opposed. Motion passed.

Zoning Ordinance Update – Ms. Stauffer noted that the Board was provided with a draft and asked for comments by the end of June.

Escalator Clause – Resolution #LNT-15-23 – Ms. Stauffer stated the fuel escalator clause resolution pertains to the current 2023 road project that is out to bid. The adoption of the fuel escalator clause provides assurance to the contractor that in the event of fuel price increases, they will be able to adjust their contract accordingly. Mr. Boucher made a motion to adopt Resolution LNT-15-23. Mr. Brown seconded. Motion passed unanimously.

Library Representative – A letter of interest and resume provided to Board prior to meeting. Ms. Templeton asked that we wait to take action and check with Jeff Shepherd. She said that Jeff has action items he is working on through the end of year.

#### **Payment of the Bills**

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

#### **Courtesy of Floor**

Mike Brint, 4463 Fieldstone Drive, stated that he found the gentlemen knowledgeable at the conditional use hearing, but noted he also has knowledge from experience and is troubled by lack of tenant information and use of building. He questions how you can determine transportation without that information.

He commented on the current traffic volume during the afternoon rush on Newburg Road.

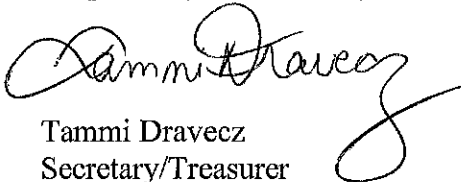
Mr. Brint said he is not against warehousing and job growth, but it needs to be done in a certain way. The current infrastructure cannot handle this type of growth. He does not want to see more trucks on highways until improvements are made. He understands that the Board cannot fix the highways, but they can put a moratorium on building until those improvements can be made.

Mr. Pennington commented that it would be in Mr. Brint's best interest to provide these statements at the actual hearing, so it goes on the record.

#### **Adjournment**

The meeting adjourned at 7:45PM.

Respectfully submitted by,

  
Tammi Dravec  
Secretary/Treasurer

**Lower Nazareth Township  
Bills To Be Approved  
April 26, 2023**

**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
23051	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park	\$ 2,735.69
23052	RCN	Internet & Telephone Services	\$ 816.24
23053	Nazareth Area Council of Government	Animal Control Officer - 2nd Quarter 2023	\$ 3,461.00
23054	Nazareth Area Council of Government	2023 Membership Dues	\$ 250.00
23055	Automated Home Generators	Fire Company Contributions	\$ 350.10
23056	PPL, Inc.	Fire Company Electricity	\$ 607.24
23057	PPL, Inc.	Fire Company Electricity	\$ 28.94
23058	Easton Suburban Water Authority	Fire Company Water	\$ 310.00
23059	Fraser Advanced Info Systems	Fire Company Copier Lease/Maintenance	\$ 95.00
23060	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 448.12
23061	Easton Suburban Water Authority	Municipal Bldg Sprinkler	\$ 240.00
23062	Easton Suburban Water Authority	Hydrant Assessment	\$ 20,150.00
23063	City of Bethlehem	Hydrant Assessment	\$ 156.54
23064	Verizon Wireless	Municipal/Public Works Wireless	\$ 514.17
23065	Broughal & DeVito, LLP	Legal Services	\$ 97.50
23066	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 88.00
23067	Enter.net	Website Hosting	\$ 192.00
23068	NJ Advance Media	Advertisement	\$ 433.62
23069	All-State Services	Facilities Maintenance	\$ 525.00
23070	Karen A. Mengel, RPR, CSR	Stenographer	\$ 820.00
23071	Pany & Lentz Engineering Company	Engineering Services	\$ 5,550.00
23072	Indira Winders	Local Services Tax Refund	\$ 16.00
23073	Asteak Law Offices	Legal Services	\$ 23,279.75
23074	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 1,526.00
23075	Pitney Bowes Purchase Power	Postage	\$ 529.21
23076	Snowscapes	Park Maintenance	\$ 2,500.00
23077	All-Phase Electric Supply Co.	Municipal & Park Facilities Maintenance	\$ 1,542.00
23078	Advance Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 131.96
23079	Grainger Parts	Public Works Supplies	\$ 373.64
23080	Eckroth Equipment Company	Equipment Parts/Supplies	\$ 1,241.12
23081	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 930.00

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**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
23082	Corelogic	Real Estate Tax Refunds	\$ 1,166.01
23083	Wells Fargo	Real Estate Tax Refund	\$ 381.02
23084	Jacob Kleiber	Local Services Tax Refund	\$ 21.00
23085	Jenna Kleiber	Local Services Tax Refund	\$ 22.00
23086	Shayla Honohan	Local Services Tax Refund	\$ 51.00
23087	U.S. Municipal Supply, Inc.	Traffic Signs	\$ 1,227.26
23088	All-Phase Electric Supply Co.	Park Facilities Maintenance	\$ 240.93
23089	Powerco, Inc.	Public Works Equipment Repair	\$ 448.00
23090	Allstate Septic Systems	Temporary Restrooms	\$ 255.00
<i>Total General Fund Checking Account ...</i>			<u><u>\$ 73,751.06</u></u>

**PAYROLL ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
	April 21, 2023		<u><u>\$ 44,650.99</u></u>

**SEWER ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1199	PPL Electric Utilities	Main Meter Electricity	\$ 25.04
1200	Hanover Engineering Associates, Inc.	Sewer Study	\$ 506.00
<i>Total Sewer Account ...</i>			<u><u>\$ 531.04</u></u>

**OPEN SPACE EIT ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1010	The Frederick Group, LLC	Property Appraisal	\$ 3,750.00
1011	Asteak Law Offices	Legal Services	\$ 506.25
<i>Total Open Space EIT Account ...</i>			<u><u>\$ 4,256.25</u></u>

**REFUSE / RECYCLING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1673	Responsible Recycling Services, LLC	Electronics Recycling Event	<u><u>\$ 1,660.00</u></u>

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**TRAFFIC IMPACT ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1325	Angelina Notaro	Real Estate Taxes	<u>\$ 5,195.78</u>

**CAPITAL RESERVE SIGNALS SEWER ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
540	Signal Service, Inc.	Traffic Signal Maintenance	<u>\$ 4,556.00</u>

**CAPITAL RESERVE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1281	Environmental Planning & Design	Zoning Ordinance Update	<u>\$ 1,245.73</u>

**MASTER ESCROW ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
2980	Met-Ed	Traffic Signal Electricity	\$ 405.37
2981	PPL Electric Utilities	Traffic Signal Electricity	\$ 206.93
2982	Keystone Consulting Engineers	Engineering & Inspection Services	\$ 14,470.13
2983	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 1,140.98
2984	Asteak Law Offices	Legal Services	<u>\$ 5,380.75</u>
<i>Total Master Escrow Account ...</i>			<u>\$ 21,604.16</u>