

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
October 25, 2023**

The Lower Nazareth Township Board of Supervisors held a hybrid meeting on Wednesday, October 25, 2023, Chairman James Pennington called the meeting to order at 7:00 PM.

Present were:

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

Agenda Amendment and Approval

Ms. Stauffer asked to move the item "A" under Solicitor's Report to the Engineer's Report. Mr. Boucher made a motion to approve the amended agenda. Mr. Hoyer seconded. Motion passed.

Approval of Minutes

The meeting minutes of September 19th were submitted for review and approval. Ms. Templeton made a motion to approve the minutes as presented. Mr. Hoyer seconded. Motion passed. Mr. Boucher abstained.

The meeting minutes of September 27th were submitted for review and approval. Ms. Templeton made a motion to approve the minutes as presented. Mr. Hoyer seconded. Motion passed. Mr. Pennington abstained.

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

The meeting minutes of October 2nd were submitted for review and approval. Mr. Brown made a motion to approve the minutes as presented. Ms. Templeton seconded. Motion passed.

The meeting minutes of October 3rd were submitted for review and approval. Mr. Boucher made a motion to approve the minutes as presented. Mr. Brown seconded. Motion passed.

Reports

The Hecktown Fire Incident Report for September 2023 was presented.

Supervisor's Comments

Open Space Preservation – Mr. Hoyer reported the EAC is working on the walking and bicycle path concept. Their next meeting is in November.

Parks & Recreation – Mr. Brown said Dogs Day was a huge success!

**Board of Supervisors Minutes
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Ms. Templeton thanked everyone for coming out to the Dogs Day Out event. She reminded everyone that Trick or treat is on October 31st from 6pm – 9pm. The Township trucks, Hecktown Fire, and Colonial Regional will all be driving around giving out treats. The Christmas Tree Lighting event is December 1st at 7pm.

There was a coordination meeting for the Splash Pad Project. The project is progressing and still on track for next summer.

Mr. Boucher attended the Colonial Regional meeting on Monday.

Subdivision and Land Development

Life Church Additions – Waivers & Land Development – Resolution #LNT-39-23 – Terry DeGroot, representing Life Church, gave a brief presentation. Mr. Kortze reviewed his letter dated October 17th and recommended granting the requested waivers and land development approval. Ms. Templeton made a motion to approve Resolution #LNT-39-23. Mr. Hoyer seconded. Motion passed.

Koch 33 Collision Center – Waivers & Land Development – Resolution #LNT-40-23 – Holly Evans, representing Koch 33 Collision Center, gave a brief presentation. Mr. Kortze reviewed his letter dated October 17th and recommended granting the requested waivers and land development approval. Mr. Boucher made a motion to approve Resolution #LNT-40-23. Mr. Brown seconded. Motion passed.

Koch Ford Pro – Waivers & Land Development – Resolution #LNT-41-23 – Holly Evans, representing Koch Ford Pro, gave a brief presentation. Mr. Kortze reviewed his letter dated October 18th and recommended granting the requested waivers and land development approval. Mr. Hoyer made a motion to approve Resolution #LNT-41-23. Mr. Brown seconded. A question was raised in the audience about training to extinguish battery fires. The applicant was willing to help find training for fire officials. Motion passed.

Chick-fil-a – Waivers & Land Development – Resolution #LNT-42-23 – Attorney Tom Schegel, representing Chick-fil-a, gave a brief presentation.

Mr. Kortze reviewed his letter dated October 17th and recommended granting the requested waivers and land development approval.

The Board had questions regarding safety in the parking lot and accessing the building entrance.

Ms. Templeton made a motion to approve Resolution #LNT-42-23. Mr. Brown seconded. A statement was made in the audience regarding the increased output, creating an increase in traffic especially during peak times. The applicant's engineer stated they are increasing numbers, just making the drive-thru more efficient. There was discussion of traffic in the township as whole. Mr. Pennington mentioned the traffic study and the grant applied for and noted the cost and time to complete the study. Motion passed.

Residences at Meadowview – Time Extension to Commence Construction – Tim Charlesworth, representing the applicant, gave a brief presentation. Mr. Pennington wanted to inquire with the Township Solicitor prior to deciding. Discussion was tabled to a future meeting.

Solicitor's Report

Faulkner Subaru Improvements Agreement – Authorization to Execute – Mr. Boucher made a motion to authorize execution. Mr. Hoyer seconded. Motion passed.

Engineer's Report

LVTC II Security Reduction & Commence Maintenance Period – Mr. Kortze reviewed his letter dated October 2nd and recommended reducing the security and commencing the maintenance period.

Mr. Boucher made a motion to authorize the reduction in security and commence the 18-month maintenance period. Mr. Hoyer seconded. Motion passed.

LVTC III Security Reduction – Mr. Kortze reviewed his letter dated October 20th and recommended reducing security.

Mr. Hoyer made a motion to authorize the reduction in security. Ms. Templeton seconded. Mr. Pennington noted that the road is not staying clean and asked to have the developer clean it up. Mr. Korte stated that he keeps after them on a regular basis. Motion passed.

Newburg Demolition Change Order #2 & Payment #4 – Mr. Kortze reviewed his comment letter recommending payment in the amount of \$39,613.48 and to further recommend the Board approve the change order for the project. A change order in the amount of \$2,369.68 is necessary due to filling a well found under the foundation. Ms. Templeton made a motion to approve payment and change order as recommended by the engineer and to authorize the change order. Mr. Brown seconded. Motion passed.

Township Pollutant Reduction Plan – Ms. Stauffer stated that this plan is in conjunction with the MS4 permit for the Hahns Meadow project. We changed the scope from a detention basin to expanding swale; saving the Township money. This change was advertised for public comment. Ben Bowen from KCE was present for questions. Mr. Pennington opened the hearing. Mr. Bowen spoke about the MS4 program. There were no public comments. The hearing concluded.

Manager's Report

City of Bethlehem Act 537 Special Study – Resolution #LNT-43-23 – Ms. Stauffer stated the City of Bethlehem prepared a special study for their wastewater treatment plant. Lower Nazareth is required to adopt the special study. Mr. Boucher made a motion to Resolution #LNT-43-23. Mr. Brown seconded. Motion passed.

Newburg Splashpad Payment #1 – Ms. Stauffer provided details on the payment request. Ms. Templeton made a motion to authorize payment. Mr. Brown seconded. Motion passed.

Authorization to advertise use of CPA to perform 2023 Audit – Ms. Stauffer requested authorization to advertise our intent to appoint a CPA firm to perform the 2023 audit. Mr. Brown made a motion to authorize the advertisement. Mr. Boucher seconded. Motion passed.

Termination of Benecon Contract – Ms. Stauffer provided information regarding the rising costs of health benefits and the staff's work on finding quality benefits at a better price. She requested authorization to terminate the contract with Benecon effective December 31st. Mr. Boucher made a motion to authorize termination of Benecon contract. Ms. Templeton seconded. Motion passed.

Authorization to enter contract with Equinox – She requested authorization to enter into a contract with Equinox effective December 1st. Mr. Hoyer made a motion to enter into a contract with Equinox. Mr. Brown seconded. Motion passed.

Manager's Report – Ms. Stauffer noted that a written report was provided to the Board.

Payment of the Bills

A motion was moved by Mr. Boucher to pay the bills as presented. Ms. Templeton seconded. Motion passed.

Courtesy of Floor

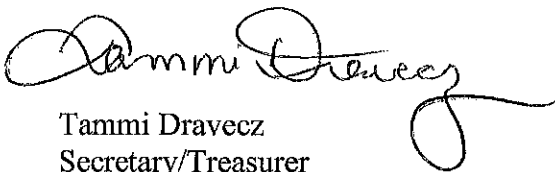
Anthony Tarsi, 219 Timothy Avenue, spoke to the Board about the repaving project for spring/summer 2024. He noted the poor condition of the road and safety issues. Mr. Tarsi provided a petition signed by all residents requesting the Board stick with the repaving plan. Many of the residents were in attendance.

Dean Wilson, 243 Timothy Avenue, spoke to the Board, sharing concerns for safety and provided photos of the condition of the road. He asked the Board to please invest in our community.

Albert Kortze requested to address the Board. After 35 years as Township Engineer for Lower Nazareth, he will be retiring in December. He is aware that the Township is looking for a new engineer and wanted them to realize it is more than just one person, there are many staff members working together. He introduced Keith Lawler, the replacement if KCE is reappointed. Also in attendance was Ben Bowen, MS4 and Eric Snyder, President of KCE; he took over for Al in July. Mr. Pennington noted that to be involved for as many years says a lot. He wished him well in retirement and said it has been good working with Mr. Kortze over the years.

Adjournment - The meeting adjourned at 8:15 pm.

Respectfully submitted by,



Tammi Dravec
Secretary/Treasurer

**Lower Nazareth Township
Bills To Be Approved
October 25, 2023**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
LAB	Lower Nazareth Township	Transfer funds to PSBT	\$ 677,852.54
30134	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 2,269.14
30135	Memorial Library of Nazareth & Vicinity	Library Service	\$ 7,078.91
30136	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
30137	Sprayer Specialties Inc.	Public Works Equipment Parts/Supplies	\$ 811.29
30138	Sherwin-Williams	Park Facilities Maintenance	\$ 196.84
30139	S&D Bodyline	Park Facilities Maintenance	\$ 188.80
30140	Valley Tire of Nazareth	Public Works Equipment Parts/Supplies	\$ 635.00
30141	U.S. Municipal Supply, Inc.	Traffic Signs	\$ 3,976.75
30142	Home Depot	Facilities/Park Maintenance	\$ 701.97
30143	Horwith Trucks, Inc.	Fire Company Equipment Maintenance	\$ 268.75
30144	Eppec Uniforms	Fire Company Uniforms	\$ 1,243.65
30145	Service Electric Cable TV Inc	Fire Company Internet	\$ 115.48
30146	Verizon Wireless	Fire Company Wireless	\$ 372.97
30147	Verizon Wireless	Fire Company Wireless	\$ 148.58
30148	Wex Bank	Fire Company	\$ 637.72
30149	Bethlehem Sewerage & Excavating	Fire Company Septic Service	\$ 609.00
30150	M.S. Techz LLC	Fire Company Technology Services	\$ 1,213.85
30151	Assured Partners of Northeast PA	Fire Company Insurance	\$ 7,890.00
30152	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 88.00
30153	Karen A. Mengel, RPR, CSR	Stenographer	\$ 600.00
30154	Allstate Septic Systems	Temporary Restrooms	\$ 255.00
30155	Easton Area Joint Sewer Authority	Debt Service	\$ 4,006.95
30156	Integra One	Computer Services/Software Maintenance	\$ 260.00
30157	Medical Life Insurance Company	Employee Life Insurance	\$ 2,732.87
30158	Easton Suburban Water Authority	Municipal Bldg Sprinkler	\$ 240.00
30159	Easton Suburban Water Authority	Municipal Bldg Water	\$ 63.03
30160	Easton Suburban Water Authority	Hydrant Assessment	\$ 20,150.00
30161	Met-Ed	Park Electricity	\$ 174.02
30162	Met-Ed	Traffic Signal / Street Light Electricity	\$ 469.91
30163	World Fuel Services, Inc.	Equipment Motor Fuel	\$ 2,537.39
30164	Pipeline Petroleum, Inc.	Equipment Motor Fuel	\$ 1,348.23

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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
30166	Truist	2023 Pension Plan Contribution	\$ 130,000.00
30167	Colonial Regional Police Department	Police Contract Payment	\$ 158,016.83
30168	PA Municipal Health Insurance Cooperat	Employee Health Insurance	\$ 36,328.32
30169	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 5,365.50
30170	Chase Card Services	Supplies/Meetings/Postage/Park&Building	\$ 2,091.20
30171	Sprayer Specialties Inc.	Public Works Equipment Parts/Supplies	\$ 182.66
30172	Advance Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 1,106.21
30173	Bergey's, Inc	Public Works Equipment Parts/Supplies	\$ 45.87
30174	Deer Country Farm & Lawn, Inc.	Public Works Equipment Parts/Supplies	\$ 167.70
30175	Interstate Battery of Allentown	Public Works Equipment Parts/Supplies	\$ 30.95
30176	Valley Industrial Rubber Products	Public Works Equipment Parts/Supplies	\$ 154.27
30177	All-Phase Electric Supply Co.	Park Facilities Maintenance	\$ 192.79
30178	Associated Fasteners, Inc.	Equipment Parts/Suplies	\$ 37.25
30179	Valley Tire of Nazareth	Public Works Equipment Parts/Supplies	\$ 860.00
30180	Wayne & Eileen Young	Real Estate Tax Refund	\$ 82.69
30181	Thomas & Deborah Schmalz	Real Estate Tax Refund	\$ 133.40
30182	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Materials	\$ 758.52
30183	The Key	Advertisements	\$ 639.72
30184	Barry Issett & Associates, Inc.	Zoning Officer Services	\$ 4,087.50
30185	The Express Times	Subscription Renewal	\$ 63.88
30186	Broughal & DeVito, LLP	Legal Services	\$ 1,715.00
30187	Allstate Septic Systems	Temporary Restrooms	\$ 120.00
30188	RCN	Internet & Telephone Services	\$ 821.01
30189	PA One Call System, Inc.	Monthly Activity	\$ 25.90
30190	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 423.72
30191	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 1,652.12
30192	World Fuel Services, Inc.	Equipment Motor Fuel	\$ 1,114.15
30193	Fraser Advanced Info Systems	Fire Company Copier Lease/Maintenance	\$ 95.00
30194	Easton Suburban Water Authority	Fire Company Water	\$ 310.00
30195	PPL, Inc.	Fire Company Electricity	\$ 791.75
30196	Penske Logistics LLC	Local Services Tax Refund	\$ 3.00
30197	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park	\$ 3,000.49

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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
30198	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 448.12
30199	Integra One	Computer Services/Software Maintenance	\$ 260.00
<i>Total General Fund Checking Account ...</i>			<u>\$ 1,091,273.93</u>

PAYROLL ACCOUNT

Num	Name	Memo	Amount
	October 6, 2023		\$ 44,358.64
	October 20, 2023		\$ 45,271.82
<i>Total Payroll Account ...</i>			<u>\$ 89,630.46</u>

MASTER ESCROW ACCOUNT - Fulton Bank

Num	Name	Memo	Amount
3077	Lower Nazareth Township Master Escrov	Transfer to PSBT	\$ 1,621.63
3078	Lower Nazareth Township Master Escrov	Transfer to PSBT	\$ 3,354.13
3079	Lower Nazareth Township Master Escrov	Transfer to PSBT	\$ 20,810.29
3080	Lower Nazareth Township Master Escrov	Transfer to PSBT	\$ 6,835.74
3081	Lower Nazareth Township Master Escrov	Transfer to PSBT	\$ 49.34
3082	Lower Nazareth Township Master Escrov	Transfer to PSBT	\$ 2,865.07
3083	Lower Nazareth Township Master Escrov	Transfer to PSBT	\$ 5,672.66
3084	Lower Nazareth Township Master Escrov	Transfer to PSBT	\$ 4,048.01
3085	Lower Nazareth Township Master Escrov	Transfer to PSBT	\$ 4,110.77
3086	Asteak Law Offices	Legal Services	\$ 714.75
3087	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 1,534.00
3088	Lower Nazareth Township Master Escrov	Transfer to PSBT	\$ 10,310.44
3089	Ruhmel Contracting, Inc.	Escrov Refund	\$ 1,885.37
3090	Lower Nazareth Township Master Escrov	Transfer to PSBT	\$ 2,228.03
3091	Lower Nazareth Township Master Escrov	Transfer to PSBT	\$ 7,992.19
3092	Lower Nazareth Township Master Escrov	Transfer to PSBT	\$ 2,446.89
3093	Lower Nazareth Township Master Escrov	Transfer to PSBT	\$ 375.08
3094	Lower Nazareth Township Master Escrov	Transfer to PSBT	\$ 5,752.77
3095	Lower Nazareth Township Master Escrov	Transfer to PSBT	\$ 5,203.95
3096	Lower Nazareth Township Master Escrov	Transfer to PSBT	\$ 2,765.14
3097	Lower Nazareth Township Master Escrov	Transfer to PSBT	\$ 101.38
3098	Lower Nazareth Township Master Escrov	Transfer to PSBT	\$ 807.75
<i>Total Master Escrow Account ...</i>			<u>\$ 91,485.38</u>

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MASTER ESCROW ACCOUNT - Peoples Security

Num	Name	Memo	Amount
4006	Met-Ed	Traffic Signal Electricity	\$ 437.45
4007	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 12,832.00
4008	Asteak Law Offices	Legal Services	\$ 506.25
4009	PPL Electric Utilities	Project Security Refunds	\$ 2,018.00
4010	UGI Utilities	Project Security Refunds	\$ 30,859.25
4011	Lower Nazareth Township Sewer Signals	Traffic Signal Maintenance Reimbursement	\$ 3,053.50
4012	Northampton County Recorder of Deeds	Plan Recording	\$ 35.00
4013	County of Northampton	Parcel ID	\$ 10.00
<i>Total Master Escrow Account ...</i>			<u>\$ 49,751.45</u>

OPEN SPACE ACCOUNT

Num	Name	Memo	Amount
2002	Schaedler Yesco	VOID: Capital Construction	
2003	Schaedler Yesco	Capital Construction	\$ 223,177.00
2004	Monarch Precast Concrete Corporation	Capital Construction	\$ 815.00
2005	Schlouch Incorporated	Capital Construction	\$ 6,205.67
2006	Core & Main	Park Construction	\$ 26,238.00
2007	New Enterprise Stone & Lime Co., Inc.	Aggregate	\$ 123.44
<i>Total Open Space Account ...</i>			<u>\$ 256,559.11</u>

RECYCLING / REFUSE ACCOUNT

Num	Name	Memo	Amount
LAB	Lower Nazareth Township	Transfer to PSBT	\$ 5,028.11
2003	AllState Septic Systems, LLP	Temporary Restrooms	\$ 115.00
2004	Richter	Shredding Event	\$ 1,300.00
2005	LNT Petty Cash	Clean Up Day	\$ 100.00
<i>Total Recycling/Refuse Account...</i>			<u>\$ 6,543.11</u>

DEVELOPMENT & INSPECTION ACCOUNT

Num	Name	Memo	Amount
LAB	Lower Nazareth Township	Transfer funds to PSBT	\$ 28,923.58
3013	Chase Card Services	Training Contribution - 1st Quarter 2023	\$ 94.50
3014	Chase Card Services	Training Contribution - 2nd Quarter 2023	\$ 144.00
3015	Macro Energy, LLC	VOID: Building Permit Refund	
3016	Barry Isett & Associates, Inc.	Building Inspection Services	\$ 12,202.89
3017	Lower Nazareth Township General Fund	Administrative Fee 3rd Quarter 2023	\$ 2,613.00
<i>Total Development & Inspection Account</i>			<u>\$ 43,977.97</u>

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HIGHWAY RECONSTRUCTION/REHABILITATION ACCOUNT

Num	Name	Memo	Amount
993	Foley, Incorporated	VOIDED check lost in mail	\$ -
2000	Foley, Incorporated	Equipment Rental	\$ 13,021.00
<i>Total Hwy Recon/Rehab Account...</i>			<u>\$ 13,021.00</u>

LNT SEWER ACCOUNT

Num	Name	Memo	Amount
2003	PPL Electric Utilities	Main Meter Electricity	\$ 24.80

TRAFFIC IMPACT ACCOUNT

Num	Name	Memo	Amount
2001	Beatty Contractors & Wreckers, Ltd.	Contracted Services	\$ 87,314.68
2002	VOID		
2003	Laudone & Associates, Inc.	Property Appraisal	\$ 2,600.00
<i>Total Traffic Impact Account ...</i>			<u>\$ 89,914.68</u>