

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
November 8, 2023**

The Lower Nazareth Township Board of Supervisors held a public meeting on Wednesday, November 8, 2023, Chairman James Pennington called the meeting to order at 7:22 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			
Amy L. Templeton	-	Supervisor			

Executive Session – Mr. Pennington announced an executive session was held prior to the meeting for litigation.

Agenda Amendment and Approval

Mr. Hoyer made a motion to add: (1) Employee Benefits and (2) CRPD Cooperation Agreement to the Township Manager’s report and (1) Manor Drive Litigation, (2) Hecktown Business Park Request, and (3) Zoning Ordinance Advertisement to the Solicitor’s report. Mr. Brown seconded. Motion passed.

Approval of Minutes

The meeting minutes of October 25th were submitted for review and approval. Mr. Boucher made a motion to approve the minutes as presented. Mr. Hoyer seconded. Motion passed.

Reports

The Financial Report for September and the Hecktown Fire Incident Report for October 2023 were presented.

Supervisor’s Comments

Open Space Preservation – Mr. Hoyer reported the EAC will meet on November 13th at 7:00 p.m.

Mr. Brown reported the Township Tree Lighting will be held on December 1st at 7:00 p.m. He also reported the splash pad project is coming along nicely.

Subdivision and Land Development

There were no items of discussion under Subdivision and Land Development.

Solicitor’s Report

McDonald’s Improvements Agreement – Authorization to Execute – The draft land development improvement agreement was provided for review and discussion. Mr. Hoyer made a motion to authorize execution. Ms. Templeton seconded. Motion passed.

Gradwohl Switch Road Truck Restriction Ordinance – Authorization to Advertise – The draft ordinance was provided to the Board for the review. The ordinance was prepared upon receipt of the engineering study, which indicates the road should be truck restricted. Mr. Boucher made a motion to authorize advertisement of the ordinance for consideration at the December 13th public meeting. Mr. Brown seconded. Motion passed.

Georgetown Manor Sewer – Resolution #LNT-48-23 – The Memorandum of Understanding has been executed by both parties. A draft resolution memorializing the inter-municipal agreement was provided to the Board for review and discussion. Mr. Brown made a motion to approve Resolution #LNT-48-23. Mr. Boucher seconded. Motion passed.

Manor Drive Litigation – Solicitor Asteak stated the Board has directed him to extend a settlement offer to the property owners, which shall include: (1) all dead trees shall be removed, (2) all scrub brush shall be removed, (3) the property around the detention basin shall be maintained, and (4) live trees under 4” in circumference shall be removed.

Mr. Hoyer made a motion to extend an offer of settlement to the three property owners as outlined. Ms. Templeton seconded. Motion passed.

Hecktown Business Park Lots 6&7 – Correspondence was received from Attorney Piperato on behalf of his client. The land development plan received approval on January 23, 2019, and the approval expires on January 23, 2024. The applicant is requesting an extension of the approval through January 31, 2027. The request is based on market conditions that have rendered the property currently undevelopable. The applicant also cited the pending Zoning Ordinance update and its potential impact on the property.

Mr. Brown made a motion to deny the requested extension for the Hecktown Business Park Lots 6&7. Ms. Templeton seconded. Motion passed.

Zoning Ordinance Advertisement – The final draft of the ordinance has been completed. Ms. Templeton made a motion to authorize the advertisement of a public hearing for the draft Zoning Ordinance and Map with consideration of adoption to follow. Mr. Brown seconded. Motion passed.

Engineer’s Report

Brown Daub 3901 Hecktown Road Security Reduction & Commence Maintenance Period – Mr. Kortze reviewed his letter dated 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. Ms. Templeton seconded. Motion passed.

Manager’s Report

2024 Colonial Regional Police Budget Approval – Ms. Stauffer stated the Board is in receipt of the proposed budget by CRPD, which proposes Lower Nazareth’s contribution at \$1,955,447. This is an increase of \$59,245. Colonial Regional Police Commission has approved this proposal. Mr. Boucher

made a motion to approve the Colonial Regional Police 2024 budget. Mr. Hoyer seconded. Motion passed.

2024 Township Budget – Authorization to Advertise – Ms. Stauffer reported the draft budget has been provided with the changes requested by the Board of Supervisors. The final draft budget depicts a 2.45% increase from the 2023 budget with no tax increase. The revenue and expenses balance at \$5,514,850. Prior to adoption, the Board must advertise the budget for a period of at least 20 days.

Mr. Boucher made a motion to authorize advertisement of the 2024 Township Budget for consideration at the December 13th public meeting. Mr. Brown seconded. Motion passed.

Certificate of Deposit – Resolution #LNT-44-23 – Ms. Stauffer informed the Board that the Fiscal Stability CD is coming due soon. She recommended to the Board to roll over the CD with Embassy Bank at a rate of 5.5% for a 12-month period.

Mr. Boucher made a motion to approve Resolution #LNT-44-23. Mr. Hoyer seconded. Motion passed.

Grant Resolutions:

Township Line Road Statewide LSA Grant Application – Resolution #LNT-45-23 – Ms. Stauffer stated she has finally received communication from East Allen Township. She is hoping to submit an application on behalf of both Lower Nazareth and East Allen for \$1,000,000 towards the reconstruction work for the road. Both municipalities need to approve a resolution authorizing the application.

BTVFC Statewide LSA Grant Application – Resolution #LNT-46-23 – Ms. Stauffer stated the Bethlehem Township Volunteer Fire Company (Ambulance) is requesting the Township to apply for funding for a cardiac monitor.

BTVFC Statewide LSA Grant Application – Resolution #LNT-47-23 – Ms. Stauffer stated the Bethlehem Township Volunteer Fire Company (Ambulance) is requesting the Township to apply for funding for a Power Stretcher.

Ms. Templeton made a motion to approve Resolution #LNT-45-23, #LNT-46-23, and #LNT-47-23. Mr. Hoyer seconded. Motion passed.

Surrey Glen Walking Trail – Authorization to Bid – Ms. Stauffer stated the Township has finally received its Notice to Proceed from Northampton County to go out to bid. Carroll Engineering has prepared the bid specifications and is ready to proceed at the Board's direction. Mr. Brown made a motion to authorize the advertisement of the bid. Ms. Templeton seconded. Motion passed.

Time Extension Report – Ms. Stauffer stated the Board was provided with a time extension report for extensions granted during the period since the last meeting.

Splashpad Payment #2 – Ms. Stauffer reported the Township is in receipt of a payment application from Build-All for the splash pad in the amount of \$56,700.

Ms. Templeton made a motion to authorize payment in the amount of \$56,700. Mr. Brown seconded. Motion passed.

HVFC HVAC Payment Authorization – Ms. Stauffer reported the Fire Company Building HVAC project is complete and McCloskey Mechanical has submitted their invoice. She recommended the Board authorize payment in the amount of \$40,337 contingent upon passing final inspection.

Ms. Templeton made a motion to authorize payment in the amount of \$40,337 contingent upon passing final building code inspection. Mr. Brown seconded. Motion passed.

Employee Benefits – Ms. Stauffer reported that the Township has received a quote for employee benefits (life, accident, and short-term disability) from Hartford Insurance that will represent significant savings to the Township. A quote was also provided for long-term disability, which the Township does not currently offer.

Mr. Brown made a motion to terminate our current provider, Dearborn, and enter into a contract with Hartford Insurance for life insurance, accidental death and dismemberment, short-term disability and long-term disability. Mr. Boucher seconded. Motion passed.

CRPD Cooperation Agreement- Earlier this year, the Township successfully acquired a grant for two police cars. Part of the closeout process from DCED requires the Township to enter a cooperation agreement with Colonial Regional. A draft agreement was provided to the Board for their review and consideration. Mr. Boucher made a motion to authorize the chairman to execute the agreement on behalf of Lower Nazareth Township.

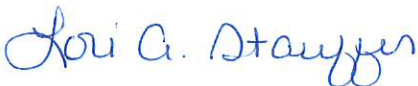
Payment of the Bills

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

Courtesy of Floor - None

Adjournment - The meeting adjourned at 7:45 pm.

Respectfully submitted by,



Lori Stauffer
Township Manager

**Lower Nazareth Township
Bills To Be Approved
November 8, 2023**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
30200	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 1,622.00
30201	Exeter Supply Co., Inc.	Park Maintenance	\$ 32.00
30202	U.S. Municipal Supply, Inc.	Traffic Signs	\$ 513.78
30203	ORE Rentals	Equipment Rental	\$ 226.80
30204	Verizon Wireless	Municipal/Public Works Wireless	\$ 514.69
30205	Interstate Battery of Allentown	Public Works Equipment Parts/Supplies	\$ 158.95
30206	Ascendance Trucks Pennsylvania, LLC	Public Works Equipment Parts/Supplies	\$ 10,734.04
30207	Karen A. Mengel, RPR, CSR	Stenographer	\$ 1,215.00
30208	Kratzer Septic Service	Park Facilities Maintenance	\$ 479.60
30209	City of Bethlehem	Hydrant Assessment	\$ 156.54
30210	Carroll Engineering Corporation	Engineering Services	\$ 9,038.13
30211	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 176.00
30212	Enter.net	Website Hosting	\$ 192.00
30213	The Flying Locksmiths	Park Facilities Maintenance	\$ 170.00
30214	Pitney Bowes Purchase Power	Postage	\$ 520.99
30215	Pipeline Petroleum, Inc.	Equipment Motor Fuel	\$ 950.20
30216	Brown & Brown of Lehigh Valley	Real Estate Tax Collector Bond	\$ 1,272.00
30217	Suburban Propane	Park Fuel	\$ 110.89
30218	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 2,269.14
30219	Memorial Library of Nazareth & Vicinity	Library Service	\$ 7,078.91
30220	Colonial Regional Police Department	Police Contract Payment	\$ 158,016.83
30221	PA Municipal Health Insurance Cooperat	Employee Health Insurance	\$ 36,328.32
30222	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
30223	Allstate Septic Systems	Temporary Restrooms	\$ 255.00
30224	<i>VOIDED</i>		
30225	03-2-08	Civil Complaint Filing	\$ 12.00
30226	Integra One	Computer Services/Software Maintenance	\$ 260.00
30227	Integra One	Computer Services/Software Maintenance	\$ 625.00
30228	Integra One	Computer Services/Software Maintenance	\$ 2,126.26
30229	Karen A. Mengel, RPR, CSR	Stenographer	\$ 995.00
30230	PPL, Inc.	Fire Company Electricity	\$ 28.08
30231	Shop One Fire Apparatus	Fire Company Equipment Maintenance	\$ 3,243.95

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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
30232	Easton Suburban Water Authority	Municipal Bldg Water	\$ 63.03
30233	NJ Advance Media	Advertisements	\$ 922.23
30234	Selective Insurance Company of America		\$ 17,447.00
30235	Met-Ed	Traffic Signal / Street Light Electricity	\$ 454.38
30236	Met-Ed	Park Electricity	\$ 178.13
30237	World Fuel Services, Inc.	Equipment Motor Fuel	\$ 1,639.13
30238	Pipeline Petroleum, Inc.	Equipment Motor Fuel	\$ 1,902.22
30239	Sprayer Specialties Inc.	Public Works Equipment Parts/Supplies	\$ 51.30
30240	J. Smith's Automotive, Inc.	Equipment Repairs	\$ 26.13
30241	Bath Supply Co., Inc.	Facilities Maintenance	\$ 916.00
30242	Valley Tire of Nazareth	Public Works Equipment Parts/Supplies	\$ 1,240.00
30243	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Materials	\$ 287.60
30244	General Highway Products, Inc.	Traffic Signal Supplies	\$ 495.00
30245	U.S. Municipal Supply, Inc.	Traffic Signs	\$ 58.95
30246	W.B. Mason Company, Inc.	Office Supplies	\$ 234.43
30247	Staples Business Advantage	Office Supplies	\$ 55.77
30248	Home Depot	Facilities/Park Maintenance	\$ 534.54
30249	Krause Enterprises	Park Facilities Maintenance	\$ 530.25
30250	Chase Card Services	Supplies/Meetings/Postage/Park&Building	\$ 4,925.69
30251	The Key	Advertisement	\$ 380.88
30252	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 21,836.79
		<i>Total General Fund Checking Account ...</i>	<u>\$ 294,513.32</u>

PAYROLL ACCOUNT

Num	Name	Memo	Amount
	November 3, 2023		<u>\$ 44,122.54</u>

MASTER ESCROW ACCOUNT - Fulton Bank

Num	Name	Memo	Amount
3099	<i>VOIDED</i>		
3100	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 846.67
3101	CTS Cement Manufacturing	Escrow Refund	\$ 3,021.37
3102	Lower Nazareth Township Master Escrow	Transfer funds to PSBT	\$ 4,002.02
3103	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 3,135.25
		<i>Total Master Escrow Account ...</i>	<u>\$ 11,005.31</u>

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MASTER ESCROW ACCOUNT - Peoples Security

Num	Name	Memo	Amount
4014	PPL Electric Utilities	Traffic Signal Electricity	\$ 170.14
4015	Signal Service, Inc.	Traffic Signal Maintenance	\$ 275.00
4016	CTS Cement Manufacturing	Security Release	\$ 8,658.00
4017	Chipotle Mexican Grill	Security Reduction	\$ 25,751.00
4018	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 214.85
4019	Premier Land Company	Project Security Release	\$ 14,785.15
4020	Met-Ed	Traffic Signal Electricity	\$ 235.41
4021	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 13,987.76
<i>Total Master Escrow Account ...</i>			<u>\$ 64,077.31</u>

CAPITAL RESERVE ACCOUNT

Num	Name	Memo	Amount
1299	Environmental Planning & Design	Professional Services	<u>\$ 3,386.82</u>

COMMUNITY EVENTS

Num	Name	Memo	Amount
	Bethlehem Carriage Company	Christmas Tree Event	<u>\$ 567.00</u>

OPEN SPACE ACCOUNT EIT

Num	Name	Memo	Amount
2000	Laudone & Associates, Inc.	Property Appraisal	<u>\$ 1,900.00</u>

OPEN SPACE ACCOUNT

Num	Name	Memo	Amount
2008	Lower Nazareth Township	Building Permits	\$ 1,169.46
2009	Build All Contracting, Corp.	Capital Construction	\$ 32,400.00
2010	Keystone Cement Company	Aggregate	\$ 3,783.12
<i>Total Open Space Account ...</i>			<u>\$ 37,352.58</u>

RECYCLING / REFUSE ACCOUNT

Num	Name	Memo	Amount
2006	East Penn Sanitation, Inc.	Fall Clean-Up	\$ 2,058.60
2007	WM Corporate Solutions, Inc.	Clean Up Day	\$ 205.50
2008	AllState Septic Systems, LLP	Temporary Restrooms	\$ 115.00
<i>Total Recycling/Refuse Account...</i>			<u>\$ 2,379.10</u>

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DEVELOPMENT & INSPECTION ACCOUNT

Num	Name	Memo	Amount
3018	Chase Card Services	Training Contribution - 3rd Quarter 2023	\$ 117.00
3019	Jack Lehr Heating Cooling & Electric	Building Permit Refund	\$ 165.00
3020	Steve Samuels Construction	Building Permit Refund	\$ 50.00
3021	R.S. Mowery & Sons, Inc	Building Permit Refund	\$ 300.00
<i>Total Development & Inspection Account</i>			<u>\$ 632.00</u>

TRAFFIC IMPACT ACCOUNT

Num	Name	Memo	Amount
2004	Beatty Contractors & Wreckers, Ltd.	Contracted Services	\$ 39,613.48
2005	Keystone Consulting Engineers	Engineering Services	\$ 6,389.25
<i>Total Traffic Impact Account ...</i>			<u>\$ 46,002.73</u>