

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
January 2, 2024**

The Lower Nazareth Township Board of Supervisors held a hybrid meeting on Tuesday January 2, 2024. The Chairman called the meeting to order at 7:15PM.

Present were:

James S. Pennington	-	Chairman	Lori A. Stauffer	-	Manager
Martin Boucher	-	Vice Chairman	Tammi Dravec	-	Secretary/Treasurer
Stephen A. Brown	-	Supervisor			
Nancy A. Teague	-	Supervisor			
Amy L. Templeton	-	Supervisor			

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

Agenda Approval

A motion was moved by Supervisor Brown and was seconded by Supervisor Boucher to approve the agenda. Motion passed.

Reorganization

Please see the attached reorganization chart for details.

Approval of Minutes

A motion was moved by Supervisor Boucher and was seconded by Supervisor Templeton to approve the December 13th meeting minutes. Supervisor Teague abstained. Motion carried.

Manager's Report

Destruction of Municipal Records – Resolution #LNT-07-24 – A motion was moved by Supervisor Brown and was seconded by Supervisor Boucher to approve Resolution #LNT-07-24. Motion carried.

2023 Surplus Funds – Resolution #LNT-08-24 – Ms. Stauffer discussed the distribution of the funds and proposed uses for those funds. A motion was moved by Supervisor Boucher and was seconded by Supervisor Templeton to approve Resolution #LNT-08-24. Motion carried.

Newburg Demolition Payment #5 – Ms. Stauffer discussed the distribution of the funds and proposed uses for those funds. A motion was moved by Supervisor Templeton and was seconded by Supervisor Boucher to approve payment. Motion carried.

Payment of the Bills

A motion was moved by Supervisor Brown and was seconded by Supervisor Teague to approve payment of the bills dated January 2nd. The motion carried unanimously.

Courtesy of the Floor

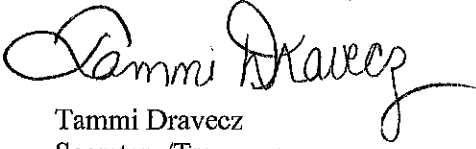
There were no comments under Courtesy of the Floor.

Adjournment

The meeting adjourned at 7:47PM.

**Board of Supervisors Minutes
January 2, 2024**

Respectfully submitted by,

A handwritten signature in black ink that reads "Tammi Dravecz". The signature is written in a cursive style with a long, sweeping tail on the letter "z".

Tammi Dravecz
Secretary/Treasurer

LOWER NAZARETH TOWNSHIP
REORGANIZATION
JANUARY 2, 2024

REORGANIZATION

Organization of the Board of Supervisors

Motion made by **Vote Carried**

		<u>Elect</u>	
Chairman	2023 James Pennington	James Pennington	Martin Boucher
Vice Chairman	2023 Martin Boucher	Martin Boucher	Amy Templeton

		<u>Appoint</u>	
Secretary	2023 – Tammi Draveczech	Tammi Draveczech	Stephen Brown
Assistant Secretary	2023 – Lori Stauffer	Lori Stauffer	Martin Boucher
Treasurer	2023 – Tammi Draveczech	Tammi Draveczech	Stephen Brown
Zoning Officer	2023 – Lori Seese	Lori Seese	Martin Boucher
Assistant Zoning Officer	2023 – Paul Mastrogiovanni	Paul Mastrogiovanni	Stephen Brown

<u>2024 Meeting Schedule – attached</u>		Stephen Brown Martin Boucher	YES
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Please note: Meeting dates are subject to change. Please contact the Township Office to verify you have the most recent schedule prior to conducting business with the Township.

Depositories for Township Funds

Motion made by Vote Carried

<p>Checking, Savings, & Developer's Escrow</p>	<p>Peoples Security Bank & Trust (PSBT) Truist (FKA BBT) Fulton Bank PA Local Government Investment Trust Wells Fargo Bank Embassy Bank Fidelity (FKA Merchants Bank)</p>	<p>Martin Boucher Amy Templeton</p>	<p>YES</p>
<p>Establish Treasurer's Bond</p>	<p>1 million dollars</p>	<p>Martin Boucher Amy Templeton</p>	<p>YES</p>
<p>Adopt 2024 Fee Schedule</p>		<p>Martin Boucher Amy Templeton</p>	<p>YES</p>

Delegates to Miscellaneous Boards and Conventions

Motion made by Vote Carried

<p>Colonial Regional Police Commission</p>	<p>2023 Delegate: Martin Boucher</p>	<p>Delegate: Martin Boucher</p>	<p>Stephen Brown Nancy Teague</p>	<p>YES</p>
	<p>2023 Alternate: James Pennington</p>	<p>Alternate: James Pennington</p>	<p>Nancy Teague Martin Boucher</p>	<p>YES</p>
<p>Liaison to Emergency Services - Fire</p>	<p>2023 Delegate: Stephen Brown</p>	<p>Delegate: Stephen Brown</p>	<p>Amy Templeton Martin Boucher</p>	<p>YES</p>
	<p>2023 Alternate: Amy Templeton</p>	<p>Alternate: Amy Templeton</p>	<p>Amy Templeton Martin Boucher</p>	<p>YES</p>
<p>Liaison to Emergency Services - Ambulance</p>	<p>2023 Delegate: Robert Hoyer</p>	<p>Delegate: Nancy Teague</p>	<p>Amy Templeton Martin Boucher</p>	<p>YES</p>
	<p>2023 Alternate: Stephen Brown</p>	<p>Alternate: Stephen Brown</p>	<p>Amy Templeton Martin Boucher</p>	<p>YES</p>
<p>Nazareth Area Council of Government</p>	<p>2023 Delegate: James Pennington</p>	<p>Delegate: James Pennington</p>	<p>Martin Boucher Amy Templeton</p>	<p>YES</p>
	<p>2023 Alternate: Lori Stauffer</p>	<p>Alternate: Lori Stauffer</p>	<p>Martin Boucher Amy Templeton</p>	<p>YES</p>

Delegates to Miscellaneous Boards and Conventions ... Continued

Motion made by Vote Carried

Nazareth Library Budget Committee	2023 Delegate: Robert Hoyer	Delegate: Nancy Teague Alternate: Tammi Dravec	Stephen Brown Martin Boucher	YES
	2023 Alternate: Tammi Dravec			
248 Brodhead Road Building Committee	2023 Representative: James Pennington	Representative: James Pennington Representative: Nancy Teague	Stephen Brown Martin Boucher	YES
	2023 Representative: Robert Hoyer			
Tax Collection Committee Resolution #LNT-01-24	2023 Delegate: Lori Stauffer	Delegate: Lori Stauffer Alternate: Tammi Dravec	Martin Boucher Amy Templeton	YES
	2023 Alternate: Tammi Dravec			
Northampton County Association of Township Officials	2023 Delegate: Lori Seese	Delegate: Lori Seese Alternate: Lori Stauffer	Nancy Teague Martin Boucher	YES
	2023 Alternate: Lori Stauffer			
Open Records Officer	2023: Lori Stauffer	Lori Stauffer	Stephen Brown Amy Templeton	YES
Township Recycling Coordinator	2023 Eric Albert	Eric Albert	Martin Boucher Amy Templeton	YES
Emergency Management Coordinator	<i>Hugh Harris – 2023 Annual Salary \$2,400.00</i>		Martin Boucher Amy Templeton	YES
	<i>Hugh Harris – 2024 Annual Salary \$2,400.00</i>			

Delegates – PSATS Annual Convention and County Convention

Motion made by Vote Carried

<p>Authorization for Supervisors (5), Manager, Secretary, Voting Delegate, and any other employee so designated by the Township Manager, to attend the PSATS Convention, April 14-17, 2024</p>	<p>2023 Delegate: Lori Stauffer</p> <p>2023 Alternate: James Pennington</p>	<p>Delegate: Lori Stauffer</p> <p>Alternate: Nancy Teague</p>	<p>Martin Boucher Amy Templeton</p>	<p>YES</p>
<p>Voting Delegate for PSATS Convention</p>			<p>Martin Boucher Stephen Brown</p>	<p>YES</p>
<p>Authorization for Supervisors (5), Manager, Township Employees so designated by the Board of Supervisors or Township Manager to attend the 2024 County Convention.</p>			<p>TABLED</p>	

Compensation & Reimbursement

Motion made by Vote Carried

<p>Compensation of Township Manager – LNT-02-24 \$110,370.00 effective January 1, 2024</p>	<p>Stephen Brown Martin Boucher</p>	<p>YES</p>
<p>Reimbursement of mileage at the Federal rate ... 2024 \$0.67 up from 2023 (2023 \$0.655)</p>	<p>Martin Boucher Amy Templeton</p>	<p>YES</p>
<p>Reimbursement rate for Township performed services at \$75/ man hour</p>	<p>Stephen Brown Nancy Teague</p>	<p>YES</p>
<p>Authorization of the use of FEMA Rate Schedule for use of equipment</p>	<p>Nancy Teague Martin Boucher</p>	<p>YES</p>
<p>Township Health Insurance Opt-Out Benefit – Single Rate \$5,000 annually; paid quarterly</p>	<p>Martin Boucher Stephen Brown</p>	<p>YES</p>
<p>Township Health Insurance Opt-Out Benefit – Family Rate \$10,000 annually; paid quarterly</p>		

Holiday Schedule – Approve as Listed

	Motion made by	Vote Carried
January 1, 2024		
February 19		
March 29		
April 23		
May 27		
July 4		
September 2		
November 5		
November 28		
November 29		
December 24		
December 25		
December 31		
January 1, 2025		
	New Year's Day 2024	
	President's Day	
	Good Friday	
	Primary Election Day	
	Memorial Day	
	Independence Day	
	Labor Day	
	Election Day	
	Thanksgiving Day	
	Day after Thanksgiving	
	Christmas Holiday	
	Christmas Holiday	
	New Year's Eve	
	New Year's Day 2025	
	Amy Templeton Martin Boucher	YES

Township Yard Waste Fees for Tatamy Residents

	Motion made by	Vote Carried
Tatamy Resident Yard Waste Fee: \$25/vehicle		
Tatamy Resident Christmas Tree Recycling Fee: \$10/tree	Martin Boucher Nancy Teague	YES

Consultants – See Attached Proposals

Motion made by

Vote Carried

<p>Legal Counsel – Board of Supervisors & Planning Commission</p>	<p>Gary N. Asteak, Esq. At a rate of \$215 / hour for general government and \$235 / hour for development matters per email dated October 31, 2023</p>		
<p>Legal Counsel – Zoning Hearing Board</p>	<p>April L. Cordts, Esq. At a rate of \$150 / hour per letter dated December 5, 2023</p>		
<p>Legal Counsel – Human Resources</p>	<p>Flamm Walton Heimbach At a rate of \$285 / hour per email dated November 1, 2023</p>		
<p>Sewage Enforcement Officers</p>	<p>Brandon Broniszewski & Kevin Beyer Gilmore & Associates</p>	<p>Stephen Brown Martin Boucher</p>	<p>YES</p>
<p>Alternate Sewage Enforcement Officer</p>	<p>Christopher Noll Keystone Consulting Engineers, Inc.</p>		
<p>Township Engineer</p>	<p>Justin Coyle Carroll Engineering</p>		
<p>Township Alternate Engineer</p>	<p>Hanover Engineering</p>		
<p>Township Sewage Engineer</p>	<p>Gilmore & Associates Fees per Schedule dated November 1, 2023</p>		
<p>Third Party Code Inspections</p>	<p>Barry Issett & Associates Fees per Schedule provided</p>		
<p>Township Auditor - LNT-03-24</p>	<p>Campbell, Rappold and Yurasits, not to exceed \$13,000.00 – Township Audit Per proposal dated October 27, 2023</p>	<p>Martin Boucher Stephen Brown</p>	<p>YES</p>

Miscellaneous Boards

Planning Commission - 5 Year Term Expires December 31

		<u>Motion made by</u>		<u>Vote Carried</u>
	BERT SMALLEY	APPOINT THROUGH 2028	Amy Templeton Nancy Teague	YES
Linda Crook		TERM EXPIRES DECEMBER 31, 2024		
Hugh Harris		TERM EXPIRES DECEMBER 31, 2025		
Edward Dulac		TERM EXPIRES DECEMBER 31, 2026		
Tara Capecci		TERM EXPIRES DECEMBER 31, 2027		

Zoning Hearing Board - 3 Year Term Expires December 31

		<u>Motion made by</u>		<u>Vote Carried</u>
	STEPHEN NORDAHL Resolution LNT-04-24	APPOINT THROUGH 2026	Nancy Teague Amy Templeton	YES
	ALTERNATE ROBERTO REYES Resolution LNT-05-24	APPOINT THROUGH 2026	Amy Templeton Martin Boucher	YES
	ALTERNATE DAVID MCGINNIS Resolution LNT-06-24	APPOINT THROUGH 2025	Nancy Teague Stephen Brown	YES
Brian Fenstermaker		TERM EXPIRES DECEMBER 31, 2024		
Micheal Gaul		TERM EXPIRES DECEMBER 31, 2025		

Environmental Advisory Council - 5 Year Term Expires December 31

Motion made by Vote Carried

STEPHEN BROWN - EAC LIAISON		Martin Boucher Nancy Teague	YES
LYNN RATZELL	TERM EXPIRES DECEMBER 31, 2028	Martin Boucher Amy Templeton	YES
Kay Brazinski	TERM EXPIRES DECEMBER 31, 2024		
Beverly Hoyer	TERM EXPIRES DECEMBER 31, 2025		
Donald Capecci	TERM EXPIRES DECEMBER 31, 2026		
JOAN GARRETT	TERM EXPIRES DECEMBER 31, 2027	Amy Templeton Martin Boucher	YES

Vacancy Board, Chairman - 1 Year Term Expires December 31

Motion made by Vote Carried

BERT SMALLEY Bert Smalley - 2023	APPOINT THROUGH 2024	Nancy Teague Martin Boucher	YES
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Nazareth Memorial Library - 3-Yr Term, Expires December 31

Motion made by Vote Carried

NATHANIEL GOLUB	APPOINT THROUGH 2025	Stephen Brown Martin Boucher	YES
AMY TEMPLETON	APPOINT THROUGH 2026		

Nazareth Borough Municipal Authority

Motion made by Vote Carried

2023 Delegate: Bert Smalley 2024 <i>Bert Smalley interested in re-appointment</i>	Delegate: Bert Smalley	Amy Templeton Martin Boucher	YES
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**Lower Nazareth Township
Bills To Be Approved
January 2, 2024**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
30337	Sacred Heart Church	Administrative Expense	\$ 100.00
30338	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 2,269.14
30339	Colonial Regional Police Department	Police Contract Payment	\$ 162,953.92
30340	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
30341	Highmark Blue Shield	Employee Health Insurance	\$ 33,327.71
30342	Memorial Library of Nazareth & Vicinity	Library Service	\$ 7,362.08
30343	PSATS	2024 Membership Fees	\$ 1,968.00
30344	PSATS CDL Program	CDL Drug Testing	\$ 101.00
30345	Medical Life Insurance Company	Employee Life Insurance	\$ 2,792.87
30346	Brown & Brown of Lehigh Valley	Tax Collector Bond	\$ 250.00
30347	Pitney Bowes Purchase Power	Postage	\$ 820.99
30348	Suburban Propane	Public Works Fuel	\$ 864.75
30349	Liberty Propane Inc.	Municipal Building Propane	\$ 2,681.87
30350	Karen A. Mengel, RPR, CSR	Stenographer	\$ 240.00
30351	Lyons Recreation LLC	Park Equipment	\$ 1,688.80
30352	The Miracle League of Northampton Cou	Contribution	\$ 1,250.00
30353	Carroll Engineering Corporation	Engineering Services	\$ 2,977.75
30355	PA Recreation and Park Society, Inc.	2024 Membership Dues	\$ 120.00
30356	NJ Advance Media	Advertisement	\$ 1,558.80
30357	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 88.00
30358	Pipeline Petroleum, Inc.	Equipment Motor Fuel	\$ 613.43
30359	World Fuel Services, Inc.	Equipment Motor Fuel	\$ 641.61
30360	Whitehall Turf Equipment	Public Works Equipment Parts/Supplies	\$ 293.56
30361	Valley Tire of Nazareth	Public Works Equipment Parts/Supplies	\$ 556.00
30362	Stephenson Equipment, Inc.	Public Works Equipment Parts/ Supplies	\$ 1,019.80
30363	New Enterprise Stone & Lime Co., Inc.	Paving/Patching Materials	\$ 804.09
30364	Kimball Midwest	Public Works Supplies	\$ 69.70
30365	Foley, Incorporated	Public Works Equipment Parts/Supplies	\$ 162.65
30366	Bergey's, Inc	Public Works Equipment Parts/Supplies	\$ 110.99
30367	Alex's Tire Center, Inc.	Public Works Equipment Parts	\$ 2,411.20
30368	Ascendance Trucks Pennsylvania, LLC	Public Works Equipment Parts/Supplies	\$ 350.97
30369	Staples Business Advantage	Office Supplies	\$ 50.31

**Lower Nazareth Township
Bills To Be Approved
January 2, 2024**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
30370	Lower Nazareth Township Capital Reserv	Transfer to Capital Reserve	\$ 30,000.00
30371	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 17,620.04
		<i>Total General Fund Checking Account ...</i>	<u>\$ 279,131.80</u>

PAYROLL ACCOUNT

Num	Name	Memo	Amount
	December 29, 2023		<u>\$ 51,727.43</u>

EIT OPEN SPACE ACCOUNT

Num	Name	Memo	Amount
	Lower Nazareth Township	Transfer to PSBT	<u>\$ 297,328.83</u>

OPEN SPACE ACCOUNT

Num	Name	Memo	Amount
2015	Build All Contracting, Corp.	Splashpad Payment #3	<u>\$ 42,750.00</u>

OPEN SPACE ACCOUNT - PLGIT

Num	Name	Memo	Amount
673	Build All Contracting, Corp.	Splashpad Payment #3	<u>\$ 42,750.00</u>