

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
May 22, 2024**

The Lower Nazareth Township Board of Supervisors held a public meeting on Wednesday, May 22, 2024, Chairman Pennington called the meeting to order at 7:16PM.

Present were:

James S. Pennington	-	Chairman	Steven Mills	-	for Gary Asteak, Solicitor
Martin J. Boucher	-	Vice-Chairman	Justin Coyle	-	Engineer
Stephen A. Brown	-	Supervisor	Lori A. Stauffer	-	Manager
Nancy A. Teague	-	Supervisor	Tammi Dravec	-	Secretary/Treasurer
Amy L. Templeton	-	Supervisor	Lori Seese	-	Planning/Zoning Officer

*** An executive session was held prior to the meeting to discuss legal matters. ***

Agenda Amendment and Approval

Vice-Chairman Boucher made a motion to approve the agenda. Supervisor Teague seconded. Motion passed.

Approval of Minutes

The meeting minutes of April 24th were submitted for review and approval. Supervisor Brown made a motion to approve the minutes as presented. Vice-Chairman Boucher seconded. Motion passed.

Reports

The Financial Report for April 2024 was presented.

Supervisor's Comments

Open Space Preservation Supervisor Brown reported that the EAC met last week and is continuing work on the Open Space plan.

Parks and Recreation – Supervisor Templeton provided project updates:

Surrey Glen Walking Path Extension – The path is now complete and is beautiful. Staff met with the adjoining property owner, and she is happy with trees that were planted.

Summer Park Program – Only a few openings left.

Butztown Park – A meeting was held with sports representatives to discuss snack stand improvements. Member families may be able to donate skills and time to complete the improvements.

Splash Pad – The project is moving along. Build All will be completing their portion in the coming weeks. Public Works will wrap up site work with grading, seeding, and mulch. Vice-Chairman Boucher inquired whether it would be traditional or rubber mulch. He was concerned about wood getting into the

pumps. Supervisor Brown was concerned about safety with wood mulch. Engineer Coyle said they would like into rubber mulch.

Chairman Pennington inquired about fencing. Ms. Stauffer noted that is the final step. She anticipated the splash park will be ready by mid-June.

Library News – Supervisor Teague said the Annual Pet Parade was held on Saturday. They had 65 pets, including a llama. Ms. Stauffer participated as a judge for the event.

Vice-Chairman Boucher noted that he skipped the CRPC meeting in order to attend the Planning Commission meeting for Jaindl's subdivision projects/

Chairman Pennington attended the CRPC meeting. They are finalizing policy animal control (stray dogs) and have begun discussion on the 2025 budget.

Solicitor's Report

The were no items of discussion.

Subdivision and Land Development

GPS Hospitality - Burger King Preliminary/Final Land Development – Waiver & Resolution #LNT-23-24 – Tom Davis, Director of Construction for GPS Hospitality was present requesting approval for double drive thru for Burger King. Ms. Seese explained the waiver was for the plan scale.

Vice-Chairman Boucher made a motion to grant the waiver. Supervisor Brown seconded. Motion passed.

Vice-Chairman Boucher made a motion to approve Resolution #LNT-23-24. Supervisor Brown seconded. Motion passed.

EquipmentShare Land Development – Plan Withdrawal – Ms. Stauffer provided information regarding the plan withdrawal. Supervisor Teague made a motion to accept the plan withdrawal. Supervisor Brown seconded. Motion passed.

Estates at Green Pond – Approval Extension – Ms. Stauffer shared Attorney Piperato's letter. It has been 5 years since the plan was approved therefore an extension is required. Supervisor Templeton made a motion to grant the one-year extension. Supervisor Teague seconded. Motion passed.

Engineer's Report

Engineer Coyle provided his monthly report.

Manager's Report

RFP Traffic Impact Capital Improvements Plan – Ms. Stauffer noted that we have received \$43,000 in grants for the project. She is recommending the Board authorize her to distribute the RFP for proposals. She needs to make one amendment to the draft; page 11 the date should be 2026. Vice-Chairman Boucher made a motion to authorize distribution of the RFP. Supervisor Brown seconded. Motion passed. Ms. Stauffer noted that the last time the plan was updated was in 2003.

As part of the plan update, we will need an Ad Hoc Committee and a proposal Review Committee. The Review Committee will consist of 2 supervisors to review proposals and make a recommendation to the Board.

The Ad Hoc Committee will meet every month along with consultants over a period of 18 months. The Planning Commission will represent the resident requirement. We still need to get some business owners. Ms. Stauffer requested the Board authorize her to reach out to businesses. We also need 1 or 2 Board members to be part of Ad Hoc Committee.

Supervisor Teague made a motion to authorize Ms. Stauffer to reach out to businesses for the Ad Hoc Committee. Supervisor Brown seconded. Motion passed.

Supervisor Teague and Chairman Pennington volunteered to serve on the Review Committee.

Supervisor Brown and Chairman Pennington volunteered to serve on the Ad HOC Committee.

Authorization to Advertise Peddlers Ordinance Update – This ordinance will be on our next meeting agenda adoption. Supervisor Teague made a motion to authorize the advertisement. Vice-Chairman Boucher seconded. Motion passed.

Time Extension Report – MS. Stauffer reviewed the report.

248 Brodhead Road – Northampton County Lease – Ms. Stauffer noted this lease is between the District Court, Hanover Township, and Lower Nazareth Township. Vice-Chairman Boucher made a motion to approve Northampton County Lease. Supervisor Templeton seconded. Motion passed.

Georgetown Road Four-Way Stop – Resolution #LNT- -24 – Ms. Stauffer noted that at our April 10th meeting an inquiry was made to PennDOT to keep the 4-way stop at Georgetown and Newburg. PennDOT suggested resolution.

Supervisor Templeton requested language be changed prior to adopting the resolution. She isn't adamant about it remaining four-way but is open to PennDOT's review on the warrant of a four-way stop. Supervisor Brown thinks it should remain and doesn't want wishy washy language in the resolution. Supervisor Teague has safety concern and feels it needs to be a four-way. Vice-Chairman Boucher sees both sides and would like to wait to the next meeting so the resolution can be rewritten. Supervisor Brown reminded the Board that PennDOT asked for the resolution ASAP. The matter was tabled until the next meeting.

America250PA – 250th Anniversary Resolution #LNT-24-24 – PSATS has requested we adopt a resolution for America's 250th anniversary. Supervisor Teague made a motion to approve Resolution #LNT-24-24. Supervisor Brown seconded. Motion passed.

Scott Pulley – ZHB – Solicitor Appearance – Ms. Stauffer the Board to authorize Solicitor Asteak to attend the hearing in support of violation notice. Supervisor Brown made a motion to authorize the solicitor to attend the hearing. Supervisor Teague seconded. Vice-Chairman Boucher opposed. Motion passed.

Payment of the Bills

A motion was moved by Vice-Chairman Boucher to pay the bills as presented. Supervisor Brown seconded. Motion passed.

Courtesy of the Floor

Claude Beck, noted that he saw a near miss this evening and think that intersection should be a four-way stop.

Adjournment - The meeting adjourned at 7:45pm.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Tammi Dravecz". The signature is fluid and cursive, with a long, sweeping tail that extends to the right.

Tammi Dravecz
Secretary/Treasurer

**Lower Nazareth Township
Bills To Be Approved
May 22, 2024**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
30702	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 2,731.38
30703	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 2,658.00
30704	Jdog Promotions	Summer Park Program	\$ 318.00
30705	Staples Business Advantage	Office Supplies	\$ 6.35
30706	Suburban Propane	Public Works Fuel	\$ 1,071.62
30707	Suburban Propane	Park Fuel	\$ 379.98
30708	Karen A. Mengel, RPR, CSR	Stenographer	\$ 110.00
30709	Allstate Septic Systems	Temporary Restrooms	\$ 120.00
30710	Allstate Septic Systems	Temporary Restrooms	\$ 255.00
30711	Pipeline Petroleum, Inc.	Equipment Motor Fuel	\$ 463.23
30712	Pipeline Petroleum, Inc.	Equipment Motor Fuel	\$ 546.51
30713	World Fuel Services, Inc.	Equipment Motor Fuel	\$ 352.27
30714	Green Pond Nursery, Inc.	Facilities Maintenance	\$ 587.50
30715	Fogels Fuel Service	Municipal Heating Fuel Maintenance	\$ 394.95
30716	Associated Fire Equipment Co., Inc.	Municipal Facilities Maintenance	\$ 601.75
30717	Kratzer Septic Service	Park Facilities Maintenance	\$ 479.60
30718	All-Phase Electric Supply Co.	Ambulance Facilities Maintenance	\$ 31.44
30719	Monarch Precast Concrete Corporation	Pipe & Drainage Supplies	\$ 570.00
30720	Certified Laboratories	Public Works Equipment Parts/Supplies	\$ 667.65
30721	Associated Fasteners, Inc.	Equipment Parts/Supplies	\$ 18.54
30722	Exeter Supply Co., Inc.	Pipe & Drainage Supplies	\$ 65.18
30723	Valley Tire of Nazareth	Public Works Equipment Parts/Supplies	\$ 65.00
30724	HRdirect	Personnel Posters	\$ 94.99
30725	Jenna Kleiber	Local Services Tax Refund	\$ 40.00
30726	Kelly Pierson	Local Services Tax Refund	\$ 9.00
30727	Memorial Library of Nazareth & Vicinity	Library Service	\$ 7,362.08
30728	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 2,269.14
30729	Colonial Regional Police Department	Police Contract Payment	\$ 162,953.92
30730	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
30731	LNT Highway Recon / Rehab Account	2023 Surplus Funds	\$ 175,000.00
30732	Lower Nazareth Township Capital Reserve	2023 Surplus Funds	\$ 32,869.30
30733	Fogels Fuel Service	Fire Company Fuel	\$ 687.50

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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
30734	Easton Suburban Water Authority	Fire Company Water	\$ 68.64
30735	Fraser Advanced Info Systems	Fire Company Copier Lease/Maintenance	\$ 95.00
30736	Kansas State Bank	Fire Company Loan	\$ 63,707.83
30737	Ascendance Trucks Pennsylvania, LLC	Public Works Equipment Parts/Supplies	\$ 26.88
30738	All-State Services	Facilities Maintenance	\$ 525.00
30739	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park	\$ 2,165.47
30740	RCN	Internet & Telephone Services	\$ 823.75
30741	Advance Auto Parts Professional	Public Works Equipment Parts/Supplies	\$ 189.00
30742	Chase Card Services	Supplies/Meetings/Postage/Park&Building	\$ 3,831.36
30743	Associated Fasteners, Inc.	Equipment Parts/Supplies	\$ 1.77
30744	Tractor Supply Credit Plan	Equipment Parts/Supplies	\$ 390.92
30745	Home Depot	Facilities/Park Maintenance	\$ 595.11
30746	Carroll Engineering Corporation	Engineering Services	\$ 18,552.50
30747	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 1,485.00
30748	U.S. Municipal Supply, Inc.	Traffic Signs & Supplies	\$ 908.95
30749	World Fuel Services, Inc.	Equipment Motor Fuel	\$ 602.05
30750	Pipeline Petroleum, Inc.	Equipment Motor Fuel	\$ 991.27
30751	Martin Stone Quarries, Inc	Park Supplies	\$ 1,260.69
30752	LNT Open Space	Reimburse Open Space Account	\$ 759.00
30753	Met-Ed	Traffic Signal / Street Light Electricity	\$ 448.99
30754	Met-Ed	Park Electricity	\$ 240.27
30755	Integra One	Computer Services/Software Maintenance	\$ 260.00
30756	Integra One	Computer Services/Software Maintenance	\$ 625.00
30757	Easton Suburban Water Authority	Municipal Bldg Water	\$ 60.89
30758	Allstate Septic Systems	Temporary Restrooms	\$ 115.00
30759	Karen A. Mengel, RPR, CSR	Stenographer	\$ 285.00
30760	NJ Advance Media	Advertisements	\$ 1,146.42
30761	Foley, Incorporated	Public Works Equipment Parts/Supplies	\$ 304.60
30762	Verizon Wireless	Municipal/Public Works Wireless	\$ 515.84
30763	Karen A. Mengel, RPR, CSR	Stenographer	\$ 175.00
30764	Barry Issett & Associates, Inc.	Zoning Officer Services	\$ 2,775.00
30765	PSATS	Supervisor Training	\$ 199.00

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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
30766	Kratzer Septic Service	Facilities Maintenance	\$ 519.60
30767	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 480.12
30768	City of Bethlehem	Hydrant Assessment	\$ 156.54
30769	Whitehall Turf Equipment	Public Works Equipment Parts/Supplies	\$ 225.34
30770	Service Tire Truck Centers	Fire Company Equipment	\$ 1,785.48
30771	Brown- Daub Solt Chevrolet-Oldsmobile	Equipment Parts/Supplies	\$ 84.09
<i>Total General Fund Checking Account ...</i>			<u><u>\$ 502,174.02</u></u>

PAYROLL ACCOUNT

Num	Name	Memo	Amount
	May 3, 2024		\$ 47,144.49
	May 17, 2024		\$ 44,337.91
<i>Total Payroll Account ...</i>			<u><u>\$ 91,482.40</u></u>

TRAFFIC IMPACT ACCOUNT

Num	Name	Memo	Amount
2011	Keystone Consulting Engineers	Engineering Services	<u><u>\$ 634.50</u></u>

RECYLING / REFUSE ACCOUNT

Num	Name	Memo	Amount
2017	AllState Septic Systems, LLP	Temporary Restrooms	\$ 115.00
2018	First Regional Compost Authority	2nd Quarter 2024	\$ 6,852.78
2019	LNT Petty Cash	Clean Up Day	\$ 100.00
2020	Responsible Recycling Services, LLC	Electronics Recycling Event	\$ 2,320.00
<i>Total Recycling/Refuse Account ...</i>			<u><u>\$ 9,387.78</u></u>

LOWER NAZARETH SEWER ACCOUNT

Num	Name	Memo	Amount
2010	PPL Electric Utilities	Main Meter Electricity	<u><u>\$ 24.93</u></u>

OPEN SPACE ACCOUNT

Num	Name	Memo	Amount
2018	Northern Nurseries, Inc.	Park Maintenance	<u><u>\$ 759.00</u></u>

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OPEN SPACE PLGIT ACCOUNT

Num	Name	Memo	Amount
676	Security Service Company, Inc.	Capital Construction	\$ 3,579.50
677	Security Service Company, Inc.	Capital Construction	\$ 4,245.00
<i>Total Open Space PLGIT Account ...</i>			<u>\$ 7,824.50</u>

MASTER ESCROW ACCOUNT- PEOPLES SECURITY

Num	Name	Memo	Amount
4082	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 175,068.64
4083	Met-Ed	Traffic Signal Electricity	\$ 229.56
4084	Signal Service, Inc.	Traffic Signal Maintenance	\$ 286.00
4085	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 1,733.63
4086	General Highway Products	Traffic Signal Maintenance	\$ 10,068.00
4087	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 415.00
4088	Asteak Law Offices	Legal Services	\$ 470.00
4089	Carroll Engineering Corporation	Engineering Services	\$ 16,624.00
4090	Met-Ed	Traffic Signal Electricity	\$ 186.47
4091	PPL Electric Utilities	Traffic Signal Electricity	\$ 160.15
<i>Total Master Escrow Account ...</i>			<u>\$ 205,241.45</u>