

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
July 24, 2024**

The Lower Nazareth Township Board of Supervisors held a public meeting on Wednesday, July 24, 2024, Chairman Pennington called the meeting to order at 7:05PM.

Present were:

James Pennington	-	Chairman	Gary Asteak	-	Solicitor
Martin Boucher	-	Vice-Chairman	Justin Coyle	-	Engineer
Nancy A. Teague	-	Supervisor	Lori A. Stauffer	-	Manager
			Lori Seese	-	Planning/Zoning Officer

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

Agenda Amendment and Approval

With no additions or changes presented to the agenda, Supervisor Boucher made a motion to approve the agenda. Supervisor Teague seconded. Motion passed.

Approval of Minutes

The approval of minutes for June 26th and July 10th will be tabled until the next meeting.

Reports

The Financial Report for June 2024 was presented.

Supervisor's Comments

Open Space Preservation – Ms. Stauffer reported the EAC met on July 22nd and they continue to discuss the various parcels on the Township Official Map for development rights acquisition.

Parks and Recreation – Ms. Stauffer reported on the progress of the Newburg Park Splash Pad.

Supervisor Teague reported the library has not met since last meeting.

Subdivision and Land Development

A. Windrift Real Estate Mikron Road – Correspondence was received from Dynamic Engineering requesting a 9-month extension on their Zoning Hearing Board variance from Section 1108.E (minimum front yard setback). The original 9-month period would expire September 8, 2024. Supervisor Teague made a motion to approve the request for a 9-month extension through June 8, 2025. Supervisor Boucher seconded. Motion passed.

Solicitor's Report

Attorney Asteak had no items for discussion or Board action.

Engineer’s Report

A. **Surrey Glen Walking Trail** – The walking trail extension connecting Surrey Glen Park to Stafford Avenue is now complete and a payment application has been submitted in the amount of \$77,800, which is approximately \$9,000 less than the bid amount. Supervisor Boucher made a motion to authorize payment to Gaver Industries, Inc. dba Barker & Barker in the amount of \$77,800. Supervisor Teague seconded. Motion passed.

B. **Newburg Demo Phase # 3** – Bids were accepted for the demolition of the buildings on the Krock property at 442 Daniels Road. Bids received were as follows:

Ben Washington, LLC	\$ 108,000
Build All Contracting, Corp.	\$ 130,800
Beatty Contractors & Wreckers	\$ 140,317

Mr. Coyle stated he did a contractor investigation resulting in his recommendation that the lowest bidder can perform the scope of work and is not on a disbarment list with the Commonwealth of Pennsylvania. Supervisor Teague made a motion to award the contract to Ben Washington, LLC at a cost of \$108,000. Supervisor Boucher seconded. Motion passed.

L. Stauffer stated the work will not commence until after Labor Day since both the police and fire departments have expressed desire to use the buildings for training exercises.

C. **McDonalds Security Reduction and Commence Maintenance** – A letter was submitted from Carroll Engineering pertaining to the McDonalds land development plan. Based upon field inspection and receipt of as-built plans, a recommendation was made by the Township Engineer to reduce security to \$1,539 and further recommend the project be placed into the 18-month maintenance period. Supervisor Teague made a motion to reduce the security and authorize the project to enter the maintenance period as recommended. Supervisor Boucher seconded. Motion passed.

Manager’s Report

A. **2024 Road Project** – The 2024 project is now complete. There were a couple items that New Enterprise Stone & Lime came back to fix. The payment application was received and is ready for payment. It was noted that the residents appear happy with the Supervisor Boucher made a motion to authorize payment in the amount of \$586,172.95 to New Enterprise Stone & Lime for the 2024 road project. Supervisor Teague seconded. Motion passed.

B. **Traffic Impact Capital Improvement Plan Update** – Ms. Stauffer stated the Township put out a Request for Proposal for consultants to prepare an update to the Township’s existing Act 209 Traffic Impact Capital Improvement Plan. One proposal was received from Carroll Engineering. Supervisor Teague and Supervisor Pennington served on the Review Committee. Both supervisors asked questions on the proposal.

Supervisor Teague made a motion to award the contract for the update of the Township’s Traffic Impact Capital Improvement Plan with the scope of service fully defined in the Request for Proposal to Carroll Engineering. Supervisor Boucher seconded. Motion passed. It was acknowledged that the cost of the proposal is \$68,000.

C. Authorization for Delivery of Toro Mower – Ms. Stauffer reported the Board previously authorized the purchase of a Toro Mower in the amount of \$94,197.60. Originally, the dealer informed us that the equipment would not be available for delivery until 2025; however, she was recently informed that the mower is available for delivery now. She recommended paying for the mower in cash with 50% of the payment to be made from the Highway Capital Equipment account and 50% from the Special Revenue account. Supervisor Teague made a motion to authorize acceptance of delivery on the Toro Mower with the payment to be made as recommended. Supervisor Boucher seconded. Motion passed.

D. Time Extension Report – Ms. Stauffer stated a report was provided to the Board outlining all the Subdivision and Land Development time extensions that have been granted since the last meeting.

Payment of the Bills

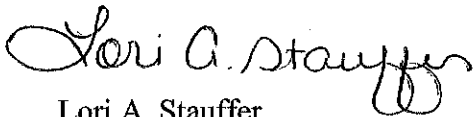
A motion was made by Supervisor Boucher to pay the bills as presented. Supervisor Teague seconded. Motion passed.

Courtesy of the Floor

Dave Ronca of Windrift Real Estate commented that he received communication from the zoning officer regarding a person who utilizes space in one of his buildings at 178 Mikron Road for a car detailing business. He stated this individual operates under his tenant's lease agreement (dental appliances). He does not receive any rental income from this individual, who is just trying to make ends meet. He's very upset that he's going to receive a violation notice for this. Mr. Ronca questioned if the car detailing use was permitted by right under the old ordinance. Ms. Seese stated the use was not permitted under the old ordinance and is not permitted under the new ordinance. Supervisor Pennington reminded him that anytime a change in use happens in one of his buildings, he needs to inform the Township first.

Adjournment - The meeting adjourned at 7:28 pm.

Respectfully submitted by,



Lori A. Stauffer
Township Manager

**Lower Nazareth Township
Bills To Be Approved
July 24, 2024**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
30883	Stephanie Kurylak	Summer Park Program	\$ 225.00
30884	Grainger Parts	Public Works Supplies	\$ 44.10
30885	NJ Advance Media	Advertisements	\$ 664.20
30886	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 480.12
30887	PPL, Inc.	Fire Company Electricity	\$ 27.71
30888	PPL, Inc.	Fire Company Electricity	\$ 514.95
30889	Horwith Trucks Inc.	Fire Company Equipment Repair	\$ 183.00
30890	Fraser Advanced Info Systems	Fire Company Copier Lease/Maintenance	\$ 95.00
30891	Karen A. Mengel, RPR, CSR	Stenographer	\$ 175.00
30892	Mary Jo Schulze	Splash Park Refund	\$ 20.00
30893	Thyssenkrupp Elevator Corporation	Elevator Maintenance	\$ 3,145.69
30894	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park	\$ 2,440.84
30895	City of Bethlehem	Hydrant Assessment	\$ 156.54
30896	Verizon Wireless	Municipal/Public Works Wireless	\$ 555.89
30897	Interstate Battery of Allentown	Public Works Equipment Parts/Supplies	\$ 189.95
30898	ORE Rentals	Equipment Rental	\$ 297.00
30899	Krause Enterprises	Park Facilities Maintenance	\$ 276.25
30900	East Lawn Supply Co., Inc.	Park Facilities Maintenance	\$ 67.06
30901	Lehigh Valley Janitorial Supply	Park Supplies	\$ 255.90
30902	Eastern Telephone & Telecommunication	Telephone Maintenance	\$ 1,637.66
30903	Tractor Supply Credit Plan	Equipment Parts/SuppliesParks	\$ 181.97
30904	Barry Issett & Associates, Inc.	Zoning Officer Services	\$ 2,325.00
30905	Carroll Engineering Corporation	Engineering Services	\$ 37,770.00
30906	Sunoco, LLC	Equipment Motor Fuel	\$ 2,764.02
30907	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 632.50
30908	Memorial Library of Nazareth	Library Service	\$ 7,362.08
30909	Highmark Blue Shield	Employee Health Insurance	\$ 32,167.79
30910	Hecktown Volunteer Fire Co	Fire Company Loan	\$ 2,269.14
30911	Colonial Regional Police Dpartment	Police Contract Payment	\$ 162,953.92
30912	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
30913	Allstate Septic Systems	Temporary Restroom	\$ 120.00
30914	Allstate Septic Systems	Temporary Restrooms	\$ 255.00
30915	Lower Nazareth Township	Escrow Replenishment	\$ 1,000.00
30916	RCN	Internet Service	\$ 19.95
30917	State Worker's Insurance Fund	Workers Compensation	\$ 2,014.00
Total General Fund Checking Account ...			\$ 264,299.00

**Lower Nazareth Township
Bills To Be Approved
July 24, 2024**

PAYROLL ACCOUNT

Num	Name	Memo	Amount
	July 26, 2024		<u>\$ 52,032.14</u>

HIGHWAY RECONSTRUCTION / REHABILITATION

Num	Name	Memo	Amount
2001	Tri-Boro Fencing Contractors, Inc.	Splash Park Fence	\$ 11,675.00
2002	Gaver Industries, Inc. dba Barker & Barker Paving	Surrey Glen Walking Trail	\$ 77,800.00
		<i>Total Open Space Account ...</i>	<u>\$ 89,475.00</u>

DEVELOPMENT & INSPECTION ACCOUNT

Num	Name	Memo	Amount
3040	Barry Isett & Associates, Inc.	Building Inspection Services	<u>\$ 13,211.00</u>

LOWER NAZARETH SEWER ACCOUNT

Num	Name	Memo	Amount
2012	PPL, Inc.	Main Meter Electricity	<u>\$ 24.88</u>

MASTER ESCROW ACCOUNT- PEOPLES SECURITY

Num	Name	Memo	Amount
4108	Carroll Engineering Corporation	Engineering Services	\$ 22,516.50
4109	Met-Ed	Traffic Signal Electricity	\$ 177.56
4110	Signal Service, Inc.	Traffic Signal Maintenance	\$ 380.00
4111	PPL Electric, Inc.	Traffic Signal Maintenance	\$ 152.13
4112	McDonald's USA. LLC	Security Reduction	\$ 8,721.00
		<i>Total Master Escrow Account ...</i>	<u>\$ 31,947.19</u>