

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
February 12, 2025**

The Lower Nazareth Township Board of Supervisors held a public meeting on Wednesday, February 12, 2025, Chairman Pennington called the meeting to order at 7:09PM.

Present were:

James S. Pennington	-	Chairman	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
			Lori Seese	-	Planning/Zoning Administrator

Agenda Amendment and Approval

Ms. Stauffer requested to add the Agricultural Security Committee appointment under Supervisor's Comments. Vice-Chairman Boucher made a motion to approve the amended agenda. Supervisor Teague seconded. Motion passed.

Approval of Minutes

The meeting minutes of January 22nd were submitted for review and approval. Supervisor Teague made a motion to approve the minutes as presented. Supervisor Brown seconded. Chairman Pennington abstained. Motion passed.

Reports

No reports.

Supervisor's Comments

Open Space Preservation – Supervisor Brown reported that the EAC met on Monday and continues to review the various properties on the Township's official map to prioritize which properties would be most ideal for development rights acquisition.

Parks and Recreation – Supervisor Brown noted upcoming events including the Egg Hunt, Dogs Day Out, and the Tree Lighting. He commented that the priority for Public Works following a storm is keeping the roads clear; not the parks; one the paths melt parks will reopen.

Library News – Supervisor Teague had nothing to report.

CRPC – Vice-Chairman Boucher provided a report for incidents for 2024; 9,168 total incidents with 46% of those incidents occurring in Lower Nazareth.

Agricultural Security Committee – An email of interest was received from Joan Garrett. Vice-Chairman Boucher made a motion to appoint Joan Garrett to the Ag Security Committee. Supervisor Brown seconded. Motion passed.

Subdivision and Land Development

Hecktown Road Business Park – Lot 6 & 7 – Kervan Properties LLC – Solicitor Asteak discussed the progress.

Improvements Agreement & Project Security - Received

Intermunicipal Agreement - Between Bethlehem Township and Lower Nazareth will be before Bethlehem Township for approval at their meeting next week.

Supervisor Teague made a motion to authorize to execute the agreements and record the plan based on Bethlehem's approval of intermunicipal agreement. Vice-Chairman Boucher seconded. Motion passed.

Solicitor's Report

Kay-Trio Letters of Credit Notice of Non-Renewal – On January 2nd the Township received notice from BanCorp that they will not be renewing the numerous letters of credit issued for the Fields at Trio Farms project. The letters of credit expire on different dates through 2025.

Solicitor Asteak provided an update. The developer and engineer have been working with our engineer. Engineer Coyle reported they have had constant contact with Kay, improvements are being made, however they are limited due to weather. A construction schedule has been made to meet timeline.

Solicitor Asteak tabled action and said we will revisit at the second meeting in March. We need to be satisfied with the progress by April or we will pull the LOC. Solicitor Asteak will communicate this to Attorney Preston and Engineer Coyle can let Kay know.

David Steckel – Human Resource Attorney – Solicitor Asteak explained the situation. There is no conflict of interest as Attorney Steckel is solely for employment issues. The Board was satisfied, and Supervisor Teague made a motion to affirm the appointment. Supervisor Brown seconded. Motion passed.

Engineer's Report

LVTC III – Letter of Credit Reduction and Commence Maintenance – Engineer Coyle reviewed his January 27th letter recommending commencing the 18-month maintenance period. Vice-Chairman Boucher made a motion to commence the maintenance period. Supervisor Teague seconded. Solicitor Asteak noted that typically we use the Improvements Agreement through the maintenance period. Engineer Coyle has requested a new agreement for maintenance. Solicitor Asteak will forward the document to the developer for execution Motion passed.

Manager's Report

2025 Road Projects – Authorization to Proceed and Advertise – The 2025 road project is the mill and overlay of roads within Presidential Estates, as well as Frank and Delores. Supervisor Brown made a motion to authorize proceeding with the project and advertising. Vice-Chairman Boucher seconded. Motion passed.

2025 Road Projects – Fuel Escalator Clause – Resolution #LNT-09-25 – Manager Stauffer noted this allows for price adjustments due to an increase in asphalt prices and helps keep bids lower. Vice-Chairman Boucher made a motion to approve Resolution #LNT-09-25. Supervisor Teague seconded. Motion passed.

Time Extension Report – Ms. Stauffer provided the report for time extensions accepted through today.

Payment of the Bills

Supervisor Teague made a motion to pay the bills as presented. Vice-Chairman Boucher seconded. Motion passed.

Courtesy of the Floor

Sherri Bourneuf, 4682 Stafford Avenue, requested to be placed on the agenda and provided with an explanation for the tax increase. As she was not present the matter was tabled.

Nancy Tammy, 4255 Beech Drive, thanked the Township for their efforts to keep Kay on task. She asked if the construction schedule could be made public as it would ease concerns to the residents. Engineer Coyle said he would share the schedule with staff and Manager Stauffer can share with the HOA. Ms. Tammy also noted that Kay is using the back property as a dumping ground and Engineer Coyle said he would look into that.

Pete Collins, 4255 Beech Drive, inquired when the maintenance period would begin. Engineer Coyle stated that all improvements are set to be completed by end of security.

Manager Stauffer shared an update on the Newburg Intersection Improvements. PADOT is currently projecting the project to commence in May 2026.

Adjournment - The meeting adjourned at 7:25 pm.

Respectfully submitted by,



Tammi Dravec
Secretary/Treasurer

**Lower Nazareth Township
Bills To Be Approved
February 12, 2025**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
ACH	Flores247	Employee Health Benefits	\$ 130.00
ACH	Met-Ed	Electricity	\$ 248.81
ACH	Met-Ed	Electricity	\$ 120.90
ACH	Flores247	Employee Health Benefits	\$ 110.00
ACH	Flores247	Employee Health Benefits	\$ 385.00
ACH	Flores247	Employee Health Benefits	\$ 176.59
ACH	Highmark Blue Shield	Employee Health Benefits	\$ 1,008.58
ACH	Capital Blue Cross	Employee Health Benefits	\$ 19,449.09
ACH	Selective Insurance	Townshuip Insurance	\$ 6,106.00
ACH	BMO	Credit Card Payment	\$ 29,432.62
ACH	Met-Ed	Electricity	\$ 70.04
31303	Memorial Library of Nazareth & Vicinity	Library Service	\$ 7,656.50
31304	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 2,269.14
31305	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
31306	Colonial Regional Police Department	Police Contract Payment	\$ 174,913.25
31307	Fraser Advanced Info Systems	Fire Company Copier Lease/Maintenance	\$ 95.00
31308	Fogels Fuel Service	Fire Company Fuel	\$ 2,093.07
31309	M.S. Techz LLC	Fire Company Technology Services	\$ 254.15
31310	Fire Pump Systems	Fire Company Equipment Maintenance	\$ 424.50
31311	DACER Fire Protection	Fire Company Equipment Maintenance	\$ 771.48
31312	PPL, Inc.	Fire Company Electricity	\$ 57.92
31313	PPL, Inc.	Fire Company Electricity	\$ 936.30
31314	Service Electric Cable TV Inc	Fire Company Internet	\$ 237.63
31315	Verizon Wireless	Fire Company Wireless	\$ 752.09
31316	Verizon Wireless	Fire Company Wireless	\$ 328.73
31317	Wex Bank	Fire Company	\$ 1,413.38
31318	American Rock Salt Company LLC	Winter Maintenance	\$ 24,301.98
31319	RCN	Internet & Telephone Services	\$ 19.95
31320	Suburban Propane	Public Works Fuel	\$ 717.91
31321	Suburban Propane	Park Fuel	\$ 387.73
31322	Liberty Propane Inc.	Municipal Building Propane	\$ 7,155.87
31323	Saucon Valley Carriage, LLC	Tree Lighting Event	\$ 900.00

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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
31324	Gary Sauka	Local Services Tax Refund	\$ 116.00
31325	Integra One	Computer Services	\$ 506.25
31326	Michael Assia	Mailbox Damage	\$ 25.00
31327	Karen A. Mengel, RPR, CSR	Stenographer	\$ 125.00
31328	Wilson Products	Public Works Supplies	\$ 117.84
31329	Service Tire Truck Centers	Public Works Equipment Parts/Supplies	\$ 4,840.50
31330	Sprayer Specialties Inc.	Public Works Equipment Parts/Supplies	\$ 159.01
31331	R.J. Walker Co.	Municipal Building Maintenance	\$ 76.64
31332	Certified Laboratories	Public Works Equipment Parts/Supplies	\$ 581.74
31333	East Lawn Supply Co., Inc.	Equipment Parts/Supplies	\$ 10.38
31334	Horwith Trucks Inc.	Public Works Equipment Repair	\$ 1,223.19
31335	All-Phase Electric Supply Co.	Facilities Maintenance	\$ 192.47
31336	Staver Hydraulics Co., Inc.	Public Works Parts/Supplies	\$ 297.94
31337	The Hartford	Employee Insurance	\$ 951.41
31338	PA Chapter - American Planning Assoc.	Membership Renewal	\$ 112.00
31339	NJ Advance Media	Advertisement	\$ 200.97
31340	Keystone Municipal Insurance	Workers Comp Insurance	\$ 5,244.50
31341	R.J. Walker Co.	Municipal Building Maintenance	\$ 30.85
31342	Environmental Energy Solutions, LLC	Winter Maintenance Materials	\$ 4,600.00
31343	Kimball Midwest	Equipment Parts/Supplies	\$ 391.21
31344	East Lawn Supply Co., Inc.	Equipment Parts/Supplies	\$ 8.06
31345	Deer Country Farm & Lawn, Inc.	Public Works Equipment Parts/Supplies	\$ 57.17
31346	Sunoco, LLC	Equipment Motor Fuel	\$ 2,701.57
31347	Commonwealth of PA	License Exam	\$ 60.00
31348	Commonwealth of PA	License Exam	\$ 60.00
31349	The Key	Advertisements	\$ 378.81
31350	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 445.00
31351	Fraser Advanced Info Systems	Copier Lease	\$ 480.12
31352	Suburban Propane	Public Works Fuel	\$ 1,591.41
Total General Fund Checking Account ...			\$ 309,521.02

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PAYROLL ACCOUNT

Num	Name	Memo	Amount
	February 7, 2025		<u>\$ 42,168.28</u>

OPEN SPACE EIT ACCOUNT

Num	Name	Memo	Amount
2010	People's Security Bank & Trust	Legal Fees	<u>\$ 1,500.00</u>

TRAFFIC IMPACT ACCOUNT

Num	Name	Memo	Amount
2023	Carroll Engineering Corporation	Engineering Services	<u>\$ 22,242.75</u>

REFUSE / RECYCLING ACCOUNT

Num	Name	Memo	Amount
2036	AllState Septic Systems, LLP	Temporary Restrooms	<u>\$ 115.00</u>

MASTER ESCROW ACCOUNT

Num	Name	Memo	Amount
ACH	Met-Ed	Traffic Signal Electricity	\$ 169.44
4172	Lower Nazareth Township Sewer Signals	Reimbursement Signal Repairs	\$ 10,015.00
4173	County of Northampton	Parcel ID	\$ 5.00
4174	Northampton County Recorder of Deeds	Plan Recording	\$ 65.00
		<i>Total Master Escrow Account ...</i>	<u>\$ 10,254.44</u>

CAPITAL RESERVE FIRE ACCOUNT

Num	Name	Memo	Amount
152	Taylor'd Systems LLC	Fire Company Equipment	<u>\$ 19,075.00</u>

ARPA ACCOUNT

Num	Name	Memo	Amount
111	Taylor'd Systems LLC	Fire Company Equipment	<u>\$ 27,962.50</u>