

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
February 26, 2025**

The Lower Nazareth Township Board of Supervisors held a public meeting on Wednesday, February 26, 2025, Chairman Pennington called the meeting to order at 7:07PM.

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
Amy L. Templeton	-	Supervisor	Tammi Dravec	-	Secretary/Treasurer
Nancy A. Teague	-	Supervisor	Lori Seese	-	Planning/Zoning Administrator

**The Board met in an executive session prior to this evening's meeting to discuss real estate negotiations and pending litigation. No action was taken **

Agenda Amendment and Approval

Ms. Stauffer requested adding the Trio Fields LOC Reductions under Engineer's Report and NASD under Solicitor's Report. Supervisor Teague made a motion to approve the amended agenda. Vice-Chairman Boucher seconded. Motion passed.

Approval of Minutes

The meeting minutes of February 12th were submitted for review and approval. Supervisor Brown made a motion to approve the minutes as presented. Supervisor Teague seconded. Supervisor Templeton abstained. Motion passed.

Reports

The Financial Report for January was presented and will be available for review on the website.

Supervisor's Comments

Open Space Preservation – Supervisor Brown had no comments.

Parks and Recreation – Supervisor Templeton reminded everyone that the Egg Hunt is April 12th.

Library News – Supervisor Teague noted the Cash Bingo fundraising event at Bushkill Township Fire Company on March 30th.

CRPC – Vice-Chairman Boucher attended the CRPC meeting Monday evening. For January, Lower Nazareth had 301 incidents, 1215 man-hours.

Subdivision and Land Development

Inn at Evergreen Farms – Request to Amend 537 – Attorney Piperato, Mark Bahnick, and the applicant were present to request an amendment to 537 in order to provide public sewer service to a proposed development consisting of 240 apartments. Attorney Piperato noted that the current proposal is for 144 units on the 18 acres. The current plan is for on-lot septic but it was suggested by the Planning Commission that public sewer should be utilized given the high density of the development. The applicant looked into the cost and in order to assist with the cost of the sewer installation he would like to increase 240 units. The ordinance did not require this when the plan was submitted; however, the Township ordinance now requires public sewer for apartments.

Engineer Coyle stated they need to submit a planning module and correspond with DEP. Attorney Piperato stated he understood the position of the Township Engineer; however, he is concerned that eventually DEP will push back and force a revision of the Act 537 plan instead of submitting Planning module amendments.

Ms. Seese noted that at this time, the Board can only act on the 144-unit submission. She stated if the applicant is increasing the number of units, a new plan will need to be submitted. Attorney Piperato acknowledged that the increase to 240 apartments would be considered a new plan.

DelSerro Projects- Attorney Piperato, Lew Rauch, and Ron DelSerro were present.

Attorney Piperato asked the Board for a status of their request. Chairman Pennington noted that the Board is reviewing numerous plan submissions. The Township purchased the sewer capacity we have for existing properties. Chairman Pennington is not sure we are ready to commit to granting sewer capacity to these proposals.

Attorney Piperato noted that Mr. Delsarro is in a holding pattern until he receives an answer. Chairman Pennington said they are not trying to hold them up. Supervisor Teague said they are not necessarily opposed to selling sewer; however, the Board is trying to get the applicant want he wants but are looking out for the best interests of the township.

The question was asked if we could purchase more capacity from the City of Bethlehem. Ms. Stauffer noted that previously she reached out to the City of Bethlehem. They have additional capacity to sell to the Township; however, they won't sell until we exhaust the existing capacity we have already purchased.

Solicitor's Report

Fantastic CU Appeal- Solicitor Asteak reported that the Court of Common Pleas denied the appeal. Lower Nazareth's position of needing more information on use was affirmed by the court.

NASD –Solicitor Asteak noted the school district has a newly appointed special solicitor. They have accepted our invitation to attend a meeting to discuss the new school. He noted that a regular meeting night may not work, and a special meeting would be needed. Supervisor Brown noted that it is important to release our side to the public. Supervisor Brown made a motion that the Township Manager can

coordinate the meeting with the school and authorized the release letter to school. Supervisor Teague seconded. Motion passed.

Engineer's Report

Township Sewer Map District & NBMA Land Use Assumption Report – Engineer Coyle reviewed the sewer district map depicting four districts. The sewer district map delineates the properties in the Township and what sewer authority they would utilize in the event that public sewer is installed in their neighborhood. The land use assumption map was generated at the request of the Nazareth Borough Municipal Authority. The map depicts the possible EDUs required in the NBMA district in the future, which would serve current developed and undeveloped properties.

Vice-Chairman Boucher made a motion to approve the sewer district map and the land use assumption map. Supervisor Brown seconded. Motion passed. The Board authorized Ms. Stauffer to share the two maps with Nazareth Borough Municipal Authority.

Butztown Road Realignment Detour Approval – Engineer Coyle discussed the upcoming project and as part of the HOP process, PennDOT is requesting a letter from the Township acknowledging the closure of the intersection and the use of a detour. He noted that even though the intersection will be closed, the park will be accessible during construction. The letter also authorizes the temporary use of Hecktown Road by truck traffic. Supervisor Teague made a motion to authorize the letter to PennDOT. Supervisor Templeton seconded. Motion passed.

Kay-Trio Letters of Credit Reductions – Engineer Coyle reviewed his letters and recommendations.

Phase 1 – end of maintenance request – The developer requested this phase of the development be removed from the maintenance period. Based upon a site inspection by engineering staff, it was noted that Phase I items outstanding include, but not limited to, concrete sidewalk repairs along various roads and stormwater basin liner repairs. At this time, he cannot recommend the Board remove the phase from the maintenance period. He has been assured by the developer that the work will be done before May 25th.

Phase 2 – end of maintenance request and security reduction – The developer requested this phase of the development be entered into the maintenance period as well as a letter of credit reduction. Based upon a site inspection by engineering staff, it was noted that Phase 2 items outstanding include, but not limited to, stormwater system work and concrete sidewalk repair. At this time, he cannot recommend the Board authorize this phase of the development to enter the maintenance period. The letter of credit expires in February 2026.

He also recommended the Board should not grant the letter of credit reduction as it will reduce the letter of credit below the 10% threshold of the original agreement amount.

Phase 6 – security reduction – The developer requested a letter of credit reduction for this phase. After a site inspection by engineering staff, it was recommended to reduce the letter of credit by \$117,120.50. The remaining balance will still reflect more than a 10% balance of the original improvements

agreement. Vice-Chairman Boucher made a motion to authorize the letter of credit reduction as recommended by the engineer. Supervisor Templeton seconded. Motion passed.

Phase 7 – security reduction – The developer is requesting a letter of credit reduction for Phase 7. After a site inspection by engineering staff, it was recommended to reduce the letter of credit by \$70,989.00. The remaining balance will still reflect more than a 10% balance of the original improvements agreement. Supervisor Teague made a motion to reduce the security as recommended by the Township Engineer. Supervisor Brown seconded. Motion passed.

Manager's Report

Township Website Update – Ms. Stauffer noted that Ms. Dravec has met with numerous vendors to discuss the website update and meet the requirements for ADA compliance. The vendor that rose to the top is Revize. The cost is \$9,900 which will be paid over a five-year period. Ms. Stauffer noted one of the key features in updating the website is compliance with state law that requires all municipal websites to be ADA-compliant no later than 2027. Supervisor Teague made a motion to authorize entering into the contract for the website update with Revize at a cost of \$9,990. Supervisor Brown seconded. Motion passed.

LNT Emergency Plan Update – Resolution #LNT-10-25 – The updated emergency plan was prepared and provided to the Township by the Emergency Management Coordinator. Vice-Chairman Boucher made a motion to approve Resolution #LNT-10-25, adopting the updated plan. Supervisor Templeton seconded. Motion passed.

SALDO RFP – The Township has received a GrowNorco Grant in the amount of \$20,000 for the SALDO update. Ms. Stauffer prepared a draft Request For Proposal for the Board's review and authorization. Supervisor Templeton made a motion to authorize the Township Manager to proceed with advertising for the SALDO update. Supervisor Teague seconded. Motion passed.

Summer Park Program Regulations – Ms. Stauffer reported she provided a proposed summer park program regulations to the Board for their review. As summer park is approaching soon, she noted that we need approval by resolution to adopt these regulations. It will be on the March 12th agenda. If we are holding the program, we need to move and adopt these regulations.

Supervisor Brown noted that these regulations are out of need to address issues that have come up in recent years. This program is a valuable resource, and these regulations will allow the staff to provide a safe environment and will ensure positive program.

Payment of the Bills

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

Courtesy of the Floor

Dave Halteman, 4065 Hecktown Road, is trying to sell his land. He has come to find out zoning was changed and now his property has different requirements. He is requesting a certified letter be sent to all landowners affected by the zoning update so questions can be answered. Chairman Pennington noted that the Township Manager can arrange an informal Q&A session, so landowners understand their options.

Adjournment - The meeting adjourned at 7:58pm.

Respectfully submitted by,

A handwritten signature in blue ink, appearing to read "Tammi Dravec", with a long, sweeping flourish extending to the right.

Tammi Dravec
Secretary/Treasurer

**Lower Nazareth Township
Bills To Be Approved
February 26, 2025**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
ACH	Met-Ed	Park Electricity	\$ 124.93
ACH	Met-Ed	Traffic Signal / Street Light Electricity	\$ 335.23
ACH	Met-Ed	Park Electricity	\$ 70.04
ACH	Flores	Employee Health Benefits	\$ 110.00
ACH	Flores	Employee Health Benefits	\$ 410.20
ACH	Flores	Employee Health Benefits	\$ 35.00
31347	Commonwealth of PA	License Exam	\$ 60.00
31348	Commonwealth of PA	License Exam	\$ 60.00
31353	Karen A. Mengel, RPR, CSR	Stenographer	\$ 1,080.00
31354	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 188.68
31355	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park	\$ 1,849.48
31356	City of Bethlehem	Hydrant Assessment	\$ 156.54
31357	Suburban Propane	Park Fuel	\$ 418.33
31358	Pitney Bowes	Postage Meter	\$ 210.99
31359	Pitney Bowes Purchase Power	Postage	\$ 2,791.99
31360	R.J. Walker Co.	Municipal Building Maintenance	\$ 9.00
31361	Star Buick GMC	Public Works Equipment Parts/Supplies	\$ 210.99
31362	Interstate Billing Service, Inc.	Public Works Equipment Parts/Supplies	\$ 1,738.72
31363	Keystone Cement Company	Winter Maintenance Supplies	\$ 2,994.10
31364	Fogels Fuel Service	Municipal Heating Fuel	\$ 1,902.15
31365	Tri-Boro Fencing Contractors, Inc.	Road Maintenance	\$ 667.00
31366	Tri-Boro Fencing Contractors, Inc.	Road Maintenance	\$ 1,162.00
31367	Waste Management	Municipal Trash	\$ 80.63
31368	American Rock Salt Company LLC	Winter Maintenance	\$ 49,177.81
31369	Staples Business Advantage	Office Supplies	\$ 358.68
31370	Associated Fasteners, Inc.	Equipment Parts/Supplies	\$ 8.94
31371	Verizon Wireless	Municipal/Public Works Wireless	\$ 556.20
31372	LNT Master Escrow	Road Security	\$ 260.00
31373	Liberty Propane Inc.	Municipal Building Propane	\$ 2,332.92
31374	Fraser Advanced Info Systems	Fire Company Copier Lease/Maintenance	\$ 95.00
31375	Fogels Fuel Service	Fire Company Fuel	\$ 4,935.48
31376	PPL, Inc.	Fire Company Electricity	\$ 594.14

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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
31377	PPL, Inc.	Fire Company Electricity	\$ 27.61
31378	voided	voided	\$ -
31379	Suburban Propane	Public Works Fuel	\$ 1,303.45
31380	RCN	Internet & Telephone Services	\$ 19.95
31381	East Lawn Supply Co., Inc.	Equipment Parts/Supplies	\$ 6.82
31382	All-Phase Electric Supply Co.	Facilities Maintenance	\$ 736.75
31383	Fogels Fuel Service	Facilities Maintenance	\$ 199.80
31384	Flamm Walton Heimbach	Personnel Legal Services	\$ 228.00
31385	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 2,269.14
31386	Memorial Library of Nazareth & Vicinity	Library Service	\$ 7,656.50
31387	Colonial Regional Police Department	Police Contract Payment	\$ 174,913.25
31388	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
31389	Asteak Law Offices	Legal Services	\$ 22,264.25
<i>Total General Fund Checking Account ...</i>			<u>\$ 263,358.21</u>

PAYROLL ACCOUNT

Num	Name	Memo	Amount
	February 21, 2025		<u>\$ 42,823.03</u>

COMMUNITY EVENTS ACCOUNT

Num	Name	Memo	Amount
2009	Steve Brown	Egg Hunt Supplies	<u>\$ 249.03</u>

OPEN SPACE ACCOUNT

Num	Name	Memo	Amount
2021	Valleywide Electric, Inc.	Snack Stand Maintenance	<u>\$ 2,036.10</u>

DEVELOPMENT & INSPECTION ACCOUNT

Num	Name	Memo	Amount
3063	Barry Isett & Associates, Inc.	Building Inspection Services	<u>\$ 28,028.00</u>

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LNT SEWER ACCOUNT

Num	Name	Memo	Amount
2020	PPL Electric Utilities	Main Meter Electricity	<u>\$ 24.43</u>

MASTER ESCROW ACCOUNT

Num	Name	Memo	Amount
ACH	Met-Ed	Traffic Signal Electricity	\$ 255.79
ACH	Met-Ed	Traffic Signal Electricity	\$ 173.13
4175	PPL Electric Utilities	Traffic Signal Electricity	\$ 169.67
4176	Gilmore & Associates, Inc	Engineering & Consulting Services	\$ 3,968.00
4177	Carroll Engineering Corporation	Engineering Services	\$ 20,836.75
4178	Signal Services, Inc.	Traffic Signal Maintenance	\$ 445.00
4179	Lower Nazareth General Fund	Zoning Permits	<u>\$ 225.00</u>
<i>Total Master Escrow Account ...</i>			<u>\$ 26,073.34</u>

CAPITAL RESERVE ACCOUNT

Num	Name	Memo	Amount
1331	Verizon Wireless	Office Equipment	<u>\$ 6,999.95</u>