

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
October 22, 2025**

The Lower Nazareth Township Board of Supervisors held a public meeting on Wednesday, October 22, 2025, Chairman Pennington called the meeting to order at 7:00PM.

Present were:

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

Chairman Pennington announced an executive session was held for personnel and real estate matters. No action was taken.

Agenda Amendment and Approval

L. Stauffer requested to move the ordinance from Manager's Report to Supervisor's Comments. N. Teague made a motion to approve the amended agenda. M. Boucher seconded. Motion passed (5-0).

Approval of Minutes

The meeting minutes of October 8th were submitted for review and approval. M. Boucher made a motion to approve the minutes. S. Brown seconded. Motion passed (5-0).

Supervisor's Comments

Open Space Preservation – S. Brown reported that the EAC met last Monday. In new year, they will be looking to add a new member.

Parks and Recreation – A. Templeton had nothing new to report.

Library News – N. Teague reported that they had a community outreach meeting Monday to discuss a new digital sign a generous donor has given them. A sample was brought for everyone to see, and concerns were addressed. They will present it to the Borough Council next week.

CRPC – M. Boucher reported the CRPC is meeting this Monday.

Act 94 Amendment – Ordinance #259-10-25 – L. Stauffer noted that this ordinance has been advertised and is ready for adoption. N. Teague made a motion to adopt ordinance #259-10-25. M. Boucher seconded. S. Brown abstained. Motion passed (4-0).

Manager's Report

2026 Budget Workshop – L. Stauffer presented the proposed \$5,844,300 budget with a 0% tax increase. She reviewed page by page and answered questions regarding revenue and expense account line items including water, fire, sewer, winter maintenance, and equipment repairs. She noted for Park Personnel she is proposing 2 part-time employees for Splash Pad monitoring. L. Stauffer noted that our increase for the library was decreased to 3% due to our Public Works continuing their maintenance support to the library. She noted a minimal increase to employee health insurance and recommended we remain with Capital Blue.

L. Stauffer reviewed bank balance and loan obligations. Lower Nazareth has an open space loan and HVFC paid off one mortgage in 2025, and another will be paid off in 2026. They have two truck loans.

L. Stauffer reviewed a project list of accomplishments and future plans.

She noted our grant applications are on hold until the State Budget passes.

L. Stauffer reviewed the following funds:

Recycling/Refund Fund:

- * FRCA Membership
- * Shredding Event
- * E-Recycling (which is covered by Northampton County)
- * 904 grant
- * Recycling Building

At this point funds from the 904 grants are sufficient to cover our FRCA expenses. The E-Recycling is a popular event; we fill three trucks. J. Pennington noted that even if Northampton County wouldn't fund the event, it is well worth keeping the electronics from being dumped.

Completion of the recycling building will be costly, and she noted that we can apply to Statewide LSA Grant for this project.

Open Space EIT Fund:

- * Funds available
- * Our Loan and loan payments
- * Newburg Trees and grants awarded to cover the project cost

Capital Reserve Fund:

- * Funds available
- * Projects ongoing and future projects incl Traffic Impact and SALDO updates

She discussed the need for digitizing our records and provided quotes for scanning documents. L. Stauffer noted that there will have to be discussion, and we will need to consider taking smaller steps to make it more financially manageable. N. Teague inquired if we could hire college students to save

money. L. Stauffer was not sure if that would be the path to completing the project. A. Templeton inquired about grant money. L. Stauffer will look into possible grants.

Signal/Sewer Fund:

- * Traffic Signal Maintenance
- * Georgetown Sewer project

Fiscal Stability Fund:

- * Funds and the Certificate of Deposit

Special Revenue Fund:

- * Funds available from East Penn Sanitation funds

Highway Equipment Fund:

- * No loan payments
- * Street Sweeper Quote – grant app awaiting
- * Funds needed to rebuild account
- * No major requests; but the important need is Confined space gear for splash pad
- * Upcoming Road Projects

Traffic Impact Fund:

- * Butztown Road Project \$1,365,000; grant \$725,000 & \$640,000 from this fund

State Liquid Fuels Fund:

- * 2026 distribution is similar to 2025
- * 2026 Road Project estimation

Highway Reconstruction / Rehabilitation Fund:

- * \$500,000 is in a CD for 12- months
- * Two-year paving plan, vs normal five-year plan
- * 2026 Georgetown Manor repair... alternate Country Club
- * 2027 Township Line Road (\$2M estimate) ... if grant funding does not materialize alternate project will be Hollo Road and another TBD

Fire Company Funds:

- * Grant for training room and planning for a new truck in 2030
- * Grant for replacement garage doors
- * Additional/Upcoming Building Maintenance

CRPD Police Budget:

Library:

Open Space Fund:

- * Future anticipated deposit from land developments
- She noted that the money is paid as building permits are submitted, not in lump sums.

Lori discussed Splash Pad operations:

- * Daily maintenance (twice daily) is required which creates Public Works overtime expense.
- * The grass is not holding up and is getting into the filters

L. Stauffer discussed three options / quotes

- * Poured in place rubber \$128,000
L. Stauffer is concerned about heat of the pad & A. Templeton inquired on lifespan
- * Artificial turf \$159,500
N. Teague and S. Brown commented that it is messy and not a good option
- * Concrete \$197,982
Board thought concrete is the best option.

J. Pennington discussed splash park fees and felt the non-resident fee is too low. Residents are paying taxes and felt that their rate was fair.

A. Templeton feels the resident fee is too low and suggested \$50/\$75 resident/non-resident.

S. Brown wants to look at operation costs and user fees before making any adjustments.

N. Teague wants another year of data of personnel and operation costs.

J. Pennington agrees but still suggests raising non-residents to \$35.

L. Stauffer noted the key card expense of \$5 each and that we will be ordering more cards for 2026.

Payment of the Bills

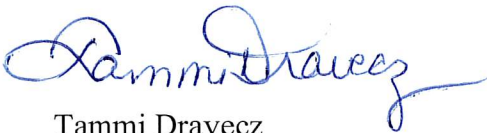
S. Brown made a motion to pay the bills as presented. A. Templeton seconded. Motion passed (5-0).

Courtesy of the Floor

There were no comments.

Adjournment - The meeting adjourned at 8:05 pm.

Respectfully submitted by,



Tammi Dravecz
Secretary / Treasurer

Lower Nazareth Township
Bills To Be Approved
October 22, 2025

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
ACH	Met-Ed	Traffic Signal / Street Light Electricity	\$ 322.54
ACH	Met-Ed	Park Electricity	\$ 681.67
ACH	Flores	Employee Health Benefits	\$ 47.43
ACH	Flores	Employee Health Benefits	\$ 110.00
ACH	Flores	Employee Health Benefits	\$ 110.00
ACH	BMO	Credit Card Payment	\$ 49,964.36
31888	Fogels Fuel Service	Fire Company Fuel	\$ 89.21
31889	Verizon Wireless	Fire Company Wireless	\$ 150.18
31890	Verizon Wireless	Fire Company Wireless	\$ 276.85
31891	Fire Pump Systems	Fire Company Equipment Maintenance	\$ 2,135.20
31892	Wex Bank	Fire Company	\$ 622.32
31893	The Key	Advertisements	\$ 462.60
31894	Interstate Battery of Allentown	Public Works Equipment Parts/Supplies	\$ 653.88
31895	PA One Call System, Inc.	Monthly Activity	\$ 55.30
31896	Security Service Company, Inc.	Splash Park Security System Monitoring	\$ 120.00
31897	Security Service Company, Inc.	Security System Maintenance	\$ 193.50
31898	Green Pond Nursery, Inc.	Facilities Maintenance	\$ 1,228.50
31899	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 504.14
31900	Eastern Telephone & Telecommunications	Telephone Maintenance	\$ 2,180.35
31901	ABE Laboratories, LLC	Park Maintenance	\$ 73.00
31902	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park	\$ 2,117.35
31903	Trach Plumbing & Heating	Facilities Maintenance	\$ 635.00
31904	Brian's Professional Cleaning	Municipal Building Maintenance	\$ 1,425.00
31905	Verizon Wireless	Municipal/Public Works Wireless	\$ 541.33
31906	Signal Service, Inc.	Traffic Signal Maintenance	\$ 2,980.00
31907	Home Depot	Facilities/Park Maintenance	\$ 50.91
31908	Bergey's, Inc	Public Works Supplies	\$ 692.50
31909	Stephenson Equipment, Inc.	Public Works Equipment Parts/ Supplies	\$ 891.10
31910	Hanover Engineering Associates, Inc.	Engineering Services	\$ 1,851.80
31911	Asteak Law Offices	Legal Services	\$ 20,254.15
31912	City of Bethlehem	Hydrant Assessment	\$ 156.54
31913	Commonwealth of PA	Pesticide License Renewal	\$ 35.00

**Lower Nazareth Township
Bills To Be Approved
October 22, 2025**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
31914	Innovative Designs & Publishing, Inc.	Advertisement	\$ 139.20
31915	Sherwin-Williams	Facilities Maintenance	\$ 68.66
31916	Stephenson Equipment, Inc.	Public Works Equipment Parts/ Supplies	\$ 3,042.14
31917	VLS Environmental Solutions	Contracted Services	\$ 719.27
31918	Valley Industrial Rubber Products	Public Works Equipment Parts/Supplies	\$ 393.28
<i>Total General Fund Checking Account ...</i>			<u><u>\$ 95,974.26</u></u>

PAYROLL ACCOUNT

Num	Name	Memo	Amount
	October 17, 2025		<u><u>\$ 47,760.20</u></u>

CAPITAL RESERVE ACCOUNT

Num	Name	Memo	Amount
1350	Valleywide Electric, Inc	Capital Construction	\$ 1,372.00
1351	Valleywide Electric, Inc	Capital Construction	\$ 6,715.10
1352	Lower Nazareth General Fund	Reimburse Engineering Services	\$ 1,200.00
<i>Total Capital Reserve Account ...</i>			<u><u>\$ 9,287.10</u></u>

DEVELOPMENT & INSPECTION ACCOUNT

Num	Name	Memo	Amount
3081	Barry Isett & Associates, Inc	Building Inspection Services	<u><u>\$ 31,232.00</u></u>

TRAFFIC IMPACT ACCOUNT

Num	Name	Memo	Amount
2033	Peoples Security Bank	Letter of Credit Issuance	\$ 7,467.74
2034	Grace Industries	Butztown Road Project	\$ 228,993.05
<i>Total Traffic Impact Account ...</i>			<u><u>\$ 236,460.79</u></u>

LNT SEWER ACCOUNT

Num	Name	Memo	Amount
2030	PPL Electric Utilities	Main Meter Electricity	<u><u>\$ 24.90</u></u>

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STATE LIQUID FUELS

Num	Name	Memo	Amount
588	Gaver Industries	2025 Road Project	<u><u>\$ 250,000.00</u></u>

HIGHWAY RECONSTRUCTION & REHABILITATION

Num	Name	Memo	Amount
2011	Gaver Industries	2025 Road Project	<u><u>\$ 208,042.16</u></u>

RECYCLING / REFUSE ACCOUNT

Num	Name	Memo	Amount
2051	LNT Petty Cash	Clean Up Day	<u><u>\$ 100.00</u></u>
2052	Richter	Shredding Event	<u><u>\$ 650.00</u></u>
<i>Total Recycling / Refuse Account ...</i>			<u><u>\$ 750.00</u></u>

MASTER ESCROW ACCOUNT

Num	Name	Memo	Amount
ACH	Met-Ed	Traffic Signal Electricity	<u><u>\$ 265.04</u></u>
4250	General Highway Products	Traffic Signal Maintenance	<u><u>\$ 8,795.00</u></u>
4251	VOIDED		<u><u>\$ -</u></u>
4252	Signal Service, Inc	Traffic Signal Maintenance	<u><u>\$ 1,128.00</u></u>
4253	PPL Electric Utilities	Traffic Signal Electricity	<u><u>\$ 174.74</u></u>
4254	Daniel Conus	Key Return	<u><u>\$ 25.00</u></u>
4255	Asteak Law Offices	Legal Services	<u><u>\$ 2,350.00</u></u>
<i>Total Master Escrow Account ...</i>			<u><u>\$ 12,737.78</u></u>