

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
December 10, 2025**

The Lower Nazareth Township Board of Supervisors held a public meeting on Wednesday, December 10, 2025, Chairman Pennington called the meeting to order at 7:10PM.

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 Dravecz | - | Secretary/Treasurer |
| Amy L. Templeton | - | Supervisor | Lori Seese | - | Planning/Zoning Administrator |

Chairman Pennington announced an executive session was held for real estate negotiations. No action was taken.

Agenda Amendment and Approval

M. Boucher made a motion to approve the agenda. N. Teague seconded. Motion passed (5-0).

Lamont McClure Check Presentation

L. McClure gave a brief presentation on the \$20,000 Grow NORCO Grant awarded to the Township for the SALDO Update. He expressed that he has enjoyed working with Lower Nazareth over the year and gave strong praise stating that this is a professionally run township.

Approval of Minutes

The meeting minutes of November 12th were submitted for review and approval. M. Boucher made a motion to approve the minutes. S. Brown seconded. A. Templeton abstained. Motion passed (4-0).

Reports

The Financial Report for October and Hecktown Fire Incident Report for November were presented and are available on the website.

Supervisor's Comments

Open Space Preservation – S. Brown had nothing to report.

Parks and Recreation – A. Templeton reported that the Tree Lighting Event was held last Friday. It was very cold, but we had a great turnout! Thanks to Steve and the Township Staff for getting everything together.

A. Templeton commented that on November 25th she attended the swearing in of our new CRPD officer, Officer Seagraves. On December 15th they will be swearing in two additional officers. She closed by wishing everyone Happy Holidays!

Library News – N. Teague reported she attended a meeting yesterday. The library was offered a \$50,000 donation for Astound broadband for the basement technology center. She wished everyone Happy Holidays!

CRPC – M. Boucher reported he attended the CRPC meeting for November.

Zoning Question – Agricultural Lot Size – J. Pennington noted that a month or so we received resident inquiries on this matter. The new zoning requires 2 acres in the TD1 zoning district. The Planning Commission reviewed the request to return to 1 ½ acres and provided comments by letter. L. Stauffer presented the letter from L. Crook, Chairman of the Planning Commission and all five commission members recommend keeping it at 2 acres.

A. Templeton asked the Board's opinion. N. Teague is looking to protect farmers but also the township from development. N. Teague likes 2 acres but not that it decreases property value. She is looking for a compromise.

J. Pennington would revisit the request when sewer is available to those properties, but for now he is comfortable with 2 acres.

S. Brown and M Boucher both want to go with the Planning Commission's recommendations. S. Brown noted that if sewer becomes available, then we can revisit lot size.

Conditional Use Hearing – Order & Opinion

Sweeney Analytical Labs CU2025-03 – Solicitor Asteak presented the Opinion and Order. N. Teague made a motion to approve the order and opinion. S. Brown seconded. Motion passed (5-0).

Solicitor's Report

J. Coyle stated that the as-built for Phase 2 has been received and therefore is ready for maintenance. We need security through the maintenance period and since bank will not renew the letter of credit, we need to cash it out.

J. Coyle noted that Phase 3 is not ready for maintenance and the as-built has not been received. Again, as the bank will not renew the letter of credit, we need to cash it out.

Kay Builders / Trio Fields – Phase 2 – Authorization to Execute Maintenance Agreement – M. Boucher made a motion to authorize execution of the agreement. S. Brown seconded. Motion passed (5-0).

Kay Builders / Trio Fields – Phase 2 – Commence Maintenance Period – M. Boucher made a motion to commence the maintenance period of execution of the agreement. A. Templeton seconded. Motion passed (5-0).

Kay Builders / Trio Fields – Phase 2 Default – Resolution #LNT-44-25 – M. Boucher made a motion to approve Resolution #LNT-44-25. N. Teague seconded. Motion passed (5-0).

Kay Builders / Trio Fields – Phase 3 Default – Resolution #LNT-45-25 – S. Brown made a motion to approve Resolution #LNT-45-25. N. Teague seconded. Motion passed (5-0).

Solicitor Asteak said we had a good year and it's been a pleasure working with everyone. We are doing the best we can to preserve open space. Happy Holidays!

Engineer's Report

ProLogis – Hanoverville Road Improvements – Authorization to Release Security – J. Coyle reviewed his letter recommending the release of security. M. Boucher wants to table until we ensure this doesn't include a trouble area along Hanoverville Road.

ProLogis – Logisticenter East – Authorization to Release Security – J. Coyle reviewed his letter recommending the release of security. M. Boucher made a motion to release security. N. Teague seconded. Motion passed (5-0).

Kay Builders / Trio Fields Phase 7 – Letter of Credit Reduction – J. Coyle reviewed his letter recommending the reduction in security. N. Teague made a motion authorizing the reduction in security. M. Boucher seconded. Motion passed (5-0).

Butztown Road Realignment – Payment #3 – J. Coyle noted this is for blacktop work from October and November. N. Teague made a motion to authorize the release of Payment #3. S. Brown seconded. Motion passed (5-0). J. Coyle noted that the project has about 4-6 more weeks once restarting in spring

Manager's Report

2026 Tax Millage – Resolution #LNT-46-25 – L. Stauffer noted there is no tax increase for 2026. S. Brown made a motion to approve Resolution #LNT-46-25. M. Boucher seconded. Motion passed (5-0).

2026 Budget – Resolution #LNT-47-25 – The 2026 budget has \$5,844,300 expenses. N. Teague made a motion to approve Resolution #LNT-47-25. M. Boucher seconded. Motion passed (5-0).

Mailbox Damage Reimbursement – Resolution #LNT-48-25 – L. Stauffer presented the resolution increasing the reimbursement amount from \$25 to \$50. A. Templeton questioned whether \$50 was enough and was thinking more \$100. L. Stauffer noted that others have the reimbursement set at \$75. J. Pennington felt \$75 was better. S. Brown noted that it costs \$70 at Home Depot.

A. Templeton made a motion to approve Resolution #LNT-48-25 at \$75. N. Teague seconded. Motion passed (5-0).

Laserfische Proposal – L. Stauffer discussed document management and that our paper files have become cumbersome. There is currently a discount that will be ending on Dec 31st. She recommended

we take advantage of the discount. N. Teague made a motion to approve the proposal. S. Brown seconded. Motion passed (5-0).

Zoning Hearing Board – Authorization to Intervene – L. Stauffer noted that we have received a zoning hearing board application for relief from running sewer for development on Mikron Road. The Board wants sewer required for development. Previously the Board asked Solicitor Asteak's involvement in another variance request.

A. Templeton said if there are existing septic systems on the site, does it make sense to require the developer to bring in sewer.

N. Teague noted that the idea of the zoning requirement was so developer would bear the cost, not us. She understands but noted that if we keep giving variances, it will be our cost.

L. Stauffer stated that it is either developer or township bearing the expense

S. Brown stated that we just covered this and we enforced the ordinance. He would have an issue if we did not do the same for this developer; we can't pick and choose.

N. Teague made a motion to authorize Solicitor Asteak to intervene.

Following lengthy discussion, S. Brown seconded the motion. Motion passed (5-0)

L. Stauffer noted that the hearing is scheduled for December 16th.

Authorization for the Placement of License Plate Reader – L. Stauffer noted that we received an email from Northampton County to place a license plate reader on one of our traffic signals. J. Coyle is looking into if it will cause any structural issues. She requested authorization for placement as requested contingent on J. Coyle's review. M. Boucher made a motion to authorize placement. S. Brown seconded. Motion passed (5-0).

Payment of the Bills

N. Teague a motion to pay the bills as presented. S. Brown seconded. Motion passed (5-0).

Courtesy of the Floor

Michael Sylvain, 4261 Beech Drive, returned to discuss his concerns over the stop sign near his property. He is requesting to have sign removed as it is not installed correctly.

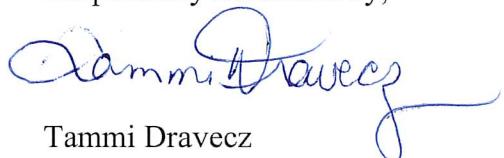
M. Boucher asked J. Coyle if we could move the stop sign to the other road.

J. Coyle again recommended the stop sign remain and that an additional sign be added.

The Board will have a decision for Mr. Sylvain at their meeting at the end of January.

Adjournment - The meeting adjourned at 8:28pm.

Respectfully submitted by,

A handwritten signature in blue ink that reads "Tammi Dravecz". The signature is fluid and cursive, with "Tammi" on the top line and "Dravecz" on the bottom line, with a small flourish at the end.

Tammi Dravecz
Secretary / Treasurer

Lower Nazareth Township
Bills To Be Approved
December 10, 2025

GENERAL FUND CHECKING ACCOUNT

| Num | Name | Memo | Amount |
|------------|--|---|---------------|
| ACH | Met-Ed | Park Electricity | \$ 245.35 |
| ACH | Met-Ed | Traffic Signal / Street Light Electricity | \$ 341.29 |
| ACH | Met-Ed | Park Electricity | \$ 123.63 |
| ACH | Met-Ed | Traffic Signal / Street Light Electricity | \$ 148.49 |
| ACH | Pitney Bowes | Postage Meter | \$ 210.99 |
| ACH | Flores | Employee Health Benefits | \$ 111.05 |
| ACH | Highmark Blue Shield | Employee Health Insurance | \$ 1,136.98 |
| ACH | Capital Blue Cross | Employee Health Benefits | \$ 22,948.47 |
| ACH | Lower Nazareth Township | Park Maintenance | \$ 454.50 |
| ACH | Selective Insurance Company of America | Township Insurance | \$ 6,771.00 |
| ACH | The Hartford | Employee Insurance | \$ 1,055.40 |
| ACH | BMO | Credit Card Payment | \$ 60,336.84 |
| 31969 | Versalift East LLC | Fire Company Equipment Maintenance | \$ 108.00 |
| 31970 | Fire Pump Systems | Fire Company Equipment Maintenance | \$ 582.00 |
| 31971 | PPL, Inc. | Fire Company Electricity | \$ 29.33 |
| 31972 | PPL, Inc. | Fire Company Electricity | \$ 468.18 |
| 31973 | Brian's Professional Cleaning | Fire Co Building Maintenance | \$ 2,031.80 |
| 31974 | Fraser Advanced Info Systems | Fire Company Copier Lease/Maintenance | \$ 95.00 |
| 31975 | Sam's Club MC/SYNCB | Fire Company Supplies | \$ 4,691.99 |
| 31976 | Assured Partners of Northeast PA | Fire Company Insurance | \$ 8,652.00 |
| 31977 | Lehigh Valley Janitorial Supply | Winter Maintenance | \$ 1,082.90 |
| 31978 | PA Municipal, Inc. | Equipment Parts/Supplies | \$ 301.84 |
| 31979 | Everson Tesla, Inc | Local Services Tax Refund | \$ 70.00 |
| 31980 | Gerks BBQ, LLC | Volunteer Appeciation Dinner | \$ 450.00 |
| 31981 | Vanguard | Retirement Plan Rollover | \$ 966.14 |
| 31982 | Hanover Engineering Associates, Inc. | Engineering Services | \$ 3,328.76 |
| 31983 | J.C. Ehrlich | Ambulance Building Maintenance | \$ 132.50 |
| 31984 | Suburban Propane | Public Works Fuel | \$ 651.21 |
| 31985 | All-Phase Electric Supply Co. | Facilities Maintenance | \$ 644.00 |
| 31986 | City of Bethlehem | Hydrant Assessment | \$ 156.54 |
| 31987 | Carroll Engineering Corporation | Engineering Services | \$ 473.75 |
| 31988 | PA Department of Labor & Industry - E | Elevator Permit | \$ 90.17 |

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GENERAL FUND CHECKING ACCOUNT

| Num | Name | Memo | Amount |
|------------|---|---------------------------------------|---------------|
| 31989 | Verizon Wireless | Municipal/Public Works Wireless | \$ 541.31 |
| 31990 | Hecktown Volunteer Fire Company | Fire Company Loan | \$ 2,269.14 |
| 31991 | Memorial Library of Nazareth & Vicinity | Library Service | \$ 7,656.50 |
| 31992 | Colonial Regional Police Department | Police Contract Payment | \$ 174,913.25 |
| 31993 | Volunteer Companies Loan Fund | Fire Company Loan | \$ 1,011.77 |
| 31994 | State Worker's Insurance Fund | Workers Compensation - #05039711 | \$ 2,655.00 |
| 31995 | Sunoco, LLC | Equipment Motor Fuel | \$ 2,254.41 |
| 31996 | RCN | Internet & Telephone Services | \$ 19.95 |
| 31997 | Associated Fasteners, Inc. | Equipment Parts/Suplies | \$ 21.96 |
| 31998 | Powerco, Inc. | Public Works Parts & Supplies | \$ 587.90 |
| 31999 | Backwoods Outdoor Center | Equipment Parts/Supplies | \$ 143.78 |
| 32000 | Ascendance Trucks Pennsylvania, LLC | Public Works Equipment Parts/Supplies | \$ 917.50 |
| 32001 | Bergey's, Inc | Equipment Parts/Supplies | \$ 147.08 |
| 32002 | Knox Company | Fire Company Services | \$ 584.00 |
| 32003 | Wex Bank | Fire Company | \$ 767.73 |
| 32004 | Fraser Advanced Info Systems | Fire Company Copier Lease/Maintenance | \$ 87.08 |
| 32005 | Fogels Fuel Service | Fire Company Fuel | \$ 543.02 |
| 32006 | Service Electric Cable TV Inc | Fire Company Internet | \$ 117.32 |
| 32007 | DACER Fire Protection | Fire Company Equipment Maintenance | \$ 347.93 |
| 32008 | Verizon Wireless | Fire Company Wireless | \$ 286.99 |
| 32009 | Verizon Wireless | Fire Company Wireless | \$ 180.18 |
| 32010 | PA One Call System, Inc. | Monthly Activity | \$ 27.65 |
| 32011 | Best Line Equipment | Public Works Equipment Parts/Suuplies | \$ 285.14 |
| 32012 | Suburban Propane | Park Fuel | \$ 185.82 |
| 32013 | Tractor Supply Credit Plan | Public Works Supplies | \$ 64.41 |
| 32014 | Keystone Cement Company | Aggregate Supplies | \$ 1,953.93 |
| 32015 | New Enterprise Stone & Lime Co., Inc. | Paving Materials | \$ 843.00 |
| 32016 | Paige LaBar | Stenographer | \$ 550.00 |
| 32017 | Environmental Energy Solutions, LLC | Winter Maintenance Materials | \$ 7,161.00 |
| 32018 | Ascendance Trucks Pennsylvania, LLC | Public Works Equipment Parts/Supplies | \$ 801.67 |
| 32019 | Interstate Battery of Allentown | Public Works Equipment Parts/Supplies | \$ 756.26 |
| 32020 | The Key | Advertisements | \$ 269.85 |

Lower Nazareth Township
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GENERAL FUND CHECKING ACCOUNT

| Num | Name | Memo | Amount |
|--|--------------------------------------|--|----------------------|
| 32021 | Trius Inc. | Public Works Tools/Equipment | \$ 243.44 |
| 32022 | Marq Autoworks LLC | Local Services Tax Refund | \$ 13.00 |
| 32023 | Liberty Propane Inc. | Municipal Building Propane | \$ 4,035.33 |
| 32024 | Hanover Engineering Associates, Inc. | Engineering Services | \$ 2,318.55 |
| 32025 | April Cordts | Legal Services | \$ 12,433.41 |
| 32026 | Keith Brooks | Real Estate Tax Reimbursement | \$ 492.11 |
| 32027 | Joseph Gailey | Real Estate Tax Reimbursement | \$ 401.56 |
| 32028 | Ronald Helm | Real Estate Tax Reimbursement | \$ 338.49 |
| 32029 | Mark Reiser | Real Estate Tax Reimbursement | \$ 471.09 |
| 32030 | Jeffrey Seip | Real Estate Tax Reimbursement | \$ 368.68 |
| 32031 | Marc Suhr | Real Estate Tax Reimbursement | \$ 422.58 |
| 32032 | Brent Vosseller | Real Estate Tax Reimbursement | \$ 890.43 |
| 32033 | Ryan Hinkel | HVFC Volunteer Stipend | \$ 250.00 |
| 32034 | Andrew Doddy | HVFC Volunteer Stipend | \$ 250.00 |
| 32035 | Collin Seip | HVFC Volunteer Stipend | \$ 250.00 |
| 32036 | Kevin Lambert | HVFC Volunteer Stipend | \$ 250.00 |
| 32037 | Marc Brown | HVFC Volunteer Stipend | \$ 250.00 |
| 32038 | Nathan Hinkel | HVFC Volunteer Stipend | \$ 250.00 |
| 32039 | Nathaniel Lambert | HVFC Volunteer Stipend | \$ 250.00 |
| 32040 | <i>VOIDED</i> | | |
| 32041 | Fire Capital Reserve | 2025 Budget Allocations | \$ 119,108.14 |
| 32042 | Suburban Propane | Public Works Fuel | \$ 1,016.59 |
| 32043 | PPL, Inc. | Traffic Signal / Street Light/Bldg Electricity | \$ 1,798.71 |
| 32044 | Fraser Advanced Info Systems | Copier Lease / Maintenance | \$ 504.14 |
| 32045 | J.C. Ehrlich | Ambulance Building Maintenance | \$ 122.96 |
| 32046 | <i>VOIDED</i> | | |
| 32047 | Asteak Law Offices | Legal Services | \$ 16,288.81 |
| 32048 | Angelo & Fabiola Spinelli | Real Estate Tax Refund | \$ 132.01 |
| 32049 | Verizon Wireless | Municipal/Public Works Wireless | \$ 531.35 |
| <i>Total General Fund Checking Account ...</i> | | | \$ 491,524.01 |

Lower Nazareth Township
Bills To Be Approved
December 10, 2025

PAYROLL ACCOUNT

| Num | Name | Memo | Amount |
|------------|----------------------------------|-------------|---------------------|
| | November 26, 2025 | | \$ 50,584.02 |
| | December 12, 2025 | | \$ 48,072.77 |
| | <i>Total Payroll Account ...</i> | | <u>\$ 98,656.79</u> |

DEVELOPMENT & INSPECTION ACCOUNT

| Num | Name | Memo | Amount |
|------------|-------------------------------|------------------------------|----------------------|
| 3083 | Barry Isett & Associates, Inc | Building Inspection Services | \$ 64,867.00 |
| 3084 | Barry Isett & Associates, Inc | Building Inspection Services | \$ 133,247.25 |
| | | | <u>\$ 198,114.25</u> |

MASTER ESCROW ACCOUNT

| Num | Name | Memo | Amount |
|------------|--------------------------------------|--|----------------------|
| ACH | Met-Ed | Traffic Signal Electricity | \$ 291.50 |
| ACH | Met-Ed | Traffic Signal Electricity | \$ 211.39 |
| 4260 | PPL Electric Utilities | Traffic Signal Electricity | \$ 178.30 |
| 4261 | Carroll Engineering Corporation | Engineering Services | \$ 10,428.00 |
| 4262 | County of Northampton | Parcel ID | \$ 10.00 |
| 4263 | Northampton County Recorder of Deeds | Plan Recording | \$ 275.00 |
| 4264 | Angelo & Fabiola Spinelli | Fire Escrow Release | \$ 193,785.00 |
| 4265 | Signal Service, Inc. | Traffic Signal Maintenance | \$ 816.00 |
| 4266 | Carroll Engineering Corporation | Engineering Services | \$ 43,183.00 |
| 4267 | Lower Nazareth Township | Establish Escrow | \$ 3,486.28 |
| 4268 | Asteak Law Offices | Legal Services | \$ 2,643.75 |
| | | <i>Total Master Escrow Account ...</i> | <u>\$ 255,308.22</u> |

RECYCLING / REFUSE ACCOUNT

| Num | Name | Memo | Amount |
|------------|-----------------------------------|---|--------------------|
| 2055 | First Regional Compoast Authority | 4th Quarter | \$ 7,181.58 |
| 2056 | AllState Septic Systems, LLP | Temporary Restroom | \$ 115.00 |
| | | <i>Total Recycling / Refuse Account ...</i> | <u>\$ 7,296.58</u> |

**Lower Nazareth Township
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TRAFFIC IMPACT ACCOUNT

| Num | Name | Memo | Amount |
|------------|-------------------------|---|----------------------|
| ACH | Lower Nazareth Township | CEC Invoice #249849 | \$ 33,732.00 |
| ACH | Lower Nazareth Township | CEC Invoice #250425 | \$ 15,927.50 |
| 2035 | <i>VOIDED</i> | | |
| 2036 | Grace Industries, Inc. | Butztown Road Project | \$ 497,840.13 |
| | | <i>Total Traffic Impact Account ...</i> | <u>\$ 547,499.63</u> |

CAPITAL RESERVE ACCOUNT

| Num | Name | Memo | Amount |
|------------|---------------------------------|--|---------------------|
| 1354 | Environmental Planning & Design | Professional Services | \$ 2,857.99 |
| 1355 | Lower Nazareth Township | CEC #250476 | \$ 10,575.00 |
| | | <i>Total Capital Reserve Account ...</i> | <u>\$ 13,432.99</u> |

COMMUNITY EVENTS ACCOUNT

| Num | Name | Memo | Amount |
|------------|-------------------------|-------------------------------------|---------------|
| ACH | Lower Nazareth Township | Reimburse GF Credit Card for Events | \$ 748.24 |

LNT SEWER ACCOUNT

| Num | Name | Memo | Amount |
|------------|------------------------|------------------------|---------------|
| 2031 | PPL Electric Utilities | Main Meter Electricity | \$ 24.81 |