

**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 Dravec	-	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 – Logisticcenter 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.

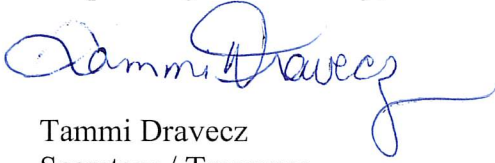
M. Boucher asked J. Coyle if we could move the stop sign to the other road.

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, appearing to read "Tammi Dravecz", with a stylized flourish extending from 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 Appreciation 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/Supplies	\$ 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/Supplies	\$ 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

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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
Total General Fund Checking Account ...			\$ 491,524.01

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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>

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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	VOIDED		
2036	Grace Industries, Inc.	Butztown Road Project	\$ 497,840.13
<i>Total Traffic Impact Account ...</i>			<u><u>\$ 547,499.63</u></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><u>\$ 13,432.99</u></u>

COMMUNITY EVENTS ACCOUNT

Num	Name	Memo	Amount
ACH	Lower Nazareth Township	Reimburse GF Credit Card for Events	<u><u>\$ 748.24</u></u>

LNT SEWER ACCOUNT

Num	Name	Memo	Amount
2031	PPL Electric Utilities	Main Meter Electricity	<u><u>\$ 24.81</u></u>