

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
September 9, 2026**

The Lower Nazareth Township Board of Supervisors held a public meeting on Wednesday, September 9, 2026, Chairperson Templeton called the meeting to order at 7:00PM.

Present were:

Amy L. Templeton	-	Chairperson	Justin Coyle	-	Township Engineer
Martin J Boucher	-	Vice-Chairman	Lori A. Stauffer	-	Manager
James S. Pennington	-	Supervisor	Tammi Dravec	-	Secretary/Treasurer
Stephen A. Brown	-	Supervisor	Lori Seese	-	Planning/Zoning Administrator
Nancy A. Teague	-	Supervisor			

*** Supervisor Brown arrived at 7:34pm during Engineer's Report ***

Agenda Amendment and Approval

L. Stauffer requested to add Northampton/Lehigh County and Monroe County LSA Grant Resolutions under her reports. J. Pennington made a motion to approve the amended agenda. N. Teague seconded. Motion passed (4-0).

Proclamation – Chief James DePalma

A. Templeton called Chief DePalma to the front to present him with a Proclamation and Plaque to thank him for his years of service.

Approval of Minutes

J. Pennington made a motion to approve August 12th minutes. N. Teague seconded. Motion passed (4-0).

Reports

Hecktown Fire Incident Report for August 2026 was presented and is available on the website.

Supervisor's Comments

Open Space Preservation – no report

Parks and Recreation – no report

Surrey Glen Little Library Request – discussion under Manager's Report

Library News – N. Teague noted that at the latest meeting there was budget discussion. The budget should be ready to present to Lower Nazareth for review in a few weeks.

**Board of Supervisors Minutes
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CRPC / HVFC – J. Pennington attended the CRPC meeting which held budget and police contract discussions.

COG – J. Pennington noted that ordinance changes for Upper Nazareth and Tatamy were discussed at the last COG meeting.

A. Templeton shared that recently Supervisor Boucher's wife Kim unexpectedly passed away and asked the Board to hold a moment of silence.

Subdivision and Land Development

Henry Yeska Minor Subdivision Plan Withdrawal – L. Stauffer presented a letter from H. Yeska withdrawing his proposed subdivision plan. N. Teague made a motion to acknowledge and accept the plan withdrawal. J. Pennington seconded. Motion passed (4-0).

Northwood Improvements Agreement – Authorization to Execute – L. Stauffer noted this agreement is required prior to plan recording. J. Pennington made a motion to authorize execution upon receipt of letter of credit. N. Teague seconded. Motion passed (4-0).

564 Township Line Road Minor Subdivision – Resolution #LNT-32-26 – Matt Fehnel and Nicole Somers were in attendance to answer any questions. L. Stauffer noted that they are swapping one residential unit for another; replacing the trailer with a house. Numerous waivers/deferrals were requested, and L. Stauffer believes the curbing deferral that was requested should be granted as a waiver. N. Teague made a approve Resolution #LNT-32-26 with section 1D being a waiver. M. Boucher seconded. Motion passed (4-0).

Cottages at Meadowstone Presentation – Chris Brown and Phil Malitsch presented an amended plan changing the proposed dwellings from duplexes to townhouses. The proposed zoning amendment is from TD-4 to TD-5.

C. Brown discussed the improvements with this proposal including increased open space, increased parking, maintaining unit count, and avoiding the cul-de-sac issue. Townhouses also allow for the dwellings in their entirety to remain outside the easement

J. Pennington inquired on the road width; J. Coyle said 32-foot cartway. J. Pennington was glad to see increased parking as sufficient parking is an issue for townhouses. Streets become filled when there is not enough parking.

J. Pennington wants that open space piece dedicated as open space, so it never gets developed. M. Boucher agreed. P. Malitsch noted they would be willing to memorialize that the open space so it remains open even though the zoning would allow for additional dwellings.

The developer noted they intend to dedicate the roads to Lower Nazareth. The HOA will have a contractor to plow parking lots and sometimes they include sidewalks.

N. Teague suggested the open space piece be a playground. The developer was open to discussion.

Solicitor Asteak noted that the typical path is for the zoning map amendment to run parallel with the land development plan.

Solicitor's Report

Traffic Impact Ordinance - #Ord #264-09-26 – Solicitor Asteak reviewed the Board's actions leading to this ordinance; including the land use assumption, roadway sufficiency, and capital improvement plan resolutions. The fee is \$1,950.31 per weekday afternoon peak hour trip

Solicitor Asteak noted that this hearing was advertised and opened the floor for public comment. There was no public comment, and no developers were present to oppose this ordinance.

J. Pennington made a motion to approve Ordinance #264-09-26. N. Teague seconded. Motion passed (5-0).

Solicitor Asteak noted that the Commonwealth Court will entertain argument for the Jaindl warehouse appeals next week.

Engineer's Report

J. Coyle presented and reviewed his August Engineering Report.

*** S. Brown arrived at 7:34pm***

LVHN – Earth Disturbance Work – Security Release – J. Coyle reviewed his letter recommending the release of the \$164,358 being held in security. N. Teague made a motion to release security. M. Boucher seconded. Motion passed (5-0).

LVHN – Commence Maintenance Period – J. Coyle reviewed his letter noting that based upon their site inspection the following items shall be added to the as-built plans:

1. The concrete patio and landscaping area located between the Patient Wing and the Cancer Institute
2. The walking path which traverses around the entire hospital property
3. The gravel parking area to the southeast of the Hospital along Hecktown Road, adjacent to the Bus

Also required is verification of the Approval of the Notice of Termination (NOT) for the project's National Pollution Discharge Elimination System (NPDES) Permit from PA DEP.

No action was taken. Upon receipt of these items, they will review and provide the Township with a recommendation to commencing the maintenance period.

Butztown Road Change Order – J. Coyle reviewed his letter recommending approval of the change order in the amount of \$16,784.47. J. Pennington made a motion to approve the change order. N. Teague seconded. Motion passed (5-0).

Township Line Road Change Order – J. Coyle reviewed his letter recommending approval of the change order in the amount of \$137,897. L Stauffer noted that the grant received was \$81,018.50 more than the original bid amount. With this change order, the cost is now \$56,878.50 over grant. Splitting that amount with East Allen, Lower Nazareth will owe \$28,439.25. This will go before East Allen's Board for approval at their September 10th meeting. M. Boucher made a motion to approve the change order. S. Brown seconded. Motion passed (5-0).

Manager's Report

SALDO Update – Authorization to forward to LNT PC & LVPC – L. Stauffer reported that the final draft is ready for review and comments. J. Pennington made a motion to forward the SALDO update for review and comments. N. Teague seconded. Motion passed (5-0).

Newburg Intersection Properties – L. Stauffer met/spoke an individual in partnership with PADOT for the properties located at the intersection Newburg Intersection. Previously they discussed providing compensation for the needed land; but now are asking the Board to donate.

M. Boucher said we had an arrangement that we were to acquire the properties to proceed.

J. Pennington asked how much money it was for the land. L. Stauffer noted that we won't know until appraisals are completed.

A. Templeton said an option would be to wait for appraisals and then decide.

S. Brown was concerned that if we don't say yes, it might delay the project

N. Teague doesn't see a problem donating the needed land but is interested in the price. S. Brown agreed and wanted to wait to see the appraisals.

2027 Defined Benefit MMO – J. Pennington made a motion to acknowledge receipt of the 2027 DB MMO. S. Brown seconded. Motion passed (5-0).

2027 Defined Contribution MMO – S. Brown made a motion to acknowledge receipt of the 2027 DC MMO. N. Teague seconded. Motion passed (5-0).

Northampton/Lehigh County LSA Grant – Resolution #LNT-33-26 – HVFC Garage Doors – L Stauffer noted that this grant application in the amount of \$113,360 is for the replacement of 8 garage doors. N. Teague made a motion to approve Resolution #LNT-33-26. S. Brown seconded. Motion passed (5-0).

Monroe County LSA Grant – Resolution #LNT-34-26 – HVFC Garage Doors – L Stauffer noted that this grant application in the amount of \$113,360 is for the replacement of 8 garage doors. N. Teague made a motion to approve Resolution #LNT-34-26. J. Pennington seconded. Motion passed (5-0).

Surrey Glen Little Library Request – S. Brown noted this request was discussed Recreation Committee meeting. They have had no issues with the current little library at Newburg Park. The committee thinks this is a good idea. N. Teague made a motion to approve the Little Library at Surrey Glen. M. Boucher seconded. Motion passed (5-0).

Payment of the Bills

M. Boucher made a motion to pay the bills as presented. J. Pennington seconded. Motion passed (5-0).

Courtesy of the Floor

Bob Hoyer noted that he has known the Chief since he was an officer with Nazareth. He spoke highly of Chief DePalma and wished him well in retirement.

Andrew Miklos thanked the township for obtaining the appraisal and requested a private meeting with staff to discuss. Solicitor Asteak said he would be in touch with Attorney Kaplan to schedule a meeting.

A resident of Trio Fields expressed frustration with Kay Builders, their quality of work, and the length of time it is taking to complete the project. He asked what incentive Kay has to get the work completed and get out of the neighborhood.

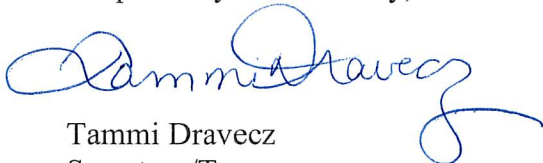
J. Coyle said the contractor, while currently there, tends to come and go. J. Coyle noted they are in constant contact to get this resolved. The Township will hold the security until work is done.

L. Stauffer noted that each phase of the project has security attached. The Township cashed in the letters of credit because the bank would not extend them due to the length of time this project is taking. N. Teague suggested he review meeting minutes or submit a right to know request if he is looking for the amounts being held in security.

Adjournment

The meeting adjourned at 8:01 pm

Respectfully submitted by,

A handwritten signature in blue ink, appearing to read "Tammi Dravec", with a stylized flourish at the end.

Tammi Dravec
Secretary/Treasurer

Lower Nazareth Township
Bills To Be Approved
September 9, 2026

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
ACH	Met-Ed	Traffic Signal / Street Light Electricity	\$ 349.71
ACH	Met-Ed	Park Electricity	\$ 1,162.98
ACH	Met-Ed	Traffic Signal / Street Light Electricity	\$ 153.49
ACH	Met-Ed	Park Electricity	\$ 82.38
ACH	Pitney Bowes	Postage Meter	\$ 210.99
ACH	Flores	Employee Health Benefits	\$ 260.00
ACH	Lower Nazareth Township	Building Permit	\$ 805.00
ACH	Flores	Employee Health Benefits	\$ 140.00
ACH	Capital Blue Cross	Employee Health Benefits	\$ 26,213.83
ACH	Highmark Blue Shield	Employee Health Insurance	\$ 1,300.40
ACH	Lower Nazareth Township	Building Permit	\$ 404.50
ACH	The Hartford	Employee Insurance	\$ 1,121.29
ACH	Flores	Employee Health Benefits	\$ 65.00
ACH	Pitney Bowes	Office Supplies	\$ 137.68
ACH	Lower Nazareth Township	BP pd to GF in error	\$ 1,646.81
ACH	BMO	Credit Card Statement	\$ 32,781.24
ACH	Flores	Employee Health Benefits	\$ 135.90
32596	RCN	Internet & Telephone Services	\$ 19.95
32597	Fraser Advanced Info Systems	Copier Supplies	\$ 10.00
32598	Verizon Wireless	Municipal/Public Works Wireless	\$ 531.28
32599	Allstate Septic Systems	Temporary Restrooms	\$ 250.00
32600	Easton Area Joint Sewer Authority	Operating and Capital Operating Expense	\$ 748.21
32601	Easton Area Joint Sewer Authority	Debt Service	\$ 4,118.52
32602	Sunoco, LLC	Equipment Motor Fuel	\$ 1,482.75
32603	Deschler Law LLC	Legal Services	\$ 2,444.01
32604	Whitehall Turf Equipment	Public Works Equipment Parts/Supplies	\$ 1,739.14
32605	Staver Hydraulics Co., Inc.	Public Works Parts/Supplies	\$ 733.53
32606	Valley Tire of Nazareth	Public Works Tool & Equipment Repair	\$ 309.00
32607	Stephenson Equipment, Inc.	Public Works Equipment Parts/ Supplies	\$ 448.87
32608	Best Line Equipment	Public Works Equipment Parts/Suuplies	\$ 705.25
32609	Ascendance Trucks Pennsylvania, LLC	Public Works Equipment Parts/Supplies	\$ 8,207.64
32610	Misael Cepeda	Real Estate Tax Refund	\$ 280.28

Lower Nazareth Township
Bills To Be Approved
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GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
32611	Terry & Sharon Webster	Real Estate Tax Refund	\$ 160.62
32612	Nazareth Ford Inc.	Public Works Equipment Parts/Supplies	\$ 149.00
32613	Staver Hydraulics Co., Inc.	Public Works Parts/Supplies	\$ 80.80
32614	New Enterprise Stone & Lime Co., Inc.	Road Maintenance	\$ 181.38
32615	Monarch Precast Concrete Corporation	Pipe & Drainage Supplies	\$ 785.00
32616	Hanover Engineering Associates, Inc.	Engineering Services	\$ 3,564.70
32617	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 2,269.14
32618	Memorial Library of Nazareth & Vicinity	Library Service	\$ 7,886.17
32619	Colonial Regional Police Department	Police Contract Payment	\$ 185,135.33
32620	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
32621	USPS	Newsletter Postage	\$ 829.16
32622	Lower Nazareth Township	Grow Norco Grant	\$ 22,000.00
32623	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 1,500.00
32624	Palmer Trophy & Awards	Administrative Expense	\$ 89.63
32625	Krause Enterprises	Facilities Maintenance	\$ 270.00
32626	Stephenson Equipment, Inc.	Public Works Equipment Parts/ Supplies	\$ 966.01
32627	Bergey's, Inc	Equipment Parts/Supplies	\$ 97.50
32628	Nazareth Ford Inc.	Public Works Equipment Parts/Supplies	\$ 264.63
32629	Sunoco, LLC	Equipment Motor Fuel	\$ 1,024.09
32630	Allstate Septic Systems	Temporary Restrooms	\$ 130.00
32631	Allstate Septic Systems	Temporary Restrooms	\$ 120.00
32632	Allstate Septic Systems	Temporary Restrooms	\$ 520.00
32633	J.C. Ehrlich	Ambulance Building Maintenance	\$ 132.50
32634	Innovative Designs & Publishing, Inc.	Advertisements	\$ 1,079.20
32635	Wilson Products	Public Works Supplies	\$ 61.35
Total General Fund Checking Account ...			\$ 319,307.61

PAYROLL ACCOUNT

Num	Name	Memo	Amount
	August 14, 2026		\$ 48,243.99
	September 4, 2026		\$ 48,484.74
Total Payroll Account ...			\$ 96,728.73

**Lower Nazareth Township
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September 9, 2026**

REFUSE / RECYCLING ACCOUNT

Num	Name	Memo	Amount
2072	AllState Septic Systems, LLP	Temporary Restroom	<u><u>\$ 115.00</u></u>

LNT SEWER ACCOUNT

Num	Name	Memo	Amount
2040	PPL Electric Utilities	Main Meter Electricity	\$ 27.22
2041	Hanover Township	Transportation Fee	<u><u>\$ 9,600.00</u></u>
<i>LNT Sewer Account</i>			<u><u>\$ 9,627.22</u></u>

SPECIAL REVENUE HOST FEE ACCOUNT

Num	Name	Memo	Amount
0565	PK Safety Supply	Ambulance Equipment	<u><u>\$ 19,950.00</u></u>

MASTER ESCROW ACCOUNT

Num	Name	Memo	Amount
ACH	Met-Ed	Traffic Signal Electricity	\$ 306.23
ACH	Met-Ed	Traffic Signal Electricity	\$ 213.56
4329	County of Northampton	Parcel ID	\$ 10.00
4330	Northampton County Recorder of Deeds	Plan Recording	\$ 35.00
4331	Jordan Kamberos	Key Return	\$ 25.00
4332	Frank Incalcaterra	Key Return	\$ 25.00
4333	PPL Electric Utilities	Traffic Signal Electricity	\$ 199.02
4334	Carroll Engineering Corporation	Engineering Services	\$ 18,326.50
4335	Asteak Law Offices	Legal Services	\$ 2,526.25
4336	Signal Service, Inc	Traffic Signal Maintenance	\$ 418.00
4337	Hanover Engineering	Sewage Enforcement Services	\$ 1,790.40
4338	Carroll Engineering Corporation	Engineering Services	<u><u>\$ 14,309.75</u></u>
<i>Total Master Escrow Account ...</i>			<u><u>\$ 38,184.71</u></u>

CAPITAL RESERVE SEWER -SIGNAL ACCOUNT

Num	Name	Memo	Amount
0560	Nazareth Borough Municipal Authority	Georgetown Manor Sewer Project	<u><u>\$ 18,000.00</u></u>