LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
October 28, 2026

The Lower Nazareth Township Board of Supervisors held a public meeting on Wednesday, October 28, 2026, Chairperson Templeton called the meeting to order at 7:00PM.

Present were:

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

*** Executive session was held prior to this evening's meeting for pending litigation. No action was taken. ***

Agenda Amendment and Approval

L. Stauffer requested to add Bethlehem Township Sewer under Manager's Report. N. Teague made a motion to approve the amended agenda. J. Pennington seconded. Motion passed (5-0).

Approval of Minutes

N. Teague made a motion to approve October 14th minutes. S. Brown seconded. Motion passed (5-0).

M. Boucher made a motion to approve October 20th minutes. J. Pennington seconded. A. Templeton abstained. Motion passed (4-0).

Reports

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

Supervisor's Comments

Open Space Preservation – S. Brown noted that the EAC will be meeting on November 9th.

> Northampton County Open Space Preservation Partnership – Ryan Shaw was present to discuss this proposed partnership for Arphil Properties Farm. S. Brown needed a motion to send this to the EAC for recommendation for BOS to act on at the November 11th meeting. N. Teague made a motion to forward on to the EAC for recommendation. J. Pennington seconded. Motion passed (5-0).

Parks and Recreation – S. Brown noted that this Saturday is Halloween with Trick-or- Treat from 6pm – 8pm. HVFC and CRPD will be handing out candy. Next event is the Tree Lighting on December 4th.

Library News – N. Teague attended the meeting last night. The year started with net deficit and ended with net revenue due to an anonymous donation. A $10,000 grant was received. She discussed upcoming events and the Veterans Memorial which will be in front of library hopefully for next year / 100th anniversary and noted they will be selling bricks for the memorial.

CRPC / HVFC – M. Boucher attended the CRPD meeting Monday evening.

COG – J. Pennington attended the COG meeting at which they continued to review ordinance changes for various townships.

Subdivision and Land Development

Sewage Planning Modules – L. Stauffer reviewed the Hanover Engineering review letters for the planning modules.

Township Line Road – M. Boucher made a motion to authorize the Chair to execute the planning module. S. Brown seconded. Motion passed (5-0).

Hollo Road – N. Teague made a motion to authorize the Chair to execute the planning module. M. Boucher seconded. Motion passed (5-0).

Fence Waiver Agreement – Mr. and Mrs. Natera were present for their request for a waiver. N. Teague made a motion to grant the waiver and authorize the Chair to sign the agreement. J. Pennington seconded. Motion passed (5-0).

Caffese Lot Line Adjustment – Resolution #LNT-35-26 – M. Boucher made a motion to approve resolution #LNT-35-26. J. Pennington seconded. Templeton, Boucher, and Pennington voted yea; Teague and Brown voted nay. Motion passed (3-2).

Solicitor's Report

SALDO Authorization for Advertisement – Solicitor Asteak discussed the new document that is ready to be advertised for adoption at the December 9th meeting. J. Pennington made a motion to authorize advertisement. M. Boucher seconded. Motion passed (5-0).

No Truck Traffic Ordinance #265-10-26 – Solicitor Asteak discussed the advertised ordinance for consideration for adoption. S. Brown made a motion to adopt the ordinance. M. Boucher seconded.

Public Comments: Resident inquired how the 9,000lbs limit was established. J. Coyle stated that is the limit in the current ordinance. J. Coyle stated that the road is not posted for tonnage; signs are posted to limit truck traffic. Resident also inquired what is considered "local deliveries?" J. Coyle noted deliveries on that road only, not a pass through.

M. Boucher suggested an increased weight to 16,000-17,000lbs. L. Stauffer stated if it is the Board's desire to amend, they need to withdraw their motions and make motion for Solicitor Asteak to amend the ordinance.

The Board withdrew their motions. N. Teague made a motion to have J. Coyle amend the report for Solicitor Asteak to amend the ordinance. J. Pennington seconded. Motion passed (5-0).

Engineer's Report

HVAC – 623 Municipal Drive – J. Coyle reviewed his letter recommending the Board reject the bids making adjustment and then rebid the project. J. Pennington made a motion to reject the bids and rebid the project. S. Brown seconded. Motion passed (5-0).

Butztown Road Change Order #4 – J. Coyle was happy to report that Butztown Road will be reopening tomorrow afternoon. This change order is for the pavement restoration following the trenches needed for the water main relocation. J. Pennington made a motion to approve change order #4 in the amount of $15,878.56. N. Teague seconded. Motion passed (5-0).

Butztown Road Payment #6 – J. Coyle reviewed his letter recommending the release of payment #6 in the amount of $111.402.74. S. Brown made a motion to release payment #6. J. Pennington seconded. Motion passed (5-0).

Township Line Road Change Order #3 – J. Coyle was also happy to report that Township Line Road will be reopening tomorrow. He commented that H&K did a wonderful job. L. Stauffer noted that a majority of this project will be covered by the multi-modal grant ($1,250,000) The balance will be split between East Allen and Lower Nazareth Townships. M. Boucher made a motion to approve change order #3. N. Teague seconded. Motion passed (5-0).

Foxwood Farms Traffic Study Report – J. Coyle reviewed the requested traffic study for Rockbridge Road. He noted that stop signs are not used to regulate speed and traffic volumes do not warrant a three-way stop; therefore, we need to find ways to remedy speed; options include striping and speed feedback sign placement.

Michael Metzger, Foxwood Farms resident, was present. He said he observed the township and school meeting and the discussion of kids walking to school. Mr. Metzger noted it is low because of the traffic in the neighborhood. He believes the stripping and the feedback sign may improve the situation.

A. Templeton inquired in Public Works could complete the line striping. L. Stauffer noted that we A-1is hired to complete stripping; but that striping has already been completed for this year. L. Stauffer noted that movement of the speed signs is at the Board's discretion so we can place it in this location. N. Teague asked to have Colonial Regional stage in the neighborhood to discourage speeding.

Gradwohl Switch Speed Limit Report – J. Coyle reviewed his report recommending speed be reduced from 35 mph to 25 mph. S. Brown made a motion to have Solicitor Asteak draft an ordinance to reduce the speed on Gradwohl between Route 191 and Newburg Road to 25 mph. N. Teague seconded. Motion passed (5-0).

Township Line Road Payment #1 – J. Coyle reviewed his letter for payment #1 in the amount of $23,253. This section was added to the project, and the cost will be split between Hanover and Lower

Nazareth; $11,626.50 each. M. Boucher made a motion to release payment #1. J. Pennington seconded. Motion passed (5-0).

Township Line Road Payment #2 – J. Coyle reviewed his letter for payment #2 in the amount of $987,484.30. This is the larger portion of the project that is between East Allen and Lower Nazareth. L. Stauffer said our payment should be contingent on East Allen's approval to release payment. N. Teague made a motion to release payment upon approval of East Allen's authorization to release of payment. J. Pennington seconded. Motion passed (5-0).

Nazareth Nest Letter of Credit Reduction – J. Coyle reviewed his letter recommending a $214,156.23 reduction in the letter of credit. J. Pennington made a motion to reduce the letter of credit by $214,156.23. M. Boucher seconded. Motion passed (5-0).

Manager's Report

Newburg Intersection – PennDOT Offer – L. Stauffer reviewed the PennDOT offer. N. Teague made a motion to authorize the Chair to execute agreements with PennDOT. S. Brown seconded. Motion passed (5-0).

Georgetown Manor Sewer Hardship Application & Creation of Hardship Program – L. Stauffer noted that we have a reviewed letter from resident requesting assistance in complying with the requirement to connect by the end of the year. L. Stauffer noted that NBMA has a hardship program, but it has a difficult application and unclear parameters. Solicitor Asteak suggested that we create our own hardship program. J. Pennington made a motion to authorize L. Stauffer and Solicitor Asteak to create an application and parameters for a hardship program. N. Teague seconded. Motion passed (5-0).

2026 Road Project – Georgetown Manor Authorization for Payment – L. Stauffer noted that the Georgetown Manor Road work is complete and that H&K did an incredible job. Amount due for this portion of the project is $354,161.48. N. Teague made a motion to release payment. M. Boucher seconded. Motion passed (5-0). L Stauffer reported that work on Country Club Road has begun and will be completed shortly.

Employee Health Insurance – L. Stauffer noted that the quote for our health insurance renewal had a 51% increase, so we looked at alternative options. The Board selected a plan with deductibles and will supplement employees with an HRA account. L. Stauffer met with employees today. J. Pennington made a motion to authorize the change from current plan to a new plan with deductibles. M. Boucher seconded. Motion passed (5-0).

2027 Draft Budget – Authorization for Advertisement – L. Stauffer report that the $44,000 savings from changing the health insurance plan was moved to other expense lines; $25,000 to police and $19,000 to winter maintenance/salt. M/ Boucher made a motion to authorize the 2027 budget for advertisement. N. Teague seconded. Motion passed (5-0). L. Stauffer noted the budget will be on the December 9th agenda for adoption.

Time Extension Report – L. Stauffer represented the time extension report.

Environmental Advisory Council Letter of Interest – L. Stauffer reviewed a letter of interest. M. Boucher made a motion to appoint this resident. N. Teague and S. Brown would like meet him prior to appointing and requested he attend the November 11th meeting.

Statewide LSA Grant – Resolution #LNT-36-26 – L. Stauffer reviewed the grant application for a vehicle for Colonial Regional Police. N. Teague made a motion to approve resolution #LNT-36-26. J. Pennington seconded. Motion passed (5-0).

Statewide LSA Grant – Resolution #LNT-37-26 – L. Stauffer reviewed the grant application for a street sweeper. S. Brown made a motion to approve resolution #LNT-37-26. N. Teague seconded. Motion passed (5-0).

Zoning Hearing Board Appeal – Authorization to Intervene – L. Stauffer reviewed the cease and desist that was issued and the appeal filed for relief. L. Stauffer requested authorization to send Solicitor Asteak to the hearing to defend the cease and desist, not object to the request for relief. J. Pennington made a motion to authorize Solicitor Asteak to attend the hearing to defend L. Seese's cease & desist and object to the request for relief. S. Brown inquired about more information. L. Seese provided requested information. M. Boucher seconded. Motion passed (5-0).

Computer Purchase – L. Stauffer reviewed the proposal to replace 2 computers in public works and one for meeting room with a monitor at the desk. The total cost is $7,249.91. N. Teague made a motion to approve the purchase. J. Pennington seconded. Motion passed (5-0). L. Stauffer noted these will be purchased from the Capital Reserve Fund.

Bethlehem Township Sewer – L. Stauffer discussed the prior purchase of capacity from the City of Bethlehem, however issues with Bethlehem Township may impact conveyance. L. Stauffer requested authorization for her and Solicitor Asteak to meet with Bethlehem Township. N. Teague made a motion to authorize L. Stauffer and Solicitor Asteak to begin communications with Bethlehem Township. Motion passed (5-0).

Payment of the Bills

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

Courtesy of the Floor

Steve Fehnel inquired about the SEO position and if it was a Township employee. L. Stauffer noted it is with a third party.

Richard Moore, 686 Mulberry, discussed his frustration with Kay Builders and the time it is taking them to make the necessary repairs and finish the project. J. Coyle noted that he just had a field meeting and the developer needs to renew their NPDES permit to complete work. The outstanding work will be completed in Spring. J. Coyle noted that these all fall under Phase I and to end the maintenance period and get security refunded this work must be completed. R. Moore stated he feels the work should have been done by now and wants the Township to use the security to get the work done so it will be done correctly.

Adjournment

The meeting adjourned at 8:16 pm

Respectfully submitted by,

Tammi Dravecz
Secretary/Treasurer

Lower Nazareth Township
Bills To Be Approved
October 28, 2026

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo		Amount
ACH	Met-Ed	Traffic Signal / Street Light Electricity	$	362.75
ACH	Met-Ed	Park Electricity	$	682.07
ACH	Flores	Employee Health Benefits	$	233.91
ACH	Flores	Employee Health Benefits	$	83.81
ACH	Capital Blue Cross	Employee Health Benefits	$	26,213.83
ACH	Highmark Blue Shield	Employee Health Insurance	$	1,300.40
ACH	Selective Insurance Company	Township Insurance	$	6,990.00
32726	Barry Issett & Associates, Inc.	Building Inspection Services	$	575.00
32727	Fire Apparatus Services	Fire Company Equipment Maintenance	$	3,879.76
32728	PPL, Inc.	Fire Company Electricity	$	557.86
32729	PPL, Inc.	Fire Company Electricity	$	32.20
32730	Fraser Advanced Info Systems	Fire Company Copier Lease/Maintenance	$	39.52
32731	Scott's Contracting	Fire Company Building Maintenance	$	12,806.84
32732	Patriot Workwear	Fire Company Supplies	$	267.00
32733	Whitehall Turf Equipment	Public Works Equipment Parts/Supplies	$	67.95
32734	SiteOne Landscape Supply	Park Maintenance	$	109.90
32735	New Enterprise Stone & Lime Co., Inc.	Road Maintenance	$	171.21
32736	Fraser Advanced Info Systems	Copier Lease/Maintenance	$	536.91
32737	Paige LaBar	Stenographer	$	1,394.00
32738	Heidelberg Materials Northeast LLC	Paving Material	$	864.71
32739	State Worker's Insurance Fund	Workers Compensation - #05039711	$	1,500.00
32740	Allstate Septic Systems	Temporary Restrooms	$	250.00
32741	Verizon Wireless	Municipal/Public Works Wireless	$	531.41
32742	City of Bethlehem	Hydrant Assessment	$	156.54
32743	Volunteer Companies Loan Fund	Fire Company Loan	$	1,011.77
32744	Commonwealth of PA	Pesticide License Renewal	$	35.00
32745	Lehigh Valley Janitorial Supply	Municipal Building Supplies	$	264.35
32746	RCN	Internet & Telephone Services	$	19.95
32747	J.C. Ehrlich	Municipal Building Maintenance	$	385.00
32748	Infradapt	Computer Services	$	2,779.85
32749	Hecktown Volunteer Fire Company	Fire Company Loan	$	2,269.14

Lower Nazareth Township
Bills To Be Approved
October 28, 2026

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo		Amount
32750	Memorial Library of Nazareth & Vicinity	Library Service	$	7,886.17
32751	Colonial Regional Police Department	Police Contract Payment	$	185,135.33
32752	Volunteer Companies Loan Fund	Fire Company Loan	$	1,011.77
32753	Hanover Engineering Associates, Inc.	Engineering Services	$	2,687.27
32754	Brent Vosseller	Real Estate Tax Reimbursement	$	890.43
32755	Keith Brooks	Real Estate Tax Reimbursement	$	492.11
32756	Michael Cabrera	Real Estate Tax Reimbursement	$	283.51
32757	Mark Reiser	Real Estate Tax Reimbursement	$	471.09
32758	Jeffrey Seip	Real Estate Tax Reimbursement	$	368.68
32759	David Thompson	Real Estate Tax Reimbursement	$	360.05
32760	Andrew Doddy	Real Estate Tax Reimbursement	$	262.49
32761	Marc Suhr	Real Estate Tax Reimbursement	$	422.58
32762	Kevin Lambert	HVFC Volunteer Stipend	$	250.00
32763	Ryan Hinkel	HVFC Volunteer Stipend	$	250.00
32764	Nathaniel Lambert	HVFC Volunteer Stipend	$	250.00
32765	Nathan Hinkel	HVFC Volunteer Stipend	$	250.00
		Total General Fund Checking Account ...	$	267,644.12

PAYROLL ACCOUNT

Num	Name	Memo		Amount
	October 30, 2026		$	56,953.53

TRAFFIC IMPACT ACCOUNT

Num	Name	Memo		Amount
ACH	Lower Nazareth General Fund	BMO CEC Payment	$	9,901.25

LNT SEWER ACCOUNT

Num	Name	Memo		Amount
2043	PPL Electric Utilities	Main Meter Electricity	$	27.22

Lower Nazareth Township
Bills To Be Approved
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DEVELOPMENT & INSPECTION ACCOUNT

Num	Name	Memo		Amount
ACH	Lower Nazareth General Fund	Administrative Fee - 3rd Qtr 2026	$	**4,422.00**
ACH	Lower Nazareth General Fund	Training Contribution - 3rd Qtr 2026	$	**202.50**
3138	Barry Isett & Associates	Building Permit Inspections	$	**31,926.57**
3139	Lehigh Valley Underground	Building Permit Refund	$	**1,350.00**
3140	Shawn Karch	Building Permit Refund	$	**50.00**
3141	LVTC III	Building Permit Refund	$	**100.00**
3142	Headzup, Inc	Building Permit Refund	$	**536.50**
		Total Development & Inspection Account ...	$	**38,587.57**

MASTER ESCROW ACCOUNT

Num	Name	Memo		Amount
ACH	Met-Ed	Traffic Signal Electricity	$	**316.74**
ACH	Met-Ed	Traffic Signal Electricity	$	**231.15**
4342	Carroll Engineering Corporation	Engineering Services	$	**59,079.25**
4343	Hanover Engineering Associates	Sewage Enforcement	$	**739.09**
4344	Asteak Law Offices	Legal Services	$	**176.25**
4345	PPL Electric Utilities	Traffic Signal Electricity	$	**195.56**
4346	Henry Yeska	Escrow Refund	$	**668.29**
4347	Northampton County Recorder of Deeds	Plan Recording	$	**305.00**
4348	County of Northampton	Parcel ID	$	**5.00**
		Total Master Escrow Account ...	$	**61,716.33**