

**LOWER NAZARETH TOWNSHIP  
BOARD OF SUPERVISORS  
MINUTES  
October 23, 2024**

The Lower Nazareth Township Board of Supervisors held a public meeting on Wednesday, October 23, 2024, Chairman Pennington called the meeting to order at 7:00PM.

Present were:

James S. Pennington	-	Chairman	Gary Asteak	-	Solicitor
Martin J. Boucher	-	Vice-Chairman	Lori A. Stauffer	-	Manager
Stephen A. Brown	-	Supervisor	Justin Coyle	-	Engineer
Nancy A. Teague	-	Supervisor	Lori Seese	-	Zoning/Planning
Amy Templeton	-	Supervisor			

**Agenda Amendment and Approval**

S. Brown made a motion to amend the agenda to include Appointment of Assistant Zoning Officer under Township Manager Report. M. Boucher seconded. Motion passed.

**Minutes**

S. Brown made a motion to approve the minutes of September 25, 2024. N. Teague seconded. Motion passed.

M. Boucher made a motion to approve the minutes of October 17, 2024. S. Brown seconded. Motion passed.

**Supervisor's Comments:**

A. Templeton reported Dog's Day Out was held and was a great event despite the weather. She thanked Ms. Stauffer and the staff for their hard work on this event. She further commented that the Christmas Sparkle Spectacular will be held on December 6<sup>th</sup> at 7:00 p.m.

N. Teague reported the library's Touch-A-Truck event was held and it was a great event.

M. Boucher reported the next police commission meeting will be held on Monday, October 28<sup>th</sup>.

**Subdivision and Land Development**

**Vanarsdale Fence Waiver Request** – The applicant owns property located at 394 Manor Drive and is seeking a waiver to place a fence on his property that would be located within the drainage and utility easement. J. Pennington questioned if the property owner is aware that he may be required to remove the fence at his expense if its presence in the easement becomes an issue. Mr. Vanarsdale stated he

understood. M. Boucher made the motion to grant the waiver request conditioned upon execution of the standard agreement between the property owner and the Township. S. Brown seconded. Motion passed.

### **Solicitor's Report**

**Target Assessment Appeal** – The property owner appealed the amount of their property assessment. Traditionally, Lower Nazareth has followed the lead of the school district as the largest impact would be to their tax bill. It appears a settlement agreement has been reached; however, since Gary doesn't have the details of that agreement, he is not prepared to discuss it at this time.

**LVTC III** – The tenant has withdrawn their interest in the building; therefore, the appeal was withdrawn. The zoning officer has determined that her opinion is moot at this time and she will evaluate the next proposed tenant on their merits.

**Pulley Appeal** – Gary reviewed the status of the settlement agreement. The property owner has suggested some changes to the proposed agreement that are unacceptable. Gary stated the Township was giving the property owner a gift. He will work with the zoning officer on this matter, including pursuing enforcement action.

**Open Space Preservation** – Gary reported the Township has received a bank commitment letter from People's Security Trust Bank. He will proceed with preparing the necessary ordinance and submission to DCED.

### **Engineer's Report**

**MS-4 Update** – Justin provided an update on the meeting with DEP at Hahn's Meadow Park. He distributed a map outlining the proposed project that was included as part of the application to DEP for the Township's MS-4 permit. He stated this one project will satisfy the permit requirements to reduce runoff by 10 percent. He also stated the necessary advertisement has been made and the public comment period has commenced. He is confident that the Township's MS-4 permit will be up to date shortly.

**Springhill Suites Hotel** – The developer has requested a reduction in his letter of credit. Following inspections by Carroll Engineering, Justin recommended the Board reduce the letter of credit in the amount of \$943,143 while maintaining a total of \$166,437. The remaining amount is consistent with 15% of the improvements estimate. N. Teague made a motion to authorize the release of \$943,143 from the letter of credit for Springhill Suites Hotel. S. Brown seconded. Motion passed.

### **Township Manager Report**

**Grants Update** – The Township received grants in the amount of \$686,029 this week. The money is for four different applications under the Statewide LSA program and covers the following projects: (1) CRPD Radios - \$521,029; (2) HVFC Training Tower - \$75,000; (3) BTVFC Ambulance - \$40,000 for a cardiac monitor; and (4) BTVFC Ambulance - \$50,000 for a power stretcher. This brings the total grants received since 2018 to \$3,979,305.

**Appointment of Assistant Zoning Officer** – L. Stauffer reported she has hired an assistant zoning officer. His name is Drew Hoagland. M. Boucher made a motion to appoint Drew Hoagland as the assistant zoning officer. N. Teague seconded. Motion passed.

**Authorization to Advertise for CPA for 2024 Audit** – N. Teague made a motion to authorize the advertisement for a CPA firm to perform the 2024 Township audit. A. Templeton seconded. Motion passed.

**Time Extension Report** – L. Stauffer stated a time extension report was provided to the Board outlining the time extensions granted since the last meeting for pending subdivision and land development projects.

**2024 Lehigh Valley Hazard Mitigation Plan** – L. Stauffer stated a draft resolution is in front of the Board this evening for the adoption of the Lehigh Valley Hazard Mitigation Plan. This plan covers both Northampton and Lehigh Counties. It was prepared by a consultant working with the LVPC. S. Brown made a motion to adopt Resolution # LNT-37-24. A. Templeton seconded. Motion passed.

**2025 Budget** – L. Stauffer stated the Board has been provided with three versions of a draft budget for 2025. She stated over the last several years, she has reduced expenditures to the greatest extent possible; however, it is at a point where there is nowhere else to cut. She stated the Township has raised taxes one time over the last two decades and that was only .35 mils while maintaining a high quality of services to the constituents. She requested a consensus from the Board as to which version of the budget she should bring back on November 13<sup>th</sup>. The Board unanimously agreed that a one-mil increase is necessary to continue providing services to the community, including public works, fire, police, and the general administration of the Township.

**Employee Health Insurance** – L. Stauffer stated as part of the budget discussion, she has provided the Board with information on the current employee health insurance and a potential alternative that would substantially save the Township money. After brief discussion, M. Boucher made a motion to change the employee healthcare from the current Highmark plan to the Capital Blue Cross plan depicted as “Alternative 4” and further provide employees with a \$1,000 annual Healthcare Reimbursement Account. N. Teague seconded. Motion passed.

**Everest Infrastructure Proposal** – The Board reviewed the proposal put forth by Everest and determined they are not interested in selling their lease agreement to a third party.

**Statewide LSA Grant 2024** – L. Stauffer stated Chief DePalma is requesting Lower Nazareth to submit a grant application for a new police vehicle. M. Boucher made a motion to adopt Resolution #LNT-38-24 authorizing the Township Manager to apply for a new police vehicle. A. Templeton seconded. Motion passed.

### **Payment of the Bills**

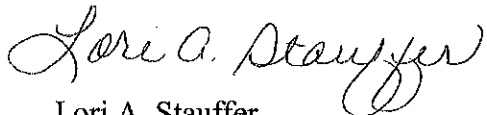
N. Teague made a motion to pay the invoices presented as of October 23, 2024. A. Templeton seconded. Motion passed.

**Courtesy of the Floor**

Bob Hoyer questioned how much tax revenue one mil generates. L. Stauffer responded it generates \$467,810 in revenue.

**Adjournment** – The meeting was adjourned at 7:32 p.m. by Chairman Pennington

Sincerely,

A handwritten signature in cursive script that reads "Lori A. Stauffer". The signature is written in black ink and is positioned above the typed name and title.

Lori A. Stauffer  
Township Manager

**Lower Nazareth Township  
Bills To Be Approved  
October 23, 2024**

**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
31055	Deanne Werkheiser	Consultant	\$ 175.00
31056	Deanne Werkheiser	Consultant	\$ 175.00
31059	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 2,014.00
31060	Assured Partners of Northeast PA	Fire Company Insurance	\$ 8,115.00
31061	Wex Bank	Fire Company	\$ 811.81
31062	Fire Pump Systems	Fire Company Equipment Maintenance	\$ 980.00
31063	Service Electric Cable TV Inc	Fire Company Internet	\$ 118.12
31064	Sparkle Car Wash on 248 LLC	Fire Company	\$ 1.88
31065	Verizon Wireless	Fire Company Wireless	\$ 384.79
31066	Verizon Wireless	Fire Company Wireless	\$ 148.58
31067	Migu	Fall Newsletter	\$ 6,395.00
31068	Selective Insurance Company of America	Township Insurance	\$ 12,206.00
31069	Easton Suburban Water Authority	Hydrant Assessment	\$ 10,150.00
31070	Allstate Septic Systems	Temporary Restrooms	\$ 115.00
31071	Allstate Septic Systems	Temporary Restrooms	\$ 240.00
31072	Keystone Consulting Engineers, Inc.	Engineering & Inspection Services	\$ 657.50
31073	Carroll Engineering Corporation	Engineering Services	\$ 1,797.00
31074	Krock's Sales & Service Inc.	Public Works Equipment Parts/Supplies	\$ 54.00
31075	All-Phase Electric Supply Co.	Facilities Maintenance	\$ 77.10
31076	Interstate Billing Service, Inc.	Public Works Equipment Parts/Supplies	\$ 199.45
31077	Powerco, Inc.	Public Works Parts & Supplies	\$ 123.50
31078	Sherwin-Williams	Park Facilities Maintenance	\$ 266.90
31079	Valley Tire of Nazareth	Public Works Tool & Equipment Repair	\$ 39.00
31080	New Enterprise Stone & Lime Co., Inc.	Parks Facilities Maintenance	\$ 341.54
31081	Barry Issett & Associates, Inc.	Zoning Officer Services	\$ 1,875.00
31082	The Key	Advertisements	\$ 1,114.80
31083	Allstate Septic Systems	Temporary Restrooms	\$ 120.00
31084	Allstate Septic Systems	Temporary Restrooms	\$ 255.00
31085	ABE Laboratories, LLC	Park Maintenance	\$ 153.00
31086	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 375.00
31087	Enter.net	Website Hosting	\$ 192.00
31088	Sam's Club MC/SYNCB	Fire Company Supplies	\$ 2,149.60
31089	Fraser Advanced Info Systems	Fire Company Copier Lease/Maintenance	\$ 95.00
31090	Choice Marketing Inc.	Fire Company Mailing	\$ 2,555.70
31091	Easton Suburban Water Authority	Fire Company Water	\$ 325.50
31092	Easton Suburban Water Authority	Fire Company Water	\$ 81.84
31093	Fogels Fuel Service	Fire Company Fuel	\$ 44.27
31094	All-Phase Electric Supply Co.	Facilities Maintenance	\$ 800.00
31095	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 2,014.00
31096	Pitney Bowes Purchase Power	Postage	\$ 741.99

**Lower Nazareth Township**  
**Bills To Be Approved**  
**October 23, 2024**

31097	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 480.12
31098	PA One Call System, Inc.	Monthly Activity	\$ 28.86
31099	Wex Bank	Fire Company	\$ 1,195.45
31100	PPL, Inc.	Fire Company Electricity	\$ 362.28
31101	PPL, Inc.	Fire Company Electricity	\$ 27.51
31102	Sparkle Car Wash on 248 LLC	Fire Company	\$ 1.88
31103	Verizon Wireless	Fire Company Wireless	\$ 375.48
31104	Verizon Wireless	Fire Company Wireless	\$ 148.58
31105	Service Electric Cable TV Inc	Fire Company Internet	\$ 118.12
31106	Automated Home Generators	Fire Company Contributions	\$ 1,424.99
31107	Keystone Fire and Security	Fire Company Maintenance	\$ 570.92
31108	NJ Advance Media	Advertisements	\$ 793.26
31109	New Enterprise Stone & Lime Co., Inc.	Parks Facilities Maintenance	\$ 8,249.80
31110	New Enterprise Stone & Lime Co., Inc.	Park Facilities and Road Maintenance	\$ 5,024.51
31111	Security Service Company, Inc.	Splash Park Security System Monitoring	\$ 120.00
31112	Verizon Wireless	Municipal/Public Works Wireless	\$ 556.16
31113	RCN	Internet & Telephone Services	\$ 19.95
31114	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park	\$ 2,389.06
31115	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 93.00
31116	Bergey's, Inc	Public Works Supplies	\$ 90.99
31117	TraFFix Devices, Inc.	Traffic Signs	\$ 2,987.93
31118	Brown & Brown of Lehigh Valley	Personnel Bond	\$ 750.00
31119	Deer Country Farm & Lawn, Inc.	Public Works Equipment Parts/Supplies	\$ 171.25
31120	Lehigh Valley Janitorial Supply	Municipal Building Supplies	\$ 252.96
31121	City of Bethlehem	Hydrant Assessment	\$ 156.54
31122	Main Line Commercial Pools	Park Facilities Maintenance	\$ 2,215.50
31123	Highmark Blue Shield	Employee Health Insurance	\$ 29,830.83
31124	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
31125	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 2,269.14
31126	Memorial Library of Nazareth & Vicinity	Library Service	\$ 7,362.08
31127	Colonial Regional Police Department	Police Contract Payment	\$ 162,953.92
31128	Energy Avenue - 42	Park Facilities Maintenance	\$ 38.47

*Total General Fund Checking Account ...* **\$ 290,550.18**

**PAYROLL ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
	October 4, 2024		\$ 44,425.37
	October 18, 2024		\$ 41,508.58
		<i>Total Payroll Account...</i>	<b><u>\$ 85,933.95</u></b>

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**LOWER NAZARETH SEWER ACCOUNT**

Num	Name	Memo	Amount
2016	PPL Electric Utilities	Main Meter Electricity	<u>\$24.71</u>

**CAPITAL RESERVE ACCOUNT**

Num	Name	Memo	Amount
1321	Carroll Engineering Corporation	Professional Services	\$ 500.00
1322	LMS Designs & Signs	Police Equipment	\$ 725.00
<i>Total Capital Reserve Account ...</i>			<u>\$ 1,225.00</u>

**CAPITAL RESERVE SEWER SIGNAL ACCOUNT**

Num	Name	Memo	Amount
544	General Highway Products, Inc.	Traffic Signal Maintenance	<u>\$ 775.00</u>

**REFUSE / RECYCLING ACCOUNT**

Num	Name	Memo	Amount
2029	AllState Septic Systems, LLP	Temporary Restrooms	\$ 115.00
<i>Total Refuse/Recycling Account ...</i>			<u>\$ 115.00</u>

**TRAFFIC IMPACT ACCOUNT**

Num	Name	Memo	Amount
2017	Carroll Engineering Corporation	Engineering Services	<u>\$ 11,032.25</u>

**DEVELOPMENT & INSPECTION ACCOUNT**

Num	Name	Memo	Amount
3051	Tesla Energy Operations, Inc.	Building Permit Refund	\$ 460.00
<i>Total Dev &amp; Inspection Account ...</i>			<u>\$ 460.00</u>

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**MASTER ESCROW ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
4135	PPL Electric Utilities	Traffic Signal Electricity	\$ 156.58
4136	Signal Service, Inc.	Traffic Signal Maintenance	\$ 380.00
<i>Total Master Escrow Account ...</i>			<u><u>\$ 536.58</u></u>

**OPEN SPACE EIT ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
2003	Laudone & Associates, Inc.	Property Appraisal	\$ 3,800.00
2004	Laudone & Associates, Inc.	Property Appraisal	\$ 2,400.00
2005	Laudone & Associates, Inc.	Property Appraisal	\$ 2,600.00
<i>Total Open Space EIT Account ...</i>			<u><u>\$ 8,800.00</u></u>