

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
November 13, 2024**

The Lower Nazareth Township Board of Supervisors held a public meeting on Wednesday, November 13, 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

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

Minutes

S. Brown made a motion to approve the minutes of October 23, 2024. A. Templeton seconded. Motion passed (5-0).

Supervisor's Comments:

S. Brown reported the EAC met this month. They are still working on developing a ranking system for various properties. He also reported they wanted to convey to the Board the importance of implementing a trail system within the Township, specifically to Louise Moore Park.

A. Templeton reported the Christmas Tree Lighting will be held on Friday, December 6th at 7:00 p.m.

N. Teague reported on the following library updates:

- * The boiler repair project – demolition has started
- * Basket Raffle
- * Veteran's event
- * Touch-A-Truck netted \$18,096 in funding
- * An anonymous donor gave \$250,000 for specific capital improvements
- * Exploring a bingo event
- * Bushkill Township has withdrawn from the lawn and winter maintenance agreement

M. Boucher attended the CRPC meeting. He reviewed the statistics for the month regarding citations, traffic stops, arrests, etc. J. Pennington stated he attended the accreditation exit interview for CRPD.

J. Pennington expressed his concerns over the long wait times at the polling places this past election. He noted a couple years ago, the county approached the Township about additional polling locations; however, nothing ever materialized. M. Boucher made a motion to direct the Township Manager to write a letter to Northampton County Elections about either increasing the number of machines at the current polling locations or creating additional polling locations. N. Teague seconded. Motion passed.

Subdivision and Land Development

Nazareth Area School District – L. Stauffer reported the Nazareth Area School District has approached the Township regarding constructing a fourth elementary school in Lower Nazareth. The initial meeting involved a list of a dozen properties they identified as properties of interest. L. Stauffer and L. Seese provided feedback to the school district. The school district has now identified three parcels of interest and is seeking feedback on them: L8-10-2 through 6, K7-21-1, and K7-20-5.

M. Boucher stated the Fox property (corner of Hecktown and Country Club) would be acceptable if the school district would give the remaining property as parkland.

S. Brown stated we just rezoned the Township. He expressed concern about the intersection of Christian Springs Road and Rt. 191. He stated the intersection and road are not adequately constructed for the traffic a new school would generate. He also commented that the Chrin property has a utility easement through the middle and has a constant pond present.

L. Seese stated all three parcels are not currently near public sewer access. She noted a public school is permitted in a TD-5, TD-7, and TD-8 zoning district. She expressed concerns about rezoning any of these three parcels to those districts due to spot zoning.

N. Teague stated she understands the need for another elementary school; however, the Township has fought hard to protect our agricultural resources. It doesn't make sense to rezone for a school in areas where the Township wants to preserve farmland. A. Templeton questioned why the existing elementary school can't add a second or third floor. N. Teague stated the existing school has limited parking and other limitations that would make expansion prohibited.

M. Boucher stated the school district should be looking at property owned by the county at Gracedale. J. Pennington stated he agrees with everyone's concerns and would suggest the school be built near Stockertown.

L. Stauffer and L. Seese will be meeting with the school district again and conveying the Board's feedback.

Solicitor's Report

Zoning Ordinance Amendment Public Hearing – Solicitor Asteak opened the public hearing for the proposed zoning ordinance amendment. He described the purposes of the amendment and provided details of the advertisement as well as noting a stenographer was present. There were no public comments and the hearing was concluded. S. Brown made a motion to adopt Ordinance 253-11-24. N. Teague seconded. Motion passed (5-0).

Pulley Settlement – Solicitor Asteak reviewed the history of the matter, from the issuance of the violation notice to the zoning hearing board denial of the appeal and denial of the variance request. The draft settlement agreement has been accepted by the property owner. N. Teague made a motion to authorize the Chairman to execute the settlement agreement on behalf of the Township. A. Templeton seconded. Motion passed (5-0).

Local Government Unit Debt Act – Solicitor Asteak reviewed the proposed borrowing the Township intends to undertake pursuant to the open space preservation program. The proposal is to borrow \$2.5 million through People’s Security Trust Bank on a ten-year loan with payments to be made from the Open Space EIT account. M. Boucher made a motion to authorize the solicitor to advertise the ordinance for consideration at a special meeting to be held on November 26th, 2024, at 7:00 p.m. A. Templeton seconded. Motion passed (5-0).

Steuben Road Conservation Easement – Solicitor Asteak stated the Board authorized him to enter into negotiations with the property owner for the development rights, which has been done; however, the Township’s 12-month window is coming to a close as it pertains to our rights under the Township’s official map. A draft resolution authorizing the solicitor to file the necessary documents for taking of the development rights for the parcels of land that are part of the Monocacy Creek Estates plan. Solicitor Asteak explained that the filing of the documents won’t occur until closer to the 12-month deadline in order to allow the Township and the property owner to come to an agreement. N. Teague made a motion to adopt Resolution # LNT-38-24. S. Brown seconded. Motion passed (5-0).

Hanoverville Road Property – Solicitor Asteak stated the Board authorized him to enter into negotiations with the property owner for the fee simple purchase of the subject property, which has been done; however, the Township’s 12-month window is coming to a close as it pertains to our rights under the Township’s official map. A draft resolution authorizing the solicitor to file the necessary documents for taking of the property in fee simple that is part of the Meadow Creek Estates plan. Solicitor Asteak explained that the filing of the documents won’t occur until closer to the 12-month deadline in order to allow the Township and the property owner to come to an agreement.

Mark Durback of 340 Little Creek Rd questioned if an agreement has been reached. Solicitor Asteak explained the process for eminent domain. He stated the only questions that will be reviewed by an appeals Board of Review is if the Township followed proper procedure and what the compensation will be.

Steven Fehnel questioned if they will be able to develop any portion of the property. The intent of the open space initiative is to protect agricultural resources, particularly those with Class I and Class II soils. Once a conservation easement is placed on the property, no building can take place. He stated that he is being robbed of his retirement since his properties are also on the official map.

N. Teague made a motion to adopt Resolution LNT-39-24. S. Brown seconded. Motion passed (5-0).

Engineer's Report

Springhill Suites Hotel – J. Coyle reported a request has been made from the developer to enter the project into the 18-month maintenance period based on completion of the land development improvements. The engineer recommends the Board authorize the commencement of the maintenance period and to further retain maintenance security in the amount of \$166,437.00 during the 18-month period.

M. Boucher made a motion to authorize the commencement of the 18-month maintenance period and to further hold \$166,437.00 in maintenance security. A. Templeton seconded. Motion passed (5-0).

Township Manager Report

2025 Colonial Regional Police Budget – The draft Colonial Regional Police Department budget was presented to the Board for their review and approval per the agreement. In order to proceed with the authorization to advertise the Township budget, the Board needs to approve the CRPD budget. The budget is \$5,216,910 with Lower Nazareth's contribution set at \$2,101,857, which represents a 7.49% increase from 2024. M. Boucher made a motion to approve the Colonial Regional Police Department budget for 2025. N. Teague seconded. Motion passed (5-0).

2025 Township Budget – The draft budget was presented to the Board for review and discussion. Per the Second-Class Township Code, the budget must be advertised for public inspection for a period of 20-days minimum. The draft budget balances revenues and expenses in the amount of \$5,702,350. The draft budget does reflect a one-mil increase to 5.5 mils. L. Stauffer noted that over the last several years, she has cut administrative costs where she could. There is simply no other place to cut expenses without cutting services. N. Teague made a motion to authorize advertisement of the draft 2025 budget for public inspection. M. Boucher seconded. Motion passed (5-0).

Fiscal Stability Certificate of Deposit – L. Stauffer reported the fiscal stability CD is coming due. She recommended the Board roll over the Certificate of Deposit with Embassy Bank for a 12-month period at 4.33% interest rate. A. Templeton made a motion to adopt Resolution No. LNT-40-24. S. Brown seconded. Motion passed (5-0).

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.

PennDOT Request – PennDOT sent a request asking for Township authorization to post bridge weight limit signs in Lower Nazareth for State Route 2027 Bridge, which is located in Bethlehem Township. M. Boucher made a motion to authorize execution of the approval to install signage as requested. A. Templeton seconded. Motion passed (5-0).

Traffic Controller (Rt. 248/Rt. 33) – L. Stauffer reported an individual hit one of our traffic light controller boxes, which suffered irreparable damage. The only solution is replacement at a cost of \$39,928. L. Stauffer further reported she filed the appropriate claim with the individual's insurance company, State Farm. The Board received a copy of the police report, photos of the damage, and a copy

of the estimate. State Farm is requesting a release from further claims to be executed prior to sending a check to cover the damage reported.

N. Teague made a motion to authorize the Chairman to execute the release agreement between State Farm and the Township. S. Brown seconded. Motion passed (5-0).

A. Templeton made a motion to authorize the Township Manager to proceed with replacement per the estimate received. M. Boucher seconded. Motion passed (5-0).

Georgetown Manor Sewer Project – L. Stauffer provided the Board with a memorandum that summarized the meeting she and Bert Smalley attended with the Nazareth Borough Municipal Authority regarding the Georgetown Manor Sewer project and other future service areas. The NBMA appeared to agree to place the Georgetown Manor project out to bid; however, their Chairman, Werner Fornos, was adamant that is all their Board is agreeing to do. This project would require Lower Nazareth Township to adopt an ordinance pertaining to the grinder pumps. NBMA does not want responsibility for the grinder pumps and Lower Nazareth Township has no staff that could address the maintenance of the pumps. Therefore, ownership of the pumps will be with the property owners. The ordinance must state the property owner is required to follow the rules and regulations of NBMA. S. Brown made a motion to authorize the solicitor to prepare an ordinance. A. Templeton seconded. Motion passed (5-0).

The authority further wanted a land use assumption prepared along with a designation of where their service area boundary is located. They want this information for future planning purposes on their part. L. Stauffer suggested since Carroll Engineering is already preparing a land assumption use report for the Traffic Impact Capital Plan, that they use that information to create the land use report for this purpose. She also suggested that Carroll Engineering determine what areas of the Township would be best served by the three different authorities (NBMA, EAJSA, and Bethlehem Township). N. Teague expressed concerns that this would be painting us into a corner. L. Stauffer stated the Township can amend its Act 537 plan as needed. M. Boucher made a motion to authorize Carroll Engineering to prepare reports illustrating land use and sewer districts. N. Teague seconded. Motion passed (5-0).

American Rescue Plan Monies – PSATS has issued a new update for the ARPA funds. In order to consider the funds obligated, the Township must now either be under contract or issue a purchase order for the goods and services. This creates an issue with using the funding as previously discussed. L. Stauffer recommended the funds be used to purchase capital equipment for fire, police, and ambulance, which according to the lost revenue provision is allowed. N. Teague made a motion to authorize the purchase of fire, police, and ambulance capital equipment to be placed under purchase order prior to December 31, 2024. M. Boucher seconded. Motion passed (5-0).

Statewide LSA Grant 2024 - L. Stauffer recommended the Board adopt the draft resolution, which authorizes her to submit a grant application for a new sweeper truck for the Township. The grant request is for \$387,153. S. Brown made a motion to adopt Resolution # LNT-41-24. M. Boucher seconded. Motion passed (5-0).

Statewide LSA Grant 2024 – L. Stauffer recommended the Board adopt the draft resolution, which authorizes her to submit a grant application for municipal improvements to the building located at 623 Municipal Drive. These improvements include replacement of air conditioning units, replacement of

heater units, refurbishing of wood stairs and upper level flooring, replacement of lobby windows and exterior stone work. The total estimated cost of improvements is \$278,796. S. Brown made a motion to adopt Resolution # LNT-42-24. A. Templeton seconded. Motion passed (5-0).

Highlands Resolution – Correspondence was received from Sherry Acevedo, Northampton County Conservation Coordinator, explaining an opportunity for Lower Nazareth Township regarding a designation as a community in the Highlands Conservation Act Program. M. Boucher made a motion to adopt Resolution # LNT-43-24. A. Templeton seconded. Motion passed (5-0).

Payment of the Bills

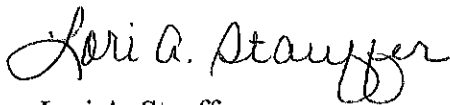
M. Boucher made a motion to pay the invoices presented as of November 13, 2024. A. Templeton seconded. Motion passed (5-0).

Courtesy of the Floor

None

Adjournment – The meeting was adjourned at 8:34 p.m. by Chairman Pennington

Sincerely,



Lori A. Stauffer
Township Manager

**Lower Nazareth Township
Bills To Be Approved
November 13, 2024**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
ACH	BMO	Credit Card Payment (October)	\$ 46,185.96
ACH	BMO	Credit Card Payment	\$ 32,806.29
ACH	Met-Ed	Traffic Signal/Street Light Electricity	\$ 797.81
ACH	Met-Ed	Park Electricity	\$ 396.12
31129	PSATS CDL Program	CDL Drug Testing	\$ 140.00
31130	The Hartford	Employee Insurance	\$ 942.91
31131	Gerks BBQ LLC	Volunteer Appreciation Dinner	\$ 470.00
31132	Karen A. Mengel, RPR, CSR	Stenographer	\$ 175.00
31133	The Hartford	Employee Insurance	\$ 942.91
31134	Carroll Engineering Corporation	Engineering Services	\$ 1,050.00
31135	Selective Insurance Company of America	Township Insurance	\$ 6,107.00
31136	Integra One	Computer Services	\$ 1,923.75
31137	Signal Service, Inc.	Traffic Signal Maintenance	\$ 548.00
31138	Commonwealth of PA	Pesticide License Renewal	\$ 35.00
31139	Innovative Designs & Publishing, Inc.	Subscription Renewal	\$ 15.00
31140	East Penn Sanitation, Inc.	Municipal Trash Removal	\$ 93.00
31141	New Enterprise Stone & Lime Co., Inc.	Road Maintenance	\$ 1,242.73
31142	Staples Business Advantage	Office Supplies	\$ 118.65
31143	Interstate Battery of Allentown	Public Works Equipment Parts/Supplies	\$ 442.85
31144	W.B. Mason Company, Inc.	Office Supplies	\$ 277.45
31145	Valley Tire of Nazareth	Public Works Tool & Equipment Repair	\$ 25.00
31146	Bath Supply Co., Inc.	Park Maintenance	\$ 21.91
31147	The Key	Advertisements	\$ 1,301.60
31148	Highway Materials, Inc.	Paving/Patching Material	\$ 207.40
31149	Suburban Propane	Public Works Fuel	\$ 518.70
31150	NJ Advance Media	Advertisements	\$ 693.81
31151	Sunoco, LLC	Equipment Motor Fuel	\$ 2,356.55
31152	Fraser Advanced Info Systems	Copier Lease/Maintenance	\$ 480.12
31153	City of Bethlehem	Hydrant Assessment	\$ 156.54
Total General Fund Checking Account ...			\$ 100,472.06

PAYROLL ACCOUNT

Num	Name	Memo	Amount
	November 1, 2024		\$ 45,137.30
	November 15, 2024		\$ 41,768.42
Total Payroll Account...			\$ 86,905.72

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HIGHWAY RECONSTRUCTION / REAHABILITATION ACCOUNT

Num	Name	Memo	Amount
2008	Vortez Aquatic Structures	Capital Construction	\$ 15,085.05

AMERICAN RESCUE PLAN ACT (ARPA)

Num	Name	Memo	Amount
106	ICC Community Development Solutions	Software Upgrade	\$ 1,650.00

CAPITAL RESERVE ACCOUNT

Num	Name	Memo	Amount
1323	Motorola Solutions, Inc.	Police Equipment	\$ 8,732.31

DEVELOPMENT & INSPECTION ACCOUNT

Num	Name	Memo	Amount
3052	Barry Isett & Associates	Building Inspection Services	\$ 21,943.50

REFUSE / RECYCLING ACCOUNT

Num	Name	Memo	Amount
2030	AllState Septic Systems, LLP	Temporary Restrooms	\$ 115.00
2031	Richter	Shredding Event	\$ 650.00
2032	WM Corporate Solutions, Inc.	Fall Clean Up Day	\$ 2,700.29

Total Refuse/Recycling Account ... \$ 3,465.29

TRAFFIC IMPACT ACCOUNT

Num	Name	Memo	Amount
2018	Barry Isett & Associates, Inc.	Building Inspection Services	\$ 200.00

**Lower Nazareth Township
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MASTER ESCROW ACCOUNT

Num	Name	Memo	Amount
ACH	Met-Ed (October)	Traffic Signal Electricity	\$ 105.00
ACH	Met-Ed (October)	Traffic Signal Electricity	\$ 132.75
4137	Carroll Engineering Corporation	Engineering Services	\$ 22,069.75
4138	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 1,821.85
4139	Mike Anthony	Key Returns	\$ 50.00
4140	Jenna D'Andrea	Key Return	\$ 25.00
4141	Matt Kuronya	Key Return	\$ 25.00
<i>Total Master Escrow Account ...</i>			<u><u>\$ 24,229.35</u></u>