

**LOWER NAZARETH TOWNSHIP  
BOARD OF SUPERVISORS  
MINUTES  
January 6, 2025**

The Lower Nazareth Township Board of Supervisors held a hybrid meeting on Monday January 6, 2025. The Chairman called the meeting to order at 7:00PM.

Present were:

James S. Pennington	-	Chairman	Lori A. Stauffer	-	Manager
Martin Boucher	-	Vice Chairman	Tammi Dravec	-	Secretary/Treasurer
Stephen A. Brown	-	Supervisor			
Nancy A. Teague	-	Supervisor			
Amy L. Templeton	-	Supervisor			

\*\*The Board met in executive session to discuss personnel. No action was taken \*\*

**Agenda Approval**

A motion was moved by Supervisor Brown and was seconded by Vice Chairman Boucher to approve the agenda. Motion passed.

**Reorganization**

Please see the attached reorganization chart for details.

**Approval of Minutes**

A motion was moved by Supervisor Templeton and was seconded by Supervisor Teague to approve the December 11<sup>th</sup> meeting minutes. Motion carried.

**Manager's Report**

FRCA 2025-2027 Yard Waste Composting Agreement – A motion was moved by Supervisor Templeton and was seconded by Supervisor Teague to authorize the Chairman to execute the agreement.

Destruction of Municipal Records – Resolution #LNT-05-25 – A motion was moved by Supervisor Templeton and was seconded by Vice Chairman Boucher to approve Resolution #LNT-05-25. Motion carried.

2024 Surplus Funds Resolution – Ms. Stauffer discussed the distribution of the funds and proposed uses for those funds. Vice Chairman Boucher suggested we use funds to complete improvements to the building at the recycling center. Ms. Stauffer will look into the costs and report back to the Board. Approval of the resolution was tabled.

Surrey Glen Property Damage – Ms. Stauffer reported on the incident at Surrey Glen Park that was witnessed by an Colonial Regional Police Officer. Damages were over \$5,000 which constitutes as felony, but since the money was paid to the Township, no charges will be filed.

**Payment of the Bills**

A motion was moved by Vice Chairman Boucher and was seconded by Supervisor Teague to approve payment of the bills dated January 7<sup>th</sup>. The motion carried unanimously.

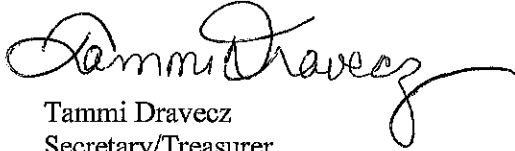
**Courtesy of the Floor**

There we no comments under Courtesy of the Floor.

**Adjournment**

The meeting adjourned at 7:28PM.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Tammi Dravecz", with a long, sweeping flourish extending to the right.

Tammi Dravecz  
Secretary/Treasurer

LOWER NAZARETH TOWNSHIP  
REORGANIZATION  
JANUARY 6, 2025

**REORGANIZATION**

**Organization of the Board of Supervisors**

**Motion made by**      **Vote Carried**

		<b><u>Eject</u></b>		
<b>Chairman</b>	2024 James Pennington	JAMES PENNINGTON	STEPHEN BROWN	YES
<b>Vice Chairman</b>	2024 Martin Boucher	MARTIN BOUCHER	AMY TEMPLETON	YES

**Appoint**

<b>Secretary</b>	2024 – Tammi Draveczech	TAMMI DRAVECZ	JAMES PENNINGTON	YES
<b>Assistant Secretary</b>	2024 – Lori Stauffer	LORI STAUFFER	MARTIN BOUCHER	YES
<b>Treasurer</b>	2024 – Tammi Draveczech	TAMMI DRAVECZ	STEPHE BROWN	YES
<b>Zoning Officer</b>	2024 – Lori Seese	LORI SEESE	NANCY TEAGUE	YES
<b>Assistant Zoning Officer</b>	2024 –	Tabled		

**2025 Meeting Schedule – attached**

**Please note:** Meeting dates are subject to change. Please contact the Township Office to verify you have the most recent schedule prior to conducting business with the Township.

	MARTIN BOUCHER AMY TEMPLETON	YES
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Depositories for Township Funds

Motion made by Vote Carried

<p>Checking, Savings, &amp; Developer's Escrow</p>	<p>Peoples Security Bank &amp; Trust (PSBT)                  Truist (FKA BBT)                  Fulton Bank                  PA Local Government Investment Trust                  Wells Fargo Bank                  Embassy Bank                  Fidelity (FKA Merchants Bank)</p>	<p>MARTIN BOUCHER                  STEHPEN BROWN</p>	<p>YES</p>
<p>Establish Treasurer's Bond</p>	<p>1 million dollars</p>	<p>MARTIN BOUCHER                  NANCY TEAGUE</p>	<p>YES</p>
<p>Adopt 2025 Fee Schedule</p>	<p><i>Adopt as presented and incorporate fees for Hanover Engineering</i></p>	<p>AMY TEMPLETON                  MARTIN BOUCHER</p>	<p>YES</p>

Delegates to Miscellaneous Boards and Conventions

Motion made by Vote Carried

<p>Colonial Regional Police Commission</p>	<p>2024 Delegate: Martin Boucher</p>	<p><b>Delegate:</b> MARTIN BOUCHER</p>	<p>JAMES PENNINGTON</p>	<p>YES</p>
	<p>2024 Alternate: James Pennington</p>	<p><b>Alternate:</b> JAMES PENNINGTON</p>	<p>MARTIN BOUCHER</p>	
<p>Liaison to Emergency Services - Fire</p>	<p>2024 Delegate: Stephen Brown</p>	<p><b>Delegate:</b> STEPHEN BROWN</p>	<p>NANCY TEAGUE</p>	<p>YES</p>
	<p>2024 Alternate: Amy Templeton</p>	<p><b>Alternate:</b> AMY TEMPLETON</p>	<p>MARTIN BOUCHER</p>	
<p>Liaison to Emergency Services - Ambulance</p>	<p>2024 Delegate: Nancy Teague</p>	<p><b>Delegate:</b> NANCY TEAGUE</p>	<p>MARTIN BOUCHER</p>	<p>YES</p>
	<p>2024 Alternate: Stephen Brown</p>	<p><b>Alternate:</b> STEPHEN BROWN</p>	<p>MARTIN BOUCHER</p>	
<p>Nazareth Area Council of Government</p>	<p>2024 Delegate: James Pennington</p>	<p><b>Delegate:</b> JAMES PENNINGTON</p>	<p>MARTIN BOUCHER</p>	<p>YES</p>
	<p>2024 Alternate: Lori Stauffer</p>	<p><b>Alternate:</b> LORI STAUFFER</p>	<p>MARTIN BOUCHER</p>	

Delegates to Miscellaneous Boards and Conventions ... Continued

Motion made by Vote Carried

Nazareth Library Budget Committee	2024 Delegate: Nancy Teague	Delegate: NANCY TEAGUE	AMY TEMPLETON	YES
	2024 Alternate: Tammi Dravec	Alternate: TAMMI DRAVECZ	NANCY TEAGUE	
248 Brodhead Road Building Committee	2024 Representative: James Pennington	Representative: JAMES PENNINGTON	STEPHEN BROWN	YES
	2024 Representative: Nancy Teague	Representative: NANCY TEAGUE	JAMES PENNINGTON	
Tax Collection Committee Resolution #LNT-01-25	2024 Delegate: Lori Stauffer	Delegate: LORI STAUFFER	NANCY TEAGUE	YES
	2024 Alternate: Tammi Dravec	Alternate: TAMMI DRAVECZ	AMY TEMPLETON	
Open Records Officer	2024: Lori Stauffer	LORI STAUFFER	MARTIN BOUCHER	YES
Township Recycling Coordinator	2024 Eric Albert	ERIC ALBERT	NANCY TEAGUE	YES
Emergency Management Coordinator	<i>Hugh Harris – 2024 Annual Salary \$2,400.00</i>		MARTIN BOUCHER	YES
	<i>Hugh Harris – 2025 Annual Salary \$2,400.00</i>			

Delegates – PSATS Annual Convention and County Convention

Motion made by Vote Carried

<p>Authorization for Supervisors (5), Manager, Secretary, Voting Delegate, and any other employee designated by the Township Manager, to attend the PSATS Convention, May 4-7, 2025</p>		<p>JAMES PENNINGTON</p>	<p>YES</p>				
<p>Voting Delegate for PSATS Convention</p>	<table border="1"> <tr> <td data-bbox="427 951 548 1371"> <p>2024 Delegate: Lori Stauffer</p> </td> <td data-bbox="427 682 548 951"> <p>Delegate: LORI STAUFFER</p> </td> </tr> <tr> <td data-bbox="548 951 751 1371"> <p>2024 Alternate: Nancy Teague</p> </td> <td data-bbox="548 682 751 951"> <p>Alternate: NANCY TEAGUE</p> </td> </tr> </table>	<p>2024 Delegate: Lori Stauffer</p>	<p>Delegate: LORI STAUFFER</p>	<p>2024 Alternate: Nancy Teague</p>	<p>Alternate: NANCY TEAGUE</p>	<p>JAMES PENNINGTON</p>	<p>YES</p>
<p>2024 Delegate: Lori Stauffer</p>	<p>Delegate: LORI STAUFFER</p>						
<p>2024 Alternate: Nancy Teague</p>	<p>Alternate: NANCY TEAGUE</p>						

Compensation & Reimbursement

Motion made by Vote Carried

<p>Compensation of Township Manager – LNT-02-25 \$115,000 effective January 1, 2025</p>	<p>NANCY TEAGUE MARTIN BOUCHER</p>	<p>YES</p>
<p>Reimbursement of mileage at the Federal rate ... 2025 \$0.70 up from 2024 (2024 \$0.67)</p>	<p>MARTIN BOUCHER</p>	<p>YES</p>
<p>Reimbursement rate for Township performed services at \$75/ man hour</p>	<p>MARTIN BOUCHER</p>	<p>YES</p>
<p>Authorization of the use of FEMA Rate Schedule for use of equipment</p>	<p>MARTIN BOUCHER</p>	<p>YES</p>
<p>Township Health Insurance Opt-Out Benefit – Single Rate \$5,000 annually; paid quarterly</p>		
<p>Township Health Insurance Opt-Out Benefit – Family Rate \$10,000 annually; paid quarterly</p>	<p>MARTIN BOUCHER</p>	<p>YES</p>

**Holiday Schedule** – Approve as Listed

	<u>Motion made by</u>	<u>Vote Carried</u>
January 1, 2025		
February 17		
April 18		
May 20		
May 26		
July 4		
September 1		
November 4		
November 27		
November 28		
December 24		
December 25		
December 31		
January 1, 2026		
	New Year's Day 2025	
	President's Day	
	Good Friday	
	Primary Election Day	
	Memorial Day	
	Independence Day	
	Labor Day	
	Election Day	
	Thanksgiving Day	
	Day after Thanksgiving	
	Christmas Holiday	
	Christmas Holiday	
	New Year's Eve	
	New Year's Day 2026	
	AMY TEMPLETON NANCY TEAGUE	YES

**Township Yard Waste Fees for Tatamy Residents**

	<u>Motion made by</u>	<u>Vote Carried</u>
Tatamy Resident Yard Waste Fee: \$25/vehicle		
Tatamy Resident Christmas Tree Recycling Fee: \$10/tree	AMY TEMPLETON MARTIN BOUCHER	YES

**Consultants – See Attached Proposals**

**Motion made by** **Vote Carried**

<p><b>Legal Counsel – Board of Supervisors &amp; Planning Commission</b></p>	<p><b>Gary N. Asteak, Esq.</b> At a rate of \$215 / hour for general government and \$235 / hour for development matters per email dated December 4, 2024</p>	<p>AMY TEMPLETON NANCY TEAGUE</p> <p>YES</p>
<p><b>Legal Counsel – Zoning Hearing Board</b></p>	<p><b>April L. Cordts, Esq.</b> At a rate of \$150 / hour per letter dated December 3, 2024</p>	
<p><b>Legal Counsel – Human Resources</b></p> <ul style="list-style-type: none"> <li>• <i>Thomas Heimbach retired</i></li> </ul>	<p><b>David Steckel – Fitzpatrick, Lentz, &amp; Bubba</b> At a rate of \$295 / hour per letter dated December 27, 2024</p>	
<p><b>Sewage Enforcement Officers</b></p>	<p><b>Hanover Engineering – Jacob Schray, Scott Brown, Luke Eggert, Paul Gallagher Saba, Christopher Taylor, and Nadia Einfalt</b></p>	<p>NANCY TEAGUE AMY TEMPLETON</p> <p>YES</p>
<p><b>Alternate Sewage Enforcement Officer</b></p>	<p><b>Gilmore &amp; Associates – Brandon Bronziewski and Heather Stellabott</b></p>	
<p><b>Township Engineer</b></p>	<p><b>Justin Coyle - Carroll Engineering</b></p>	
<p><b>Township Alternate Engineer</b></p>	<p><b>Hanover Engineering</b></p>	
<p><b>Township Sewage Engineer</b></p>	<p><b>Gilmore &amp; Associates</b></p>	<p>AMY TEMPLETON NANCY TEAGUE</p> <p>YES</p>
<p><b>Third Party Code Inspections</b></p>	<p><b>Barry Issett &amp; Associates</b> Fees per Schedule provided</p>	
<p><b>Township Auditor - LNT-03-25</b></p>	<p><b>Campbell, Rappold and Yurasits, not to exceed \$13,650.00 – Township Audit</b> Per proposal dated November 5, 2024</p>	<p>STEPHEN BROWN MARTIN BOUCHER</p> <p>YES</p>



Miscellaneous Boards

Planning Commission - 5 Year Term Expires December 31

		Motion made by	Vote Carried
<b>LINDA CROOK</b>	<b>APPOINT THROUGH 2029</b>	AMY TEMPLETON	YES
Hugh Harris	TERM EXPIRES DECEMBER 31, 2025		
Edward Dulac	TERM EXPIRES DECEMBER 31, 2026		
Tara Capecci	TERM EXPIRES DECEMBER 31, 2027		
Bert Smalley	TERM EXPIRES DECEMBER 31, 2028		

Zoning Hearing Board - 3 Year Term Expires December 31

		Motion made by	Vote Carried
<b>BRIAN FENSTERMAKER</b> Resolution LNT-04-25	<b>APPOINT THROUGH 2027</b>	STEPHEN BROWN	YES
Micheal Gaul	TERM EXPIRES DECEMBER 31, 2025		
David McGinnis - Alternate	TERM EXPIRES DECEMBER 31, 2025		
Stephen Nordahl	TERM EXPIRES DECEMBER 31, 2026		
Roberto Reyes - Alternate	TERM EXPIRES DECEMBER 31, 2026		

Environmental Advisory Council - 5 Year Term Expires December 31

		Motion made by	Vote Carried
STEPHEN BROWN - EAC LIAISON		MARTIN BOUCHER	YES
KAY BRAZINSKI	APPOINT THROUGH 2029	AMY TEMPLETON	YES
Beverly Hoyer	TERM EXPIRES DECEMBER 31, 2025		
Donald Capecci	TERM EXPIRES DECEMBER 31, 2026		
Joan Garrett	TERM EXPIRES DECEMBER 31, 2027		
Lynn Ratzell	TERM EXPIRES DECEMBER 31, 2028		

Vacancy Board, Chairman - 1 Year Term Expires December 31

		Motion made by	Vote Carried
BERT SMALLEY Bert Smalley - 2024	APPOINT THROUGH 2025	MARTIN BOUCHER	YES

Nazareth Memorial Library - 3-Yr Term, Expires December 31

		Motion made by	Vote Carried
NATHANIEL GOLUB	APPOINTED THROUGH 2025		
NANCY TEAGUE	APPOINTED THROUGH 2026		

Nazareth Borough Municipal Authority

		Motion made by	Vote Carried
2024 Delegate: Bert Smalley 2025 Bert Smalley interested in re-appointment	Delegate: BERT SMALLEY	MARTIN BOUCHER	YES

**Lower Nazareth Township  
Bills To Be Approved  
January 6, 2025**

**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
ACH	Flores247	Employee Health Benefits	\$ 365.00
ACH	Met-Ed	Electricity	\$ 417.98
ACH	Met-Ed	Electricity	\$ 276.62
ACH	Capital Blue Cross	Employee Health Benefits	\$ 19,147.84
ACH	Flores247	Employee Health Benefits	\$ 129.71
ACH	Flores247	Employee Health Benefits	\$ 110.00
ACH	Flores247	Employee Health Benefits	\$ 35.00
ACH	Selective Insurance Co of America	Township Insurance	\$ 6,107.00
ACH	BMO	Credit Card Payment	\$ 25,780.11
31236	<i>VOIDED</i>		
31237	Ryan Andrejack	Fire Company Building Maintenance	\$ 1,275.00
31238	Structural Metal Fabricators, Inc.	Public Works Equipment Maintenance	\$ 771.00
31239	Highmark Blue Shield	Employee Health Insurance	\$ 181.56
31240	RCN	Internet & Telephone Services	\$ 19.95
31241	Lower Nazareth Township	Escrow Replenishment	\$ 3,500.00
31242	Colonial Regional Police Department	Police Contract Payment	\$ 174,913.25
31243	Suburban Propane	Park Fuel	\$ 289.89
31244	Phillips Feed Services Inc	Local Services Tax Refund	\$ 14.00
31245	PSATS CDL Program	CDL Drug Testing	\$ 70.00
31246	Williamson Law Book Company	Minutes Books	\$ 350.95
31247	Sunoco, LLC	Equipment Motor Fuel	\$ 2,511.26
31248	ORE Rentals	Equipment Rental	\$ 390.00
31249	ICC Community Development Solutions	Software Maintenance	\$ 5,402.35
31250	Brown & Brown of Lehigh Valley	Tax Collector Bond	\$ 250.00
31251	PA Recreation and Park Society, Inc.	2024 Membership Dues	\$ 120.00
31252	Commonwealth of Pennsylvania	NPDES Permit	\$ 500.00
31253	PSATS	2024 Membership Fees	\$ 1,978.00
31254	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 2,269.14
31255	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
31256	Memorial Library of Nazareth & Vicinity	Library Service	\$ 7,656.50
31257	Easton Suburban Water Authority	Hydrant Assessment	\$ 10,150.00
31258	New Enterprise Stone & Lime Co., Inc.	Paving Materials	\$ 629.00

**Lower Nazareth Township  
Bills To Be Approved  
January 6, 2025**

**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
31259	Suburban Propane	Public Works Fuel	\$ 1,618.82
31260	Miers Insurance Agency Inc	Manager's Bond	\$ 1,500.00
31261	NJ Advance Media	Advertisement	\$ 920.16
31262	Turf Equipment and Supply Co., LLC	Public Works Equipment Parts/Supplies	\$ 538.10
31263	The Hartford	Employee Insurance	\$ 866.05
31264	Liberty Propane Inc.	Municipal Building Propane	\$ 3,175.58
31265	Nazareth Ford Inc.	Public Works Equipment Parts/Supplies	\$ 215.35
31266	Deer Country Farm & Lawn, Inc.	Public Works Equipment Parts/Supplies	\$ 502.48
31267	Orkin Steel Supply Inc.	Equipment Parts and Supplies	\$ 295.00
31268	R.J. Walker Co.	Municipal Building Maintenance	\$ 146.78
31269	Nazareth Ford Inc.	Public Works Equipment Parts/Supplies	\$ 120.11
31270	Pitney Bowes	Office Supplies	\$ 140.23
31271	Horwith Trucks Inc	Public Works Equipment Parts/Supplies	\$ 255.00
31272	The Key	Advertisement	\$ 533.76
31273	Beiler Hydraulics	Public Works Equipment Repair	\$ 1,000.00
<i>Total General Fund Checking Account ...</i>			<u><u>\$ 278,450.30</u></u>

**PAYROLL ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
	December 27, 2024		<u><u>\$ 61,390.52</u></u>

**LNT SEWER ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
2018	PPL Electric Utilities	Main Meter Electricity	<u><u>\$ 24.61</u></u>

**OPEN SPACE EIT ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
2008	Laudone & Associates, Inc.	Appraisal Services	<u><u>\$ 900.00</u></u>

**REFUSE / RECYCLING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
2035	AllState Septic Systems, LLP	Temporary Restroom	<u><u>\$ 115.00</u></u>

**Lower Nazareth Township  
Bills To Be Approved  
January 6, 2025**

**DEVELOPMENT & INSPECTION ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
3060	Lower Nazareth Township	Training Contribution - 4th Quarter 2024	\$ 202.50
3061	Lower Nazareth Township	Administrative Fees - 4th Quarter 2024	\$ 4,402.50
		<i>Total Development &amp; Inspection Account ...</i>	<u><u>\$ 4,605.00</u></u>

**CAPITAL RESERVE SEWER SIGNALS ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
548	Signal Service, Inc.	Traffic Signal Repair	<u><u>\$ 39,928.00</u></u>

**MASTER ESCROW ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
ACH	Met-Ed	Traffic Signal Electricity	\$ 231.08
ACH	Met-Ed	Traffic Signal Electricity	\$ 184.32
4156	PPL Electric Utilities	Traffic Signal Electricity	\$ 163.86
4157	Signal Service, Inc.	Traffic Signal Maintenance	\$ 1,566.00
4158	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 840.00
4159	Carroll Engineering Corporation	Engineering Services	\$ 23,350.00
4160	Asteak Law Offices	Legal Services	\$ 117.50
4161	Gilmore & Associates, Inc.	Engineering & Consulting Services	\$ 3,897.00
4162	Daniel Conus	Key Returns	\$ 50.00
4163	Alfredo Garcia	Key Return	\$ 25.00
4164	Signal Service, Inc.	Traffic Signal Maintenance	\$ 810.00
		<i>Total Master Escrow Account ...</i>	<u><u>\$ 31,234.76</u></u>