

**LOWER NAZARETH TOWNSHIP  
BOARD OF SUPERVISORS  
MINUTES  
March 26, 2025**

The Lower Nazareth Township Board of Supervisors held a public meeting on Wednesday, March 26, 2025, Chairman Pennington called the meeting to order at 7:00PM.

Present were:

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

\*\*The Board met in an executive session prior to this evening's meeting to discuss real estate negotiations and potential litigation. No action was taken \*\*

**Agenda Amendment and Approval**

S. Brown made a motion to approve the agenda. M. Boucher seconded. Motion passed (5-0).

**Approval of Minutes**

The meeting minutes of March 12<sup>th</sup> were submitted for review and approval. N. Teague made a motion to approve the minutes as presented. A. Templeton seconded. Motion passed (5-0).

**Reports**

The Financial Report for February was presented and will be available for review on the website.

**Supervisor's Comments**

**Open Space Preservation**

Act 4 Millage Rate Freeze – S. Brown would like to explore a millage rate freeze for preserved properties. This would be a way to encourage residents to preserve their land.

N. Teague noted that land preserved would have less tax impact on the Township than developed land.

A. Templeton made a motion to authorize the Township Manager to send letters to Nazareth Area School District and Northampton County to express our interest in this idea. S. Brown seconded. Motion passed (5-0).

Parks and Recreation – A. Templeton noted that the Recreation Committee held a meeting earlier that day. She reminded everyone that the Egg Hunt is April 12<sup>th</sup>. She also reported that the splash pad will open Memorial Day weekend. Passes are on sale starting April 1<sup>st</sup>. Summer Park Program registration opens April 1<sup>st</sup>.

Library News – N. Teague reported there was a meeting however she was unable to attend. She will review the minutes and provide an update in two meetings.

CRPC – M. Boucher CRPD report on CRPD incidents for the month.

### **Subdivision and Land Development**

Shammy Shine Improvements Agreement – Solicitor Asteak verified that the agreement had been executed by Shammy Shine and that security was posted. A. Templeton made a motion to authorize the execution of the agreement. S. Brown seconded. Motion passed (5-0).

### **Solicitor's Report**

Georgetown Manor Sewer District Ordinance – Authorization to Advertise – Solicitor Asteak noted that all residents must connect, and work will be completed by NBMA. N. Teague made a motion to authorize advertisement of the ordinance. A. Templeton seconded. Motion passed (5-0).

Coordination of Shared Zoning – Implementation Agreement – Resolution #LNT-13-25 – M. Boucher made a motion to authorize adoption of Resolution #LNT-13-25. S. Brown seconded. Motion passed (5-0).

Approve Execution of Jaindl Agreement of Sale – Open Space Acquisition – J. Pennington noted that this 15.5 acres will allow us to expand our current park. The Township can apply for grant money to used towards to this purchase; up to \$300,000. S. Brown made a motion to authorize the execution of agreement. N. Teague seconded. Motion passed (5-0).

Kay Builders / Trio Fields – Solicitor Asteak noted that we have been working with the developer. They have been kicking into higher gear to get things completed, unfortunately not in a timely manner. The letters of credit expire May 1<sup>st</sup> and May 25<sup>th</sup>. Solicitor Asteak has been in touch with their attorney, and we can seek to cash out and declare default. The bank requires a resolution including the language ... “Applicant is in default under that certain Subdivision Improvements Agreement dated...”

Resolution #LNT-14-25 - Phase I – Letter of Credit #BCB-341 – N. Teague made a motion to approve Resolution #LNT-14-25. M. Boucher seconded. Motion passed (5-0).

Resolution #LNT-15-25 – Phase VI-A – Letter of Credit #BCB-501 – M. Boucher made a motion to approve Resolution #LNT-15-25. N. Teague seconded. Motion passed (5-0).

### **Engineer's Report**

J. Coyle provided updates on various project in the Township:

- \* Route 248 project is scheduled to start the week of April 7<sup>th</sup>
- \* Tree planting project is scheduled to start in April / May
- \* Butztown Road pre-construction meeting is in April with project commencing in June/July
- \* Kay-Trio – continuing to keep eye on progress

### **Manager's Report**

Time Extension Report – J. Pennington noted that numerous time extensions were accepted, and the report can be found on our website.

2025 Road Project – J. Pennington reported the Township received several bids for the 2025 paving project with the lowest bidder appearing to be Barker & Barker with a bid amount of \$364,224.00 for the primary bid and \$103,660.80 for the alternative bid. The combined bid amount for both primary and alternate bids is \$467,884.80. The estimated cost of this project was \$500,000.

This project will be funded by the State Liquid Fuels Account (\$250K) and the balance from the Highway Reconstruction Account. M. Boucher made a motion award the project to Barker and Barker. A. Templeton seconded. Motion passed (5-0).

Authorize Solicitor – Action on Outstanding Funds Due and Zoning Matter – J. Pennington noted that the Township is struggling to receive funds necessary to cover invoices and traffic signal costs. M. Boucher made a motion to authorize the solicitor to go to the District Magistrate to collect funds. N. Teague seconded. Motion passed (5-0).

J. Pennington noted that the Township is dealing with zoning matters involving a property owner not keeping their property clean. N. Teague inquired about the property in question. L. Seese noted that a violation was issued for the grass issue. The property owner paid the fine for the violation with the magistrate but did not correct the issue. Now we are dealing with the tree issue. L. Seese does not have authority to issue a violation. L. Seese noted a pool violation, which she can send a letter. N. Teague would like to provide the neighbor with direction on how to handle the situation. N. Teague believes that, before legal proceedings, we should notify the property owner about his lack of action. L. Seese said that this may require a face-to-face conversation, as he has been unresponsive to written correspondence. She also noted that she may need CRPD assistance.

### **Payment of the Bills**

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

### **Courtesy of the Floor**

Dave Halteman, 4065 Hecktown Road, thanked the Board for scheduling the Town Hall Meeting. He requested clarification on the Butztown Road realignment detour. J. Coyle noted the detour would be in place for 3-5 weeks. Butztown Road will be closed from Route 191 to Hecktown Road. Mr. Halteman also inquired about the new school proposal. N. Teague noted there is a longer list of properties of interest and that the school will be here at our April 23<sup>rd</sup> meeting.

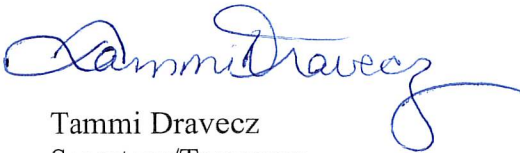
Mr. Halteman commented on the speeding along Hecktown Road and noted that he hasn't seen CRPD sitting along Hecktown Road in months. J. Pennington noted that we have a traffic officer that sits in locations of known speeding.

Sherri Bourneuf, 4682 Stafford Ave, inquired if the power point presentation from last meeting could be made part of the minutes. N. Teague questioned including it and noted that a discussion needs to be had as it was not a formal presentation. Solicitor Asteak noted that minutes do not need to reflect everything said, just a summary of comments made. Motions are the only requirement. Minutes are at the discretion of the secretary and approval of Board. N. Teague has concerns that the slides, on their own, could be taken out of context. J. Pennington noted that the minutes have already been approved. A. Templeton agrees that the power point was a long presentation and the slides alone do not have all the details. N. Teague noted that a recording of the presentation would have been better. Solicitor Asteak noted that meeting recordings are for the assistance of secretary for minutes.

Robert Hoyer, 365 Country Club Road, noted that the budget presentation was informative and suggested a similar presentation prior to budget approval in future years.

**Adjournment** - The meeting adjourned at 7:57 pm.

Respectfully submitted by,

A handwritten signature in blue ink that reads "Tammi Dravec". The signature is fluid and cursive, with a long, sweeping tail on the letter "z".

Tammi Dravec  
Secretary/Treasurer

**Lower Nazareth Township  
Bills To Be Approved  
March 26, 2025**

**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
ACH	Met-Ed	Park Electricity	\$ 70.00
ACH	Flores	Employee Health Benefits	\$ 110.00
ACH	Met-Ed	Traffic Signal / Street Light Electricity	\$ 329.65
ACH	Met-Ed	Park Electricity	\$ 117.07
ACH	Flores	Employee Health Benefits	\$ 934.57
ACH	Highmark Blue Shield	Employee Health Insurance	\$ 2,017.16
ACH	Flores	Employee Health Benefits	\$ 65.00
ACH	GenServe LLC	Facilities Maintenance	\$ 575.00
31418	PPL, Inc.	Traffic Signal/St Light/Municipal/PW/Park	\$ 1,642.31
31419	PPL, Inc.	Fire Company Electricity	\$ 28.74
31420	PPL, Inc.	Fire Company Electricity	\$ 653.67
31421	Fraser Advanced Info Systems	Fire Company Copier Lease/Maintenance	\$ 95.00
31422	First Responder Chaplain Corps, LLC	Fire Company	\$ 3,500.00
31423	M.S. Techz LLC	Fire Company Technology Services	\$ 313.50
31424	Fogels Fuel Service	Fire Company Fuel	\$ 1,276.24
31425	Suburban Propane	Park Fuel	\$ 376.46
31426	Commonwealth of PA	License Exam	\$ 60.00
31427	Commonwealth of PA	License Exam	\$ 60.00
31428	Commonwealth of PA	License Exam	\$ 10.00
31429	Allstate Septic Systems	Temporary Restrooms	\$ 260.00
31430	City of Bethlehem	Hydrant Assessment	\$ 156.54
31431	Horwith Trucks Inc.	Public Works Equipment Repair	\$ 730.19
31432	Ascendance Trucks Pennsylvania, LLC	Public Works Equipment Repairs	\$ 2,065.73
31433	Security Service Company, Inc.	Security System Monitoring	\$ 333.51
31435	Easton Area Joint Sewer Authority	Debt Service	\$ 3,755.92
31436	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 4,966.00
31437	LNT Petty Cash	Replenish Petty Cash	\$ 66.00
31438	Hanover Engineering Associates, Inc.	Engineering Services	\$ 891.00
31439	Lower Nazareth Township	Escrow Replenishment	\$ 2,000.00
31440	Lower Nazareth Township	Escrow Replenishment	\$ 10,000.00
31441	American Rock Salt Company LLC	Winter Maintenance	\$ 5,921.04
31442	Valley Industrial Rubber Products	Public Works Equipment Parts/Supplies	\$ 219.90

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**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
31443	Bergey's, Inc	Public Works Supplies	\$ 132.24
31444	Hassler Diesel	Equipment Parts & Supplies	\$ 124.02
31445	Green Pond Nursery, Inc.	Park Facilities Maintenance	\$ 3,055.00
31446	Suburban Propane	Public Works Fuel	\$ 1,050.45
31447	Associated Fire Equipment Co., Inc.	Municipal Facilities Maintenance	\$ 2,756.35
31448	Fogels Fuel Service	Park Facilities Maintenance	\$ 137.50
<i>Total General Fund Checking Account ...</i>			<u><u>\$ 50,855.76</u></u>

**PAYROLL ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
	March 21, 2025		<u><u>\$ 45,364.97</u></u>

**DEVELOPMENT & INSPECTION ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
3065	Barry Isett & Associates	Building Inspection Services	\$ 5,310.00
3066	Boyle Construction	Building Permit Refund	\$ 1,730.00
<i>Total Development &amp; Inspection Account ...</i>			<u><u>\$ 10,105.00</u></u>

**CAPITAL RESERVE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1335	Stryker Sales, LLC	Ambulance Equipment	\$ 2,262.21
1336	Lower Nazareth Township	Transfer to Highway Reconstruction	\$ 21,638.75
1337	Lower Nazareth Township	Transfer to Sewer Signals	\$ 309,000.00
1338	Lower Nazareth Township	Transfer to Highway Reconstruction	\$ 262,029.00
<i>Total Capital Reserve Account...</i>			<u><u>\$ 594,929.96</u></u>

**LNT SEWER ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
2021	PPL, Inc.	Main Meter Electricity	<u><u>\$ 24.43</u></u>

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**MASTER ESCROW ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
ACH	Met-Ed	Traffic Signal Electricity	\$ 250.18
ACH	Met-Ed	Traffic Signal Electricity	\$ 172.97
4185	County of Northampton	Parcel ID	\$ 55.00
4186	Northampton County Recorder of Deeds	Plan Recording	\$ 95.00
4187	PPL Electric Utilities	Traffic Signal Electricity	\$ 169.47
<i>Total Master Escrow Account ...</i>			<u>\$ 742.62</u>

**ARPA ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
112	Stryker Sales, LLC	Ambulance Equipment	<u>\$ 41,100.00</u>

**OPEN SPACE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
2023	Valleywide Electric, Inc.	Park Maintenance	<u>\$ 4,750.90</u>