

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
October 8, 2025**

The Lower Nazareth Township Board of Supervisors held a public meeting on Wednesday, October 8, 2025, Chairman Pennington called the meeting to order at 7:00PM.

Present were:

James S. Pennington	-	Chairman	Steve Mills	-	for 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			

Agenda Amendment and Approval

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

Approval of Minutes

The meeting minutes of September 24th were submitted for review and approval. S. Brown made a motion to approve the minutes. M. Boucher seconded. A. Templeton abstained. Motion passed (4-0).

Reports

No reports were presented.

Supervisor's Comments

Open Space Preservation – S. Brown had no updates for the EAC.

Election Day and Polling Location – S. Brown confirmed that the polling location at 306 Butztown Road will be open and accessible on election day.

Parks and Recreation – A. Templeton reported that the gazebo was delivered and installed at Surrey Glen Park.

Library News – N. Teague reported on a great turnout for the Touch a Truck event. The library raised around \$23,000, which is up from 2024 when they raised \$18,000.

CRPC – No reports.

Amendment to Personnel Policy – L. Stauffer noted that, the Directors of Public Works believes that employees with 30+ years of employment should receive an additional week of vacation. The Board had

asked her to reach out to neighboring municipalities for their PTO schedules and was provided with that information.

N. Teague reviewed our current policy and feels that after 6 years employees deserve more time off and provided her recommendation to amend our current policy.

A. Templeton was in favor of the extra week for employees with 30+ years but wants to take a closer look at the neighboring policies before amending ours.

J. Pennington agrees with N. Teague on adjusting our current PTO scale.

N. Teague recommended tabling a decision until further review, as the change won't go into effect until January 2026.

Subdivision & Land Development

No items under Subdivision & Land Development.

Solicitor's Report

Nuisance Ordinance – Ordinance #257-10-25 – M. Boucher made a motion to adopt ordinance #257-10-25. A. Templeton seconded. Motion passed (5-0).

Volunteer Real Estate Tax Credit Ordinance – Ordinance #258-10-25 – S. Brown made a motion to adopt ordinance #258-10-25. A. Templeton seconded. M. Boucher abstained. Motion passed (4-0).

Engineer's Report

Butztown Road – Authorization to Release Payment #1 – J. Coyle provided a project update and reviewed his letter recommending releasing the first payment for this project in the amount of \$228,993.05. A. Templeton made a motion to release payment. S. Brown seconded. Motion passed (5-0).

J. Coyle reported that there we be night time work at Hecktown and Butztown Roads from October 12th – 17th. The road will be closed beginning at 6pm and will reopen in the morning. L. Stauffer noted that we have already posted the notice on Facebook and will also be posting it on our website and sending a Nixle alert.

Manager's Report

2025 Road Project – Authorization to Release Payment – N. Teague made a motion to release payment to Gaver Industries (dba Barker & Barker) in the amount of \$458,042.16. A. Templeton seconded. Motion passed (5-0).

Time Extension Report – L. Stauffer noted the report reflects time extensions accepted through Oct 8th.

Payment of the Bills

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

Courtesy of the Floor

There were no comments.

Adjournment - The meeting adjourned at 7:18pm.

Respectfully submitted by,

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

Tammi Dravecz
Secretary / Treasurer

Lower Nazareth Township
Bills To Be Approved
October 8, 2025

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
ACH	Met-Ed	Park Electricity	\$ 85.44
ACH	Met-Ed	Traffic Signal / Street Light Electricity	\$ 149.17
ACH	Highmark Blue Shield	Employee Health Insurance	\$ 1,168.19
ACH	Capital Blue Cross	Employee Health Benefits	\$ 23,768.49
ACH	Selective Insurance Company of America	Township Insurance	\$ 13,535.00
ACH	The Hartford	Employee Insurance	\$ 1,055.40
ACH	Flores	Employee Health Benefits	\$ 60.26
ACH	Flores	Employee Health Benefits	\$ 100.00
31865	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 2,655.00
31866	Shooting Star Fireworks	America's 250th Celebration	\$ 4,800.00
31867	Lori Stauffer	Membership Renewal	\$ 335.00
31868	Truist	2025 Pension Plan Contribution	\$ 110,000.00
31869	RCN	Internet & Telephone Services	\$ 19.95
31870	Charleen Eyer	Stenographer	\$ 350.00
31871	4 Winds Concrete, Inc.	Sinkhole Repair	\$ 264.00
31872	West Truckers Franchise LLC	Sinkhole Repair	\$ 365.00
31873	Midtown Abstract	Legal Services	\$ 250.00
31874	Brown & Brown of Lehigh Valley	Personnel Bond	\$ 750.00
31875	Fraser Advanced Info Systems	Copier Supplies	\$ 20.00
31876	Innovative Designs & Publishing, Inc.	Advertisement	\$ 657.60
31877	Northern Nurseries, Inc.	Park Construction	\$ 513.00
31878	Hanover Engineering Associates, Inc.	Engineering Services	\$ 4,481.00
31879	Easton Suburban Water Authority	Hydrant Assessment	\$ 10,280.00
31880	Sunoco, LLC	Equipment Motor Fuel	\$ 2,221.44
31881	Allstate Septic Systems	Temporary Restrooms	\$ 130.00
31882	Allstate Septic Systems	Temporary Restrooms	\$ 130.00
31883	Ascendance Trucks Pennsylvania, LLC	Public Works Equipment Parts/Supplies	\$ 106.92
31884	Bergey's, Inc	Public Works Supplies	\$ 76.77
31885	Powerco, Inc.	Public Works Parts & Supplies	\$ 489.65
31886	Best Line Equipment	Public Works Equipment Parts/Suuplies	\$ 538.47
31887	Stephenson Equipment, Inc.	Public Works Equipment Parts/ Supplies	\$ 263.07
Total General Fund Checking Account ...			\$ 179,618.82

**Lower Nazareth Township
Bills To Be Approved
October 8, 2025**

PAYROLL ACCOUNT

Num	Name	Memo	Amount
	October 3, 2025		<u><u>\$ 56,958.44</u></u>

COMMUNITY EVENTS ACCOUNT

Num	Name	Memo	Amount
2011	Stephen Brown	Egg Hunt Prizes	<u><u>\$ 21.19</u></u>

RECYCLING / REFUSE ACCOUNT

Num	Name	Memo	Amount
2050	Allstate Septic Systems	Temporary Restrooms	<u><u>\$ 115.00</u></u>

MASTER ESCROW ACCOUNT

Num	Name	Memo	Amount
4248	Signal Service, Inc	Traffic Signal Maintenance	<u><u>\$ 565.00</u></u>
4249	Carroll Engineering Corporation	Engineering Services	<u><u>\$ 13,261.25</u></u>
		<i>Total Master Escrow Account ...</i>	<u><u>\$ 13,826.25</u></u>

TRAFFIC IMPACT ACCOUNT

Num	Name	Memo	Amount
2032	Carroll Engineering Corporation	Engineering Services	<u><u>\$ 4,519.00</u></u>

OPEN SPACE EIT ACCOUNT

Num	Name	Memo	Amount
ACH	Peoples Security Bank	Loan Payment	<u><u>\$ 29,616.44</u></u>

OPEN SPACE ACCOUNT

Num	Name	Memo	Amount
ACH	Lancaster County Backyard	Surrey Park Gazebo	<u><u>\$ 8,428.00</u></u>