

**LOWER NAZARETH TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
January 5, 2026**

The Lower Nazareth Township Board of Supervisors held a hybrid meeting on Monday January 6, 2026. The Chairman called the meeting to order at 7:00PM.

Present were:

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

Agenda Approval

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

Reorganization

Please see the attached reorganization chart for details.

Approval of Minutes

The meeting minutes of December 10th were submitted for review and approval. M. Boucher made a motion to approve the minutes. S. Brown seconded. Motion carried. (5-0)

Reports

The Financial Report for November was presented and is available on the website.

Manager's Report

Time Extension Report – L. Stauffer reported on the time extensions accepted.

Discussion on Non-Funded Statewide LSA Grants (2024) – L. Stauffer discussed the two non-funded grants for the Street Sweeper and Building Repairs. There was discussion on how to proceed. L. Stauffer will reapply for the street sweeper grant and if, in the meantime, the equipment fails, we can contract with a service to complete the work. For building repairs we can use capital reserve money to complete a portion of the project, HVAC replacement, and apply for a grant for the additional work.

Destruction of Municipal Records – Resolution #LNT-06-26 – S. Brown made a motion to approve Resolution #LNT-06-26. J. Pennington seconded. Motion carried. (5-0)

2024 Surplus Funds – Resolution #LNT-07-26 – M. Boucher made a motion to approve Resolution #LNT-07-26. J. Pennington seconded. Motion carried. (5-0)

2025 Surplus Funds – Resolution #LNT-08-26 – N. Teague made a motion to approve Resolution #LNT-08-26. M. Boucher seconded. Motion carried. (5-0)

Payment of the Bills

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

**Board of Supervisors Minutes
January 5, 2026**

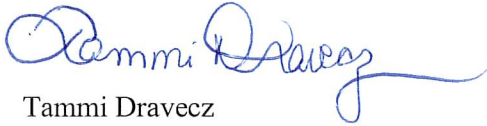
Courtesy of the Floor

There we no comments under Courtesy of the Floor.

Adjournment

The meeting adjourned at 7:30PM.

Respectfully submitted by,

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

Tammi Dravecz
Secretary/Treasurer

LOWER NAZARETH TOWNSHIP
REORGANIZATION
JANUARY 5, 2026

REORGANIZATION

Organization of the Board of Supervisors

			<u>Motion made by</u>	<u>Vote Carried</u>
<u>Elect</u>				
Chairman	2025 James Pennington	AMY TEMPLETON	MARTIN BOUCHER	YES
Vice Chairman	2025 Martin Boucher	MARTIN BOUCHER	STEPHEN BROWN	YES

Appoint

Secretary	2025 – Tammi Dravec	TAMMI DRAVECZ	STEPHEN BROWN	YES
Assistant Secretary	2025 – Lori Stauffer	LORI STAUFFER		
Treasurer	2025 – Tammi Dravec	TAMMI DRAVECZ		
Zoning Officer	2025 – Lori Seese	LORI SEESE		
Assistant Zoning Officer	2025 – Tabled	Tabled		

2026 Meeting Schedule – attached

<u>Please note:</u> <i>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.</i>	NANCY TEAGUE	YES
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Depositories for Township Funds

Motion made by **Vote Carried**

Checking, Savings, & Developer's Escrow	Peoples Security Bank & Trust (PSBT) Principal (FKA Truist) Fulton Bank PA Local Government Investment Trust Wells Fargo Bank Embassy Bank Fidelity (FKA Merchants Bank)	NANCY TEAGUE	YES
	1 million dollars		
Establish Treasurer's Bond	<i>Adopt as presented and incorporate fees for Hanover Engineering</i>	JAMES PENNINGTON	YES
Adopt 2026 Fee Schedule			

Delegates to Miscellaneous Boards and Conventions

Motion made by **Vote Carried**

Colonial Regional Police Commission	2025 Delegate: Martin Boucher	Delegate: Martin Boucher	JAMES PENNINGTON MARTIN BOUCHER	YES
	2025 Alternate: James Pennington	Alternate: James Pennington		
Liaison to Emergency Services - Fire	2025 Delegate: Stephen Brown	Delegate: Stephen Brown		
	2025 Alternate: Amy Templeton	Alternate: Amy Templeton		
Liaison to Emergency Services - Ambulance	2025 Delegate: Nancy Teague	Delegate: Nancy Teague		
	2025 Alternate: Stephen Brown	Alternate: Stephen Brown		
Nazareth Area Council of Government	2025 Delegate: James Pennington	Delegate: James Pennington		
	2025 Alternate: Lori Stauffer	Alternate: Lori Stauffer		

Delegates to Miscellaneous Boards and Conventions ... Continued

Motion made by					Vote Carried
Nazareth Library Budget Committee	2025 Delegate: Nancy Teague	Delegate:		JAMES PENNINGTON MARTIN BOUCHER	YES
	2025 Alternate: Tammi Dravec	Alternate:			
	2025 Representative: James Pennington	Representative:			
	2025 Representative: Nancy Teague	Representative:			
248 Brodhead Road Building Committee	2025 Delegate: Lori Stauffer	Delegate: Lori Stauffer		NANCY TEAGUE JAMES PENNINGTON	YES
	2025 Alternate: Tammi Dravec	Alternate: Tammi Dravec			
Open Records Officer	2025: Lori Stauffer	Lori Stauffer		MARTIN BOUCHER NANCY TEAGUE	YES
Township Recycling Coordinator	2025 Eric Albert	Eric Albert			
Emergency Management Coordinator	Hugh Harris – 2025 Annual Salary \$2,400.00				
	Hugh Harris – 2026 Annual Salary \$2,400.00				

Delegates – PSATS Annual Convention and County Convention

Motion made by **Vote Carried**

Authorization for Supervisors (5), Manager, Secretary, Voting Delegate, and any other employee designated by the Township Manager, to attend the PSATS Convention, April 19-22, 2026	2025 Delegate: Lori Stauffer	Delegate: Lori Stauffer	NANCY TEAGUE JAMES PENNINGTON	YES
Voting Delegate for PSATS Convention	2025 Alternate: Nancy Teague	Alternate: Amy Templeton		

Compensation & Reimbursement

Motion made by **Vote Carried**

Compensation of Township Manager – LNT-02-26 \$120,000 effective January 1, 2026	JAMES PENNINGTON STEPHEN BROWN	YES
Reimbursement of mileage at the Federal rate ... 2026 \$0.725 up from 2025 (2025 \$0.70)	NANCY TEAGUE STEPHEN BROWN	YES
Reimbursement rate for Township performed services at \$75/ man hour		
Authorization of the use of FEMA Rate Schedule for use of equipment		
Township Health Insurance Opt-Out Benefit – Single Rate \$5,000 annually; paid quarterly		
Township Health Insurance Opt-Out Benefit – Family Rate \$10,000 annually; paid quarterly		

Holiday Schedule – Approve as Listed

		Motion made by	Vote Carried
January 1, 2026	-	STEPHEN BROWN NANCY TEAGUE	YES
February 16	-		
April 3	-		
May 19	-		
May 25	-		
July 3	-		
September 7	-		
November 3	-		
November 26	-		
November 27	-		
December 24	-		
December 25	-		
December 31	-		
January 1, 2027	-		

Township Yard Waste Fees for Tatamy Residents

		Motion made by	Vote Carried
Tatamy Resident Yard Waste Fee:	\$25/vehicle	NANCY TEAGUE MARTIN BOUCHER	YES
Tatamy Resident Christmas Tree Recycling Fee:	\$10/tree		

Consultants – See Attached Proposals

Motion made by			Vote Carried
Legal Counsel – Board of Supervisors & Planning Commission	Gary N. Asteak, Esq. At a rate of \$215 / hour for general government and \$235 / hour for development matters per email dated November 17, 2025	JAMES PENNINGTON MARTIN BOUCHER	YES
Legal Counsel – Zoning Hearing Board	April L. Cordts, Esq. At a rate of \$155 / hour per letter dated December 3, 2025		
Legal Counsel – Human Resources • <i>Thomas Heimbach retired</i>	David Steckel – Fitzpatrick, Lentz, & Bubba At a rate of \$305 / hour per email dated November 12, 2025		
Sewage Enforcement Officers	Hanover Engineering – Jacob Schray, Scott Brown, Luke Eggert, Paul Gallagher Saba, and Christopher Taylor		
Alternate Sewage Enforcement Officer	Gilmore & Associates – Brandon Bronziewski and Heather Stellabott		
Township Engineer	Justin Coyle - Carroll Engineering		
Township Alternate Engineer	Hanover Engineering		
Township Sewage Engineer	Gilmore & Associates		
Third Party Code Inspections	Barry Issett & Associates Fees per Schedule provided		
Township Auditor - LNT-03-26	Campbell, Rappold and Yurasits, not to exceed \$15,000.00 – Township Audit Per proposal dated	JAMES PENNINGTON NANCY TEAGUE	YES

Miscellaneous Boards

Planning Commission - 5 Year Term Expires December 31

Motion made by			Vote Carried
HUGH HARRIS	APPOINT THROUGH 2030	STEPHEN BROWN NANCY TEAGUE	YES
Edward Dulac	TERM EXPIRES DECEMBER 31, 2026		
Tara Capecci	TERM EXPIRES DECEMBER 31, 2027		
Bert Smalley	TERM EXPIRES DECEMBER 31, 2028		
Linda Crook	TERM EXPIRES DECEMBER 31, 2029		

Zoning Hearing Board - 3 Year Term Expires December 31

Motion made by			Vote Carried
MICHAEL GAUL Resolution LNT-04-26	APPOINT THROUGH 2028	STEPHEN BROWN MARTIN BOUCHER	YES
DAVID MCGINNIS – ALTERNATE Resolution LNT-05-26	APPOINT THROUGH 2028	NANCY TEAGUE JAMES PENNINGTON	YES
Stephen Nordahl	TERM EXPIRES DECEMBER 31, 2026		
Roberto Reyes - Alternate	TERM EXPIRES DECEMBER 31, 2026		
Brian Fenstermaker	TERM EXPIRES DECEMBER 31, 2027		

Environmental Advisory Council - 5 Year Term Expires December 31

Motion made by			Vote Carried
STEPHEN BROWN - EAC LIAISON		JAMES PENNINGTON NANCY TEAGUE	YES
Darrell Crook	TERM EXPIRES DECEMBER 31, 2028	JAMES PENNINGTON NANCY TEAGUE	YES
tabled	TERM EXPIRES DECEMBER 31, 2030		
Donald Capecci	TERM EXPIRES DECEMBER 31, 2026		
Joan Garrett	TERM EXPIRES DECEMBER 31, 2027		
Kay Brazinski	TERM EXPIRES DECEMBER 31, 2029		

Vacancy Board, Chairman – 1 Year Term Expires December 31

Motion made by			Vote Carried
BERT SMALLEY	APPOINT THROUGH 2026	JAMES PENNINGTON NANCY TEAGUE	YES

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

Motion made by			Vote Carried
NATHANIEL GOLUB	APPOINT THROUGH 2028	NANCY TEAGUE JAMES PENNINGTON	YES
NANCY TEAGUE	APPOINTED THROUGH 2026		

Nazareth Borough Municipal Authority

Motion made by			Vote Carried
2025 Delegate: Bert Smalley <i>2026 Bert Smalley interested in re-appointment</i>	Delegate: BERT SMALLEY	NANCY TEAGUE STEPHEN BROWN	YES

**Lower Nazareth Township
Bills To Be Approved
January 5, 2026**

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
ACH	Met-Ed	Park Electricity	\$ 238.62
ACH	Met-Ed	Traffic Signal / Street Light Electricity	\$ 334.13
ACH	Met-Ed	Traffic Signal / Street Light Electricity	\$ 138.62
ACH	Met-Ed	Park Electricity	\$ 167.52
ACH	Flores	Employee Health Benefits	\$ 75.00
ACH	Highmark Blue Shield	Employee Health Insurance	\$ 1,169.62
ACH	Flores	Employee Health Benefits	\$ 200.00
ACH	Selective Insurance Company of America	Township Insurance	\$ 6,771.00
ACH	Capital Blue Cross	Employee Health Benefits	\$ 23,726.61
ACH	Flores	Employee Health Benefits	\$ 190.00
ACH	The Hartford	Employee Insurance	\$ 1,055.40
32050	Martin Boucher	Real Estate Tax Reimbursement	\$ 427.43
32051	David Thompson	Real Estate Tax Reimbursement	\$ 360.05
32052	Brown & Brown of Lehigh Valley	Real Estate Tax Collector Bond	\$ 1,344.00
32053	Brown & Brown of Lehigh Valley	Tax Collector Bond	\$ 250.00
32054	GenServe LLC	Facilities Maintenance	\$ 1,025.00
32055	ORE Rentals	Equipment Rental	\$ 693.00
32056	Ascendance Trucks Pennsylvania, LLC	Public Works Equipment Parts/Supplies	\$ 52.56
32057	Triad Truck Equipment, Inc.	Public Works Parts/Supplies	\$ 231.66
32058	Werner Transmission Inc	Equipment Parts / Supplies	\$ 575.98
32059	Groff Tractor & Equipment	Public Works Equipment Part/Supplies	\$ 317.22
32060	Staver Hydraulics Co., Inc.	Public Works Parts/Supplies	\$ 48.91
32061	Associated Fasteners, Inc.	Equipment Parts/Supplies	\$ 49.24
32062	Sunoco, LLC	Equipment Motor Fuel	\$ 1,803.84
32063	Keystone Municipal Insurance	Workers Comp Insurance	\$ 5,414.00
32064	Security Service Company, Inc.	Security System Monitoring	\$ 333.51
32065	Suburban Propane	Park Fuel	\$ 315.43
32066	City of Bethlehem	Hydrant Assessment	\$ 156.54
32067	RCN	Internet & Telephone Services	\$ 19.95
32068	Penske Logistics LLC	Local Services Tax Refund	\$ 9.00
32069	Colonial Regional Police Department	Police Contract Payment	\$ 185,135.33
32070	ICC Community Development Solutions	Software Maintenance	\$ 5,672.00

Lower Nazareth Township
Bills To Be Approved
January 5, 2026

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
32071	Nazareth Area Council of Government	Nixle Emergency Services - 2025	\$ 2,696.94
32072	Hendershot Door Systems, Inc.	Facilities Maintenance	\$ 524.50
32073	PSATS	2024 Membership Fees	\$ 1,989.00
32074	Saucon Valley Carriage, LLC	Tree Lighting Event	\$ 900.00
32075	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 2,269.14
32076	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
32077	Memorial Library of Nazareth & Vicinity	Library Service	\$ 7,886.17
32078	Darla Young	Mailbox Damage Reimbursement	\$ 75.00
32079	Suburban Propane	Park Fuel	\$ 286.79
32080	Suburban Propane	Public Works Fuel	\$ 1,218.45
32081	Colonial Intermediate Unit 20	Office Supplies	\$ 228.25
32082	Miers Insurance Agency Inc	Manager's Bond	\$ 1,500.00
32083	Service Tire Truck Centers	Fire Company Equipment	\$ 2,926.66
32084	Sullivan Oil and Propane	Municipal Building Heating Fuel	\$ 2,903.99
32085	J.C. Ehrlich	Ambulance Building Maintenance	\$ 132.50
32086	American Rock Salt Company LLC	Winter Maintenance	\$ 24,425.85
32087	PA Recreation and Park Society, Inc.	2024 Membership Dues	\$ 140.00
32088	Easton Area Joint Sewer Authority	Operating and Capital Operating Expense	\$ 748.21
32089	Commonwealth of Pennsylvania	NPDES Permit	\$ 500.00
32090	Bergey's, Inc	Equipment Parts/Supplies	\$ 631.82
32091	Exeter Supply Co., Inc.	Public Works/Pipe & Drainage Supplies	\$ 530.00
32092	Groff Tractor & Equipment	Public Works Equipment Part/Supplies	\$ 340.64
32093	Ascendance Trucks Pennsylvania, LLC	Public Works Equipment Parts/Supplies	\$ 18.13
32094	Piscitello's Home Center	Municipal Building Maintenance	\$ 73.99
32095	Wilson Products	Public Works Supplies	\$ 617.86
32096	Sunoco, LLC	Equipment Motor Fuel	\$ 2,955.57
32097	Staver Hydraulics Co., Inc.	Public Works Parts/Supplies	\$ 39.47
32098	Sequoia One PEO, LLC	Local Services Tax Refund	\$ 2.16
32099	Penske Logistics LLC	Local Services Tax Refund	\$ 39.00
Total General Fund Checking Account ...			\$ 295,913.03

**Lower Nazareth Township
Bills To Be Approved
January 5, 2026**

PAYROLL ACCOUNT

Num	Name	Memo	Amount
	December 26, 2025		<u><u>\$ 72,049.68</u></u>

MASTER ESCROW ACCOUNT

Num	Name	Memo	Amount
ACH	Met-Ed	Traffic Signal Electricity	\$ 270.84
ACH	Met-Ed	Traffic Signal Electricity	\$ 214.88
4269	Kay Trio, LLC	Security Reduction	\$ 36,284.36
4270	PPL Electric Utilities	Traffic Signal Electricity	\$ 369.24
4271	Signal Service, Inc.	Traffic Signal Maintenance	\$ 1,870.00
<i>Total Master Escrow Account ...</i>			<u><u>\$ 39,009.32</u></u>

OPEN SPACE EIT

Num	Name	Memo	Amount
ACH	Peoples Security Bank & Trust	Loan Payment	<u><u>\$ 279,616.44</u></u>

TRAFFIC IMPACT ACCOUNT

Num	Name	Memo	Amount
2037	Grace Industries, Inc.	Butztown Road Project	<u><u>\$ 40,084.08</u></u>

RECYCLING / REFUSE ACCOUNT

Num	Name	Memo	Amount
2057	AllState Septic Systems, LLP	Temporary Restroom	<u><u>\$ 115.00</u></u>

LNT SEWER ACCOUNT

Num	Name	Memo	Amount
2032	PPL Electric Utilities	Main Meter Electricity	<u><u>\$ 24.81</u></u>