

**LOWER NAZARETH TOWNSHIP  
BOARD OF SUPERVISORS  
MINUTES  
November 12, 2025**

The Lower Nazareth Township Board of Supervisors held a public meeting on Wednesday, November 12, 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 Dravecz	-	Secretary/Treasurer
			Lori Seese	-	Planning/Zoning Administrator

\*\*Chairman Pennington announced an executive session was held for real estate negotiations. No action was taken.\*\*

**Agenda Amendment and Approval**

S. Brown requested to add Surrey Glen Park under Supervisors Report. N. Teague made a motion to approve the amended agenda. M. Boucher seconded. Motion passed (4-0).

**Approval of Minutes**

The meeting minutes of October 22<sup>nd</sup> were submitted for review and approval. S. Brown made a motion to approve the minutes. M. Boucher seconded. Motion passed (4-0).

**Reports**

Financial Report - The Financial Report for September was presented and available on the website.

**Supervisor's Comments**

Open Space Preservation – S. Brown reported that the EAC met last Monday. They are continuing work on the Open Space scoring. They are preparing for reorganization in January and are looking for a new member. He noted that an advertisement ran this week.

Parks and Recreation – S Brown noted that the tree lighting is Friday December 5<sup>th</sup> at 7pm.

Surrey Glen – S. Brown reported that the Township has received complaints about noise at the park. Residents would like arborvitae planted next to the evergreens. The Park and Recreation Committee is requesting the Board's opinion. J. Pennington didn't think trees would block sound and growth would take time. He noted that he frequently walks in the park and finds it rather quiet. S. Brown was not sure it is a road to go down. J. Pennington noted the homes are a distance from this park. He also noted that homes are near other parks throughout the township.

**Board of Supervisors Minutes**

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Library News – N. Teague reported they presented the idea for digital sign at library and it was unanimously approved. Library will take comments.

CRPC – M. Boucher reported that they held their meeting for September. He provided an incident report. M. Boucher also noted that they passed their 2026 budget \$5,068,855 with Lower Nazareth's portion is \$2,221,624.

J. Pennington reported that Colonial Regional Police was accredited by State yet again. We have a great police department.

### **Conditional Use Hearings**

United Rentals CU2025-02 – Opinion and Order – Solicitor Asteak previously sent the Opinion & Order to the Board. He briefly discussed the opinion and order. N. Teague made a motion to approve the Opinion & Order. M. Boucher seconded. Motion passed (4-0).

Sweeney Analytical Labs CU2025-03 – Solicitor Asteak opened the hearing for Sweeney Analytical Labs. The proposed use is for a laboratory to be located at 630 Municipal Drive, Nazareth.

Anthony Brichta, Esq. called his witness, Robert Kozic, with Sweeney Analytical Labs. R. Kozic provided his role and the lab's operations. The laboratory will evaluate the physical characteristics of cosmetic products. He discussed chemicals used for the testing and noted that no toxic or explosive materials will be stored on site. They discussed disposal of products after testing. They discussed employees and that they would be the only traffic to the site. He noted there would be limited impacts to the public.

J. Pennington inquired about hazardous materials and fire safety for facility. R. Kozic responded they would only have cosmetics, nothing hazardous. Fire safety would include fire extinguishers and sprinklers.

N. Teague inquired if the chemical cabinet posted for safety. She requested information be shared with the fire company for safety if there is ever an incident on site. N. Teague also wanted to know how they wash the equipment after testing. R. Kozic stated they are disposed after use.

M. Boucher inquired about outside odors. R. Kozic responded, none.

S. Brown inquired about animal testing. R. Kozic responded not now or ever.

J. Coyle had no questions.

Solicitor Asteak listed the types of products: creams, shampoos, lotions and makeup and inquired if there were any other categories. R. Kozic said he categorizes the products as topical health and beauty products.

There were no questions or comments from the public.

The hearing closed at 7:37pm. The Board will issue an opinion within 45 days.

For the complete context of hearing testimony, please refer to the stenographic transcript.

### **Subdivision & Land Development**

Catello Masonry Mailbox Agreement – L. Seese spoke to the request. This is for a new house under construction on Little Creek Road. M. Boucher made a motion to approve the agreement. N. Teague seconded. Motion passed (4-0).

Hecktown Business Park Lot 6 & 7 Time Extension – Attorney Jospoh Piperato and Matt Longenberger were present. Attorney Piperato stated that Lot 6 is currently under construction. Lot 7 was part of same approved land development plan. The applicant has had many interested applicants, but no one has moved forward due to the market. The period to commence development expires in January 2026. Most of Lot 7 is in Bethlehem Township and they will be going to them for a time extension as well. M. Boucher made a motion to approve an extension for one year, through January 23, 2027. N. Teague seconded. Motion passed (4-0).

### **Solicitor's Report**

Easton Suburban Water Authority Improvements Agreement – Authorization to Execute – S. Brown made a motion to authorize execution of the agreement upon receipt of the letter of credit. M. Boucher seconded. Motion passed (4-0).

### **Engineer's Report**

J. Coyle reviewed his Engineer Report presented to the Board.

Butztown Road Realignment – Payment #2 – All work is substantially complete from Hecktown Road to the township line. The intersection with Route 191 the utilities still need to be relocated. Butztown to Route 191 work will begin in April or May when plants reopen. The contractor has shut down for winter. The payment request includes the change order. N. Teague made a motion to approve release of payment. S. Brown seconded. Motion passed (4-0).

J. Pennington inquired about which utilities. J. Coyle said both Verizon and PPL will work back and forth to complete the work.

J. Coyle noted that Butztown Road will remain closed.

### **Manager's Report**

2026 Colonial Regional Police Budget Approval – L. Stauffer reported that Chief provided the budget breakdown. Total budget is \$5,068,855, with Lower Nazareth's portion being \$2,221,624. M. Boucher made a motion to approve the budget. S. Brown seconded. Motion passed (4-0).

2026 Budget – Authorization to Advertise – L. Stauffer noted that at our Oct 22<sup>nd</sup> meeting the Board reviewed the budget in detail. N. Teague made a motion to authorize advertisement of the proposed budget. M. Boucher seconded. Motion passed (4-0). J. Pennington noted no tax increase

Fiscal Stability Certificate of Deposit – Resolution #LNT-38-25 – M. Boucher made a motion to approve Resolution #LNT-38-25. S. Brown seconded. Motion passed (4-0).

Statewide LSA – CRPD Vehicle – Resolution #LNT-39-25 – N. Teague made a motion to approve the Resolution #LNT-39-25. MB seconded. Motion passed (4-0).

Statewide LSA – HVFC Pumper Truck – Resolution #LNT-40-25 – S. Brown made a motion to approve the Resolution #LNT-40-25. M. Boucher seconded. Motion passed (4-0).

Statewide LSA – LNT Recycling Building – Resolution #LNT-41-25 – N. Teague made a motion to approve the Resolution #LNT-41-25. M. Boucher seconded. Motion passed (4-0).

HVFC Real Estate Tax Refund Criteria – Resolution #LNT-42-25 – N. Teague made a motion to approve the Resolution #LNT-42-25. S. Brown seconded. M. Boucher abstained. Motion passed (3-0).

HVFC Stipend - Resolution #LNT-43-25 – S. Brown made a motion to approve the Resolution #LNT-43-25. N. Teague seconded. M. Boucher abstained. Motion passed (3-0).

Approval of Application and Certification Forms – L. Stauffer presented draft forms that will be used for Tax refund and stipend. Board approved and had no comments.

Combine Township Parcels – Resolution #LNT-44-25 – L. Stauffer stated that the land was purchased with the intent to combine it with our existing Hahn's Meadow Park. N. Teague made a motion to approve the Resolution #LNT-44-25. S. Brown seconded. Motion passed (4-0). L. Stauffer noted she would send a letter to the mapping department.

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

### **Payment of the Bills**

S. Brown made a motion to pay the bills as presented. N. Teague seconded. Motion passed (4-0).

### **Courtesy of the Floor**

Michael Sylvain, 4261 Beech Drive, reported on a stop sign issue near his property. He previously sent a letter sent to L. Stauffer. She forwarded the letter to the Township Engineer. M. Sylvain stated the location of the stop sign encroaches his driveway. He noted that PADOT criteria for a stop sign is 6-12ft from edge of the travel way of the interesting roadway; this sign is only 4 feet as placing it 6-12ft would put the sign at the end of his driveway.

J. Coyle reviewed his letter dated November 12<sup>th</sup>. He reported that the stop sign is on the approved subdivision plan. His letter states that while he agrees it was not installed per the criteria, due to the

existing driveway access, the stop sign placement cannot be in strict conformance. After investigation, he believes the stop sign is installed in an appropriate location and did not recommend moving the sign. M. Sylvain asked the Board to please consider relocating the sign.

N. Teague noted that her job is to interpret Federal regulations. If you can't comply you do the best you can to comply. She would not want to see the sign eliminated because of the traffic flow in that area. M. Sylvain doesn't see the need for the sign and said people are not even stopping at the sign.

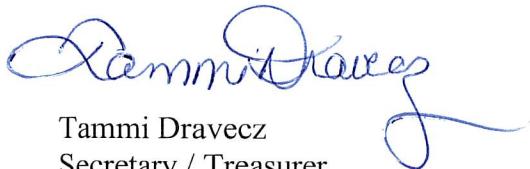
J. Pennington said the sign will remain for now. M. Sylvain inquired about what to do next to get the sign moved and said that because the sign does not follow regulations the township is liable for any incidents that occur.

Dave McGinnis, 4206 N Mayfield Circle, thanked Lower Nazareth for posting the Scouting for food on Facebook. The scouts attended tonight's meeting. D. McGinnis reported that they received generous donations from the residents. Thank you!

J. Pennington thanked the scouts for attending.

**Adjournment** - The meeting adjourned at 8:14pm.

Respectfully submitted by,

  
Tammi Dravecz  
Secretary / Treasurer

**Lower Nazareth Township**  
**Bills To Be Approved**  
**November 12, 2025**

**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
ACH	Met-Ed	Traffic Signal / Street Light Electricity	\$ 140.15
ACH	Met-Ed	Park Electricity	\$ 108.79
ACH	Highmark Blue Shield	Employee Health Insurance	\$ 1,168.19
ACH	Capital Blue Cross	Employee Health Benefits	\$ 23,256.95
ACH	Selective Insurance Company of America	Township Insurance	\$ 6,771.00
ACH	Flores	Employee Health Benefits	\$ 36.00
ACH	Flores	Employee Health Benefits	\$ 65.00
ACH	Pitney Bowes	Office Supplies	\$ 68.84
ACH	The Hartford	Employee Insurance	\$ 1,055.40
ACH	UPS	Postage	\$ 19.62
ACH	BMO	Credit Card Payment	\$ 47,490.52
ACH	Flores	Employee Health Benefits	\$ 70.00
31919	Enter.net	Website Hosting	\$ 192.00
31920	Charleen Eyer	Stenographer	\$ 590.00
31921	Keystone Fire and Security	Fire Company Maintenance	\$ 570.92
31922	Service Electric Cable TV Inc	Fire Company Internet	\$ 234.43
31923	PPL, Inc.	Fire Company Electricity	\$ 507.95
31924	PPL, Inc.	Fire Company Electricity	\$ 28.25
31925	Fraser Advanced Info Systems	Fire Company Copier Lease/Maintenance	\$ 95.00
31926	Wex Bank	Fire Company	\$ 979.49
31927	Verizon Wireless	Fire Company Wireless	\$ 276.99
31928	Verizon Wireless	Fire Company Wireless	\$ 150.18
31929	The Flying Locksmiths	Facilities Maintenance	\$ 318.00
31930	New Enterprise Stone & Lime Co., Inc.	Park Facilities and Road Maintenance	\$ 153.36
31931	RCN	Internet & Telephone Services	\$ 19.95
31932	R.J. Walker Co.	Equipment Parts/Supplies	\$ 73.98
31933	PA Municipal, Inc.	Equipment Parts/Supplies	\$ 236.62
31934	Stephenson Equipment, Inc.	Public Works Equipment Parts/ Supplies	\$ 351.99
31935	Turf Equipment and Supply Co., LLC	Public Works Equipment Parts/Supplies	\$ 571.19
31936	PSATS CDL Program	CDL Drug Testing	\$ 70.00
31937	Hecktown Volunteer Fire Company	Fire Company Loan	\$ 2,269.14
31938	Memorial Library of Nazareth & Vicinity	Library Service	\$ 7,656.50

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**GENERAL FUND CHECKING ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
31939	Colonial Regional Police Department	Police Contract Payment	\$ 174,913.25
31940	Volunteer Companies Loan Fund	Fire Company Loan	\$ 1,011.77
31941	State Worker's Insurance Fund	Workers Compensation - #05039711	\$ 2,655.00
31942	PA Municipal, Inc.	Signs	\$ 327.95
31943	ORE Rentals	Equipment Rental	\$ 175.50
31944	Deer Country Farm & Lawn, Inc.	Public Works Equipment Parts/Supplies	\$ 619.10
31945	Bergey's, Inc	Public Works Supplies	\$ 56.06
31946	Valley Tire of Nazareth	Public Works Tool & Equipment Repair	\$ 69.00
31947	Signal Service, Inc.	Traffic Signal Maintenance	\$ 260.00
31948	Innovative Designs & Publishing, Inc.	Subscription Renewal	\$ 15.00
31949	Sunoco, LLC	Equipment Motor Fuel	\$ 2,309.26
31950	Allstate Septic Systems	Temporary Restrooms	\$ 130.00
31951	Allstate Septic Systems	Temporary Restrooms	\$ 130.00
31952	National Elevator Inspection Services	Municipal Building Facilities Maintenance	\$ 330.85
31953	J.C. Ehrlich	Ambulance Building Maintenance	\$ 514.10
31954	PA One Call Systems, Inc.	Monthly Activity	\$ 41.08
31955	J.C. Ehrlich	Ambulance Building Maintenance	\$ 132.50
31956	Fogels Fuel Service	Municipal Heating Fuel	\$ 1,705.71
31957	PPL, Inc.	Traffic Signal/St Light/Bdlg Electricity	\$ 1,565.75
31958	The Key	Advertisements	\$ 231.30
31959	Fraser Advanced Info Systems	Copier Lease / Maintenance	\$ 116.70
31960	Fraser Advanced Info Systems	Copier Lease / Maintenance	\$ 504.14
31961	Sunoco, LLC	Equipment Motor Fuel	\$ 2,839.32
31962	R.J. Walker Co.	Equipment Parts/Supplies	\$ 557.03
31963	Kimball Midwest	Equipment Parts/Supplies	\$ 514.20
31964	Bergey's, Inc	Public Works Supplies	\$ 1,200.25
31965	PA Municipal, Inc.	Equipment Parts/Supplies	\$ 384.46
31966	Interstate Battery of Allentown	Equipment Parts/Supplies	\$ 499.41
31967	Tractor Supply Credit Plan	Public Works Supplies	\$ 130.08
31968	PA Municipal, Inc.	Equipment Parts/Supplies	\$ 323.34
<i>Total General Fund Checking Account ...</i>			<b>\$ 289,858.51</b>

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**PAYROLL ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
	October 31, 2025		\$ 51,322.85
	November 14, 2025		\$ 46,059.17
		<i>Total Payroll Account ...</i>	<u>\$ 97,382.02</u>

**CAPITAL RESERVE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
1353	Carroll Engineering Corporation	Engineering Services	<u>\$ 39,124.60</u>

**FIRE CAPITAL RESERVE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
153	Witmer Public Safety Group	Fire Equipment	<u>\$ 2,975.00</u>

**DEVELOPMENT & INSPECTION ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
3082	Barry Isett & Associates, Inc	Building Inspection Services	<u>\$ 12,404.78</u>

**RECYCLING / REFUSE ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
2053	AllState Septic Systems, LLP	Temporary Restroom	\$ 115.00
2054	WM Corporate Solutions, Inc.	Clean Up Day	\$ 5,185.04
		<i>Total Recycling / Refuse Account ...</i>	<u>\$ 5,300.04</u>

**MASTER ESCROW ACCOUNT**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
ACH	Met-Ed	Traffic Signal Electricity	\$ 213.41
4256	Jaindl Land Company	Escrow Refund	\$ 281.41
4257	Carroll Engineering Corporation	Engineering Services	\$ 2,022.50
4258	Asteak Law Offices	Legal Services	\$ 881.25
4259	Matt Kuronya	Key Return	\$ 25.00
		<i>Total Master Escrow Account ...</i>	<u>\$ 3,423.57</u>