

**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 11th 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 7th. The motion carried unanimously.

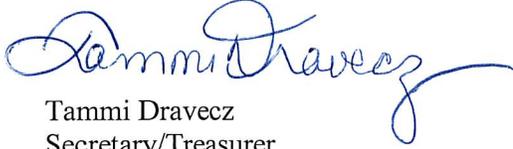
Courtesy of the Floor

There we no comments under Courtesy of the Floor.

Adjournment

The meeting adjourned at 7:28PM.

Respectfully submitted by,

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

Tammi Dravecz
Secretary/Treasurer

LOWER NAZARETH TOWNSHIP
REORGANIZATION
JANUARY 6, 2025

REORGANIZATION

Organization of the Board of Supervisors

			<u>Elect</u>	<u>Motion made by</u>	<u>Vote Carried</u>
Chairman	2024 James Pennington		JAMES PENNINGTON	STEPHEN BROWN	YES
Vice Chairman	2024 Martin Boucher		MARTIN BOUCHER	AMY TEMPLETON	YES

Appoint

Secretary	2024 – Tammi Dravec		TAMMI DRAVECZ	JAMES PENNINGTON	YES
Assistant Secretary	2024 – Lori Stauffer		LORI STAUFFER	MARTIN BOUCHER	YES
Treasurer	2024 – Tammi Dravec		TAMMI DRAVECZ	STEPHE BROWN	YES
Zoning Officer	2024 – Lori Seese		LORI SEESE	NANCY TEAGUE	YES
Assistant Zoning Officer	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

Depositories for Township Funds

Motion made by **Vote Carried**

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

Delegates to Miscellaneous Boards and Conventions

Motion made by **Vote Carried**

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

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
	<i>Hugh Harris – 2024 Annual Salary \$2,400.00</i>		MARTIN BOUCHER	YES
<i>Hugh Harris – 2025 Annual Salary \$2,400.00</i>				
Emergency Management Coordinator			MARTIN BOUCHER	YES

Holiday Schedule – Approve as Listed

Motion made by Vote Carried

January 1, 2025	-	New Year's Day 2025	
February 17	-	President's Day	
April 18	-	Good Friday	
May 20	-	Primary Election Day	
May 26	-	Memorial Day	
July 4	-	Independence Day	
September 1	-	Labor Day	
November 4	-	Election Day	
November 27	-	Thanksgiving Day	
November 28	-	Day after Thanksgiving	
December 24	-	Christmas Holiday	
December 25	-	Christmas Holiday	
December 31	-	New Year's Eve	
January 1, 2026	-	New Year's Day 2026	

AMY TEMPLETON NANCY TEAGUE	YES
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Township Yard Waste Fees for Tatamy Residents

Motion made by Vote Carried

Tatamy Resident Yard Waste Fee: \$25/vehicle	AMY TEMPLETON MARTIN BOUCHER	YES
Tatamy Resident Christmas Tree Recycling Fee: \$10/tree		

Consultants – See Attached Proposals

Motion made by **Vote Carried**

<p>Legal Counsel – Board of Supervisors & Planning Commission</p>	<p>Gary N. Asteak, Esq. 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>Legal Counsel – Zoning Hearing Board</p>	<p>April L. Cordts, Esq. At a rate of \$150 / hour per letter dated December 3, 2024</p>		
<p>Legal Counsel – Human Resources • <i>Thomas Heimbach retired</i></p>	<p>David Steckel – Fitzpatrick, Lentz, & Bubba At a rate of \$295 / hour per letter dated December 27, 2024</p>		
<p>Sewage Enforcement Officers</p>	<p>Hanover Engineering – Jacob Schray, Scott Brown, Luke Eggert, Paul Gallagher Saba, Christopher Taylor, and Nadia Einfalt</p>	<p>NANCY TEAGUE AMY TEMPLETON</p>	<p>YES</p>
<p>Alternate Sewage Enforcement Officer</p>	<p>Gilmore & Associates – Brandon Bronziewski and Heather Stellabott</p>		
<p>Township Engineer</p>	<p>Justin Coyle - Carroll Engineering</p>		
<p>Township Alternate Engineer</p>	<p>Hanover Engineering</p>	<p>AMY TEMPLETON NANCY TEAGUE</p>	<p>YES</p>
<p>Township Sewage Engineer</p>	<p>Gilmore & Associates</p>		
<p>Third Party Code Inspections</p>	<p>Barry Issett & Associates Fees per Schedule provided</p>		
<p>Township Auditor - LNT-03-25</p>	<p>Campbell, Rappold and Yurasits, not to exceed \$13,650.00 – Township Audit 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 AMY TEMPLETON Vote Carried

	LINDA CROOK	APPOINT THROUGH 2029	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 STEPHEN BROWN Vote Carried

	BRIAN FENSTERMAKER Resolution LNT-04-25	APPOINT THROUGH 2027	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		AMY TEMPLETON	YES
Beverly Hoyer	APPOINT THROUGH 2029		
Donald Capecci	TERM EXPIRES DECEMBER 31, 2025		
Joan Garrett	TERM EXPIRES DECEMBER 31, 2026		
Lynn Ratzell	TERM EXPIRES DECEMBER 31, 2027		
	TERM EXPIRES DECEMBER 31, 2028		

Vacancy Board, Chairman - 1 Year Term Expires December 31

		Motion made by	Vote Carried
BERT SMALLEY Bert Smalley – 2024		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 <i>Bert Smalley interested in re-appointment</i>		MARTIN BOUCHER	YES

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

GENERAL FUND CHECKING ACCOUNT

Num	Name	Memo	Amount
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

Num	Name	Memo	Amount
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>			\$ 278,450.30

PAYROLL ACCOUNT

Num	Name	Memo	Amount
	December 27, 2024		\$ 61,390.52

LNT SEWER ACCOUNT

Num	Name	Memo	Amount
2018	PPL Electric Utilities	Main Meter Electricity	\$ 24.61

OPEN SPACE EIT ACCOUNT

Num	Name	Memo	Amount
2008	Laudone & Associates, Inc.	Appraisal Services	\$ 900.00

REFUSE / RECYCLING ACCOUNT

Num	Name	Memo	Amount
2035	AllState Septic Systems, LLP	Temporary Restroom	\$ 115.00

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

DEVELOPMENT & INSPECTION ACCOUNT

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

CAPITAL RESERVE SEWER SIGNALS ACCOUNT

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

MASTER ESCROW ACCOUNT

Num	Name	Memo	Amount
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>

ARPA ACCOUNT

Num	Name	Memo	Amount
Wire	Motorola Solutions	Police Equipment	\$ 510,632.38
107	Taylor'd Systems LLC	Fire Equipment	\$ 47,037.50
108	P&D Emergency Services	Police Equipment	\$ 17,654.90
<i>Total ARPA Account ...</i>			<u><u>\$ 557,669.88</u></u>