

BUSHKILL TOWNSHIP BOARD OF SUPERVISORS
1114 BUSHKILL CENTER ROAD
NAZARETH, PA 18064

MINUTES
February 1, 2024

The Bushkill Township Board of Supervisors held their regularly scheduled meeting on Thursday, February 1, 2024, in the Bushkill Township Municipal Meeting Room. The following Supervisors were present: Mrs. Bender, Mrs. Hill, Mr. Kline, Mr. Kocher, and Mr. Smith. Also, present was the Township Manager Belinda Roberts, Chief Michael McLouth, Solicitor Gary Asteak, Township Engineer Robert Collura, Zoning Officer Ken Shiffert, Public Works Director Peter Yotter, Open Space Coordinator Kerry Reider, and Planning Administrator Todd Weidman. There were 13 people in the audience.

Pledge of Allegiance to the Flag

The Chairman, Brien Kocher called the meeting to order at 6:00 PM with the Pledge of Allegiance to the Flag.

SIGN INS: *No Sign Ins*

MOTION TO CHANGE AGENDA: Chairman Kocher asked if there was any need to amend the agenda. Township Manager Belinda Roberts stated there would be an addition to the Agenda under the Solicitor for an Improvement Agreement for Colton RV. **Motion** by Carolyn Hill seconded by Julie Bender and approved unanimously to approve the agenda.

***The Board of Supervisors celebrated 45 years of Sage Advice provided to the Township of Bushkill by Solicitor Gary Asteak who was appointed as Township Solicitor in February 1979. Retired Township Manager, Aaron Hook and Past Township Supervisor Joseph DiGerlando spoke in honor of Solicitor Asteak** Chairman Kocher stated the BOS would take a brief recess to allow everyone to get cake and coffee in celebration of Solicitor Asteak*

Approval of Minutes

1. **January 4, 2024 - Motion** by Julie Bender seconded by Jason Smith and approved unanimously to approve the minutes of January 4, 2024.

Reports

2. **Police** - Chief McLouth provided the police report.
 - a. **Lois Iasiello** – Chief McLouth stated extending Lois on a part time basis for the month of January was helpful for the transition process and feels that there will be additional time needed. **Motion** by Jason Smith seconded by Carolyn Hill and approved unanimously to extend Lois on a part-time basis as Chief McLouth finds necessary.
 - b. **Resignation** - Part-Time Officer David Kokinda has submitted a letter of resignation effective January 2, 2024. **Motion** by Julie Bender seconded by Carolyn Hill and approved unanimously to accept Officer Kokinda’s resignation.
3. **Treasurer** - Report Enclosed
4. **Tax Collector** - Report Enclosed
5. **Zoning Officer** - Zoning Officer, Ken Shiffert provided the report
6. **Public Works** - Public Works Director Peter Yotter provided the report
7. **Library** - Jarred Bedoya provided the report

8. **Recreation** - No Meeting held in January

9. **Fire Company** - BTVFC President Alex Thompson provided the report

10. **Engineer** -

a. **High Street Estates** - Engineer Robert Collura stated that he has reviewed the LOC request for High Street Estates. The Engineer's letter recommends the release of securities retaining \$89,761.63. The Maintenance period will not go into effect until all outstanding items have been completed to include the road line painting. **Motion** by Julie Bender seconded by Jason Smith and approved unanimously to approve the release of the Securities to retain \$89,761.63 per the Engineers Review Letter.

11. **Solicitor** -

a. **Farmland Lease** – Solicitor Asteak stated that the Township received 3 bids for the 1-year Farmland Lease of Erhardt Parcels. The high bid was from Phil Ronca at \$265.00 per acre. **Motion** by Jason Smith seconded by Carolyn Hill and approved unanimously to award the 1-year farmland lease to Phil Ronca.

b. **Resolution 2024-04** – Solicitor Asteak stated that Resolution 2024-04 approves the execution of the Agreement of Sale for VanDine parcel. **Motion** by Julie Bender seconded by Carolyn Hill and approved unanimously to approve Resolution 2024-04.

c. **Colton RV** - Colton RV Improvements Agreement as required per Resolution 2023-31 Preliminary/Final Plan Approval for Colton RV Sales & Service, adopted on September 7, 2023. **Motion** by Jason Smith seconded by Harrison Kline and approved unanimously to authorize the execution upon receipt of the Letter of Credit and Agreement properly executed and approved by the Solicitor.

12. **EAC** - Kerry Reider provided the report.

a. **AquaLink** – OS coordinator Kerry Reider stated that AquaLink has sent the proposal for the continued treatment of the Heintzelman Ponds. Requested approval for 3-year agreement. **Motion** by Jason Smith seconded by Harrison Kline and approved unanimously to approve the 3-year agreement for the treatment of Heintzelman Ponds.

13. **NAZ COG** – Supervisor Smith stated that the COG reorganized at the January Meeting and all members remain the same.

14. **Emergency Mgmt.** - Emergency Management Coordinator Tom Baranowski provided the report.

OLD BUSINESS:

15. **Traffic Corridor Study (SR 946/Knauss Road & Penn Allen Road):** A meeting was held with Upper Nazareth to discuss the Traffic Corridor Study submitted by Sean Dooley from Keystone Consulting Engineers. Based on the study, the Board may authorize Sean Dooley to prepare the legal description for a sight line easement and to authorize the Solicitor to contact the property owners of the property north of 215 Knauss Road. **Motion** by Julie Bender seconded by Jason Smith and approved unanimously to authorize Sean Dooley to prepare the legal description for a sightline easement and authorize Solicitor Asteak to contact the property owners.

NEW BUSINESS:

16. **2024 Fuel, Stone, Paving Material Bid** - Advertise the 2024 Fuel, Stone, Paving & Material Hauling bids. This year we will manage all bids electronically through Penn Bid. Bids shall be submitted no later than 2:00pm Thursday, March 7, 2024, at which time the bids will be officially opened and results displayed publicly on Penn Bid and can be considered by the Board during the March 7, 2024, meeting. **Motion** by Harrison Kline seconded by Jason Smith and approved unanimously to authorize the advertisement of the 2024 Fuel, Stone & Paving Material Bid.

17. **2024 Clean Up Day** – Carolyn and Pete have scheduled the 2024 Clean Up Day for Friday, April 19th, and Saturday April 20th. The 2024 Electronic Recycling Event is tentatively scheduled for May 8, 2024.
18. **PA Environmental Council** - Annual donation request by the PEC. In prior years, the BOS has approved a \$50.00 donation. **Motion** by Julie Bender seconded by Jason Smith and approved unanimously to approve the \$50.00 donation to PEC.
19. **DCED Greenways, Trails & Rec Park Grant** - In Spring 2023, the Township submitted for the 2023 DCED Greenways, Trails & Rec Park Grant for Bushkill Township Park Improvements, the grant was prepared by Gilmore & Associates. The project includes 2 Pickleball courts, an 18-hole disc golf course, and ADA accessible parking for 2 van accessible parking spaces in the gravel lot closest to the pickleball courts. The total cost of the project is \$203,064.75 (Grant funding \$172,605.04 and Township funding \$30,459.71). The Township was notified on January 17th of the Grant award in the amount of \$172,604.00. Chairman Kocher asked for a motion to authorize the Township Manager to work with Gilmore & Associates with regards to plans/specs/to keep the project moving forward. **Motion** by Jason Smith seconded by Carolyn Hill and approved unanimously to authorize the Township Manager to continue working with Gilmore & Associates on the Grant project.
20. **MS965** - Liquid Fuels report was submitted on January 4, 2024
21. **2024 Spring Newsletter** - Articles to be submitted by Thursday, February 29, 2024
22. **2024 Road Inspection** - April 6th or April 13th for dates to complete the Road Inspection. Chairman Kocher instructed the Board members to provide availability to the Manager regarding the Road Inspection.

PAY BILLS: Bill List - \$148,497.43 - Motion by Julie Bender seconded by Jason Smith and approved unanimously to pay the bills.

COORESPONDENCE: LVPC Review Letter (Est. at Silvercrest ~ LNT & UNT)

EXECUTIVE SESSION: The Board entered into an executive session at 6:43pm for an informational session and will not be reconvening the meeting following.

GOOD OF THE BOARD: Next regular Board of Supervisors Meeting – March 7, 2024 @ 6:00

ADJOURNMENT: Motion by Jason Smith seconded by Carolyn Hill and approved unanimously to adjourn the meeting at 6:43pm.

Respectfully Submitted,

Belinda A. Roberts, Manager