

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

**MINUTES**  
**March 7, 2024**

The Bushkill Township Board of Supervisors held their regularly scheduled meeting on Thursday, March 7, 2024, in the Bushkill Township Municipal Meeting Room. The following Supervisors were present: Mrs. Bender, Mrs. Hill, Mr. Kocher, and Mr. Smith. Also, present was the Township Manager Belinda Roberts, Chief Michael McLouth, Solicitor Gary Asteak, Township Engineer Robert Collura, Public Works Director Peter Yotter, Open Space Coordinator Kerry Reider, and Planning Administrator Todd Weidman. There were 46 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.

**MOMENT OF SILENCE:** A moment of silence was observed to honor the passing of Supervisor Harrison Kline

**SIGN INS:** No Sign Ins

**MOTION TO APPROVE THE 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 New Business for Tree Removal Proposal. **Motion** by Jason Smith seconded by Julie Bender and approved unanimously to approve the agenda.

**SUBDIVISIONS: Resolution 2024-05 Preliminary Approval; The Enclave at Bushkill - #2023-10** The Enclave at Bushkill, Major Subdivision in the Rural Residential Zoning District on Church Road; During the February 26, 2024, Planning Commission meeting the Planning Commission recommended conditional approval, with the following conditions based upon the submitted review letter by the Township Engineer.

1. Plans must be signed by the Owner(s) and notarized (BT SALDO §503.C.C.5) & signed by the Engineers/ Surveyor (§503.C.C.6)
2. Primary and reserved sewage system sites must be dimensioned from lot lines. Average percolation rate and depth to limiting zone must be shown.(§503.H.1)
3. A list of waivers, with date of action by the Board of Supervisors, must be provided on the Plan. (§503.C.P.10)
4. Copies of all septic percolation tests and soil probe results must be provided. (§1009.C.4)
5. Where revisions are made, the Developer 's Engineer shall submit a detailed list of revisions. (§505)
6. Plans must be approved by Moore Township for the Preliminary Subdivision.
7. A waiver from the Cul-de-sac maximum length, (BT SALDO §1004.I.1.) to allow the cul-de-sac to be 1025 feet from the centerline of Church Road, is granted.

**Motion** by Jason Smith seconded by Julie Bender and approved unanimously to approve Resolution 2024-05 with the addition of 2 conditions; Plans must be approved by Moore Township for the Preliminary Subdivision, note on the plan to requiring dry wells on all lots, and the addition of the waiver request from the Cul-de-sac maximum length, (BT SALDO §1004.I.1.) to allow the cul-de-sac to be 1025 feet from the centerline of Church Road

**Waiver Request:** The Enclave at Bushkill is requesting a waiver from the Cul-de-sac

maximum length, (BT SALDO §1004.I.1.) to allow the cul-de-sac to be 1025 feet from the centerline of Church Road. **Motion** by Jason Smith seconded by Carolyn Hill and approved unanimously authorizing the approval of the waiver request for the cul-de-sac to be 1025 feet from the centerline of Church Road.

**Resolution 2024-06 Lot Line Adjustment; The Enclave at Bushkill - #2023-10** The Enclave at Bushkill, Major Subdivision in the Rural Residential Zoning District on Church Road; During the February 26, 2024, Planning Commission meeting the Planning Commission recommended conditional approval, with the following conditions based upon the submitted review letter by the Township Engineer.

1. The Owner's Statement of Intent must be signed by the Owners and notarized. (BT SALDO §703.C.4)
2. Engineer's/Surveyor's signature shall be required. (§703.C.5)
3. Unification descriptions shall be required for lot mergers.
4. Deferral from marking property corners, (BT SALDO §1019.B) until after grading for the subdivision is complete, is granted

**Motion** by Jason Smith seconded by Carolyn Hill and approved unanimously to approve Resolution 2024-06.

**Motion** by Julie Bender seconded by Carolyn Hill and approved unanimously to amend Resolution 2024-06 to include the Deferral Request by developer for The Enclave at Bushkill from marking property corners, (BT SALDO §1019.B) until after grading for the subdivision is complete.

**Deferral Request:** The Enclave at Bushkill is requesting a deferral from marking property corners, (BT SALDO §1019.B) until after grading for the subdivision is complete. **Motion** by Jason Smith seconded by Julie Bender and approved unanimously to approve the deferral request allowing the marking property corners to be installed after the grading of the subdivision is completed.

### Approval of Minutes

1. **February 1, 2024 - Motion** by Julie Bender seconded by Carolyn Hill and approved unanimously to approve the minutes of February 1, 2024.

### Reports

2. **Police** - Chief McLouth provided the police report.
  - a. **Heart & Lung** - Chief McLouth stated that an officer had sustained an injury and will be having surgery. The officer has submitted all necessary paperwork and has requested to receive Heart & Lung benefits. **Motion** by Julie Bender seconded by Carolyn Hill and approved unanimously to approve the Heart & Lung benefits.
  - b. **New Hires** - Chief McLouth stated the Department conducted interviews and has 3 officers that he is requesting approval to hire, 2 officers will be full-time and 1 will be part-time. This is part of the Police Department restructuring plan that was previously approved by the Board of Supervisors in 2022. **Motion** by Jason Smith seconded by Julie Bender and approved unanimously to hire Mycah Molliohan, Michael Concilio, and Ryan Smith upon favorable completion of Department required background checks and testing.
3. **Treasurer** - Report Enclosed
4. **Tax Collector** - Report Enclosed

5. **Zoning Officer** - No meeting held in February
6. **Public Works** - Public Works Director Peter Yotter provided the report
  - a. **Resignation** - Public Works Director Peter Yotter stated that Dallis Dietrich submitted his resignation. Motion by Carolyn Hill seconded by Julie Bender and approved unanimously to accept the resignation of Dallis Dietrich.
  - b. **Laborer Position** - Public Works Director Peter Yotter requested to advertise for a fulltime employee. **Motion** by Julie Bender seconded by Carolyn Hill and approved unanimously to authorize the advertisement for a full-time laborer.
7. **Library** - Jarred Bedoya provided the report
8. **Recreation** - Report Enclosed
9. **Fire Company** - BTVFC President Alex Thompson provided the report
10. **Engineer** - Engineer Robert Collura provided an update on the stormwater designs for the H2O Stormwater grant.
11. **Solicitor** -
  - a. **OS-12 Divestiture** – Solicitor Asteak stated that OS-12 was unsuccessful in being sold months back. Seeking authorization to readvertise and open perspective bids on June 6, 2024, for recommendation at the Board of Supervisors Meeting. **Motion** by Julie Bender seconded by Jason Smith and approved unanimously to authorize the advertisement for OS-12.
  - b. **EMS** - Solicitor Asteak provided an update with regards to BTVFC requesting to discontinue the Bushkill Township Ambulance services due to financial issues and stated that BTVFC has begun negotiations with Cetronia Ambulance Services.  
  
**Robert Norder – Director, Nazareth Regional Area Ambulance Corp.** - Addressed the Board of Supervisors inquiring as to why the request for services was not put out to neighboring agencies, as to allow the services to be managed by a Northampton County agency and not a Lehigh County Agency. Chairman Kocher stated that Mr. Norder and BTVFC President Alex Thompson could discuss further if necessary.
  - c. **OS 96** – Solicitor Asteak stated that the Agreement of Sale for the Conservation Easement on OS-96 is ready for review and execution by the Board of Supervisors. **Motion** by Jason Smith seconded by Julie Bender and approved unanimously to authorize the execution of the Conservation Easement for OS-96.
  - d. **Resolution 2024-08 - Knauss Road** – Solicitor Asteak stated Resolution 2024-08 approves the purchase of 215 & 219 Knauss Road, it is ready for review and approval by the Board of Supervisors. **Motion** by Carolyn Hill seconded by Julie Bender and approved unanimously to approve Resolution 2024-08.
12. **EAC** - Kerry Reider provided the report.
  - a. **Seasonal OS Position** - OS Coordinator Kerry Reider stated that seasonal employee Donald Ackerman has resigned his position. He is requesting authorization to advertise for the seasonal position. **Motion** by Jason Smith seconded by Carolyn Hill and approved unanimously to authorize the advertisement.
13. **NAZ COG** - No meeting held in February

#### 14. Emergency Mgmt.

- a. **Emergency Operations Plan** - Township Manager stated that Tom Barnowski, Emergency Mgmt. Coordinator has worked diligently to update the Emergency Operations Plan and is ready for review and approval by the Board of Supervisors. **Motion** by Julie Bender seconded by Carolyn Hill and approved unanimously to approve the Emergency Operations Plan.

#### OLD BUSINESS:

#### 15. Traffic Corridor Study (SR 946/Knauss Road & Penn Allen Road): No update

16. **2024 Fuel, Stone, & Paving Material Bid** - Township Manager Belinda Roberts stated that bids were opened at 2pm. Requested the bids be tabled until the April 4, 2024, meeting to allow for review by the Public Works Director. **Motion** by Julie Bender seconded by Jason Smith and approved unanimously to table the received bids. \*Solicitor Asteak confirmed that the bids are open and available for public inspection\*

#### NEW BUSINESS:

17. **MS4 Pollutant Reduction Plan Presentation - Presentation by Supervisor Smith.** Chairman Kocher thanked Supervisor Smith for his work and took the time to recognize Supervisor Smith's efforts with regards to this MS4 plan stating that his expertise and the hours worked on this plan have saved the Township funds. Chairman asked if there were any questions or comments from the public regarding the MS4 Pollutant Reduction Plan. There were no comments/questions from meeting attendees.
18. **Tax Collector Audit Proposal** - Township Manager Belinda Roberts stated that at the request of the Board of Supervisors an engagement letter was sent to Campbell, Rappold & Yurasits. The proposal from Campbell, Rappold & Yurasits, LLP to complete the tax audits that were not completed due to the passing of former Auditor Mr. Behrens. **Motion** by Julie Bender seconded by Jason Smith and approved unanimously to accept the proposal of Campbell, Rappold & Yurasits, LLP.
19. **Resolution 2024-07** - Resolution approving the destruction of zoning documents that have been scanned by Scantek into the Laserfiche program. **Motion** by Julie Bender seconded by Jason Smith and approved unanimously to approve Resolution 2024-07.
20. **2024 Road Inspection** - Supervisors are all available for Road Inspection to be held on Saturday, April 6, 2024, at 9:30am. **Motion** by Jason Smith seconded by Julie Bender and approved unanimously to approve the date and advertise the 2024 Road Inspection.
21. **Board Vacancies** - Township Manager Belinda Roberts stated that there is a vacancy on the Planning Commission and for the Library Representative. The Township received 2 letters of interest; Donna Wallinger-Lee is interested in the Planning Commission and Keith McKeon is interested in the Library Representative opening. Chairman Kocher stated that Ms. Wallinger-Lee should attend the Planning Commission meeting in March for a recommendation by the PC for the April BOS meeting. Keith McKeon has been nominated for Library Representative position **Motion** by Julie Bender seconded by Carolyn Hill and approved unanimously to appoint Keith McKeon as a Library Representative.
22. **Board of Supervisors Vacancy** - Chairman Kocher stated that with the recent passing of Supervisor Harrison Kline there is a need to fill the remainder of Supervisor Kline's term. Recommendation has been made to appoint Randy Knauss to the fulfill the remaining term. **Motion** by Julie Bender seconded by Carolyn Hill and approved unanimously to appoint Randy Knauss as Township Supervisor.
23. **Recreation Park Tree Removal** - Township Manager Belinda Roberts stated that there are 15 trees at the Recreation Park that are either dead or hazardous and will need to be removed. One quote has been received to remove the trees however, it is over the 2024 bid threshold. The Township is in the process of obtaining 2 additional quotes. **Motion** by Carolyn Hill seconded by Jason Smith and approved unanimously to authorize the Township Manager to accept the lowest bid to have the trees removed prior to the start of the Spring baseball/softball season in April.

**PAY BILLS: Bill List - \$184,478.35 - Motion** by Julie Bender seconded by Jason Smith and approved unanimously to pay the bills.

**COORESPONDENCE:** LVPC Review Letter - Zoning Ordinance Amendment (Hanover Twp.)  
Jacobsburg Historical Society - Sponsorship request

**EXECUTIVE SESSION:** The Board of Supervisors entered into Executive session at 6:43pm to discuss matters of Real Estate. The Board of Supervisors reconvened at 7:22pm and made the following motion:

Authorize the Open Space Coordinator to obtain an appraisal for OS-97 not to exceed \$1,500.00. **Motion** by Jason Smith seconded by Julie Bender and approved unanimously to authorize obtaining the appraisal for OS-97.

**GOOD OF THE BOARD: Next regular Board of Supervisors Meeting – April 2, 2024 @ 6:00**

**ADJOURNMENT: Motion** by Jason Smith seconded by Carolyn Hill and approved unanimously to adjourn the meeting at 7:24pm.

Respectfully Submitted,

Belinda A. Roberts, Manager