

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

MINUTES
January 4, 2024

The Bushkill Township Board of Supervisors held their regularly scheduled meeting on Thursday, January 4, 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, Open Space Coordinator Kerry Reider, and Planning Administrator Todd Weidman. There were 12 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 were no changes requested for the posted agenda. **Motion** by Carolyn Hill seconded by Julie Bender and approved unanimously to approve the agenda.

Approval of Minutes

1. **December 7, 2023 & January 2, 2024 (Reorganization Minutes)** - **Motion** by Jason Smith seconded by Carolyn Hill and approved unanimously to approve the minutes of December 7, 2023 & January 2, 2024.

Reports

2. **Police** - Chief McLouth provided the police report.
 - a. **Lois Iasiello** - Chief McLouth stated that Lois Iasiello officially retired on December 29, 2023. Chief McLouth stated that due to the holidays/vacation there was not enough time for training to allow for the transition of the person that is replacing Lois. Chief McLouth is requesting to have Lois remain in a part-time capacity through February 1, 2024, to allow for a smooth transition and training of her replacement. **Motion** by Julie Bender seconded by Jason Smith and approved unanimously to approve the Chief's request to have Lois remain in a part-time capacity for the transition and to revisit this request at the February 1, 2024, meeting should more time be needed.
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 stated the report is enclosed.
 - a. **Laborer Position** - Public Works Director Peter Yotter stated that he along with Supervisor Julie Bender, and Manager, Belinda Roberts interviewed Michael Vishnesky for the full-time laborer position. Peter has requested to hire Mr. Vishnesky at a rate of \$28.00 to begin on Monday, January 8, 2024. **Motion** by Jason Smith seconded by Harrison Kline and approved unanimously to approve the hiring of Michael Vishnesky as a full-time public works laborer at a rate of \$28.00.
7. **Library** - Jarred Bedoya provided the report.
8. **Recreation** - No Meeting held in December

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 from Tuskes Homes for High Street Estates. Engineer Collura stated that he was not present at the time that the wearing course was applied in the High Street Estates Subdivision and therefore is unable to recommend the release of the LOC. **Motion** by Carolyn Hill seconded by Jason Smith and approved unanimously to deny the release of securities until such time that the Township Engineer is in receipt of proof and is satisfied that the roadway has been paved accordingly and that it meets all specs as approved by the Board of Supervisors.

11. **Solicitor** -

- a. **Ordinance 2024-01** - Ordinance reducing the speed limit on Barlieb Road from 40 to 35mph. Chairman Kocher asked for public comment regarding Ordinance 2024-01, receiving no comments from the public, the Supervisors proceeded with the motion. **Motion** by Harrison Kline seconded by Jason Smith and approved unanimously to approve Ordinance 2024-01.
- b. **Ordinance 2024-02** - Amendment to Article 12 of the 2012 Zoning Ordinance removing Single Family Cluster as an allowable use in the Rural Residential District. Chairman Kocher asked for public comment regarding Ordinance 2024-02, receiving no comments from the public, the Supervisors proceeded with the motion. **Motion** by Julie Bender seconded by Carolyn Hill and approved unanimously to approve Ordinance 2024-02.
- c. **Erhardt Divestiture** - Township Solicitor stated that 2 bids were received for the December 7, 2023, meeting. 1 bid received was under the required hold amount for the bid, and other bid was for a development of the property which is not allowed on a preserved property. The EAC has recommended that the bids be rejected and to readvertise in Spring 2024. **Motion** by Julie Bender seconded by Jason Smith and approved unanimously to deny the bids and readvertise in Spring 2024.

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

- a. **3-Year Farmland Lease** - Open Space Coordinator Kerry Reider stated that he was in receipt of 1 bid for the Highland Meadows property. The bid was from Phil Ronca and has bid \$80.00 per acre. **Motion** by Jason Smith seconded by Carolyn Hill and approved unanimously to award the lease to Phil Ronca.
- b. **Highlands Conservation Region** - Open Space Coordinator Kerry Reider stated that at the December 7, 2023, meeting the Board of Supervisors had approved Resolution allowing the Township to join the Highlands Conservation Region. The Resolution at the time did not have a signature or resolution number associated with it. He is asking the Board to authorize the execution of the updated Resolution 2024-03. **Motion** by Jason Smith seconded by Harrison Kline and approved unanimously to approve Resolution 2024-03.

13. **NAZ COG** - No report

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

OLD BUSINESS:

15. **Traffic Corridor Study (SR 946/Knauss Road & Penn Allen Road):**

NEW BUSINESS:

16. **Policy 2024-01 - Organizational Chart** – This policy outlines the internal structure and breakdown of Bushkill Township departments, employees, and roles. Chairman Kocher asked for any questions or comments

from the Board and Public, hearing none he requested a motion to approve Policy 2024-0. **Motion** by Julie Bender seconded by Harrison Kline and approved unanimously to approve Policy 2024-01.

17. Resolution 2024-02 - Fee Schedule - Setting the 2024 fees for Bushkill Township - Chairman Kocher asked for any questions or comments from the Board and Public, hearing none he requested a motion to approve Resolution 2024-02. **Motion** by Jason Smith seconded by Julie Bender and approved unanimously to approve Resolution 2024-02.

18. 2024 Spring Newsletter - Articles to be submitted by Thursday, February 29, 2024

19. 2022 ARPA H2O Storm Water Grant - The Grant was applied for in December 2022 and awarded on December 19, 2023. Based on the Estimates provided by Township Engineer, we had applied for \$284,000 and the grant is a \$1/\$1 match. The Township was awarded \$189,786. **Motion** by Jason Smith seconded by Carolyn Hill and approved unanimously to direct the Manager to send a Thank you letter to Rep. Flood and Senator Miller, and to authorize the Township Engineer to begin working on the designs for projects in accordance with the schedule recommended by the Public Works Director.

PAY BILLS: Bill List - \$317,178.48 - **Motion** by Julie Bender seconded by Jason Smith and approved unanimously to pay the bills.

COORESPONDENCE: LVPC Review Letter - Overlook Estates West (UNT)
LVPC Review Letter -Yard Waste & Recycling Drop-Off Facility (UNT)
PSATS News Bulletin (December 2023)
PSATS Annual Conference - April 14-17, 2024

GOOD OF THE BOARD: Next regular Board of Supervisors Meeting – February 1, 2024 @ 6:00

ADJOURNMENT: Motion by Jason Smith seconded by Carolyn Hill and approved unanimously to adjourn the meeting at 6:28pm.

Respectfully Submitted,

Belinda A. Roberts, Manager