

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

**MINUTES
May 1, 2025**

The Bushkill Township Board of Supervisors held their regular meeting on Thursday, May 1, 2025, in the Bushkill Township Municipal Meeting Room. The following Supervisors were present: Mrs. Bender, Mrs. Hill, Mr. Knauss, Mr. Kocher, and Mr. Smith. Also, present at the meeting were the Manager, Belinda A. Roberts, Solicitor Gary Asteak, Township Engineer Robert Collura, Public Works Director Peter Yotter, Open Space Coordinator Kerry Reider, and Zoning Officer Todd Weidman. There were 9 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: None

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 two additional Resolutions added under New Business. **Motion** by Carolyn Hill was seconded by Julie Bender and approved unanimously to approve the amended agenda.

Approval of Minutes

1. **April 3, 2025 & April 17, 2025 - Motion** by Julie Bender was seconded by Jason Smith and approved unanimously to approve the minutes of April 3, 2025 & April 17, 2025.

SUBDIVISIONS: #2023-13 MKG Estates – Preliminary Major Subdivision Plan for a 20 Lot Subdivision, within the Rural Residential Zoning District located on Lahr Road & 141 E. Douglasville Roads. The plan was recommended for conditional approval by the Planning Commission during the September 23, 2024, meeting conditioned on satisfying the comments provided by the Township Engineer.

Resolution 2024-07 - Approves the MKG Estates, LLC Preliminary Major Subdivision Plan with the following conditions:

1. Plans must be signed by the Owner(s) and notarized. (Bushkill Township SALDO §503. C.C.5) Plan Preparer's statement must be signed and sealed (§603. C.6)
2. Drywell must be 15 feet minimum from dwelling (167 SWM ACT) *The detail on Sheet C-411 should show 15' minimum from the building*
3. Amended soils should be shown beneath the infiltration basin.
4. Comments from the Lehigh Valley Planning Commission must be satisfied.
5. Comments from the Bushkill Township Environmental Advisory Committee must be satisfied.
6. Pipes crossing driveways should be eliminated.
7. Length of emergency spillway should be noted.

The following waivers are also granted:

- **From Section 1008.F.5** - From the requirement to provide a basin floor slope of 1.5% The applicant will scarify and add amended soil to improve infiltration
- **From Section 503.C.G.5** - A partial waiver is requested from providing existing right-of-way and cartway widths and location of existing streets within 200 ft of the tract boundaries. The applicant will use generally accessible existing data to populate this information.
- **From Section 503.C.G.6** - A partial waiver is requested from providing proposed right-of-way and cartway widths and location of existing and proposed street within 200 ft of the tract boundaries. The applicant will use generally accessible existing data to populate this information.

Motion by Randy Knauss was seconded by Julie Bender and approved unanimously to approve Resolution 2025-07 for MKG Estates, LLC, Preliminary Plan.

Reports

2. **Police** – Report Enclosed
3. **Treasurer** - Report Enclosed
4. **Tax Collector** – No Report
5. **Zoning Officer** - Zoning Officer Todd Weidman provided the report.
6. **Public Works** – Public Works Director Peter Yotter provided the report.
7. **Library** – Jarred Bedoya provided the report.
 - a. **Touch a Truck Request** - Request to use Bushkill Rec Park Parking lot & Pavilion for October 4, 2025, Event. **Motion** by Randy Knauss was seconded by Jason Smith and approved unanimously to allow Memorial Library of Nazareth to hold the annual Touch a Truck Event at Township Rec Facility.
8. **Recreation** – No Report
9. **Fire Company** – Report Enclosed
10. **Engineer - Township** Engineer Bob Collura stated that he based upon his assessment of drainage concerns on “Old” Schoeneck Avenue, that a crown in the road would potentially eliminate this issue.
11. **Solicitor** –
 - a. **Peddler Solicitation Ordinance** – Solicitor Asteak stated that the Peddler Solicitation Ordinance was advertised and available for review. Chairman Kocher asked if there were any comments from the public, hearing none, Chairman Kocher called for a motion to approve Ordinance 2025-03. **Motion** by Julie Bender was seconded by Carolyn Hill and approved unanimously to approve Ordinance 2025-03.
 - b. **Subdivision Improvements Agreement** – Solicitor Asteak stated that One More Tumble Creek, LLC, has executed the Subdivision Improvement Agreement and the Township is in receipt of the Letter of Credit for The Enclave at Bushkill Subdivision. **Motion** by Jason Smith was seconded by Julie Bender and approved unanimously to authorize the execution of the Subdivision Improvement Agreement for The Enclave at Bushkill Subdivision.
12. **EAC** – Open Space Coordinator Kerry Reider provided the report.
13. **NAZ COG** – Supervisor Smith stated that there was not a quorum for the Nazareth COG meeting, however, there was a discussion amongst the attendees regarding cyber security concerns in relation to recent cyber attack at Lower Nazareth Township.
14. **Emergency Mgmt.** – Emergency Management Coordinator Tom Barnowski provided the report.

OLD BUSINESS:

15.DCED Greenways, Trails & Rec Park Grant -

- 16. 2025 Stone & Paving Material Bids** - 2025 Stone & Paving material bids were tabled at the April 3, 2025, meeting to allow review by the Public Works Director. Recommendation to award Stone and Paving Material Bid to Heidelberg Materials based on distance to plant for pick up of material. **Motion** by Carolyn Hill was seconded by Jason Smith and approved unanimously to award the 2025 Stone & Paving Materials bid to Heidelberg Materials.

NEW BUSINESS:

17. **2025 Fuel & Material Hauling Bid** - 2025 Bids were readvertised and opened at 2pm on Thursday, May 1, 2025. The Township received 1 (one) bid for Fuel from Suburban Heating & Oil, LLC. No bids were received for Material Hauling. **Motion** by Jason Smith was seconded by Randy Knauss and approved unanimously to award the 2025 Fuel Bid to Suburban Heating & Oil, LLC.
18. **BTFVC Sign** - Approval for BTVFC to install Smokey the Bear Sign and waive ZHB Fee. **Motion** by Jason Smith was seconded by Randy Knauss and approved unanimously to approve placement of the Smokey the Bear sign on Township property and to waive the Zoning Hearing Board Fee.
19. **Resignation** - Dale Williamson has resigned from the Rec Board after 30 years. **Motion** by Julie Bender was seconded by Jason Smith and approved unanimously with regret to accept Dale Williamson's resignation.
20. **Resolution 2025-08** - Resolution Recognizing and honoring Peace Officers for their bravery, dedication, heroism and to designate May 15, 2025, as "Peace Officers Memorial Day" and May 11-17, 2025, as "Police Week" in Bushkill Township. **Motion** by Randy Knauss was seconded by Julie Bender and approved unanimously to approve Resolution 2025-08.
21. **Resolution 2025-09** - Resolution Recognizing Public Works employees for their hard work and dedication and to designate May 18-24, 2025, as "Public Works Week" in Bushkill Township. **Motion** by Julie Bender was seconded by Jason Smith and approved unanimously to approve Resolution 2025-09.
22. **2025 Grow NORCO Grant** - Authorization for the Manager to apply for the grant for the purpose of replacing the roof of the entire Municipal Building. **Motion** by Jason Smith was seconded by Julie Bender and approved unanimously to authorize the Township Manager to apply for 2025 Grow NORCO Grant.
23. **Resolution 2025-10** - Resolution Recognizing Dale Williamson for his many years of dedicated service. **Motion** by Julie Bender was seconded by Carolyn Hill and approved unanimously to approve Resolution 2025-10.
24. **Resolution 2025-11** – Resolution Recognizing Thomas Lewis for his years of dedicated service. **Motion** by Jason Smith was seconded by Carolyn Hill and approved unanimously to approve Resolution 2025-11.

PAY BILLS: Bill List - \$172,433.71 - **Motion** by Julie Bender was seconded by Randy Knauss and approved unanimously to pay the bills.

COORESPONDENCE: PSATS Bulletin

EXECUTIVE SESSION: The Board of Supervisors entered an Executive Session at 6:34pm to discuss Real Estate matters. The Board of Supervisors reconvened at 6:44pm and made the following motion:

Authorize the Open Space Coordinator to obtain an appraisal for the fair market rental value of the house located at Albert Ponds. **Motion** by Randy Knauss was seconded by Jason Smith and approved unanimously to authorize the Open Space Coordinator to obtain an appraisal for the fair rental market rental value of the house located at Albert Ponds.

GOOD OF THE BOARD: PSATS Conference – May 4, 2025 – May 7, 2025

Electronic Recycling Event – Thursday, May 8, 2025, 3pm – 6pm
Next regular Board of Supervisors Meeting – June 5, 2025 @ 6:00pm

ADJOURNMENT: Chairman Kocher asked if there was any other business, hearing none, Chairman Kocher asked for a motion to adjourn the meeting. **Motion** by Jason Smith was seconded by Carolyn Hill and approved unanimously to adjourn the meeting at 6:45pm

Respectfully Submitted,

Belinda A. Roberts, Manager