

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

**MINUTES
April 3, 2025**

The Bushkill Township Board of Supervisors held their regular meeting on Thursday, April 3, 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 for the meeting were the Manager, Belinda A. Roberts, Chief McLouth, Solicitor Gary Asteak, Township Engineer Robert Collura, Open Space Coordinator Kerry Reider, and Zoning Officer Todd Weidman. There were 50 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 were no changes to the agenda. **Motion** by Julie Bender was seconded by Carolyn Hill and approved unanimously to approve the agenda.

**Robert Eyer - Running for Judge of Northampton County Court of Common Pleas*

Approval of Minutes

1. **March 6, 2025 - Motion** by Randy Knauss was seconded by Jason Smith and approved unanimously to approve the minutes of March 6, 2025.

SUBDIVISIONS: #2019-08 Bridgepoint Lehigh North - Is the 427,875 square foot warehouse situated on 59.9 acres, located at 433 E. Moorestown Road, Wind Gap. Bridge received final approval March 6, 2020, entered into the 18-month maintenance period on August 3, 2023, and the maintenance period ended on February 3, 2025. The owner Link Logistics has requested final release of the current Letter of Credit. Township Engineer Bob Collura completed the final inspection. Engineer Collura provided the review letter and has recommended final release of the LOC. **Motion** by Julie Bender was seconded by Jason Smith and approved unanimously to authorize the release of the Letter of Credit based on the review provided by the Township Engineer.

PLANNING MODULES: #2023-13 MKG Estates - 19 Lot Subdivision located on Lahr Road & 141 E. Douglasville Roads. During the March 24, 2025, Planning Commission Meeting, the Planning Module was recommended to be sent to the Board of Supervisors to be forwarded to DEP for review. **Resolution 2025-05** – Resolution 2025-05 authorizes the Township to send the Planning Module to DEP for review. **Motion** by Randy Knauss was seconded by Carolyn Hill and approved unanimously to approve Resolution 2025-05.

#2024-10 Fairman Minor Subdivision, Bok Road - During the March 24, 2025, Planning Commission Meeting, the Planning Module was recommended to be sent to the Board of Supervisors to be forwarded to DEP for review. **Motion** by Julie Bender

was seconded by Jason Smith and approved unanimously to send the Planning Module to DEP for review.

Reports

2. **Police** – Chief McLouth provided the report
 - a. **New Hires** - Chief McLouth stated the Department conducted interviews and has 2 officers that he is requesting approval to hire. 1 officer will be full-time and 1 will be part-time, this is part of the 2022 Police Department restructuring plan. **Motion** by Carolyn Hill was seconded by Julie Bender and approved unanimously to hire Michael Cabrera as a full-time police officer and Steven Luke as a part-time police officer.
3. **Treasurer** - Report Enclosed
4. **Tax Collector** - Report Enclosed
5. **Zoning Officer** - Zoning Officer Todd Weidman provided the report
6. **Public Works** - Report Enclosed
 - a. **New Hires** – Public Works Director requested authorization to hire seasonal employees for maintenance at Recreation Park. Drew Hoagland, Keith McKeon, and Collin Wells to begin on April 7, 2025, through November 26, 2025. **Motion** by Julie Bender was seconded by Jason Smith and approved unanimously to hire Drew Hoagland, at an hourly rate of \$23.00, Keith McKeon, at an hourly rate of \$20.00, and rehire Collin Wells, at an hourly rate of \$17.00.
7. **Library** – Jarred Bedoya provided the report
8. **Recreation** – No Report
9. **Fire Company** – BTVFC President Alex Thompson provided the report
10. **Engineer** - No Report – The Board of Supervisors directed the Engineer to assess drainage issues on “Old” Schoeneck Avenue and provide options to Public Works Director prior to paving the road.
11. **Solicitor** –
 - a. **Peddler Solicitation Ordinance** – Update to the 2006 Ordinance has been provided to the Solicitor by Chief McLouth. **Motion** by Julie Bender was seconded by Jason Smith and approved unanimously to authorize the Solicitor to advertise the Peddler Solicitation Ordinance for consideration at a future meeting.
12. **EAC** – Open Space Coordinator Kerry Reider provided the report
13. **NAZ COG** – No March Meeting
14. **Emergency Mgmt.** – Emergency Management Coordinator Tom Barnowski provided the report

OLD BUSINESS:

15. **DCED Greenways, Trails & Rec Park Grant** - Benjamin Kutz from Gilmore & Associates was present and provided an update following the completion of reference checks for the two apparent low bidders for the project: Kobalt Construction, with a bid of \$196,440.00, and S & G Asphalt, with a bid of \$199,085.50. After reviewing feedback from previous clients regarding each company's performance, Mr. Kutz reported that S & G Asphalt received higher marks for quality of work and overall satisfaction. As a result, a recommendation was made to award the project to S & G Asphalt despite their slightly higher bid.
Motion by Julie Bender was seconded by Randy Knauss and approved unanimously to reject low bid provided by Kobalt Construction.
Motion by Julie Bender was seconded by Jason Smith and approved unanimously to award the Park

Improvements Project to S & G Asphalt, base bid with 8ft. fence, \$199,085.50

Motion by Julie Bender was seconded by Jason Smith and approved unanimously to direct Gilmore & Associates to administer the contracts and conduct inspections.

NEW BUSINESS:

- 16. 2025 Fuel, Stone, Paving Material & Material Hauling Bid** - The 2025 bids were advertised on March 13, 2025, with bid documents becoming available on the PennBid website on Monday, March 10, 2025. The bids were opened at 2:00 PM on Thursday, April 3, 2025. The Township received no bids for Fuel, four bids for Stone, three bids for Paving Materials, and no bids for Material Hauling. The Public Works Director has requested that the bids for Stone and Paving Materials be tabled for further review, and that the Fuel and Material Hauling bids be readvertised.

Motion by Randy Knauss was seconded by Carolyn Hill and approved unanimously to table the stone and paving material bids for further review.

Motion by Julie Bender was seconded by Jason Smith and approved unanimously to readvertise the fuel and material hauling bids.
- 17. BTVFC Carnival** - BTVFC has submitted their Sponsorship request for the 2025 Carnival. The following is what was sponsored in 2024 and recommended for 2025 - Thursday night Band \$1,200, Friday Night Fire Truck Rides \$1,500, Wednesday parking \$900 & Thursday parking \$900, Thursday night food stand \$500. **Motion** by Carolyn Hill was seconded by Julie Bender and approved unanimously to approve the 2025 sponsorship in the amount of \$5000.00.
- 18. Hydrant Agreement** - PA American Water has proposed 6 locations for Fire Hydrants on Keller & Kromer Roads during the water line improvements project. Tyler Bartron (PA American Water, Sr. Supervisor Operations) has added 6 additional hydrants based on the recommendations provided by the BTVFC Fire Chief Paul Pysher. **Motion** by Randy Knauss was seconded by Carolyn Hill and approved unanimously to approve the Hydrant Agreement based on the recommendations from Chief Pysher.
- 19. Planning Commission Appointment** - During the March 24, 2025, Planning Commission Meeting, the Planning Commission made the recommendation to appoint Randy Bajan to the vacancy on the commission. **Motion** by Jason Smith was seconded by Julie Bender and approved unanimously to appoint Randy Bajan to the Township Planning Commission.
- 20. 2024 Audit Report** - Township Elected Auditors have completed and submitted the 2024 Audit to the Commonwealth of PA, per the enclosed report, the Auditors stated the report is favorable, as all accounts balance. There are were a few recommendations for review by the Board of Supervisors.
- 21. Resolution 2025-06** - Resolution recognizing and honoring Firefighters for their bravery, dedication, heroism and to designate May 4, 2025, as “Firefighters’ Day” in Bushkill Township. **Motion** by Carolyn Hill was seconded by Jason Smith and approved unanimously to approve Resolution 2025-06. Chairman Kocher read the Resolution and presented it to BTVFC President, Alex Thompson and BTVFC Fire Chief, Paul Pysher.
- 22. The Enclave at Bushkill** - The developer for the subdivision located on Church Road (12 lots in Bushkill Township & 1 lot in Moore Township), has requested an Earthmoving Indemnification Agreement to include a Certificate of Insurance as well as \$10,000 in cash escrow for engineering and legal fees. They have been approved for the same request in Moore Township. **Motion** by Jason Smith was seconded by Carolyn Hill and approved unanimously to authorize and execute the indemnification agreement provided by the Township Solicitor.

PAY BILLS: Bill List - \$566,413.41 - Motion by Julie Bender was seconded by Jason Smith and approved unanimously to pay the bills.

**COORESPONDENCE: Kromer Road Closure
PSATS Bulletin**

EXECUTIVE SESSION: The Board of Supervisors entered into an Executive Session at 6:48pm to discuss Real Estate matters. The Board of Supervisors reconvened at 6:51pm and made the following motion:

Authorize the Open Space Coordinator to obtain an appraisal for Conservation Easement for OS 100. **Motion** by Julie Bender was seconded by Jason Smith and approved unanimously to authorize the Open Space Coordinator to obtain an appraisal for OS 100.

**GOOD OF THE BOARD: 2025 Road Inspection - April 17, 2025 @ 5:00pm
2025 Clean Up Day - April 25, 2025 & 26, 2025
Next regular Board of Supervisors Meeting - May 1, 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 6:52pm

Respectfully Submitted,

Belinda A. Roberts, Manager