

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

**MINUTES
June 5, 2025**

The Bushkill Township Board of Supervisors held their regular meeting on Thursday, June 5, 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 Steve Mills, Township Engineer Robert Collura, Public Works Director Peter Yotter, Open Space Coordinator Kerry Reider, and Zoning Officer Todd Weidman. There were 5 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 one additional Resolution added under New Business. **Motion** by Carolyn Hill was seconded by Jason Smith and approved unanimously to approve the amended agenda.

Approval of Minutes

1. **May 1, 2025 - Motion** by Julie Bender was seconded by Randy Knauss and approved unanimously to approve the minutes of May 1, 2025.

Reports

2. **Police** - Chief McLouth provided the Police Report
3. **Treasurer** - Report Enclosed
 - a. **2025 Grow NORCO Grant** - The Township Manager stated that the grant application was submitted on May 30, 2025. The grant is a 50/50 match and if awarded it will be for the replacement of the municipal building roof.
4. **Tax Collector** - Tax Collector Report for April & May Enclosed
5. **Zoning Officer** - Zoning Officer Todd Weidman provided the report.
6. **Public Works** - Public Works report Enclosed.
7. **Library** - Keith McKeon provided the report.
8. **Recreation** - No Report
9. **Fire Company** – Alex Thompson provided the report.
 - a. **Wind Gap Carnival** - Approval for Fire Police to assist the Wind Gap Fire Company for their Annual Carnival June 26, 27, & 28, 2025. **Motion** by Julie Bender was seconded by Jason Smith and approved unanimously to approve Fire Police to assist at the Wind Gap Carnival.
 - b. **Nazareth Carnival** - Approval for BTVFC to take equipment to assist with the Nazareth Carnival, June 18-21, 2025. **Motion** by Julie Bender was seconded by Jason Smith and approved unanimously to approve BTVFC to assist at the Nazareth Carnival.

Let the minutes reflect, the Board of Supervisors provided prior approval of the BTVFC Fire Police for the following:

- To assist with traffic control at the Wind Gap Car Show on Saturday, May 10, 2025.
- To provide traffic control assistance and attend the funeral services for Klecknersville Rangers Assistant Fire Chief, Hank VanBlargan, on Saturday, May 31, 2025.

10. Engineer -

11. Solicitor – No report

12. EAC - Open Space Coordinator Kerry Reider provided the report.

- a. **Open Spaces & Historic Places, LLC** – Kerry Reider stated that Jeff Marshall recently retired, he has worked closely with the Township for several years with the Open Space Program. He has provided a proposal for an Open Space Consultant at a rate of \$100/hour. **Motion** by Jason Smith was seconded by Randy Knauss and approved unanimously to approve the engagement of Services provided by Open Spaces & Historic Places, LLC, according to the proposal provided by Jeff Marshall.
- b. **Albert Ponds House** – Kerry Reider stated that Mr. & Mrs. Bickert are in the process of moving out, and he would like to request waiving the rent for the month of June. **Motion** by Randy Knauss was seconded by Julie Bender and approved unanimously to approve the waiver of June rent. *Supervisor Carolyn Hill abstained from the motion.*
- c. **LV Mini Grant** – Kerry Reider stated that Bushkill Township has been awarded the LV Mini Grant in the amount of \$14,800, for the removal of the trees, and plantings at the Albert Pond Preserve. The grant is 50/50 match.
- d. **108 Kleintop Lane** – Kerry Reider stated that Mr. Kucsan has recently consolidated the two parcels at 102 & 108 Kleintop Lane, creating one parcel. The property is still narrow and is requesting a 20-foot setback from the riparian buffer. **Motion** by Julie Bender was seconded by Jason Smith and approved unanimously to approve the setback request with the conservation easement.

13. NAZ COG -

14. Emergency Mgmt. – The Township Manager stated that Mr. Barnowski was unable to attend and asked that the Board of Supervisors consider the Emergency Services Training Fund.

OLD BUSINESS:

15.DCED Greenways, Trails & Rec Park Grant - The Pickleball court construction will begin June 24, 2025, and will be completed by August 22, 2025.

NEW BUSINESS:

- 16. Resolution 2025-12 - 2025 Fee Schedule** - Setting the fees for Bushkill Township. **Motion** by Carolyn Hill was seconded by Jason Smith and approved unanimously to approve Resolution 2025-12.
- 17. Streetlights** - The Township Manager stated that there are 27 streetlights in the Township. Currently the lights are Sodium Vapor. Information has been received from Met Ed regarding what would be involved in upgrading the lights from Sodium Vapor to LED.
- 18. Ordinance 1988-6** – This ordinance identifies the rules and regulation for the use by the public of the Bushkill Township Recreation Center and providing penalties for violations. Authorize the Solicitor to amend and update Ordinance 1988-6 with direction by the Supervisors.
- 19. Resolution 2025-13 – Document Destruction** - Resolution 2025-13 approves the destruction of documents from 2017. **Motion** by Julie Bender was seconded by Carolyn Hill and approved unanimously to approve Resolution 2025-13.

PAY BILLS: Bill List - \$241,540.85 - Motion by Julie Bender was seconded by Jason Smith and approved unanimously to pay the bills.

COORESPONDENCE: PSATS Bulletin

EXECUTIVE SESSION: The Board of Supervisors entered an Executive Session at 6:43pm to discuss Real Estate matters. The Board of Supervisors reconvened at 7:05 and made the following motion:

Authorize the Open Space Coordinator to make an offer up to the appraised value in coordination with Moore Township for a Conservation Easement on OS-100. **Motion** by Jason Smith was seconded by Randy Knauss and approved unanimously to authorize the Open Space Coordinator to make an offer up to the appraised value in coordination with Moore Township on OS-100 for a Conservation Easement.

GOOD OF THE BOARD: Harrison “JR” Kline Memorial Bench Placement - Friday, June 6, 2025, at 10am
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 7:06pm

Respectfully Submitted,

Belinda A. Roberts, Manager