

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

**MINUTES
April 3, 2014**

The Bushkill Township Board of Supervisors held their regularly scheduled meeting on Thursday, April 3, 2014. The meeting was held at the Bushkill Township Municipal Building, 1114 Bushkill Center Road, Nazareth, PA. The following Supervisors were present: Mr. Kocher, Mrs. Bender, Mrs. Hill, Mr. Smith and Mr. Kline. Also present were the Township Manager Brian Harris, Zoning Officer Kenneth Shiffert, Engineer Robert Collura, Solicitor Gary Asteak, and Captain Scott Dempsey. There were 3 people in the audience.

Pledge of Allegiance to the Flag

The Chairman, Brien Kocher called the meeting to order at 6:05 PM with the Pledge of Allegiance to the Flag.

Sign Ins: None

SUBDIVISIONS: #2014-02 – Johnson Lot Line Adjustment – Resolution 2014-11 - Motion by Jason Smith, seconded by Harrison Kline, Jr. and approved unanimously to accept resolution 2014-11 with the following conditions.

Plan received recommendation from the Planning Commission on March 24, 2014 with the following conditions:

1. The Owner's Statement must be signed by the Owner(s) and notarized. (§704.12)
2. The Engineer's/Surveyor's Statement must be signed by the Professional(s) responsible for plan preparation. (§704.13)
3. The proposed iron pins shall be set and an iron pin certification provided.
4. The Drywell Detail should more specifically refer to the 'actual tributary roof area' instead of 'house size'.
5. A note shall be added to the plan that "any new driveway onto a Township street shall meet PennDOT sight line distance requirements and be in accordance with SALDO requirements 1004H."
6. Correct the existing area for Parcel H7-9-1F shown on the upper right corner of the plan to 1.01 acres, and then the total to 4.55 acres.

Approval of Minutes

1. **March 6, 2014 – Motion** by Julie Bender, seconded by Carolyn Hill and approved unanimously to accept the minutes.

Reports

2. **Police** – Captain Dempsey gave the report for February 2014.
3. **Treasurer** – Brian Harris stated the Treasurers Report was enclosed.
4. **Tax Collector** – Brian Harris stated that the Tax Collector Report was enclosed.
5. **Zoning Officer** – Ken Shiffert provided the Zoning Officers report.
6. **Public Works** – Bill Kummer gave the Public Works report for February 2014.
7. **Library** – Lanie provided the Library Board report and also stated that there will be a Wine & Cheese Reception for New Library Director Rachel Levin on May 9, 2014.
8. **Recreation** – Mr. Harris stated that he was in receipt of Nello Loicano's resignation letter from the Recreation Board, **Motion** by Jason Smith, seconded by Julie Bender and approved unanimously to accept the resignation. Mr. Harris also stated that Paul Pysher has been recommended to fill the vacancy on the Recreation Board. **Motion** by Julie Bender, seconded by Jason Smith and approved unanimously to appoint Paul Pysher to the complete the remaining term.
9. **Fire Company** – Bill Kummer provided the report, and stated that there will be an open house at the Fire Company April 27, 2014, all are invited to attend.
10. **Engineer** – Mr. Collura provided the engineer's report.
11. **Solicitor** – Attorney Asteak stated that he, Mr. Smith, and Mr. Harris had a meeting prior to the Board of Supervisors meeting regarding the Erhardt property, and that an executive session will be held.
12. **EAC** – Nothing to add
13. **NAZ COG** – Nothing to add

OLD BUSINESS

14. **Public Works Salt Shed** – Mr. Harris stated that the concrete floor has been poured and we are awaiting the final payment request. Mr. Harris stated that all slips will be submitted and reviewed prior to any dispersal of funds.
15. **Anniversary Committee** – Dinner Dance was held on March 22nd and the next event will be the May 25th Veteran's Remembrance Ceremony at the snack stand flag pole
16. **Personnel Manual & Job Descriptions** – The committee reviewed the draft Personnel Manual and is recommending the BOS forward it to the Solicitor for review and comment. Once the Solicitor comments, the BOS can consider adopting the manual. **Motion** by Carolyn Hill, seconded by Julie Bender and approved unanimously to forward Personnel Manual & Job Descriptions to the Attorney Asteak.

NEW BUSINESS

17. **2014 Spring Newsletter** – Spring newsletter is complete and the Board of Supervisors can authorize the mailing after final review. **Motion** by Carolyn Hill, seconded by Julie Bender and approved unanimously to authorize the mailing of the Spring Newsletter once the Supervisors provide final input.
18. **Joseph Ibberson Government Award** - Bushkill Township will be receiving the above mentioned award on May 6th at the West Shore Country Club located in Camp Hill, PA. The award is given by the Pennsylvania Parks and Forest Foundation and recognizes good stewardship of Pennsylvania's parks and forest systems.

19. **Bushkill Center Road Speed Study Request** – Per the request of residents on Bushkill Center Road, Mr. Harris requested approval to contact PennDOT to ask them to complete a speed study to potentially reduce the speed limit on Bushkill Center Road in between Lahr Road and West Douglassville Road. The Supervisors had no objection to the request.
20. **2014 Road Inspection Date** – Mr. Harris stated that April 26, 2014 at 9:00 a.m., the Board of Supervisors will be conducting the Annual Road Inspection
21. **DEP 902 Grant Equipment** – Mr. Harris stated that the leaf collection equipment is ready to be delivered and the final invoice is \$209,655.00, of which \$190,000 will be reimbursed through the 902 program.
22. **Treewitalize – Ballas Tract Planting** – Mr. Harris stated that the township was awarded \$4,000 to plant 40 trees lining the entrance and parking area on the newly acquired Ballas Tract. The planting date is set for May 17th and will involve the scouts. Prior to that date, the engineer will stake out the entrance and parking area and township staff will install the modified and crushed limestone surface.
23. **PA D&G Road - Muschlitz Road DSA Application** – A preconstruction conference will be held within the next 2 weeks and the project will be completed in May. Township staff will be changing the profile of the road to improve sheet flow and Hanson Aggregate will be installing the Driving Surface Aggregate.
24. **2013 LSA Monroe County Gaming Authority** – Mr. Harris stated that the Township was awarded \$210,000 toward the municipal expansion. The grant application was for \$622,000 of which \$311,000 was to come from the LSA. At this point we need to determine the working budget and scope of the expansion so the engineer can proceed with drafting the bid specs.
25. **CFA 2014 Grants** – The 2014 Commonwealth Financing Authority grant application period is open and applications are due by July 21, 2014. Potential applications through the Greenways, Trails and Recreation program include applying for funds for the Ballas Site or the connector project from Ballas to PPL. Funds through this program require a 50% match and have a maximum project cost of \$250,000.00. The Watershed Restoration and Protection Program grants require a 15% match and a maximum project cost of \$300,000.00. Thoughts include applying for the streambank restoration work on Sobers Run near the PPL trailhead. Once the applications are complete the Township Manager will provide the board with a chance to review and comment.

PAY BILLS: Bill List - \$154,578.32 – Motion by Julie Bender, seconded by Jason Smith and approved unanimously to pay bills.

GOOD OF THE BOARD: Next scheduled meeting is on Thursday, May 1, 2014 at 6:00pm

Chairman Kocher stated that the Board of Supervisors members will be added to the Life Insurance Policy through Standard Insurance Company. Mr. Kocher stated that the Board will be entering into an Executive Session, Attorney Asteak stated there wouldn't be a need for any motions, and therefore the meeting could be adjourned prior to the session.

ADJOURNMENT: Motion – Motion by Jason Smith, seconded by Carolyn Hill and approved unanimously to adjourn the meeting at 6:40pm.

Respectfully Submitted, Brian D. Harris

