

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

**MINUTES
March 5, 2020**

The Bushkill Township Board of Supervisors held their regularly scheduled meeting on Thursday, March 5, 2020. The meeting was held at the Bushkill Township Municipal Building, 1114 Bushkill Center Road, Nazareth, PA. The following Supervisors were present: Mr. Kocher, Mr. Smith, Mr. Kline, Mrs. Bender and Mrs. Hill. Also, present were Township Manager Belinda Roberts, Attorney Steve Mills, Engineer Robert Collura, Zoning Officer Kenneth Shiffert, and 23 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

SUBDIVISIONS:

2019-06 Kenneth N. Butz Elementary School – Chairman Brien Kocher asked if the renovation of the Elementary school would affect either 2020 Election Days. Neither Election day would be affected, however the school has contacted the County and at this time they are still awaiting comment. **Motion** by Julie Bender seconded by Carolyn Hill and approved unanimously to approve Resolution 2020-08 with the following comments:

1. The Owner's Statement and the Standard Drainage Covenant Agreement must be signed by the Owner/Principals, and notarized BT SALDO §503.C.C5)
2. The Engineer's/Surveyor's Statement must be signed and sealed. (§503. C.6)
3. All comments by the Bushkill Township Fire Chief must be satisfied
4. The following outside agencies reviews and comments must be satisfied:
 - a. PennDOT validation of the HOP
 - b. An Erosion and Sediment Control Plan must be approved by the Northampton County Conservation District. NPDES Permit shall be required. (§503. C. L)
5. A Development Agreement along with an Improvements Quantity and Cost Estimate for all improvements requested by Bushkill Township shall be required satisfactory to the Township Solicitor shall be required.

2019-08 Bridgepoint Lehigh North – **Motion** by Jason Smith seconded by Harrison Kline and approved unanimously to approve Resolution 2020-09 with the following comments:

1. The Owner's Statement and the Standard Drainage Covenant Agreement must be signed by the Owner/Principals, and notarized BT SALDO §503.C.C5)
2. The following outside agencies reviews and comments must be satisfied:
 - a. Northampton County Conservation District

- b. DEP Approval of the Planning Module & NPDES Permit are required (§503. C. P.2)
 - c. PennDOT approval of the HOP
- 3. A Securities Agreement along with the Improvements Quantity and Cost Estimate for all improvements requested by Bushkill Township shall be required satisfactory to the Township Solicitor shall be required.
- 4. Comments from the EAC contained in the letter dated March 3, 2020 must be satisfied.
- 5. All waivers are granted by the Board of Supervisors and must be noted on the plan with date of action taken.
 - a. A waiver is requested from SALDO §602. A.2 to permit a combined Preliminary/Final Plan application which complies with all ordinance requirements for Preliminary and Final Plans, rather than provide separate applications
 - b. A waiver is requested from SALDO §503. C. N to allow plan drawings and profiles to be on separate sheets due to the size of the project
 - c. A partial waiver is requested from SALDO §1008.F.5 to permit a minimum slope of 0.5%, within above ground “Proposed Basin#1” without utilizing a concrete low flow channel, due to site constraints such as topography, grading, cover and limiting zones.
 - d. A partial waiver is requested from SALDO §1008. F.6 to permit outside slopes to be a 3:1 maximum as the basin is located on a commercial property and will be privately owned/maintained. Furthermore, the basin will be fully fenced for safety and provides an 8:1 basin access way.
 - e. A waiver is requested from SALDO §1019 to place iron pins instead of concrete monuments (**a minimum of two monuments shall be required**)

Bridgepoint Lehigh North – Resolution 2020-10 authorizing secretary to sign application and send the planning module to DEP for approval. **Motion** by Julie Bender seconded by Carolyn Hill and approved unanimously to approve Resolution 2020-10.

Scenic View West – Resolution 2020-11 authorizing secretary to sign and send the planning module to DEP for approval. **Motion** by Julie Bender seconded by Carolyn Hill and approved unanimously to approve Resolution 2020-11.

Approval of Minutes

1. **February 6, 2020** – **Motion** by Carolyn Hill seconded by Julie Bender and approved unanimously to approve the minutes.

Reports

2. **Police** – Chief McLouth provided the report
3. **Treasurer** –Treasurer’s Report was enclosed
4. **Tax Collector** –Tax Collectors Report was enclosed.
5. **Zoning Officer** – Kenneth Shiffert provided the report.
6. **Public Works** – Peter Yotter provided the Public Works report
7. **Library** – Shawn Wright provided the report.
 - a. Resignation of Jeff Ortwein - **Motion** by Jason Smith seconded by Carolyn Hill and approved unanimously to accept the resignation of Jeff Ortwein.
8. **Recreation** – No report. Nick Bender is the Vice Chair on the Rec Board.

9. **Fire Company** – Alex Thompson provided the report, Julie Bender requested the use of the Fire Dept. as we move forward through renovations. Alex stated that he didn't see an issue.
10. **Engineer** – Bob Collura provided the report.
 - a. **Villani Escrow** – Christopher Villani built a storm sewer on Ashwood Drive, **Motion** by Jason Smith seconded by Julie Bender and approved unanimously to reduce the current escrow per Township Engineers recommendation reserving 15% for the 18-month maintenance period.
11. **Solicitor** –
 - **3 Year Farmland Lease (Bushkill Center Rd. & Rose Inn Ave.)** – 2 bids were received. Attorney Steve Mills opened and read both bids. Kroboth farms was high bid at \$126 per acre. **Motion** by Jason Smith seconded by Harrison Kline and approved unanimously to award Kroboth Farms the lease conditioned upon review of the Township Solicitor.
 - **Rissmiller Divesture- Motion** by Julie Bender seconded by Carolyn Hill and approved unanimously to authorize the solicitor to advertise for sealed bids.
12. **EAC** – EAC Report was enclosed
13. **NAZ COG** – No report

OLD BUSINESS:

14. **Municipal Building Renovation** – Nothing to report
15. **2020 Fuel, Stone & Paving Bid** - Bids were opened at 2pm on March 4th. The Township received 1 Bid for Fuel from Suburban Propane, 2 bids for Stone from H&K Group and New Enterprise, and 3 bids for Paving Materials from Highway Materials, ABE Materials, & New Enterprise.
 - a. **Fuel Bid - Motion** by Jason Smith seconded by Julie Bender and approved unanimously to award to the lowest bidder conditioned upon review of the Township Solicitor.
 - b. Paving Bid – **Tabled** until April 2, 2020 Board of Supervisors Meeting
 - c. Stone Bid - **Motion** by Jason Smith seconded by Harrison Kline and approved unanimously to award to the lowest bidder conditioned upon review of the Township Solicitor.
16. **2020 Road Inspection** – April 25 at 9:00am. **Motion** by seconded by and approved unanimously to set the 2020 Road Inspection for April 25, 2020.
17. **2020 Newsletter** – Belinda Roberts stated that the 2020 Spring/Summer Newsletter was complete and sent to the printer as of March 5, 2020.

NEW BUSINESS:

18. **2019 Municipal Audit**- Belinda Roberts stated that the 2019 Audit was completed
19. **No Nonsense Neutering Contract** – Martha Kahan provided a short explanation of the program. 100 vouchers will be available at the Municipal Bldg. for Township Residents to Spay/Neuter feral (free roaming) cats. The cats will be returned to same location as part of the Trap Neuter Return Program. **Motion** by seconded by and approved unanimously to authorize Chairman Kocher to sign the contract.
20. **Resolution 2020-07**– Recognizing the establishment of the Bushkill Township Police Department in 1953. **Motion** by Harrison Kline seconded by Jason Smith and adopt Resolution 2020-07.
21. **Mini Excavator & Tack Coat Buggy** – Public Works has requested to purchase a Mini Excavator and a Tack Coat Buggy. Foreman Peter Yotter obtained 3 quotes for each piece

of equipment, the lowest quote for the Mini-Excavator was Bobcat at \$101,785.36 & the lowest for the Tack Coat Buggy was SealMaster at \$12,804.00. Chairman Kocher confirmed that Bobcat participates with COSTARS. Liquid Fuels will be used for the purchase of both machines. **Motion** by Julie Bender seconded by Harrison Kline and approved unanimously to authorize the purchase of the Mini-Excavator from Bobcat conditioned upon review of the Township Solicitor. **Motion** by Harrison Kline seconded by Jason Smith and approved unanimously to authorize the purchase of the Tack Coat Buggy from SealMaster conditioned upon review of the Township Solicitor.

22. Public Works Job Description and Guidelines – Public works job description has been updated and coincides with the guidelines outlining job responsibilities, duties, etc.

Motion by Julie Bender seconded by Carolyn Hill and approved unanimously to approve both job description and guidelines for Public Works. **Motion** by Julie Bender seconded by Carolyn Hill and approved unanimously to approve St. Luke’s Care Now facility for annual physicals.

23. OS – 78 - Authorization needed to approve appraisal for Conservation Easement. Jason Smith stated that the EAC has approved the property. **Motion** by Jason Smith seconded by Carolyn Hill and approved unanimously to authorize the Open Space Coordinator to obtain the appraisal of OS-78.

24. OS – 80 - Authorization needed to approve appraisal for Conservation Easement. Jason Smith stated that the EAC has approved the property. **Motion** by Jason Smith seconded by Harrison Kline and approved unanimously to authorize the Open Space Coordinator to obtain the appraisal of OS-80.

PAY BILLS: Bill List - \$221,265.36 – **Motion** by Julie Bender seconded by Jason Smith and approved unanimously to pay the bills. Chairman Kocher abstained from vote due to Kimberly Kocher receiving payment.

Joe DiGerlando wanted to recognize the staff for all their hard work during the 2019 Audit, as it was completed within 3 weeks. Joe also stated that Belinda is doing a good job as the Manager working hard to organize the office and bringing professionalism as well.

GOOD OF THE BOARD: Next regular Board of Supervisors meeting April 2, 2020
2020 PSATS Convention – May 3-6th
2020 Clean Up Day – May 8th & 9th

ADJOURNMENT: **Motion** by Jason Smith seconded by Carolyn Hill and approved unanimously to adjourn the meeting at 6:35 pm.

Respectfully Submitted,

Belinda A. Roberts
Manager