

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

**MINUTES  
February 6, 2014**

The Bushkill Township Board of Supervisors held their regularly scheduled meeting on Thursday, February 6, 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, Solicitor Gary Asteak, and Chief Mike McLouth. 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

**Presentation:** Judy Stern Goldstein was present from Boucher & James to present the Ballas Tract Master Site Development Plan. Judy stated that the plan was recommended by the Study Committee and can be considered by the Board of Supervisors. **Motion** by Jason Smith, seconded by Julie Bender and approved unanimously to accept the Ballas Tract Master Site Development Plan and forward it to the Department of Conservation and Natural Resources for review and approval.

**Approval of Minutes**

1. **January 2, 2014 & January 6, 2014 – Motion** by Julie Bender, seconded by Jason Smith and approved unanimously to accept the minutes.

**Reports**

2. **Police** – Chief McLouth gave the report for December 2013.
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** – Mr. Shiffert stated that there was a ZHB meeting in January for a Lawn Care Business as well as another application for an Esthetician. He also spoke in regards to the Abandon Property Ordinance, and what the next step would be in regards to the lack of responses from the request for registration of the Abandon Properties, Chairman Kocher referred to Solicitor Asteak as to what the next step would be, Solicitor Asteak stated that the next step would be to start sending citations to the non-compliant.
6. **Public Works** – Bill Kummer gave the Public Works report for December 2013
7. **Library** – Northing to report

8. **Recreation** –Mr. Harris stated that Nello Loicano has tendered his resignation as a member of the Recreation Board. **Motion** by Julie Bender, seconded by Carolyn Hill and approved unanimously to accept Nello Loicano’s resignation. Brian Harris stated that a replacement will be discussed at the next Recreation Board meeting and when the candidate is selected he/she will be recommended to the BOS.
9. **Fire Company** – Tom Barnowski, Emergency Mgmt. Coordinator spoke on behalf of the Fire Company stating that the new Bylaws are in effect. Mr. Barnowski also spoke in regards to the Disaster Declaration that was declared by the Township with regard to the lack of salt being received from International Salt. Harrison Kline stated that he was contacted and we will receive 100 ton of salt by the end of the meeting.
10. **Engineer** – Nothing to report.
11. **Solicitor** – Nothing to add other than the agenda items.
12. **EAC** –Nothing to report.
13. **NAZ COG** – Nothing to add

## OLD BUSINESS

14. **Public Works Salt Shed & Skid Steer** – Mr. Harris stated that he has received payment requests for work that has been completed on the Salt Shed; Engineer Collura has approved the work. Mr. Harris also stated that the Public Works Dept. is in receipt of the Skid Steer and is happy with machine. **Motion** by Harrison Kline, seconded by Julie Bender to make the payments for the Salt Shed & Skid Steer.
15. **Anniversary Committee - Veteran’s Memorial Road** - Nothing to note
16. **2013 Audit**- Mr. Harris stated that the Auditors met on January 28, 2014 and has started the Audit. The 2013 DCED Annual Financial Report will be on the March agenda for authorization to submit.

## NEW BUSINESS

17. **Fee Schedule Resolution 2014-03** – Mr. Harris stated that Resolution 2014-03 is to set the fees for fiscal year 2014. **Motion** - Motion by Julie Bender, seconded by Carolyn Hill and approved unanimously to approve Resolution 2014-03. Mr. Harris indicated that Resolution 2014-02 was repealed as a result of adopting the new resolution.
18. **OS-33 Conservation Easement** – Mr. Harris stated that the conservation easement can be discussed in executive session since it was a real estate matter.
19. **Northampton County Open Space Grant Workshop** – Brian Harris stated that he attended the informational session and is considering applying for funding to develop the Ballas Tract per the Master Site Plan. Brian stated that Bushkill Township is eligible for \$137,336 for funding for land acquisition or park development.
20. **2014 DCNR C2P2 Grant Application** – Mr. Harris stated that he is considering applying to make improvements outlined in the Ballas Master Site Plan. The total project cost will be \$400,000, of which \$200,000 will come from DCNR, \$137,000 from Northampton County 21<sup>st</sup> Century Open Space Initiative and \$63,000 from Bushkill Township. The application will be to construct the perimeter trails, timber truss pavilion, seeding of the fields, rain garden plantings, fishing dock, benches, trash receptacles, signage, parking lot and access drive, and habitat improvements. The application is due by April 16<sup>th</sup>, 2014

and the Northampton County Open Space application is due March 1<sup>st</sup>. The Supervisors authorized the Township Manager to proceed with preparing the application and bringing the application to the March meeting for authorization to submit.

21. **Cole Judicial Sale – F7-1-10 & F7-2-1-** Solicitor Asteak stated that he and Mr. Harris attended the judicial sale and purchased the above parcels. Mr. Harris stated that the board would need to make a motion to approve Resolution 2014-04 & 2014-05. **Motion#13** - Motion by Julie Bender, seconded by Jason Smith and approved unanimously to approve both resolutions.
22. **Personnel Manual** – Mr. Harris stated that the Draft Personnel Manual has been prepared. Chairman Kocher stated that Carolyn Hill & Julie Bender will work on the Personnel manual with Brian as well as Job descriptions.
23. **2014 Stone, Fuel & Paving Bids** – Brian Harris stated that the Board of Supervisors can authorize advertisement of the 2014 stone, fuel and paving bids. The bids will be opened prior to the March meeting and the Supervisors can consider the bids on March 6<sup>th</sup>. **Motion** by Harrison Kline, seconded by Jason Smith and approved unanimously to advertise the 2014 bids.

**PAY BILLS: Bill List - \$205,954.17 - Motion** by Julie Bender, seconded by Carolyn Hill and approved unanimously to pay bills.

**EXECUTIVE SESSION:** The Board of Supervisors entered into executive session at 6:33 to discuss real estate and personnel matters. The Supervisors exited at 6:48. **Motion** by Carolyn Hill, seconded by Julie Bender and approved unanimously to proceed with the Marsh Conservation easement at \$5,250 per acre conditioned on the applicant reimbursing the township the cost of the alternate appraisal.

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

**ADJOURNMENT:** **Motion** by Jason Smith, seconded by Carolyn Hill and approved unanimously to adjourn the meeting at 6:51pm.

Respectfully Submitted,  
Brian D. Harris

