

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

**MINUTES  
March 6, 2014**

The Bushkill Township Board of Supervisors held their regularly scheduled meeting on Thursday, March 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

**SUBDIVISIONS:** #2013-09 – Cloverfield Estates Final Plan – Brian Harris stated that the plan received recommendation at the February 24<sup>th</sup> Planning Commission meeting. Brian Harris stated that Mr. Kishbaugh reviewed the conditions associated with the approval and they were satisfactory to him. **Motion** by Jason Smith, seconded by Julie Bender and approved unanimously to accept resolution 2013-09 with the following conditions.

Planning Commission approved the final plan at the February 24<sup>th</sup> meeting with the following conditions:

- A photo reduction of the layout plan at a maximum size of 11"x17" is required. (Bushkill Township SALDO §603.C.A.8)
- The Owner's Statement must be signed by the Owner(s) and notarized. (§603.C.C.5)
- The Engineer's/Surveyor's Statement must be signed by the Professional(s) responsible for plan preparation. (§603.C.6)
- DEP Planning Modules must be approved.
- The calculation of the volumes of the infiltration berm must be clarified with the Township Engineer.
- A maximum slope of 4 horizontal to 1 vertical must be graded along the westerly side of Cherry Hill Road.
- An Erosion and Sedimentation Control Plan, approved by the Northampton County Conservation District shall be required. (§603.L)
- Descriptions and deed of dedication shall be required for all streets which are offered for dedication. An 8 1/2" x 11" plan of each street shall be required. (§603.Q.5)
- Lot addresses must be provided for all lots.
- An improvements quantity and cost estimate shall be required for all required improvements.
- A Development Agreement and Performance Guarantee, satisfactory to the Township Solicitor, shall be required.
- A Pre-Construction meeting shall be required prior to the start of work.
- All required fees must be paid.
- The PennDOT HOP Note must be removed

## Approval of Minutes

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

## Reports

2. **Police** – Chief McLouth gave the report for January 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 Supervisors with the zoning report.
6. **Public Works** – Bill Kummer gave the Public Works report for January 2014.
7. **Library** – Lanie provided the Board with the Annual Report and also indicated that Rachel Levin is the New Library Director.
8. **Recreation** – Brian Harris stated that Recreation Board met in February and is reviewing materials pertaining to the Recreation Complex Development Grant.
9. **Fire Company** – Bill Kummer provided the report.
10. **Engineer** – Bob stated that the Muschlitz Road Bridge general permit application has been submitted.
11. **Solicitor** – Nothing to add other than the agenda items.
12. **EAC** – Nothing to add.
13. **NAZ COG** – Nothing to add.

## **OLD BUSINESS**

14. **Public Works Salt Shed** – Mr. Harris stated that the last item to be completed is the concrete floor. Once the floor is poured the final payment request can be released and the project closed out.
15. **Anniversary Committee** – March 22<sup>nd</sup> Dinner Dance – Mr. Harris stated that the Dinner Dance will be held at the BTVFC on Saturday March 22<sup>nd</sup>.
16. **Personnel Manual & Job Descriptions** – Personnel Manual is currently being reviewed by the committee and job descriptions are being revised. Once final drafts are in place they will be brought to the BOS for review.

## **NEW BUSINESS**

17. **Resolution 2014-06 – Nor. County OS Grant Application** - Resolution authorizing an application to Northampton County for \$137,336 in funding to make improvements outlined in the Ballas Master Site Plan. The grant is a matching grant and ideally we would receive C2P2 funding to minimize the cost to the township. Brian Harris stated that in kind services can be used towards the match. **Motion** by Julie Bender, seconded by Carolyn Hill and approved unanimously to accept resolution 2014-06.

18. **Resolution 2014-07 – MAB MSP Grant Closeout** – Brian Harris stated that DCNR reviewed the plan and deemed it acceptable. The BOS can adopt Resolution 2014 -07 which closes out the grant and the township can apply for the final payment request. **Motion** by Carolyn Hill, seconded by Julie Bender and approved unanimously to accept resolution 2014-07.
19. **Res. 2014 -08 - 2014 DCNR C2P2 Grant Application** – Resolution authorizing applying for 2014 C2P2 funding to make improvements outlined in the Ballas Tract Master Site Development Plan. The total project cost is \$400,000; if approved, the township would be responsible for 50% of the project total. In kind services will used as a portion of the required match. **Motion** by Jason Smith, seconded by Carolyn Hill and approved unanimously to accept resolution 2014-08.
20. **2014 Stone, Fuel, and Paving Bids** – Brian Harris stated that the bids were opened and publicly read aloud on Wednesday, March 5<sup>th</sup> at 2:15pm. **Motion** by Harrison Kline, seconded by Jason Smith and approved unanimously to award the Stone Bid to Eastern Industries, Paving Bid to Highway Materials and the Fuel Bid to Atlantic Coast Energy. Stockertown Materials was not awarded the stone bid as Public Works Director Kline indicated they have had historical issues related to not having ample product available.
21. **2011-2012 State Liquid Fuel Audit**-The 2011-2012 State Liquid Fuel Audit was conducted and there was one finding. The report indicated that we spent \$3,018.63 in excess of our MS-999 form which was approved by PennDOT and the Department will most likely recommend we reimburse that amount to the SLF account or revise the MS-965 report.
22. **2013 Annual Financial Report & Annual Financial Statement Advertisement** –Brian Harris stated the audit has concluded and the 2013 AFR report can be submitted to DCED. Brian Harris stated the Concise Financial Statement has been prepared and can be advertised. **Motion** by Julie Bender, seconded by Carolyn Hill and approved unanimously to advertise the Annual Financial Statement.
23. **2014 Road Inspection Date**- Brian Harris stated the Supervisors can consider date for the 2014 Road Inspection. Once a date is set an advertisement can be placed.
24. **Broadband Grant** – Mr. Harris stated that we will be updating the current website for the Township. The township applied for the grant, which is a 50% matching grant, and was awarded \$3,500. **Motion** by Jason Smith, seconded by Carolyn Hill and approved unanimously to move forward with the website update.

**PAY BILLS: Bill List - \$140,685.93 – Motion** – Motion by Julie Bender, seconded by Carolyn Hill and approved unanimously to pay bills.

**GOOD OF THE BOARD:** Next scheduled meeting is on Thursday, April 3, 2014 at 6:00pm

**ADJOURNMENT: Motion** – Motion by Jason Smith, seconded by Carolyn Hill and approved unanimously to adjourn the meeting at 6:45pm.

Respectfully Submitted,  
Brian D. Harris

