

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

**MINUTES  
August 1, 2024**

The Bushkill Township Board of Supervisors held their regularly scheduled meeting on Thursday, August 1, 2024, 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 was Captain Scott Dempsey, Solicitor Gary Asteak, Township Engineer Robert Collura, Open Space Coordinator Kerry Reider, and Planning Administrator Todd Weidman. There were 9 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:** No Sign Ins

**MOTION TO APPROVE THE AGENDA:** Chairman Kocher asked if there was any need to amend the agenda. Township Manager Belinda Roberts stated there were no changes. **Motion** by Carolyn Hill seconded by Julie Bender and approved unanimously to approve the agenda.

**BUSHKILL TOWNSHIP PARK IMPROVEMENT:** Benjamin Kutz from Gilmore & Associates attended the meeting to provide an update regarding the Park Improvement project. During the presentation Benjamin acknowledged that the wetland area at the park is significantly larger than originally anticipated, the area was being surveyed for the Disc Golf Course location. The direction provided by the Board of Supervisors was to identify an area for a 9-hole Disc Golf Course. A request was made to see if there was enough area to build 4 pickleball courts, currently the plan shows 2 pickleball courts.

**Approval of Minutes**

1. **July 11, 2024- Motion** by Julie Bender seconded by Randy Knauss and approved unanimously to approve the minutes of July 11, 2024.

**SUBDIVISIONS:**

**#2024-05 Old Allentown Road, Lot Line Adjustment** - The Plan proposes the subdivision of 35.1082-acre tract, creating an 18.1215-acre tract entirely in Bushkill Township and a 16.5931-acre tract entirely in Plainfield Township. The property is located within the (RC) Rural Conservation Zoning District. During the Planning Commission meeting on July 22, 2024, The Planning Commission recommended approval of the lot line adjustment, per the review submitted by the Township Engineer.

**Resolution 2024-20 Approves the Old Allentown Road, Lot Line Adjustment Plan with the following conditions:**

1. All lot lines must be dimensioned. (Bushkill Township SALDO §703.B.3; 703.E.3)
2. Name and addresses of abutting property owners must be noted, (§703.C.3)
3. Plans must be signed by the Owner(s) and notarized, (§703.C.4) & Plan preparer's seal and signature are required, (§703.C.5)
4. Set back lines should be shown and Lot line utility easements shall be required. (§1011.C)

5. The ultimate right-of-way should be shown along Old Allentown Road.

**Motion** by Randy Knauss seconded by Carolyn Hill and approved unanimously to approve Resolution 2024-20 with the conditions set forth in the Engineers Review Letter.

**#2024-06 Kleintop Lane, Lot Consolidation** - The Plan proposes combining two adjacent lots (102 & 108 Kleintop Lane), creating a 2.5296-acre tract. The property is located within the (RC) Rural Conservation Zoning District. During the Planning Commission meeting on July 22, 2024, The Planning Commission requested that the township “Greenway” be shown on the plan and noted that a conservation easement may be required as per the EAC review letter of July 22, 2024. The Planning Commission recommended approval of the lot consolidation, per the review submitted by the Township Engineer.

**Resolution 2024-21 Approves the Kleintop Lane, Lot Consolidation with the following conditions:**

1. Owner(s) statement must be signed and notarized. (Bushkill Township SALDO §703.C.4)
2. The Surveyor's seal and signature shall be required. (§703.C.5)
3. Setback line should be noted, and Lot line utility/drainage easement shall be required (§101 LC)
4. The ultimate right-of-way should be shown along West Mountain Road
5. The Bushkill Township “Greenway” should be shown on the plan

**Motion** by Julie Bender seconded by Jason Smith and approved unanimously to approve Resolution 2024-21 with the conditions set forth in the Engineers Review Letter.

**#2024-01 1060 Bushkill Center Road, Two Family Dwelling** - The plan proposes a two-family dwelling and associated parking on a 1.4822-acre lot within the (V) Village Zoning District. During the Planning Commission meeting on July 22, 2024, the Planning Commission recommended approval of the Two-family dwelling, per the review submitted by the Township Engineer.

**Resolution 2024-22 Approves the 1060 Bushkill Center Road, Two-Family Dwelling Plan with the following conditions:**

1. Plans must be signed by the Owner(s) and notarized. (BT SALDO §603.C.5)
2. A surveyor’s seal and signature shall be required. (§603.C.6)
3. Percolation Test Reports must be provided.
4. Percolation test results must be noted. (§603.HJ)
5. A description and Grant of Right of-way for that portion of Miller Road offered as Dedication shall be required.

**Motion** by Julie Bender seconded by Carolyn Hill and approved unanimously to approve Resolution 2024-22 with the conditions set forth in the Engineers Review Letter.

## **Reports**

2. **Police** - Captain Dempsey provided the report.
  - a. **Resolution 2024-23 Public Safety Grant** - Application to be submitted in the amount of \$15,000 for a 2025 Polaris Sportsman570 Trail ATV to replace the 2001 Yamaha.
  - b. **Resolution 2024-25 Northampton/Lehigh LSA Grant** - Application to be submitted in the amount of \$89,910 for 2 police patrol vehicles
  - c. **Resolution 2024-26 Monroe County LSA Grant** - Application to be submitted in the amount of \$89,910 for 2 police patrol vehicles

**Motion** by Jason Smith seconded by Julie Bender and approved unanimously to approve Resolution 2024-23, Resolution 2024-25, and Resolution 2024-26.

3. **Treasurer** - Report Enclosed
4. **Tax Collector** - Report Enclosed
5. **Zoning Officer** - Assistant Zoning Officer Todd Weidman provided the report
6. **Public Works** - William Kummer provided the report
7. **Library** - Jarred Bedoya provided the report
8. **Recreation** - Report Enclosed
9. **Fire Company** - BTVFC President Alex Thompson provided the report
10. **Engineer - No Report**
11. **Solicitor** -
  - a. **Resolution 2024-24** - Resolution 2024-24 authorizes the Execution of Agreement of Sale for the Conservation Easement of OS 90. Closing is scheduled for August 5, 2024. **Motion** by Julie Bender seconded by Randy Knauss and approved unanimously to approve Resolution 2024-24.
12. **EAC** - Kerry Reider provided the report.
  - a. **Open Space Employee** - Retroactive approval of hiring Barry Gaugler for Open Space maintenance at a rate of \$18.00/ hour. **Motion** by Randy Knauss seconded by Carolyn Hill and approved unanimously to retroactively hire Barry Gaugler at \$18.00/hr.
13. **NAZ COG - No Report**
14. **Emergency Mgmt. - No Report**

**OLD BUSINESS:**

15. **Traffic Corridor Study (SR 946/Knauss Road & Penn Allen Road)**
16. **Zoning/SALDO Amendments**
17. **Bushkill Township Lot Line Adjustment (BTVFC)**

**NEW BUSINESS:**

18. **Resolution 2024-27 Recognizes Kenneth D. Shiffert on his Retirement** - Zoning Officer Kenny Shiffert has made the decision to retire from Bushkill Township after 22 years as the Zoning Officer. His retirement is effective August 1, 2024. **Motion** by Randy Knauss seconded by Julie Bender and approved unanimously to approve Resolution 2024-27.
19. **Zoning Officer / Assistant Zoning Officer Appointment** - Appointing Todd Weidman as Zoning Officer and Kerry Reider as Assistant Zoning Officer for Bushkill Township. Current Administrative Assistant Carolyn Hill will assist with Zoning Office admin duties as needed. **Motion** by Jason Smith seconded by Julie Bender and approved with Supervisor Carolyn Hill abstaining from the vote to appoint Todd Weidman as Zoning Officer and Kerry Reider as Assistant Zoning Officer.

**20. Zoning Office Hours** - The current hours of the Zoning Office are 9am to 5pm, Monday through Friday. Requesting authorization to change the hours to Monday through Friday, 8am to 4pm. Appointments available after 4pm. **Motion** by Julie Bender seconded by Randy Knauss and approved unanimously to authorize the change in hours for the Zoning Office.

**21. Fall/Winter Newsletter** - Articles to be accepted until August 26, 2024. Please email the articles to [bushkillnews@gmail.com](mailto:bushkillnews@gmail.com).

**PAY BILLS: Bill List - \$151,585.82 - Motion** by Julie Bender seconded by Randy Knauss and approved unanimously to pay the bills.

**GOOD OF THE BOARD: National Night Out - August 6, 2024 (6:00pm - 9:00pm)**  
**Next regular Board of Supervisors Meeting - September 5, 2024 @ 6:00pm**

**ADJOURNMENT: Motion** by Jason Smith seconded by Carolyn Hill and approved unanimously to adjourn the meeting at 6:36pm.

Respectfully Submitted,

Belinda A. Roberts, Manager