

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

**MINUTES**  
**April 4, 2024**

The Bushkill Township Board of Supervisors held their regularly scheduled meeting on Thursday, April 4, 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 the Township Manager Belinda Roberts, Chief Michael McLouth, Solicitor Gary Asteak, Township Engineer Robert Collura, Public Works Director Peter Yotter, Open Space Coordinator Kerry Reider, Zoning Officer Kenny Shiffert and Planning Administrator Todd Weidman. There were 26 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

**PRESENTATION:** State Representative Ann Flood attended the meeting to present a Condolence Resolution to the Kline Family

**MOTION TO APPROVE THE AGENDA:** Chairman Kocher asked if there was any need to amend the agenda. Township Manager Belinda Roberts. **Motion** by Julie Bender seconded by Carolyn Hill and approved unanimously to approve the agenda.

**SUBDIVISIONS:** None

**Approval of Minutes**

1. **March 7, 2024 - Motion** by Randy Knauss seconded by Julie Bender and approved unanimously to approve the minutes of March 7, 2024.

**Reports**

2. **Police** - Chief McLouth provided the police report. Chief McLouth stated during his report that during the March 7, 2024, meeting 3 officers were hired conditioned on background checks, 2 officers have withdrawn from the position. Chief McLouth has requested authorization to readvertise for the open positions. **Motion** by Randy Knauss seconded by Jason Smith and approved unanimously to authorize readvertisement if Chief McLouth deems necessary.
3. **Treasurer** - Report Enclosed
4. **Tax Collector** - Report Enclosed
5. **Zoning Officer** - No meeting held in March
6. **Public Works** - Public Works Director Peter Yotter provided the report
  - a. **Laborer Position** - Public Works Director Peter Yotter that he along with Supervisors Julie Bender, Randy Knauss and Township Manager conducted interviews for the open position. Peter recommends Nolan Dieter for the position of full-time laborer at the rate of \$25.00 per hour. **Motion** by Randy Knauss seconded by Jason Smith and approved unanimously to hire Nolan Dieter at \$25.00 per hour.

7. **Library** - Jarred Bedoya provided the report and introduced New Library Rep. Keith McKeon.

8. **Recreation** - No meeting held in March

9. **Fire Company** - BTVFC President Alex Thompson provided the report

10. **Engineer** -

- a. **High Street Estates – LOC Request** - Tuskes Homes has requested final release of the LOC, retaining \$85,161.63. Entering into the 18-month maintenance to end in October 2025 at which time a final inspection request will be required and dedication of the roads to be completed. **Motion** by Jason Smith seconded by Julie Bender and approved unanimously to reduce the LOC to the amount of \$85,161.63 per the recommendation of the Township Engineer. Chairman Kocher asked that Tuskes Homes be notified that the Township will not accept dedication of the roads until the conclusion of the 18-month maintenance period.

11. **Solicitor** -

- a. **EMS Lease Agreement** – Solicitor Asteak stated that after months of negotiation the EMS Lease Agreement has been signed and executed by Cetronia Ambulance and BTVFC.
- b. **Resolution 2024-08** - Approving the EMS Lease Agreement designating Cetronia Ambulance as official EMS provider for Bushkill Township Residents effective May 1, 2024. **Motion** by Julie Bender seconded by Jason Smith and approved unanimously to approve Resolution 2024-08.

12. **EAC** - Kerry Reider provided the report.

- a. **Seasonal OS Position** - Kerry Reider stated that interviews for the open seasonal position would be conducted in the upcoming weeks.

13. **NAZ COG** -

14. **Emergency Mgmt.** - Belinda Roberts stated on behalf of Tom Barnowski and at his request that the approved Emergency Operations Plan has been submitted to Northampton County, a copy was provided to BTVFC and Bushkill Police Dept.

#### **OLD BUSINESS:**

15. **Traffic Corridor Study (SR 946/Knauss Road & Penn Allen Road):** Belinda Roberts stated that the Public Works Department will be scheduling demolition of the Knauss Road property within the next few weeks.

16. **2024 Fuel, Stone, Paving Material & Hauling Bid** - Upon review, the Public Works Director is recommending rejection of all bids and to readvertise. Bids will be open and available for consideration at the May 2, 2024, Board of Supervisors meeting. **Motion** by Carolyn Hill seconded by Jason Smith and approved unanimously to reject all bids received and to readvertise for bids to be opened on May 2, 2024, at 2pm via PennBid.

17. **Planning Commission Member** - The Planning Commission members met with Donna Wallinger-Lee during the regularly scheduled Planning Commission meeting held on Monday March 25, 2024, and has recommended Ms. Wallinger-Lee be appointed by the Board of Supervisors. **Motion** by Julie Bender seconded by Randy Knauss and approved unanimously to appoint Donna Wallinger-Lee to the Planning Commission.

#### **NEW BUSINESS:**

18. **Jacobsburg Historical Society** – Joe DiGerlando was present and has requested Sponsorship of \$1500.00 to sponsor the Bushkill Township Weekend at the Boulton Historic Site. **Motion** by Randy

Knauss seconded by Carolyn Hill and approved unanimously to authorize the donation of \$1,500.00 to the Jacobsburg Historical Society.

**19. Trius Request** - Request from Jim McNally at Trius to take the 2022 Mack Truck to display at the PSATS Conference. It would be driven and insured by Trius. **Motion** by Julie Bender seconded by Randy Knauss and approved unanimously to approve the request made by Trius conditioned upon final review of the Certificate of Insurance by Solicitor Asteak.

**20. BTVFC Carnival** – BTVFC has submitted their Sponsorship request for the 2024 Carnival. The following is what was sponsored in 24’- Thursday night Band \$1,200, Friday Night Fire Truck Rides \$1,500, Wednesday parking \$900 & Thursday parking \$900, Thursday night food stand \$500. **Motion** by Carolyn Hill seconded by Jason Smith and approved unanimously donate \$5,000.00 to the BTVFC Carnival.

**PAY BILLS: Bill List - \$154,833.05 - Motion** by Julie Bender seconded by Jason Smith and approved unanimously to pay the bills.

**GOOD OF THE BOARD:** 2024 Road Inspection - April 6, 2024 @ 9:30am  
PSATS Annual Conference - April 14-17, 2024  
Township Clean Up Day - April 19 & April 20, 2024  
Next regular Board of Supervisors Meeting - May 2, 2024 @ 6:00pm  
(Weather permitting will be held at the Rec Pavilion)

**ADJOURNMENT: Motion** by Jason Smith seconded by Carolyn Hill and approved unanimously to adjourn the meeting at 6:24pm.

Respectfully Submitted,

Belinda A. Roberts, Manager