

**REGULAR PUBLIC MEETING
JANUARY 21, 2019**

- MEMBERS PRESENT** Michael Hudak, President
Malissa Davis, Vice President
Kristine Blake, Commissioner
John Gallagher, Commissioner
John Merhottein, Commissioner
- OTHERS PRESENT** James Broughal, Township Solicitor
Doug Bruce, Township Manager
Andrew Freda, Finance Director
Amanda Raudenbush, Planning Director
Ron Gawlik, Township Engineer
- CALL TO ORDER** President Hudak called the meeting to order at 7:05 p.m., and led those in attendance in reciting the Pledge of Allegiance.
- EXECUTIVE SESSION** Solicitor Broughal announced that the Board of Commissioners met in Executive Session on January 21, 2019 at 6:30 p.m. to discuss litigation matters pursuant to Section 708a of the Pennsylvania Sunshine Act.
- PRESENTATION** **PFM FINANCIAL ADVISORS LLC – FIXED-TERM DEBT SERVICE OPTIONS**
- Chris Bamber, CFA, Senior Managing Consultant explained that an Independent Financial Advisor represents the issuer’s best interest throughout the entire process of any debt issuance. An Independent Financial Advisor can help issuers decide selection of financing type, method of sale, negotiations with underwriters/banks regarding interest rates, commissions, etc., and recommendations and advice on timing and whether or not to proceed. PFM has a fiduciary duty to the issuer and no one else. Underwriters/Banks have no fiduciary duty to the issuer. Mr. Bamber provided variable to fixed rate refinancing options: Estimated Bond Issue and Estimated Bond Loan. The highest level estimated timeline for local government debt issuance takes 60 to 90 days. Mr. Bruce said last year the switch from fixed rate to a variable rate cost \$90,000. He said PFM would do the request for proposals for free and the township would incur a fee only if the board approved a proposal. Mr. Bruce said no action is needed at this time so that the Board could have more time to review the information presented. Mr. Hudak thanked Mr. Bamber and staff for the information.
- COURTESY OF THE FLOOR**
- BARRY ROTH
4323 CHETWIN TERR.** Mr. Roth thanked President Hudak for the information provided.
- APPROVAL OF MINUTES** Upon motion (Merhottein-Gallagher), the Board of Commissioners voted unanimously by voice vote to approve the minutes of the January 7, 2019 regular public meeting as presented.

**SUBDIVISIONS &
LAND
DEVELOPMENT**

SKETCH PLAN

3608 NAZARETH PIKE CONVENIENCE STORE

Arif Fazil, President and Principal in Charge, D'Huy Engineering, Inc., said the sketch plan proposes a 7,600 square foot convenience store with an additional gasoline pump bay canopy with 12 pumps and a detention basin. The property is located within the Streetscape Enhancement Overlay District. He said he is experienced in SALDO, overlay and streetscape and ordinance requirements. Mr. Fazil said that the uses he presented are permitted and he is sensitive to the adjacent neighborhoods and neighboring businesses. The two access roads to the property are State owned. Commissioner Gallagher commented that setting the convenience store behind another store doesn't make sense from a design standpoint. Mr. Fazil said there are limitations because of stormwater and traffic. Commission Davis asked if there would be a seating area affiliated with the store. Mr. Fazil didn't know at this time.

TOM KEIFFER

Mr. Keiffer said he is concerned about water run-off polluting the Monocacy Creek but likes the idea of a gas station in that location.

**BARRY ROTH
4323 CHETWIN TERR.**

Mr. Roth said water run-off and traffic are the biggest problems. They should consider speed bumps to slow traffic down.

No action taken as this is a sketch plan.

SKETCH PLAN

SOLEBURY SENIOR LIVING FACILITY, FREEMANSBURG AVENUE

Joseph Bubba, representing the developer, said the project site is located on the south side of Freemansburg Avenue, between Wagner Drive and Farmersville Road in Medium High Density Residential, Mixed Use Overlay and Streetscape Enhancement Overlay Districts. The Plan proposes a 70,000 square foot building with 120 beds, parking for 65 passenger vehicles, stormwater management areas and walking paths. Commissioner Merhottein and Commissioner Gallagher were concerned about traffic access from Beaujolais Place. Attorney Bubba said that the facility would not be a huge traffic generator but the developers will have to do a traffic study.

No action taken as this is a sketch plan.

RESOLUTION R018-19

A RESOLUTION GRANTING THE REQUEST OF NANCY RUN ESTATES FAMILY LP, APPLICANTS FOR NANCY RUN ESTATES SUBDIVISION PLAN, TO EXTEND THE TIME FOR RECORDING OF THE APPROVED PLAN

Upon motion (Merhottein-Davis), the Board of Commissioners voted unanimously by voice vote to approve Resolution R018-19 granting the request of Nancy Run Estates Family LP, applicants for Nancy Run Estates subdivision plan, to extend the time for recording of the approved plan.

RESOLUTION R019-19 A RESOLUTION GRANTING CONDITIONAL APPROVAL OF THE EBENEZER BIBLE FELLOWSHIP CHURCH MAJOR SUBDIVISION PRELIMINARY/FINAL PLAN

The applicant is requesting a waiver for the installation of sidewalks as this project is subdividing an existing single family house from a property with an existing church.. Commissioner Davis said she is never in favor of waiving such requirement but due to the small size of the parcel, she said it would be unfair to make the church spend money. Commissioner Gallagher said to waive the sidewalks would be a missed opportunity.

Upon motion (Davis-Blake), the Board of Commissioners voted by voice vote to approve Resolution R019-19 granting conditional approval of the Ebenezer Bible Fellowship Church major subdivision preliminary/final plan. The motion passed 4 to 1. Mr. Gallagher opposed.

RESOLUTION R020-19 A RESOLUTION GRANTING CONDITIONAL APPROVAL OF THE HECKTOWN ROAD BUSINESS PARK LOTS 6 & 7 PRELIMINARY PLAN

Upon motion (Davis-Gallagher), the Board of Commissioners voted unanimously by voice vote to approve Resolution R020-19 granting conditional approval of the Hecktown Road Business Park Lots 6 & 7 preliminary plan.

RESOLUTIONS OF THE BOARD OF COMMISSIONERS

RESOLUTION R015-19 A RESOLUTION AUTHORIZING THE TOWNSHIP MANAGER TO SUBMIT TO THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION AN APPLICATION FOR TRAFFIC SIGNAL APPROVAL FOR EASTON AVENUE AND JAMESWAY (GIANT) SHOPPING CENTER

Upon motion (Merhottein-Gallagher), the Board of Commissioners voted by voice vote to approve Resolution R015-19 authorizing the township manager to submit to the Pennsylvania Department of Transportation an application for traffic signal approval for Easton Avenue and Jamesway (Giant) Shopping Center.

RESOLUTION R016-19 A RESOLUTION AUTHORIZING THE TOWNSHIP MANAGER TO SUBMIT TO THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION AN APPLICATION FOR TRAFFIC SIGNAL APPROVAL FOR EASTON AVENUE AND WILLOW PARK PLAZA (ALDI) SHOPPING CENTER

Upon motion (Merhottein-Gallagher), the Board of Commissioners voted by voice vote to approve Resolution R016-19 authorizing the township manager to submit to the Pennsylvania Department of Transportation an application for traffic signal approval for Easton Avenue and Willow Park Plaza (Aldi) Shopping Center.

RESOLUTION R017-19 A RESOLUTION AUTHORIZING THE TOWNSHIP MANAGER TO SUBMIT TO THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION AN APPLICATION FOR TRAFFIC SIGNAL APPROVAL FOR EASTON AVENUE AND WILLOW PARK ROAD

Upon motion (Merhottein-Gallagher), the Board of Commissioners voted by voice vote to approve Resolution R017-19 authorizing the township manager to submit to the Pennsylvania Department of Transportation an application for traffic signal approval for Easton Avenue and Willow Park Road.

RESOLUTION R021-19 A RESOLUTION AUTHORIZING THE ATTENDANCE OF PLANNING DIRECTOR AMANDA RAUDENBUSH AT THE BUILDING CODE OFFICIAL COURSE FEBRUARY 4-8, 2019, IN NEW CUMBERLAND, PENNSYLVANIA

Upon motion (Gallagher-Blake), the Board of Commissioners voted by voice vote to approve Resolution R021-19 authorizing the attendance of planning director Amanda Raudenbush at the Building Code Official course February 4-8, 2019, in New Cumberland, Pennsylvania.

MOTIONS OF THE BOARD OF COMMISSIONERS

MOTION

A MOTION AUTHORIZING THE TOWNSHIP MANAGER TO ADVERTISE AN ORDINANCE AUTHORIZING INTERGOVERNMENTAL COOPERATION BETWEEN BETHLEHEM TOWNSHIP AND THE CITY OF BETHLEHEM AND APPROVING A COOPERATIVE AGREEMENT PROVIDING FOR AN UPGRADE TO TRAFFIC SIGNALS ALONG SR 2020 (EASTON AVENUE)

Upon motion (Davis-Blake), the Board of Commissioners voted by voice vote to approve a motion authorizing the township manager to advertise an ordinance authorizing intergovernmental cooperation between Bethlehem Township and the City of Bethlehem and approving a cooperative agreement providing for an upgrade to traffic signals along SR 2020 (Easton Avenue).

MOTION

A MOTION AUTHORIZING THE TOWNSHIP MANAGER TO ADVERTISE AN ORDINANCE AMENDING CHAPTER 5, CODE ENFORCEMENT, PART 3, PROPERTY MAINTENANCE CODE, OF THE TOWNSHIP OF BETHLEHEM CODE OF ORDINANCES, FOR THE PURPOSE OF ADOPTING THE 2015 INTERNATIONAL PROPERTY MAINTENANCE CODE, WITH CERTAIN ADDITIONS, INSERTIONS, DELETIONS, AND CHANGES THERETO

Upon motion (Blake-Gallagher), the Board of Commissioners voted unanimously by voice vote to approve a motion authorizing the township manager to advertise an ordinance amending Chapter 5, Code Enforcement, Part 3, Property Maintenance Code, of the Township of Bethlehem Code of Ordinances, for the purpose of adopting the 2015 International Property Maintenance Code, with certain additions, insertions, deletions, and changes thereto.

MOTION

A MOTION ADOPTING A POLICY FOR THE USE AND OPERATION OF BETHLEHEM TOWNSHIP-OWNED VEHICLES

Upon motion (Davis-Merhottein), the Board of Commissioners voted by voice vote to approve a motion adopting a policy for the use and operation of Bethlehem

Township-owned vehicles. The motion passed 4 to 1. Mr. Gallagher opposed.

**APPROVAL OF BILL
AGENDA OF
JANUARY 16, 2019**

Upon motion (Merhottein-Davis), the Board of Commissioners voted by voice vote to approve the Bill Agenda of January 16, 2019.

**BLANKET
PURCHASE ORDERS
- 2019**

Upon motion (Merhottein-Gallagher), the Board of Commissioners voted by voice vote to approve the 2019 Blanket Purchase Orders.

**APPROVAL OF
PURCHASE ORDERS**

PO 20183274 – Joao & Bradley Construction – PPIS – \$13,726.88
PO 20183275 – Joao & Bradley Construction – PPIS – \$11,420.91
PO 20190039 – Everbridge – PPIS – \$7,161.08
PO 20190044 – Pitney Bowes – Finance – \$17,060.16
PO 20190045 – General Highway Products Inc. – Police – \$7,730.00
PO 20190148 – Harris Computer Systems – Finance – \$9,307.61
PO 20190182 – PA State Assoc. of Twp. Commissioners – Admin– \$3,523.05

Upon motion (Davis-Merhottein), the Board of Commissioners unanimously voted by voice vote to approve Purchase Orders 20183274, PO 20183275, PO 20190039, PO 20190044, PO 20190045, PO 20190148 and PO 20190182 as presented.

**APPROVAL OF
TREASURER'S
REPORT OF
DECEMBER 31, 2018**

Upon motion (Gallagher-Davis), the Board of Commissioners unanimously voted by voice vote to approve the Treasurer's Report of December 31, 2018 as presented subject to audit.

**ZONING HEARING
BOARD MEETING OF
JANUARY 30, 2019**

There were no comments or concerns regarding the Zoning Hearing Board meeting agenda of January 30, 2019

**ACCEPTANCE OF
MONTHLY REPORTS**

There were no questions or concerns regarding the monthly reports.

DISCUSSION ITEMS

**PENSION
INVESTMENT
POLICY STATEMENT**

Mr. Bruce said the Police Pension Board believed the longstanding investment policy and options were too conservative and needed to be updated to provide more flexibility in a rapidly changing investment environment. The board unanimously recommended the Board of Commissioners make the same changes for the township's four other pension funds – AFSCME defined benefit; Teamsters defined benefit; non-union defined benefit; and the defined contribution pension fund for more recently hired AFSCME, Teamsters, and non-union employees. The Board of Commissioners has purview of the investment policies of these four funds. President Hudak said this is a good idea. Commissioner Merhottein said it's a little more aggressive but would support it.

Upon motion (Merhottein-Davis), the Board of Commissioners unanimously voted by voice vote to place the pension investment policy statement on the next agenda for adoption.

**LONG RANGE
TRANSPORTATION
PLAN APPLICATION
TO LEHIGH VALLEY
PLANNING
COMMISSION**

Amanda Raudenbush, Planning Director said the Lehigh Valley Planning Commission is currently writing FutureLV, which will act as the Comprehensive Plan and the Long Range Transportation Plan for the region. The Long Range Transportation Plan is a part of a Federally required process that begins identifying possible transportation projects for Federal and State funding. Currently, the Federal funding is responsible for 80% of all infrastructure projects nationwide. The Long Range Transportation Plan is updated every four years and adopted by the Long Range Transportation Study. In order for any transportation project to receive Federal money, the project needs to be in the Long Range Transportation Plan. There is no guarantee of funding but a guarantee of being put on the list for funding. An application has been prepared with a list of projects. Mr. Bruce said there is no need for action. Mr. Merhottein said this should have been done years ago and thanked Mrs. Raudenbush.

**REVISION OF
CHAPTER 218 OF
CODE OF
ORDINANCES TO
REMOVE MENTION
OF MONACACY
CREEK AND
REMOVE
CONTRADICTIONS
BETWEEN AND
MAKE CHAPTERS
218 AND 219
CONSISTENT**

Upon motion (Gallagher-Davis), the Board of Commissioners unanimously voted by voice vote to direct the Township Solicitor to draft an ordinance revising Chapter 218 of Code of Ordinances to remove mention of Monacacy Creek and remove contradictions between and make Chapters 218 and 219 consistent.

**DISPOSITION OF
THE ELEVATOR
MACHINE REMOVED
AND SALVAGED
FROM JOHNSTON
MANSION**

Commissioner Gallagher said that there is an organization in Bethlehem interested in preserving the elevator machine and wanted to know if transferring ownership was possible. Solicitor Broughal said he will research the matter and get back to the Board with an answer.

ADJOURNMENT

There being no other business, upon motion (Merhottein-Davis), the Board of Commissioners unanimously voted by voice vote to adjourn the meeting at 8:47 p.m.

Respectfully submitted,

Laura Zapata
Recording Secretary