

**BETHLEHEM TOWNSHIP BOARD OF COMMISSIONERS  
REGULAR PUBLIC MEETING  
MARCH 3, 2025**

- MEMBERS PRESENT** John J. Merhottein, President  
John K. Gallagher, Vice President  
Matthew C. Deckman, Commissioner  
Michael D. Hudak, Commissioner  
DeAnn L. Lawrence, Commissioner
- OTHERS PRESENT** James L. Broughal, Township Solicitor  
Doug Bruce, Township Manager  
Samantha Smith, Community Development Director
- CALL TO ORDER** Mr. Merhottein called the meeting to order at 7:00 p.m. and led those assembled in the Pledge of Allegiance.
- EXECUTIVE SESSION ANNOUNCEMENT** Solicitor Broughal said the Board of Commissioners met tonight in executive session from at 6:15 p.m. to 7:00 p.m. to discuss potential litigation and contracts pursuant to Section 708a of the Pennsylvania Sunshine Act.
- COURTESY OF THE FLOOR**
- TINA BARTLEY  
1627 CHARLEY LANE** Ms. Bartley said the township needs to do more to oppose the Lower Saucon Township landfill expansion. Mr. Merhottein said the township has done all it can, including intervene in the lawsuit on the side of landfill opponents, and suggested she speak to Lower Saucon Township officials.
- APPROVAL OF MINUTES** Mr. Gallagher noted an error regarding the paving project. He didn't say prioritize any of the two paving projects. Regarding old business, Mr. Gallagher asked Mr. Bruce for an explanation as to why the dump truck repairs are not done in-house. Mr. Bruce said the township only has one car lift and one truck lift and several police vehicles needing repairs. Also, one of the dump trucks is in dire need of alignment, something the township mechanics cannot do. Mr. Gallagher said that was an excellent explanation.
- Upon motion (Gallagher-Deckman), the Board of Commissioners voted unanimously by voice vote to approve the February 17, 2025, meeting minutes as amended.
- SUBDIVISIONS AND LAND DEVELOPMENT**
- MOTION** **A MOTION APPROVING IMPROVEMENTS SECURITY RELEASE CERTIFICATION NO. 3, IN THE AMOUNT OF \$53, 270.25 FOR LEHIGH VALLEY TRADE CENTER III**
- Mr. Merhottein said this was the final release and close out for this project.

Upon motion (Lawrence-Hudak), the Board of Commissioners voted unanimously by voice vote approving Improvements Security Release Certification No. 3, in the amount of \$53,270.25, for Lehigh Valley Trade Center III.

**MOTION**

**A MOTION TO EXTEND THE DEVELOPER’S OBLIGATION TO COMPLETE IMPROVEMENTS, PURSUANT TO THE DEVELOPMENT AGREEMENT, FOR GRACE CHURCH TO MAY 30, 2025**

Mr. Merhottein said this is the second extension request for this project and staff recommended approval.

Upon motion (Gallagher-Deckman), the Board of Commissioners voted unanimously by voice vote to extend the developer’s obligation to complete improvements, pursuant to the development agreement, for Grace Church to May 30, 2025.

**MOTIONS OF THE BOARD OF COMMISSIONERS**

**MOTION**

**A MOTION APPROVING A GRANT AGREEMENT BETWEEN BETHLEHEM TOWNSHIP AND THE JANET JOHNSTON HOUSENICK AND WILLIAM D. HOUSENICK MEMORIAL FOUNDATION TO SUPPORT INTERIOR RENOVATION OF THE ARCHIBALD JOHNSTON MANSION**

Mr. Merhottein said the agreement is with the Housenick Memorial Foundation to provide \$500,000 in funding as part of the match to the \$1 million state grant awarded last year for the interior renovation project. Solicitor Broughal added that the township needs to come up with 50 percent of the match by May 2025.

**CHARLES JAQUISH  
2202 COOK DR.**

Mr. Jaquish of the Archie organization asked if the township would receive the money in a lump sum. Solicitor Broughal said there is no money transferring. Mr. Bruce said the money would be paid specifically through reimbursement. The township will submit invoices and bills during construction.

Upon motion (Gallagher-Lawrence), the Board of Commissioners voted unanimously by voice vote approving a grant agreement between Bethlehem Township and the Janet Johnston Housenick and William D. Housenick Memorial Foundation to support interior renovation of the Archibald Johnston Mansion.

**MOTION**

**A MOTION AUTHORIZING AND APPROVING AN INTERMUNICIPAL AGREEMENT BETWEEN FAIRFIELD DEVELOPMENT ASSOCIATES, KERVAN PROPERTIES, LOWER NAZARETH TOWNSHIP AND BETHLEHEM TOWNSHIP REGARDING THE ALLOCATION OF MUNICIPAL PROPERTY TAXES AT HECKTOWN ROAD BUSINESS PARK LOTS 6 & 7**

Mr. Merhottein said the agreement is for a development split by the boundary between Bethlehem and Lower Nazareth Townships. Mr. Gallagher said both townships will receive fifty percent of tax revenues and emergency services will be shared. Solicitor Broughal said the assessment is broken down between land and building. This agreement only deals with the buildings and there is one building in each township, he said.

Upon motion (Hudak-Deckman), the Board of Commissioners voted unanimously by voice vote authorizing and approving an intermunicipal agreement between Fairfield Development Associates, Kervan Properties, Lower Nazareth Township and Bethlehem Township regarding the allocation of municipal property taxes at Hecktown Road Business Park Lots 6 & 7.

**PURCHASE ORDERS**

- PO 20250450 – TECHNOLOGY ENTERPRISE GROUP – PPIS – \$9,600.00**
- PO 20250477 – STOKES ELECTRICAL SUPPLY – PPIS – \$11,740.00**
- PO 20250478 – DALE KOEHLER & SONS FARM – PW – \$8,042.00**
- PO 20250479 – HAB-MISC – FINANCE – \$41,415.58**
- PO 20250432 – GLICK FIRE EQUIPMENT – BTVFC – \$1,319,837.00**
- PO 20250480 – MOTOROLA SOLUTIONS – BTVFC – \$34,898.43**
- PO 20250481 – SENSUS METERING SYSTEMS – PPIS – \$3,700.00**
- PO 20250482 – CONRAD M. SIEGEL INC. – FINANCE – \$2,000.00**
- PO 20250483 – TRANE U.S. – PPIS – \$12,750.00**
- PO 20250484 – DALE KOEHLER & SONS FARM – PW – \$9,225.00**
- PO 20250485 – MICHAEL F. RONCA & SONS INC. – PW – \$13,565.98**

Upon motion (Deckman-Hudak), the Board of Commissioners voted unanimously by voice vote to table purchase order 20250432 for Glick Fire Equipment.

Mr. Gallagher asked regarding purchase order 20250478, if the salt problem could have been avoided had there been larger bins. Mr. Bruce said it wasn't a question of storage but of how much salt could be purchased in advance.

Regarding purchase order 20250484, Mr. Gallagher said perhaps they could find another use for leaves like mulch. Mr. Bruce said there wasn't enough room now. Mr. Gallagher said he would like to explore other options for excess leaves.

Upon motion (Gallagher-Lawrence), the Board of Commissioners voted unanimously by voice vote to approve purchase orders 1-4 and 6-11 as presented.

Mr. Hudak asked about the two main electrical leads for streetlights in the River Hill project. Ms. Smith said she had conversations with the developer and they understand what needs to happen.

**ADJOURNMENT**

There being no further business, Mr. Merhottein adjourned the meeting at 7:22 p.m.

Respectfully submitted,

Laura G. Zapata  
Recording Secretary