

**BOARD OF COMMISSIONERS  
REGULAR PUBLIC MEETING  
SEPTEMBER 20, 2021**

**MEMBERS PRESENT**

Michael D. Hudak, President  
Malissa K. Davis, Vice President  
John K. Gallagher, Commissioner  
John J. Merhottein, Commissioner  
Dale A. Sourbeck, Commissioner

**OTHERS PRESENT**

James L. Broughal, Township Solicitor  
Anthony Giovannini, Township Solicitor  
Doug Bruce, Township Manager  
Amanda Raudenbush, Planning Director  
Andy Freda, Finance Director

**CALL TO ORDER**

President Hudak called the meeting to order at 7:02 p.m., and led those in attendance in reciting the Pledge of Allegiance.

**EXECUTIVE SESSION  
ANNOUNCEMENT**

Solicitor Broughal announced that the Board of Commissioners met in executive session on September 1, 2021 for approximately 30 minutes. to discuss personnel matters pursuant to Section 708A of the Pennsylvania Sunshine Act.

Solicitor Broughal also noted that there were several additions to the agenda that were not on the posted agenda. In accordance with the new revisions to the Sunshine Act, the following actions are required:

1. The board must take action to approve to add those items to tonight's agenda.
2. The minutes must reflect that they were added and the reasons why they were not added before.
3. The township must post the updated agenda on their website within five days of tonight's meeting.

Mr. Bruce noted the following additional items added to the agenda with explanation:

1. Agenda item 6C Resolution R044-21

Mr. Bruce said he received word from the State Legislator that the application should be submitted to the Local Share Account for Monroe County in addition to the Local Share Account for Northampton & Lehigh counties. The resolution was updated to reflect that change.

2. Purchase Orders 8 through 13

Mr. Bruce said the purchase orders were added over the weekend due to staffing issues in the finance department.

Upon motion (Sourbeck-Gallagher), the Board of Commissioners voted

unanimously by voice to add Resolution R044-21 and purchase orders 8 through 13 to tonight's agenda.

**COURTESY OF THE FLOOR**

**BARRY ROTH  
4323 CHETWIN TERR.**

Mr. Roth informed the board of a sinkhole on Route 191 across from McDonald's and another one on Oakland Road. He said they are a safety hazard and asked the board to have them fixed before winter. Mr. Hudak directed Mr. Bruce to have Public Works put together a plan of action.

**APPROVAL OF MINUTES**

Due to technical difficulties, the minutes of the September 7, 2021 Board of Commissioners' meetings were not ready and will be placed on the next meeting agenda.

**RESOLUTIONS OF THE BOARD OF COMMISSIONERS**

**RESOLUTION R043-21**

**A RESOLUTION ADOPTING THE AMENDMENT TO THE ARTICLES OF INCORPORATION OF THE BETHLEHEM TOWNSHIP MUNICIPAL AUTHORITY TO ENABLE THE AUTHORITY TO PROVIDE FOR STORMWATER SYSTEM PLANNING, MANAGEMENT, AND IMPLEMENTATION; AUTHORIZING AND DIRECTING PROPER OFFICERS OF THE AUTHORITY TO PERFORM ALL ACTS AND EXECUTE ALL OTHER DOCUMENTS REQUIRED OR CONTEMPLATED; AND EXTENDING THE AUTHORITY'S TERM OF EXISTENCE**

Mr. Hudak explained that this resolution allows the Municipal Authority to assume responsibility for collecting, maintaining, and improving the stormwater system. The implementation of the stormwater fee will go into effect January 2022.

Upon motion (Davis-Gallagher), the Board of Commissioners voted unanimously by voice to approve Resolution R043-21 adopting the amendment to the Articles of Incorporation of the Bethlehem Township Municipal Authority to enable the authority to provide for stormwater system planning, management, and implementation; authorizing and directing proper officers of the authority to perform all acts and execute all other documents required or contemplated; and extending the authority's term of existence

**RESOLUTION R044-21**

**A RESOLUTION AUTHORIZING APPLICATIONS TO THE LOCAL SHARE ACCOUNT (NORTHAMPTON & LEHIGH COUNTIES, AND MONROE COUNTY) GRANT PROGRAMS OF THE COMMONWEALTH FINANCING AUTHORITY**

Mr. Bruce said they are applying for funding for two police cars and water rescue equipment for the Nancy Run Fire Company for a total of approximately \$168,000.00.

Upon motion (Sourbeck-Merhottein), the Board of Commissioners voted unanimously by voice to approve Resolution R044-21 authorizing applications to the Local Share Account (Northampton & Lehigh Counties, and Monroe County) grant programs of the Commonwealth Financing Authority

**MOTIONS OF THE  
BOARD OF  
COMMISSIONERS**

**MOTION**

**A MOTION AUTHORIZING CORRESPONDENCE TO STATE  
LEGISLATORS IN SUPPORT OF AMENDING PENNSYLVANIA'S  
MUNICIPAL DEVELOPMENT LAWS**

This is a letter to Senator Lisa Boscola and Representative Steve Samuelson in support of amending Pennsylvania's Municipal Development Laws. Because of the influx of warehouses throughout the state of Pennsylvania, municipalities have few rights when it comes to approving less than desirable projects. The current law is outdated. Ms. Davis said she supports this letter because the residents don't realize how restricted municipalities are when it comes to developments and hopes the balance between development and the municipality can be rectified. Mr. Hudak agreed. Mr. Sourbeck asked that any responses from the legislators be shared at the public meetings.

**GLENN KRIER  
3969 KENRICK DR.**

Mr. Krier said the letter is a great start but believes it should be more specific.

Upon motion (Davis-Gallagher), the Board of Commissioners voted unanimously to approve a motion authorizing correspondence to state legislators in support of amending Pennsylvania's municipal development laws.

**MOTION**

**A MOTION AUTHORIZING THAT CHRISTINE BARTLESON BE  
GRANTED A NORMAL RETIREMENT BENEFIT FROM THE NON-  
UNIFORM PENSION FUND IN THE AMOUNT OF \$410.41 PER  
MONTH FOR LIFE, EFFECTIVE OCTOBER 1, 2021**

Mr. Hudak wished Ms. Bartleson well..

Upon motion (Sourbeck-Gallagher), the Board of Commissioners voted unanimously by voice vote to approve a motion authorizing that Christine Bartleson be granted a normal retirement benefit from the Non-Uniform Pension Fund in the amount of \$410.41 per month for life, effective October 1, 2021.

**MOTION**

**A MOTION AUTHORIZING THE 2021-2022 SNOW  
PLOWING/REMOVAL REQUEST FOR PROPOSALS (RFP)**

Mr. Hudak said this involves snow removal in the residential sections of Madison Farms. Under the current plan, public works removes snow accumulated up to four inches. Because of the narrow roadways in the development, the snow must be shoveled, loaded and hauled away and so the township is seeking a request for proposal to remove the snow over four inches. . The township will plow anything under that. Mr. Gallagher asked why Main Street is not included. Mr. Bruce said the streets highlighted on the map are only the two phases. Mr. Kanaskie said the streets highlighted on the map are the entire five phases that the township will ultimately be responsible for. Main Street is a private street that runs through the apartments and KRE is responsible for the snow removal. Mr. Gallagher asked who will measure the depth of the snow. Mr. Kanaskie said it is Public Works responsibility through mutual agreement. Mr. Sourbeck asked if the residents would be notified. Solicitor

Broughal said Madison Farms is a very large development that included five phases. As they completed a phase, they went into an 18-month maintenance period where they had to maintain the roads. Once that maintenance period was over, that responsibility became the township's. This is the first year that Phases 1 & 3 became the township's responsibility, but Phases 2, 4 & 5 are still the responsibility of the developer because they have not completed their maintenance period. As a precaution, the township is seeking a request for proposals(RFP). Solicitor Broughal said next year, all five phases will become the township's responsibility. He drew up an agreement with KRE because they will need access to the public roads as they are not allowed to plow them without the township's permission. Mr. Merhottein asked if there was a grievance process if the amount of snowfall wasn't agreed upon. Solicitor Broughal said the contract states that the township determines the amount of snowfall and is stated in the RFP. Mr. Hudak said this may give the board a better idea of what a private contractor would charge as opposed to the township buying more equipment and weighing the cost benefit. Mr. Kanaskie said it would and that their trucks are not big enough to move large amounts of snow. This RFP would give them a better idea on planning and budgeting for snow removal in this development. Ms. Davis asked if the agreement will be done before the RFP goes out. Mr. Kanaskie said he believes so.

Upon motion (Sourbeck-Gallagher), the Board of Commissioners voted unanimously by voice to approve a motion authorizing the 2021-2022 snow plowing/removal request for proposals (RFP).

## **MOTION**

### **A MOTION AUTHORIZING A DONATION TO ARCHIE IN SUPPORT OF THE HOUSENICK FALL TOUR EVENT**

Ms. Davis said ARCHIE is planning a low-key fall event on October 17, 2021 from 12:00 p.m. to 4:00 p.m. which consists of touring the first floor of the Johnston mansion. She said there is an article in the First Class Township Code that says the Board of Commissioners may appropriate money to non-profit associations to be used for the acquisition, restoration and maintenance of historical properties. At the suggestion of the township solicitor, ARCHIE put together an appropriation request for use and an amount. A donation of \$2,500 was requested. Mr. Merhottein asked if the money requested from the county could be used for this event. Mr. Bruce said that money requested is for next year.

Upon motion (Davis-Sourbeck), the Board of Commissioners voted unanimously by voice approving a motion authorizing a donation to ARCHIE in support of the Housenick fall tour event, for an amount not to exceed \$2,500.

## **BILL AGENDA OF SEPTEMBER 15, 2021**

Upon motion (Sourbeck-Merhottein), the Board of Commissioners unanimously voted by voice vote to approve the bill agenda of September 15, 2021 as presented.

## **APPROVAL OF PURCHASE ORDERS**

**PO 20211702 – Colonial Electrical Supply Co. – PPIS – \$3,016.00**  
**PO 20211703 – Cody Systems – PPIS – \$16,504.04**  
**PO 20211772 – C.M. High Inc. – PPIS – \$3,106.33**  
**PO 20211773 – Hunter & Sons Electric – PPIS – \$3,988.00**  
**PO 20211793 – City of Easton – Police – \$2,276.55**

**PO 20211807 – Kids Play Tennis – BTCC – \$1,926.20**  
**PO 20211845 – Berkheimer OneSource – PPIS – \$20,682.50**  
**PO 20211846 – JWC Environmental – PPIS – \$16,684.96**  
**PO 20211884 – Star Buick GMC – PW – \$2,037.36**  
**PO 20211885 – Schuylkill Paving – PW – \$74,099.87**  
**PO 20211886 – Miller Municipal Supply – PW – \$3,437.60**  
**PO 20211887 – Snowscapes Tree Removal – PW – \$3,000.00**  
**PO 20211888 – Lowe & Moyer Garage – PW – \$2,517.07**

**TOM KEEFER**  
**3808 CARTER RD.**

Mr. Keefer asked why the meeting information was not posted in the municipal lobby. Mr. Bruce said they had staffing issues.

Upon motion (Sourbeck-Davis), the Board of Commissioners voted unanimously by voice vote to approve purchase orders PO 20211702, PO 20211703, PO 20211772, PO 20211773, PO 20211793, PO 20211807, PO 20211845, PO 20211846, PO 20211884, PO 20211885, PO 20211886, PO 20211887 and PO 20211888 as presented.

**TREASURER’S REPORT**  
**OF AUGUST 31, 2021**

Upon motion (Merhottein-Sourbeck), the Board of Commissioners unanimously voted by voice vote (Mr. Hudak was absent) to approve the Treasurer’s Report as of August 31, 2021, subject to audit.

**ZONING HEARING**  
**BOARD AGENDA,**  
**MEETING SEPTEMBER**  
**29, 2021**

Ms. Raudenbush said there is an appeal from Coordinated Health for parking spaces. No legal representation is needed.

**ACCEPTANCE OF**  
**MONTHLY REPORTS**

All monthly reports were accepted as presented.

**ADJOURNMENT**

There being no other business, upon motion (Sourbeck-Gallagher), the Board of Commissioners unanimously voted by voice vote to adjourn the meeting at 7:52 p.m.

Respectfully submitted,

Laura G. Zapata  
Recording Secretary