

**BOARD OF COMMISSIONERS  
REGULAR PUBLIC MEETING  
JUNE 6, 2022**

**MEMBERS PRESENT** Jan Beatty, Commissioner  
John K. Gallagher, Commissioner  
Dale A. Sourbeck, Commissioner

**MEMBERS ABSENT** John J. Merhottein, President  
Malissa K. Davis, Vice President

**OTHERS PRESENT** James L. Broughal, Township Solicitor  
Doug Bruce, Township Manager  
Matt Miranda, Assistant Director, PPIS

**CALL TO ORDER** Commissioner Gallagher called the meeting to order at 7:00 p.m., and led those in attendance in reciting the Pledge of Allegiance.

**COURTESY OF THE FLOOR**

**JOSEPH LEWIS  
5694 FREEDOM DR.** Mr. Lewis said packets of information were sent to the commissioners regarding the prohibition of UL-approved gas fire pits at the Traditions of America development. A representative for the Traditions of America said the township prohibits the use. Solicitor Broughal said the township doesn't prohibit the use, however, there is a note on the approved recorded plan prohibiting the use. Mr. Lewis said he was not aware of any such note when purchasing his property. Solicitor Broughal said that the title search done at the time of the purchase would have indicated everything on the plan. He said that in order to change the note to allow the gas fire pit, Mr. Lewis would need the approval of the developer and every owner to allow the fire pits. Then they would have to get the approval from the Board of Commissioners to change the note on the plan.

**APPROVAL OF MINUTES** Upon motion (Beatty-Sourbeck), the Board of Commissioners voted by voice vote to approve the minutes of the May 16, 2022 regular public meeting. Mr. Merhottein and Ms. Davis were absent.

**SUBDIVISIONS & LAND DEVELOPMENT**

**CONDITIONAL USE REQUEST** **J.G. PETRUCCI INC. SEEKING CONDITIONAL USE OF DELIVERY VEHICLE PARKING LOT FOR MOWRER ROAD PROPERTY**

At the request of the developer, this item was pulled from the agenda.

**RESOLUTIONS OF THE BOARD OF COMMISSIONERS**

**RESOLUTION R052-22** **A RESOLUTION APPROVING AN APPLICATION TO THE NORTHAMPTON COUNTY HOTEL TAX GRANT PROGRAM**

Commissioner Beatty asked whether a grant was needed for Johnston mansion

tours/open houses. Commissioner Gallagher said the proposed events could help the Archie Project reach potential donors for the mansion's interior renovations.

Upon motion (Sourbeck-Beatty), the Board of Commissioners voted unanimously by voice vote to approve Resolution R055-22 approving an application to the Northampton County Hotel Tax Grant program. Mr. Merhottein and Ms. Davis were absent.

**RESOLUTION R056-22**

**A RESOLUTION DESIGNATING AN AGENT AUTHORIZED TO EXECUTE FOR AND IN BEHALF OF BETHLEHEM TOWNSHIP ALL REQUIRED FORMS AND DOCUMENTS FOR THE PURPOSE OF OBTAINING FINANCIAL ASSISTANCE FOR THE HAZARD MITIGATION GRANT PROGRAM (HMGP) UNDER THE ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT (PUBLIC LAW 93-288 AS AMENDED BY PUBLIC LAW 100-707)**

Mr. Bruce said the township had received a grant from the Pennsylvania Emergency Management Agency for stormwater project "scoping" and this resolution would allow him to handle all the necessary documents for the grant.

Upon motion (Beatty-Sourbeck), the Board of Commissioners voted unanimously by voice vote to approve Resolution R056-22 designating Doug Bruce, Township Manager as agent authorized to execute for and in behalf of Bethlehem Township all required forms and documents for the purpose of obtaining financial assistance for the Hazard Mitigation Grant Program (HMGP) under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288 as amended by Public Law 100-707). Mr. Merhottein and Ms. Davis were absent.

**RESOLUTION R057-22**

**RESOLUTION APPROVING THE EXPENDITURE OF \$57,878.25 FOR A NEW HOLLAND SKID STEER L320 WITH SNOW BLADE AND AUTHORIZING THE EXECUTION OF A CERTAIN MASTER LEASE PURCHASE AGREEMENT WITH ROC LEASING LLC DBA REAL LEASE**

Mr. Bruce said this purchase is for a small bulldozer-type vehicle with a snow plow attachment used in parking lots. He said the purchase was budgeted. Mr. Gallagher asked how many years are covered by this agreement. Mr. Bruce said five years. Solicitor Broughal added that these purchases are typically done by lease and at the end of the five years, it belongs to the township for one dollar. Ms. Beatty asked if this equipment was a replacement. Mr. Bruce said this will replace the older model.

Upon motion (Sourbeck-Beatty), the Board of Commissioners voted unanimously by voice vote to approve Resolution R057-22 approving the expenditure of \$57,878.25 for a New Holland skid steer L320 with snow blade and authorizing the execution of a certain master lease purchase agreement with ROC Leasing LLC dba Real Lease. Mr. Merhottein and Ms. Davis were absent.

**RESOLUTION R058-22**

**A RESOLUTION DESIGNATING AN AGENT TO SUBMIT THE ATTACHED TRAFFIC SIGNAL MAINTENANCE AGREEMENTS, TO SUBMIT FUTURE MODIFICATIONS TO THE ATTACHED TRAFFIC SIGNAL MAINTENANCE AGREEMENTS, AND TO SUBMIT FUTURE APPLICATIONS FOR TRAFFIC SIGNAL APPROVAL EITHER IN WRITING OR VIA ELECTRONIC SIGNATURE, TO THE**

**PENNSYLVANIA DEPARTMENT OF TRANSPORTATION AND TO SIGN THIS AGREEMENT ON BEHALF OF BETHLEHEM TOWNSHIP**

Mr. Bruce said these agreements are for the grant-funded pedestrian crossing improvements at Hecktown Road/Dartmouth Drive and Oakland Road/Santee Road and are typically handled by the township manager.

Upon motion (Sourbeck-Beatty), the Board of Commissioners voted unanimously by voice vote to approve Resolution R058-22 designating Doug Bruce, Township Manager as agent to submit the attached Traffic Signal Maintenance Agreements, to submit future modifications to the attached Traffic Signal Maintenance Agreements, and to submit future Applications for Traffic Signal Approval either in writing or via electronic signature, to the Pennsylvania Department of Transportation and to sign this Agreement on behalf of Bethlehem Township. Mr. Merhottein and Ms. Davis were absent.

**MOTIONS OF THE BOARD OF COMMISSIONERS**

**MOTION**

**A MOTION AUTHORIZING THE TOWNSHIP MANAGER TO ADVERTISE AN ORDINANCE AMENDING CHAPTER 202, SEWERS AND SEWAGE DISPOSAL, OF THE CODE OF CODIFIED ORDINANCES OF THE TOWNSHIP OF BETHLEHEM, TO ADD A NEW ARTICLE VII, FATS, OILS, AND GREASES CONTROL PROGRAM, WHICH WILL PROVIDE CONTROLS FOR THE DISCHARGES OF WASTEWATER CONTAINING FATS, OILS, AND GREASES TO THE TOWNSHIP'S SEWER SYSTEM AND WASTEWATER TREATMENT PLANT**

Matt Miranda, Assistant Director, PPIS, said the department has implemented a program to ensure that restaurants in the township clean grease traps but could not enforce the rules. He said this ordinance would make it enforceable. Mr. Sourbeck asked how the businesses would be notified. Mr. Miranda said once the ordinance is passed, they will send letters along with a copy of the ordinance.

**TOM KEEFER  
3803 CARTER RD.**

Mr. Keefer asked if ordinance is enforced by the Board of Health. Solicitor Broughal explained that the Bethlehem Township Municipal Authority is authorized to enforce.

Upon motion (Sourbeck-Beatty), the Board of Commissioners voted unanimously by voice vote to approve a motion authorizing the township manager to advertise an ordinance amending Chapter 202, Sewers and Sewage Disposal, of the Code of Codified Ordinances of the Township of Bethlehem, to add a new Article VII, Fats, Oils, and Greases Control Program, which will provide controls for the discharges of wastewater containing fats, oils, and greases to the township's sewer system and wastewater treatment plant. Mr. Merhottein and Ms. Davis were absent.

**MOTION**

**A MOTION APPROVING THE REVISIONS TO THE BETHLEHEM TOWNSHIP CIVIL SERVICE RULES AND REGULATIONS**

Mr. Bruce explained that in order to expedite the hiring process for entry-level patrol officer, the Civil Service Commission recommended conducting the physical and written exam on the same day. He said the physical agility exam

would take place in the morning and is scored pass/fail. The successful applicants would take the written exams later on in the day. This idea was suggested by the police department. Mr. Bruce said redundant language regarding the appointment of a police chief was also recommended to be removed from the document.

Upon motion (Sourbeck-Beatty), the Board of Commissioners voted unanimously by voice vote to approve a motion approving the revisions to the Bethlehem Township Civil Service Rules and Regulations. Mr. Merhottein and Ms. Davis were absent.

**APPROVAL OF  
PURCHASE ORDERS**

**PO 20221275 – Schuylkill Paving Inc. – PPIS – \$29,562.00**

Upon motion (Beatty-Sourbeck), the Board of Commissioners unanimously voted by voice to approve Purchase Orders 20221275 as presented. Mr. Merhottein and Ms. Davis were absent.

**DISCUSSION ITEMS**

**STRIP OF LAND  
BOUNDED BY WILLIAM  
PENN HIGHWAY, OHIO  
STREET, AND  
PENNSYLVANIA STREET**

Mr. Gallagher said that a situation of parking on the grass at the strip of land on William Penn Highway, Ohio Street and Pennsylvania Street was brought to the board's attention. Resident Barry Roth said there are cars and trucks parked near the sight triangle. He said he went to the police about it and was told they can't enforce anything because it was not prohibited. Ms. Beatty asked why this topic was before the board. Mr. Gallagher said they had received a complaint. No action was taken.

**ILLEGAL DUMPING IN  
TOWNSHIP**

This item was pulled from the agenda.

**BARRY ROTH  
4323 CHETWIN TERR.**

Mr. Roth asked the board if the paving job done on Oakland Road had any guarantees. He said there are three dips in the road and one manhole did not have tar around it.

**ADJOURNMENT**

Upon motion (Sourbeck-Beatty), the Board of Commissioners voted unanimously by voice vote to adjourned the meeting at 7:57 p.m. Mr. Merhottein and Ms. Davis were absent.

Respectfully submitted,

Laura G. Zapata  
Recording Secretary