

**BOARD OF COMMISSIONERS
REGULAR PUBLIC MEETING**

AUGUST 15, 2022

- MEMBERS PRESENT** John J. Merhottein, President
Jan Beatty, Commissioner
John K. Gallagher, Commissioner via Zoom (not a voting member)
Dale A. Sourbeck, Commissioner
- MEMBERS ABSENT** Malissa K. Davis, Vice President
- OTHERS PRESENT** James L. Broughal, Township Solicitor
Doug Bruce, Township Manager
Amanda Raudenbush, Planning Director
Ron Gawlik, Township Engineer
- CALL TO ORDER** President Merhottein called the meeting to order at 7:00 p.m., and led those in attendance in reciting the Pledge of Allegiance.
- EXECUTIVE SESSION ANNOUNCEMENT** Solicitor Broughal announced that on Monday, August 15, 2022, the Board of Commissioners met in executive session at approximately 6:15 p.m. to 6:45 p.m. to discuss personnel issues pursuant to Section 708a of the Pennsylvania Sunshine Act.
- OATH OF OFFICE** Mr. Merhottein administered the police Oath of Office to Corporal Jarod Knouss. The board and staff congratulated Corporal Knouss.
- COURTESY OF THE FLOOR**
- GLENN KRIER
3942 KENRICK DR.** Mr. Krier said that at the last meeting, the board didn't grant a variance for the Harvey's Corner project and asked what else could be put on that property. Ms. Raudenbush said she will email him a list. She explained the Zoning Map Amendment is currently being reviewed by the Lehigh Valley Planning Commission and the Bethlehem Township Planning Commission and will be before the Board of Commissioners for a decision. The applicant will go before the Zoning Hearing Board on August 31, 2022, seeking ten areas of relief from the anticipated zoning change.
- TOM KEEFER
3803 CARTER ROAD** Mr. Keefer congratulated the board on the new website. He then asked if it was legal to publish the minutes with the names and addresses of those who commented during courtesy of the floor. Solicitor Broughal said it is legal to do so.
- APPROVAL OF MINUTES** Upon motion (Sourbeck-Beatty), the Board of Commissioners voted unanimously by voice vote to untable the minutes of the July 18, 2022, regular public meeting. The motion passed 3-0. Mr. Gallagher was unable to vote via Zoom. Ms. Davis was absent.
- Upon motion (Sourbeck-Beatty), the Board of Commissioners voted by voice vote to approve the minutes of the July 18, 2022, regular public meeting as amended. The motion passed 3-0. Mr. Gallagher was unable to vote via Zoom. Ms. Davis was absent.

Upon motion (Sourbeck-Beatty), the Board of Commissioners unanimously voted by voice vote to approve the minutes of the August 1, 2022, regular public meeting. The motion passed 3-0. Mr. Gallagher was unable to vote via Zoom. Ms. Davis was absent.

COMMENT

Solicitor Broughal said that per the First Class Township Code, Mr. Gallagher had to be physically present at the meeting to vote.

PUBLIC HEARINGS

ORDINANCE 06-22

AN ORDINANCE APPROVING THE APPOINTMENT OF A SPECIAL SOLICITOR, INTEREST ASSESSMENT, AND ATTORNEY FEES AND COLLECTION FEES ADDED TO THE AMOUNT COLLECTED AS PART OF THE UNPAID REAL ESTATE TAXES AND MUNICIPAL CLAIMS FOR DELINQUENT ACCOUNTS AND REPEALING ALL ORDINANCES INCONSISTENT HEREWITH

Upon motion (Sourbeck-Beatty), the Board of Commissioners voted unanimously by voice vote to adopt Ordinance 06-22 approving the appointment of a special solicitor, interest assessment, and attorney fees and collection fees added to the amount collected as part of the unpaid real estate taxes and municipal claims for delinquent accounts and repealing all ordinances inconsistent herewith. The motion passed 3-0. Mr. Gallagher was unable to vote via Zoom. Ms. Davis was absent.

ORDINANCE 07-22

AN ORDINANCE AMENDING CHAPTER 186, PROPERTY MAINTENANCE, OF THE TOWNSHIP OF BETHLEHEM CODE OF ORDINANCES, FOR THE PURPOSE OF ADOPTING THE 2018 INTERNATIONAL PROPERTY MAINTENANCE CODE, WITH CERTAIN ADDITIONS, INSERTIONS, DELETIONS, AND CHANGES THERETO

Upon motion (Beatty-Sourbeck), the Board of Commissioners voted unanimously by voice vote to adopt Ordinance 07-22 amending Chapter 186, Property Maintenance, of the Township of Bethlehem Code of Ordinances, for the purpose of adopting the 2018 International Property Maintenance Code, with certain additions, insertions, deletions, and changes thereto. 3-0 Ms. Davis was absent. The motion passed 3-0. Mr. Gallagher was unable to vote via Zoom. Ms. Davis was absent.

RESOLUTIONS OF THE BOARD OF COMMISSIONERS

RESOLUTION R072-22

A RESOLUTION AUTHORIZING INVESTIGATOR GRETCHEN KRAEMER TO ATTEND BASIC CRIME SCENE PHOTOGRAPHY TRAINING AUGUST 22-26 IN HARRISBURG, PENNSYLVANIA

Upon motion (Sourbeck-Beatty), the Board of Commissioners voted unanimously by voice vote to approve Resolution R072-22 authorizing Investigator Gretchen Kraemer to attend basic crime scene photography training August 22-26 in Harrisburg, Pennsylvania. The motion passed 3-0. Mr. Gallagher was unable to vote via Zoom. Ms. Davis was absent.

RESOLUTION R073-22

A RESOLUTION AUTHORIZING A GRANT APPLICATION TO THE REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM ADMINISTERED BY THE PENNSYLVANIA OFFICE OF THE BUDGET

Mr. Bruce said a grant opportunity was made public in July with an August deadline. He said the repairs for the Sculac Channel qualifies to the grant. The project is costly and hopes to get 50% for that bill.

Upon motion (Beatty-Sourbeck), the Board of Commissioners voted unanimously by voice vote to approve Resolution R073-22 authorizing a grant application to the Redevelopment Assistance Capital Program administered by the Pennsylvania Office of the Budget. The motion passed 3-0. Mr. Gallagher was unable to vote via Zoom. Ms. Davis was absent.

RESOLUTION R074-22

A RESOLUTION AUTHORIZING THE AMENDMENT TO THE AGREEMENT FOR COLLECTION OF DELINQUENT REAL ESTATE TAXES AND MUNICIPAL CLAIMS ON BEHALF OF BETHLEHEM TOWNSHIP

Solicitor Broughal said this amendment would allow Portnoff Law Associates to collect the stormwater fees in addition to collecting delinquent real estate taxes.

Upon motion (Beatty-Sourbeck), the Board of Commissioners voted unanimously by voice vote to approve Resolution R061-22 authorizing the amendment to the agreement for collection of delinquent real estate taxes and municipal claims on behalf of Bethlehem Township. The motion passed 3-0. Mr. Gallagher was unable to vote via Zoom. Ms. Davis was absent.

MOTIONS OF THE BOARD OF COMMISSIONERS

MOTION

A MOTION AUTHORIZING THE TOWNSHIP MANAGER TO ENTER INTO AN AGREEMENT WITH CAMPBELL, RAPPOLD & YURASITS LLC FOR AUDITING SERVICES FOR 2022-24

Mr. Bruce said Campbell, Rappold & Yurasits LLC has been the township's auditors for the past five years. They have done a good job and would like to continue that working relationship. Mr. Merhottein agreed.

Upon motion (Sourbeck-Beatty), the Board of Commissioners voted unanimously by voice vote to approve a motion authorizing the township manager to enter into an agreement with Campbell, Rappold & Yurasits LLC for auditing services for 2022-24. The motion passed 3-0. Mr. Gallagher was unable to vote via Zoom. Ms. Davis was absent.

MOTION

A MOTION AUTHORIZING THE TOWNSHIP MANAGER TO ENTER INTO AN AGREEMENT WITH EARTHRES GROUP FOR DETERMINATION OF CLEAN FILL FOR THE OAKLAND/SANTEE AND HECKTOWN/DARTMOUTH PEDESTRIAN CROSSING IMPROVEMENT PROJECTS

Mr. Bruce said this is a small contract that certifies for the State Department of
08-15-2022

Environment Protection that all the fill used will be clean. Mr. Merhottein said the cost of the contract is \$2,400.

Upon motion (Beatty-Sourbeck), the Board of Commissioners voted unanimously by voice vote to approve a motion authorizing the township manager to enter into an agreement with Earthres Group for determination of clean fill for the Oakland/Santee and Hecktown/Dartmouth pedestrian crossing improvement projects. The motion passed 3-0. Mr. Gallagher was unable to vote via Zoom. Ms. Davis was absent.

**APPROVAL OF BILL
AGENDA OF
AUGUST 10, 2022**

Upon motion (Sourbeck-Beatty), the Board of Commissioners unanimously voted by voice vote to approve the Bill Agenda of August 10, 2022. The motion passed 3-0. Mr. Gallagher was unable to vote via Zoom. Ms. Davis was absent.

**APPROVAL OF
PURCHASE ORDERS**

PO 20221750 – RADARSIGN – BTPD – \$2,400.00
PO 20221827 – KOCH 33 FORD TOYOTA – BTPD – \$51,222.00
PO 20221828 – KOCH 33 FORD TOYOTA – BTPD – \$51,222.00
PO 20221833 – KEYSTONE PETROLEUM EQUIP – PPIS – \$4,650.00
PO 20221826 – SELEX – BTPD – \$4,237.14

Upon motion (Sourbeck-Beatty), the Board of Commissioners unanimously voted by voice to approve Purchase Orders 20221750, 20221827, 20221828, 20221833 and 20221826 as presented. The motion passed 3-0. Mr. Gallagher was unable to vote via Zoom. Ms. Davis was absent.

**APPROVAL OF
TREASURER’S REPORT
OF JULY 31, 2022**

Upon motion (Beatty-Sourbeck), the Board of Commissioners unanimously voted by voice vote to approve the Treasurer’s Report of July 31, 2022 as presented, subject to audit. The motion passed 3-0. Mr. Gallagher was unable to vote via Zoom. Ms. Davis was absent.

**ZONING HEARING
BOARD MEETING OF
AUGUST 31, 2022**

Ms. Raudenbush said there are three hearings on the agenda and briefly went over each.

MONTHLY REPORTS

The board took no action on the monthly reports..

COMMENDATION

Mr. Sourbeck said every day he drives around the township for a few hours. He said he met with some of the PPIS employees and was given a tour of some of the facilities. Mr. Sourbeck was very impressed when he learned that they can monitor the sewer system from home. Mr. Sourbeck commended Steve Hunsberger, PPIS Director, for his management and leadership. He also commended his staff: Jim Epler, William Reichard, John Bartholomew, and John Mark.

ADJOURNMENT

There being no other business, the meeting was adjourned at 7:26 p.m.

Respectfully submitted,

Laura G. Zapata
Recording Secretary