



Allen Township Board of Supervisors

Meeting Minutes

May 9, 2023

6:00 P.M.

A General Meeting of the Allen Township Board of Supervisors was held on Tuesday, May 9, 2023 at 6:00 P.M. at the Allen Township Fire Company Building, located at 3530 Howertown Road, Northampton, PA. Mr. Hassler led the audience in the Pledge of Allegiance to the Flag.

1. Roll Call:

Present: Dale Hassler; Tim Paul; Jason Frack; B. Lincoln Treadwell, Jr., Esq; Ilene Eckhart, Manager; Maurin Ritinski, Administrative Assistant; Stan Wojciechowski, PE, CME; and Tom Gogle, Public Works Crew Leader

Absent: Gary Behler; Paul Link and Andrea Martin, EIT

2. **Announcements and/or Actions to Add New Items to Current Agenda:** No announcements and/or actions to add new items to the current agenda.

3. **Public Hearings:** No public hearings.

4. **Public to be Heard:** Scott Marakovits, 449 Twinbrook Road, inquired on the amount of water that will be piped down the drain pipes for the special event center. He stated that in the 16-years that he has lived here that he has never had a problem with flooding. Mr. Wojciechowski explained that the winery will be putting two basins in the front yard along Old Carriage Road. The outfall will be transported through this pipe. Mr. Wojciechowski indicated that there is an existing inlet on Old Carriage Road that is damaged. He explained that the water from this inlet will be taken into the basins and discharged into the pipe.

5. **Approval of Minutes:** Mr. Frack made a motion to approve the minutes of April 11, 2023 and April 25, 2023; seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

6. **Reports – All Reports with exception of the Treasurers Report noted as “on file”.**

A. **Treasurer:** Mr. Frack made a motion to approve the Treasurers Report and the Paying of the Bills; seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

B. **Solicitor:** On file. Mr. Treadwell reported that the Township was served today with a complaint, William C. Szupper & W. Eugene Clater V. Frank & Dawn Bast & Allen Township. Mr. Treadwell indicated that Ms. Eckhart has already sent this complaint to the insurance company. He explained that he will review the complaint and that an executive session to discuss the matter will likely follow the next Board of Supervisors meeting. Ms. Eckhart will circulate a copy of the complaint to all Supervisors.

- C. **Engineer:** On file.
- D. **Planning/Zoning/Code Enforcement:** On file.
- E. **Road Superintendent/Public Works Leader:** On file.
- F. **Fire Company:** On file.
- G. **Emergency Management Coordinator:** On file.
- H. **Parks:** On file.
- J. **Nazareth Council of Government:** On file.
- K. **First Regional Compost Authority:** On file. Ms. Eckhart reported that FRCA had another successful mulch event in April. She also reported that FRCA has been working with a governmental agency contractor from New Jersey who expressed interest in accepting extra mulch from the site. Ms. Eckhart reported that the FRCA site is primarily cleaned out and ready to accept new material for processing. She indicated that FRCA is continuing to work on the site improvement plan including a holding tank location and a new modular trailer.
- L. **Stormwater:** On file.

7. Unfinished Business

A. Valley Road Subdivision – Request for Financial Security Release #1: Mr. Wojciechowski indicated that a request to release financial security has been received from Check Valley Road LLC. Mr. Wojciechowski recommends that the current performance security be reduced by \$66,882.25 which represents the amount of work done to date. He explained that if the requested amount is released the remaining security balance will be \$176,969.45. Mr. Paul questioned if the work done to date has been inspected. Mr. Wojciechowski indicated that it has. Mr. Frack made a motion to release financial security in the amount of \$66,882.25 for the Valley Road Subdivision, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

8. New Business:

A. Special Events Center – Zoning Ordinance Amendment: Mr. Treadwell explained that this is a proposed amendment to the Allen Township Zoning Ordinance which would permit a banquet facility as an accessory use to a farm, vineyard or winery only in the agricultural district. The proposed amendment would allow for a maximum building height of 62-feet in the agricultural district for buildings associated with a banquet facility when used in accordance with the farm, vineyard or winery. Mr. Treadwell explained the origins of the proposed amendment being from Mr. Check's project on Old Carriage Road. Mr. Treadwell indicated that the proposed amendment was suggested by Mr. Check and has been reviewed by Mr. Wojciechowski, Ms. Eckhart, and himself. He stated that he does not believe there are any issues with the request. He explained that if the Board would like to proceed with the proposed amendment this would need to be reviewed by the Allen Township Planning Commission, the Lehigh Valley Planning Commission, and would need to be

advertised for a public hearing prior to adoption. Mr. Hassler questioned if there was potential for more banquet facilities in the future in the Township. Mr. Treadwell explained that the proposed amendment would permit a banquet facility use on any farm, vineyard or winery in the agricultural zoning district. Mr. Treadwell explained that the place on Bullshead Road is classified as a special event center. He explained the difference between a special event center and a banquet facility. Special event centers are compartmentalized and are limited to the number of events they can have per year, the time of year, along with other regulations. Ms. Eckhart indicated that food for special event centers are catered while a banquet facilities can prepare food on the premises for the event. Ms. Eckhart also explained that in order to serve alcohol at a special event center a caterer must provide the alcohol and serve it. Banquet facilities operate more often for events such as weddings and corporate events. Mr. Treadwell clarified that banquet facilities are not open to the general public. Mr. Hassler was concerned with their being a double standard and wanted to ensure that the current special event center would be permitted to be a banquet facility if they requested. Mr. Treadwell explained that if the special event center on Bullshead Road would like to be a banquet facility they are able to request this if the zoning ordinance is passed. Mr. Treadwell and Ms. Eckhart will compile a list of potential properties that may wish to be classified as a banquet facility. Mr. Frack made a motion to authorize the Township Manager to send the draft Special Event Center Zoning Ordinance Amendment to the Allen Township Planning Commission, the Lehigh Valley Planning Commission, and advertise the public hearing once the reviews have been received, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

B. Atlas Road and Phyllese Drive – 3-Way Stop Intersection Study Request: Ms. Eckhart explained that a request was received for an additional stop sign by a member of the development. She indicated that the resident was concerned for the safety at school bus stops and the potential for children to be hit. Ms. Eckhart reported that the original subdivision plan did not show a 3-way stop. She indicated that a study would need to be performed by the Township Engineer in order to be able to justify the addition of a stop sign. Mr. Wojciechowski explained the scope of the study and indicated that the counts would include morning and afternoon traffic with the bus stops. He explained that the traffic should be balanced between all three legs of the intersection. Mr. Wojciechowski explained that the intersection should only have one stop sign at the T-intersection but that it would be more harmful to remove the second stop sign. If a 3-way stop is justified following the study Mr. Wojciechowski explained that “all way stop” plaques would need to be added below the stop signs. Mr. Hassler expressed concern with the study being completed prior to the last day of school which is quickly approaching. Mr. Wojciechowski indicated that this project would begin quickly if approved. Mr. Hassler reported that he drove through this area recently around the bus stop time and noticed numerous cars parked close to the intersection creating a hazard and reducing the line of sight. Mr. Hassler suggested that paint be added to restrict parking near the intersection and increase safety. Mr. Paul made a motion to authorize the 3-way stop intersection study by the Township Engineer, seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

9. Public to be Heard: No public comment.

10. Announcements:

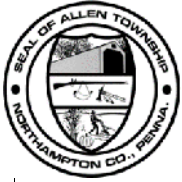
Mr. Hassler announced the upcoming meeting dates as follows:

- Planning Commission – Monday, May 15, 2023 at 6:00 PM
- Board of Supervisors – Tuesday, May 23, 2023 at 6:00 PM
- Park and Recreation Board – Thursday, May 25, 2023 at 5:30 PM – Site Visits of Kreidersville Covered Bridge Park

There being no further comments or business the meeting adjourned at 6:16 PM.

Respectfully submitted,

Ilene M. Eckhart



Allen Township Board of Supervisors

Meeting Agenda

Date: Tuesday, May 9, 2023 at 6:00 PM

Location: Allen Township Fire Company Building

3530 Howertown Road, Northampton, PA

The Allen Township Board of Supervisors Meetings will be held at the Allen Township Fire Company Building, located at 3530 Howertown Road, Northampton, PA.

A summary of the public comment policy and procedures is located on the last page of agenda as a reference for individuals wishing to address the Board during the "Public to be Heard" segments.

Note: Per Act 65 of 2021 requirements, this agenda was posted to the Township website and physical location of the proposed meeting, by Township staff on: May 5, 2023.

1. Call to Order

2. Pledge of Allegiance to the Flag

3. Roll Call

___ Tim Paul, Board Member

___ Stan Wojciechowski, PE, CME, Engineer

___ Jason Frack, Board Member

___ Andrea Martin, Engineer

___ Paul Link, Board Member

___ B. Lincoln Treadwell, Jr. Esq., Solicitor

___ Gary Behler, Vice Chairman

___ Ilene M. Eckhart, Manager

___ Dale N. Hassler, Chairman

4. Announcements and/or Actions to Add Items to Agenda

5. Public Hearings

6. Public to be Heard (Residents shall limit their comments to no more than three minutes)

7. Approval of Minutes (General Meetings: April 11th and 25th, 2023)

8. Reports - All reports on file with exception of Treasurer's Report and Paying of the Bills.

A. Treasurer

B. Solicitor

C. Engineer

D. Planning/Zoning/Code Enforcement

E. Road Superintendent/Public Works Leader

F. Fire Company

- G. Emergency Management Coordinator**
- H. Nazareth Council of Government**
- I. Parks**
- J. First Regional Compost Authority**
- K. Stormwater**

9. Unfinished Business

- A. Valley Road Subdivision – Request for Financial Security Release #1**

10. New Business

- A. Special Events Center – Zoning Ordinance Amendment**
- B. Atlas Road and Phyllese Drive – 3-Way Stop Intersection Study Request**

11. Public to be Heard (Residents shall limit their comments to no more than three minutes)

12. Next Meetings

- * Planning Commission - Monday, May 15, 2023 6 PM**
- * Board of Supervisors - Tuesday, May 23, 2023 6 PM**
- * Park and Recreation Board – Thursday, May 25, 2023 at 5:30 – Site Visits: Covered Bridge Park**

13. Adjournment

-Public Comment Policy and Procedures-

- 1. A period for public comment will be held at the beginning of the meeting and at the conclusion of all agenda business items. Any public comments or questions shall be reserved until time on the agenda. Public comments and questions will not be permitted during the course of the Board's/Commission's business items.*
- 2. Individuals who speak must give their name, address and municipality prior to speaking.*
- 3. Time limit on length of public comment or presentation will be three (3) minutes per person, per meeting.*
- 4. A speaker will only be granted one three (3) minute extension, if given, for a maximum speaking time of six (6) minutes, at the discretion of the Chairman.*
- 5. Comments/questions shall be directed to the Board/Commission members only.*
- 6. Procedures will be in place to maintain proper decorum for the hearing. Public participation will be allowed but the Board will ensure respect for all citizens and maintain order. Personal attacks and outbursts will be ruled out of order. The Chairman of the Board or Commission may, within this discretion, rule out of order scandalous, impertinent, and redundant comment or any comment the discernible purpose of which is to disrupt or prevent the conduct of the business of the meeting.*
- 7. Individuals with lengthy written statements may submit them for the record and provide a verbal summary of three (3) minutes or less. Interested persons may email public comments via email, sent to manager@allentownship.org until 3:00pm local time the day of each meeting or by contacting the Township office. Public comment received via email will be read at the outset of the meeting. If you require an auxiliary aid, service or other accommodation, please contact the Allen Township offices in advance. In addition, an audio recording of the meeting will be posted to the Township website: www.allentownship.org within 48 hours of the meeting.*