



Allen Township Supervisors

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Paul Balliet, Chairman
Bruce Frack, Vice Chairman
Dale N. Hassler
Alfred Pierce
Larry Oberly

B. Lincoln Treadwell, Jr., Esq.
Brien Kocher, P.E.
Ilene M. Eckhart, Manager

ALLEN TOWNSHIP SUPERVISORS MEETING MINUTES

Thursday, October 9, 2014

A General Meeting of the Allen Township Supervisors was held on Thursday, October 9, 2014, at 7:00 P.M. at the Allen Township Municipal Building, 4714 Indian Trail Road, Northampton, Pennsylvania 18067. The Pledge of Allegiance to the Flag was led by Chairman Paul Balliet.

Roll Call: Paul Balliet - Present; Larry Oberly - Present; Alfred Pierce - Absent; Dale N. Hassler – Present; Bruce Frack - Present; Brien Kocher, P.E., Hanover Engineering Associates, Inc. – Present; B. Lincoln Treadwell, Jr., Esq. - Present; and Ilene M. Eckhart – Present

Public to be Heard: No comments from the audience.

Public Hearings: No public hearings scheduled.

Approval of Minutes: Mr. Frack made a motion to approve the minutes of September 2014 seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes.

Reports

A. Treasurer: Mr. Frack made a motion to approve the Treasurer's Report and pay the bills; seconded by Mr. Oberly. On the motion, by roll call vote, all Supervisors present voted yes.

B. Solicitor: On file.

C. Engineer:

i. **Howertown Road Drainage Concerns:** Ms. Eckhart presented the report prepared by Jim Milot (Hanover Engineering Associates, Inc.). Mr. Treadwell indicated that

based on the report received, Mr. Treadwell will draft a letter to PennDOT District 5-0 (Rodney Vanscavish – Maintenance Manager) related to the report and ramification of the Winter Maintenance Agreement.

D. Zoning Officer: On file.

E. Code Enforcement: On file.

F. Road Superintendent/Public Work Director: On file.

i. Maintenance/Work Plan – remainder of 2014: Ms. Eckhart presented a report regarding the remainder of maintenance items until the end of 2014. She indicated that the crew has been completing a considerable amount of work on the stormwater inlets.

ii. Request to modify tailgate of 2009 Peterbuilt to add two coal doors to existing aluminum tailgate – estimated cost \$1,955.00: Mr. Hassler made a motion to approve the modification of the 2009 Peterbuilt tailgate to add two coal doors to the existing aluminum tailgate with an estimated cost of \$1,995; seconded by Mr. Oberly. On the motion, by roll call vote, all Supervisors present voted yes.

iii. Request to proceed with purchase of two 2,000 watt portable generators: Mr. Frack made a motion to approve the purchase of the two 2,000 watt portable generators with a total estimated cost of \$2,000; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes. These generators will be utilized in conjunction with the traffic signals outages.

iv. Call-In Seasonal Winter Maintenance Drivers: Mr. Frack made a motion to authorize Ms. Eckhart to review the new applications received and he further volunteered to sit in on interviews along with Mr. Oberly; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes. The hourly rate for the new call in workers was determined to be \$16.05 (which is \$1.00 less than those who have worked for the Township previously and are considered experienced operators).

G. Fire Company: On file.

H. Emergency Management Coordinator: On file.

I. Parks: On file. Ms. Eckhart indicated a plan for improvement at Howertown Park will be prepared and submitted at a future time.

Unfinished Business

A. Savage Road Dog Park Fence/Gate Bids: Mr. Hassler made a motion to approve the bid of Anchor Fence total contract (supply and installation) in the amount of \$30,250.00 including the following options:

1. Alternative in Black Vinyl Coated 1,400 LF 2” x8 gauge (9 gauge core) 2b in lieu of 2” x11 gauge 2b wire: \$24,000.00

2. Alternative in Black Vinyl Coated 4-4’ Single Gates: \$1,000.00

3. Alternative in Black Vinyl Coated 2-14' Double Gates: \$1,050.00

4. Additional: Alternative in Black Vinyl Coated to install 1-5/8" OD black bottom rail in lieu of tension wire: \$4,200.00

B. Electronic Recycling Event – summary report: Ms. Eckhart reported on the outcome of the September 27th Electronic Recycling Event. She indicated she would begin planning for a similar event in the Spring.

C. 2014 Uncommitted Gaming Funds Municipal Gaming Grant – Emergency Generator/Information Technology Upgrade: Ms. Eckhart indicated that the grant application was not successful, this would have included an emergency generator and new file server with associated laptop for the administrative office. Following some discussion regarding the large mobile generator and asphalt hot box currently listed as an expense in the 2014 General Fund Budget, Mr. Oberly made a motion proceed with the municipal building generator (pursuant to the current COSTARS bid contract) in the estimated amount of \$29,524 plus an estimated installation charge of \$8,990 (estimate project total \$38,514) in substitution for the two items capital items previously budgeted (Trailer mounted 20 Kw generator with lights – estimated at \$18,000 and Asphalt hot box trailer \$32,160); seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

D. Snow Removal Responsibilities – especially in highly developed areas: Ms. Eckhart requested the Board's approval to draft a specific letter to the higher density development areas outline the Township's expectations during winter maintenance operations. In addition, she felt a display advertisement in the weekly newspaper (Home News and/or Northampton Press) to reiterate the same expectations (mid-November to mid-December) would also be effective in communicating the information. The Board approved by consensus that Ms. Eckhart proceed with preparing and distributing these communications as outlined.

New Business

A. 2014 Volunteer Firefighters Relief Association Payment –authorization to disburse: Mr. Oberly made a motion to authorize distribution of the received funds from the Commonwealth (in the amount of \$35,278.07) to the Allen Township Volunteer Fire Co #1 Firefighters Relief Association; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present

B. Request for Consideration – Additional Part Time Equipment Operator/Utility: Mr. Oberly made a motion to authorize Ms. Eckhart to advertise the position (part-time equipment operator/utility position job description; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

C. Discussion regarding Building Code Official options: Mr. Treadwell reviewed a recent meeting with an independent Building Code Official (Mr. Duane Dellecker) who serves several municipalities in Carbon County. Mr. Treadwell indicated the concept discussed was hiring a part time employee and pursuant to Mr. Delleckers suggestion combining the Zoning Officer duties with the Building Code Official duties. This would still allow for multiple

inspection companies to perform inspection in the Township – but the Building Code Official functions would be handled by the part time employee of the Township (not one of the Building Inspection Agencies). Mr. Balliet was concerned how the cost would be covered and that the fees would increase. Mr. Treadwell indicated that certain areas of the Building Code Official work would be borne by the general fund and not necessarily recoverable. Mr. Balliet was concerned with the costs for this function. Mr. Treadwell indicated some of the work is simply on behalf of the Township – and therefore enforcement comes at the cost of the Township. Ms. Eckhart suggested retaining Bureau Veritas specifically for non-residential plan reviews and inspections – due to the level of qualified plan reviews and inspectors which they employ specifically for no-residential applications. Following some discussion regarding the obligations of the Building Code Official appointed by the Township (as mandated pursuant to the Uniform Construction Code for opt-in municipalities), Mr. Oberly made a motion to proceed with the study in the hopes of finding a resolution and volunteered along with Mr. Frack; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

D. Purchasing Policy – Draft: Ms. Eckhart presented a draft purchasing policy for the Board’s review and consideration.

E. Personnel Policy – Draft: Ms. Eckhart presented a draft personnel policy for the Board’s review and consideration. She indicated the highlighted sections should be reviewed closely as they are new areas the Township had not been previously included in the policy. In addition, she requested that the job descriptions be specifically reviewed.

F. Acceptance of Resignation – Public Works Director: Mr. Oberly made a motion to accept Mr. Scott Uhnak’s resignation due to health reasons effective Friday, October 3, 2014, subject to release of final pay due, final payment of earned vacation, authorize of letter regarding healthcare benefits (pursuant to COBRA if applicable under the Benecon plan) and benefit calculation of Non-Uniformed Pension Plan (to be provided by Beyer-Barber Company, Township actuarial advisor); seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes. Ms. Eckhart indicated she will continue to work with the crew regarding day to day direction until the Board provides input otherwise regarding a lead role for the Department.

Public to be Heard: Mr. Edward Diechmeister, commented regarding the Building Code Official search regarding a local individual he was aware may be qualified to perform the necessary duties.

The Board held a brief executive session following regarding a personnel issue.

Respectfully submitted,

Ilene M. Eckhart