



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, December 11, 2014

A General Meeting of the Allen Township Supervisors was held on Thursday, December 11, 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 - Present; Dale N. Hassler – Present; Bruce Frack - Present; Brien Kocher, PE, 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. Oberly made a motion to approve the minutes of August 14th, November 13th and 25th, 2014 seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

Reports

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

B. Solicitor: On file. Mr. Treadwell requested a brief executive session at the conclusion of the meeting to discuss the FP Willow Ridge litigation matter.

C. Engineer:

- i. Winter Maintenance District Map: Mr. Kocher indicated that the map has been completed for use along with the plan.
- ii. Catasauqua High School Parking Study: Mr. Kocher provided an update. He indicated that there are some findings and options which will be provided in the next month along with a layout plan.

D. Zoning Officer: On file.

E. Code Enforcement: On file.

F. Public Works: Ms. Eckhart provided a report regarding the 2000 Mack frame rails. She indicated of the \$20,000 expense \$5,000 should be available from the PADEP recycling grant reimburse as part of the retrofit project associated with the vehicle. She further indicated the \$20,000 expense has been allocated from the municipal waste and recycling fund in the 2015 budget draft presented this evening. Following some further discussion regarding the distribution of PA DEP recycling grant match with our partner, Lehigh Township, the Board agreed by consensus that the issue with the frame rail replacement was not a reimbursable item from our partner because Allen basically certified that the truck was in condition to be otherwise adequate for the retrofit and in addition the truck would remain the property of Allen Township. Mr. Balliet questioned ongoing maintenance of the truck. Mr. Treadwell indicated that ongoing maintenance is spelled out in the intermunicipal agreement with Lehigh, but this prior mechanical work (the frame rails) is Allen's responsibility. Mr. Hassler felt that we were committed at this point due to the j-hook and parts and containers which have already been delivered to the fabricator.

Ms. Eckhart further reported that the engineered manufactured structure (to be utilized for supplemental salt storage with the concrete bumper blocks) estimates came in much higher than anticipated. She indicated this was intended to be temporary and the estimate is \$40,000. She indicated she would continue to review options with regard to the salt storage issue. This item has not been included in the 2015 budget draft.

G. Fire Company: On file.

H. Emergency Management Coordinator: On file.

I. Parks: On file. Ms. Eckhart reported that the Savage Road Dog Park will be the first item considered in Spring 2015 in addition to general Spring cleanup and maintenance to the overall park system facilities.

Unfinished Business

A. 2000 Mack – frame rail issues: Mr. Oberly made a motion to proceed with the 2000 frame rail replacement at the cost of \$20,000 (Triad); seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

B. 2015 Budget: Mr. Pierce made a motion to approve 2015 Allen Township and to fix the real estate millage at 5 mills; seconded Mr. Oberly. On the motion, by roll call vote, all Supervisors present voted yes with the exception of Mr. Hassler who voted to approve the budget with the exception of all line items concerning the funding of the Allen Township Volunteer Fire Company No. 1, from which he abstained from voting. He indicated there was a question regarding his involvement with the Fire Company and therefore he is abstaining.

C. Purchasing Policy: Ms. Eckhart provide the final draft of the purchase policy which outlines a policy for requisitions, purchase orders, bidding limitations, expenditure approval limitation and capital asset inventory. Ms. Eckhart indicated that the Board needs to address the expenditure approval limitations and field purchase orders. Mr. Pierce made a motion to approve the policy as presented with the expenditure approval limitations as follows \$0 - \$250 for any full time employee \$250 – \$2,000 for the Township Manager, and \$2,001 and over for the Board of Supervisors and blanket field purchase orders; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes. Mr. Hassler questioned emergency repair purchases.

D. Personnel Policy: Mr. Hassler made a motion to proceed with the final vote on January 27, 2015; seconded by Mr. Pierce. On the motion, by roll call vote, all Supervisors present voted yes. Ms. Eckhart indicated the job descriptions including of Road Foreman and Assistant Road Foreman have been attached although these positions are vacant at this time. Messrs. Frack and Pierce indicated they would like additional time to review the policy prior to implementation.

E. Hikmat Salloum Fire Escrow: Mr. Treadwell reported that the property owner has made some repairs for the house fire. He noted that fire escrow proceeds were forthcoming from the homeowners insurance policy to hold pending the property owner fixing the damages from the fire and ensure that Township has funding in place to demolish the structure if not repair to avoid property blight. Mr. Treadwell noted that although the Building Code Official may not have fully signed off on the repairs performed by the property owner – the structure is no longer classified as a deteriorated property. Mr. Treadwell and Ms. Eckhart agreed that at this point they would not recommend spending any of the fire escrow proceeds to perform any actions (repair or demolish) to the structure. Following some further discussion, Mr. Treadwell recommending returning the funds to the property owner less any expenses incurred by the Township on behalf of the Building Code Official. Mr. Oberly made a motion to release fire escrow funds to the property owner (Hikmat Salloum, 1228 Old Carriage Road) subject to any deductions outstanding including expenses of the Building Code Official for plan review and inspection costs as recommended by the Solicitor; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

New Business

A. William Holmes, Planning Commission Resignation: Mr. Oberly made a motion to accept the resignation of William Holmes with regrets; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

Public to be Heard: No comments from the audience.

The Board held a brief executive session following regarding the FP Willow Ridge litigation.

Respectfully submitted,

Ilene M. Eckhart