



Allen Township Board of Supervisors

Meeting Minutes July 11, 2023 6:00 P.M.

A General Meeting of the Allen Township Board of Supervisors was held on Tuesday, July 11, 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; Gary Behler; Paul Link; Tim Paul; B. Lincoln Treadwell, Jr., Esq; Ilene Eckhart, Manager; and Tom Gogle, Public Works Crew Leader

Absent: Jason Frack; Maurin Ritinski, Administrative Assistant; Stan Wojciechowski, PE, CME; and Andrea Martin, EIT

2. **Announcements and/or Actions to Add New Items to Current Agenda:** Ms. Eckhart indicated that she has received time extension requests that were submitted by the applicant's council to September 4, 2023 for Stone Ridge Commercial Preliminary Land Development Plan; the Preliminary/Final Stone Ridge Major Subdivision Plan Phase 3, 4, 5; and the Preliminary/Final Major Subdivision/Lot Consolidation Plan for the Expansion of Stone Ridge Subdivision. Mr. Behler made a motion to add these items to the agenda, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

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

4. **Public to be Heard:** No public comment.

5. **Approval of Minutes:** Mr. Behler made a motion to approve the minutes of June 13, 2023 and June 27, 2023; seconded by Mr. Link. 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. Behler made a motion to approve the Treasurers Report and the Paying of the Bills; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

B. **Solicitor:** On file.

C. **Engineer:** On file.

D. **Planning/Zoning/Code Enforcement:** On file.

E. **Road Superintendent/Public Works Leader:** On file.

F. Fire Company: On file.

- i. Allen Township Volunteer Fire Company – Capital Apparatus Plan Update:** Jacob Schock, President, indicated that two quotes have been obtained. He reported that different manufactures were reviewed and these were able to be narrowed down to two manufactures. Mr. Schock stated that the quotes are within a few thousand dollars of each other. He explained that due to the Fire Company already having a truck on the Pierce assembly line and the upgraded suspension and electrical system, the Fire Company has decided to pursue Pierce for this capital apparatus at the quoted price of \$1,299,561. Mr. Schock indicated that Pierce offers reductions to costs. One method to reduce costs would be to prepay, a reduction of \$97,000, which Mr. Schock would not recommend. He explained that the given the interest rates for money kept in the bank and the delayed production of apparatus, it would be most beneficial to keep the money in the bank to gain interest. Mr. Schock stated that the 90-day chassis payoff, approximately half of the total quoted price, would be worth pursuing for a reduction of \$19,179.95. There is no down payment required and the first payment would be due 90 days after the laydown of the chassis. Mr. Schock indicated that the Fire Company would contribute to the cost of the Pierce Tanker/Pumper and that the Fire Company is seeking support from the Township to pursue this purchase. Mr. Schock noted that the estimated delivery of this truck is approximately 46 to 50 months after the order is placed.

Mr. Behler questioned Mr. Treadwell what would happen if a future Board of Supervisors does not want to contribute to this purchase given the estimated delivery date. Mr. Treadwell explained the difference between contractual obligations, such as if a loan was cosigned, and that of a promise made by the current Board of Supervisors. Mr. Treadwell suggested that the Board consider contributing funds to the Fire Company's account now for this purchase. He clarified that by the Township providing a contribution directly to the Fire Company now that these funds could be held in the Fire Company's account and would not be subject to reversal of this decision to contribute if a future Board of Supervisors disagreed with funding this purchase. Mr. Hassler inquired if the Township could separate funds in another Township account through PLGIT for this purchase in order for the Township to earn interest on this money. Mr. Behler agreed and stated that the interest the Township would gain with PLGIT would be higher than that of what the Fire Company would gain on this money in their account. Mr. Treadwell explained that it is possible to hold these funds in another account but that it would not stop a future Board of Supervisors from redesignating these funds for another purchase. Mr. Link expressed concern for changes on the Fire Company's Board if the money was contributed now. Mr. Behler stated that it may be beneficial to prepay for this capital apparatus now given the other agenda items that may deplete the general fund.

Mr. Schock stated that the Fire Company has made approximately \$71,000 with the purchase of the prior truck and the sale of the Rescue. He indicated that most of this will be used to outfit the new truck with shelving and equipment. Mr. Schock anticipates \$200,000 net from the two trucks that will be liquidated and replaced with the new Tanker/Pumper. Mr. Hassler proposed the Township contributing one (1) million and the Fire Company covering the balance. Mr. Link inquired if there is a budget for new radios and air packs that are needed by the Fire Company. Mr. Hassler stated that 18 air packs

will be needed. The cost of the air packs are about \$10,000 per air pack and additional bottles are approximately \$1,000 (approximately \$200,000 total). Mr. Hassler explained that the portable radios are anywhere from \$6,000 to \$8,000. He noted that the mobile radios are around the same price. Mr. Hassler stated that the Fire Company is anticipating spending \$250,000 on the radios. Mr. Hassler explained that the Fire Company plans to apply for grants for these purchases. Ms. Eckhart indicated that in 2024 the Township will also need to plan for the replacement of approximately the same number of radios and base station as the Fire Company.

Mr. Behler made a motion to donate one (1) million dollars to the Allen Township Volunteer Fire Company #1 for the sole purpose of the purchase of new tanker/pumper fire truck that was presented to the Board by Mr. Schock, with the balance of the purchase being covered by the Fire Company, seconded by Mr. Paul. Mr. Hassler noted that the purchase will be made in full within 30-days of the signing of the contract. On the motion, by roll call vote, all Supervisors present voted yes with the exception of Mr. Hassler who abstained.

Mr. Behler thanked the firefighters for their willingness to volunteer, their support, and dedication. Mr. Link stated that he was impressed at the response from the Allen Township Volunteer Fire Company and other surrounding companies that worked together to respond to the apartment fire in June. Mr. Behler requested that the incentive program be brought back before the Board for further discussion.

G. Emergency Management Coordinator: On file.

H. Parks: On file. Ms. Eckhart stated that the first Movie in the Park event will take place on Friday, July 21st with a rain date of Saturday, July 22nd. She indicated that at this time there are approximately fourteen (14) volunteers for this event. Ms. Eckhart stated that she is hopeful for a good turnout as the community seems responsive to the event.

J. Nazareth Council of Government: On file.

K. First Regional Compost Authority: On file.

L. Stormwater: On file. Ms. Eckhart reported that a meeting with County representatives took place last week. The discussion focused on how to get preserved farms in the Township to act as a credit towards the MS4. She indicated that this has to do with type of tillage and conservation plans that are already on file. Ms. Eckhart stated that this will be reviewed further with the County Farm Land Preservation and the County Park's Department.

7. Unfinished Business

A. 3530 Howertown Road Building Renovation – Presentation of Final Schematic Design Plan and Budget: Kim LaBrake and Arif Fazil from D'Huy Engineering provided the Board with a summary and an update on the building renovation. There have been no changes to the design plan since the last presentation. Ms. LaBrake indicated that a second presentation for an update regarding design development will take place at the Board of Supervisors' second meeting in August. She also reported that bidding for this project would take place in November. Ms. LaBrake indicated

that there will also be an asbestos removal contract that will be put out for bid. She explained that the asbestos was found in the adhesive under the tiles. The bids would be presented to the Board for acceptance in January 2024. Ms. LaBrake would be looking to issue the notice to proceed in February 2024. The construction phase would take place from February 2024 through October 2024. Ms. LaBrake reported that the environmental abatement contract has been added to the budget and the budget has been broken down to provide more detail. The budget has not changed, even with the addition of the asbestos removal contract, from the previous budget that was presented to the Board of Supervisors. Ms. LaBrake explained that there was a contingency line in the budget which was used for this. She indicated that there are still funds in the budget for contingency.

There was a brief discussion regarding the reuse/reinterpretation of the current red fire alarm beacon outside of the building. Mr. Hassler suggested that if this were to be removed that a radio tower may be beneficial and more practical to add in its place. The Board also discussed flagpole placement and the possible relocation of the Veterans memorial stone that is currently at the Township Building. Ms. LaBrake will review these areas of the concept and return to the Board with additional options to integrate the radio antennae needs into the overall design.

Mr. Behler inquired about the receptionist/secretary's area and the lack of immediate direct access to the vestibule. Ms. Eckhart and Ms. LaBrake explained that the lack of indirect access directly from the vestibule to the receptionist/secretary's area is for security purposes. Mr. Link inquired if the small conference room, IT room, and tax collector offices would be secured with key fobs. Ms. LaBrake explained that the administrative offices will be secure during public meetings and other events that may take place in the community room and multipurpose areas. She noted that the restrooms and water fountain areas will be a shared space. The Board along with Ms. Eckhart and Ms. LaBrake discussed the location of the office spaces, break room, and storage rooms and the reasoning for these placements.

Ms. LaBrake discussed the stairwell and indicated that it is currently a smoke chimney as it is open to the upper floor. This will be enclosed with a one (1) hour rated wall system to create a code stair tower. Ms. Eckhart stated that the stairwell will also be used as an emergency exit for the administrative office. The stairwell will be accessible from the Township Manager's office.

Ms. LaBrake reported that there will be a future meeting will be held to discuss furniture and built-ins. Supervisors expressed that they would like a more collaborative shape to the Board table. Mr. Hassler commented that he would see more value in having the foldable partition between "Community Room 'B'" and the "Multipurpose / Aux Office" rather than between "Community Room 'A'" and "Community Room 'B'". The remaining Supervisors in attendance also agreed with Mr. Hassler. Mr. Behler commented that he would like to see safety measures taken for the windows in the officer area and in the vestibule glass. Ms. LaBrake noted that this will be reviewed.

Mr. Paul questioned the condition of the roof. Ms. LaBrake explained that the 12 to 15 year old roof does not currently leak but that D'Huy Engineering will be having a roofing company come out to take a core due to the condition of the fasteners. She reported that a new roof will be installed on the building.

Mr. Link and Ms. LaBrake discussed upgrades and replacement of the electrical system for the building. Mr. Behler inquired about the audio visual equipment for meetings. Ms. LaBrake

indicated that the audio visual equipment will be discussed further at another meeting with municipal staff.

Ms. LaBrake stated that they will be moving into the design and development phase with the comments and feedback that were provided tonight. Ms. Eckhart explained that she has begun to work on arranging a space for meetings to be held at the current Municipal Building. She also reported that she has been in contact with the County to discuss temporarily moving the voting location for next year. Ms. LaBrake explained the impact that the renovation would pose on the Fire Company on the first floor. She does not expect that the Fire Company will need to leave the premise during construction. Ms. Eckhart stated that a very strict clause has been added to ensure that the Fire Company will not be interrupted of electricity, plumbing, and the basic necessities during construction. Mr. Behler stated that the Fire Company will need to determine what they plan on doing with the current kitchen equipment. Mr. Schock stated that they are working with an auction company to liquidate the equipment.

B. Building Renovation Plan Financing – Authorization to Proceed with Local Unit Debt Act Filing Preparation of Ordinance (PA DCED): Ms. Eckhart reported that she is working with the USDA. She explained that the process requires an interim lender. Ms. Eckhart has been provided with fixed rates and quotes from three (3) lenders. She stated that in order to meet the requirements for the state the Local Unit Debt Act Filing will need to be completed. Mr. Treadwell explained that paperwork must be submitted to PA DCED to show the borrowing base and that the Township does not currently have any debt. He indicated that an ordinance will need to be created to authorize the loan from one of the three lending institutions. Ms. Eckhart stated that the lowest of the three quotes is the First Northern Bank and Trust. Ms. Eckhart is requesting the Board's approval for Mr. Treadwell and herself to move forward with preparing the Local Unit Debt Act Filing, returning with an ordinance, and setting a hearing for the ordinance based upon the First Northern Bank and Trust proposal. Mr. Behler made a motion to authorize the Township Manager and Township Solicitor to proceed with preparing the Local Unit Debt Act Filing, drafting the ordinance, and setting a hearing for the ordinance based upon the First Northern Bank and Trust proposal, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

C. Resolution 2023-13 – LSA Grant Application Building Renovations \$6,076,800 (Monroe): Ms. Eckhart explained that this resolution and the following two resolutions on the agenda are opportunities for the Township to receive grant funds that would be utilized for building renovations. Ms. Eckhart is requesting the Boards approval for applying for these grants. She indicated that the amount of \$6,076,800 is the amount less the cash of \$2,000,000 to put in the project. Mr. Behler inquired if recommendations could be written for these grants similar to the ones written for the loan. Ms. Eckhart indicated that these recommendations are being written by Zackary Mako's office and the Senator's office. Mr. Link made a motion to adopt Resolution 2023-13 relating to the Monroe County LSA Grant, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

D. Resolution 2023-14 – LSA Grant Application Building Renovations \$6,076,800 (Northampton/Lehigh): Mr. Behler made a motion to adopt Resolution 2023-14 relating to the Northampton/Lehigh County LSA Grant, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

E. Resolution 2023-15 – LSA Grant Application Building Renovations \$6,076,800 (Statewide): Mr. Behler made a motion to adopt Resolution 2023-15 relating to the Statewide LSA Grant, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

F. Assistant Township Manager, Draft Job Description, Advertisement, Interview Committee and Proposal for Services of Intercounty Investigations and Solutions, Inc.: Ms. Eckhart indicated that this has been discussed for the past several budget cycles. She indicated that she has worked with Meyner Center for the Study of State and Local Government at Lafayette College staff on the draft job description that has been circulated to the Board. Ms. Eckhart is hopeful that the individual offered the position would begin their employment by the end of the year or at the latest the early part of 2024. She explained that an interview committee should be established to avoid a quorum during the initial interviews. Ms. Eckhart explained that the short list of candidates would appear before the Board for vetting prior to a final decision being made. Ms. Eckhart would also like the Board to consider utilizing the services of Intercounty Investigations and Solutions, Inc. to assist with screening, interview questions, and the developed background check for the short list of candidates. Mr. Hassler stated that he was present with Ms. Eckhart during the meeting with the gentleman from Intercounty Investigations and Solutions, Inc. He stated that this gentleman seemed to be thorough. Mr. Behler stated that it is about time to have an assistant manager. Mr. Behler and Mr. Link volunteered to be part of the interview committee. Mr. Behler made a motion to advertise the job description for the Assistant Township Manger position, establish the interview committee of Mr. Link and Mr. Behler with Mr. Hassler as an alternate, and to utilize the services of Intercounty Investigations and Solutions, Inc. to provide in-depth background checks on candidates, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

8. New Business:

A. Authorization to Advertise 2024 Budget Workshop – Proposed Date: Tuesday, September 19, 2023 at 6 PM: Mr. Link made a motion to authorize the 2024 budget workshop meeting for September 19, 2023 at 6:00 PM, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes. Mr. Hassler suggested that reminders be sent out to everyone who needs to provide the Board with a report in order to prepare the budget for next year.

B. Request to Use Building – October 12th – Representative Zachary Mako – Grant Workshop: Ms. Eckhart reported that a request was received by Representative Zachary Mako's office to use the Fire Company Building to hold a DCED grant writing workshop and seminar for municipal staff. The workshop will be short and will be held in the morning of October 12th. Mr. Behler made a motion to allow Representative Mako to utilize the Fire Company Building on October 12th for a grant workshop, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

C. Stone Ridge Preliminary Final Major Subdivision/Lot Consolidation Plan – Acknowledgement of Grant of MPC Time Extension to September 4, 2023 (Item Added to Agenda): Ms. Eckhart is seeking acknowledgement of the MPC time extension on this plan until September 4, 2023. Mr. Behler made a motion to acknowledge the time extension for the Stone Ridge Preliminary Final Major Subdivision/Lot Consolidation Plan until September 4, 2023, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

D. Stone Ridge Commercial Land Development Plan - Acknowledgement of Grant of MPC Time Extension to September 4, 2023 (*Item Added to Agenda*): Mr. Behler made a motion to acknowledge the time extension for the Stone Ridge Commercial Land Development Plan until September 4, 2023, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

E. Stone Ridge Major Subdivision Plan Phases 3, 4, 5 – Acknowledgement of Grant of MPC Time Extension to September 4, 2023 (*Item Added to Agenda*): Mr. Behler made a motion to acknowledge the time extension for the Stone Ridge Major Subdivision Plan Phases 3, 4, 5 until September 4, 2023, seconded by Mr. Paul. 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:

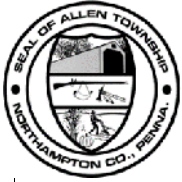
- Planning Commission – Monday, July 17, 2023 at 6:00 PM
- Board of Supervisors – Tuesday, July 25, 2023 at 6:00 PM
- Park and Recreation Board – Thursday, July 27, 2023 at 6:00 PM

Mr. Link announced that the first Movie in the Park event will take place on Friday, July 21st at Kreidersville Covered Bridge Park.

There being no further comments or business the meeting adjourned at 7:29 PM.

Respectfully submitted,

Ilene M. Eckhart



Allen Township Board of Supervisors

Meeting Agenda

Date: Tuesday, July 11, 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: July 7, 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: June 13th and 27th, 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

i. Allen Township Volunteer Fire Company – Capital Apparatus Plan Update

G. Emergency Management Coordinator

H. Nazareth Council of Government

I. Parks

J. Planning

K. First Regional Compost Authority

L. Stormwater

9. Unfinished Business

A. 3530 Howertown Building Renovation – Presentation of Final Schematic Design Plan and Budget

B. Building Renovation Plan Financing - Authorization to Proceed with Local Unit Debt Act Filing Preparation of Ordinance (PA DCED)

C. Resolution 2023-13 – LSA Grant Application Building Renovations \$6,076,800 (Monroe)

D. Resolution 2023-14 – LSA Grant Application Building Renovations \$6,076,800 (Northampton/Lehigh)

E. Resolution 2023-15 – LSA Grant Application Building Renovations \$6,076,800 (Statewide)

F. Assistant Township Manager, Draft Job Description, Advertisement, Interview Committee and Proposal for Services of Intercounty Investigations and Solutions Inc.

10. New Business

A. Authorization to Advertise 2024 Budget Workshop – Proposed Date: Tuesday, September 19, 2023 at 6 PM

B. Request to Use Building – October 12th - Representative Zachary Mako - Grant Workshop

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

12. Next Meetings

*** Planning Commission - Monday, July 17, 2023 6 PM**

*** Board of Supervisors - Tuesday, July 25, 2023 6 PM**

*** Park and Recreation Board – Thursday, July 27, 2023 6 PM**

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.*