



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, February 12, 2015

A General Meeting of the Allen Township Supervisors was held on Thursday, February 12, 2015, 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; Jim Milot, 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. Hassler made a motion to approve the minutes of December 2014 and January 2015 as presented seconded by Mr. Oberly. 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. Pierce. On the motion, by roll call vote, all Supervisors present voted yes.

B. Solicitor: On file.

i. Park Regulations – firearms: Mr. Treadwell reported on recent communication from the law firm of Prince Law Office on behalf Firearms Industry Consulting Group. Mr. Treadwell requested an executive session due to the threat of litigation involved with this issue.

ii. City of Bethlehem/Northampton Borough Municipal Authority/Allen Township Intermunicipal Water Service Agreement: Mr. Treadwell indicated he has contacted the City of Bethlehem Solicitor concerning the agreement as he was unsure of the signature request as we were not a party to the current draft agreement. The Board agreed by consensus to table the

matter. Mr. Hassler voiced concerns regarding the requirement for the compatibility of the Township fire hydrant connections.

iii. No Parking Restrictions – Enforcement Issues: Mr. Treadwell felt that the Township may issue parking tickets. If the parking ticket is not paid in the prescribed time it would result in a citation. Mr. Treadwell noted he would work with the Township Engineer upon the finished product of the bike lane implementation to provide provisions for enforcement of the parking ticket and subsequent violation.

iv. Acknowledgement of Subrogation – FP Willow Ridge Associates, L.P. (Bureau Veritas North America, Inc.): Mr. Treadwell explained that changes have been made to the agreement and the document is in form for the Board’s consideration. Mr. Pierce made a motion to authorize Mr. Balliet to execute the acknowledgement; seconded by Mr. Oberly. On the motion, by roll call vote, all Supervisors present voted yes.

C. Engineer: Mr. Milot provided a brief report of the status of the Rt. 329/Howertown Road/Weaversville intersection signal. He felt some of the recent problems are due to signal cycle length changes. He further indicated it may be necessary to request a change of the signal cycle length from PennDOT. He will report back to the Board based on the outcome of the PennDOT request and further input from the signal maintenance contractor.

i. Willowbrook, Savage and West Bullshead Road – Bike Lane Layout and Signage Plan: Mr. Milot presented the proposed Bike Lane Layout and associated signage and pavement markings. Mr. Frack suggested the bike lane be continued all the way up to Northampton Borough. Based on the comments received from the Board, Mr. Milot will return with a revised layout concerning the extension in front of the Willow Green development. Mr. Donald Noll questioned if Northampton Borough was aware of the intention to create the Bike Lane. Ms. Eckhart indicated the Borough has been notified.

D. Zoning Officer: On file.

E. Code Enforcement: On file. Ms. Eckhart noted that she continues to work with the Code Enforcement Officer regarding the enforcement of the snow removal ordinance.

F. Public Works: On file. Ms. Eckhart shared a mark-up of the Township map provided by the Road Crew for the Board to consider during the April Board of Supervisors Road Inspection. The map is marked with areas which are recommended for maintenance repairs. Mr. Frack commented regarding the sign regarding crack sealing and asked the Road Crew to develop a more appropriate sign which would identify that no parking restriction is per the Allen Township Road Department.

G. Fire Company: On file.

H. Emergency Management Coordinator: On file.

I. Nazareth COG Report: On file. Mr. Oberly questioned Mr. Krill regarding input of the Nazareth COG concerning the Penn East Pipeline. Mr. Krill indicated that there was no

input – but some discussion by Moore Township and Nazareth Borough officials. In addition, there was discussion of upcoming meetings. Mr. Oberly voiced further concerns regarding coordinated efforts among municipalities and regional coordination.

Parks: On file.

- a. **Park Signage, review of regulatory signs:** Mr. Oberly made a motion to approve the revised regulatory signs as presented including a statement regarding overnight parking; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes.
- b. **Park Facilities Reservation Schedule, Rules, Fees Resolution 2015-06:** Mr. Hassler made a motion to adopt Resolution 2015-06; seconded by Mr. Oberly. On the motion, by roll call vote, all Supervisors present voted yes.
- c. **Hand Dryer system:** Mr. Oberly made a motion to approve the purchase and installation of two hand dryer units in the Howertown Park Field House in the amount of \$800 plus installation costs; seconded Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

Unfinished Business

A. Access Control System – update regarding quote fob vs. keypad (\$2,805 increase from original estimate: Mr. Pierce made a motion to approve the purchase and installation for five man-doors in the estimated amount of \$11,000 from Altronics Security; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

B. Allen Township Snow and Ice Policy/Operations Manual, Draft for Approval (salt storage, brining, removal of snow parameters): Following some discussion, regarding snow removal/hauling in development areas, the Board agreed to table the matter to review new information received this evening.

C. Healthcare Coverage Opt-Out Resolution 2015-05: Mr. Frack made the motion to approve resolution 2015-05 concerning incentive provisions for employees to choose to opt-out of offered health care coverage; seconded by Mr. Pierce. On the motion, by roll call vote, all Supervisors present voted yes.

D. Dry Run Pedestrian Trail/Savage/Willowbrook Road, update regarding pedestrian access ramps (Jaindl Property) and authorization to prepare bid package: Mr. Frack made a motion to authorize the preparation of bids for the Dry Run Pedestrian Trail/Savage/Willow Road access ramps; seconded by Mr. Pierce. On the motion, by roll call vote, all Supervisors present voted yes.

E. Personnel Policy and Procedures Manual: Ms. Eckhart reviewed the recommendations and information provided by Mr. Joe Trella (Human Resources Consultant). Following some discussion, Messrs. Oberly and Frack agreed that some of the reporting sections (call-in and standby) need to be streamlined and a revised draft should be returned for the Board's consideration at their next scheduled meeting.

F. Zoning Officer/Building Code Official: The Board will hold a brief executive session to discuss this personnel matter at the conclusion of the meeting.

New Business

A. **Electronic Recycling Event Scheduling (Saturday, June 13th, 2015)**: Mr. Oberly made a motion to approve the event for June 13th with the same policy and fee structure as extended to residents at the September 27th, 2014 event pending availability of the Fire Company property; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

B. **Leaf Collection Pilot Program – Fall 2015**: Ms. Eckhart requested the Board's input to establish a leaf collection pilot program for this Fall. Mr. Frack made a motion to authorize Ms. Eckhart to proceed with developing a draft leaf collection pilot program for the Fall of 2015; seconded by Mr. Pierce. On the motion, by roll call vote, all Supervisors present voted yes.

C. **Short Lane Relocation Concept – update**: Mr. Milot provided a brief update. Mr. Hassler was concerned regarding losing parking within Howertown Park. He commented that to place a burden on the taxpayers to create a new parking lot was unfair for the benefit of one property owners. He further felt that the road should be left as one-way. Mr. Balliet objected to the Township performing work on Rt. 329, a PennDOT road. Mr. Milot indicated that the property owner will be responsible for removing the buildings and trees in the right of way. Mr. Treadwell explained that all of the factors will need to be considered as the plan takes shape. Mr. Treadwell further explained that the acquisition of the additional right of way which would be needed to improve the intersection was a benefit to the Township. Mr. Frack felt the plan should be reviewed by the Planning Commission.

D. **Receipt of Property Appraisal Report (Executive Session)**: The Board will hold a brief executive session to discuss this matter.

Public to be Heard: No comments from the audience.

The Board held a brief executive session following regarding the above noted items.

Respectfully submitted,

Ilene M. Eckhart