



## Allen Township Board of Supervisors

### Meeting Minutes June 13, 2023 6:00 P.M.

A General Meeting of the Allen Township Board of Supervisors was held on Tuesday, June 13, 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; Jason Frack; B. Lincoln Treadwell, Jr., Esq; Ilene Eckhart, Manager; Maurin Ritinski, Administrative Assistant; and Andrea Martin, EIT

Absent: Stan Wojciechowski, PE, CME; and Tom Gogle, Public Works Crew Leader

2. **Announcements and/or Actions to Add New Items to Current Agenda:** Ms. Eckhart provided the Board an update that she received late this afternoon regarding the Howertown Road Bridge Replacement Project. She explained that there is a conflict within PennDOT and the engineers regarding the design of the bridge. Ms. Eckhart explained that there will be follow up meeting tomorrow between PennDOT and the contractor to discuss the design further. Ms. Eckhart is hopeful that the Township will receive an update following the meeting.

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

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

5. **Approval of Minutes:** Mr. Paul made a motion to approve the minutes of May 9, 2023 and May 23, 2023; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes with the exception of Mr. Behler who abstained from voting on the minutes from May 9, 2023 due to his absence at this meeting.

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. Mr. Treadwell reported that the litigation that was filed against the Township by William C. Szupper and W. Eugene Clater is being handled by the insurance company. Mr. Treadwell stated that the insurance company has filed preliminary objections to try to remove the Township as a party to this litigation. He reported that at this time the Township is waiting for a hearing date.

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.

- i. Request from Park and Recreation Board – “Movies in the Park” and other Event Planning:** Ms. Eckhart stated that the Park and Recreation Board is looking for support from the Board of Supervisors to hold a movie in the park event this summer as well as other events at the Kreidersville Covered Bridge Park. Mr. Paul, Mr. Behler, and Mr. Hassler had no objections. Mr. Link commented that the Township should be holding events like this for the community. He indicated that this would be the first community event that the Park and Recreation Board has done in about 30-years since it was disbanded. He expects the movie event to be low impact. Ms. Eckhart indicated that the cost estimate will be approximately \$1,000 which is in the budget. The cost would cover the projection and movie license. Mr. Paul questioned the methods that would be used for advertising the event. Mr. Link explained that the information boards at the Township parks would be used as well as the Township website and social media page. Mr. Link believes the social media post could be shared with businesses and other local areas. Mr. Hassler suggested the use of the message sign at the Fire Company to help spread the word as well. Mr. Treadwell indicated that there is no conflict for the two (2) Supervisors who are also on the Park and Recreation Board to vote on this item. Mr. Paul made a motion to spend up to \$1,000 on the Movies in the Park Event, seconded by Mr. Frack. Mr. Hassler recommended that the motion be amended to cover the cost of the event. Mr. Paul amended his motion to cover the total cost of the Movie in the Park event, seconded by Mr. Frack. On the amended motion, by roll call vote, all Supervisors present voted yes. Mr. Hassler indicated that the date for the movie night will be determined at a later date.

**J. Nazareth Council of Government:** On file.

**K. First Regional Compost Authority:** On file.

**L. Stormwater:** On file. Ms. Eckhart reported that MS4 items are being worked on. The Township is working to identify properties in the agricultural preservation area to add to the MS4 Pollutant Reduction Plan. She indicated that there will be a meeting with the County soon regarding this. Ms. Eckhart explained that this is another tool rather than putting in more BMPs.

## **7. Unfinished Business**

**A. Sanitary Sewer Rehabilitation Project – Dry Run Investigation Item as Priority Project:** Ms. Martin reported that she distributed an addendum to the report dated June 1, 2023. She has been working with the Public Works Department and conducting a manhole investigation of the North Hills/Cherryville Heights and Drexel Heights areas. Ms. Martin expressed her satisfaction with

the manholes in Drexel Heights. She indicated that a few manholes are suspect in the North Hills/Cherryville Heights section. Nine (9) of these manholes are candidates for chimney lining due to wear and tear. Eight (8) of these need chimney repair and frames reset or replaced from years of snowplow damage. Ms. Martin indicated that the significant deterioration or damage should be repaired proactively as they will continue to worsen with time.

Ms. Martin reported on the Dry Run Interception issue. She explained the significance of this sewer main. The issue was found just before the tie in to the Northampton Borough Sewer Main in 8<sup>th</sup> Street. Ms. Martin and the Public Works Crew noticed low flow conditions in Manhole 2 and significant grease build up along the sides of the channel. She explained that this indicates that the flow backs up in the manhole and sits long enough for the grease to float to the surface and solidify to the channel walls which creates a restriction. Ms. Martin explained that they flushed the sewer line between Manhole 1, through Manhole 2 and up to Manhole 4. They observed that Manhole 3 which was marked on the designed plans was eliminated during construction. Ms. Martin reported that the sewer camera showed that the pipes were clear and in good shape from Manhole 1 to Manhole 2. Approximately 20-feet outside of Manhole 2 a sag in the line was observed. Ms. Martin explained that the pipe became half full as the camera was trying to pass through to the manhole. She noted that there was significant grease buildup on the top/crown of the pipe that prevented the camera from moving forward. She reported that from Manhole 2 towards Manhole 4 that the pipe immediately outside of Manhole 2 rises sharply for approximately 20-feet and then settles into a uniform slope to Manhole 4. Ms. Martin believes that Manhole 2 was moved slightly during construction to accommodate the elimination of Manhole 3, which puts the interceptor closer to the creek. She believes that the manhole has settled and shifted over the years which is causing the pipes to be pulled along with it. Ms. Martin proposes two (2) new manholes to be added on either side of Manhole 2 with a new length of pipe to connect them while also bringing the interceptor away from the creek embankment and eliminate the inconsistencies in the pipe alignment.

Ms. Eckhart questioned how deep the manholes are. Ms. Martin explained they are approximately 5-feet deep and noted that they are shallow. She reports the pipe being above the creek bed. Ms. Martin indicated that construction would be challenging due to the steep slope on the upper side. Ms. Eckhart explained that there is artificial fill in this area as well. The Board, Ms. Eckhart, and Ms. Martin discussed access to the site, property owners in the vicinity, and easements. Ms. Martin stated that by adding the new length of pipe she believes this will center the line in the easement. She will research access points to the site other than 8<sup>th</sup> Street. Ms. Eckhart indicated that she had a meeting with Senator Miller who is supportive of using the grant award for this type of project. Mr. Behler stated that if this needs to be fixed he is in favor, especially since it is near a creek. Mr. Behler made a motion to put a full bid out and have Ms. Martin bring the details back in order to vote on the bid. This motion died for lack of a second and conversation continued. Ms. Martin indicated that she does not believe a full survey will be necessary but would recommend a mandatory pre-bid meeting. Ms. Eckhart stated that Northampton Borough should be informed of what the Township intends to do. Ms. Martin will coordinate construction with Northampton Borough. Ms. Martin noted that a deed search may also be useful. She reported that she will also have to check on if any permits will be required for the embankment work. Ms. Martin will put together bid specifications for the next Board of Supervisors meeting. Mr. Hassler stated that if there are any crops in the nearby field to the north, he would recommend holding off on construction until after the crops have been harvested.

**B. Stone Ridge Major Subdivision and Lot Consolidation Preliminary Final Plan – Revised Plan and MPC Extension of Time:** Ms. Eckhart reported that an extension has been

received by the developer. She indicated that the Board would need to acknowledge the extension to August 11<sup>th</sup>, 2023. Mr. Behler made a motion to acknowledge the extension for Stone Ridge Major Subdivision and Lot Consolidation Preliminary Final Plan until August 11<sup>th</sup>, 2023, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

**8. New Business:**

**A. Private Road Signs on Public Township Roads (for the direction of traffic):** Ms. Eckhart reported that this issue has been corrected at this point. She indicated that there were issues with the official detour signage for the Indian Trail Road Bridge Replacement. This resulted in Tomahawk Road residents using private cones and unofficial signage to direct traffic to continue on Millrace Road. Ms. Eckhart explained that detour signage placed by PennDOT had incorrectly indicated that Indian Trail Road northbound was open to Kohls Road which resulted in traffic turning onto Millrace Road and taking Tomahawk Trail in an attempt to circumvent the road closure. She reported the private cones and unofficial signage were removed and that the official detour signage has been corrected by PennDOT which appears to have rectified this situation.

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

**10. Announcements:**

Mr. Hassler announced the upcoming meeting dates as follows:

- Planning Commission – Monday, June 19, 2023 at 6:00 PM
- Board of Supervisors – Tuesday, June 27, 2023 at 6:00 PM
- Park and Recreation Board – Thursday, June 22, 2023 at 6:00 PM

There being no further comments or business the meeting adjourned at 6:24 PM.

Respectfully submitted,

Ilene M. Eckhart



## Allen Township Board of Supervisors

### Meeting Agenda

**Date: Tuesday, June 13, 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: June 9, 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: May 9 and 23, 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**

**i. Request from Park and Recreation Board – “Movies in the Park” and other Event Planning**

**J. First Regional Compost Authority**

**K. Stormwater**

**9. Unfinished Business**

**A. Sanitary Sewer Rehabilitation Project – Dry Run Investigation Item as Priority Project**

**B. Stone Ridge Major Subdivision and Lot Consolidation Preliminary Final Plan - Revised Plan and MPC Extension of Time**

**10. New Business**

**A. Private Road Signs on Public Township Roads (for the direction of traffic)**

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

**12. Next Meetings**

**\* Planning Commission - Monday, June 19, 2023 6 PM**

**\* Board of Supervisors - Tuesday, June 27, 2023 6 PM**

**\* Park and Recreation Board – Thursday, June 22, 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](mailto: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](http://www.allentownship.org) within 48 hours of the meeting.*