



Allen Township Board of Supervisors

Meeting Minutes – Capital Improvements Workshop

March 16, 2023

6:00 P.M.

A Capital Improvements Plan Meeting of the Allen Township Board of Supervisors was held on Thursday, March 16, 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; Ilene Eckhart, Manager; and Maurin Ritinski, Administrative Assistant

Absent: None.

2. **Announcements and/or Actions to Add New Items to Current Agenda:** No announcements and/or actions to add new items to the current agenda.

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

4. Business Items

A. Draft Capital Improvements Plan Presentation and Discussion – D’Huy Engineering, Inc.:

Kim LaBrake and Arif Fazil from D’Huy Engineering were in attendance to discuss and present the capital improvement plan. Ms. LaBrake explained that they would be presenting the following information to the Board:

- An overview of the Township facilities and summary of building information including observations;
- Recommendations itemized by priority for each facility;
- A logic matrix priority index factors;
- A summary of Township facilities project cost comparisons by facility;
- Conceptual plans for renovation and conversion of the upper floor of the Fire Company Building into the new Allen Township Administration Building;
- A summary of the proposed capital projects for the next five years

Ms. LaBrake explained their rating system and priority ranking system. Ms. LaBrake and Mr. Fazil presented a preliminary budget to the Board of Supervisors. Ms. LaBrake and Mr. Fazil indicated that it would cost approximately \$8,000,000 to repair the existing buildings. Mr. Fazil stressed that this cost would not incorporate any programming space or the conversion of the upper floor of the Fire Company Building for a new Administration Building. Mr. Fazil indicated that he did not anticipate many structural repairs but did note a roof replacement for the Public Works Garage was needed as the fasteners were pulling out. Ms. LaBrake explained that to include the program improvements along with the repairs of the existing buildings the estimated cost would be \$8,990,000 including \$450,000 budgeted for 1 year of inflation and \$275,000 for other priority projects. Mr. Fazil explained that it will take approximately nine (9) months of design and bidding and an additional nine (9) months of constructions for a total of 18-months from the Board of Supervisors’ approval. Mr. Fazil further explained that this is only a preliminary budget based on the proposal. He indicated that changes can be made based on the Board of Supervisor’s feedback. Ms. LaBrake and Mr.

Fazil are looking for feedback and direction from the Board so that a plan can be adopted and financing can be reviewed.

Mr. Link questioned what the priorities are at the current Township Municipal Office. Ms. LaBrake indicated that there were concerns with public coming into the Municipal Building and accessibility. She stated that railings would be required along with upgrades to the bathrooms. Ms. LaBrake and Mr. Fazil suggested that the Board consider moving the Public Works Crew into the current Municipal Office for their own office space. Ms. LaBrake explained that by doing this there would be less interior work required at the current Municipal Office since the office would not be open to the public. Ms. LaBrake explained the work required for the Fire Company Building, including mechanical, electrical, and plumbing work, a new boiler, ventilation upgrades for both floors, repair of some foundation cracks, recaulking control joints in the Fire Department's storage room, railings, and accessibility upgrades in the bathroom. Mr. Link inquired if the work would be completed in phases and how the Township would be able to hold public meetings during construction. Mr. Fazil indicated that in order to get the best price that it would not be ideal to complete the work in phases. He suggested that the Township consider holding meetings at another location, such as at a nearby school.

Mr. Link inquired if D'Huy Engineering has completed any local municipal work. Mr. Fazil stated that they designed and engineered Whitehall Township and Upper Dublin Township. He reported that these projects were a different category and a different scope and therefore are not comparable to Allen Township's proposal. Mr. Behler stated that he would like to keep the design functional without showcasing. He indicated that he believes it would be hard to justify cosmetic upgrades to taxpayers. Mr. Behler also felt that the proposed windows near the parking lot would create a safety issue. Mr. Fazil explained that adjustments can be made to the windows to improve safety. Mr. Link believes that the proposal is a bare-bones basic and simple renovation.

The Board of Supervisors discussed the two proposed layouts of the upper floor of the Fire Company Building for the new Municipal Office. Mr. Fazil and Ms. LaBrake presented two potential layouts for the location of offices and meeting spaces. They indicated that the renovations are utilitarian. The consensus of the Board was that the meeting space would be preferred along the Howertown Road side of the space with the offices along the wall of the parking lot. Supervisors indicated that they were fond of the movable partitions that would allow diverse uses of the meeting room space. Mr. Link stated that he would like the Board table to be moveable. Further discussion was had regarding storage spaces and accessibility.

Mr. Fazil and Ms. LaBrake illustrated that the public would access the new Municipal Office from an entry on the Snow Hill Road side of the building. They indicated that the Township Office should have a civic presence and should be easily identified as the site of Allen Township Municipal Office by vehicles passing by. Ms. LaBrake indicated that this can be done by adding a stone wall with "Allen Township" written that would be parallel to Howertown Road from the proposed public access side of the building. Mr. Behler was not in favor of the wall. Mr. Behler stated that the capital improvements project is more expensive than he was anticipating. Mr. Fazil explained that the project can be phased or postponed if the Board desires but that due to inflation he would expect the cost to triple in the coming years. Mr. Fazil also explained that the work would be completed as prevailing wage due to Allen Township being a municipality and the requirements associated. Mr. Behler noted that taxes have not been raised and indicated that he was not in favor of a loan. Mr. Fazil explained the numerous financing options available including grants and floating bonds. He indicated that the Board would need to move forward with the project in order to pursue grants and other funding opportunities.

The Board of Supervisors will review the capital improvements plan further and discuss this in further detail at a regularly scheduled Board of Supervisors meeting. Ms. Eckhart will research financing options including grants.

5. Public to be Heard: Felipe Resendez Jr, 5735 Indian Trail Road, stated that when the rendition of what could be the new Allen Township Municipal Office was presented, his first thought was that he was impressed.

Mr. Resendez indicated that image and presence are important for a government building. He feels that residents will understand that the Township cares about their appearance and takes care of their buildings. Mr. Resendez stated that these capital improvements says that “Allen Township cares”.

6. Announcements: Mr. Hassler announced the upcoming meetings. All meetings and events will be held at the Allen Township Fire Company unless otherwise noted. These meetings and events are as follows:

- Planning Commission – Monday, March 20, 2023 at 6 PM
- Park and Recreation Board – Thursday, March 23, 2023 at 5:30 PM (Site Visits – Howertown Park and Allen Township Dog Park) – Meeting begins at Howertown Park Field House
- Board of Supervisors – Tuesday, March 28, 2023 at 6 PM

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

Respectfully submitted,

Ilene M. Eckhart



Allen Township Board of Supervisors

Capital Improvements Plan Meeting Agenda

Thursday, March 16, 2023 6:00 P.M.

**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 at the end of the 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: March 15, 2023.

1. Call to Order

2. Pledge of Allegiance to the Flag

3. Roll Call

_____ Tim Paul, Board Member	_____ Gary Behler, Vice Chairman
_____ Jason Frack, Board Member	_____ Dale N. Hassler, Chairman
_____ Paul Link, Board Member	_____ Ilene M. Eckhart, Manager

4. Announcements and/or Actions to Add Items to Agenda

5. Business Items

A. Draft Capital Improvements Plan Presentation and Discussion – D’HUY Engineering, Inc.

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

7. Next Meetings All meetings will be held at the Allen Township Fire Company Building, located at 3530 Howertown Road, Northampton, PA

- **Planning Commission, Monday, March 20, 2023 at 6 PM**
- **Park and Recreation Board, Thursday, March 23, 2023 at 5:30 PM (Site Visit – Howertown Park & Allen Township Dog Park)**
- **Board of Supervisors, Tuesday, March 28, 2023 at 6 PM**

8. 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.*