



Allen Township Board of Supervisors

Meeting Minutes January 24, 2023 6:00 P.M.

A General Meeting of the Allen Township Board of Supervisors was held on Tuesday, January 24, 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: Gary Behler; Dale Hassler; Paul Link Jason Frack; B. Lincoln Treadwell, Jr., Esq.; Stan Wojciechowski, PE, CME; Ilene Eckhart, Manager; Maurin Ritinski, Administrative Assistant; and Tom Gogle, Public Works Crew Leader

Absent: Tim Paul and Andrea Martin, EIT

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 Hearings:** No public hearings.

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

5. Unfinished Business

A. Willowbrook Road Maintenance Security Bond (Rockefeller Development Group):

Mr. Wojciechowski explained that the current bond expires on February 27th, 2023 and that the maintenance period does not end until August 2023. Mr. Wojciechowski indicated that Rockefeller Development Group has been asked to provide additional coverage for the duration of the maintenance period. He further explained that the line striping on Willowbrook Road was completed in 2017. There has been no refresh of this striping which is typically done every one (1) to two (2) years. Ms. Eckhart explained that she is recommending that the Board consider authorizing the Township Solicitor to draw down the maintenance bond if an extension is not received prior to February 27th, 2023. Mr. Wojciechowski stated that it would not be appropriate to repaint the lines in the cold and that this could be done in the Spring/Summer. Mr. Wojciechowski is not aware of any other outstanding issues other than the striping. He noted that all sinkholes have been repaired and that these may have been caused by PPL. Mr. Gogle also indicated that he is not aware of any issues on Willowbrook Road. Mr. Gogle questioned Mr. Wojciechowski on the process to clean out and maintain the stormwater inlets. Mr. Wojciechowski explained that a vacuum truck is used to clean out the stormwater inlets and that there is a white plastic cap that stays on to prevent any debris from going down stream.

Mr. Treadwell stated that he believes the maintenance bond is significantly more than the estimate for the striping. The maintenance bond is in the amount of \$658,657.75, which is for the entirety of the project. The estimate for the striping is outdated. A new estimate can be obtained with today's values. Mr. Behler requested that striping amount be estimated as 10% more. He indicated that the difference can always be refunded but expressed his concern with the rising costs. Mr. Wojciechowski estimates that the striping will be around \$20,000. Mr. Link made a motion to authorize Ms. Eckhart, Mr. Wojciechowski, and Mr. Treadwell to take action on the maintenance bond or accept another form of security in an amount reasonable to fix the outstanding issues, seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors present voted yes.

B. Road Signage Improvements Update (Radar/Willowbrook Road and Willowbrook Road/Radar Drive) – Update: Mr. Wojciechowski reported that there have been previous discussions regarding signage to illustrate that no trucks should be turning onto E. Bullshead Road. He indicated that BL Companies and FedEx were willing to participate in the discussion and design of the signage. BL Companies and FedEx had submitted a proposal late last year. Mr. Wojciechowski's office reviewed the proposal and found the need for some modifications. A meeting with BL Companies and FedEx took place in late December to discuss the proposal further. BL Companies and FedEx submitted a revised proposal on Friday. Mr. Wojciechowski will be reviewing the revised proposal. Mr. Wojciechowski would like to discuss the road signage and their recommendation further at the next Board of Supervisors meeting.

C. Howertown Park Security Upgrades, Authorization to Proceed with Expanded Wi-Fi, Camera System and Field House Access Control System Installations: Ms. Eckhart explained that this upgrade was discussed during the budget process. She indicated that a donation has been received for this project from Jaindl Watson in the amount of \$5,000. Ms. Eckhart further explained that she is recommending the installation of an access control system to the field house, camera installation, and Wi-Fi improvements. The access control system will allow designated users access to the field house doors. A code and fob system will be used. Ms. Eckhart indicated that the system will recognize if someone who is locked out tries to use their code to gain access to the field house. She also reported that last summer data cable was run to the field house for the first time. The connection of different access points will cover the majority of the park and provide additional security. Ms. Eckhart indicated that minor trenching for data cable around the field house to the Short Lane parking area may be necessary as well as an internal pole which will need to be installed. Minor clearing will need to be done to establish a line of sight near the foot bridge from the western pavilion to the field house. Ms. Eckhart explained that Public Works would be able to complete this. Ms. Eckhart stated the initial estimates as \$6,538 for the keypad access system (Altronics) and \$31,527 for the camera installation (including access points and power injectors). Ms. Eckhart explained that the upgrades will improve security of the site although cameras will not deter all crimes.

Mr. Link questioned if the quoted system would have the ability to expand in the future and noted that he is in favor of the upgrades if there is the possibility of expansion. Ms. Eckhart indicated that there is the ability to expand.

Mr. Behler questioned if signage will need to be placed to indicate that the site is under surveillance. Ms. Eckhart explained that signs will be posted. She reported that the Township Municipal Building also has signage indicating that the building is under surveillance.

Mr. Link inquired about the fob system. Ms. Eckhart explained that there will be fobs and a keypad ability for added security. Mr. Link questioned if the same system can be integrated with the other Township Buildings. Ms. Eckhart will look further into this. Mr. Behler noted the security risk with codes being shared to unauthorized individuals.

Mr. Hassler inquired if the trenching near the field house should be completed prior to the start of the spring athletic events that are held at the park. Mr. Link inquired if the trenching will be completed by Public Works. Mr. Gogle explained that in the past the Public Works Department has completed the trenching by utilizing a rented trencher.

Mr. Link made a motion to proceed with the Howertown Park security upgrades including the Wi-Fi expansion, camera system, and access control system, seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

Mr. Behler questioned the status of the gang box for the soccer field. Ms. Eckhart indicated that this item needs to be ordered and that she will follow up on this.

D. Public Works Storage Building – Authorization to Proceed with Storage Racking Purchase: Ms. Eckhart explained that with the acquired new equipment and the growing inventory of equipment there is more of a need to organize these items for efficiency. She recommends the purchase of a storage rack for the Public Works Building. This will allow supplies to be moved off of the floor and to allow for better usage of the space in the Public Works Building. The estimate for this purchase is \$8,540. Mr. Behler made a motion to proceed with the purchase of the storage racking for the Public Works Building in the amount of \$8,540, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

6. New Business

A. Dog Park Temporary Seasonal Closure – Effective February 20th through Mid/Late April (Weather Permitting): Ms. Eckhart explained that for the past couple of years the Allen Township Dog Park closes seasonally. Both Ms. Eckhart and Mr. Gogle recommend the seasonal closure in order to preserve the turf. Ms. Eckhart reports great success with the seasonal closure from previous years. She further explained that the closure is due to the freeze and thaw cycles and that it is typically reopened after the first cutting. Mr. Gogle explained that lime is applied that neutralizes the soil. He reported that fertilizer is also applied in the spring to help regenerate the grass. Ms. Eckhart reported that she contacted the administrator of the Facebook Group “Friends of Allen Township Dog Park”. She hopes that by informing the group early it will prevent the shock of seeing the park temporarily closed. Mr. Behler inquired if there is signage at the dog park regarding the closure dates. Ms. Eckhart indicated that the signage will be posted. Mr. Hassler reported that he did see that the Facebook Group does have the notice posted for their members. Mr. Gogle mentioned that the temporary closure dates are subject to change depending on weather conditions. Mr. Behler made a motion to authorize the temporary seasonal closure of the Allen Township Dog Park effective February 20th, 2023 through mid/late April weather permitting, seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

7. Public to be Heard: Larry Hiestand, 4051 Kreidersville Road, explained that the concern regarding heavy truck traffic was apparent at yesterday's Planning Commission meeting. Mr. Hiestand would like to Board to consider forming a municipal police force within Allen Township. He stated that he understands it will be a significant cost but an agreement may be able to be made with surrounding municipalities.

8. Announcements: Mr. Behler inquired about the annual road inspection dates. Ms. Eckhart reported that she has been working on the database of roads and segments. Through this process she has divided the Township into four (4) zones. Ms. Eckhart plans to drive each zone with Mr. Gogle as time permits in order to evaluate the road conditions more closely. Ms. Eckhart will put together a priority list for each zone. She indicated that she will provide the list to the Supervisors for their consideration. Ms. Eckhart explained that since everyone's time is valuable this will allow the Supervisors to take each priority item and investigate it further on their own time without the need to coordinate a date that works for everyone. Ms. Eckhart further explained that dividing the Township into zones will be beneficial so that each road is given a thorough inspection with more detail provided. Mr. Hassler was agreeable with Ms. Eckhart's recommendation. He stated that it is a lot for the Supervisors to find a Saturday morning that works for everyone and spend 3-hours looking at the entire Township. Mr. Hassler explained that Supervisors can also bring road issues to Ms. Eckhart's attention so these may be added to the list.

Ms. Eckhart also reported that she expects to receive the draft facilities study from D'Huy Engineering sometime next week. She plans on reviewing this and making her comments to Ms. LaBrake, Project Manager at D'Huy Engineering, prior to providing the draft facilities study to the Board.

Ms. Eckhart reported that she will need to obtain availability for the two Supervisors who will be conducting the interviews of the firms who submitted bids for the Howertown Park and Kreidersville Covered Bridge Park master site development plans.

Mr. Behler inquired if there has been any update regarding the intermunicipal sewer agreement regarding the Northampton Area School District and the proposed elementary school in East Allen Township. Mr. Treadwell indicated that he has sent out a draft agreement and is awaiting feedback. Mr. Treadwell believes that further discussion will be needed to voice that Allen Township will not be maintaining the pipe under Seemsville Road as previously discussed.

Mr. Hassler reported that he would like to keep a close watch on Willowbrook Road and the Geodis incident that occurred recently and caused a backup of trucks on Willowbrook Road. Mr. Hassler questioned the internal capabilities of Geodis for staging. He further explained that due to the extensive security checks that must be completed to allow each truck to enter the lot, this is causing a backup along Willowbrook Road. Ms. Eckhart noted that this security level is known as Transported Asset Protection Association's (TAPA) Security Standards and is a federal guideline. Ms. Eckhart reported that Geodis did not have the internal manpower to accept the deliveries and therefore had to turn trucks away. Mr. Hassler expressed his fearfulness of an accident that this may cause if not properly addressed. Mr. Behler would like this item placed on the agenda for the next meeting for further discussion and possible action. Mr. Behler would like a representative from Geodis to attend the meeting. Mr. Hassler requested that Public Works and anyone else driving in that area to report back to Ms. Eckhart if there are any queuing issues along Willowbrook Road.

Mr. Hassler announced the upcoming meetings. All meetings and events below will be held at the Allen Township Fire Company. These meetings and events are as follows:

- Park and Recreation Board – Thursday, January 26, 2023 at 6:00 PM
- Board of Supervisors – Tuesday, February 14, 2023 at 6:00 PM
- Planning Commission – Monday, February 27, 2023 at 6:00 PM
- Board of Supervisors – Tuesday, February 28, 2023 at 6:00 PM

9. Adjournment: There being no further comments or business the meeting adjourned at 6:36 PM.

Respectfully submitted,

Ilene M. Eckhart



Allen Township Board of Supervisors

Meeting Agenda
Tuesday, January 24th, 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: January 20th, 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

_____ B. Lincoln Treadwell, Jr. Esq., Solicitor

_____ Paul Link, Board Member

_____ Ilene M. Eckhart, Manager

_____ Gary Behler, Vice Chairman

_____ 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. Unfinished Business

A. Willowbrook Road Maintenance Security Bond (Rockefeller Development Group)

B. Road Signage Improvements Update (Radar/Willowbrook Rd and Willowbrook Rd/Radar Drive) - Update

C. Howertown Park Security Upgrades, Authorization to Proceed with Expanded Wifi, Camera System and Field House Access Control System Installations

D. Public Works Storage Building, Authorization to Proceed with Storage Racking Purchase

8. New Business

A. Dog Park Temporary Seasonal Closure – Effective February 20th through mid/late April (weather permitting)

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

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

- ◆ Park and Recreation Board, Thursday, January 26, 2023 6:00 PM
- ◆ Board of Supervisors, Tuesday, February 14, 2023 6:00 PM
- ◆ Planning Commission, Monday, February 27, 2023 6:00 PM
- ◆ Board of Supervisors, Tuesday, February 28, 2023 6:00 PM

11. 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.