



## Allen Township Board of Supervisors

### Meeting Minutes April 25, 2023 6:00 P.M.

A General Meeting of the Allen Township Board of Supervisors was held on Tuesday, April 25, 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; Tim Paul; B. Lincoln Treadwell, Jr., Esq.; Ilene Eckhart, Manager; Tom Gogle, Public Works Crew Leader and Stan Wojciechowski, PE, CME

Absent: Jason Frack; Maurin Ritinski, Administrative Assistant; and Andrea Martin, EIT

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

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

4. **Public to be Heard:** Kristin Lorah-Solderidge, Lehigh Township resident, introduced herself and indicated that she is running for Northampton School Board. She explained that she has lived in the area for a long time and noted family connections to Lorah's Farm in Lehigh Township. Ms. Lorah-Solderidge reported that she is running to "get back to the basics". This includes the teaching a curriculum so that students can prosper in the real world and contribute to society post-graduation.

Marc Kerksmar, Lehigh Township resident, introduced himself and reported that he is also running for Northampton School Board. He reported that he has been a resident for 20-years. Mr. Kerksmar explained that Ms. Lorah-Solderidge and he are running as a team and they are both actively participating in School Board meetings. Mr. Kerksmar is running to improve academics, allow for the freedom of speech at School Board meetings, and improve taxes.

#### 5. Unfinished Business

A. **Resolution 2023-012 Intermunicipal Cooperation Agreement – Allen/East Allen Township Sanitary Sewage transmission (Northampton Area School Project located in East Allen Township):** Mr. Treadwell explained the intermunicipal agreement and Resolution 2023-012 which would adopt this intermunicipal agreement. He explained that the sanitary sewer service would leave the Northampton Area School property in East Allen Township and would go through Allen Township and into Northampton Borough to their treatment plan. Mr. Treadwell explained that the tapping fee to be paid to Allen Township is \$16,900 (\$1,300 per EDU for 13 EDUs) and an annual maintenance fee of \$1,500 for transportation costs. Mr. Treadwell reported that there is a new manhole that is proposed to

be installed in Cesanek Road (Manhole #40). The proposed Manhole #40 is approximately 45-feet from Manhole #39. Mr. Treadwell explained that this due to a request from DEP. Mr. Behler questioned the maintenance fee. Mr. Treadwell explained where the \$1,500 maintenance fee was derived from in comparison to the residential EDU fees, plant fees, and transportation costs. He further explained that the \$1,500 maintenance fee is equivalent to what Allen Township would charge 13 houses in Allen Township. He indicated that Northampton Borough will be charging the Northampton Area School District a separate fee for the treatment costs. Mr. Treadwell clarified that the Northampton Area School District will own the line in Allen Township until it meets Manhole #40. He indicated that the School District will be constructing Manhole #40. Mr. Behler made a motion to adopt Resolution 2023-012 as it relates to the Intermunicipal Cooperation Agreement between Allen Township and East Allen Township Sanitary Sewage transmission as it specifically relates to the Northampton Area School Project located in East Allen Township, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

**B. Transfer of Safe Meeting Space Security Improvements Grant Proceeds to 3530 Howertown Road Property (For the Installation of Surveillance Cameras and Access Door Controls):** Ms. Eckhart reported that in 2017 funding was received for additional security cameras and additional access controls at doors at the current Township Municipal Building, located at 4714 Indian Trail Road. Due to the situation change with the Township taking ownership of the Allen Township Fire Company Building (3530 Howertown Road), public meetings being relocated to this building, and the future move of the Municipal Offices to this building, Ms. Eckhart reported that she has requested DCED to authorize use of these funds at the Fire Company Building. She explained that the grant was for \$20,000 and the estimated cost for a similar project at the Allen Township Fire Company Building is approximately \$14,784. The camera system is reusable and cloud based. Mr. Behler made a motion to authorize the Township Manager to utilize the Safe Meeting Space Security Improvements Grant funds towards these security improvements at the Allen Township Fire Company Building, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

**C. Short Term Lease a portion of 3530 Howertown Road for Placement of Construction Office Trailer – R.E. Pierson Construction Co. (pertaining to Howertown Road Bridge Replacement Project):** Ms. Eckhart reported that the contractor for the bridge replacement project, R.E. Pierson Construction Co., has agreed to \$1,000 per month for the short term lease fee. This monthly fee would provide the contractor’s construction office trailer with an electricity supply off of the Allen Township Fire Company Building’s supply. Ms. Eckhart reported that the placement of the temporary construction office trailer would be outside the building near the handicap parking spaces. She indicated that the area is marked with cones currently. Mr. Treadwell explained that if the Board approves of this arrangement, he will work with Ms. Eckhart to create a short term lease with these terms along with an indemnification. Mr. Link made a motion to authorize Ms. Eckhart and Mr. Treadwell to create a short term lease with indemnification and authorize the placement of the temporary construction office trailer at the Allen Township Fire Company Building for \$1,000 per month, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

## **6. New Business**

**A. Final Subdivision Plan Gordon J. Mann Sr. and Armell D. Mann Irrevocable Trust:** Mr. Wojciechowski reported that the Planning Commission reviewed this plan and recommended

approval of the plan along with three waivers. He indicated that the recommendation of approval was subject to meeting the review letter dated April 17, 2023. Mr. Behler reported that the Planning Commission also recommended approval of a waiver request for a combined preliminary and final plan. Mr. Wojciechowski explained that since this is a minor subdivision there is no need for a preliminary. Ms. Eckhart reported that the Township Sewage Enforcement Officer reviewed and signed off on the non-building waiver. Mr. Behler questioned comment #7 under Zoning and Planning Comments from the review letter. This comment from the Barry Isett Review Letter dated April 17, 2023 is as follows:

*“ 7. The plan should note if the Seemsville Road and Mud Lane right-of-way on the frontage of Lot #2 is existing or to be dedicated. If it is to be dedicated, a formal notation of dedication should be included on the plan per SALDO §22-503.3.H.”*

Mr. Behler noted that it was determined at the Planning Commission meeting that the Township would want dedication. He inquired if the Board was able to proceed with this comment as written in the Township Engineer’s review letter. Mr. Treadwell approved of this comment and indicated that if the Board votes to accept dedication then the appropriate documentation will be completed.

Mr. Behler made a motion to approve the Final Subdivision Plan of Gordon J. Mann Sr. and Armell D. Mann Irrevocable Trust with the three waivers that were recommended by the Planning Commission, with the exception of recommendation of approval for the preliminary/final waiver as this is not needed. Mr. Behler added to this motion that the Township will take dedication of the right of way as outlined in the Barry Isett Review Letter comment #7 under Zoning and Planning Comments, and so long as all comments from the Barry Isett Review Letter dated April 17, 2023 are satisfactorily met. The motion was seconded by Mr. Link. On the motion, by roll call vote, all Supervisor present voted yes.

**B. Valley Road Subdivision – Financial Security Release Request #1:** Mr. Wojciechowski reported that the format that this request was submitted was not easily readable or transferable. He indicated that this request will need to be tabled until a readable format is received by the applicant and reviewed by the Township Engineer. Mr. Wojciechowski reported that the new format was received yesterday and will be reviewed prior to the next Board of Supervisors meeting. Mr. Behler made a motion to table the Valley Road Subdivision – Financial Security Release Request #1 until the next Board of Supervisors meeting, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

**C. Stone Ridge Major Subdivision and Lot Consolidation Preliminary Final Plan:** Mr. Treadwell indicated that from his recollection the Planning Commission requested that sidewalks be shown where required on the plan and that that applicant would be responsible for them. Mr. Treadwell explained that the note on the plan that the applicant has provided does not express this. He indicated that the note says that sidewalks will be provided by others. Mr. Wojciechowski stated that the plan says that sidewalks will be deferred to land development although the Planning Commission did not recommend deferring the sidewalks for this plan. Mr. Treadwell inquired if the Board would like to see the deferred sidewalks placed along the west side of Savage Road. He explained that this is not depicted on the submitted plan. Mr. Treadwell feels that this plan should contain as much information as possible since this is the first plan that will be recorded. Mr. Wojciechowski noted that in the review letter he mentioned that the Township must decide if the Improvements Development Agreement and financial security should be posted and agreed to for the sidewalks. Mr. Treadwell reported that the Planning Commission had recommended that notes from previous plans be added to this plan and the applicant

indicated that they would be carrying these notes over to this plan. Mr. Wojciechowski reported that the notes from previous plans were not added to this plan. In response to Mr. Behler's inquiry Mr. Treadwell reported that the time on this plan expires on June 30, 2023. Ms. Eckhart corrected Mr. Treadwell and explained that due to the resubmission she believes the expiration date is in July.

Mr. Hassler commented on the abutting Wawa plan. He expressed concern for the access drive connecting out to Savage Road. He explained that this will overload the residential roads with traffic. Mr. Hassler indicated that from his research, most Wawa's boarder industrial roads and not Township roads surrounded by parks and residential homes. Mr. Hassler reported that the fire company logs show more accidents at the Savage and Route 329 intersection than at the Kopper Penny intersection. Mr. Behler agreed and voiced his concerns with the vehicular access to Savage Road from the access drive. Mr. Treadwell explained that Ms. Eckhart, Mr. Wojciechowski and himself will look into if access out to Savage Road is required to be provided by the Township. Ms. Eckhart reported that Langan has provided some traffic comments and that these comments have been forwarded to Keystone Consulting Engineers. Ms. Eckhart noted that Keystone Consulting Engineers are not being responsive to some of the most important traffic comments from Langan. Mr. Wojciechowski reported that Keystone Consulting Engineers responded to all comments but indicated that they would not be taking the advice of two of the comments. Ms. Eckhart reported that the one comment is related to the warranted signal at Horwith Drive. She reports that this comment was sent to PennDOT. Mr. Hassler feels that the only access point should be across from Liberty Drive. Mr. Wojciechowski noted an emergency access route must be available. The Board discussed access points and traffic concerns. Mr. Wojciechowski deferred to Langan for traffic comments. Mr. Hassler feels one light is acceptable and provided an example of the shopping center on MacArthur Road (SR 145) where the Lowe's is. He explained there is only one light for this shopping center. Ms. Eckhart will discuss this matter further with Langan. Mr. Treadwell stated that he will speak to the representatives for the Wawa plan regarding this matter.

Mr. Treadwell recommended that the Board consider tabling the Stone Ridge plan in order to get answers to why the recommendations from the Planning Commission were not on the plan. Mr. Behler made a motion to table the Stone Ridge Major Subdivision and Lot Consolidation Preliminary Final Plan, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

**7. Public to be Heard:** Jane Snyder, 890 Graystone Circle, explained that her backyard faces Savage Road and Howertown Park. Ms. Snyder inquired if the traffic study results have been obtained for the projects that impact Savage Road. Mr. Treadwell explained that the Township has hired Langan Engineers as a traffic consultant. Mr. Wojciechowski indicated that the traffic study report has been published and was reviewed by Langan. The report was received by Keystone Consulting Engineers and they provided comments back to Langan. Ms. Snyder inquired if a copy of the traffic study is available in the Municipal Office for public review. Ms. Eckhart indicated that this traffic study is available in the Municipal Office. Ms. Snyder questioned some of the other items that were originally deferred on the Stone Ridge plan, such as landscaping. She stated that she feels that the landscaping is even more important as traffic is increased and requested that the Board consider requiring the deferred landscaping to be completed.

**8. Announcements:** Mr. Behler commented that he would like the Board of Supervisors to have the Planning Commission review some SALDO amendments such as plan notes, scale, submission requirements to require electronic submissions, and add a requirement for applicants to present to the

Township using the projector. Mr. Treadwell explained that the Planning Commission has the authority to make recommendations to the Board regarding changes to the SALDO. Mr. Link agreed that there are several items that should be reviewed in SALDO. Mr. Wojciechowski indicated that his office has kept a list of possible future SALDO amendments. He will forward this list to the Township. Mr. Hassler indicated that this matter will be reviewed by the Planning Commission.

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

- Park and Recreation Board – Thursday, April 27, 2023 at 5:30 PM – Site Visits: Allen Township Riverview Preserve and Kreidersville Park
  - Board of Supervisors – Tuesday, May 9, 2023 at 6:00 PM
  - Planning Commission – Monday, May 15, 2023 at 6:00 PM
  - Board of Supervisors – Tuesday, May 23, 2023 at 6:00 PM
  - Park and Recreation Board – Thursday, May 25, 2023 at 5:30 PM – Site Visit: Covered Bridge Park
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, April 25, 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: April 21, 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. Resolution 2023-012 Intermunicipal Cooperation Agreement – Allen/East Allen Township Sanitary Sewage Transmission (Northampton Area School Project located in East Allen Township)**

**B. Transfer of Safe Meeting Space Security Improvements Grant Proceeds to 3530 Howertown Property (For the Installation of Surveillance Cameras and Access Door Controls)**

**C. Short Term Lease of a portion of 3530 Howertown Road for Placement of Construction Office Trailer – R.E. Pierson Construction Co. (pertaining to Howertown Road Bridge Replacement Project)**

**8. New Business**

- A. Final Subdivision Plan Gordon J. Mann Sr. and Armell D. Mann Irrevocable Trust**
- B. Valley Road Subdivision – Financial Security Release Request #1**
- C. Stone Ridge Major Subdivision and Lot Consolidation Preliminary Final Plan**

**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

- ◆ Board of Supervisors, Tuesday, May 9, 2023 6:00 PM
- ◆ Planning Commission, Monday, May 15, 2023 6:00 PM
- ◆ Board of Supervisors, Tuesday, May 23, 2023 6:00 PM
- ◆ Park and Recreation Board, Thursday, April 27 and May 25, 2023 5:30 PM (Site Visits: 4/27 Riverview Preserve & Kreidersville Park; 5/25 Covered Bridge Park)

**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](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.*