



Allen Township Board of Supervisors

Meeting Minutes

July 25, 2023

6:00 P.M.

A General Meeting of the Allen Township Board of Supervisors was held on Tuesday, July 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; Tim Paul; Jason Frack; Paul Link; B. Lincoln Treadwell, Jr., Esq.; Ilene Eckhart, Manager; and Stan Wojciechowski, PE, CME

Absent: Maurin Ritinski, Administrative Assistant and Andrea Martin, EIT

2. **Announcements and/or Actions to Add New Items to Current Agenda:** Ms. Eckhart requested that the Board consider adding two items to tonight's agenda. She indicated that a probationary employee on the road crew was terminated and she requests that this be ratified. Ms. Eckhart also requested that the Willowbrook Subdivision plan associated with the Unfinished Business agenda item A be added for discussion tonight with that original agenda item. Mr. Behler made a motion to add both items to tonight's agenda, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

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

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

5. Unfinished Business

A. **Willowbrook Phases 3 -4 & 5 Preliminary Land Development Plan and Willowbrook Major Preliminary/Final Subdivision Plan (Item Added to Agenda):** Ray Grochowski, project manager, introduced himself and indicated that he is present tonight with some consultants on this project including Rob Lewis, from Kaplan Stewart Law office; Jeff Beavan, PE from Bohler Engineering, and John Wichner, PE. Mr. Grochowski indicated that three plans were submitted to the Township including a major subdivision plan application and two land development/subdivision plan applications. The major subdivision plan proposes six (6) parcels. Mr. Grochowski explained the ownership and plan for of each proposed parcel. He indicated that the Planning Commission recommended approval of the preliminary/final subdivision plan. Mr. Grochowski reported a meeting with staff last week to discuss concerns regarding sewer planning and fire access. He requested that this be discussed further tonight with the Board of Supervisors.

Mr. Grochowski explained that DEP communicated that they are not satisfied with the sewer system being solely private and owned by a homeowners association. He stated that as a result of

conversations with staff and Mr. Treadwell they propose that the Township take ownership of the sewer mains and interceptions on the property while the homeowners association will own and maintain the individual collection systems inside the subdivision. Mr. Treadwell explained that he does not believe that the Township should take ownership of the individual collection systems. He also mentioned that the Borough of Catasauqua also prefers the owner of the line that is being tied into their line be a municipality. This hybrid option would be proposed to DEP if the Township was agreeable.

Mr. Behler and Mr. Hassler discussed the numerous issues with the Willow Green Pump Station and possible elimination of the pump station. It was explained that the entire sewer system in the Willowbrook project will be a gravity flow system which differs from the pump station at Willow Green. Mr. Treadwell explained that the issues will be less likely to occur without a pump. Mr. Grochowski suggested that some responsibility be placed on the homeowners association if there is a clog in the line. Mr. Grochowski proposes eliminating the Willow Green Pump Station by installing a parallel line that would bypass the portion owned by the homeowners association and would connect directly into the proposed portion to be owned by Allen Township.

Mr. Behler inquired if an escrow account could be established to cover any of the unexpected maintenance costs associated with the section of this line. Mr. Treadwell explained that the tapping fees and user fees are for this purpose. Mr. Behler was concerned about the years of user fees that it would take to repair any major damages to the line. Mr. Wojciechowski confirmed for the Board that the Township would have an easement for the portions of the sewer that will not be owned or maintained by the Township. Mr. Hassler requested strong language to indicate that the Township will not take over the private portions of the sewer lines in the future. Mr. Treadwell indicated that language can be added but explained that it is almost impossible to guarantee that a future Board may choose to take over the private portion. Mr. Treadwell prepared the Board for the possibility of DEP responding and requiring the entire system to be public sewer since it is noted in the Act 537 Plan and is identified as being public sewer.

The flow will be metered from Allen Township. The Board, Mr. Grochowski, and Mr. Beavan discussed alternatives to the placement of these lines. Mr. Wojciechowski indicated that three (3) meters would be required for monitoring as it is currently shown on the plan. He feels that the line should go through with no connections which would require only one (1) meter. Mr. Grochowski noted that this will be reviewed.

Mr. Grochowski stated that the purpose of this conversation is to obtain direction to prepare the planning module for DEP. This planning module will be brought back before the Board of Supervisors for review prior to being submitted to DEP. He also indicated the need for an intermunicipal agreement between Allen Township and the Borough of Catasauqua which Mr. Treadwell will prepare. Mr. Treadwell questioned if the Board was agreeable to the concept presented. The Board indicated their satisfaction with the presented concept.

Mr. Grochowski indicated that fire response was also discussed with staff. Mr. Wojciechowski discussed one of the waiver requests regarding cul-de-sac length. He indicated that there were discussions regarding putting in a roadway at the end of these units to allow free flow of traffic and would eliminate the need for the waiver. On another section of the plan, Mr. Grochowski requested feedback for fire access to the main roadway. Upon some discussion of potential options, Mr. Hassler stated that drivable grass would be sufficient to allow access for emergency services.

Mr. Hassler stated that he feels the cul-de-sacs and roadways on the plan are too small for emergency vehicles. Mr. Grochowski explained the type of curbing that is proposed and that CAD circulations of emergency vehicles have been provided to the Township to illustrate that the maneuverability is possible. It was noted that the applicant is not requesting a waiver to reduce the width of the roadways. Mr. Beavan explained how the CAD program for turning radius works and indicated that it is a conservative program. Mr. Hassler voiced concerns regarding the outriggers on the trucks and how on street parking may hinder the ability to deploy the outriggers. Mr. Grochowski and Mr. Beavan explained the plan further and clarified the cartway size and areas where there is on-street parking. They feel there will be sufficient room for a fire truck to deploy outriggers so long as cars are not double parked.

Mr. Grochowski explained that they are working to expand cul-de-sacs to 20-foot radii. They are also adding additional fire hydrants specifically in the area of the townhomes.

Mr. Behler recommends that the applicant and the Fire Department do a drive through as soon as the roads are laid out to allow for any remediation prior to the roadways being finished. He also recommended having the mutual aid fire company with the largest fire truck to also participate in a drive through. Mr. Grochowski requested the truck sizes so that they may run the simulation. Mr. Grochowski will add these comments to Mr. Wojciechowski's review letter and will return in front of the Board for continued discussion. He stated that they are agreeable to what was proposed tonight.

Mr. Wichner provided an overview of the proposed traffic calming measures on West Bullshead Road that have been added to the plan. The proposed traffic calming measures across from the high school include crosswalks, medians in the middle of the road, a mirrored turning lane into the development, and ADA compliant ramps. Similar traffic calming measures are proposed across from the Willow Green Community. Mr. Wichner indicated that static signage will be placed for the crossings along with pavement markings. The safety benefits of each traffic calming measure were discussed.

Regarding the trail crossing on West Bullshead Road in front of the high school, Mr. Wojciechowski expressed concerns for jaywalkers crossing midblock. He recommends a midblock crossing with a raised speed table to both slow speeds and make for a safe pedestrian crossing. Mr. Wichner explained that they had visited the field to examine sight distance at Mr. Wojciechowski's proposed third pedestrian crossing and reported that the site satisfies all sight distance requirements. Mr. Wichner would like to work with Mr. Wojciechowski to design the raised speed table at the eastern most crosswalk. Mr. Hassler questioned if sidewalks could be added to the south side of West Bullshead Road rather than creating a midblock crossing. He feels that there is sufficient room to continue sidewalks on this side of the roadway and meet the intersection of West Bullshead Road and Willowbrook Road for a signalized crossing. Mr. Wichner felt that there is insufficient room on this side of the road to allow for a proper sidewalk with a grass strip. He also explained that the grade along the Catasauqua Creek and the two residences on West Bullshead Road would also be problematic for a sidewalk in this location. Mr. Grochowski and Mr. Wichner will review this further to determine the feasibility of sidewalks on the southern side of the roadway.

Mr. Wojciechowski also recommended reviewing the crossing on Willowbrook Road across from Wayne Grube Park. Mr. Beavan will review this to discourage jaywalkers from crossing at

potentially dangerous points. Mr. Hassler suggested not having a path between houses. He stated that residents like their privacy.

B. City of Bethlehem Test Dig – Willowbrook Road – Traffic Detour August 2nd, 2023:

Ms. Eckhart explained that this test dig is related to the County Bridge 124 bridge replacement project. She indicated that the construction is anticipated to begin early in 2024. The City of Bethlehem water main must be relocated prior to the commencement of the bridge replacement project. Ms. Eckhart explained due to the age of the infrastructure the casting must be made specific to this line. The line will be exposed on August 2nd to gather this information. In order to do this the bridge being closed this day with a traffic detour in place. Ms. Eckhart expects the line to be dug several times prior to the construction beginning. Mr. Hassler inquired if emergency vehicles will be able to advance through this area if needed. Mr. Wojciechowski explained that two test digs will occur each with its own crew on each side of the bridge. He expects that the full roadway will be utilized by these crews. Ms. Eckhart will look into this and confirm if emergency vehicles can go through the site or if other routes must be planned for. Mr. Behler had concerns regarding the start time and duration of the closure and how it will impact traffic. He inquired about detour routes. Ms. Eckhart and Mr. Wojciechowski explained that there are concerns that the road will not be opened in time if the start time is pushed back for the test dig. Ms. Eckhart and Mr. Wojciechowski spoke about the full detour route for the bridge replacement project. Ms. Eckhart stated that the proposed detour route will need PennDOT's approval.

C. East Bullshead Trestle – Truck Issue: Ms. Eckhart reported on the incidents of trucks stuck under the County-owned trestle bridge that have occurred at this location for the month of July. These incidents have occurred following the installation of signage approved by the Board of Supervisors. Ms. Eckhart reported that the signage has decreased the frequency of occurrences but has not fully remedied the situation. She indicated that she has a meeting scheduled with FedEx on Friday morning to discuss interim solutions. She will be requesting a yard jockey truck to respond to incidents that involve double trailers to unhitch the second trailer and expedite the opening of the roadway. Ms. Eckhart explained that there is a delay for tow trucks to arrive on scene. Ms. Eckhart would like the Board to consider additional methods of truck control at the intersection of East Bullshead and Willowbrook Road. Mr. Link inquired if fines could be imposed for these types of incidents. Mr. Treadwell explained that the majority of truckers are independent truck drivers. Mr. Behler discussed FedEx tracking drivers, including independent contractors, and penalizing them for these types of incidents. Ms. Eckhart reported that the most recent incident was erroneously dispatched to East Allen Township by Pennsylvania State Police. Ms. Eckhart explained that Allen Township was notified about this incident from a resident. She discussed the importance of documenting these incidents so they can be discussed with FedEx and Northampton County.

Mr. Hassler voiced concerns regarding the potential for the trestle to collapse in the future and that it could potential kill a motorist or pedestrian. He indicated that the County should be notified of every incident and that this should be documented for liability purposes. Mr. Hassler stated that the trestle was designed to support a train and now serves as a walking trail for pedestrians.

Mr. Wojciechowski stated that the clearance is about 12-feet to 12-feet 3-inches. The Board discussed possible solutions including raising the trestle; removing the trestle; installing an under roadway path for pedestrians; barriers; and restricting the ability for trucks to turn onto East Bullshead Road from Willowbrook Road by installing a pork chop or roundabout. Mr. Wojciechowski noted concerns for emergency response vehicles and school buses making the turn onto East Bullshead Road

if certain methods are used. A roundabout was also discussed at the intersection of East Bullshead Road and Willowbrook Road but it was stated that the Catasauqua School District would need to approve of this as well. Mr. Behler was concerned that residents with large deliveries would be negatively impacted. Mr. Behler believes the residents on East Bullshead Road should be involved in the design to discuss the size of the truck that should be able to access this road if a pork chop or roundabout is installed. Mr. Wojciechowski indicated that he will provide the Board with an estimate for a pork chop for the next meeting. Mr. Wojciechowski suggested that DCNR be contacted to see if a grant could be obtained to raise the trestle. Mr. Hassler felt that the Township should only be urging the County to remedy the situation with the trestle.

Ms. Eckhart stated that she expects a future plan submission from the County for the expansion of Wayne Grube Park and indicated that this plan will involve the parcel at the intersection and impact traffic. She indicated that the trestle bridge could be further discussed with the County in detail during the review of their plan submission.

6. New Business

A. Resolution 2023-16 – Disposition of Records: Ms. Eckhart explained that every few years records are gathered that need to be purged in accordance with the Municipal Records Manual. Mr. Behler made a motion to approve Resolution 2023-16 as it relates to the disposition of records, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

B. Resolution 2023-17 – PA DEP Section 902 – Curbside Collection Equipment Grant Award (\$344,164.00) - Signature: Ms. Eckhart reported that the Township has been awarded a grant by DEP for the purchase of curbside collection equipment and new recycling containers. The new recycling containers, enough for the entire Township, will be larger and include a domed lid. Ms. Eckhart is requesting authorization to allow the Chairman of the Board of Supervisors and the Township Manager to process the paperwork associated with this grant award. Mr. Behler inquired if the new recycling containers will have wheels. Ms. Eckhart explained that she applied for two types of containers. She will bring this back to the Board for further discussion prior to the order being placed. Mr. Behler made a motion to adopt Resolution 2023-17 as it pertains to the processing and acceptance of the PA DEP Section 902 Curbside Collection Equipment Grant Award (\$344,164.00), seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

C. Ratification of Termination of Probationary Public Works Employee (*Item Added to Agenda*): Ms. Eckhart reported that there was a termination of employment of a probationary Public Works employee on July 12, 2023 for issues of noncompliance with the personnel policy. Ms. Eckhart is requesting that the Board ratify that this termination took place. Mr. Behler made a motion to ratify this termination, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes. Ms. Eckhart indicated that she will be running an advertisement to fill this vacancy.

7. Public to be Heard: Donald Noll, 4040 Pinehurst Drive, commented that residents in the Willow Green Community have lost numerous trees on the curve due to accidents. Mr. Noll voiced concerns of the proposed raised speed table crosswalks. He feels this will create excessive noise that will disrupt the Willow Green Community.

8. Announcements: 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:

- Board of Supervisors – Tuesday, August 8, 2023 at 6:00 PM
- Planning Commission – Monday, August 21 2023 at 6:00 PM
- Board of Supervisors – Tuesday, August 22, 2023 at 6:00 PM
- Park and Recreation Board – Thursday, July 27, 2023 and August 24, 2023 at 6:00 PM

9. Adjournment: There being no further comments or business the meeting adjourned at 7:55 PM.

Respectfully submitted,

Ilene M. Eckhart



Allen Township Board of Supervisors

Meeting Agenda
Tuesday, July 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: July 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. Willowbrook Phases 3 -4 & 5 Preliminary Plan

B. City of Bethlehem Test Dig – Willowbrook Rd – Traffic Detour August 2nd, 2023

C. East Bullshead Trestle – Truck Issue

8. New Business

A. Resolution 2023-16 – Disposition of Records

B. Resolution 2023-17 – PA DEP Section 902 - Curbside Collection Equipment Grant Award (\$344,164.00) - Signature

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, August 8, 2023 6:00 PM
- ◆ Planning Commission, Monday, August 21, 2023 6:00 PM
- ◆ Board of Supervisors, Tuesday, August 22, 2023 6:00 PM
- ◆ Park and Recreation Board, Thursday, July 27 & August 24, 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.*