



Allen Township Board of Supervisors

Meeting Minutes October 25, 2022 7:00 P.M.

A General Meeting of the Allen Township Board of Supervisors was held on Tuesday, October 25, 2022 at 7:00 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; B. Lincoln Treadwell, Jr., Esq.; Stan Wojciechowski, PE, CME; Ilene Eckhart, Manager; and Maurin Ritinski, Admin. Asst.

Absent: Paul Link and Andrea Martin, EIT

2. **Announcements and/or Actions to Add New Items to Current Agenda:** Mr. Treadwell requested a brief executive session following tonight's meeting in order to discuss potential litigation. He explained that this is in response to a letter the Township received from Attorney Preston.

3. Public Hearings:

A. **Stormwater Update Ordinance #2022-03:** Mr. Behler made a motion to open the Public Hearing; seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

Mr. Treadwell explained that the Stormwater Update Ordinance #2022-03 is a revision to the existing Stormwater Ordinance which can be found in Chapter 8 of the Code of the Township of Allen. He indicated that this revision will update the code to meet the MS4 requirements and be more consistent with the Conservation District's requirements. Mr. Treadwell explained that the purpose of this Public Hearing is to receive any comments or questions from the Board of Supervisors or the public. He indicated that Ordinance #2022-03 has been properly advertised for consideration of adoption. Mr. Wojciechowski commented that the revision incorporates the revised language that is required for the Township's MS4 permit. Mr. Wojciechowski briefly explained the changes and updates including riparian buffers, a written procedure for waivers, discussions on erroneous permits, and how to obtain repeals. He also noted that an additional paragraph was added to require a stormwater management plan when a subdivision plan is submitted. Mr. Wojciechowski explained that basins must handle all of the impervious coverage from each lot. All new lots will be required to utilize the maximum impervious coverage allotted for the individual lots as defined within the Zoning Ordinance.

There were no comments and/or questions from the present Supervisors.

There were no comments and/or questions from the public.

Mr. Behler made a motion to close the Public Hearing; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

Mr. Behler made a motion to adopt Ordinance #2022-03 as it relates to the Stormwater Update; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

B. Park and Recreation Board Ordinance #2022-04: Mr. Behler made a motion to open the Public Hearing; seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

Mr. Treadwell provided background information regarding the Board's desire to create a permanent Park and Recreation Board. He explained that the Ordinance will be located in Chapter 1 of the Code of Allen Township. He indicated that the Park and Recreation Board will consist of nine (9) members with five (5) year terms. The Ordinance outlines the powers and duties of the Board. Mr. Treadwell noted that the Park and Recreation Board will have no authority to spend money or enter into any contracts. The Park and Recreation Board will have the ability to provide recommendations to the Board of Supervisors. Mr. Treadwell announced that Ordinance #2022-04 has been advertised for this Public Hearing and potential adoption. He explained that the purpose of the Public Hearing is to allow for comments and questions from the Board of Supervisors and members of the public.

Mr. Behler questioned if appointments to the Parks and Recreation Board should be deferred until the 2023 Reorganization Meeting. Mr. Treadwell explained that the Board may appoint members to the Parks and Recreation Board with terms becoming effective on January 1st, 2023 or that they may wait until the 2023 Reorganization Meeting to appoint members.

There were no additional comments and/or questions from the present Supervisors.

There were no comments and/or questions from the public.

Mr. Behler made a motion to close the Public Hearing; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

Mr. Behler made a motion to adopt Ordinance #2022-04 as it relates to the creation of the permanent Park and Recreation Board; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

4. Public to be Heard: No public comment.

5. Unfinished Business

A. 2023 Budget for Adoption: Ms. Eckhart reported that the 2023 Budget has been advertised for public inspection. She reports that the millage remains unchanged at 5 mils. Ms. Eckhart explained that the 2023 Budget is before the Board for consideration of adoption. Mr. Behler made a motion to adopt the 2023 Budget as advertised; seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

B. Appointment of Members to Formal Park and Recreation Board: Ms. Eckhart explained that there are currently seven (7) individuals on the Park and Recreation Ad Hoc Committee who expressed interest in becoming members of the permanent Park and Recreation Board. Ms. Eckhart reports that two (2) additional members are needed to have a full Park and Recreation Board per the new ordinance. Ms. Eckhart explained the term lengths will be five (5) years but the initial term lengths will be staggered. The proposed initial term appointments as follows:

One Year Terms – Two Seats:

Louis Bugbee
Vacant

Two Year Terms – Two Seats:

Mary Austin
Nicole Dotta

Three Year Terms – Two Seats:

Maria Bonett
Adrienne Ibarra

Four Year Terms – Two Seats:

Paul Link
Gary Behler

Five Year Term – One Seat:

Vacant

Mr. Hassler made a motion to appoint Louis Bugbee; Mary Austin; Nicole Dotta; Maria Bonett; Adrienne Ibarra; Paul Link; and Gary Behler to the Park and Recreation Board according to the proposed initial appointment terms which will become effective January 1st, 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 his own appointment to the Park and Recreation Board.

C. Proposal for Howertown and Kreidersville Covered Bridge Parks Master Site Development Plans - Discussion: Ms. Eckhart reported that two bids were received for the Howertown and Kreidersville Covered Bridge Parks Master Site Development Plans. Bids were received from Barry Isett and Associates and Urban Research and Development. She noted that there is a difference in cost and work hours. The bids received are as follows:

Barry Isett and Associates - \$97,380 (Subtotal \$89,880 + \$7,500 Security Analysis). Work product scheduled for 840 billable hours (10 principal team members) at various rates.

Urban Research and Development - \$69,100 (Includes Security Analysis). Work product scheduled for 685 billable hours (4 principal team members) at various rates.

Ms. Eckhart recommends the Board consider interviewing the firms prior to the bid being awarded. Mr. Behler believes interviewing both firms is a good idea. Mr. Frack volunteered to attend the interview. It was undecided on which other Supervisor would attend the interview. The Board discussed having either Mr. Behler or Mr. Link in attendance at the interview due to their involvement

with the Park and Recreation Ad Hoc Committee and their new appointment to the Park and Recreation Board. The date and time of the interviews will be determined at a later date.

6. New Business

A. Bodnarczuk Preserve Subdivision (Northampton County): Jonathan Shupp, professional land surveyor, explained that Township residents, Paul and Wasyl Mauser, donated a portion of the land they own at 4551 Indian Trail Road to Northampton County Parks and Recreation. The existing 58.07 acre parcel, known as parcel number K4-26-4, is before the Board of Supervisors in order for the subdivision of the property to take place. The Mausers will be retaining Lot 2 which will be 17.0037 acres once subdivided and consist of existing barns and sheds. Lot 1, consisting of 41.0648 acres once subdivided, will be sold to Northampton County Parks and Recreation for the purpose of preserving and passive recreation.

Mr. Wojciechowski stated that he had received the revised plan (revised October 18, 2022) that was submitted. He reports issuing a review letter on October 24, 2022. Mr. Wojciechowski summarized the response and actions from the Planning Commission meeting. He explained that the three (3) waivers that are being requested were recommended by the Planning Commission. Mr. Wojciechowski also noted that the Planning Commission recommended approval of the non-building lot waiver for Lot 1. The plan approval was recommended by the Planning Commission pending correction of minor drafting and labeling issues.

Mr. Behler thanked the Mausers for the donation to Northampton County. He noted the importance of the value of the preserved land that Northampton County is gaining for a “bargain price”. He noted the benefit that this will also be for Allen Township. Mr. Hassler also commented that the donation was a good thing for Northampton County and Allen Township.

Mr. Behler made a motion to approve the non-building lot waiver request for Lot 1 and the waivers requested relating to Section 22-407.2, which requires road improvements along private and public streets; Section 22-502.2.A, which requires a horizontal scale of 50 feet to the inch; and Section 22-502.3.B., which requires contour lines at an interval not to exceed two feet. The motion was seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

Mr. Behler made a motion to approve the Final Subdivision Plan for the Lands of Paul and Wasyl Mauser, last revised October 18, 2022, subject to the conditions in the October 24, 2022 Barry Isett Review Letter; seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

B. Fire Police Request Tucker Toy Run – November 5th, 2022: Mr. Hassler reported that the fire police have been requested to provide traffic control on Nor Bath Boulevard (Route 329) at Howertown Road, Savage Road, and Horwith Drive, for a large motorcycle run that will begin at Tri-Boro Sportsman Club and end at St. Luke’s Hospital in Bethlehem. Traffic control is needed due to the hundreds of bikes that will be making the drive with toys for kids who are in the hospital. Mr. Hassler indicated that the toy run will take place on Saturday, November 5, 2022 at 12:00 PM (noon). Mr. Behler made a motion to authorize fire police to provide traffic control for the Tucker Toy Run on November 5th, 2022; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes

with the exception of Mr. Hassler who abstained due to his position of Fire Chief and his involvement with the Allen Township Fire Company.

C. Purchase of Enclosed Trailer for Sewer Camera and Deployment System: Ms. Eckhart reported that the sewer equipment that was purchased with the LSA grant was received by the Township. This includes the sewer camera, the deployment system, and the jetter. To best organize the sewer equipment, Ms. Eckhart is requesting that the Board consider purchasing a flat front trailer to ease the response to public sewer related jobs. By housing sewer related tools and equipment in one place it will reduce the response time necessary to gather the necessary equipment and deploy it. Ms. Eckhart reports that trailers are available from COSTARS contracts. The 6-foot by 12-foot enclosed flat front trailer is available from TP Trailers Inc. (Limerick, PA) and is quoted for \$6,109.87. Ms. Eckhart indicated that this would be purchased from the Sewer Fund. Mr. Behler made a motion to approve the purchase for a flat front trailer as quoted in the amount of \$6,109.87; seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

D. Resolution 2022-20 Authorization of First National Bank Debit Card Program for Sewer Account: Ms. Eckhart explained that the Township currently has a Debit MasterCard through the General Fund. When any sewer related purchases arise, either online or through a point of sale transaction, a transfer needs to be completed. Ms. Eckhart is proposing the Township obtain a debit card for sewer related purchases which would improve accounting practices. Ms. Eckhart explained that upon approval of this Resolution, she would require signatures on the Resolution and the bank forms. Mr. Paul made a motion to adopt Resolution 2022-20 as it relates to the authorization of the First National Bank Debit Card Program for the Sewer Account; seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors present voted yes.

7. Public to be Heard: No public comment.

8. Announcements: Mr. Hassler announced that a brief executive session will follow the meeting to discuss potential litigation.

Mr. Hassler announced the meeting dates and upcoming events for November. He noted that the first meeting in November was advertised to be changed to the first Tuesday of the month rather than the second Tuesday of the month to avoid conflict with Election Day. All meetings and events below will be held at the Allen Township Fire Company. These meetings and events are as follows:

Board of Supervisors – Tuesday, November 1, 2022 at 7:00 PM
Planning Commission – Monday, November 21, 2022 at 7:00 PM
Board of Supervisors – Tuesday, November 22, 2022 at 7:00 PM

9. Adjournment: There being no further comments or business the meeting adjourned at 7:27 PM.

Respectfully submitted,

Ilene M. Eckhart