



Allen Township Supervisors

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Paul Balliet, Chairman
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Dale N. Hassler
Alfred Pierce
Larry Oberly

Brien Kocher, P.E.
B. Lincoln Treadwell, Jr., Esq.
Ilene M. Eckhart, Manager

ALLEN TOWNSHIP SUPERVISORS MEETING MINUTES

Tuesday, May 26, 2015

A General Meeting of the Allen Township Supervisors was held on Tuesday, May 26, 2015, at 7:00 P.M. at the Allen Township Municipal Building, 4714 Indian Trail Road, Northampton, Pennsylvania 18067. The Pledge of Allegiance to the Flag was led by Vice Chairman Bruce Frack.

Roll Call: Paul Balliet - Absent; Dale N. Hassler – Present; Alfred Pierce – Present; Larry Oberly - Present; Bruce Frack - Present; B. Lincoln Treadwell, Jr., Esq. - Present; Brien Kocher, PE (Hanover Engineering Associates). – Present; and Ilene Eckhart – Present.

Public Hearings: No scheduled public hearings.

Public to be Heard: No comments from the audience

A. Map Decisions Presentation: Mr. Christian Birch provided a brief presentation of the Map Decision software which provided for a GIS-based mapping, inventory and maintenance log system.

Unfinished Business

A. Farm Hill Road, Speed Limit – Draft Ordinance 2015-04, review and authorization to advertise: Mr. Pierce made a motion to authorize advertisement of the draft; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes.

B. Firearms Regulations: Mr. Treadwell presented a revision to Chapter 15 (Parks) regarding firearms. The draft revision reads, “8. *Firearms and other weapons. Possession of a firearm is regulated by the laws of the Commonwealth of Pennsylvania. Possession of any other type of weapon, including but not limited to bow and arrow combinations, air guns, slingshots, and explosive devices is strictly prohibited. Use or discharge of a firearm, or any other type of weapon, in a*

manner not authorized by the laws of the Commonwealth of Pennsylvania, is strictly prohibited. All forms of hunting and target practice are prohibited.”. Mr. Oberly made a motion to authorize the Solicitor to prepare a draft revision based on this language; seconded by Mr. Pierce. On the motion, by roll call vote, all Supervisors present voted yes.

C. Towpath Estates - Security: Mr. Pierce made a motion to draw the security if not renewed beyond June 22, 2015 (the current expiration) but to also correspond with the owner of the project that the Permit Extension Act will not extend the approval of the plans beyond July 2016; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes.

D. Willow Ridge – final paving: Ms. Eckhart indicated that the developer reported the Apartment area was preparing to bid out their final paving work. Mr. Hassler indicated that several of the roads have been paved with the final paving course. The Apartment paving section would not require inspection by the Township Engineer.

E. Personnel Policy Manual – update job descriptions & clearances procedure: Ms. Eckhart presented the new draft Public Works Crew Leader job description and asked the Board’s direction to revise the policy to remove unstaffed positions and to integrate the background clearance policy (per the submitted memorandum to the Board). Mr. Oberly felt 90-days as a provisional amount of time was too long. Mr. Treadwell indicated the 90-day provisional timeframe was established by the State.

Mr. Hassler felt an identification badge policy should be implemented as well. The Township Manager should be responsible for the issuance and the control of the badges. Mr. Oberly felt anyone who has contact with the public including public employees, including office staff and public works; Board’s and Commission's should have a Township-issued identification badge. Mr. Pierce questioned who would issue the identification badges and who would keep control of the issued cards? The Board agreed this would be the duty of the Township Manager. Mr. Oberly felt this should be the public works, the administrative workers, Boards and Commissions and the Volunteer Fire Fighters. The Board agreed by consensus with Mr. Oberly. Mr. Hassler indicated that the Fire Company had the identification badges in the past. The Board felt that the identification badges should not be issued until the background clearance requirements are performed and the identification badges should be issued for the same period of time as the background check. Mr. Clater questioned if that would include the Volunteer Fire Company Ladies Auxiliary, etc. Mr. Hassler responded that in the past the main volunteer firefighters would have been required to obtain background checks. To clarify, Mr. Pierce felt the identification badge and the clearance checks (all three) should be performed on all Township employees, however, for the Volunteer Firefighters, he felt the Board had no authority to require the checks. Mr. Hassler felt the Fire Fighters and the Fire Police should have Child Abuse Check and the PA Criminal Check but not the FBI check if the individual is from the area (for the past 10 years). Mr. Hassler was unsure if the Auxiliary need the checks at all. The Auxiliary will be discussed at a subsequent meeting. Mr. Treadwell indicated that the State did not differentiate if there was a parent present or not. Mr. Treadwell further clarified that if the Fire Fighters and the Fire Police will be required to have the Child Abuse Check and the PA Criminal Check if they are to be issued a Township identification badge. At the conclusion of the discussion, Mr. Hassler made a motion to require the following background checks for existing and future Township Employees: the PA State Police Criminal Record Check, the Pennsylvania Child Abuse History Clearance and the FBI Criminal Background Check (through the Department of Human Services) and to direct the Township Manager to develop an identification badge for public

employees and elected officials system which would date badges consistent with the renewal of any of the background checks (three years); to develop a system to collect the required information from the Volunteer Fire Company from the Fire Chief for the Volunteer Fire Fighters and Fire Police in order for the Township to perform the PA State Police Criminal Record Check, the Pennsylvania Child Abuse History Clearance and if not covered by the exemption for the FBI Criminal Background Check (through the Department of Human Services) and that upon the completion of these checks that the Fire Company Volunteer Fire Fighters and Fire Police are to be issued identification badges which would be dated consistent with the renewal required of any of the required background checks (three years); seconded by Mr. Oberly. On the motion, by roll call vote, all Supervisors present voted yes.

Mr. Oberly made a motion to update the job descriptions per Ms. Eckhart's recommendation; seconded by Mr. Pierce. On the motion, by roll call vote, all Supervisors present voted yes.

F. Public Works Crew Leader – ratify appointment of Tom Gogle to position – Mr. Hassler made a motion to ratify the appointment of Mr. Tom Gogle to the position Public Works Crew Leader; seconded by Mr. Pierce. On the motion, by roll call vote, all Supervisors present voted yes.

G. Property Acquisition Matter – request for executive session – Mr. Treadwell requested a brief executive session to discuss a property acquisition matter at the conclusion of the meeting.

H. Quarry Hill Phase IIA, Security Reduction Request (#4): Mr. Pierce made a motion to release security in the amount of \$26,161.59; seconded by Mr. Oberly. On the motion, by roll call vote, all Supervisors present voted yes.

J. FRCA – Allen Township Representative: Mr. Pierce made a motion to appoint Mr. Larry Oberly to the term as the representative for Allen Township; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes.

New Business

A. Pre-Bid Meeting RFP for Allen Township Open Space and Recreation Plan – Monday, June 1, 2015 at 1 PM: Ms. Eckhart announced the Pre-Bid Meeting for the RFP's for the Allen Township Open Space and Recreation Plan. The RFP's will be due June 12, 2015 at 12:00 PM (Noon)

B. Lehigh Valley Watershed Conference Donation: Mr. Oberly made a motion to authorize a \$250.00 sponsorship donation for the upcoming event; seconded by Mr. Pierce. On the motion, by roll call vote, all Supervisors present voted yes.

C. Monroe County LSA Grant Application (7/1/15 – 9/31/15 Application Period): Ms. Eckhart indicated the grant cycle would be opening and asked the Board to provide feedback regarding a future application.

D. Burn Ban: Mr. Oberly made a motion to institute a burn ban until further notice; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes.

The Board adjourned to a brief executive session regarding a land acquisition matter.

There being no further business the meeting adjourned.

Respectfully submitted,

Ilene M. Eckhart
Manager