

Allen Township Supervisors

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Paul Balliet, Chairman
Bruce Frack, Vice Chairman
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, January 27, 2015

A General Meeting of the Allen Township Supervisors was held on Tuesday, January 27, 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 Chairman Paul Balliet.

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

Public Hearings: No public hearings.

Public to be Heard: No comments from the audience.

Unfinished Business

A. Quarry Hill Estates Phase IIA, Security Release Request #2: Mr. Frack made a motion to release the security upon the recommendation of the Township Engineer in the amount of \$52,514.70; seconded by Mr. Hassler. On the motion, by roll call vote, all supervisors present voted yes.

B. Willowbrook and West Bullshead Road – No Parking Areas, Study and Ordinance Draft: Mr. Milot noted his report as authorized in conjunction with the drafting of the ordinance to prohibit parking along Willowbrook and West Bullshead. He indicated based on the current conditions of both roads parking could be accommodated by virtue of the roadway width and available sight distance. He indicated the worst conditions for parking are present near the intersections, driveway intersections and near the northerly section of the study area at the crest of the hill. In these areas parking could be justifiably prohibited. He summarized further options for the Board to consider which ranged from posting of the entire roadway; only post areas hampered by sight distance and other factors; or convert shoulder area along the school frontage as a designated bicycle lane. Mr. Balliet questioned the demand for a bicycle path (lane). Mr. Oberly felt the area is commonly utilized for bicycle travel. Mr. Oberly felt designating a bicycle lane would help keep bicycles off of the sidewalk. Mr. Milot commented that in addition if the Board opts for the bicycle

lane, they may also want to consider “Share the Road” signage. Mr. Hassler did not care how we accomplished the no parking condition – just as long as no parking was implemented from the safety perspective voiced by residents. He felt that the residents have voiced concerns regarding for danger and the matter needs to be addressed. Mr. Oberly made a motion to pursue the drafting of regulations for a bicycle lane approach along West Bullshead and Willowbrook Road from West Bullshead to Savage Road; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes. Mr. Pierce felt that we should advise Northampton Borough regarding our intentions that they may want to address the issue as well. Mr. Milot commented that he would note any constraints to accommodate the bicycle lane in the study area on the layout plan which he would develop.

Mr. Knoll questioned compliance with the School’s original plan. Mr. Milot reviewed that the use was approved as conditional use. He further noted the parking met the conditions at the time and there was question as to whether or not fencing could be required to be installed. In addition, he explained the installation of fencing along Willowbrook Road was waived in the past. Mr. Milot noted the Township does not have the ability to require the installation of fencing at this time. In addition, he noted pursuant to the Township’s regulations the time of the plan approval parking was adequate, however the plan approval did not account for special events such as the soccer tournaments hosted on school property. Mr. Treadwell added an enforcement plan would need to be implemented upon the implementation of the bicycle lane restriction.

C. Short Lane Relocation – Update: Mr. Milot indicated that he met with representatives from PennDOT. He indicated that PennDOT concurred that there is adequate sight distance to provide for full access. He further presented to PennDOT, the right-in & right-out scenario and PennDOT was generally agreeable with this scenario. In addition, the Planning Commission has provided input. Mr. Milot indicated that the road should be kept as narrow as possible to not promote higher speeds as well as providing adequate turning templates for fire apparatus access. He explained that the biggest issue will be the loss of the angled parking (for park use) along Short Lane. He further explained this parking would be lost in order to accommodate two-way street design of this portion of Short Lane. He noted at least one-third would be lost. The Board discussed several areas of existing parking areas within Howertown Park which may be able to be expanded. Ms. Eckhart noted that use of the basketball court should be considered going forward due to the grading issues in other park areas. She further noted that the current basketball court is not of regulated size. Following some further discussion, regarding the parking related issue of the Short Lane Relocation, Mr. Milot indicated that the next step would be to provide some traffic counts.

D. Authorization to Bid Municipal Plant Emergency Generator Diesel/Propane System: Mr. Pierce made a motion to authorize to advertise for the solicitation of bids for both diesel and liquid propane gas generators of comparable size and fuel consumption capacity; seconded by Mr. Oberly. On the motion, by roll call vote, all Supervisors present voted yes. Following a lengthy discussion regarding the diesel versus the liquid propane gas option, Ms. Eckhart noted a layout plan will need to be provided along with the bid documents.

E. Authorization to Proceed with Access Control Keypad System (Municipal Building and Garages): Ms. Eckhart presented the estimate, pursuant to the budget item, for the key pad access control system for five doors (two for the main garage, two for the rear garage and one for the municipal office rear door) in the amount of \$8,976.00 (Altronics) for the Board’s consideration. Following some discussion regarding a fob alternative, which Mr. Pierce preferred over the keypad, Mr. Pierce made a motion to proceed with the purchase and if an increase in cost for the fob is

significant Ms. Eckhart will return for discussion with the Board; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes with the exception of Mr. Pierce who voted yes only if it is a fob system.

F. Allen Township Snow and Ice Policy/Operations Manual, Draft for Approval: Ms. Eckhart indicated that the following items in the draft previously submitted for the Board's review were not addressed and she asked them for feedback: salt storage capacity issues, the brine system and removal of snow in development areas.

Regarding the salt storage stockpile issue, Ms. Eckhart provided a brief recap of the COSTARS Sodium Chloride contract issues (late deliveries, minimum quantity guarantees). She further provided some examples of salt storage facilities built in the region for comparison purposes (Lehigh and Bushkill Township). Mr. Frack suggested we review the Hanover Township, Lehigh County salt storage facility. Mr. Pierce indicated he objected to additional salt storage at the 4714 Indian Trail Road property and would like to further discuss place of a salt storage area at the Fire Company property. Mr. Balliet indicated he did not agree with the Fire Company site. Mr. Pierce felt the slope we would need to navigate for salt deliveries was not beneficial. Mr. Balliet did not agree. Mr. Oberly felt the Board should consider looking at options, as there was no funding in the 2015 budget.

Regarding the brine system, Ms. Eckhart reported on the limited use of the system this year. Mr. Frack noted that he understands that PennDOT is not currently utilizing brine on Rt. 22. He noted that it is still used by PennDOT in hill areas. He suggested since PennDOT has stepped back from the process, perhaps it would be prudent that we also reevaluate as well. Mr. Gogle suggested that in very cold conditions it may be a better option but that it must be applied before the precipitation makes contact with the pavement surface.

Regarding removal of snow in development areas, Ms. Eckhart requested the Board establish removal parameters. Mr. Frack felt that removal of snow should be maintained, especially in the handicap ramps. Ms. Eckhart indicated that in the past we piled snow in the Howertown Park. Mr. Hassler felt it should be considered at intersections but not entire developments unless the snow becomes very excessive to prohibit passage by two lanes of travel. Mr. Oberly felt there were no options for removal except for the Howertown Park parking lot areas. Mr. Pierce questioned the stub road (County Road) and the property we have under agreement with the County. Messrs. Oberly and Hassler felt the Howertown Park property should be sufficient.

G. Township Municipal Building Sign replacement: Ms. Eckhart provided the following estimates (Valley Wide Signs):

- a. Furnish and Install a Post & Panel Sign to Replace Damaged Sign to be Double Sided and made with (6) 12" x 60" x .063 Aluminum Panels mounted onto (2) 6" x 6" Painted Posts to match Existing Sign in the amount of \$1,275.00
- b. Furnish and Install a Double Sided 4ft x 6ft Carved HDU Sign Panel complete with (2) 4" x 4" Painted Posts in the amount of \$4,475.00; or
- c. Furnish and Install a Double Sided 4ft x 6ft Vinyl MDO Sign Panel complete with (2) 4" x 4" Painted Posts in the amount of \$1,030.00

Mr. Frack made a motion to approve the purchase option "b" above which would provide for 4ft x 6ft Carved HDU sign (double-faced) in the amount of \$4,475.00; seconded by Mr. Oberly. On the motion, by roll call vote, all Supervisors present voted yes.

H. Park Signage – Estimate to replace main signage, review of wording on regulatory signs and firearms issue (correspondence received): Ms. Eckhart provided the following estimates (Valley Wide Signs):

- a. Furnish and Install a Single Sided 46" x 36" Carved HDU Sign Panel complete with (2) 4" x 4" Painted Posts with text reading, "Howertown Park" in the amount of \$2,060.00;
- b. Furnish and Install a 3/4" Thick Single Sided 46" x 36" MDO Sign Panel complete with (2) 4" x 4" Painted Posts Text: "Howertown Park" in the amount of \$910.00;
- c. Furnish and Install a Double Sided 36" x 120" Carved HDU Sign Panel complete with (2) 4" x 4" Painted Posts and Bottom Support Bracket with text reading, "Howertown Park Horwith Field Land Donated By The Frank Horwith Family" in the amount of \$4,960.00;
- d. Furnish and Install a 1/2" Thick Double Sided 36" x 120" MDO Sign Panel complete with (2) 4" x 4" Painted Posts with text reading, "Howertown Park Horwith Field Land Donated By The Frank Horwith Family" in the amount of \$1,720.00;
- e. Furnish and Install a 3/4" Thick Double Sided 36" x 96" MDO Sign Panel complete with (2) 4" x 4" Painted Posts with text reading, "Howertown Park Horwith Field Land Donated By The Frank Horwith Family" in the amount of \$1,030.00.

Mr. Frack made a motion to approve the purchase of option "a" and "c" above which would provide for a Single Sided 46" x 36" Carved HDU Sign Panel complete with (2) 4" x 4" Painted Posts with text reading, "Howertown Park" in the amount of \$2,060.00 and a Double Sided 36" x 120" Carved HDU Sign Panel complete with (2) 4" x 4" Painted Posts and Bottom Support Bracket with text reading, "Howertown Park Horwith Field Land Donated By The Frank Horwith Family" in the amount of \$4,960.00; seconded Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes.

Mr. Treadwell referenced the correspondence received from the Prince Law Offices, P.C., dated January 10, 2014 regarding "unlawful firearm regulations" which was received because the wording on the regulatory signs at the Township parks have not been changed as of yet. He indicated in addition, the Board should consider modifying the ordinance to amend the language to basically say that anything that an individual is authorized to do with the firearm by the Commonwealth of Pennsylvania, an individual is authorized to do in Allen Township. Mr. Treadwell commented on the recent ramifications of Act 2014-192. Mr. Hassler questioned the discharge provision in the letter received from the Prince Law Office. He voiced concerns regarding utilization of the park as a shooting range. Mr. Treadwell felt the Township can regulate activities in Township-owned facilities such as hunting and establishing a shooting range. Mr. Oberly was concerned regarding the practice of bringing guns to public Township meetings. Mr. Frack felt that the alcohol restrictions should be reconsidered at the parks. The Board decided to revisit the regulatory sign draft, as presented, at the next meeting. The regulatory signs will be produced in house. Ms. Eckhart presented the Welcome to Allen Township signs to be placed on streets which intersect Borough streets in development areas.

I. Healthcare Coverage Contract (Benecon) – Notice regarding number of participants for current plan: Ms. Eckhart advised the Board that we were below the number of participants to qualify for participation in the Benecon benefits pool. She further explained that the requirement is to cover six employees and at this time as of November there were five. She indicated the Township will no longer be eligible to participate after two years of falling below six employees. She stated she would return with options in addition to the Resolution to provide for an incentive for employees who chose to opt-out of coverage.

J. Personnel Policy and Procedures Manual, Draft Revisions: Ms. Eckhart provided the following items pursuant to the comments of Mr. Joe Trella, the human resource consultant hired by the Board to review the draft policy prior to the Board's final adoption. The items recommended for clarification pursuant to Mr. Trella's report are as follows in addition to some minor stylistic changes:

3.1 Hours of Work/Lunch, Rest Period; 3.7 Compensatory Time; and 4.8 Vacation Administration

The Board agreed to review the recommendations in executive session at the conclusion of the meeting.

K. Zoning Officer/Building Code Official – summary of applications received/interviews: Ms. Eckhart provided a report of the applicants received pursuant to the recent advertisement. The Board agreed to review the recommendations in executive session at the conclusion of the meeting.

L. Gary Behler, Resignation from Zoning Hearing Board effective 12/31/14: Mr. Oberly made a motion to accept the resignation of Mr. Gary Behler (12/31/14) from the Zoning Hearing Board; seconded by Mr. Pierce. On the motion, by roll call vote, all Supervisors present voted yes. Mr. Oberly noted Mr. Behler has been appointed to the Planning Commission.

M. Upcoming Training, authorization to attend

i. 911 Information Officer/Communications (2/24 & 2/25/15) Centrona: Mr. Frack made a motion to authorize attendance by Mr. Krill, Mr. Oberly and Ms. Eckhart to attend the 911 Information Officer Training at no charge; seconded by Mr. Pierce. On the motion, by roll call vote, all Supervisors present voted yes.

ii. PSATS Spring Road Maintenance (3/10/15) Saylorburg: Mr. Oberly made a motion to authorize attendance of two road crew employees at a cost of \$50.00 per individual; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

iii. One Call Locator Class (4/2/15) Easton: Mr. Frack made a motion to authorize attendance of Tom Gogle at no charge; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes. Ms. Eckhart noted the Road Crew provided an interim report on tasks completed through January 13, 2015 for the Board's review.

New Business

A. Planning Commission Items

i. Noise Regulations (Zoning Ordinance Provisions): Mr. Milot provided a brief explanation of the Planning Commission's recommendation to pattern a project similar to Lower Merion Township in studying the Zoning Ordinance noise provisions. Mr. Milot explained that Lower Merion Township undertook an internship study through a grant they provided to faculty and students of Swarthmore College to update the ordinance provisions to reflect the use of modern equipment and standards. Following some further discussion, Mr. Oberly made a motion to authorize partnering with an internship study with an area university regarding an analysis of the Zoning Ordinance noise regulations and eventual update; seconded by Mr. Pierce. On the motion, by roll call vote, all Supervisors present voted yes.

ii. Willowbrook and Savage Road, analysis of traffic study projections: Mr. Milot reported the Planning Commission has recommended the Board consider authorizing the analysis of

the traffic study projections as present. Following some discussion, Mr. Milot recommended delay any additional studies at this point and rely on the studies which were submitted as part of the Rockefeller/Fed Ex proposals. He felt that the Township may want to consider an after-study. He felt that at some point the intersection may require signalization but this improvement should be considered in conjunction with the Dry Run Pedestrian Trail and pedestrian improvement project for this same intersection.

B. Park Facilities Rental Schedule for 2015, Resolution 2015-05: The Board was generally agreeable with the draft schedule of fees presented and requested Ms. Eckhart prepares a new resolution for consideration at the next meeting.

C. Rockefeller Subdivision Historic Review: Mr. Pierce made a motion to appoint Mr. Oberly to respond to the Rockefeller Subdivision Historic Review (Rettew) on behalf of the Board; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes with the exception of Mr. Oberly who abstained.

Public to be Heard: Mr. Pierce requested Road Inspection should be scheduled soon possibly in mid-March. No comments from the audience.

The Board held a brief executive session regarding personnel issues.

Respectfully submitted,

Ilene M. Eckhart
Manager