



Allen Township Board of Supervisors

Meeting Minutes

June 27, 2023

6:00 P.M.

A General Meeting of the Allen Township Board of Supervisors was held on Tuesday, June 27, 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; B. Lincoln Treadwell, Jr., Esq.; Ilene Eckhart, Manager; Maurin Ritinski, Administrative Assistant; Tom Gogle, Public Works Crew Leader and Andrea Martin, EIT

Absent: Paul Link; and Stan Wojciechowski, PE, CME

2. **Announcements and/or Actions to Add New Items to Current Agenda:** Ms. Eckhart reported that there was a substantial structural fire that occurred to an apartment building in the Township on June 16th. She stated that once the claim has been addressed by the insurance company that the Township will receive a considerably sized check (pursuant to Township Code Chapter 1 Fire Insurance Escrow). Ms. Eckhart explained that the Township holds onto the check until there is a contract in place to demolish and/or rebuild the structure. Township Ordinance requires that the fire insurance funds be held in a separate account. Since there will only be one deposit into the account and one disbursement out of the account, Ms. Eckhart requests that the Board consider authorizing one or two Supervisors and the Township Manager to be signers for this account. Mr. Behler made a motion to add this item to the 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 Preliminary Land Development and Major Subdivision Plans – Acknowledgement of Grant of MPC Time Extension:** Mr. Treadwell explained that neither plan is ready for action and that the applicant has submitted a time extension. He indicated that the Board would need to acknowledge the time extension on these plans. Ms. Eckhart reported that the extension is to August 30, 2023. Mr. Behler made a motion to acknowledge the time extension for Willowbrook Phases 3 & 4 Preliminary Land Development and Major Subdivision Plans, seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

B. **Willowbrook Phase 5 Preliminary Plan and Major Subdivision Plans – Acknowledgement of Grant of MPC Time Extension:** Mr. Treadwell stated that this plan is not ready

for action and that the applicant has submitted a time extension. He indicated that the Board would need to acknowledge the time extension on this plan. Ms. Eckhart reported that the extension is to August 30, 2023. Mr. Behler made a motion to acknowledge the time extension for Willowbrook Phase 5 Preliminary Land Development and Major Subdivision Plans, seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

C. Sanitary Sewer Rehabilitation Project – Dry Run Investigation & Rehabilitation

Project: Ms. Martin provided a summary of the previous discussion the Board has had regarding this project. She reported that she has gathered the existing easement for this line. Ms. Martin proposes a survey be done and requests that the Public Works Crew exposes the top of the pipe so that elevations of the pipe can be gathered. She explained that gathering the actual elevations is critical due to the dip in the existing pipe. Ms. Martin indicated that design specifications and construction details would be developed for bids. She also reported that she will create a summary of the project proposal that will be sent to the Senator’s Office for use of the grant. Ms. Martin updated the Board that she is waiting to hear back from DEP on if a permit will be required for this project. If a permit is needed, the Township will be responsible for obtaining the permit. Mr. Behler questioned if any permits will be required for the digging for the survey. Ms. Martin stated that an NPDES permit will not be needed as the disturbance will be under one (1) acre. Ms. Martin has verified access to the site with Northampton Borough for use of the 8th Street access. Mr. Behler inquired if the easement is up to 8th Street. Ms. Eckhart explained that the private property is owned by Northampton Borough. Ms. Martin indicated that there is an access easement from Savage Road that could also be used. This easement is through Jaindl’s property. Areas will need to be identified to allow for stone to be dumped, house 60-feet of pipe, and allow for the two manhole structures to be placed prior to installation. Ms. Martin expects the project to be short in duration, approximately one (1) week. Mr. Behler stated that he has no problem with Public Works digging for the survey so long as permissions are in place.

D. Zoning Ordinance Amendment – Banquet Facility Use:

Mr. Treadwell stated that the draft amendment has been reviewed by the Planning Commission and their suggestions and revisions have been incorporated in the draft that is currently before the Board of Supervisors. Mr. Treadwell explained that if there are no comments from the Board of Supervisors on this draft then the next step would be to schedule a public hearing. He indicated that the written response from the Lehigh Valley Planning Commission has not yet been received. Ms. Eckhart explained that the public hearing would likely be scheduled for August. Mr. Treadwell stated that the draft would be brought back to the Board of Supervisors if the Lehigh Valley Planning Commission has any problem with the draft zoning ordinance amendment. Mr. Behler made a motion authorize the Township Manager to advertise the public hearing for the Zoning Ordinance Amendment Banquet Facility Use at a time that is appropriate based on the timeframe and comments received from the Lehigh Valley Planning Commission, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

6. New Business

A. 2024 Truck Replacement (10 Ton Dump Truck Replacement) Schedule for Order and Budget:

Ms. Eckhart explained this item is being brought before the Board prior to the 2024 budget process due to extensive manufacturing delays. Mr. Gogle explained that this is a 10 ton truck and will replace the 2009 Peterbilt. He indicated that this replacement is in the 5-year plan but the replacement needs to be planned for now due the delays. Mr. Gogle reported that there is one truck currently being built that will be replacing the 2008 Mack. This truck is expected to be delivered in September. Mr.

Gogle stated that if the truck is ordered now it is expected to be built in the first quarter of 2024 and delivery would be expected in October of 2024. Ms. Eckhart noted that this truck would include the plow and spreader assembly. Mr. Gogle explained that the chassis is paid for when it comes in and the remainder is paid for once it is finished. Mr. Hassler stated that new fire trucks are currently a 36 to 48 month turnaround time. He suggests that the order for the 2024 truck replacement be placed as soon as possible to avoid delays. Ms. Eckhart, Mr. Gogle, and the Board discussed the selling of the 2009 Peterbilt. Mr. Behler indicated that the sale of this truck would have to wait due to the upcoming winter season and need to plow. Mr. Behler made a motion to authorize the order of 2024 truck replacement at the cost of \$217,327.00, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

B. Website Redesign Project: Ms. Eckhart stated that this item was in the budget for last year and this year. The current website was launched in 2015. Ms. Eckhart reported that Ms. Ritinski has assisted with gathering quotes from other website companies to compare to the quote of the current website company, NA Studios. Ms. Eckhart recommends NA Studios due to their low maintenance cost and hands on assistance. She reported that NA Studios is locally based while the other companies are located out of state. Ms. Eckhart stated that Bob Bysher of NA Studios was present to answer any questions regarding the proposal. Mr. Frack questioned if there is a monthly fee. Mr. Bysher explained that there are no charges after the initial cost. He indicated that there is an optional maintenance program which there is a small monthly fee for. He stated that there are there are no additional fees outside of hosting. Mr. Bysher indicated that there is a new ADA module that can be upgraded. A base model of this ADA module is included with the proposal. Mr. Bysher recommends a secure server on the browsing session. He is currently looking into trying to get this free for the Township. Ms. Eckhart reported that the quote from NA Studio is in the amount of \$9,860. Mr. Behler made a motion to proceed with NA Studios for the website redesign project with the new features, seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

C. Trash Hauler Complaints: Ms. Eckhart reported that she has received several complaints regarding the trash hauler's recycling crew. The complaints are regarding the crew throwing the recycling containers and possibly intentionally damaging the containers. She indicated that there was also a report of the crew taunting a resident's dog on purpose. Ms. Eckhart reports that residents have witnessed this conduct and that she has addressed this with JP Mascaro's Operations Manager. The Board voiced concerns regarding Township property being damaged as the recycling containers are provided to residents by the Township. Mr. Hassler stated that he is one of the residents who complained about the collections. He reported being behind a recycling truck and witnessing the throwing of containers to damage them. He believes they also threw Mr. Paul's recycling cans forcefully. Mr. Hassler stated that he provided photos of this to Ms. Eckhart. Mr. Frack indicated that he has had issues with the collections but did not bring this to Ms. Eckhart's attention. He reported that recyclables were left on the ground along a stream. Mr. Behler inquired on the length remaining with this contract. Mr. Hassler explained that this is the first year or a three (3) year contract. Ms. Eckhart indicated that there are provisions in the contract that can be reviewed if this issue has not been resolved.

D. Fire Insurance Escrow Bank Account – Signers on Account (Item Added to Agenda): Ms. Eckhart explained the section of code relating to major losses due to fire within the Township. Ms. Eckhart reported that she and Mr. Hassler have had conversations with the property owner. She indicated that the property owner is awaiting the decision on if the apartment building will need to be razed and fully rebuilt or if the building can be repaired. Ms. Eckhart believes that the property owner is in favor

of razing and a full rebuild. She explained the process will consist of permits being applied for and the funds being released. Mr. Treadwell explained that the code ensures that the property will be repaired and not sit damaged for extended periods of time. Mr. Hassler suggested that the motion be made for the Township Manager, Township Treasurer, Chairman of the Board of Supervisors and the Vice-Chairman of the Board of Supervisors be made signers for the account. He felt that this way the signers are set by their position and not by an individual. Mr. Behler indicated that he works from home and Mr. Hassler is retired which makes these Supervisors the best choice for signers due to availability. He stated that there would be two signatures required on all checks: one from the Board of Supervisors and one signer being either the Township Manager or Township Treasurer. Mr. Behler made a motion to authorize Mr. Hassler, Mr. Behler, the Township Manager, and Township Treasurer as signers for this type of account with two signers being required and one being a Supervisor and one being either the Township Manager or Township Treasurer, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes. Ms. Eckhart stated that the minutes must be presented to the bank before the signature cards can be prepared.

7. Public to be Heard: Tom Gogle, of Allen Township Public Works, expressed concerns regarding access to the Dry Run to complete the necessary work. He reported that the 8th Street access is narrow and will require brush and trees to be cleared to access the site. He recommends accessing the site from Jaindl’ property and off of the 10th Street retention pond. He indicated that this access is currently used by the Public Works Department and it is easier than using 8th Street. Ms. Eckhart will check with Jaindl regarding this access.

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, July 11, 2023 at 6:00 PM
- Planning Commission – Monday, July 17, 2023 at 6:00 PM
- Board of Supervisors – Tuesday, July 25, 2023 at 6:00 PM
- Park and Recreation Board – Thursday, July 27, 2023 at 6:00 PM

Ms. Eckhart also announced that there will be a “Movie in the Park” event at the Kreidersville Covered Bridge Park on Friday, July 21, 2023 at dusk. The rain date will be Saturday, July 22, 2023. She indicated that there will be signage to direct parking based on weather conditions. Bob Bysher, of NA Studios, requested that there be a professional Township presence at the event. Ms. Eckhart stated that individuals and trucks from the Public Works Department will be in attendance.

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, June 27, 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: June 26, 2023 (revised agenda)

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 Preliminary Land Development and Major Subdivision Plans - Acknowledgement of Grant of MPC Time Extension

B. Willowbrook Phase 5 Preliminary Plan and Major Subdivision Plans - Acknowledgement of Grant of MPC Time Extension

B. Sanitary Sewer Rehabilitation Project – Dry Run Investigation & Rehabilitation Project

C. Zoning Ordinance Amendment – Banquet Facility Use

8. New Business

A. 2024 Truck Replacement (10 Ton Dump Truck Replacement) Schedule for Order and Budget

B. Website Redesign Project

C. Trash Hauler Complaints

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, July 11, 2023 6:00 PM
- ◆ Planning Commission, Monday, July 17, 2023 6:00 PM
- ◆ Board of Supervisors, Tuesday, July 25, 2023 6:00 PM
- ◆ Park and Recreation Board, Thursday, July 27, 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.*