



Allen Township Board of Supervisors

Meeting Minutes March 28, 2023 6:00 P.M.

A General Meeting of the Allen Township Board of Supervisors was held on Tuesday, March 28, 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; Paul Link; Jason Frack; Tim Paul; B. Lincoln Treadwell, Jr., Esq.; Ilene Eckhart, Manager; and Tom Gogle, Public Works Crew Leader

Absent: Maurin Ritinski, Administrative Assistant; Andrea Martin, EIT; and Stan Wojciechowski, PE, CME

2. **Announcements and/or Actions to Add New Items to Current Agenda:** Ms. Eckhart requested that the Board consider adding an item to the current agenda to discuss some follow up items regarding the Capital Improvements Plan and the workshop meeting that was held on March 16th. Mr. Frack made a motion to add this item to the agenda, seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors present voted yes.

3. Public Hearings:

A. **Draft Ordinance 2023-01 – No Parking, Standing, Stopping, Idling – Willowbrook Road:** Mr. Behler made a motion to open the hearing, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes. Mr. Treadwell explained that this ordinance would prohibit parking, standing, stopping and idling along both sides of Willowbrook Road from the Hanover Township, Lehigh County line to Savage Road. Signage will be posted along the roadway to provide notice that there is no parking, standing, stopping, and idling along Willowbrook Road which will be enforceable by Pennsylvania State Police. There were no comments from the public or the Board of Supervisors. Mr. Behler made a motion to close the hearing, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes. Mr. Link made a motion to adopted Ordinance 2023-01 as it relates to No Parking, Standing, Stopping, Idling on Willowbrook Road, 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. **PennDOT Indian Trail Road Bridge and Howertown Road Bridge Replacement Projects – Updates and Discussion re: Township Roads:** Ms. Eckhart reported that she attended a

preconstruction meeting for the Howertown Road Bridge Replacement Project. The contractor for this project has been identified as Richard E Pierson Construction Company. Ms. Eckhart reported that the anticipated start date is May 1, 2023 with an anticipated completion date of October 18, 2023. She explained that this is a box culvert and will be completed faster than the replacement of the Indian Trail Road Bridge which will be built in place. For the Howertown Road Bridge Replacement Project, northbound traffic will be allowed to continue northbound. Ms. Eckhart indicated that the southbound lane will be closed. Ms. Eckhart stated that PennDOT confirmed that there will be an 11-foot lane through for northbound traffic. Ms. Eckhart is curious how this will be accomplished due to the guiderail's close proximity. She reported that they are not anticipating any signal retiming at Nor Bath Boulevard (Route 329) or Seemsville Road. Ms. Eckhart explained that there is pavement restoration work that will need to be completed prior to the detour due to water project along Mud Lane for the City of Bethlehem and East Allen Gardens. She explained the detour signage and traffic maintenance plan for the Howertown Road Bridge Replacement Project.

Ms. Eckhart stated that there will be a great deal of overlapping signage at the Kreidersville intersection. She indicated that Mr. Hassler, Mr. Krill, Mr. Gogle, and along with herself explained their concern during the preconstruction meeting. They feel that this will cause significant confusion to motorists. Ms. Eckhart reported that the detour for the Indian Trail Road Bridge Replacement Project will be implemented on June 1, 2023. Detour signage will be placed in mid-May. She reported that tree work has been completed in this area in preparation for the project.

Ms. Eckhart reported that she has been proactive in contacting Prologis and Jaindl Watson to notify them of the bridge replacement projects. Jaindl Watson plans to have all of their buildings occupied by this summer. She has requested that Jaindl Watson be mindful regarding Mud Lane. Ms. Eckhart reported that Jaindl Watson plans to pave Cesanek Road. She explained that they will need to manage their traffic during these bridge replacement projects. Ms. Eckhart reports that she has had discussions with the Fire Chief and they have requested emergency access through Liberty Drive (a private road) in order to access Horner Road and Howertown Road during the Howertown Road Bridge Replacement Project detour.

Ms. Eckhart indicated that efforts will be made to provide notice to residents, Pennsylvania State Police, the school district, and emergency services when the detour signs are placed two (2) weeks prior to the detour routes becoming active.

6. New Business

A. ZHB Appeal 2023-01 – Tax Map K4-15-8A (Landis) – Interpretation of Family Farm Support Business and Request for Variance: Ms. Eckhart reported that an appeal was received for this property for interpretation and a request for a permit. Ms. Eckhart is requesting that the Board consider sending the Township Solicitor to this appeal hearing. Ms. Eckhart reported that several buildings have been constructed on this property, which is in the rural zoning district. She noted that there are some buildings that were built without permits. The rural zoning district provides a provision for a family farm support business. Ms. Eckhart reported that there was no permit submitted for a family farm support business on this property. She explained that a landscaping business has been being run at this property. She indicated that the buildings are not being used solely for agricultural uses. Ms. Eckhart explained that the only use that fits the owner's landscaping company is classified as a family farm

support business. She indicated that there are limited provisions in the Zoning Ordinance for the intensity regarding the footprint of the business.

Mr. Treadwell feels that it would be best to hold a meeting between the property owner, Ms. Eckhart, and himself prior to the Zoning Hearing Board meeting. He believes it would be beneficial to gather more facts regarding the situation and try to resolve the issue. Mr. Hassler believes that the Board of Supervisors should support the Zoning Officer by providing any legal assistance that may be needed. Mr. Link agreed. Mr. Link made a motion to authorize Ms. Eckhart and Mr. Treadwell to work with the property owner for a possible resolution prior to the Zoning Hearing Board Hearing and have Mr. Treadwell attend the Zoning Hearing Board Hearing, if required, in order to represent the Township, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes with the exception of Mr. Behler who voted no. Mr. Behler commented that he does not want to start a pattern of nonconformities that will need to be dealt with in the future. Mr. Behler believes that this matter should be handled by the Zoning Hearing Board.

B. Capital Improvements Plan – Follow Up Discussion (*Item Added to Agenda*): Ms. Eckhart provided background information regarding the Capital Improvements Plan, presentation from D’Huy Engineering, and the discussion from the workshop meeting that was held on March 16th. Ms. Eckhart explained that she has researched funding options and is providing this information to the Board. She indicated that one of the larger funding options is from the USDA. Allen Township is eligible for this funding which is known as a Community Facilities Loan Program. Ms. Eckhart explained that this a 37-year payment and is a construction loan that is currently at 3.75% and would be a fixed rate. She indicated that grants could be applied for and if granted would be applied to the loan balance. There is no prepayment penalty. She reported that it can take up to six (6) months for the approval process. Ms. Eckhart explained that there is a pre-application window and that she will circulate some information regarding this loan program for the Supervisors to review. Ms. Eckhart will place this item on the agenda for the next Board of Supervisors meeting on April 11th to see if the Board would like to move forward with this funding option. At the next meeting, Ms. Eckhart will be seeking the Board’s approval to move forward with the project and D’Huy Engineering and to move forward with funding opportunities, specifically the Community Facilities Loan Program from the USDA with the concept of the costs for the pre-application window. Ms. Eckhart indicated that there is flexibility in the amount of funding until the end of the loan process. The USDA works with local lenders. Mr. Paul inquired if approval is needed prior to applying for the Community Facilities Loan Program. Ms. Eckhart explained that the pre-application must be submitted during the window to consider getting approved for next spring. Ms. Eckhart stressed that the Board should not wait for grants and miss the pre-application window for the Community Facilities Loan Program. Mr. Behler indicated that he was in favor utilizing as much as possible from the General Funds prior to accepting a large loan amount to minimize the amount of tax dollars spent on interest rates. Mr. Link agreed but stated that the loan application should be for the full amount since there is no prepayment penalty. Ms. Eckhart will place this item on the agenda for the April 11th meeting for further discussion and possible action.

7. Public to be Heard: No public comment.

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, April 11, 2023 at 6:00 PM
 - Planning Commission – Monday, April 17, 2023 at 6:00 PM
 - Board of Supervisors – Tuesday, April 25, 2023 at 6:00 PM
 - Park and Recreation Board – Thursday, April 27, 2023 at 5:30 PM – Site Visits: Allen Township Riverview Preserve and Kreidersville Park
9. **Adjournment:** There being no further comments or business the meeting adjourned at 6:28 PM.

Respectfully submitted,

Ilene M. Eckhart



Allen Township Board of Supervisors

**Meeting Agenda
Tuesday, March 28, 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: March 24, 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

A. Draft Ordinance 2023-01 – No Parking, Standing, Stopping, Idling – Willowbrook Road

6. Public to be Heard (Residents shall limit their comments to no more than three minutes)

7. Unfinished Business

A. PennDOT Indian Trail Road Bridge and Howertown Road Bridge Replacement Projects – Updates and Discussion re: Township Roads

8. New Business

A. ZHB Appeal 2023-02– Tax Map K4-15-8A (Landis) – Interpretation of Family Farm Support Business and Request for Variance

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, April 11, 2023 6:00 PM
- ◆ Planning Commission, Monday, April 17, 2023 6:00 PM
- ◆ Board of Supervisors, Tuesday, April 25, 2023 6:00 PM
- ◆ Park and Recreation Board, Thursday, April 27, 2023 5:30 PM (Site Visits: – Allen Township Riverview Preserve and Kreidersville Park)

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.