



## Allen Township Board of Supervisors Meeting Minutes October 8<sup>th</sup>, 2024 6:00 P.M.

A General Meeting of the Allen Township Board of Supervisors was held on Tuesday, October 8<sup>th</sup>, 2024, at 6:00 P.M. at the Allen Township Municipal Building, located at 4714 Indian Trail 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; Tim Paul; B. Lincoln Treadwell, Jr., Esq.; Ilene Eckhart, Manager; Tom Gogle, Public Works Crew Leader, and Stan Wojciechowski, PE, CME

Absent: Jason Frack; Andrea Martin, Engineer

2. **Announcements and/or Actions to Add New Items to Current Agenda:** There were no additional announcements and or actions to add new items to the current agenda.
3. **Public Hearings:** No public hearings.
4. **Public to be Heard:** No public to be heard.
5. **Approval of Minutes:** Mr. Link made a motion to approve the minutes of September 10<sup>th</sup>, 2024, and September 24<sup>th</sup>, 2024; seconded by Mr. Paul. On the motion, by roll call vote, all present Supervisors voted yes.
6. **Reports – All Reports on File with Exception of Treasurer’s Report and Paying of the Bills:**
  - A. **Treasurer:** Mr. Link made a motion to approve the Treasurer’s Report and the Paying of the Bills; seconded by Mr. Paul. On the motion by roll call vote, all present Supervisors voted yes.
  - B. **Solicitor:** On file.
  - C. **Engineer:** On file.
  - D. **Planning/Zoning/Code Enforcement:** On file. Ms. Eckhart indicated that there will be a Planning Commission meeting on October 21<sup>st</sup>, 2024.
  - E. **Road Superintendent/Public Works Leader:** On file.
  - F. **Fire Company:** On file.

- G. Emergency Management Coordinator:** On file.
- H. Nazareth Council of Government:** On file.
  
- I. Parks:** On file.
  
- J. Planning:** On file.
  
- K. First Regional Compost Authority:** On file.
  
- L. Stormwater:** On file.

## 7. Unfinished Business

**A. Allen Township Building Renovation Project – Change Request Silo Detail:** Ms. Eckhart explained that over a year ago, there was a detail on the front of the new Allen Township Building that represented a silo, which was in respect to the farming heritage of the Township. She explained that there has been discussion amongst the Board in regards to possibly removing the silo. She stated the other purpose of the silo was to serve as a way to fix the antennas that are needed for communications out of the building. Ms. Eckhart explained that originally the Township was applying for funding through the USDA. She stated that there is an act called the Consolidated Farm and Rural Development Act that requires the building project to have characteristics that are representative of the area’s history. She stated that the USDA analyst expressed concern about the Township’s address being on Indian Trail Road as it was viewed as not being politically correct. She indicated that there were concerns with the Act for the Township being insensitive to the past and to the Aboriginal Americans. She stated that a qualification for the USDA is for the building to fit aesthetically into the area, hence, D’Huy added the silo to the original design because they were basing the design on the funding manual. Ms. Eckhart indicated that the Township took a different avenue in regard to funding, so the silo is no longer a standard to receive funding. Mr. Behler indicated that if the silo is removed the Township will be saving \$55,037.21. The Board generally discussed the antennas’ locations and colors.

Mr. Behler made a motion to remove the silo from the project; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

**B. Allen Township Building Renovation Project – Change Request Entrance Light Base and Pedestal Light Fixtures:** Ms. Eckhart explained that there is existing lighting at the Fire Company Building’s driveway. She explained that the existing lighting is four old stone bases with light fixtures attached to the top. She stated that they are in rough shape and have been hit by vehicles several times over the last few years. She indicated that the net allowance adjustment credit would be \$4,324.67. Mr. Hassler indicated that the current lighting would not last much longer and he would like to have them removed from the driveway.

Mr. Link made a motion to approve the change requests to remove the entrance light bases and pedestal light fixtures; seconded by Mr. Behler. On the motion, by roll call vote, all present Supervisors voted yes.

**C. Allen Township Building Renovation Project – Change Request Revised Smoke Detection:** Mr. Hassler indicated that he was able to have the original change request estimate reduced from \$27,000.00 to \$11,879.87. Mr. Hassler explained that D’Huy eliminated downstairs detectors in the lounge area and his

office, the Fire Chief's Office. He stated that the Allen Township Fire Company will pay for the additional smoke detectors. He noted that if a fire upstairs starts and is uncontrollable then it will affect the fire equipment downstairs.

Mr. Paul made a motion to approve the additional smoke detectors at the Fire Company's expense; seconded by Mr. Behler. On the motion, on roll call vote, all present Supervisors voted yes with the exception of Mr. Hassler who abstained.

**D. Applications and Certification of Payments – Allen Township Building Renovation Project:**

**i. Warko Group (Plumbing Contract Sum \$183,804.00) – Request #3 for \$29,137.50:** Mr. Link made a motion to approve request #3 for the Warko Group for \$29,137.50; seconded by Mr. Behler. On the motion, by roll call vote, all present Supervisors voted yes.

**ii. ASL Refrigeration (Mechanical Contract Sum \$828,000.00) – Request #3 for \$88,785.00:** Mr. Link made a motion to approve request #3 for ASL Refrigeration at \$88,785.00; seconded by Mr. Behler. On the motion, by roll call vote, all present Supervisors voted yes.

**iii. Mohawk Contracting and Development LLC (General Contracting Contract Sum \$1,919,000.00) – Request #3 for \$182,650.50:** Mr. Link made a motion to approve request #3 for the Mohawk Contracting and Development LLC for \$182,650.50; seconded by Mr. Behler. On the motion, by roll call vote, all present Supervisors voted yes.

**iv. Albarell Electric, Inc. (Electrical Contract Sum \$715,000.00) – Request #3 for \$18,450.00:** Mr. Link made a motion to approve request #3 for Albarell Electric, Inc. for \$18,450.00; seconded by Mr. Behler. On the motion, by roll call vote, all present Supervisors voted yes.

Mr. Hassler requested for Ms. Eckhart to provide an update on the building renovations. Ms. Eckhart indicated that the project is on schedule. She stated most of the ductwork is completed, however, there is a wait for the door hardware and doors. She stated that the other vendors for IT and the sound system components have been reviewed and everything is in place for those components to be tied into the building. She indicated that Phase II of the project will be coming up soon. She stated that the CFA Board Meeting did not have the Local Service Grants on their September Agenda, so the grants may be on the November Agenda. She stated that she did not have faith that the Township would receive funding under the applied for applications. She stated that the partition is in and that some of the roof materials are in. She stated that the downstairs of the building needed some lighting adjustments. Mr. Hassler indicated that there were two light fixtures in the Radio Room and the Chief's Office and they were both removed and only one was replaced. Mr. Hassler indicated that he spoke with the Electrical Engineer, who informed him that the prints only called for one light. Mr. Hassler indicated that after a heated discussion, both lights will be placed back into the rooms. Mr. Behler questioned if there would be an open house for the new building. Mr. Hassler felt that an open house could take place half an hour before a Board of Supervisors' meeting. Mr. Hassler stated that once the outside is completed then the Township could have an official building dedication. Ms. Eckhart indicated that she would eventually wish to add a small garage for the administrative vehicle and for other items such as a snow blower, shovels, and other materials for building maintenance. She stated that it would be a simple building such as a pole building made of steel with some stonework.

## 8. New Business

**A. Real Estate Tax Collector Vacancy:** Ms. Eckhart indicated that the Township has not received any applications for the Real Estate Tax Collector position. Mr. Treadwell indicated that the Township should wait to act till the application deadline date and further discuss the matter at the next Supervisor's meeting.

**B. Willowbrook Farms Land (Phase 3-5) Development Plans Traffic Signal (Equus):** Mr. Wojciechowski explained that in order for Equus to receive their PennDOT traffic signal permit, the equipment will need to be on Township land and not private land. Mr. Treadwell indicated that the request is similar to other projects that the Township has done. He stated that traffic signals need to be on an easement that the Township has access to because PennDOT does not want the signal on private land and the new owner states that they are taking the traffic signal out. Mr. Behler questioned if the request is just an easement and not for the Township to own land. Mr. Wojciechowski stated that was correct, the Township does not own the land.

Mr. Behler made a motion to accept the easement; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

**C. Proposal for Audit Services – Years Ending December 31, 2023, 2024, and 2025:** Ms. Eckhart explained that the current CPA has not been returning her phone calls or emails. She stated that he had the Township's records and that she would have to go to Emmaus, PA to retrieve the records back. Mr. Hassler questioned if the Township paid the current CPA. Ms. Eckhart indicated that the Township has not paid the CPA. Ms. Eckhart explained that the proposal of Campbell, Rappold and Yurasits would catch the Township up with the late DCED for 2023.

Mr. Link made a motion to use Campbell, Rappold & Yurasits LLP as the CPA and to utilize their audit services for 2023, 2024, and 2025; seconded by Mr. Behler. On the motion, by roll call vote, all present Supervisors voted yes.

**D. 2025 Draft Budget – Request for Preliminary Approval and Authorization to Advertise Draft for Public Inspection:** Ms. Eckhart explained that the final item she had to discuss in regards to the draft budget was trash. She stated that Mr. Treadwell is working with J.P. Mascaro's in-house counsel over the contract extension. She stated that she gave the Supervisors three scenarios, where proposal one is about a 33.3% increase, which would make the base amount \$400.00 per household; proposal two is about a 40% increase, which would take the base amount to \$420.00 per household; and proposal three is about a 50% increase, which would take the base amount to \$450.00. She stated for the year 2028, she assumed a 20% increase on the final six months of the contract with J.P. Mascaro as the Township will have to rebid the trash contract. Ms. Eckhart indicated that there are municipalities that include the trash bill with the real-estate tax bill. The Board generally discussed the real-estate tax bill and including the trash bill in the real-estate tax. Mr. Link felt that including the trash bill in the real-estate tax would be a great idea. Mr. Hassler indicated that if the bill is included in the real-estate tax, then residents can claim it on the income tax. Mr. Hassler suggested that the Township obtain feedback from the residents regarding the trash bill being on the real-estate tax bill. The Board generally discussed the implications of adding the trash bill to the real-estate tax bill.

Mr. Behler made a motion to add to the budget, for the purpose of next year's trash collection, an

increase to \$400.00 base with a \$10.00 early payment discount, \$10.00 senior citizen discount, and a 10% penalty of fee of the base price; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

Mr. Link made a motion for preliminary approval and authorization to advertise public inspection of draft 3; seconded by Mr. Paul. On the motion, by roll call vote, all present Supervisors voted yes.

**E. Executive Session (Tentative):** There was no executive session.

**9. Public to be Heard:** Mr. Joel Camacho of 833 Ward Drive, introduced himself as the Treasurer for the Bath Allen Youth Club. He indicated that the Bath Allen Youth Club wants to foster a better relationship with Allen Township and is planning to make appearances at various Board meetings, including the Park and Recreation Board meetings.

**10. Next Meetings:** Mr. Hassler announced the upcoming meetings. All meetings and events below will be held at the Allen Township Municipal Building. These meetings and events are as follows:

- Planning Commission, Monday, October 21st, 2024, 6:00 PM
- Board of Supervisors, Tuesday, October 22nd, 2024, 6:00 PM
- Park and Recreation, Thursday, October 24th, 2024, 6:00 PM

**11. Adjournment:** There being no further business, the meeting adjourned at 7:00 PM.

Respectfully Submitted,

Ilene M. Eckhart