



## Allen Township Board of Supervisors Meeting Minutes June 10<sup>th</sup>, 2025 6:00 P.M.

A General Meeting of the Allen Township Board of Supervisors was held on Tuesday, June 10<sup>th</sup>, 2025, at 6:00 P.M. at the Allen Township Municipal Building, located at 50 Snow Hill Road, Northampton, PA. Mr. Frack led the audience in the Pledge of Allegiance to the Flag.

### 1. Roll Call:

Present: Dale Hassler; Jason Frack; Tim Paul; B. Lincoln Treadwell, Jr., Esq.; Ilene Eckhart, Manager; Michael Schwartz, PE, Engineer (Gilmore & Associates, Inc.); Stan Wojciechowski, PE, CME, Engineer (Barry Isett & Associates, Inc.)

Absent: Gary Behler; Paul Link

### 2. Announcements and/or Actions to Add New Items to the Current Agenda:

### 3. Public Hearings:

- i. **Ordinance #2025-01 Park and Recreation Board – Reduction of Members:** Mr. Treadwell opened the discussion by requesting a motion to open the public hearing, explaining that it concerns an amendment to the Park and Recreation Board section of the Township code. Mr. Paul made a motion to open the public hearing; seconded by Mr. Hassler. On the motion, by roll call vote, all present Supervisors voted yes.

Mr. Treadwell explained that the subject of the public hearing was Ordinance 2025-01, which proposed amendments to the Allen Township Code by reducing the number of Park and Recreation Board members from nine to five and prohibiting elected officials from serving on the Board. He noted that the ordinance had been properly advertised for a public hearing and possible adoption. As no questions or comments were raised by the Board or the public, a motion was requested to close the hearing. Mr. Hassler made the motion to close the hearing; seconded by Mr. Paul. On the motion, by roll call vote, all present Supervisors voted yes.

Mr. Treadwell concluded the discussion by requesting a motion to adopt Ordinance 2025-01. Mr. Hassler made a motion to adopt Ordinance 2025-01 for the Park and Recreation Board's reduction of members; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

4. **Public to be Heard:** Mr. Joel Camacho, resident of 833 Ward Drive and representative of the Bath-Allen Youth Club, addressed the Board to express concern that the Park and Recreation Board has not met recently, with the last meeting being held on March 27, 2025, and its minutes still unavailable. He sought clarification on agreements made the previous year and asked how to obtain information or reach the Board, given its inactivity. Mr. Treadwell advised him to contact the Township municipal office directly and speak with either Ms. Eckhart or Ms. Averbek,

as they are better informed on current matters such as movie nights. Ms. Eckhart agreed and added that due to changes in Board membership, a smaller quorum is now required.

- 5. Approval of Minutes (May 13<sup>th</sup> and 19<sup>th</sup>, 2025):** Mr. Hassler made a motion to approve the minutes for May 13<sup>th</sup> and May 19<sup>th</sup>, 2025; 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. Hassler made a motion to pay 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.

**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:**

- i. Dog Park Issues:** Ms. Eckhart raised concerns to the Board regarding ongoing issues with dog park users failing to clean up after their pets and leaving prohibited items, such as dog toys, on the premises. She reported personally observing a significant amount of dog waste and stated this poses both a health risk, due to potential disease transmission, and a burden on the public works staff. Despite clear rules being posted at the park, including cleaning up after dogs and supervising them at all times, Ms. Eckhart expressed that compliance has been lacking and suggested that park closures might be necessary if behavior doesn’t improve. Mr. Frack questioned if a warning could be posted as a first step, emphasizing that enforcement is difficult without knowing who the violators are. Ms. Eckhart responded that surveillance equipment will be installed, mainly for property protection, and she stressed the importance of individuals being expected to be responsible for their pets. Mr. Hassler noted that the issue has been acknowledged by residents on social media, with rule-abiding users expressing frustration. He also observed dog owners socializing while dogs roam unattended, further contributing to the problem. Mr. Hassler expressed concern for the public works crew, stating it is unfair that they have to drive through dog feces left at the park, which is then tracked back to their vehicles and facilities, requiring additional cleanup. He suggested that alternative uses for the field could be considered as a potential solution to the recurring issue, but emphasized that no action would be taken at this time. Mr. Frack suggested something to be posted to encourage park users to hold others accountable by addressing those who violate the rules, since the Township cannot constantly monitor the area. He emphasized the importance of community enforcement to maintain the park’s condition, and Mr. Hassler agreed. Mr. Treadwell indicated that no motion is necessary.

**J. Planning:** On file.

**K. First Regional Compost Authority:** On file.

**L. Stormwater:** On file.

## **7. Unfinished Business:**

**A. 1438 Willowbrook Road, Recycling Center Site Complaints:** Mr. Treadwell informed the Board that he has been in contact with the property owner's attorney and that a conference is scheduled for June 11<sup>th</sup> at 8:00 AM to discuss the matter further. He noted that Ms. Eckhart has also been in communication with the Department of Environmental Protection (DEP), which has issued a notice of violation following a recent inspection report. In addition, the Township has sent out notices regarding zoning and property maintenance code violations. Township staff continue to monitor the property, including reviewing emails and videos submitted by residents. Mr. Frack confirmed that the deadline to file an appeal is June 19<sup>th</sup>. Ms. Eckhart mentioned that an inquiry was made regarding the property maintenance code violation, but no appeal has been submitted as of yet. Mr. Hassler asked about the next steps if no changes are observed after June 19<sup>th</sup>. Mr. Treadwell explained that if no appeal is filed, the next step, previously authorized by the Board, would proceed. Mr. Hassler stated that the property resembles a transfer station with materials being brought in and out continuously, out of control. Mr. Frack agreed, noting that the materials are not being contained and are spilling out of the building without improvement.

**B. High Meadow Estates Phase 1 & 2, Amended Final Plan:** Mr. Joel B. Wiener of Wiener and Wiener LLP, representing OHI-HM Development Holdings, the owner of High Meadow Estates, appeared before the Board along with Mr. Johnathan Rogers of Keystone Engineering to present two amendment requests related to the final plan for High Meadow Estates. The first request involved reconfiguring lots 1 and 2 into a new "Lot A", designated for use as a centralized postal area, in response to the post office's decision to implement gang mailboxes for the development. This area, to be owned by the Homeowners Association, would also serve as a drop-off point for deliveries such as FedEx and UPS. Mr. Wiener stated that agreements regarding the change and HOA responsibilities will be coordinated with the Township solicitor. The second request proposed a retaining wall behind lots 38 through 44, designated as a limited common element managed by the HOA, to ensure ongoing maintenance. While the wall was not shown on the plan, it was pointed out on a reference photo. Mr. Treadwell confirmed that the open space calculations were reviewed and met ordinance requirements, with Mr. Rogers noting open space percentages of 68% in phases 1 and 2, and 58% in phases 3 through 5, all above the required 50%. Mr. Frack and Mr. Wiener clarified that minor storm sewer and grading revisions were also included to improve lot usability, not to increase the number of lots. Mr. Paul made a motion to approve the amended final plan for High Meadow Estates Phases 1 and 2; seconded by Mr. Frack. On the motion, by roll call vote, all present Supervisors voted yes.

**C. East Bullshead/Willowbrook Road Median Treatment – Construction Bid Results and Tentative Award:** Mr. Wojciechowski reported that sealed bids had been opened for the project, with Grace Industries submitting the lowest bid at \$83,233.00. Ms. Eckhart confirmed that the expense had been anticipated in the budget, referencing discussions held the previous year. Mr. Hassler made a motion to approve the amount of \$83,233.00 to Grace Industries and award the bid to them, and proceed with this project; seconded by Mr. Paul. On the motion, by roll call vote, all present Supervisors voted yes.

Ms. Eckhart asked Mr. Wojciechowski whether a project timeline had been established. He confirmed that substantial completion is expected by the end of September with full completion anticipated by the end of October. He explained that the schedule allows sufficient time to complete the work without rushing, though he believes the contractor's owner may aim to finish ahead of schedule.

**D. Personnel Policy Update:** Ms. Eckhart informed the Board that the Township had worked with a labor

law attorney several months ago to update the personnel policy, describing the revised document as comprehensive. The updates include modernized language related to employee benefits and leave policies. He acknowledged that this was the first time the policy appeared on the agenda for discussion and noted its length, suggesting it could be revisited at a future meeting. Mr. Frack stated he had no comments at this time, agreeing it should be reviewed later. Ms. Eckhart indicated that Mr. Hassler had raised comments about overtime work equalization and that some clarifying language is being considered. She confirmed the policy will be brought back for discussion at the next meeting.

**E. Park and Recreation Board – Resignation(s) Due to Reduction of Members:** Ms. Eckhart indicated that, following the earlier passage of the ordinance, the resignations of Mr. Behler and Mr. Link from the Park and Recreation Board were now to be formally accepted. Mr. Frack made a motion to accept the resignations; seconded by Mr. Paul. On the motion, by roll call vote, all present Supervisors voted yes.

**F. Mack 2000 J-Hook Truck – Repairs Estimate \$11,846.70:** Ms. Eckhart explained that she had previously provided detailed information via email regarding the Township truck, emphasizing its current good condition and essential role, making it irreplaceable at this time. She noted that the repair quote exceeded the Township’s spending limit, and she is therefore seeking approval to send the truck to Stengle Brothers for the necessary repairs. Mr. Hassler made a motion for the approval; seconded by Mr. Frack. On the motion, by roll call vote, all present Supervisors voted yes.

**G. Allen Township Building Renovation Project Phase 2 – Applications and Certification of Payments/Change Orders/Allowances:**

- i. Additional Stonework Lower Front and Lower Northern Side of Building - \$25,453.00:** Ms. Eckhart explained that the purpose of the proposed stonework is to create a more cohesive and visually appealing look for the building as viewed from the street, covering the main areas. Mr. Hassler made a motion to move forward with the payment of \$25,453.00; seconded by Mr. Paul. On the motion, by roll call vote, all present Supervisors voted yes.
- ii. Garage – Additional Site Items Costs - \$51,000:** Ms. Eckhart explained that the item involves additional site grading and stormwater management work needed around the garage to create a level approach for vehicle access and address existing unmanaged stormwater in that area. The work will also extend through the end section of the parking lot while other related construction is underway. The estimated cost for this additional work is \$51,000.00. Mr. Frack made a motion to approve the additional cost for the garage; seconded by Mr. Hassler. On the motion, by roll call vote, all present Supervisors voted yes.
- iii. Revised Landscape Plan Cost \$55,125.00 (Credit to base bid \$4,750.00):** Ms. Eckhart stated that a landscape plan had always been included in the project drawings, but additional native plantings and enhancements were requested to soften the building’s exterior appearance. These adjustments resulted in a \$4,750 credit to the contract while improving the overall outdoor aesthetics. Mr. Hassler made a motion to approve the landscaping plan for \$55,125.00; seconded by Mr. Frack. On the motion, by roll call vote, all present Supervisors voted yes.
- iv. Canopies for Mandoors at northeast side of the building (including replacement of vestibule):** Ms. Eckhart began by explaining that a meeting had been scheduled to discuss alternative matters after the originally proposed option was priced at approximately \$250,000.00. In response to Mr. Frack’s request for the reasoning behind considering different materials, Ms. Eckhart explained that a product called “Forever Wood” was proposed at the quote mentioned. She confirmed that this item will be brought back into discussion once a reasonable quote is reached. Mr. Frack indicated that he was taken aback when reviewing the amount. Ms. Eckhart added that she likes the idea, but it does seem excessive.
- v. Grace Industries (General Contract Sum \$828,000.00) – Remaining after release including**

**retainage \$321,008.97 – Request #2 for \$205,158.10:** Mr. Hassler made a motion to release Request #2 for \$205,158.10; seconded by Mr. Paul. On the motion, by roll call vote, all present Supervisors voted yes.

**H. Allen Township Building Renovation Project Phase 1 – Applications and Certification of Payments/Change Orders/Allowances/Status:**

- i. No current items:** Ms. Eckhart provided a site update regarding the ballistic glass, confirming it is expected to arrive on-site during the week following the meeting. She noted that this glass is the final component needed to complete the front access area. In response to Mr. Frack's question, Ms. Eckhart confirmed that the delay had indeed been due to the glass. She also mentioned that another major holdup is the roof, which is currently projected for installation in July. Ms. Eckhart confirmed that further updates on the roof timeline will be provided at the end of the month.

**8. New Business:**

**A. Executive Session (tentative)**

- 9. Public to be Heard:** Ms. Nancy Toshman, resident of 114 Gray Drive, thanked the Board for their efforts and raised a new concern regarding water pooling on the 1438 Willowbrook Road property, noting that it now contains a mysterious white substance. She referenced a previous report about white dust particles and stated that this issue has worsened. She described photos she submitted showing a canister leaking unidentified waste, with rainwater seeping from its base and pooling on the ground. Her main question entailed whether any samples had been taken and whether this runoff could be seeping into the soil and affecting the water supply. Mr. Treadwell acknowledged the concern, stating that the Township is aware of the issue and has a strategy in place, though it would not be publicly disclosed. Mr. Frack encouraged residents to continue submitting evidence, especially as further action from the DEP is awaited.

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

- Planning Commission – Monday, June 16<sup>th</sup>, 2025 6:00 PM - Cancelled
- Board of Supervisors – Tuesday, June 24<sup>th</sup>, 2025 6:00 PM

- 11. Adjournment:** There being no further business, the meeting adjourned at 6:41 PM.

Respectfully Submitted,

Kimberly Rodriguez-Colon