



Allen Township Board of Supervisors

Meeting Minutes June 11, 2024 6:00 P.M.

A General Meeting of the Allen Township Board of Supervisors was held on Tuesday, June 11th, 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; Jason Frack; Dale Hassler; Paul Link; Tim Paul; B. Lincoln Treadwell, Jr., Esq.; Ilene Eckhart, Manager; Amber Averbeck, Assistant Manager; Tom Gogle, Public Works Crew Leader, and Stan Wojciechowski, PE, CME

Absent: Andrea Martin, Engineer

2. **Announcements and/or Actions to Add New Items to the Current Agenda:** No announcements or actions to add new items to the current agenda.

3. **Public Hearings:** There were no public hearings.

4. **Public to be Heard:** There was no public to be heard.

5. **Approval of Minutes:** Mr. Link made a motion to approve the minutes of April 23rd, May 14th, and May 28th; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes, except for Mr. Hassler who abstained from approving the minutes of April 23rd, 2024 due to being absent for the April 23rd meeting.

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 Paying of the Bills; seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors voted yes.

B. **Solicitor:** On file.

C. **Engineer:** On file.

D. **Planning/Zoning/Code Enforcement:** On file. Ms. Eckhart indicated that the Township has a new Zoning Officer, Mr. James Young. She stated that he started on May 20th, 2024, and is doing a great job. She explained that he is currently getting familiar with the Township. She stated that there will be a Planning Commission meeting on Monday, June 17th, 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. Ms. Averbeck stated that on June 29th, 2024, there will be a Touch-a-Truck event at the Howertown Park from 4:00 PM to 6:00 PM. She indicated that during the event there will be an ice cream truck, Sprinkles, selling various ice cream items. Ms. Averbeck stated that later in the evening, around 8:30 PM, the Sandlot movie will be playing at the Howertown Park and that the Bath Allen Youth Association will be selling food items during the movie.
- J. **Planning:** On file.
- K. **First Regional Compost Authority:** On file. Ms. Eckhart indicated that a member from the First Regional Compost Authority is stepping down and a new member from East Allen Township will be joining the First Regional Compost Authority. She stated that there will not be a June 2024 meeting.
- L. **Stormwater:** On file.

7. Unfinished Business:

- A. **Volunteer Firefighter Tax Credit Incentive Ordinance Draft (Amendment to Code Chapter 24) #2024-01: For Consideration:** Mr. Treadwell explained that the Volunteer Firefighter Tax Credit Incentive Ordinance Draft has been discussed at previous Board of Supervisor meetings, it has been advertised for public hearing and adoption, and the public hearing has taken place. He concluded that it is now ready for action by the Board of Supervisors.

Mr. Behler made a motion to adopt Ordinance 2024-01 as it pertains to the Volunteer Firefighter Tax Credit Incentive; seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors voted yes except for Mr. Hassler, who abstained.

- B. **Allen Township Municipal & Fire Station Complex Renovations – Preconstruction/Update:** Ms. Eckhart stated that on June 6th, 2024, herself and Mr. Gogle met with all the contractors and went over the finer details of the project. She explained that the interior demolition work is scheduled first and that the building is setup with a lock box so the contractors have access to the building. Ms. Eckhart stated that the Township has purchased the Builders Risk Insurance and it is in place as of Monday, June 10th, 2024.
- C. **Probation Period (Increment 1) Salary Adjustment Recommendation – Assistant Manager:** Ms. Eckhart explained that when Ms. Averbeck was hired, a midyear salary adjustment was discussed. Ms. Eckhart indicated that her recommendation would be a \$5,000.00 increment and that the adjustment be made retroaction to June 1st, 2024.

Mr. Behler made a motion to approve the salary increase of \$5,000.00 to the

Township Assistant Manager starting retroactively from June 1st, 2024; seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors voted yes.

8. **New Business:** Mr. Hassler asked Ms. Eckhart to provide an update for the bridges. Ms. Eckhart indicated that the Indian Trail Road Bridge is open, however, the Township will be looking at the guide rails returns at Kohls Road and the turning radius on Kohls Road. She stated that Public Works will be driving a Township's plow truck through Kohls Road and Indian Trail Road intersection to see how the road access is on both sides. Ms. Eckhart explained that depending on how the truck makes the turns, the Township may need to meet with PennDOT to look at making possible adjustments. She also explained that the Township will be examining the storm inlet, as it is close to Kohls Road, and the steepness of it. She stated that additional guide rails may need to be added to that road section.

Ms. Eckhart explained that there are no new updates for the Howertown Bridge. She explained that within the next couple of weeks, pavement work will begin and then the traffic lane will shift.

Ms. Eckhart indicated that the Township had a preconstruction meeting with the Northampton County representatives for the Willowbrook Road Bridge project. She explained that the contractor has elaborate signage to put into place and they have been working on placing the signage since Friday, June 7th, 2024. She stated that once the bridge is closed, the traffic signal at West Bullshead and Willowbrook Road will be changed to a blinking red light. Ms. Eckhart indicated that once the bridge is barricaded, the contractor will begin to burn off the deck of the bridge. She explained that the biggest lead time item will be the steel beams and there will be a point in time where there is not a lot of activity at the bridge due to the wait time with the beams. She indicated that the contractor felt confident that the bridge would be reopened in the Fall of 2024.

9. **Public to Be Heard:** Mr. Jay Howard of 5017 Indian Trail Road, stated that with the opening of the Indian Trail Road Bridge, he welcomed the Township to keep the speed signal signs up for as long as possible. He explained that one of the signs is in his yard and he was okay with the sign being there for as long as possible. He questioned if the Board would consider sending a letter to the State Police to provide coverage on Stage Coach Road. He stated that there was a driver who went through at fifty-nine (59) miles per hour. He indicated that vehicles are crossing the double yellow line in front of his property because PennDOT did maintenance and moved the yellow lines where they should not be. He stated that he will be sending a letter to PennDOT. Ms. Eckhart indicated that she will send a letter to the State Police. Ms. Eckhart stated that she will also talk with Lehigh Township regarding tractor trailer traffic. She stated that if they have a restriction on their portion of the road, they might want to be aware that the Indian Trail Road Bridge is open. Mr. Hassler indicated that he has seen more tractor trailers going past the Fire Company Building. Ms. Eckhart indicated that they might be considered local traffic but it is difficult to tell.

10. **Announcements:**

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, June 17th, 2024, 6:00 PM
- Board of Supervisors, Tuesday, June 25th, 2024, 6:00 PM
- Zoning Hearing 2024-01 Application of PTV 1363, LLC, Wednesday, June 26th, 2024, 6:00 PM
- Park and Recreation Board, Thursday, June 27th, 2024, 6:00 PM

11. Adjournment: There being no further comments or business the meeting adjourned at 6:13 PM.

Respectfully submitted,

Ilene M. Eckhart