



Allen Township Board of Supervisors

Meeting Minutes May 14, 2024 6:00 P.M.

A General Meeting of the Allen Township Board of Supervisors was held on Tuesday, May 14th, 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; B. Lincoln Treadwell, Jr., Esq.; Ilene Eckhart, Manager; Tom Gogle, Public Works Crew Leader, and Andrea Martin, Engineer

Absent: Tim Paul; Jason Frack; Stan Wojciechowski, PE, CME

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:

A. Volunteer Firefighter Tax Credit Incentive Ordinance Draft (Amendment to Code Chapter 24) #2024-01: Mr. Treadwell indicated that there is a public hearing tonight to discuss Ordinance #2024-01.

Mr. Behler made a motion to open the hearing; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes. Mr. Treadwell explained that the ordinance establishes the volunteer firefighter tax credit incentive program. He stated that the purpose of tonight is to see if the Board has any questions and comments and if not, then the hearing will be open for public questions or comments. Mr. Treadwell asked the Board if they had any questions, they did not. He asked if the public had any questions, to which they did not have any questions. Mr. Behler made a motion to close the hearing; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

Mr. Treadwell indicated that Mr. Hassler has abstained from any actions on the Volunteer Firefighter Tax Credit Incentive Ordinance due to his status as a volunteer firefighter and the Chief of the Fire Department. Mr. Treadwell suggested that since there are only two other Supervisors at tonight's meeting and three are needed to adopt an ordinance, the Board should make a motion to table Ordinance #2024-01 and authorize Ms. Eckhart to readvertise it for adoption at the next available public meeting.

Mr. Behler made a motion to table Ordinance #2024-01 and authorize Ms. Eckhart to readvertise it for adoption at the next available public meeting; seconded by

Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

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 9th, 2024, and April 23rd, 2024; seconded by Mr. Behler. Mr. Hassler stated that he would be abstaining from April 23rd, 2024, minute approval as he was not in attendance for that night's meeting. Mr. Treadwell indicated that the minutes for April 23rd, 2024, will need to be placed back onto another agenda. Mr. Behler made a motion to approve the minutes of April 9th, 2024; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.
6. **Reports – All reports on file with exception of the 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 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:** On file.
 - 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.
 - L. **Stormwater:** On file.
7. **Unfinished Business:**
 - A. **Northampton Business Center, Lot 3 Preliminary Subdivision and Land Development Plan:** Mr. Erich Schock, Esq. of Fitzpatrick Lentz, and Bubba P.C., indicated that the plan is very similar to the same plan that was previously discussed, however, the Board attached a condition to address the question of the road access onto Howertown Road. Mr. Schock indicated that at the Planning Commission meeting of April 15th, 2024, a recommendation for plan approval was given by the Planning Commission. Mr. John

McRoberts of the Pidcock Company indicated that there were several conditions that needed to be met for the conditional use, however, he felt that there was only one that required discussion. He stated that the first condition was complying with the township Engineer's comments to which he is working on the comments with the Barry Isett and Associates' office. He indicated that outside agency permits are still in the process of being obtained. Mr. McRoberts explained that the condition he wished to speak about was regarding Liberty Drive and Howertown Road access. Mr. McRoberts explained the restriction of tractor trailers from being able to enter Howertown Road was discussed to great length during the conditional use hearing, and that the Supervisors agreed that a physical barrier is needed to prevent tractor trailers from accessing Howertown Road. Mr. McRoberts indicated that the physical barrier needed to be something aesthetically pleasing and that would fit the architecture of the building. Mr. McRoberts explained that the physical barrier would be thirteen (13) feet high, which would preclude tractor trailers from entering at that point, however, it would allow the fire trucks to enter and exit that location. He explained that there are other minor improvements that have been added such as reduced curve radii and increased curb height that would still allow fire trucks and cars to enter, however, restrict tractor trailers from entering from and exiting onto Howertown Road. Mr. McRoberts explained that internally there are two other locations that would prevent tractor trailers from the truck court from going through parking lots and exiting at the Howertown Road driveway. Mr. McRoberts indicated that the address would be posted for 2400 Liberty Drive in the hopes that the GPS directions would bring the truck to the correct location. He stated that there is advanced signage proposed along Rt. 329 to direct tractor trailers to the correct truck entrance. He concluded that the advanced signage is subject to PennDOT review. Mr. McRoberts concluded that the other conditions are will comply with.

Mr. Treadwell questioned the status of the easement. Mr. Schock indicated that it is still being worked on. Mr. Treadwell stated that the final plan approval will not take place until everything is ready.

Mr. Hassler stated that the Fire Chief should review and approve all fire hydrant locations. He indicated that he would like to set a meeting up with someone to review the fire hydrants because the requirements are different from when the hydrants were installed on the other lots. He explained that the change took place on the Liberty Drive side where the hydrants are one and half (1 ½) times away from the building based on height. He shared the importance of this because if a hydrant is in the collapsing zone, it could cause issues with the building collapsing on the firetrucks and firefighters. Mr. McRoberts indicated that would not be a problem.

Mr. Behler made a motion to grant preliminary plan approval for Northampton Business Center Lot 3 as long as it meets all the conditions that were required from the conditional plan approval and satisfies all the comments from the Barry Isett letter dated April 8th, 2024; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

B. Park Equipment Purchases: Ms. Eckhart stated that she is seeking the Board to ratify the changes that were made to the overall park equipment plan. She stated that the equipment changes involved the Allen Township Dog Park, Howertown Park, and Kreidersville Park. Mr. Behler made a motion to move forward with the recreation equipment purchases; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors

voted yes.

C. Authorization to Prepare Bid Solicitation – Municipal Waste and Recycling: Ms. Eckhart explained that she recently discussed an extension of the current contract with the current contractor, J.P. Mascaro. She indicated that J.P. Mascaro felt that it was too early to consider. Ms. Eckhart stated that the new contract would not start until June of 2025, however, it takes several months to prepare the bid. She questioned if the Board would like to place a baseline such as unlimited trash or alternatives as well. Mr. Behler stated that he was not against viewing alternatives, however, there were a lot of complaints previously about the trash not being unlimited.

Mr. Behler made a motion to authorize Ms. Eckhart to prepare the base bid solicitation document for the garbage municipal waste and recycling; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

D. Draft Resolution #2024-12 American Rescue Plan Funds to General Fund Expenses (Budgetary Transfer): Mr. Behler made a motion to approve the draft Resolution #2024-12 for transferring the American Rescue Plan Funds to the General Funds; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

E. Requests for Fire Police – Various Processions/Events May 25th (Memorial Day) through September 2nd, 2024 (Labor Day): Ms. Eckhart explained that the Fire Police requests happen yearly, however, typically the requests go to the Board as events are scheduled. She stated that this year, as long as the Fire Company has Fire Police available, she was seeking Board approval for requests for Fire Police for future events from May 25th through September 2nd, 2024. Mr. Behler questioned if the Board would be approving requests that have not been made yet so it would be considered a preapproved request. Ms. Hassler indicated that was correct as it would allow approval for events that take place in between meetings.

Mr. Behler made a motion to approve Fire Police requests between May 25th, 2024, and September 2nd, 2024; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

8. **New Business:**

A. Proposal for Invoicing Platform (Trash and Sewer) – Diversified Technologies: Ms. Eckhart explained that Diversified Technologies offers product software that is commonly used for utility billing software and portals. She indicated that they have about 450 municipal accounts to whom they offer software services. Ms. Eckhart explained that she wishes to streamline the sewer and trash payment process. She indicated that there are a total of eleven steps to the invoicing and payment processing for the City of Bethlehem bills. Ms. Eckhart stated that Diversified Technologies will modernize the billing and payment process and could potentially allow quarterly payments for trash. Mr. Link questioned if the software allowed online payments. Mr. Behler stated that he felt that the Township should pay for the credit card payment fee. Mr. Link felt that the Township should not cover the credit card fee. Mr. Behler felt that people would not utilize the online payment system if they had to pay a credit card fee. Mr. Hassler felt that it was about fairness. He stated that people who prefer to pay with a credit card may be getting money back while people paying other ways will not be getting money back. Mr. Hassler felt

that the Board should move forward with Diversified Technologies but table the discussion about fees.

Mr. Link made a motion to allow Ms. Eckhart to move forward with Diversified Technologies for trash and sewer invoices and payments; seconded by Mr. Behler. On the motion, by roll call vote, all present Supervisors voted yes.

B. Proposal for Collection of Local Services Tax: Ms. Eckhart explained that the Township receives hundreds of LST payments for the Township itself but also for other municipalities, such as the City of Allentown, East Allen Township, Northampton Borough and so forth. She stated that it is time consuming going through the checks to verify that they truly belong to Allen Township. It was discussed that Keystone Collections would be a preferable collection agency as it collects school and earned income tax from residents within Allen Township.

Mr. Behler made a motion to accept Keystone Collections' proposal for local services tax; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

C. Ratification of Acceptance of Resignation of Treasurer: Mr. Behler made a motion to accept Ms. Yohanna Vega's resignation letter; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

D. Appointment of Township Treasurer: Mr. Behler made a motion to appoint Ms. Ilene Eckhart as the Township Treasurer; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

E. Appointment of Assistant Treasurer: Mr. Behler made a motion to appoint Ms. Amber Averbeck as Assistant Treasurer; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

F. Ratification of Zoning Officer Conditional Offer of Employment – Candidate JY: Ms. Eckhart indicated that the candidate has passed his background check and is ready to begin on May 20th, 2024. Mr. Behler made a motion to ratify the offer of employment for candidate JY for Zoning Officer.

G. Request for Additional Clerical Temporary Position – (pursuant to Allied Staffing Agreement): Ms. Eckhart explained that she talked with the representative from Allied Staffing that the Township is seeking a potential candidate with accounting experience. Mr. Behler made a motion to approve of Ms. Eckhart hiring an additional clerical temporary position from Allied Staffing Agency as she sees fit; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

H. Zoning Ordinance Amendment – Accessory Structures and Uses: Ms. Eckhart indicated that the Township has not modified the section of its Zoning Ordinance that deals with accessory structures. She stated that it allows for large accessory structures used for residential or agricultural type without much more than a zoning permit, building permit, and a grading, unless it is large enough where the applicant needs to go to NPDES. She stated that she has found that other Townships with rural land or low-density land are limiting the size of the accessory building. She concluded that she would bring examples back to the Board of Supervisors, but

she felt that this is something that the Township should research more about. Mr. Behler questioned if this was something that would go to the Planning Commission. Ms. Eckhart indicated that was correct. Mr. Hassler recommended that the Township examines and updates other ordinances that have not been updated for some time.

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

9. Public to be Heard: There was no public to be heard.

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:

- Board of Supervisors, Tuesday, June 11th, 2024, 6:00 PM
- 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 (Tentative Date)
- Park and Recreation Board, Thursday, June 27th, 2024, 6:00 PM

11. Adjournment: There being no further comments or business the meeting adjourned at 6:48 PM.

Respectfully submitted,

Ilene M. Eckhart