



Allen Township Supervisors

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Bruce Frack, Chairman
Dale Hassler, Vice Chairman
Larry Oberly
Alfred Pierce
Gary Behler

Brien Kocher, P.E.
B. Lincoln Treadwell, Jr., Esq.
Ilene M. Eckhart, Manager

ALLEN TOWNSHIP SUPERVISORS MEETING MINUTES Thursday, December 8, 2016

A General Meeting of the Allen Township Supervisors was held on Thursday, December 8, 2016, at 7:00 P.M. at the Allen Township Municipal Building, 4714 Indian Trail Road, Northampton, Pennsylvania 18067. The Pledge of Allegiance to the Flag was led by Chairman Bruce Frack.

Roll Call: Bruce Frack - Present; Larry Oberly - Present; Alfred Pierce - Present; Dale N. Hassler - Present; Gary Behler - Present; Hanover Engineering Associates, Inc - Absent; B. Lincoln Treadwell, Jr., Esq. - Present; and Ilene M. Eckhart - Present

Public to be Heard: No public comments

Public Hearings: No scheduled public hearings.

Approval of Minutes: Mr. Hassler made a motion to approve the minutes of November 10th and 22nd as presented, seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors present voted yes.

Reports

A. Treasurer: Mr. Behler made a motion to approve the Treasurer's Report and pay the bills; seconded by Mr. Oberly. On the motion, by roll call vote, all Supervisors present voted yes.

B. Solicitor: On file.

i. Draft Ordinance Amendment – Sidewalk Regulations: Mr. Treadwell presented an amendment to Section 402 of the Township Code to prevent parking in various areas including sidewalk, curb, etc. Mr. Behler questioned if the draft ordinance would still need to be enforced by the State Police. Mr. Treadwell felt this could be enforced by the Code Enforcement Officer as well as the police. Mr. Behler asked that the draft be amended to include a partial obstruction of the sidewalk. Mr. Pierce made a motion to make the change and authorize advertisement with the revision as noted in the draft for

public hearing; seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors present voted yes. Mr. Treadwell indicated the police would be made aware of the ordinance upon adoption.

ii. Walker Drive Dedication – Resolution 2016-13: Mr. Treadwell indicated that the Resolution as presented would accept the deed of dedication and the maintenance bond would need to be provided as a condition. Mr. Pierce made a motion to adopt the resolution accepting dedication; seconded by Mr. On the motion, by roll call vote, all Supervisors present voted yes.

iii. Willow Ridge Security Request: Mr. Treadwell reviewed two letters dated November 21, 2016 from the Law Offices of Howard M. Brown regarding the request to release the remaining security from the entity which was previously Atlantic Companies involved with the development of the Willow Ridge project. The breakdown in releases was suggested by Attorney Brown as follows: Ridgewood Real Estates Partners LLC (Singles/Twins) in the amount of \$51,146.70; Patriarch Willow Ridge LF (Apartments) in the amount of \$157,494.74.

Following some discussion regarding the remaining items, Mr. Oberly made a motion to release all funds less that calculated by the Engineer and Solicitor; seconded by Mr. Pierce. On the motion, by roll call vote, all Supervisors present voted yes.

C. Engineer: On file.

i. Willowbrook Road Verizon Line Relocation – Ms. Eckhart updated that Alston Construction (pertaining to the Willowbrook Road construction) has continued to work through options for replacement of the Verizon line. Ms. Eckhart indicated that Alston has resolved the issue with Verizon (by Verizon) allowing for the installation of a temporary line along the fence adjacent to the Fuller Farm in the landscape area along the roadway. This will allow the contractor to remove the trees along the roadway and install the storm drain work. She further explained once Alston completes their work in this area Verizon will reinstall the permanent lines at the same location that they are presently located. This allows Alston to move forward with Verizon being able to serve the radar tower and not have to work in the roadway. She explained Alston therefore should not have to close the lane and work on the weekends as discussed at the previous Board meeting. This work will still result in lane flagging for the protection of the work zone during certain times.

She indicated that the proposed work will begin on or about December 14th and take several days to complete. There will be lit signage installed in advance of the work area. Mr. Oberly was still concerned about the signage warning and locations. Mr. Oberly felt the “expect delays” signage should be visible from West Bullshead and East Bullshead so that people approaching Willowbrook have options to turn to avoid the area. Mr. Oberly also stressed that the messaging signage should be installed and kept in place for the duration of the project. Ms. Eckhart added that the radar speed signage has been installed and seems to be having a positive change on driving conditions (as well as added enforcement). Based on the update, the Board agreed by consensus to the flagged conditions to protect the work zone for the Verizon line relocation work as well as the subsequent utility crossings.

D. Zoning Officer: On file.

E. Code Enforcement: On file.

F. Road Superintendent/Public Works Leader: On file. Mr. Gogle provided a report which included a concern about the fat, oil and grease (FOG) cleanout at the Willow Green pump station. Mr. Oberly was very concerned about the Willow Green FOG issue and the impact on the sewer system.

Following some discussion, the Board indicated a letter should be sent notifying the residents (or the property management company responsible for the Community) of the condition as well as the potential to harm the sanitary sewer system. Mr. Gogle indicated that supplemental bacteria was added to the Willow Green system due to the FOG found at this location.

As follow-up to Mr. Gogle's report, Ms. Eckhart commented on the Savage/Rt. 329 loop repair estimated at \$1,800 from Telco. Mr. Oberly made a motion to proceed with the repair in the amount of approximately \$1,800; seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors present voted yes.

G. Fire Company: On file. Mr. Hassler provided the report for the month of November 2016.

H. Emergency Management Coordinator: On file.

I. Nazareth COG Report: Mr. Krill reported on the recent meeting.

J. Parks: On file.

K. First Regional Compost Authority: On file. Mr. Oberly reviewed a concern raised at the last FRCA meeting regarding activities at the Allen Township drop off on a Sunday, November 13, 2016. Mr. Oberly indicated he reviewed the surveillance video and there were no commercial haulers at the site. Most individuals took finished material out of the Township site on that day.

L. Stormwater – Ms. Eckhart commented on the Map Decisions data collection.

Unfinished Business

A. 2017 Budget Adoption: Mr. Hassler made a motion to adopt the Budget for 2017 with the millage rate of 5.0 mills; seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors present voted yes.

New Business

A. Municipal Liability Issues Seminar – March 1, 2017: Mr. Behler made a motion to authorize Ms. Eckhart to attend the seminar; seconded by Mr. Oberly. On the motion, by roll call vote, all Supervisors present voted yes.

B: Personnel Policy and Procedures Manual - Updates: Ms. Eckhart suggested the following change to the personnel policy Section 4.8 #7 as follows: “Vacation leave requests for public works (highway department) must be submitted to the department head by December 15th of the preceding year in order to be given consideration in the department vacation schedule for the timeframe of January 1st through March 31st of next calendar year. Vacation leave requests for public works (highway department) must be submitted by March 15th of any calendar year in order to be given consideration in the department vacation schedule for the timeframe of April 1st through December 14th.”

She further suggested a change to Section 4.8 #7.b as follows: “Only one employee (from highway department) may be on vacation at any time.

She further suggested a change to Section 4.8 #8 as follows: “Vacation leave requests for all employees must be submitted in writing to the department head at least two weeks prior to the time requested and shall be approved by the Township Manager, or designee. Any exceptions must be approved by the Township Manager, or designee.”

Mr. Pierce made a motion to amend as suggested by Ms. Eckhart; seconded by Mr. Oberly. On the motion, by roll call vote, all Supervisors present voted yes.

C. 2017 Reorganization Meeting – Authorization to Advertise Tuesday, January 3, 2017 (Time to be determined) at 5:00 PM: Following some discussion regarding work schedules, the Board agreed by consensus to authorize Ms. Eckhart to advertise the January 3, 2017 Reorganization Meeting of the Board at 5 PM.

Public to be Heard:

Ms. Eckhart requested an executive session regarding personnel.

Mr. Oberly made a motion to cancel the meeting of December 27th, 2016; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes.

There being no further business the meeting adjourned at 7:40 P.M.

Respectfully submitted,

Ilene M. Eckhart