



## Allen Township Board of Supervisors

### Meeting Minutes June 9, 2020 7:00 P.M.

A General Meeting of the Allen Township Board of Supervisors was held on Tuesday, June 9, 2020, at 7:00 P.M. held by teleconference due to the Disaster Emergency (Resolution 2020-10 & Resolution 2020-11 – with a sunset clause of June 14, 2020) created by the COVID-19 Coronavirus Pandemic. The Pledge of Allegiance to the Flag was led by Chairman Dale Hassler.

1. **Roll Call:** Present: Carl Edwards; Gary Behler; Bruce Frack; Dale Hassler; Gerald Montanari, Sr.; B. Lincoln Treadwell, Jr., Esq.; Stan Wojciechowski, PE, CME.; Ilene Eckhart, Manager.
2. **Public to be Heard:** No comments from the public.
3. **Public Hearings:** No Public Hearings.
4. **Approval of Minutes:** Mr. Behler made a motion to approve the minutes of May 12th and May 26th, 2020; seconded by Mr. Montanari. On the motion, by roll call vote, all Supervisors present voted yes.
5. **Reports – All Reports with exception of the Treasurers Report noted as “on file”.**
  - A. **Treasurer:** Mr. Frack made a motion to approve the Treasurers Report and Pay the bills; seconded by Mr. Montanari. On the motion, by roll call vote, all Supervisors present 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:** No report.
  - H. **Parks:** On file. Ms. Eckhart requested the Board’s wishes regarding reopening of the Township Parks, especially related to organized activities. Mr. Edwards stated he was in favor of opening everything as soon as we can. Mr. Frack stated he agreed with Mr. Edwards. Mr. Behler stated he would like to continue to follow the Governors directive. Mr. Hassler agreed with Mr. Behler. Mr. Hassler further stated he did favor moving ahead but that the Township was part of the State

Government and therefore he felt the Township should follow what the Governor directs. Following some further discussion, the Board requested Ms. Eckhart and Mr. Treadwell look into the CDC park guidelines.

**J. Nazareth Council of Government: No meeting since last report**

**K. First Regional Compost Authority: No report.**

**L. Stormwater: On file.**

## **6. Unfinished Business**

### **A. Expiration of Resolution 2020-11, Declaration of Disaster Emergency, COVID-19:**

Mr. Behler made a motion to extend the Disaster until September 9<sup>th</sup>, 2020 or if the Governor lifts the statewide disaster emergency prior to this time or if Allen Township Supervisors lifts the disaster by their action prior to September 9<sup>th</sup>, 2020; seconded by Mr. Montanari. On the motion, by roll call vote, Mr. Frack – no; Mr. Behler – yes; Mr. Montanari – yes; Mr. Edwards – no; Mr. Hassler – yes.

**B. Stone Ridge, Completion of Paving and Outstanding Requirement Public Improvements:** Mr. Wojciechowski summarized his report regarding the paving and other outstanding public improvements. He indicated at this point all of the Phase 2 homes have been issued certificates of occupancy and no plans were submitted to the Township for review for Phase 3. He noted the deteriorating condition of the base course within his report. He indicated he asked the project owner for a schedule to closeout Phase 2 and was seeking the Boards involvement to escalate the matter. Mr. Montanari felt the project owner should respond to the Township. Mr. Behler felt the project owner should be given thirty days to complete the work or a drop dead date. Mr. Behler suggested July 17<sup>th</sup>, 2020 as the date for completion of the project. Following some further discussion, Mr. Behler made a motion to notify the developer that all paving needs to be completed by July 31, 2020 or the Township would draw down on the financial security for the completion of work by the Township; seconded by Mr. Montanari. On the motion, by roll call vote, all Supervisors present voted yes. Mr. Hassler felt the notice should be sent as a registered letter.

**C. Fire Code Implementation and Designation of Fire Code Official:** Ms. Eckhart explained, she asked Cindy Witman of Base Engineering to join the call this evening as the current Township Building Code Official. Ms. Eckhart explained the majority of construction projects in the Township consist of large warehouse type facilities which has brought to light the importance of the Fire Code and the role of the Fire Code Official. She further recommended the most beneficial course of action would be the full implementation of the Fire Code with the appointment of a Fire Code Official. Ms. Eckhart explained the Fire Chief/Fire Marshall would take on the clear role as the Authority Having Jurisdiction in coordination with the Fire Code Official, to provide technical review of the building permit plans at the beginning of the permit submission process. Mr. Treadwell added that the draft ordinance has been circulated for the implementation of the Fire Code and the associated roles. Mr. Hassler explained his current role as Fire Chief/Fire Marshall. Mr. Frack made a motion to authorize the advertisement of the draft ordinance that would adopt the 2015 Fire Code; seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors present voted yes.

**D. Willowbrook Road Safety Study (Median Barrier):** Ms. Eckhart explained over the past month or so many issues have been brought to light regarding the structures/projects desiring access to Willowbrook Road. Ms. Eckhart indicated the road was planned with a major widening with added lanes for primarily industrial purposes. Initially the concept of a median was discussed but did not materialize through the traffic impact study process. Mr. Wojciechowski explained some of the calming measures that could be studied. He indicated there are concerns regarding the speed on the roadway and other conflicts when turning movements are introduced in a higher than desired speed condition. Mr. Wojciechowski requested the Boards feedback regarding the desired study area and he suggested from the Catasauqua Creek Bridge to the Hanover Township municipal boundary. A clear scope on the area of the corridor to be studied was required to obtain a clear estimate on the cost of the study which were initially estimated between \$6,500 and \$10,000. Mr. Frack made a motion to proceed with the study at an estimated cost of \$6,500 to \$10,000; seconded by Mr. Montanari. Mr. Behler clarified he was agreeable with the scope from the Wayne Grube Park Entrance or the Catasauqua Creek Bridge southbound on Willowbrook to the Hanover Township, Lehigh County Municipal Boundary. On the motion, by roll call vote, all Supervisors present voted yes.

**E. Resolution 2020-13 PennDOT Rt. 329 Right of Way Releases – Signature Authorization:** Mr. Treadwell explained the PennDOT requirement of the Resolution pertaining to the signature authorization. Mr. Behler made a motion to approve Resolution 2020-13, which would authorize the Chairman of the Board of Supervisors to sign the deeds for the Right of Way which the Township acquired for the Rt. 329 Improvements to be turned over to PennDOT; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes, with the exception of Mr. Hassler whom abstained.

## **7. New Business**

**A. Next Public Meetings – In-Person Format:** Ms. Eckhart discussed the meeting format change in location at such time when Northampton County would be moved to the “Green Phase” pursuant to Governor Wolf’s phased reopening plan. Mr. Hassler felt there should be motion to authorize the Township Manager to immediately advertise the change in location to the Fire Company Building as soon as the change to the Green Phase is announced as an “in-person” meeting.

Mr. Behler questioned the advertising requirements and the staff’s ability to rearrange the seating. Ms. Eckhart confirmed that a 24-hour advertising minimum was required and the staff was available to rearrange the seating. Mr. Treadwell commented regarding the requirement of wearing masks – would masks be required? Mr. Montanari felt yes masks should be initially worn for one or two meetings. Mr. Behler agreed masks should be worn – but questioned how the Board would enforce the requirement and that it was a tough situation. He felt that maybe “highly encouraged” vs. mandatory could be an option. Mr. Montanari felt the location should be prepared with proper distancing – to possibly not require masks but the issue might still be questioned.

Mr. Hassler felt that possibly the Board continue with the virtual meeting format for another few meetings but he felt a sign could be posted requiring masks. Following further discussion concerning the evolving situation, the Board generally agreed to hold the June 23<sup>rd</sup> meeting via virtual meeting and discuss the matter again. Mr. Edwards did not agree and felt the Governor was overstepping his authority.

**B. Gilmore and Associates, Planner Judith Goldstein Appointment:** Mr. Behler made a motion to appoint Gilmore and Associates, at the previously approved fee schedule, per the correspondence of planner Judy Goldstein for her work on the Fuller Curative Amendment Project and Environmental Performance Standards Project; seconded by Mr. Montanari. On the motion, by roll call vote, all Supervisors present voted yes.

**8. Public to be Heard:** Richard Novak, questioned the timeframe on Fuller Willowbrook Curative Amendment. Mr. Treadwell indicated the current extension of time is until the end of July 2020.

There being no further comments or business the meeting adjourned at 7:56 PM.

Respectfully submitted,

Ilene M. Eckhart