



## Allen Township Supervisors

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### ALLEN TOWNSHIP SUPERVISORS

#### MEETING MINUTES

Thursday, December 14, 2017

A General Meeting of the Allen Township Supervisors was held on Thursday, December 14, 2017, 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 Larry Oberly.

**Roll Call:** Bruce Frack - Present; Larry Oberly - Present; Alfred Pierce - Present; Dale N. Hassler – Present; Gary Behler - Present; Bob Cox, PE – Barry Isett Associates, Inc. – Present; B. Lincoln Treadwell, Jr. Esq. - Present; and Ilene M. Eckhart – Present

**Public to be Heard:** Mr. Oberly introduced Mr. Zac Mako, State Representative who was present to introduce himself and ask for the Board's input regarding any concerns or questions with which his office may assist.

**Public Hearings:** No scheduled public hearings.

**Approval of Minutes:** Mr. Hassler made a motion to approve the minutes, seconded by Mr. Frack. 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. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

B. **Solicitor:** On file.

C. **Engineer:** On file. Mr. Cox explained the issues regarding the Willowbrook Road construction issues including the visibility problems of the pavement markings caused by continued tracking of mud out onto the roadway by construction contractors.

D. **Zoning Officer:** On file.

- E. Code Enforcement:** On file. Ms. Eckhart indicated she is working with the Code Enforcement Officer and the property owners to clear the site distance issues at Hogan/Savage and Rock/Cherryville Road.
- F. Road Superintendent/Public Works Leader:** On file.
- i. Call-In Snow Plow Drivers:** Mr. Behler made a motion to hire both Randall Kresh and Mark Kocher as call-in snow plow drivers; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.
- G. Fire Company:** On file.
- H. Emergency Management Coordinator:** On file.
- I. Nazareth COG Report:** No report. Meeting was cancelled.
- J. Parks:** On file.
- i. PA DCNR Early Implementation Project:** – Ms. Eckhart provided a brief overview of the status of the Park, Recreation and Open Space Comprehensive Plan Draft and PA DCNR’s involvement with the consultant to finalize the plan. Ms. Eckhart reviewed the Early Implementation Project funding available from PA DCNR to focus on the Dog Park residual area. Following some further discussion Ms. Eckhart requested the Board’s authorization to develop a scope of work narrative for the residual Dog Park holdings to be forwarded for consideration by PADCNR for funding as an Early Implementation Plan Project. Mr. Behler made a motion to authorize Ms. Eckhart to proceed with the development of the narrative for the Dog Park residual holdings (Northampton County Property Management Agreement) as an Early Implementation Plan Project; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes.
- K. First Regional Compost Authority:** No report.
- L. Stormwater**
- i. MS4 Informational Pollution Reduction Plan Cycle:** Ms. Eckhart provided a recap of the Pollution Reduction Plan Kickoff Meeting of December 12<sup>th</sup>, 2017. She further explained the public meeting requirements for the next reporting cycle. Following some further discussion, Mr. Behler made a motion to authorize advertisement of the required public meetings for the first meeting in April and the first meeting of July 2018 in advance of the adoption of the MS4 Pollution Reduction Plan; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

### **Unfinished Business**

- A. Radar Speed Signage TE-160 (for Willowbrook, Atlas and Savage Roads) and Resolution 2017-022 Authorizing PennDOT Application for Traffic Signal Approval:**

Ms. Eckhart presented the radar speed signage PennDOT applications for permits to install the signage. Mr. Hassler made motion to adopt Resolution #2017-022 to authorize the applications to PennDOT for the installation of six radar speed signage units; seconded by Mr. Pierce. On the motion, by roll call vote, all Supervisors present voted yes.

**B. St. Johns Howertown Church – Rt. 329 Detour Easement – Traffic Calming Measures/Speed Limit Reduction Signage:**

Ms. Eckhart reviewed discussions of a recent meeting with representatives of the Church and Langan (the engineering firm designing the Rt. 329 improvements). She indicated a temporary easement will be needed from the Church for a temporary signal and associated widening needed during the Rt. 329 detour due to the culvert replacement, which will be necessary during construction. She indicated the Church has requested consideration from the Board regarding the following traffic calming measures which may improve the area in the vicinity of the Church property for the long term:

1. Posting of a 25 mph speed limit sign along Atlas Road;
2. Addition of speed tables for vehicles approaching the crosswalk in both directions;
3. Restripe the cross walk to be a continental cross walk; and
4. Add hidden driveway sign for approaching the church parking lot from the west.

Mr. Gonzalez, of the Township Engineers office, offered comments and an aerial markup plan which proposed some pedestrian crosswalk locations, as well as the addition of a sidewalk. Following some discussion, the Board felt that the crosswalk changes in location (towards Weaversville Road) were not feasible nor safer due to the speeds along Weaversville Road. The Board agreed the crosswalk should not be moved from the current location. Ms. Eckhart indicated that she would return with further details following another meeting with the Church representatives. Ms. Eckhart indicated that the improvements would be funded by the developer.

**C. Brake Retarder Response - PennDOT:** Mr. Oberly reviewed the response from PennDOT to the study request. Mr. Cox felt that the response was contrary to what people would expect to have done. PennDOT rejected brake retarders for all requested study areas with the exception of the severe curve at Cherryville Road.

**D. City of Bethlehem – Response Location of Waterline Installation(s):** Mr. Oberly reviewed a letter recently received from the City of Bethlehem as well as a follow-up email from the City which described the City standard installation detail for waterline installations is to locate mains buried under the paved cartway. The waterline location is to be nine feet off of the face of curb, with all hydrants and service lateral valves installed two feet behind the face of curb. This correspondence was generated by the City in response to the Jaindl property development between Howertown and Seemsville Roads. Mr. Cox provided a recommendation that the waterline is best placed in the right of way but it would be a personal choice for the Township. Mr. Clater interjected that there is a difference between industrial and residential developments with respect to the location of the waterlines and factors to take into consideration due to the volume of traffic in industrial developments. Mr. Clater indicated that the Planning Commission has held the position in the past that the waterlines are located outside of the pavement areas in these types of developments. Mr. Pierce disagreed with the location outside of the pavement or street right of way area. He felt the standard was in place to allow for access and traffic flow should not take

priority over the access to water utilities. Mr. Behler agreed with Mr. Clater and was concerned that the precedent has been set for industrial developments. Following some discussion regarding the standards for installation and prior land development approvals in the Township in the NBMA service area, which allowed for an alternative location for water line utilities, Mr. Hassler made a motion to place the waterline in the shoulder of the cartway; seconded by Mr. Pierce. On the motion, by roll call vote, all Supervisors present voted yes with the exception of Mr. Behler who voted no. Mr. Behler reminded about the City of Bethlehem promise to upgrade the system to improve the Drexel Heights pressure. As a follow-up, Mr. Behler made a motion to direct the Manager to draft a letter to the City of Bethlehem to request an update on the Drexel Heights pressure issues and request that the City implement improvements to Drexel Heights as they develop the plan to service the proposed Jaindl Development as well as the variety of issues related to the City of Bethlehem water service; seconded by Hassler. On the motion, by roll call, all Supervisors present voted yes. Mr. Pierce felt that the City should be meeting with the Township to fix the pipe and make the appropriate crossover improvements.

**E. Payroll Outsourcing Quotes for 2018:** Ms. Eckhart requested the Boards consideration to implement the proposal of JetPay for the outsourcing of payroll and tax filings for 2018 in the amount of \$2,600 annually. Mr. Behler made a motion to approval the JetPay proposal for 2018 in the amount of \$2,600; seconded by Mr. Pierce. On the motion, by roll call vote, all Supervisors present voted yes.

**F. 2018 Budget – Adoption:** Mr. Pierce made a motion to adopt the 2018 budget; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes. Mr. Hassler requested the Manager look at the Municipal Waste and Recycling Fund in consideration of an appropriate fee reduction for the 2018 annual Reorganization Meeting.

### **New Business**

**A. Authorization to Advertisement – 2017 Financial Audit to be performed by CPA and Letter of Engagement France, Anderson, Basile and Company:** Mr. Frack made a motion to authorize advertisement of the 2017 financial audit to be performed by France, Anderson and Basile and Company; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes.

**Public to be Heard:** Mr. Pierce announced the Keystone Collections contract has been reduced again for the collections of earned income tax, which has been providing an excellent collection rate since changed to the County-wide system.

Mr. Clater, Snow Hill Road, commented regarding the Board's decision this evening concerning the location of the City of Bethlehem waterline. He was concerned about the change in the Board's position of utilities in the industrial developments in the roadbed. Mr. Clater questioned what the Planning Commission was to do when negotiating with developers? Mr. Frack felt that the Township needs to cooperate with the City as the City need to maintain the waterline. Mr. Pierce argued that the standard is in place for good reason.

Mr. Clater further requested that advance signage be placed on Rt. 329 to forewarn of the truck restriction on Savage Road. Following Mr. Clater's request, Mr. Pierce made a motion to request PennDOT to install the appropriate No Truck Approach Warning Signage on Rt. 329 at Savage Road; seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors present voted yes.

Mr. Oberly recognized Mr. Pierce's service to the Board and Planning Commission over the years, with a tenure of over sixteen years.

There being no further business the meeting adjourned at 8:35 P.M.

Respectfully submitted,

Ilene M. Eckhart