



Allen Township Board of Supervisors Meeting Minutes April 22nd, 2025 6:00 P.M.

A General Meeting of the Allen Township Board of Supervisors was held on Tuesday, April 22nd, 2025, at 6:00 P.M. at the Allen Township Municipal Building, located at 4714 Indian Trail Road, Northampton, PA. Mr. Behler led the audience in the Pledge of Allegiance to the Flag.

1. Roll Call:

Present: Gary Behler; Dale Hassler; Paul Link; Jason Frack; B. Lincoln Treadwell, Jr., Esq.; Michael Schwartz, PE, Engineer (Gilmore & Associates, Inc.); Ilene Eckhart, Manager; Amber Averbek, Assistant Manager; and Tom Gogle, Public Works Crew Leader

Absent: Tim Paul; and Layla Denissen, Engineer (Barry Isett & Associates, Inc)

2. Announcements and/or Actions to Add New Items to the Current Agenda:

Ms. Eckhart indicated that she would like to bring up an item at the end of the meeting. She explained it would be on the schedule for moving into the new building.

3. Public Hearings:

None.

4. Public to be Heard:

No public to be heard.

5. Unfinished Business

A. Allen Township Building Renovation Project Phase 2 – Applications and Certification of Payments/Change Orders/Allowances:

- i. **Thin Stone Veneer for Front Entrance Columns:** The Supervisors generally discussed the thin stone veneer for the front entrance columns. No motion was made.
- ii. **Stone Retaining Wall – Lettering:** The Supervisors generally discussed the stone retaining wall-lettering. No motion was made.
- iii. **Garage Options:** The Supervisors generally discussed the garage options. No motion was made.
- iv. **Fence for Generator/HVAC Unit Area (Credit Optional Material):** The Supervisors generally discussed the fence for the generator and HVAC unit area. No motion was made.
- v. **Epoxy Floor Application – First Floor Fire Station Area:** The Supervisors generally discussed the epoxy floor application for the Fire Station. No motion was made.
- vi. **Windbreak Vestibule – First Floor Fire Station Area:** The Supervisors generally discussed the windbreak vestibule. No motion was made.

vii. ***Sound Masking System Quote:*** Ms. Eckhart stated that she has spoken with her daughter, who works at an architectural supply company in New Jersey about this type of equipment. She stated that the company was not on Costars. Ms. Eckhart explained that she consulted with Mr. Bob Bysher of NA Studios to explore sound masking options and potentially obtain a quote for the Township. She explained that the need for a sound masking system arises from the sensitive nature of some conversations held in the office, which can involve resident matters or legal issues. She further explained that the system creates ambient noise to prevent private discussions from being easily overheard. She added that with the Township office coexisting with the Fire Company in the new building, the sound masking system could help mitigate background noise. She stated that Mr. Bysher was present at the meeting should the Board have any questions.

Mr. Hassler expressed his support for installing the system. Mr. Bysher informed the Supervisors that his supplier is increasing prices by 40% due to tariffs, and his current quote would no longer be valid effective Monday, April 28th, 2025. Mr. Link suggested that the tariffs might not be long-lasting and questioned if prices would decrease accordingly. Mr. Bysher indicated that prices might adjust after the tariffs end, though the timing is uncertain. Mr. Bysher also presented a second option in his quote, dividing the sound masking system into two zones: the hallway and all the offices. He explained that this would allow for soft music in the hallway while the sound masking operates in the offices. His quote also includes a microphone for potential emergency broadcasts through the speakers. He noted that the system could be housed in Ms. Eckhart's office cabinet, potentially saving costs on a rack. Ms. Eckhart indicated she might not personally use that cabinet so it could be used for the system.

Mr. Link suggested waiting on this decision and including it in future budget discussions. Mr. Behler was agreeable to either waiting to make a decision or for the quote approval at tonight's meeting. Mr. Hassler stated that if Ms. Eckhart recommends the installation, given her oversight of the office building, the Township should proceed. He emphasized that the Township building is moving to a building due to the need for better security and privacy compared to the current open layout and that the equipment would add to the security. Mr. Link stated that the 40% price increase should apply only to the materials, which Mr. Bysher confirmed that the increase did not reflect for his installation time.

Mr. Frack questioned the rationale for delaying the decision. Mr. Link proposed waiting until all quotes for other items are received. Mr. Hassler countered that the Township building will be opening soon and the installation is likely desired regardless. He posed the question of whether the Board wants the system or not. Mr. Frack saw no reason to postpone the decision. Mr. Bysher stated that if a decision were made, he could acquire the equipment within about 10 days, making installation feasible around the building's opening.

Mr. Hassler made a motion to approve the quote for only the sound masking equipment for \$8,209.00; seconded by Mr. Frack. On the motion, by roll call vote, all present Supervisors voted yes.

B. 2025 Allen Township Road Program Bids – Recommendation Bids Received and Tentative Award (Village Drive, Jennings Run, Walking Purchase Circle, Yeats Run, and Marshall Run): Mr. Schwartz indicated that he was in attendance to follow up on the last meeting. He stated that based

on the conversation from last meeting, the consensus was to go with the traditional mill and overlay. He stated that the low bidder was Enterprise Stone & Lime CO., Inc.. He stated he and his team reviewed all the submitted materials and that everything has been submitted properly. Mr. Schwartz stated that he has called the company's references and that they come back with only positive feedback regarding their workmanship, communication, and ability to do the job. He concluded that based on the feedback, Gilmore and Associates, Inc. wrote a bid award recommendation for Enterprise Stone & Lime CO., Inc., in the amount of \$305,449.67.

Mr. Hassler made a motion to award the bid to Enterprise Stone & Lime CO., Inc., in the amount of \$305,449.67. He inquired about the anticipated start date for the work. Ms. Eckhart interjected that since the Township plans to utilize Liquid Fuels funds for this project, she, along with Ms. Averbek and Mr. Jacob Schwartz, will be holding a meeting that would act as a training session. She stated that the session will cover the process for Liquid Fuels project approval. Ms. Eckhart also indicated that prevailing wage rates are expected to apply and that a notice to proceed will follow for the bond process. Mr. Schwartz then added that he will collaborate with Ms. Eckhart and Mr. Treadwell on the necessary contract documents. Mr. Behler contributed to the discussion by noting Mr. Hassler's underlying concern that the October deadline is approaching quickly and emphasized the importance of completing the project before the cutoff date.

Mr. Frack seconded Mr. Hassler's motion. On the motion, by roll call vote, all present Supervisors voted yes.

C. Discussion recommendation creation of Part-Time Park and Recreation Coordinator Position: Ms. Eckhart mentioned having researched general pay rates and suggested that this should be a part-time position with the majority of hours occurring during the summer. She also noted that advertising the position would be necessary to attract applicants.

Mr. Behler stated that he reviewed the proposed job description and indicated that it appeared satisfactory and that he had no further questions or comments at this time. Mr. Link stated he did not have any questions. Mr. Frack inquired about the working hours for this position. Ms. Averbek explained that the hours will vary depending on the events scheduled by the Park and Recreation Board. She noted that attendance at the Park and Recreation Board meetings, which occur on the fourth Thursday of each month, would be required. She clarified that the majority of the work hours would typically fall during the spring and summer seasons, with a reduced number of hours in the fall and winter. She indicated that planning for early spring events would take place during the winter months. Ms. Eckhart added that this type of flexible schedule is common for townships similar in size to Allen Township.

Mr. Frack made a motion to approve the job description and advertise the Part-Time Park and Recreation Coordinator Position; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

6. New Business

A. Resolution 2025-17 Purging of Records: Ms. Eckhart explained that the purging of records is something that the Township does yearly. She indicated that it is a list of records that is due on the

schedule for purging and she is seeking the Board's approval to adopt the resolution.

Mr. Link made a motion to approve Resolution 2025-17 Purging of Records; seconded by Mr. Frack. On the motion, by roll call vote, all present Supervisors voted yes.

B. Requests for Fire Police – May 25th Stone Church Memorial Procession and May 31st Regroup and Ride Event (LVHN): Ms. Eckhart mentioned that neither the Township nor Mr. Hassler has been contacted by the church at this time, however, she anticipates they will reach out to the Township closer to the event, as has been their practice. The purpose of this communication, as Ms. Eckhart outlined, is to ensure that the Fire Police receive the appropriate recognition for Worker's Compensation to cover their participation in these events for traffic control. She noted that a letter will be necessary for the upcoming motorcycle ride. Mr. Behler inquired whether the Fire Police had been consulted regarding their availability and willingness to support both events. Mr. Hassler responded by indicating that they typically coordinate their involvement collectively for such occasions.

Mr. Behler made a motion to approve the Fire Police for the events on May 25th, 2025, and May 31st, 2025; seconded by Mr. Frack. On the motion, by roll call vote, all present Supervisors voted yes, with the exception of Mr. Hassler who abstained.

C. Park Fence Replacement of Existing Material – Dog Park and Covered Bridge Park: Ms. Eckhart explained that she will first discuss the Covered Bridge Park fencing project. She explained that the area near the staircase leading down to the gazebo currently has a deteriorated split rail fence. To address this, she explained that herself and Mr. Tom Gogle contacted several vendors to find a suitable replacement. She stated that they are proposing a five-foot-tall metal material that would be anchored at the top. She indicated that this option would maintain visibility to the waterway and gazebo while offering a more stable barrier as people approach the top of the wall. She stated that the proposed fence is decorative, largely maintenance-free, and black in color to blend with the surroundings. She stated that she is seeking approval for these materials, which will be installed by Lehigh Valley Fence Company.

Mr. Hassler made a motion to approve the quote for the Covered Bridge Park from Lehigh Valley Fence Company for \$5,225.00; seconded by Mr. Frack. On the motion, by roll call vote, all present Supervisors voted yes.

Ms. Eckhart explained that several mature decorative maples were planted years ago to provide shade at the dog park. She stated that initially, these trees had small surrounds to protect them from the dogs. She concluded that as the trees have grown, herself and Mr. Gogle found it necessary to install split rail fencing to offer more extensive protection. She explained that the fencing will be placed in a square around each tree, creating a larger area that will allow Public Works to effectively mulch and maintain the grounds. She stated that the intent is for these fences to remain as the trees continue to grow.

Mr. Behler questioned if the fence would be temporary. In response to a question about the permanence of the fence, Ms. Eckhart noted that the Park and Recreation Board had previously discussed the damage the trees were sustaining from dogs. She stated that given the high number of dogs visiting the park, the fencing will be a more permanent solution. Mr. Link inquired about the fence design, and Ms. Eckhart confirmed it would be split rail with some type of wire fence inside.

Mr. Behler raised a concern regarding the longevity of split rail fencing. Mr. Gogle clarified that the wood being used is Cypress, which Ms. Eckhart added is known for its durability. Mr. Behler pointed out that Cypress is often found in swampy regions like Louisiana. Mr. Frack acknowledged that regardless of the material, some level of maintenance will always be required. Mr. Link questioned who would be responsible for the installation. Ms. Eckhart confirmed that Public Works will be responsible for installing the fencing at the Dog Park.

Mr. Frack made a motion to install the fence at the Dog Park for \$4,732.90; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

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

E. *Moving Schedule (Item added to agenda):* Ms. Eckhart proposed a temporary office closure on Thursdays and Fridays in May – specifically the 8th, 9th, 15th, 16th, 22nd, and 23rd. She stated that the closure is intended to allow Township staff to receive focused training on the new technology being implemented in the building. Ms. Eckhart also mentioned that Public Works will be available to assist with moving files and organizing items during this transition. She concluded that the full move to the new technology is expected to be completed by the last week of May.

Mr. Behler raised a concern regarding urgent resident needs during these temporary closures. Ms. Eckhart clarified that while the staff will be periodically moving between buildings, they will actively be monitoring voicemails, emails, and postal mail to address any matters. The Board also engaged in a general discussion about building logistics and the volume of files to be relocated.

7. Public to be Heard: Ms. Eckhart reported that Mr. Jay Howard was in attendance. She mentioned that Mr. Howard had previously made comments regarding Kohl's Road at an earlier meeting. Ms. Eckhart then mentioned that she had retrieved studies previously conducted by the Township and that the current Township Engineers are examining the criteria for the installation of "no truck" signs. She concluded that Mr. Schwartz is expected to provide further comments on Kohl's Road at the upcoming meeting. Mr. Hower expressed uncertainty regarding the existence of an ordinance prohibiting trucks on Kohl's Road. Ms. Eckhart clarified that while the Township had drafted an ordinance, it was never officially adopted. She also noted concerns pertaining to truck restrictions in Leigh Township, in addition to questions that the Township intends to address with PennDOT. Mr. Behler inquired whether the ordinance's lack of adoption applied specifically to Kohl's Road or if it extended to the southern end of the Township as well. Mr. Treadwell clarified that the non-adoption was specific to Kohl's Road. Ms. Eckhart noted that she contacted PennDOT regarding the guide rail and the Township asked for feedback from them based on Mr. Schwartz's review. She stated that the review has PennDOT making some repair and eventually to consider the Township's point of the turning radius being tight. Mr. Behler stated that the Township would not want a truck to turn on Kohls Road from either way. Mr. Behler stated that the trucks should continue straight on Cherryville Road or straight on Indian Trail Road, regardless of the direction they are going. Mr. Behler voiced the Township's desire to prevent trucks from turning onto Kohl's Road from either direction. He suggested that trucks should proceed straight on Cherryville Road or Indian Trail Road, irrespective of their direction, emphasizing that currently, trucks are unable to turn onto Kohl's Road from Indian Trail Road. Mr. Behler advocated for the Township to take necessary steps to keep trucks off Kohl's Road.

Mr. Behler questioned when the dog park would be reopened. Ms. Eckhart stated that the dog park would open at the end of the month.

- 8. Next Meetings:** Mr. Behler announced the upcoming meetings. All meetings and events will be held at the new Allen Township Municipal Building located at 50 Snow Hill Road, Northampton, PA 18067. These meetings and events are as follows:

- Board of Supervisors, Tuesday, May 13th, 2025 6:00 PM
- Planning Commission, Monday, May 19th, 2025 6:00 PM

- 9. Adjournment:** There being no further business, the meeting adjourned at 7:05 PM.

Respectfully Submitted,

Amber R. Averbeck



Allen Township Board of Supervisors

Meeting Agenda

Date: Tuesday, April 22, 2025 6:00 PM

Location: Allen Township Municipal Building

4714 Indian Trail Road, Northampton, PA

The Allen Township Board of Supervisors Meetings will be held at the Allen Township Municipal Building, located at 4714 Indian Trail Road, Northampton, PA.

A summary of the public comment policy and procedures is located on the last page of agenda as a reference for individuals wishing to address the Board during the “Public to be Heard” segments.

Note: Per Act 65 of 2021 requirements, this agenda was posted to the Township website and physical location of the proposed meeting, by Township staff no later than: April 18, 2025.

1. Call to Order

2. Pledge of Allegiance to the Flag

3. Roll Call

____ Dale Hassler, Board Member	____ Michael Schwartz, PE, Engineer
____ Paul Link, Board Member	____ B. Lincoln Treadwell, Jr. Esq., Solicitor
____ Tim Paul, Board Member	____ Ilene M. Eckhart, Manager
____ Jason Frack, Vice Chairman	
____ Gary Behler, Chairman	

4. Announcements and/or Actions to Add Items to Agenda

5. Public Hearings

6. Public to be Heard (Residents shall limit their comments to no more than three minutes)

7. Unfinished Business

A. Allen Township Building Renovation Project Phase 2 - Applications and Certification of Payments/Change Orders/Allowances:

- i. Thin Stone Veneer for Front Entrance Columns**
- ii. Stone Retaining Wall - Lettering**
- iii. Garage Options**
- iv. Fence for Generator/HVAC Unit Area (Credit Optional Material)**
- v. Epoxy Floor Application – First Floor Fire Station Area**
- vi. Windbreak Vestibule – First Floor Fire Station Area**

B. 2025 Allen Township Road Program Bids – Recommendation Bids Received and Tentative Award (Village Drive, Jennings Run, Walking Purchase Circle, Yeats Run, and Marshall Run)

Phone: (610) 262-7012

www.allentownship.org

Fax: (610)262-7364

C. Discussion recommendation creation of Part Time Park and Recreation Coordinator Position

8. New Business

- A. Resolution 2025-17 Purging of Records**
- B. Requests for Fire Police – May 25th Stone Church Memorial Procession and May 31st Regroup and Ride Event (LVHN)**
- C. Park Fence Replacement of Existing Material – Dog Park and Covered Bridge Park**
- D. Executive Session (Tentative)**

9. Public to be Heard (Residents shall limit their comments to no more than three minutes)

10. Next Meetings

- **Board of Supervisors Tuesday, May 13, 2025 6PM**
- **Planning Commission, Monday, May 19, 2025 6PM**

ALLEN TOWNSHIP 2025 MEETINGS WILL CHANGE LOCATION WITH THE MONTHLY

SCHEDULED MEETINGS OF MAY THROUGH DECEMBER 2025 TO:

50 SNOW HILL ROAD, NORTHAMPTON, PA 18067.

THIS LOCATION IS THE UPPER FLOOR OF 3530 HOWERTOWN ROAD

(FORMER ALLEN TOWNSHIP FIRE COMPANY SOCIAL HALL)

11. Adjournment

-Public Comment Policy and Procedures-

- 1. A period for public comment will be held at the beginning of the meeting and at the conclusion of all agenda business items. Any public comments or questions shall be reserved until time on the agenda. Public comments and questions will not be permitted during the course of the Board's/Commission's business items.*
- 2. Individuals who speak must give their name, address and municipality prior to speaking.*
- 3. Time limit on length of public comment or presentation will be three (3) minutes per person, per meeting.*
- 4. A speaker will only be granted one three (3) minute extension, if given, for a maximum speaking time of six (6) minutes, at the discretion of the Chairman.*
- 5. Comments/questions shall be directed to the Board/Commission members only.*
- 6. Procedures will be in place to maintain proper decorum for the hearing. Public participation will be allowed but the Board will ensure respect for all citizens and maintain order. Personal attacks and outbursts will be ruled out of order. The Chairman of the Board or Commission may, within this discretion, rule out of order scandalous, impertinent, and redundant comment or any comment the discernible purpose of which is to disrupt or prevent the conduct of the business of the meeting.*
- 7. Individuals with lengthy written statements may submit them for the record and provide a verbal summary of three (3) minutes or less. Interested persons may email public comments via email, sent to manager@allentownship.org until 3:00pm local time the day of each meeting or by contacting the Township office. Public comment received via email will be read at the outset of the meeting. If you require an auxiliary aid, service or other accommodation, please contact the Allen Township offices in advance. In addition, an audio recording of the meeting will be posted to the Township website: www.allentownship.org within 48 hours of the meeting.*