



Allen Township Supervisors

4714 Indian Trail Road

Northampton, Pennsylvania 18067

Larry Oberly, Chairman
Dale Hassler, Vice Chairman
Bruce Frack
Gary Behler
Gerald Montanari

Robert J. Cox, P.E., P.L.S.
B. Lincoln Treadwell, Jr., Esq.
Ilene M. Eckhart, Manager

MINUTES SUPERVISORS REORGANIZATION MEETING Tuesday, January 2, 2018 6:00 P.M.

The reorganization meeting of the Allen Township Supervisors was held on Tuesday, January 2, 2018 at 6:00 PM at the Allen Township Municipal Building, 4714 Indian Trail Road, Northampton, Pennsylvania 18067. All members present. The Pledge of Allegiance was recited by all in attendance.

Chairman: Mr. Behler nominated Mr. Oberly as Chairman; seconded by Mr. Montanari. On the motion, Mr. Oberly abstained and the remaining supervisors present voted yes.

At this point, Mr. Oberly continued as the Chairman.

Vice-Chairman: Mr. Behler nominated Mr. Hassler as Vice Chairman; seconded by Mr. Frack. On the motion, by roll call vote, Mr. Hassler abstained and the remaining supervisors present voted yes.

Secretary-Treasurer: Mr. Hassler nominated Ms. Ilene Eckhart as Secretary-Treasurer; seconded by Mr. Behler. On the motion, by roll call vote, all supervisors present voted yes.

Meeting Dates: Mr. Behler made a motion to hold regular meetings on the second Tuesday and fourth Tuesday of each month at 7:00 P.M.; seconded by Mr. Oberly. On the motion, all supervisors present voted yes.

Wages: Mr. Frack made a motion to approve the wages as detailed in the final draft of the 2017 budget input assumptions; seconded by Mr. Montanari. On the motion, by roll call vote, all supervisors present voted yes.

Holidays: Mr. Frack made a motion to approve the list of holidays as present, which includes: New Year's Day, Martin Luther King, Jr. Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and the day following Thanksgiving and Christmas Eve and Christmas Day, seconded by Mr. Behler. On the motion, by roll call vote, all supervisors present voted yes.

Summer Help Wages: Mr. Behler made a motion to pay the prevailing minimum wage for temporary summer help; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Payroll periods: Mr. Behler made a motion to maintain the weekly payroll period; motion seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Pay date: Mr. Hassler made a motion to maintain each Friday as the pay date; motion seconded by Mr. Montanari. On the motion, by roll call vote, all supervisors present voted yes.

Check Signatures: Mr. Behler made a motion to name the signers as: Mr. Montanari, Mr. Oberly, Mr. Frack, Mr. Hassler and Ms. Eckhart and that two of four are required; motion seconded by Mr. Montanari. On the motion, by roll call vote, all supervisors present voted yes.

Pay invoices for discount: Mr. Hassler made a motion to pay invoices for discount; motion seconded by Mr. Frack. On the motion, all supervisors present voted yes.

Depositories: Mr. Behler made a motion that the depositories remain the same; motion seconded by Mr. Frack. On the motion, all supervisors present voted yes.

Liquid Fuels – First Northern Bank and Trust
General Account – First Northern Bank and Trust
Escrow Account – First Northern Bank and Trust
Capital Reserve Fund – PLIGIT
Recreation Account – First Northern Bank and Trust
Water & Sewer Fund – First Northern Bank and Trust & PNC Bank
Roadway Improvement Fund - First Northern Bank and Trust

Pension Fund/ Trustee: Mr. Hassler made a motion to retain Morgan Stanley as the defined benefit pension fund depository and trustee; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Actuary/Advisor: Mr. Hassler made a motion to maintain Beyer-Barber as the actuary; motion seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Auditors: Mr. Hassler made a motion to retain France, Anderson, Basile and Company, PC, Certified Public Accounts to perform the Township 2017 audit; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Secretary-Treasurer Bond: Mr. Hassler made a motion to set the treasurer bond at \$300,000 and the faithful performance bond remain at \$100,000 for both the Secretary-Treasurer, and Secretary/Accounting Assistants and that separate bonds be provided for each individual in these amounts and forgery/alteration bond in the amount of \$40,000.00; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Tax Collector Bond: Mr. Hassler made a motion to set the tax collector bond at \$50,000; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Mileage reimbursement: Mr. Hassler made a motion to set the rate at 54.5 cents per mile; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Earned Income Tax Collector: Mr. Behler made a motion that the Northampton Tax Collection Committee and its appointed Tax Collection Officer (Keystone Collections) remain the designated collector; motion seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Elected tax collector commission: Mr. Frack made a motion to set the elected Tax Collector wage for real estate bills at \$5,500 annually; seconded by Mr. Montanari. On the motion, by roll call vote, all supervisors present voted yes.

Real Estate Levy Rate (General Purposes): Mr. made a motion to adopt Resolution #2018-01 fixing the real estate tax collection rate at 5.00 mills; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

Engineer: Mr. Behler made a motion to appoint Barry Isset and Associates, Inc. at the 2018 fee schedule pursuant to Resolution # 2018-02; motion seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Solicitor: Mr. Hassler made a motion to reappoint the Law Offices of B. Lincoln Treadwell, Jr. at the published fee schedule for 2018 pursuant to Resolution # 2018-03; motion seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Zoning/Code Enforcement Officer: Mr. Frack made a motion to retain Mr. Michael Edelman as the Zoning Enforcement Officer and Walter Deifenderfer as the Code Enforcement Officer; seconded by Mr. Montanari. On the motion, by roll call vote, all supervisors present voted yes.

Sewage Enforcement Officer: Mr. Behler made a motion to appoint Barry Isset and Associates, Inc as primary and alternate SEO with the specific officer: Keith Valentine, and that the Township Manager continue the system of escrow and non-refundable fees for all percolation work and permits pursuant to Resolution #2018-04; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Sanitary Building Sewer and Public Works Lateral: Mr. Frack made a motion to appoint Anthony Czonstka as the primary inspector and Barry Isset and Associates, Inc as the alternate; seconded by Mr. Hassler. On the motion, by roll call vote, all supervisors present voted yes.

Third-Party UCC Inspection Agencies: The Board discussed the draft Resolution #2018-05 which lists five third-party inspection firms and their individual published fee schedules for 2018 (which were firms approved by Resolution #2017-04 for 2017). Following some discussion, the Board tabled action on the draft Resolution #2018-05 until the Building Code Official submits comments concerning each firm and a recommendation for further consideration by the Board for 2018.

Fire Chief: Mr. Behler made a motion to appoint Dale Hassler as Fire Chief as well as Fire Marshall for 2018; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes with the exception of Mr. Hassler who abstained.

Fire Officers/Fire Police: Mr. Behler made a motion to appoint Mr. Mark Kocher as 1st Assistant Chief, Mr. Gary Krill as 2nd Assistant Chief, Mr. Mike Miller as Fire Captain, and Ms. Cheryl Daumer as Fire Police Captain for 2018 and the following list of Fire Police: Robert Daumer, Dale Hassler, Mark Kocher, Gary Krill, Mike Miller, Brandon Gianopulos, Tom Gogle, Jared Miller, Rachel Solarek, Mike Jamicky, Tyler Schoup, Jacob Schock, Jeremy Haydt, Todd Haydt, Kyle Walbert, and John Beltz; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes with the exception of Mr. Hassler who abstained.

Emergency Management Coordinator: Mr. Frack made a motion to appoint Gary Krill as the Emergency Management Coordinator; seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors present voted yes.

Planning Commission: Mr. Behler made a motion to advertise the Planning Commission meetings for the third Monday of each month at 7:00 P.M. with the exception of the January 2018 meeting which is cancelled and the February meeting which will be scheduled for Tuesday February 6, 2018 7:00 P.M; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Regarding the Planning Commission, Mr. Hassler requested that in the new year the Supervisors be afforded a minimum review period of at least 30 days, for all plan submissions requiring a recommendation from the Planning Commission. Mr. Hassler felt that recently there have been major plans brought before the Board with action expected in as little as eight days from the date of the Planning Commission's rendered recommendation. He felt this did not allow the Supervisors enough time to review the plans or the recommendation as received. Additionally, Mr. Oberly felt that the Board of Supervisors needed to provide some decisions in advance of the Planning Commission rendering a recommendation on plans. Mr. Oberly felt there needed to be certain benchmarks during the planning process (when plans are before the Planning Commission) that are major decision and are in the Board of Supervisors purview. He felt this direction should be given Mr. Oberly further felt that 30 days advance would be appropriate going forward. Mr. Behler was concerned also with the 90 MPC timeframe and deemed approvals. Mr. Oberly did not feel that attending the Planning Commission meetings, as a Supervisor was the answer as an individual Supervisor did not speak for the entire Board. Following some further discussion, the Board agreed that the Board should give direction during the planning process concerning major issues.

First Regional Compost Authority: Mr. Oberly indicated there is no action necessary as the Allen seat on the Authority is currently not due for renewal or consideration, as long as the Board agreed with the current appointment (being Mr. Oberly). The Board concurred with Mr. Oberly's ongoing appointment to the Authority seat.

Vacancy board: Mr. Behler made a motion to appoint Jay Hower as the Vacancy Board member; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Subdivision and zoning fees: Ms. Eckhart reviewed the following adjustment to the 2017 schedule: the addition of a \$10 sewer/municipal waste & recycling certification fee, increase the duplicate tax bill fee from \$5 to \$10, municipal waste and recycling annual fee \$270 discount, \$280 base, \$300 penalty and a \$10 senior discount if paid in the discount period, zoning permits – new residential from \$200 to \$300, residential additions from \$100 to \$200, decks from \$60 to \$80, fences and miscellaneous

from \$40 to \$50, demolitions/razing from \$30 to \$40: Following the review, Mr. Behler made a motion to accept the fee schedule for subdivision, zoning permits, zoning hearing fees and general fees of the Township pursuant to Resolution #2018-06 with the changes noted by Ms. Eckhart; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Park Facilities Fee Schedule: Mr. Behler made a motion to accept the Park and Recreation fee schedule for use of the parks and fields of the Township pursuant to Resolution #2018-07, contingent upon the recommendations of the Open Space Consulting Committee; seconded by Mr. Montanari. On the motion, by roll call vote, all supervisors present voted yes.

Roadmasters: Mr. Behler made a motion to appoint all supervisors as Road Masters; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors voted yes – each abstained where the motion affected him or herself.

Park Superintendents: Mr. Behler made a motion to appoint all Supervisors as Park Superintendents; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Planning Commission Members: Mr. Frack made a motion to appoint Mr. David Austin to the Planning Commission for a four-year term; seconded by Mr. Montanari. On the motion, by roll call vote, all Supervisors present voted yes.

Zoning Hearing Board Members: Mr. Hassler made a motion to appoint Mr. Paul Link to a five-year term expiring January 1, 2023 seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes. Mr. Hassler made a motion to appoint Mr. Gerald Montanari, Sr. to the unexpired term of David Austin expiring January 1, 2021 seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes. Mr. Behler made a motion to appoint Mr. Harold Dashuta to the unexpired term of Mr. Gerald Montanari expiring January 1, 2022; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes.

Northampton County TCC Act 32 Delegate: Mr. Behler made a motion to appoint Mr. Pierce as the Allen Township Northampton County TCC Delegate; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Good of the Order:

1. Special Council – Renewal of Engagement of Active Litigation: Mr. Behler made a motion to retain Siana, Bellwoar & McAndrew, LLP as special counsel for the Litigation with the 2018 fee schedule pursuant to Resolution # 2018-08; seconded by Mr. Frack. On the motion by roll call vote, all Supervisors present voted yes.

2. Nazareth COG Delegate: Mr. Behler made a motion to appoint Mr. Gary Krill as the delegate for the Nazareth COG; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

3. Voting Delegate for PSATS Conference and Authorization to attend: Mr. Behler made a motion to nominate Mr. Hassler as voting delegate for the County and PSATS Convention and Mr.

Krill be the alternate; seconded by Mr. Montanari. On the motion, by roll call vote, all supervisors present voted yes.

3. Professional Services and Indemnification Agreement – Draft: Mr. Frack made a motion to accept the Professional Services and Indemnification Agreement (Township Solicitor and Engineer); seconded by Mr. Behler. On the motion, by roll call vote, all supervisors present voted yes.

Public to be Heard: No comments from the audience.

Mr. Treadwell requested an executive session to discuss a potential property acquisition.

There being no further business the meeting adjourned.

Respectfully submitted,

Ilene Marie Eckhart
Manager/Secretary-Treasurer
ALLEN TOWNSHIP