



Allen Township Supervisors

4714 Indian Trail Road

Northampton, Pennsylvania 18067

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

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

MINUTES
SUPERVISORS REORGANIZATION MEETING
Tuesday, January 3, 2017
5:00 P.M.

The reorganization meeting of the Allen Township Supervisors was held on Tuesday, January 3, 2017 at 5:00 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.

Temporary Chairman: Mr. Pierce made a motion to nominate Mr. Frack as temporary Chairman; seconded by Mr. Behler. On the motion, by roll call vote, all supervisors present voted yes with the exception of Mr. Frack.

The meeting progressed with the following actions:

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

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

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

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

Holidays: Mr. Behler 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. Hassler. 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. Pierce. 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. Pierce. On the motion, by roll call vote, all supervisors present voted yes.

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

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

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

Depositories: Mr. Behler made a motion that the depositories remain the same; motion seconded by Mr. Pierce. 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. Pierce made a motion to retain Morgan Stanley as the defined benefit pension fund depository and trustee; seconded by Mr. Hassler. 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. Pierce made a motion to retain France, Anderson, Basile and Company, PC, Certified Public Accounts to perform the Townships 2016 audit; seconded by Mr. Behler. 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 Assistant 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. Behler made a motion to set the rate at 54 cents per mile; seconded by Mr. Hassler. 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. Behler made a motion to set the elected Tax Collector wage for real estate bills at \$5,000 annually; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Engineer: Mr. Pierce made a motion to appoint Barry Isset and Associates, Inc. at the 2017 fee schedule pursuant to Resolution # 2017-01; motion seconded by Mr. Hassler. On the motion, by roll call vote, all supervisors present voted yes.

Solicitor: Mr. Frack made a motion to reappoint the Law Offices of B. Lincoln Treadwell, Jr. at the published fee schedule for 2017 pursuant to Resolution # 2017-02; motion seconded by Mr. Behler. On the motion, by roll call vote, all supervisors present voted yes.

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

Sewage Enforcement Officer: Mr. Pierce 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 #2017-03; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

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

Third Party Inspection Agencies: Mr. Frack made a motion to authorize Codemasters, Lehigh Valley Inspection, Keycodes, Buera Vertas, and Keller inspection agencies at the published fee schedules for 2017 pursuant to Resolution # 2017-04; motion seconded by Mr. Behler. On the motion, by roll call vote, all supervisors present voted yes.

Fire Police: Mr. Pierce made a motion to appoint Mr. Dale Hassler as Fire Chief and Fire Marshall, 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 2017; seconded by Mr. Behler. On the motion, by roll call vote, all supervisors present voted yes, with the exception of Mr. Hassler who abstained.

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

First Regional Compost Authority: Mr. Pierce made a motion to appoint Mr. Oberly as the Township representative to FRCA board; seconded by Mr. Behler. On the motion, by roll call vote, all supervisors present voted yes, with the exception of Mr. Oberly who abstained.

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

Subdivision and zoning fees: Mr. Pierce made a motion to accept the attached fee schedule for subdivision, zoning permits, zoning hearing fees and general fees of the Township pursuant to Resolution #2017-05; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Park Facilities Fee Schedule: Mr. Pierce made a motion to accept the Park and Recreation fee schedule for use of the parks and fields of the Township pursuant to Resolution #2017-06, contingent upon the recommendations of the Open Space Consulting Committee; seconded by Mr. Hassler. On the motion, by roll call vote, all supervisors present voted yes.

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

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

Planning Commission Members: Mr. Pierce made a motion to appoint Mr. Louis Tepes to a four year open term; seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors present voted yes.

Zoning Hearing Board Members: Mr. Behler made a motion to appoint Mr. David Austin; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes.

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

Good of the Order:

1. Nazareth COG Delegate: Mr. Hassler 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.

2. Voting Delegate for PSATS Conference and Authorization to attend: Mr. Pierce 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. Oberly. 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.

4. Special Council – Renewal of Engagement of Active Litigation: Mr. Pierce made a motion to retain Mr. John Mahoney and Mr., Robert Tucker of Siana, Bellwoar & McAndrew, LLP as special counsel for the Litigation with the 2017 fee schedule pursuant to Resolution # 2017-07; seconded by Mr. Frack. On the motion by roll call vote, all Supervisors present voted yes.

5. Designation of Representatives for Informal Meetings with Developers: Mr. Hassler made a motion that Ad Hoc meeting for Informational Purposes with Developers including two (2) members of the Planning Commission and two (2) members of the Board of Supervisors; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present votes yes.

6. Hanover Engineering Existing Work and Fee Schedule: Mr. Pierce made a motion to approve the 2017 Hanover Engineering Fee schedule and that the completion of any ongoing work during the transition will be directed by the Township Manager, the Township Solicitor, and Robert Cox, P.E. of Barry Isett and Associates; seconded by Mr. Frack. On the motion by roll call vote, all supervisors present voted yes.

Public to be Heard: No comments from the audience.

There being no further business the meeting adjourned.

Respectfully submitted,

Ilene Marie Eckhart
Manager/Secretary-Treasurer
ALLEN TOWNSHIP