



# Allen Township Supervisors

4714 Indian Trail Road

Northampton, Pennsylvania 18067

Dale N. Hassler, Chairman  
Gary Behler, Vice Chairman  
Paul Link  
Tim Paul

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

## MINUTES SUPERVISORS REORGANIZATION MEETING Monday, January 3, 2022 6:00 P.M.

The Annual Reorganization Meeting of the Allen Township Board of Supervisors was held on Monday, January 3<sup>rd</sup>, 2022, at 6:00 P.M. at the Allen Township Fire Company Building, 3530 Howertown Road, Northampton, Pennsylvania 18067. The Pledge of Allegiance to the Flag was led by Chairman Dale Hassler.

Roll Call: Tim Paul; Dale Hassler; Paul Link; B. Lincoln Treadwell, Esq. and Ilene Eckhart, Manager. (Gary Behler joined following nomination and swearing the oath as an appointed member of the Board).

Nomination of Temporary Chairman: Ms. Eckhart announced the first action of the Board would be to nominate a Temporary Chairman to preside over the meeting until a Chairman is elected. Mr. Link made a motion to nominate Mr. Hassler as the Temporary Chairman; seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

Chairman: Mr. Link nominated Mr. Hassler as Chairman; seconded by Mr. Paul. On the motion, Mr. Hassler abstained and the remaining supervisors present voted yes.

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

Announcements and/or Actions to Add Items to Agenda: No announcement or additions at this time.

Discussion, Nomination & Appointment to Vacancy of Supervisor Position – Seat #3 Term will Expire 01/01/24: Mr. Hassler explained that there has been a request letter submitted by Mr. Gary Behler. Mr. Link felt that Mr. Behler has been an excellent Supervisor and he would like to see him on the Board again. Mr. Link made a motion to appoint Gary Behler to fill the vacancy pursuant to his letter of interest; seconded by Tim Paul. On the motion, by roll call vote, all Supervisors present voted yes. Mr. Treadwell added that this is the Supervisor seat created when Supervisor Tim Paul accepted the six year term and declined the two year term for Supervisor. Mr. Hassler announced a brief pause while Mr. Behler was sworn in by Township Treasurer (and Notary) Yohanna Vega. Following the administering of the Oath of Office, Mr. Behler joined the meeting.

Acceptance of Resignation of Supervisor Bruce Frack: Ms. Eckhart indicated that Mr. Frack has tendered his resignation effective December 31, 2021 after serving as a Supervisors for eighteen years and the Board commented on their appreciation of his years of service. Mr. Behler made a motion to accept the resignation with regrets; seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

Discussion, Nomination & Appointment to Vacancy of Supervisor Position – Seat #4 Term will Expire 01/01/24: Mr. Hassler indicated that the term of Seat #4 (formerly Supervisor Frack) left a term with two years. Mr. Link and Behler felt that the Board members should interview some interest people. Mr. Treadwell indicated that the Board has thirty days to fill the resignation. Mr. Treadwell suggested the Board fill the position at their January 25<sup>th</sup>, 2022 meeting.

Vice-Chairman: Mr. Link nominated Mr. Behler as Vice Chairman; seconded by Mr. Paul. On the motion, by roll call vote, Mr. Behler abstained and the remaining supervisors present voted yes with the exception of Mr. Behler who abstained.

Township Manager/Secretary: Mr. Behler nominated Ms. Ilene Eckhart as Secretary; seconded by Mr. Link. On the motion, by roll call vote, all supervisors present voted yes.

Treasurer: Mr. Behler nominated Ms. Yohanna Vega as Treasurer; seconded by Mr. Link. On the motion, by roll call vote, all supervisors present voted yes.

Ratification of 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. Link. On the motion, all supervisors present voted yes.

Ratification of Wages Pursuant to 2022 Adopted Budget: Mr. Behler made a motion to approve the wages as detailed in the final draft of the 2022 budget input assumptions; seconded by Mr. Link. 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. Link. On the motion, by roll call vote, all supervisors present voted yes.

Designation of Payroll (Weekly on Friday) and Paydate (Friday following end of pay period): Mr. Behler made a motion to maintain the weekly payroll period; motion seconded by Mr. Link. 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. Link, Mr. Behler, Mr. Paul, Mr. Hassler, Ms. Eckhart and Ms. Vega that two of five are required and of the two sign one must be a member of the Board of Supervisors; motion seconded by Mr. Link. On the motion, by roll call vote, all supervisors present voted yes.

Approval of Depositories: Mr. Behler made a motion that the depositories remain the same (First Northern Bank and Trust, PNC, PLIGIT); motion seconded by Mr. Link. 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

Appointment of Non-Uniformed Pension Fund/ Trustee: Mr. Behler made a motion to retain RJ Hall Company Inc. and the Principal Group as the defined benefit pension fund depository and trustee; seconded by Mr. Link. On the motion, by roll call vote, all supervisors present voted yes.

Appointment of Non-Uniformed Pension Actuary/Advisor: Mr. Behler made a motion to appoint Foster and Foster as the actuary; motion seconded by Mr. Link. On the motion, by roll call vote, all supervisors present voted yes.

Appointment of Certified Public Account to Perform 2021 Audit: Mr. Behler made a motion to retain France, Anderson, Basile and Company, PC, Certified Public Accounts to perform the Township 2021 audit; seconded by Mr. Link. On the motion, by roll call vote, all supervisors present voted yes.

Approval of Secretary-Treasurer Bonds and Tax Collector: Mr. Behler made a motion to set the treasurer bond at \$300,000 and the faithful performance bond remain at \$100,000 for both the Township Manager/Secretary and Treasurer and that separate bonds be provided for each individual in these amounts and forgery/alteration bond in the amount of \$40,000.00 and the tax collector bond in the amount of \$50,000; seconded by Mr. Link. On the motion, by roll call vote, all supervisors present voted yes.

Setting of rate for Reimbursement of Vehicle: Mr. Behler made a motion to set the rate at 58.5 cents per mile or the 2022 adjusted rate as published by the IRS whichever is greater; seconded by Mr. Link. On the motion, by roll call vote, all supervisors present voted yes.

Designation of 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. Link. On the motion, by roll call vote, all supervisors present voted yes.

Commission of Elected Real Estate Tax Collector : Mr. Behler made a motion to set the elected Tax Collector wage for real estate bills at \$6,050 annually (beginning with the newly elected term in 2022); seconded by Mr. Link. On the motion, by roll call vote, all supervisors present voted yes.

Setting of Real Estate Levy Rate (General Purposes) – Resolution #2022-01 – 5.00 mills: Mr. Behler made a motion to adopt Resolution #2022-01 fixing the real estate tax collection rate at 5.00 mills; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

Appointment of Township Engineer – Resolution #2022-02: Mr. Behler made a motion to reappoint Barry Isset and Associates, Inc. at the 2022 fee schedule pursuant to Resolution # 2022-02; motion seconded by Mr. Paul. On the motion, by roll call vote, all supervisors present voted yes.

Appointment of Township Solicitor – Resolution #2022-03: Mr. Behler made a motion to reappoint the Law Offices of B. Lincoln Treadwell, Jr. at the published fee schedule for 2022 pursuant to Resolution # 2022-03; motion seconded by Mr. Link. On the motion, by roll call vote, all supervisors present voted yes.

Appointment of Zoning Officer: Mr. Behler made a motion to appoint Ms. Eckhart as the Interim Zoning Enforcement Officer; seconded by Mr. Link. On the motion, by roll call vote, all supervisors present voted yes.

Appointment of Building Code Official: Mr. Behler made a motion to appoint Cindy Witman and Base Engineering as the UCC Building Code Official pursuant to Resolution # 2022-04; seconded by Mr. Link. On the motion, by roll call vote, all supervisors present voted yes.

Appointment of Zoning Officer/Code Enforcement Officer: Mr. Behler made a motion to appoint Walter Deifenderfer as the Code Enforcement Officer; seconded by Mr. Link. On the motion, by roll call vote, all supervisors present voted yes.

Appointment of Sewage Enforcement Officer: Mr. Behler made a motion to appoint Barry Isset and Associates, Inc as primary and alternate SEO with the specific officer: Philip Schiebel, and that the Township Manager continue the system of escrow and non-refundable fees for all percolation work and permits pursuant to Resolution #2022-05; seconded by Mr. Link. On the motion, by roll call vote, all supervisors present voted yes.

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

Appointment of Third-Party UCC Inspection Agencies: Mr. Behler made a motion to adopt Resolution 2022-06 authorizing Key Codes, Bureau Veritas, Keller Zoning and Lehigh Valley Inspection as third-party building code inspectors; seconded by Mr. Paul. On the motion, all Supervisors present voted yes.

Acknowledgement of Fire Chief: Mr. Behler made a motion to acknowledge Dale Hassler as Fire Chief for 2022; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes with the exception of Mr. Hassler who abstained.

Acknowledgement of Fire Officers and Fire Police: Mr. Behler made a motion to acknowledge Mr. Mark Kocher as 1st Assistant Chief, Mr. Gary Krill as 2nd Assistant Chief, Mr. Mike Miller as Fire Captain, Mr. Kyle Walber as Fire Lieutenant and the following individuals as Fire Police: Cherly Daumer, Robert Daumer Dale Hassler, Mark Kocher, Gary Krill, Mike Miller, Brandon Gianopulos, Tom Gogle, Jared Miller, Mike Jamicky, Michael A. Jamicky, Jacob Schock, Jeremy Haydt, Todd Haydt, Tyler Haydt, Kyle Walbert, Michael Mauser, Logan Schwartz and John Beltz; seconded by Mr.

Link. On the motion, by roll call vote, all supervisors present voted yes with the exception of Mr. Hassler who abstained.

Appointment of Fire Marshal: Mr. Behler made a motion to appoint Dale Hassler as Fire Marshall for 2022; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes with the exception of Mr. Hassler who abstained.

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

Appointment of First Regional Compost Authority: Mr. Behler made a motion to appoint Ms. Eckhart to the Authority; seconded by Mr. Link. On the motion, by roll call vote, all supervisors present voted yes.

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

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

Approval of General Fee Schedule – Resolution #2022-07: Mr. Behler made a motion to accept the fee schedule for the subdivision, zoning permits, zoning hearing fees and general fees of the Township pursuant to Resolution #2022-07 with the changes noted by Ms. Eckhart providing for an additional month to pay the trash and recycling annual invoice; seconded by Mr. Link. On the motion, by roll call vote, all supervisors present voted yes.

Approval of Park Facilities Fee Schedule – Resolution #2022-08: 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 #2022-08 with the noted removal of tournaments at the Townships facilities; seconded by Mr. Link. On the motion, by roll call vote, all supervisors present voted yes.

Appointment of Roadmasters: Mr. Behler made a motion to appoint all supervisors as Road Masters; seconded by Mr. Link. On the motion, by roll call vote, all supervisors voted yes – each abstained where the motion affected himself.

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

Appointment of Planning Commissioners – Seat #3 David Austin: Mr. Behler made a motion to appoint Mr. David Austin to the Planning Commission for a four-year term expiring January 1, 2026; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

Appointment of Zoning Hearing Board Member – Seat #5 Harold Dashuta: Mr. Behler made a motion to reappoint Mr. Harold Dashuta to a five-year term expiring January 1, 2027; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

Appointment of Northampton County Tax Collection Committee Delegate: Mr. Link made a motion to appoint Ms. Eckhart as the Allen Township Northampton County TCC Delegate; seconded by Mr. Behler. On the motion, by roll call vote, all supervisors present voted yes.

Good of the Order:

1. 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. Paul be the alternate and authorize their attendance to the Hershey PSATS convention; seconded by Mr. Link. On the motion, by roll call vote, all supervisors present voted yes.

2. Resignation of Tim Paul from Planning Commission Seat: Mr. Behler made a motion to add to the current agenda an item of business to address the resignation of Tim Paul from his current seat on the Planning Commission; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes. Mr. Behler then made a motion to accept the verbal resignation of Tim Paul as a member of the Allen Township Planning Commission noting the only reason for the resignation was a the conflict with the number of Supervisors to be allowed to serve on the Planning Commission; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes with the exception of Mr. Paul who abstained.

Public to be Heard: No comments from the audience.

There being no further business the meeting adjourned at 6:46 PM.

Respectfully submitted,

Ilene Marie Eckhart  
Manager/Secretary  
ALLEN TOWNSHIP