



# Allen Township Supervisors

4714 Indian Trail Road  
Northampton, Pennsylvania 18067

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

Stan Wojciechowski, PE, CME.  
B. Lincoln Treadwell, Jr., Esq.  
Ilene M. Eckhart, Manager

## MINUTES SUPERVISORS REORGANIZATION MEETING Tuesday, January 3, 2023 6:00 PM

The Annual Reorganization Meeting of the Allen Township Board of Supervisors was held on Tuesday, January 3rd, 2023, at 6:00 P.M. at the Allen Township Fire Company Building, located at 3530 Howertown Road, Northampton, PA. The Pledge of Allegiance to the Flag was led by Chairman Dale Hassler, upon his appointment as Chairman for 2023.

### 1. Roll Call:

Present: Dale Hassler; Gary Behler (present via phone audio only); Tim Paul; Paul Link; Ilene Eckhart, Manager; and Maurin Ritinski, Admin. Asst.

Absent: Jason Frack and B. Lincoln Treadwell, Jr., Esq

**2. Nomination & Appointment – Temporary Reorganization Meeting Chairman:** Ms. Eckhart announced that 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 Temporary Reorganization Meeting Chairman; seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

**3. Nomination & Appointment of Chairman:** Mr. Link made a motion to nominate Mr. Hassler as Chairman; seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes with the exception of Mr. Hassler who abstained.

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

**4. Announcements and/or Actions to Add New Items to Current Agenda:** No Announcements and/or actions to add new items to the current agenda.

**5. Nomination & Appointment of Vice Chairman:** Mr. Link made a motion to nominate Mr. Behler as Vice Chairman; seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes with the exception of Mr. Behler who abstained.

**6. Appointment of Township Manager/Secretary:** Mr. Link made a motion to reappoint Ms. Ilene Eckhart as Township Manager/Secretary; seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

**7. Appointment of Treasurer:** Mr. Link made a motion to reappoint Ms. Yohanna Vega as Treasurer; seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

**8. Ratification of Meeting Dates:** Mr. Hassler announced that meeting start times have been changed to 6:00 PM. Mr. Link made a motion to hold regular Board of Supervisors meetings on the second Tuesday and fourth Tuesday of each month at 6:00 PM, Planning Commission meetings on the third Monday of each month at 6:00 PM, and Zoning Hearing Board meetings as required based on appeals received; seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

**9. Ratification of Wages Pursuant to 2023 Adopted Budget:** Mr. Paul made a motion to approve the wages as detailed in the final draft of the 2023 budget input assumptions; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

**10. Approval of Paid Holidays:** Mr. Paul made a motion to approve the list of holidays as presented, which include: New Year's Day, Birthday of Martin Luther King, Jr., Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the day following Thanksgiving, Christmas Eve and Christmas Day, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

**11. Designation of Payroll (Weekly on Friday) and Paydate (Friday Following the End of Pay Period):** Mr. Link made a motion to maintain the weekly payroll period and paydate, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

**12. Designation of Check Signers:** Mr. Behler made a motion to designate check signers as all Supervisors (Mr. Link, Mr. Behler, Mr. Frack, Mr. Hassler, Mr. Paul), Ms. Eckhart and Ms. Vega with one of the two required check signatures being a member of the Board of Supervisors, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

**13. Approval of Depositories:** Mr. Link made a motion that the depositories remain the same (First Northern Bank and Trust, PNC Bank, and PLIGIT), seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

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

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

**15. Appointment of Non-Uniformed Pension Fund Actuary:** Mr. Paul made a motion to appoint Foster and Foster as the actuary, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

**16. Approval of Bonds:** Mr. Link made a motion to set the treasurer bond at \$300,000 and the faithful performance bond 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, and the Tax Collector bond in the amount of \$50,000, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

- 17. Appointment of Certified Public Accountant to Perform 2022 Audit:** Mr. Paul made a motion to retain France, Anderson, Basile and Company, PC, Certified Public Accountants, to perform the Township's 2022 audit, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.
- 18. Setting of Rate for Reimbursement of Vehicle:** Mr. Link made a motion to set the rate for reimbursement of use of a personal vehicle for Township business at the prevailing IRS reimbursement rate as of the date of request for reimbursement is submitted, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.
- 19. Designation of Earned Income Tax Collector:** Mr. Paul made a motion that the Northampton Tax Collection Committee and its appointed Tax Collection Officer (Keycodes Collections) remain the designated collector, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.
- 20. Commission of Elected Real Estate Tax Collector:** Mr. Link made a motion to set the elected Tax Collector wage for real estate bills at \$6,050 annually (beginning with the elected term in 2022), seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.
- 21. Setting of Real Estate Levy Rate (General Purposes) – Resolution #2023-01 – 5.00 mills:** Mr. Link made a motion to adopt Resolution #2023-01 fixing the real estate tax collection rate at 5.00 mills, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.
- 22. Appointment of Township Engineer – Resolution #2023-02:** Mr. Link made a motion to reappoint Barry Isset and Associates, Inc. at the published 2023 fee schedule pursuant to Resolution #2023-02, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.
- 23. Appointment of Township Solicitor – Resolution #2023-03:** Mr. Link made a motion to reappoint the Law Offices of B. Lincoln Treadwell, Jr. at the published 2023 fee schedule pursuant to Resolution #2023-03, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.
- 24. Appointment of Building Code Official – Resolution #2023-04:** Mr. Link made a motion to reappoint Cindy Witman and Base Engineering as the UCC Building Code Official pursuant to Resolution #2023-04, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.
- 25. Appointment of Code Enforcement Officer:** Mr. Link made a motion to reappoint Walter Diefenderfer as the Code Enforcement Officer, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.
- 26. Appointment of Sewage Enforcement Officer – Resolution #2023-05:** Mr. Link made a motion to reappoint 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 #2023-05, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.
- 27. Appointment of Sanitary Building Sewer inspector and Public Water Laterals:** Mr. Paul 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.
- 28. Appointment of Third-Party UCC Building Code Inspectors – Resolution #2023-06:** Ms. Eckhart explained that the Township utilizes third-party UCC building code inspectors and that residents have a choice of using Bureau Veritas, Keller Zoning and Inspection Services, Inc., Keycodes Inspection Agency, or Lehigh Valley Inspection Service. She indicated that each third-party agency sets their own fee schedule. Mr. Link made a motion to adopt Resolution #2023-06 authorizing Bureau Veritas, Keller Zoning and Inspection Services, Inc.,

Keycodes Inspection Agency, and Lehigh Valley Inspection Service as third-party building code inspectors, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

**29. Acknowledgement of Fire Chief:** Mr. Behler made a motion to acknowledge Mr. Dale Hassler as Fire Chief for 2023, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes with the exception of Mr. Hassler who abstained.

**30. Acknowledgement of Fire Officers:** 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 Walbert as Fire Lieutenant for 2023, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

**31. Appointment of Fire Police:** Mr. Behler made a motion to appoint the following individuals as Fire Police for 2023: Cheryl Daumer; Robert Daumer; Dale N. Hassler; Mark Kocher; Gary Krill; Mike Miller; Kyle Walbert; Brandon Gianopulos; Tom Gogle; Jared Miller; Mike Jamicky; Michael A. Jamicky; Jacob Schock; Jeremy Haydt; Tyler Haydt; Todd Haydt; John Beltz; Michael Mauser; Logan Schwartz; and Matthew Stephen, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes with the exception of Mr. Hassler who abstained.

**32. Appointment of Fire Marshall:** Mr. Link made a motion to reappoint Mr. Dale Hassler as Fire Marshall for 2023, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes with the exception of Mr. Hassler who abstained.

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

**34. Appointment of First Regional Compost Authority Representative:** Mr. Link made a motion to reappoint Ms. Ilene Eckhart as the First Regional Compost Authority Representative, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

**35. Appointment of Nazareth Area Council of Government Representative:** Mr. Paul made a motion to reappoint Mr. Gary Krill as the representative for the Nazareth Area Council of Government, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

**36. Appointment of Vacancy Board:** Mr. Link made a motion to reappoint Mr. Jay Hower as the Vacancy Board Member, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

**37. Approval of General Fee Schedule – Resolution #2023-07:** Mr. Paul 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 #2023-07 with the changes noted by Ms. Eckhart, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

**38. Approval of the Park Facility Reservation Fee Schedule – Resolution #2023-08:** Mr. Link made a motion to accept the Park and Recreation Fee Schedule for use of the parks and fields of the Township pursuant to Resolution #2023-08, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

**39. Appointment of Zoning Officer and Assistant Zoning Officer – Resolution #2023-09:** Mr. Link made a motion to reappoint Ms. Ilene Eckhart as Zoning Officer and appoint Mr. Ryan Christman (of Keystone Consulting Engineers) as Assistant Zoning Officer pursuant to Resolution #2023-09, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

**40. Appointment of Roadmasters:** Mr. Behler made a motion to appoint all elected/appointed Supervisors as Roadmasters, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

**41. Appointment of Park Superintendents:** Mr. Link made a motion to appoint all elected/appointed Supervisors as Park Superintendents, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

**42. Appointment of Planning Commissioners – Seat #1:** Mr. Link made a motion to reappoint Mr. Gary Krill as a member of the Planning Commission for a four-year term expiring January 1, 2027, seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors present voted yes.

**43. Appointment of Planning Commissioners – Seat #2:** Mr. Paul made a motion to reappoint Mr. Paul Link as a member of the Planning Commission for a four-year term expiring January 1, 2027, seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors present voted yes with the exception of Mr. Link who abstained.

**44. Appointment of Planning Commissioners – Seat #4:** Mr. Hassler indicated that this commissioner seat is currently vacant. He noted that there are two applicants who are interested in filling this vacancy. Ms. Eckhart reported that applications have been received by Mr. Robert Hosking, 243 Stagecoach Road, and Mr. Felipe Resendez, 5735 Indian Trail Road. The Board briefly discussed their familiarity with the applicants. Being that the majority of Supervisors were not acquainted with both of the applicants, the Board decided to table the appointment of this position until the schedule Board of Supervisors meeting on February 14, 2023 in order to conduct interviews of the applicants.

**45. Appointment of Zoning Hearing Board Members – Seat #2:** Mr. Hassler reported that this seat is currently vacant and the five-year term expired on January 1, 2023. There are no applicants for this position at this time. Seat #2 will remain vacant.

**46. Appointment of Park and Recreation Board Member(s):** Ms. Eckhart indicated that two vacancies exist on the newly created Park and Recreation Board. She reports that an application has been received by Ms. Donna Teklits, 52 Oak Lane. Mr. Link stated that as with other residents who have expressed interested in joining the Park and Recreation Board, he would like Ms. Teklits to attend the first Park and Recreation Board meeting prior to her appointment to the Board.

**47. Ratification of Park and Recreation Board Meeting Dates:** Mr. Link made a motion to set the Park and Recreation Board meeting dates as the fourth Thursday of the month at 6:00 PM, seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors present voted yes.

**48. Appointment of Northampton County Tax Collection Committee Delegate (Earned Income Tax):** Mr. Hassler made a motion to reappoint Ms. Ilene Eckhart as the Allen Township Northampton County Tax Collection Committee Delegate, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors present voted yes.

**49. Other Business:**

**A. Voting Delegate for PSATS Conference and Authorization to Attend:** Mr. Hassler indicated that the conference is a three-day event and is located in Hershey, PA. He noted that he typically attends the annual conference but expressed that he did not have interest in attending this year. Mr. Paul expressed interest in attending. Mr. Hassler made a motion to nominate Mr. Paul as the voting delegate for the County and PSATS Convention and authorize Mr. Paul's attendance to the Hershey PSATS Convention, seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors present voted yes with the exception of Mr. Paul who abstained.

**50. Public to be Heard:** No public comment.

**51. Announcements:**

The Board and Ms. Eckhart reviewed the upcoming meeting dates for January as follows:

Board of Supervisors – Tuesday, January 10, 2023 at 6:00 PM

Planning Commission – Monday, January 23, 2023 at 6:00 PM *(Changed from January 16, 2023 due to Birthday of Martin Luther King, Jr. holiday)*

Board of Supervisors – Tuesday, January 24, 2023 at 6:00 PM

Park and Recreation Board – Thursday, January 26, 2023 at 6:00 PM

There being no further comments or business the meeting adjourned at 6:45 PM.

Respectfully submitted,

Ilene M. Eckhart



# **Allen Township Board of Supervisors**

## **2023 Reorganization Meeting Agenda**

**January 3, 2023**

**6:00 P.M.**

**Location: Allen Township Fire Company Building  
3530 Howertown Road, Northampton, PA**

The Allen Township Board of Supervisors Meetings will be held at the Allen Township Fire Company Building, located at 3530 Howertown Road, Northampton, PA.

A summary of the public comment policy and procedures is located at the end of the 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 on: December 29, 2022.

- 1. Call to Order**
- 2. Pledge of Allegiance to the Flag**
- 3. Nomination & Appointment - Temporary Reorganization meeting Chairman**
- 4. Nomination & Appointment of Chairman**
- 5. Announcements and/or Actions to Add Items to Agenda**
- 6. Nomination & Appointment of Vice Chairman**
- 7. Appointment - Township Manager/Secretary (reappointment of Ilene Eckhart)**
- 8. Appointment – Treasurer (reappointment of Yohanna Vega)**
- 9. Ratification of Meeting Dates – Supervisors second & fourth Tuesdays, Planning Commission third Monday, Zoning Hearing Board as required based on appeals received**
- 10. Ratification of Wages pursuant to 2023 Adopted Budget**
- 11. Approval of Paid Holidays**
- 12. Designation of Payroll (Weekly on Friday) and Paydate (Friday following end of pay period)**
- 13. Designation of Check Signers**
- 14. Approval of Depositories (First Northern Bank and Trust, PNC Bank and PLIGIT)**
- 15. Appointment of Non-Uniformed Pension Fund Trustee (RJ Hall Company Inc/Principal Financial Group)**

16. **Appointment of Non-Uniformed Pension Fund Actuary (Foster & Foster – formerly Beyer & Beyer)**
17. **Approval of Bonds (Secretary & Treasurer Bonds (\$300,000); Faithful Performance Bonds (\$100,000); Forgery/Alteration (\$40,000); and Tax Collector Bond (\$50,000)**
18. **Appointment of Certified Public Account to Perform 2022 Audit (France, Anderson, Basile and Co., P.C.)**
19. **Setting of Rate for Reimbursement of Vehicle (IRS Rate per mile 62.5 cents)**
20. **Designation of Earned Income Tax Collector for Township (Northampton County Tax Collection Committee and the appointed Tax Collection Officer Keystone Collections)**
21. **Commission of Elected Real Estate Tax Collector (\$6,050 Annually Beginning with Term 01/01/2022)**
22. **Setting of Real Estate Levy for General Purposes – Resolution #2023-01 – 5.00 mills**
23. **Appointment of Township Engineer – Resolution #2023-02**
24. **Appointment of Township Solicitor – Resolution #2023-03**
25. **Appointment of Building Code Official (reappointment of Cindy Witman, Base Engineering) – Resolution #2023-04**
26. **Appointment of Code Enforcement Officer (reappointment of Walter Diefenderfer)**
27. **Appointment of Sewage Enforcement Officer (reappointment of Philip Schiebel, Barry Isett and Associates, Inc.) – Resolution #2023-05**
28. **Appointment of Sanitary Building Sewer Inspector & Public Water Laterals (reappointment of Barry Isett and Associates, Inc.)**
29. **Appointment of Third Party Building Code Inspectors - Resolution #2023-06**
30. **Acknowledgement of Fire Chief**
31. **Acknowledgement of Fire Officers and Fire Police**
32. **Appointment of Fire Marshal (reappointment of Dale Hassler)**
33. **Appointment of Emergency Management Coordinator (reappointment of Gary Krill)**
34. **Appointment of First Regional Compost Authority Representative (reappointment of Ilene Eckhart)**
35. **Appointment of Nazareth Area Council of Government Representative (reappointment of Gary Krill)**
36. **Appointment of Vacancy Board (reappointment of Jay Hower)**
37. **Approval of General Fee Schedule – Resolution #2023-07**
38. **Approval of Park Facility Reservation Fee Schedule – Resolution #2023-08**



39. **Appointment of Zoning Officer/Assistant Zoning Officer – Resolution #2023-09**
40. **Appointment of Roadmasters (reappointment of all elected/appointed Supervisors)**
41. **Appointment of Park Superintendents (reappointment of all elected/appointed Supervisors)**
42. **Appointment of Planning Commissioners – Seat #1 Gary Krill to reappoint as a member of the Planning Commission for a term of 4 years, term to expire 01/01/2023 and Seat #2 Paul Link to reappoint as member of the Planning Commission for a term of 4 years, term to expire 01/01/23**
43. **Appointment of Zoning Hearing Board Members - Seat #2 is currently vacant and this is the seat which expires on 01/01/23**
44. **Appointment of Park and Recreation Board Member(s)**
45. **Appointment of Northampton County Tax Collection Committee Delegate (Earned Income Tax)**

**Other Business:**

- A. **Voting Delegate for PSATS Conference and Authorization to Attend**

**Public to be Heard**

*-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](mailto: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](http://www.allentownship.org) within 48 hours of the meeting.*