

Allen Township Supervisors

4714 Indian Trail Road

Northampton, Pennsylvania 18067

Phone: (610) 262-7012

Fax: (610) 262-7364



Paul Balliet
William Holmes
Alfred Pierce
Bruce Frack
Michelle Drzewiecki

B. Lincoln Treadwell, Jr., Esq.
Brien Kocher, P.E.
Ilene M. Eckhart, Manager

MINUTES SUPERVISORS REORGANIZATION MEETING Monday, January 4th, 2010 5:30 P.M.

The reorganization meeting of the Allen Township Supervisors was held on Monday, January 4th, 2010 at 5:30 PM at the Allen Township Municipal Building, 4714 Indian Trail Road, Northampton, Pennsylvania 18067.

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

Roll Call: Paul Balliet - Present; William Holmes - Present; Alfred Pierce - Present; Michelle Drzewiecki - Present; Bruce Frack - Present, B. Lincoln Treadwell, Jr., Esq. - Present and Ilene M. Eckhart - Present.

The meeting progressed with the following actions:

Chairman: Mrs. Drzewiecki nominated Mr. Balliet; motion seconded by Mr. Holmes. On the motion, Mr. Balliet abstained and the remaining supervisors present voted yes.

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

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

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

Meeting Dates: Mr. Frack 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. Holmes. On the motion, all supervisors present voted yes.

Voting Delegate: Mrs. Drzewiecki made a motion to nominate Mr. Frack as voting delegate; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes, with the exception of Mr. Frack who abstained.

Wages: Mr. Frack made a motion to approve the wages as detailed in the final draft of the 2010 budget input assumptions; seconded by Mr. Holmes. 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. Holmes. On the motion, by roll call vote, all supervisors present voted yes.

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

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

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

Check Signatures: Mr. Holmes made a motion to name the signers as: Mr. Balliet, Mr. Frack and Ms. Eckhart; motion seconded by Mrs. Drzewiecki. On the motion, by roll call vote, all supervisors present voted yes.

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

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

- Liquid Fuels – First National Bank of Palmerton
- General Account – First National Bank of Palmerton
- Escrow Account – First National Bank of Palmerton
- Capital Reserve Fund – PLIGIT
- Recreation Account – First National Bank of Palmerton
- Water & Sewer Fund – First National Bank of Palmerton & PNC Bank
- Roadway Improvement Fund - First National Bank of Palmerton

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

Actuary/Advisor: Mrs. Drzewiecki 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. Frack made a motion to retain France, Anderson, Basile and Company, PC, Certified Public Accounts to perform the Townships 2009 audit; seconded by Mrs. Drzewiecki. On the motion, by roll call vote, all supervisors present voted yes.

Secretary-Treasurer Bond: Mrs. Drzewiecki 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 Administrative Assistant and that separate bonds be provided for each individual in these amounts; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Tax Collector Bond: Mr. Holmes 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. Frack made a motion to set the rate at 50 cents per mile; seconded by Mr. Pierce. On the motion, by roll call vote, all supervisors present voted yes.

Equipment for non-profit use: Mr. Pierce made a motion to modify the existing policy of “by written request from the organization and prior notice to the board except for emergencies, labor for emergency services organizations only” to authorize use only when submitted in writing and acted upon by the Board and only that the equipment is operated by Township personnel and that any request whether it be emergency or otherwise be approved by the Board on a case-by-case basis; motion seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Earned Income Tax Collector: Ms. Frack made a motion that the Northampton EIT Office remain the designated collector; motion seconded by Mr. Holmes. On the motion, by roll call vote, all supervisors present voted yes.

Tax collector commission: Mr. Pierce 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.

Solicitor: Mr. Pierce made a motion to reappoint the Law Offices of B. Lincoln Treadwell, Jr. at the published fee schedule for 2010 pursuant to Resolution # 2010-02; motion seconded by Mr. Holmes. On the motion, by roll call vote, all supervisors present voted yes.

Engineer: Mr. Holmes made a motion to retain Brien Kocher, Hanover Engineering Associates, Inc. at the 2010 fee schedule pursuant to Resolution # 2010-01; 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 Ms. Ilene M. Eckhart as the Zoning Enforcement Officer and Walter Deifenderfer Mouer as the Code Enforcement Officer; seconded by Mr. Holmes. On the motion, by roll call vote, all supervisors present voted yes.

Sewage Enforcement Officer: Mr. Frack made a motion to appoint Hanover Engineering as primary and alternate SEO with the specific officers: Mr. Scott Brown, Schray, Mr. Jeffrey Huff and Mr. Jason Peters and that the Township Manager continue the system of escrow and non-refundable fees for all percolation work and permits pursuant to Resolution #2010-03; seconded by Mr. Pierce. On the motion, by roll call vote, all supervisors present voted yes.

Fire Police: A memo was read from the fire company requesting the named individuals be appointed as fire police for 2010. Mr. Frack made a motion to appoint those so listed; motion seconded by Mr. Pierce. On the motion, by roll call vote, all supervisors present voted yes. Additionally, Mr. Pierce made a motion to appoint Mr. Nick Lalik as Fire Chief and Nick Lalik, Emergency Management Coordinator for 2010; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes. Ms. Eckhart was directed to swear in these individuals as necessary.

Planning Commission: Mrs. Drzewiecki made a motion to advertise the Planning Commission to meet the third Monday of each month; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

First Regional Compost Authority: Mr. Frack made a motion to appoint Jim Wilson as Allen Township's representative to the First Regional Compost Authority; seconded by Mr. Holmes. On the motion, by roll call vote, all supervisors present voted yes.

Vacancy board: Mr. Frack made a motion to retain Joseph Domitrovits on the Vacancy board, upon his acceptance; seconded by Mrs. Drzewiecki. 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 #2010-04; seconded by Mr. Frack. 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. Frack. On the motion, by roll call vote, all supervisors voted yes – each abstained where the motion affected himself or herself.

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

Good of the Order:

1. Vacancies: Mr. Frack made a motion to reappoint the following individuals: W. Eugene Clater (Planning Commission) – 4 year term to expire January 1, 2014; and Paul Mauser (Zoning Hearing Board) – 5 year term to expire January 1, 2015; seconded by Mr. Holmes. On the motion, by roll call vote, all supervisors present voted yes.

2. Liaisons to Northampton Earned Income Tax Office: Mr. Holmes made a motion to appoint Mr. Pierce liaison to the Northampton Earned Income Tax Office; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors voted yes.

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

4. Zoning Hearing Board Alternates: No one appointed.

Other Business: No other business matters.

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