

Allen Township Supervisors

4714 Indian Trail Road

Northampton, Pennsylvania 18067

Phone: (610) 262-7012

Fax: (610) 262-7364



Paul Balliet
Bruce Frack
Dale N. Hassler
Alfred Pierce
Larry Oberly

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

MINUTES SUPERVISORS REORGANIZATION MEETING Monday, January 5th, 2015 5:30 P.M.

The reorganization meeting of the Allen Township Supervisors was held on Monday, January 5th, 2015 at 5:30 PM at the Allen Township Municipal Building, 4714 Indian Trail Road, Northampton, Pennsylvania 18067. All members present.

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

The meeting progressed with the following actions:

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

Secretary-Treasurer: Mr. Pierce nominated Ms. Ilene Eckhart; motion seconded by Mr. Oberly. 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. Hassler. On the motion, all supervisors present voted yes.

Wages: Mr. Pierce made a motion to approve the wages as detailed in the final draft of the 2015 budget input assumptions; seconded by Mr. Oberly. On the motion, by roll call vote, all supervisors present voted yes.

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

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

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

Pay date: Mr. Pierce made a motion to maintain each Friday as the pay date; motion seconded by Mr. Oberly. 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. Balliet, Mr. Frack and Ms. Eckhart and that two of four are required; motion seconded by Mr. Oberly. 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. Oberly. On the motion, all supervisors present voted yes.

Depositories: Mr. Pierce made a motion that the depositories remain the same; motion seconded by Mr. Hassler. 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/Smith Barney as the defined benefit pension fund depository and trustee; seconded by Mr. Oberly. On the motion, by roll call vote, all supervisors present voted yes.

Actuary/Advisor: Mr. Frack made a motion to maintain Beyer-Barber as the actuary; motion seconded by Mr. Oberly. 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 2014 audit; seconded by Mr. Oberly. On the motion, by roll call vote, all supervisors present voted yes.

Secretary-Treasurer Bond: Mr. Frack 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 and forgery/alteration bond in the amount of \$40,000.00; seconded by Mr. Oberly. On the motion, by roll call vote, all supervisors present voted yes.

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

Mileage reimbursement: Mr. Hassler made a motion to set the rate at 57.5 cents per mile; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Earned Income Tax Collector: Mr. Oberly 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. Oberly 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. Hassler made a motion to retain Brien Kocher, Hanover Engineering Associates, Inc. at the 2015 fee schedule pursuant to Resolution # 2015-01; motion 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 2015 pursuant to Resolution # 2015-02; 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 as the Code Enforcement Officer; seconded by Mr. Pierce. On the motion, by roll call vote, all supervisors present voted yes.

Sewage Enforcement Officer: Mr. Hassler 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 #2015-03; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Fire Police: A memo was reviewed from the Fire Company requesting the named individuals be appointed as fire police for 2014. Mr. Pierce made a motion to authorize Mr. Balliet to swear in the individuals contained on the submitted list as may be arranged by the Chief; seconded by Mr. Oberly. 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 for 2015; seconded by Mr. Oberly. On the motion, by roll call vote, all supervisors present voted yes.

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

Planning Commission: Mr. Pierce 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.

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

Subdivision and zoning fees: Mr. Oberly 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 #2015-04; 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 him or herself.

Park Superintendents: Mr. Pierce 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. Hassler made a motion to appoint Mr. Gary Krill to the four year open term and Mr. Gary Behler to the one year open term; seconded by Mr. Oberly. On the motion, by roll call vote, all Supervisors present voted yes.

Zoning Hearing Board Members: Mr. Pierce made a motion to reappoint Mr. Paul Mauser; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

Northampton County TCC Act 32 Delegate: Mr. Frack made a motion to appoint Mr. Pierce; seconded by Mr. Oberly. 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. Pierce. 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. Frack as voting delegate (for the County and PSATS Convention; seconded by Mr. Oberly. On the motion, by roll call vote, all supervisors present voted yes.

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

4. Joe Trella, Human Resources Consultant, ratification of policies review in 2015: Mr. Frack made a motion to ratify hiring Mr. Joe Trella at a rate of \$175.00 per hour to perform a review of the draft Personnel Policy and Procedures Manual; seconded by Mr. Oberly. On the motion, by roll call vote, all Supervisors present voted yes.

5. Quarry Hill Estates, Phase IIA, Security Reduction Release: Mr. Pierce made a motion to authorize release of security in the amount of \$28,140.00, pursuant to the recommendation of the Township Engineer; seconded by Mr. Oberly. On the motion, by roll call vote, all Supervisors present voted yes.

6. Authorization to proceed with server upgrade: Mr. Oberly made a motion to proceed with computer system server upgrade with an estimated cost of \$10,867.92 pursuant to the estimate of DRC Technologies, dated July 21, 2014; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes. She added she would like to have the existing server modified to substitute as the Administrative Assistants desktop and the Administrative Assistants current desktop to be reutilized for the new Secretary/Accounting Assistant employee. She noted that the replacement laptop contained in the original quote could be delayed until further analysis can be completed regarding the future Zoning Officer/Building Code employee position and the information technology needs of this position.

7. Authorization to attend 2015 Open Space Grant Workshop, sponsored by Northampton County (January 21st, 2015 Bethlehem): Mr. Hassler made a motion to authorize Ms. Eckhart to attend the Workshop on January 21st; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

Public to be Heard: Mr. Hassler indicated that he has been approached with concerns regarding the mailing and due date cycle of the Municipal Waste and Recycling bill, which occurred just after the Christmas holiday. In addition, Mr. Pierce suggested Ms. Eckhart review the possibility splitting the payment into two or more installments. Mr. Paul Garrett asked for the Board's feedback regarding the change to multiple building inspection agencies.

There being no further business the meeting adjourned.

Respectfully submitted,

Ilene Marie Eckhart
Manager/Secretary-Treasurer
ALLEN TOWNSHIP