

Allen Township Supervisors

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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 6th, 2014 5:30 P.M.

The reorganization meeting of the Allen Township Supervisors was held on Monday, January 6th, 2014 at 5:30 PM at the Allen Township Municipal Building, 4714 Indian Trail Road, Northampton, Pennsylvania 18067. All members present.

Temporary Chairman: Mr. Pierce 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. Hassler. 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. Hassler. 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. Hassler. 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.

Voting Delegate: 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.

Wages: Mr. Hassler made a motion to approve the wages as detailed in the final draft of the 2014 budget input assumptions; seconded by Mr. Frack. 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. Frack made a motion to pay invoices for discount; motion seconded by Mr. Oberly. On the motion, all supervisors present voted yes.

Depositories: Mr. Oberly questioned PLIGIT. Mr. Pierce offered it was basically a money market that Township's could utilize. Mr. Frack made a motion that the depositories remain the same; motion seconded by Mr. Oberly. 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. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Actuary/Advisor: Mr. Pierce 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. Oberly questioned how long the accounting firm was in place. Ms. Eckhart estimated from around 2001 and indicated that the item was a professional service so it was not bid. Mr. Pierce made a motion to retain France, Anderson, Basile and Company, PC, Certified Public Accounts to perform the Townships 2013 audit; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Secretary-Treasurer Bond: Mr. Oberly questioned the level of bond and how it was arrived at. Mr. Pierce felt it was based on a rough estimate of the amount of money (that could be stolen) at any one instance. Mr. Pierce 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. Hassler. On the motion, by roll call vote, all supervisors present voted yes.

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

Mileage reimbursement: Mr. Oberly made a motion to set the rate at 56.5 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.

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. Frack made a motion to retain Brien Kocher, Hanover Engineering Associates, Inc. at the 2014 fee schedule pursuant to Resolution # 2014-01; 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 2014 pursuant to Resolution # 2014-02; motion seconded by Mr. Pierce. 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. Hassler. 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 #2014-03; seconded by Mr. Holmes. 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. Hassler made a motion to appoint Mr. Nick Lalik as Fire Chief for 2014; seconded by Mr. Oberly. On the motion, by roll call vote, all supervisors present voted yes.

Emergency Management Coordinator: Ms. Eckhart indicated that a letter was received from Mr. Gary Krill expressing interest in the position. Mr. Frack commented that he requested a resume and had not seen one submitted. Ms. Eckhart stated she did not request this of Mr. Krill pursuant to Mr. Frack's request in late December. She apologized for this oversight. Mr. Oberly offered to vouch from Mr. Krill in lieu of a formal written resume. Mr. Frack requested information on the qualifications for the position, as Mr. Krill would be hired to the position. Mr. Pierce questioned if this was a nomination that would have to be submitted to the Governor. Ms. Eckhart indicated that it was and that a background check is submitted along with the application to the Governor. Mr. Pierce asked if any further credentials were required. Mr. Krill indicated that within one year of the appointment take the basic classes and within three years take the advanced classes. On the question from Mr. Hassler, Mr. Krill indicated that he was willing to fulfill the requirement of the required classes within the necessary timeframes following appointment. Mr. Frack requested the Board wait until a resume was received. Mr. Oberly indicated that he knew Mr. Krill for many years and made a motion to appoint Mr. Gary Krill to the position; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes with the exception of Mr. Frack due to the lack of submission of a resume.

Planning Commission: Mr. Pierce made a motion to advertise the Planning Commission to meet 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. 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 #2014-04; seconded by Mr. Oberly. 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. Frack made a motion to appoint all Supervisors as Park Superintendents; seconded by Mr. Hassler. On the motion, by roll call vote, all supervisors present voted yes.

Good of the Order:

1. Vacancies: Mr. Pierce made a motion to reappoint Mr. Eugene Clater to the Planning Commission – 4 year terms to expire January 1, 2018; seconded by Mr. Oberly. On the motion, by roll call vote, all supervisors present voted yes. Mr. Oberly made a motion to reappoint Mr. Anthony Czonstka to the Zoning Hearing Board – 5 year term to expire January 1, 2019; seconded by Mr. Pierce. Following some discussion, the Board agreed to hold the matter over to a subsequent meeting.

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

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

4. 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.

5. 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.

6. City of Bethlehem Water – Notice of Proposed Rate Changes: Ms. Eckhart indicated that the Board should review the current fee for sewer due to the increase in water rates as proposed. Ms. Eckhart indicated in the past the Board calculated equalization when water rates were increased. The Board requested Mr. Oberly work with Ms. Eckhart to calculate a suggested revised rate and return to the Board for discussion.

7. Snow Emergency Procedures: Mr. Oberly indicated he was contacted by a resident concerning parking on the Township streets and blocking mailboxes in the same instances in addition to problems with removal of vehicles during snow events. He felt that this should be reviewed. Mr. Oberly was aware that the Township does communicate the policy to the Township residents but in areas that adjoin the Borough – parking is occurring (by Borough residents) along Township roads. He suggested perhaps signage would be a way to communicate the matter. Mr. Pierce felt that Board should consider authorizing the Township Engineer to update the road ranking report and further in consideration of Mr. Oberly's observation further request the Township Engineer to perform an analysis and schematic of the

parking situation and availability in the Township. Mr. Pierce felt a parking report would provide the Board with a broader view of the problems that exist and if a map could be generated it would be beneficial for future discussion. The Board agreed by consensus. Mr. Pierce further felt the Solicitor should gather references, on the snow emergency matter, from other municipalities for further discussion by the Board.

Other Business: Regarding the first general meeting in January which would normally be held on the 9th, Mr. Pierce made a motion to a cancel the meeting of January 9th and to authorize Ms. Eckhart to advertise accordingly; 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