



Allen Township Supervisors

4714 Indian Trail Road

Northampton, Pennsylvania 18067

Larry Oberly, Chairman
Dale Hassler, Vice Chairman
Bruce Frack
Gary Behler
Gerald Montanari

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

MINUTES SUPERVISORS REORGANIZATION MEETING Monday, January 7, 2019 6:00 P.M.

The reorganization meeting of the Allen Township Supervisors was held on Monday, January 7, 2019 at 6:00 PM at the Allen Township Municipal Building, 4714 Indian Trail Road, Northampton, Pennsylvania 18067. All members present. The Pledge of Allegiance was recited by all in attendance.

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

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

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

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

Meeting Dates: Mr. Hassler 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. Behler. On the motion, all supervisors present voted yes.

Wages: Mr. Behler made a motion to approve the wages as detailed in the final draft of the 2019 budget input assumptions; seconded by Mr. Frack. 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. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Summer Help Wages: Mr. Behler made a motion to pay the \$11.00 for temporary summer help; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

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

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

Check Signatures: Mr. Hassler made a motion to name the signers as: Mr. Oberly, Mr. Frack, Mr. Hassler and Ms. Eckhart and that two of four are required; motion seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

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

Depositories: Mr. Behler 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. Behler made a motion to retain Morgan Stanley 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. Ms. Eckhart indicated that the Township has been notified that Morgan Stanley would no longer manage the plan effective March 31, 2019. She indicated she would publish the appropriate RFP in accordance to Act 44 and obtain responses to identify a new investment firm by the end of February 2019.

Actuary/Advisor: Mr. Hassler made a motion to maintain Beyer-Barber as the actuary; motion seconded by Mr. Behler. 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 Township 2018 audit; seconded by Mr. Behler. On the motion, by roll call vote, all supervisors present voted yes.

Secretary-Treasurer Bonds: Mr. Hassler 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 Secretary/Accounting Assistants 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. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Tax Collector Bond: Mr. Hassler 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. Hassler made a motion to set the rate at 58 cents per mile; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Earned Income Tax Collector: Mr. Frack 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. Behler. On the motion, by roll call vote, all supervisors present voted yes.

Elected tax collector commission: Mr. Behler made a motion to set the elected Tax Collector wage for real estate bills at \$5,500 annually; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Real Estate Levy Rate (General Purposes): Mr. Hassler made a motion to adopt Resolution #2019-01 fixing the real estate tax collection rate at 5.00 mills; seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors present voted yes.

Engineer: Mr. Behler made a motion to reappoint Barry Isset and Associates, Inc. at the 2019 fee schedule pursuant to Resolution # 2019-02; motion seconded by Mr. Montanari. On the motion, by roll call vote, all supervisors present voted yes.

Solicitor: Mr. Behler made a motion to reappoint the Law Offices of B. Lincoln Treadwell, Jr. at the published fee schedule for 2019 pursuant to Resolution # 2019-03; motion seconded by Mr. Montanari. On the motion, by roll call vote, all supervisors present voted yes.

Zoning/Code Enforcement Officer: Mr. Montanari made a motion to retain Mr. Michael Edelman as the Zoning Enforcement Officer and Walter Deifenderfer as the Code Enforcement Officer; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Sewage Enforcement Officer: Mr. Behler made a motion to appoint Barry Isset and Associates, Inc as primary and alternate SEO with the specific officer: Keith Valentine, and that the Township Manager continue the system of escrow and non-refundable fees for all percolation work and permits pursuant to Resolution #2019-04; seconded by Mr. Montanari. On the motion, by roll call vote, all supervisors present voted yes.

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

Third-Party UCC Inspection Agencies: The Board discussed the draft Resolution #2019-05 which lists five third-party inspection firms and their individual published fee schedules for 2019. Mr. Frack made a motion to adopt Resolution 2019-05 authorizing Code Master, Key Codes, Bureau Veritas, Keller Zoning and Lehigh Valley Inspection as third-party building code inspectors; seconded by Mr. Montanari. On the motion, all Supervisors present voted yes.

Fire Chief: Mr. Behler made a motion to appoint Dale Hassler as Fire Chief as well as Fire Marshall for 2019; seconded by Mr. Montanari. On the motion, by roll call vote, all Supervisors present voted yes with the exception of Mr. Hassler who abstained.

Fire Officers/Fire Police: Mr. Behler made a motion to appoint Mr. Mark Kocher as 1st Assistant Chief, Mr. Gary Krill as 2nd Assistant Chief, Mr. Mike Miller as Fire Captain, and Ms. Cheryl Daumer as Fire Police Captain for 2019 and the following list of Fire Police: Robert Daumer, Dale Hassler, Mark Kocher, Gary Krill, Mike Miller, Brandon Gianopulos, Tom Gogle, Jared Miller, Mike Jamicky, Tyler Schoup, Jeremy Haydt, Todd Haydt, and Kyle Walbert; seconded by Mr. Montanari. On the motion, by roll call vote, all supervisors present voted yes with the exception of Mr. Hassler who abstained.

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

Planning Commission: Mr. Behler made a motion to advertise the Planning Commission meetings for the third Monday of each month at 7:00 P.M.; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

First Regional Compost Authority: Mr. Hassler made a motion to appoint Mr. Oberly to the Authority; seconded by Mr. Behler. On the motion, by roll call vote, all supervisors present voted yes.

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

Subdivision and zoning fees: Mr. Behler made a motion to accept the fee schedule for subdivision, zoning permits, zoning hearing fees and general fees of the Township pursuant to Resolution #2019-06 with the changes noted by Ms. Eckhart; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Park Facilities Fee Schedule: 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 #2018-07, including the updated recreation fee recommendation provided by the Township Engineer; seconded by Mr. Montanari. On the motion, by roll call vote, all supervisors present voted yes.

Roadmasters: Mr. Behler 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. Behler 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. Behler made a motion to appoint Mr. Paul Link and Gary Krill to the Planning Commission for a four-year term; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes. Mr. Link will be moved from the Zoning Hearing Board creating a vacancy as there have been no additional letters of interest received. Mr. Behler raised the topic of potentially appointing Mr. Clater to the Planning Commission as an alternate member (especially in light of the benefit of his guidance regarding major development plans such as the JW Development Plan). Mr. Hassler stated he was not in favor. In response to Mr. Hasslers position, Mr.

Montanari asked was Mr. Hassler not in favor of having an alternate or was he not in favor of the potential of appointing Mr. Clater as an alternate. Mr. Oberly felt that Board should consider the issue until a later time. Mr. Behler felt it might be a good idea to obtain the Planning Commissioners input before the Board considers the matter further.

Zoning Hearing Board Members: Mr. Behler made a motion to appoint Mr. Anthony Czonstka to a five-year term expiring January 1, 2024 seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors present voted yes.

Northampton County TCC Act 32 Delegate: Mr. Behler made a motion to appoint Mr. Oberly as the Allen Township Northampton County TCC Delegate; seconded by Mr. Frack. On the motion, by roll call vote, all supervisors present voted yes.

Good of the Order:

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

2. 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. Krill be the alternate; seconded by Mr. Montanari. On the motion, by roll call vote, all supervisors present voted yes.

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

Good of the Order: Ms. Eckhart provided an update regarding the Lehigh Township truck prohibition of Cherryville and Indian Trail Road.

Mr. Behler questioned if there was an update regarding the meeting with East Allen Township Supervisors to discuss the Seemsville Road relocation issue.

Mr. Behler questioned the status of the first meeting for the Capital Plan project, which should include a meeting with the Fire Company Governing Body.

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