



# Allen Township Supervisors

4714 Indian Trail Road  
Northampton, Pennsylvania 18067

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

Stan Wojciechowski, PE, CME  
B. Lincoln Treadwell, Jr., Esq.

## MINUTES SUPERVISORS REORGANIZATION MEETING Tuesday, January 2, 2024 6:00 P.M.

The Annual Reorganization Meeting of the Allen Township Board of Supervisors was held on Tuesday, January 2<sup>nd</sup>, 2024, at 6:00 P.M. at the Allen Township Municipal Building, located at 4714 Indian Trail Road, Northampton, PA. The Pledge of Allegiance to the Flag was led by Chairman Dale Hassler.

### 1. Roll Call:

Present: Gary Behler (present via phone audio only); Jason Frack (following appointment); Dale Hassler; Paul Link; Tim Paul (present via phone audio only); B. Lincoln Treadwell, Jr., Esq.; Ilene Eckhart, Manager; and Tom Gogle, Public Works Crew Leader.

**2. Nomination & Appointment – Temporary Reorganization Meeting Chairman:** Mr. Link made a motion to nominate Mr. Hassler as Temporary Reorganization Meeting Chairman; seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors voted yes.

**3. Nomination & Appointment of Chairman:** Mr. Link made a motion to nominate Mr. Hassler as Chairman; seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors 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:** Ms. Eckhart indicated that there is one correction for tonight's agenda regarding a nomination term. She indicated that the correction is for the Supervisor Position – Seat # 2 Term expiration date. She noted that the agenda indicates that Seat # 2 Term will expire January 1, 2024, however, the updated expiration date is January 1, 2026.

**5. Discussion, Nomination & Appointment to Vacancy of Supervisor Position – Seat #2 Term:** Mr. Link nominated Mr. Jason Frack for the vacant Supervisor position. He explained that Mr. Frack has been a supervisor for the past two years and that Mr. Frack and Mr. Behler had a close political race and accordingly, he felt that Mr. Frack deserved the Supervisor position. Mr. Link made a motion to nominate Mr. Jason Frack for the Supervisor Position – Seat #2 two-year term expiring on January 1, 2026; seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors voted yes.

At this point, Mr. Jason Frack was sworn into office.

Mr. Treadwell indicated that Mr. Behler and Mr. Link were sworn in prior to the meeting and their statements are on file.

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

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

**8. Appointment of Assistant Township Manager:** Mr. Link made a motion to appoint Ms. Amber Averbeck as Assistant Township Manager; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

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

**10. Ratification of Meeting Dates:** Mr. Link made a motion to hold regular Board of Supervisor meetings on the second Tuesday and fourth Tuesday of each month at 6:00 P.M., Planning Commission meetings on the third Monday of each month at 6:00 P.M., and Zoning Hearing Board meetings as required based on appeals received; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

**11. Ratification of Wages Pursuant to 2024 Adopted Budget:** Mr. Link made a motion to approve the wages as detailed in the final draft of the 2024 budget; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

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

**13. Designation of Payroll (Weekly on Friday) and Pay Date (Friday Following End of Pay Period):** Mr. Link made a motion to maintain the weekly payroll period and pay date; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

**14. Designation of Check Signers:** Mr. Link made a motion to designate check signers as all Supervisors (Mr. Behler, Mr. Frack, Mr. Hassler, Mr. Link, Mr. Paul), appointed administrative staff (Ms. Eckhart, Ms. Averbeck, Ms. Vega) with at least one required check signatures being a member of the Board of Supervisors; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

**15. 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. Frack. On the motion, by roll call vote, all Supervisors 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

**16. 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. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

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

**18. Approval of Bonds:** Mr. Link made a motion to set the treasurer bond at \$300,000.00 and the faithful performance bond at \$100,000.00 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 \$40,000.00, and the Tax Collector bond in the amount of \$50,000.00; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

**19. Appointment of Certified Public Account to Perform 2023 Audit:** Mr. Link made a motion to retain France, Anderson, Basile and Company, PC Certified Public Accountants, to perform the Township’s 2023 audit; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

**20. Setting of Rate for Reimbursement of Vehicle:** Mr. Link made a motion to the set the rate for the reimbursement of use of a personal vehicle for Township business at the prevailing IRS reimbursement rate set for 2024; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

**21. Designation of Earned Income Tax Collector:** Mr. Link made a motion that the Northampton Tax Collection Committee and its appointed Tax Collection Officer (Keycodes Collections) remain the designated collector; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

**22. Commission of Elected Real Estate Tax Collector:** Mr. Link made a motion to set the elected Tax Collector wage for real estate bills at \$6,050.00 annually (beginning with the elected term in 2022), seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

- 23. Setting of Real Estate Levy for General Purposes – Resolution #2024-01:** Mr. Behler made a motion to adopt Resolution #2024-01 with the real estate tax collection rate of 5.00 mills; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors voted yes.
- 24. Appointment of Township Engineer – Resolution #2024-02:** Mr. Behler made a motion to reappoint Barry Isett and Associates, Inc. Engineer at the published 2024 fee schedule pursuant to Resolution #2024-02, seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.
- 25. Appointment of Solicitor – Resolution #2024-03:** Mr. Behler made a motion to reappoint the Law Offices of B. Lincoln Treadwell, Jr. at the published 2024 fee schedule pursuant to Resolution #2024-03; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors voted yes.
- 26. Appointment of Building Code Official – Resolution #2024-04:** Mr. Link made a motion to reappoint Cindy Witman and Base Engineering as the UCC Building Code Official pursuant to Resolution #2024-04; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.
- 27. Appointment of Code Enforcement Officer:** Mr. Link made a motion to reappoint Walter Diefenderfer as the Code Enforcement Officer, seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.
- 28. Appointment of Sewage Enforcement Officer – Resolution #2024-05:** Mr. Link made a motion to adopt Resolution #2024-05 and reappoint Barry Isett and Associates, Inc. as primary and alternate SEO with the specific officer, Philip Schiebel; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.
- 29. Appointment of Sanitary Building Sewer Inspector and Public Water Laterals:** Mr. Link made a motion to appoint Barry Isett and Associates, Inc. as the primary inspector; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors present voted yes.
- 30. Appointment of Third-Party UCC Building Code Inspectors – Resolution #2024-06:** Ms. Eckhart explained that the third-party UCC Building Code Inspectors are the same as 2023 and their fee schedules have been incorporated into Resolution #2024-06. She indicated that Bureau Veritas have updated their prices from last year. Mr. Hassler indicated that the four inspection agencies are Bureau Veritas, Keller Zoning and Inspection Services, Inc., Keycodes Inspection Agency, and Lehigh Valley Inspection Service. Mr. Link made a motion to adopt Resolution #2024-06; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.
- 31. Acknowledgement of Fire Chief:** Mr. Behler made a motion to acknowledge Mr. Dale Hassler as Fire Chief for 2024, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors voted yes with the exception of Mr. Hassler who abstained.
- 32. Acknowledgement of Fire Officers and Fire Police:** Mr. Link made a motion to acknowledge the following individuals as Fire Police Officers: Cheryl Daumer; Robert Daumer; Dale N. Hassler; Mark Kocher; Gary Krill; Mike Miller; Kyle Walbert; 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. Frack. On the motion, by roll call vote, all Supervisors voted yes with the exception of Mr. Hassler who abstained.

**33. Appointment of Fire Marshal:** Mr. Behler made a motion to reappoint Mr. Dale Hassler as Fire Marshall for 2024; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors voted yes with the exception of Mr. Hassler who abstained.

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

**35. 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. Frack. On the motion, by roll call vote, all Supervisors present voted yes.

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

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

**38. Approval of General Fee Schedule – Resolution #2024-07:** Mr. Link made a motion to accept Resolution #2024-07 General Fee Schedule; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

**39. Approval of Park Facility Reservation Fee Schedule – Resolution #2024-08:** Mr. Link made a motion to accept Resolution #2024-08 Park Facility Reservation Fee Schedule; seconded by Frack. On the motion, by roll call vote, all Supervisors voted yes.

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

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

**42. Appointment of Planning Commissioners – Seat #5:** Mr. Link made a motion to reappoint Mr. Gary Behler as a member of the Planning Commission for a four-year term expiring January 1, 2028; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes, with the exception of Mr. Behler who abstained.

**43. Appointment of Zoning Hearing Board Members – Seat #3:** Mr. Link made a motion to reappoint Mr. Anthony Czonstka as a member of the Zoning Hearing Board for a five-year term expiring January 1, 2029. On the motion, by roll call vote, all Supervisors voted yes.

**44. Appointment of Park and Recreation Board Members – Seat #1 and Seat #2:** Mr. Link made a motion to reappoint Ms. Louise Bugbee, Seat #1, and Ms. Donna Teklits, Seat #2, as members of the Park and Recreation Board for five-year terms expiring January 1, 2029; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

**45. Appointment of Northampton County Tax Collection Committee Delegate (Earned Income Tax):** Mr. Hassler indicated that Ms. Averbeck should be appointed as an alternate Allen Township Northampton County Tax Collection Committee Delegate. Mr. Link made a motion to reappoint Ms. Ilene Eckhart as the as the Allen Township Northampton County Tax Collection Committee Delegate and Ms. Amber Averbeck as the alternate Allen Township Northampton County Tax Collection Committee Delegate; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

**46. Other Business:**

A. **Voting Delegate for PSATS Conference and Authorization to Attend:** Mr. Paul expressed interest in attending the PSATS Conference. Mr. Hassler recommended that Ms. Amber Averbeck should also attend as there are offered courses that would be beneficial for her to take as she steps into the Assistant Manager position. Mr. Behler made a motion to nominate Mr. Paul as the voting delegate for the County and PSATS Convention as well as authorize Mr. Paul and Ms. Averbeck’s attendance to the Hershey PSATS Convention, seconded by Mr. Link. On the motion, by roll call vote, all Supervisors voted yes with the exception of Mr. Paul who abstained.

**42. Public to be Heard:** Mr. Michael Tiff of 4825 Indian Trail Road voiced concern regarding the future room size of the public meeting room and the PA system. He expressed concern in regards to clearly understanding Mr. Paul Link. He indicated that Mr. Link was difficult to understand and asked if it was possible for him to speak closer to the microphone.

**43. Adjournment:** There being no further comments or business the meeting adjourned at 6:35 P.M.

Respectfully submitted,

Ilene M. Eckhart