



Allen Township Supervisors

4714 Indian Trail Road

Northampton, Pennsylvania 18067

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

Ilene Eckhart, Manager
B. Lincoln Treadwell, Jr., Esq.

MINUTES SUPERVISORS REORGANIZATION MEETING Monday, January 6th, 2025 6:00 P.M.

The Annual Reorganization Meeting of the Allen Township Board of Supervisors was held on Tuesday, January 6th, 2025, 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 Temporary Reorganization Meeting Chairman Dale Hassler.

1. Roll Call:

Present: Gary Behler; Jason Frack; 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. Behler as Chairman; seconded by Mr. Frack. Mr. Paul made a motion to nominate Mr. Hassler as Chairman; there was no second. On the motion, by roll call vote, all Supervisors voted yes to nominate Mr. Behler as Chairman.

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

4. Announcements and/or Actions to Add New Items to Current Agenda: Ms. Eckhart indicated that she would wish to remove an item from the agenda under other business. She stated that the item is the First Regional Compost Authority - Member Community Yard Waste Composting Renewal Agreement. She stated that she will have the item on next week's agenda and that a resolution will be needed for the agreement. Mr. Behler stated that the item will be taken off the agenda.

5. Nomination & Appointment of Vice Chairman: Mr. Link made a motion to appoint Mr. Frack as Vice Chairman; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors voted yes.

6. Appointment of Township Manager (reappointment of Ilene Eckhart): Mr. Hassler made a motion to reappoint Ms. Ilene Eckhart as Township Manager; seconded by Mr. Frack. On the motion, by

roll call vote, all Supervisors voted yes.

7. Appointment of Assistant Township Manager (reappointment of Amber Averbeck): 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.

8. Appointment of Treasurer (reappointment of Ilene Eckhart): Mr. Frack made a motion to reappoint Ms. Ilene Eckhart as Treasurer; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors voted yes.

9. Appointment of Assistant Treasurer (reappointment of Amber Averbeck): Mr. Hassler made a motion to reappoint Ms. Amber Averbeck as Assistant Treasurer; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

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

11. Ratification of Wages Pursuant to 2025 Adopted Budget: Mr. Frack made a motion to adopt the wages as pursuant to the 2025 adopted budget; seconded by Mr. Link. 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. Hassler made a motion to maintain the weekly payroll period and pay date; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors voted yes.

14. Designation of Check Signers: Mr. Link made a motion to keep the designated check signers the same as last year, which includes all Supervisors (Mr. Behler, Mr. Frack, Mr. Hassler, Mr. Link, Mr. Paul), appointed administrative staff (Ms. Eckhart, Ms. Averbeck) with at least one required check signature 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 (First Northern Bank and Trust, PNC and PLIGIT): 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.

16. Appointment of Non-Uniformed Pension Fund Trustee (RJ Hall Company Inc./Principal Financial Group): Mr. Hassler 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 (Foster & Foster): Mr. Frack made a motion to reappoint Foster and Foster as the actuary; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors voted yes.

18. Approval of Bonds (Secretary & Treasurer Bonds (\$300,000); Faithful Performance Bonds (\$100,000); Forgery/Alteration (\$40,000); and Tax Collector Bond (\$50,000): Mr. Link made a motion to set the treasurer bond at \$300,000.00; 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; forgery/alteration bond in the amount of \$40,000.00; 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 2024 Audit (Campbell, Rappold & Yurasits LLP): Mr. Link made a motion to reappoint Campbell, Rappold & Yurasits LLP, PC Certified Public Accountants, to perform the Township's 2024 audit; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

20. Setting of Rate for Reimbursement of Vehicle (pursuant to IRS Rate of .70 per mile/2025): Mr. Hassler made a motion to set the rate for the reimbursement of use of a personal vehicle for Township business at the prevailing IRS reimbursement rate set for 2025; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors voted yes.

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

22. Commission of Elected Real Estate Tax Collector (Beginning 01/01/2026) Resolution #2025-01: Mr. Link made a motion to set the elected Tax Collector wage for real estate bills at \$500.00 annually, starting January 1, 2026; 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 #2025-03 – 5.00 mills: Mr. Hassler made a motion to adopt Resolution #2025-03 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 #2025-04: Mr. Hassler made a motion to keep Barry Isett for completing current jobs and appoint a second Township Engineer, Gilmore Associates with their fee schedules for 2025; seconded by Mr. Paul. Mr. Treadwell stated that based on

Mr. Hassler's motion, he would recommend that Gilmore be appointed as the Township Engineer and Barry Isett be the alternate and that the Township Manager be allowed to designate which projects and assignments go to which engineer. Mr. Hassler amended his motion as stated by the Township Solicitor; seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors voted yes.

25. Appointment of Solicitor – Resolution #2025-05: Mr. Link made a motion to reappoint the Law Offices of B. Lincoln Treadwell, Jr. at the published 2025 fee schedule pursuant to Resolution #2025-05; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

26. Appointment of Building Code Official (reappointment of Cindy Witman, Base Engineering)– Resolution #2025-06: Mr. Link made a motion to reappoint Cindy Witman and Base Engineering as the UCC Building Code Official pursuant to Resolution #2025-06; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors voted yes.

27. Appointment of Code Enforcement Officer: Ms. Eckhart stated that the Township received one application, however, the position is still out for advertisement. Mr. Link questioned if they could table the appointment. Mr. Treadwell stated they could. Mr. Link made a motion to table the appointment of 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 #2025-06A: Mr. Link made a motion to adopt Resolution #2025-06A and appoint Gilmore Associates Sewage Enforcement Officer; 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 – Resolution #2025-07: Mr. Link made a motion to appoint Gilmore Associates 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 #2025-08: Mr. Hassler stated that the third-party UCC Building Code Inspectors are the same as 2024 and they are Bureau Veritas, Keycodes, Keller, and Lehigh Valley Inspection Service. Mr. Hassler made a motion to retain the Third-Party Building Code Inspectors, seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

31. Acknowledgement of Fire Chief: Mr. Link made a motion to acknowledge Mr. Dale Hassler as Fire Chief for 2025, seconded by Mr. Frack. 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. Frack 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. Behler. On the motion, by roll call vote, all Supervisors voted yes.

33. Appointment of Fire Marshal (reappointment of Dale Hassler): Mr. Frack made a motion to reappoint Mr. Dale Hassler as Fire Marshall for 2025; seconded by Mr. Paul. 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 (reappointment of Gary Krill): Mr. Hassler 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 (reappointment of Ilene Eckhart): Mr. Hassler 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 voted yes.

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

37. Appointment of Vacancy Board (reappointment of Jay Hower): 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.

Mr. Treadwell noted that there were two Resolution 2025-06 on the agenda. He stated that a motion is needed to change the Appointment of the Building Code Official Resolution 2025-06 to 2025-06A. Mr. Link made a motion to change Resolution 2025-06 as it relates to the Building Code Official to 2025-06A; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

38. Approval of General Fee Schedule – Resolution #2025-09: Mr. Hassler made a motion to accept Resolution #2025-09 General Fee Schedule as it is listed; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors voted yes.

39. Approval of Park Facility Reservation Fee Schedule – Resolution #2025-10: Mr. Hassler made a motion to accept Resolution #2025-10 Park Facility Reservation Fee Schedule as it is listed; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

40. Resolution Adopting Agreement with Special Solicitor for Collection of Delinquent Trash and Sewer Accounts (Portnoff Law Office, Michelle Portnoff Esq.) #2025-11: Mr. Link made a motion to accept Resolution #2025-11 as it relates to adopting the agreement with a special solicitor for collection of delinquent trash and sewer accounts; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

41. Appointment of Roadmasters (reappointment of all elected/appointed Supervisors): 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.

42. Appointment of Park Superintendents (reappointment of all elected/appointed Supervisors): 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.

43. Appointment of Planning Commissioners – Seat #4 Felipe Resendez, Jr. to appoint/reappoint as a member of the Planning Commission for a term of 4 years, term to expire 01/01/2029: Mr. Link made a motion to reappoint Mr. Felipe Resendez, Jr. as a member of the Planning Commission for a four-year term expiring January 1, 2029; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

44. Appointment of Zoning Hearing Board Members – Seat #1 Vacancy (formerly Paul Mauser) appoint/reappoint as a member of the Zoning Hearing Board for a term of 5 years, term to expire 01/01/2030 (Note: There are now 2 vacant positions on this Board): Mr. Link questioned if there would be a benefit to having a three-member board. Mr. Behler stated that he felt it would be more beneficial to have a five-member board as it provides more points of view and takes more members out of the majority. He also stated that if there is a five-member board and two members cannot show up then there is still a quorum, however, if it is a three-member board and two members cannot show up then a meeting cannot be held. Mr. Paul felt that the board should remain as five members. Ms. Eckhart indicated that she would advertise the vacancies.

45. Appointment of Park and Recreation Board Members:

- Seat #1 Unexpired Term (vacancy due to Bugbee resignation (06/27/24) remainder of the 5-year term to expire 01/01/2029: Mr. Link made a motion to appoint Mr. Erik Kaintz, to fill the vacancy, Seat #1, for the remainder of the 5-year term set to expire in January 1, 2029; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.
- Seat #3 Mary Austin, to appoint/reappoint as a member of the Park and Recreation Board for a term of 5 years, term to expire 01/01/2030: Mr. Link made a motion to reappoint Ms. Mary Austin for Seat #3 with a term to expire January 1, 2030; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors voted yes.
- Seat #4 Nicole Dotta, to appoint/reappoint as a member of the Park and Recreation Board for a term of 5 years, term to expire 01/01/2030: Mr. Hassler made a motion to reappoint Ms. Nicole Dotta for Seat #4 with a term to expire January 1, 2030; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors voted yes.

46. Appointment of Northampton County Tax Collection Committee Delegate (Earned Income Tax): Mr. Frack made a motion to reappoint Ms. Ilene Eckhart as the Allen Township Northampton County Tax Collection Committee Delegate; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors voted yes.

47. Other Business:

A. Voting Delegate for PSATS Conference and Authorization to Attend: Mr. Hassler made a motion to authorize Mr. Paul to attend the PSATS Conference as well as be the voting delegate; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors voted yes with the exception of Mr. Paul, who abstained.

~~B. First Regional Compost Authority—Member Community Yard Waste Composting~~

~~Renewal Agreement~~

Mr. Behler announced that the next general Board of Supervisors meetings will be held on Tuesday, January 14th, and Tuesday, January 28th, 2025 at 6:00 PM. He stated that the next Planning Commission meeting will take place on Monday, January 27th, 2025 at 6:00 PM.

- 48. **Public to be Heard:** There was no public to be heard.
- 49. **Adjournment:** There being no further comments or business the meeting adjourned at 6:38 P.M.

Respectfully submitted,

Ilene M. Eckhart