



Allen Township Board of Supervisors Meeting Minutes August 12th, 2025 6:00 P.M.

A General Meeting of the Allen Township Board of Supervisors was held on Tuesday, August 12th, 2025, at 6:00 P.M. at the Allen Township Municipal Building, located at 50 Snow Hill Road, Northampton, PA. Mr. Frack led the audience in the Pledge of Allegiance to the Flag.

1. Roll Call:

Present: Gary Behler; Paul Link; Dale Hassler; Jason Frack; Tim Paul; B. Lincoln Treadwell, Jr., Esq.; Ilene Eckhart, Manager; Michael Schwartz, PE, Engineer (Gilmore & Associates, Inc.)

- 2. Announcements and/or Actions to Add New Items to the Current Agenda:** Mr. Frack announced that an executive session was held prior to the meeting. Mr. Treadwell clarified that the session was held to discuss a potential property acquisition and the authorization for an appraisal, which is included as an item on this agenda. He noted that there was nothing to add to the agenda.

- 3. Public Hearings:** None.

- 4. Public to be Heard:** None.

- 5. Approval of Minutes (July 8th, 2025):** Mr. Link made a motion to approve the minutes for July 8th, 2025; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors voted yes.

6. Reports

A. Treasurer: Mr. Hassler made a motion to pay the bills; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors voted yes.

B. Solicitor: On file.

C. Engineer: On file.

D. Planning/Zoning/Code Enforcement: On file.

E. Road Superintendent/Public Works Leader: On file.

F. Fire Company: On file.

G. Emergency Management Coordinator: On file.

H. Nazareth Council of Government: On file.

I. Parks: Ms. Eckhart inquired about the date for the next movie event, to which Ms. Averbek confirmed it would take place on August 15th, 2025. Mr. Link questioned the turnout for the previous movie event, and Ms. Eckhart reported that over 50 residents were in attendance.

J. Planning: Ms. Eckhart indicated that she does not anticipate any submissions before the September meeting, which could potentially lead to the cancellation of the August meeting.

K. First Regional Compost Authority: On file.

L. Stormwater: Ms. Eckhart noted that updates to the MS4 Map and Water Quality Testing in select sites are being worked on.

7. Unfinished Business

A. JW Business Center – Cesanek Road Maintenance Period Commencement and Dedication: Mr. Erich Schock with Fitzpatrick, Lentz, and Bubba, on behalf of the Jaindl-Watson Business Center, explained that the JW Business Center did not move forward with the dedication of Cesanek Road in October of 2023, which was the date when the maintenance period should have officially begun under the Ordinance and agreement. He noted that it has been approximately 22 months since that time. Mr. Schock indicated that, to his understanding, the inspection of certain basins was an item of question and they are now to be prepared. He explained that JW's requisition includes providing the overdue deed of dedication for the roadway, continuing maintenance through the end of 2025, and then transferring responsibility to the Township after December 31st, 2025. Mr. Schock emphasized that this agreement would result in almost 27 months as opposed to the statutorily required 18 months. He additionally noted that the request also consists of a request for the reduction of balances due once the Township has taken responsibility. Mr. Schock expressed confidence that his explanation was an accurate recitation of prior discussions between JW, Ms. Eckhart, and Mr. Treadwell. He noted that while the process had been delayed, JW had continued to meet the requirements and would exceed expectations, emphasizing their belief that this was a reasonable compromise. Mr. Hassler indicated that he had primarily suggested the extension and confirmed that he agrees, contingent upon the Township engineer's approval. Mr. Hassler made a motion that the Township take over the maintenance as of January 1st, 2026, as long as the Township engineer accepts; seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors voted yes.

Mr. Treadwell noted that the deed of dedication and inspection should wrap this up, additionally requesting a title report with the deed of dedication.

B. East Bullshead Road Median Project – Payment Request #1- \$1,350.00 and #2- \$12,369.22: Ms. Eckhart explained that the balances noted are initial payments on the East Bullshead Road Median project, and just to note that this project's installation should be completed between August 11, 2025, to August 22nd, 2025. Mr. Link made a motion to approve payment request #1 for \$1,350.00 and request #2 for \$12,369.22; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors voted yes.

C. Willow Ridge Estates – Acknowledgement of Extension MPC Review Timeline Until November 21, 2025: Ms. Eckhart indicated that this item pertains to the 8-lot subdivision on Savage Road. She noted that this is a typical extension to provide more time, mostly with the outside agency items, until

November 21st, 2025. Mr. Hassler made a motion to acknowledge the extension; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

D. Allen Township Building Renovation Project Phase 2 – Applications and Certification of Payments/Change Orders/Allowances:

- i. **Grace Industries – Correction to Request # 3 – reduced to \$101,706.09:** Ms. Eckhart explained that this item pertains to clarification on a payment that was previously approved by the architect, which was about \$500 higher than the actual amount owed. Since the payment was based on a fixed quantity with no adjustment ability, the lesser amount was granted. She explained that the motion is to document that they were paid the lesser amount. Mr. Link made a motion to document the adjustment to the payment; seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors voted yes.
- ii. **Grace Industries (General Contract Sum \$828,000.00) Request # 4 for \$40,271.96:** Mr. Hassler made a motion to allow Request #4; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors voted yes.

E. Allen Township Building Renovation Project Phase 1 – Status: Ms. Eckhart clarified that this item is to provide a status report, noting that the main focus is the roof. She explained that a shipment was delayed by 5 days due to a truck breakdown, causing another setback. She also reported that the employee entrance door with ballistic-glass outfitting has been delayed, noting that the subcontractor missed an item that is now getting resolved.

F. 2025 Allen Township Road Program – Request # 1 \$305,286.10: Ms. Eckhart clarified that this item pertains to the paving of the subdivision known as Allen Village. Mr. Hassler made a motion to make the payment; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

8. New Business:

- A. Acceptance of Resignation of Zoning Hearing Board Member, Steve Keller:** Mr. Link made a motion to accept Steve Keller's resignation; seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors voted yes.
- B. Appointment of Zoning Hearing Board Member, John Bernick:** Mr. Link made a motion to appoint John Bernick to the Zoning Hearing Board; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.
- C. Appointment of Zoning Hearing Board Member, Debbie Dreisbach:** Mr. Hassler made a motion to appoint Debbie Dreisbach to the Zoning Hearing Board; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors voted yes.
- D. Authorization of Property Appraisal – Property # 2025-01:** Mr. Link made a motion to authorize hiring the appraisal for property # 2025-05; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.
- E. Request for Proposals – Code Enforcement and Zoning Services:** Ms. Eckhart explained that this item involves considering alternatives to hiring direct employees by obtaining pricing and availability

information from third-party firms to provide the mentioned services. She noted that her draft proposal was included in the Supervisor's packets. Ms. Eckhart confirmed that this option has become a common practice in Townships. Mr. Frack made a motion to approve the request for proposals; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors voted yes.

F. Fee Schedule Approval – Environmental Health and Safety Firm: Ms. Eckhart indicated that she obtained the fee estimate schedule from the consulting firm based in Chester, New Jersey, Lewis S. Goodfriend and Associates, for acoustical services related to Code Enforcement and Zoning matters. She noted that this fee schedule is for the Board's consideration and adoption. Mr. Behler raised a concern about the \$2,500 fee listed per Supervisor's meeting, to which Mr. Treadwell clarified that the charge only applies when expert testimony is necessary. Ms. Eckhart confirmed that she and Ms. Averbeck discussed the fee with Mr. Goodfriend, who understood it to specifically cover sworn testimony. Mr. Hassler made a motion to approve the fee schedule for the firm; seconded by Mr. Paul. On the motion, by roll call vote, all Supervisors voted yes.

G. Posted Speed Limit and Signage Review Study Northeast Quadrant – Farmhill, Twinbrook, Valley, Snow Hill, Covered Bridge, School Roads, and Mud Lane: Ms. Eckhart noted that while roads have been reviewed on a piecemeal basis, including speed limit reductions handled through individual requests, she recommended dividing the Township into four sections for a comprehensive review by the engineer. She emphasized the need for upgraded road signage and adjustments to certain speed limits, noting that she has received complaints, particularly in the northeast section, regarding high-speed driving. Ms. Eckhart further explained that the intent of this approach is to obtain detailed reports for each section. Mr. Link made a motion to approve speed studies on, for now, the Northeast quadrant roads specified by the Township Manager; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

H. Executive Session (tentative): No.

9. Public to be Heard: None.

10. Next Meetings: Mr. Frack announced the upcoming meetings. All meetings and events will be held at the Allen Township Municipal Building. These meetings and events are as follows:

- Planning Commission – Monday, August 18th, 2025 6:00 PM
- Board of Supervisors – Tuesday, August 26th, 2025 6:00 PM

11. Adjournment: There being no further business, the meeting adjourned at 6:21 PM.

Respectfully Submitted,

Kimberly Rodriguez-Colon