



**Allen Township Board of Supervisors  
Meeting Minutes  
January 14<sup>th</sup>, 2025  
6:00 P.M.**

A General Meeting of the Allen Township Board of Supervisors was held on Tuesday, January 14<sup>th</sup>, 2025, at 6:00 P.M. at the Allen Township Municipal Building, located at 4714 Indian Trail Road, Northampton, PA. Mr. Behler led the audience in the Pledge of Allegiance to the Flag.

**1. Roll Call:**

Present: Gary Behler; Dale Hassler; Jason Frack; Paul Link; B. Lincoln Treadwell, Jr., Esq.; Ilene Eckhart, Manager; Tom Gogle, Public Works Crew Leader, and Michael Schwartz, PE Engineer

Absent: Tim Paul

- 2. Announcements and/or Actions to Add New Items to the Current Agenda:** Mr. Behler announced that moving forward Ms. Eckhart will call out all Supervisors' names during voting. There were no objections. Ms. Eckhart stated she wished to discuss the seasonal closure date for the Allen Township Dog Park.
- 3. Public Hearings:** No public hearings.
- 4. Public to be Heard:** No public comment.
- 5. Approval of Minutes:** Mr. Link made a motion to approve the minutes of December 10<sup>th</sup>, 2024; seconded by Mr. Hassler. On the motion, by roll call vote, all present Supervisors voted yes.
- 6. Reports – All Reports on File with the exception of the Treasurer's Report and Paying of the Bills:**
- A. Treasurer:** Mr. Hassler made a motion to approve the paying of the bills and the treasurer's report; seconded by Mr. Frack. On the motion, by roll call vote, all present Supervisors voted yes.
  - B. Solicitor:** On file.
  - C. Engineer:** On file. Mr. Schwartz introduced himself as the Township's Engineer and thanked the Board for the opportunity to work with them.
  - D. Planning/Zoning/Code Enforcement:** On file.
  - E. Road Superintendent/Public Works Leader:** On file.

- F. **Fire Company:** On file. Mr. Hassler added that he received a phone call on the morning of January 14<sup>th</sup>, 2025, from a gentleman soliciting fire and EMS funds. He indicated that they attempted to collect donations for the Fire Department. He added that the Fire Department does not solicit by phone, therefore they are scammers attempting to collect money from residents. Mr. Behler questioned if the Fire Company only does the yearly mailer for donations. Mr. Hassler indicated that was correct. Mr. Treadwell questioned if it could be posted on the Township’s website that the Allen Township Fire Department does not solicit by phone. Ms. Eckhart stated that the Township previously posted information regarding a mailer scam and she could update that information to reflect the phone call scam. Mr. Link requested that the notice also be posted on the Township’s Facebook page.
- G. **Emergency Management Coordinator:** On file.
- H. **Nazareth Council of Government:** On file.
- I. **Parks:** On file. Ms. Eckhart stated that she reviewed the minutes from last year and the dog park closure was effective February 9<sup>th</sup>, 2024, and it remained closed until the first grass cutting of the year. Mr. Hassler made a motion to close the dog park on February 16<sup>th</sup>, 2025 for the seasonal closure; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.
- J. **Planning:** On file.
- K. **First Regional Compost Authority:** On file.
- L. **Stormwater:** On file.

7. **Unfinished Business**

- A. **Resolution 2025-12 - Labor Resolution Law Counsel, Cohen Seglias Pallas Greenhall & Furman PC, 2025 Rates:** Mr. Behler stated that Marc Furman, Esq.’s, hourly rate is \$640.00 and Dana B. Hasness, Esq’., hourly rate is \$435.00. Mr. Frack made a motion to adopt Resolution 2025-12 as it related to the fee schedule for the rates; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.
- B. **Resolution 2025-13 – First Regional Compost Authority – Member Community Yard Waste Composting Renewal Agreement:** Ms. Eckhart stated that this agenda item was carried over from the re-organization agenda due to Mr. Link advising her that a resolution was made because it is a change to the current inter-governmental relationship held between Allen Township and FRCA. Mr. Hassler made a motion to adopt Resolution 2025-13; seconded by Mr. Frack. On the motion, by roll call vote, all present Supervisors voted yes.
- C. **Dry Run Interceptor Manhole Replacement, Payment 1, \$52,720.00:** Ms. Eckhart stated that this is the final payment. Mr. Link made a motion to make the payment for the Dry Run Interceptor Manhole Replacement; seconded by Mr. Frack. On the motion, by roll call vote, all present Supervisors voted yes.

**D. Applications and Certification of Payments – Allen Township Building Renovation Project:**

**i. ASL Refrigeration (Mechanical Contract Sum \$828,000.00) – Request #6 for \$44,325.00:** Mr. Link made a motion to pay ASL Refrigeration for Request # 6 in the amount of \$44,325.00; seconded by Mr. Frack. On the motion, by roll call vote, all present Supervisors voted yes.

**ii. Mohawk Contracting and Development LLC (General Contracting Contract Sum \$1,919,000.00) – Request #6 for \$226,638.00:** Mr. Hassler made a motion to pay Mohawk Contracting and Development LLC for Request #6 for \$226,638.00; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

**iii. Albarell Electric, Inc. (Electrical Contract Sum \$715,000.00) – Request #6 for \$44,100.00:** Mr. Frack made a motion to pay Albarell Electric, Inc. for Request #6 for \$44,100.00; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

**iv. Mohawk Contracting and Development LLC – Change Order Request (for Allowance Adjustment) – Replacement of vestibule storefront door, replacement of interior vestibule door (hollow metal bullet resistant, addition of Zoning Office window - \$24,359.50:** Mr. Hassler made a motion to pay Mohawk Contracting and Development LLC in the amount of \$24,359.50; seconded by Mr. Frack. On the motion, by roll call vote, all present Supervisors voted yes.

**E. Allen Township Building Renovation, Phase 2, Authorization to Advertise:** Ms. Eckhart indicated that the schedule proposed by the architect, for Phase 2 of the project, should not take nearly the same amount of time as the interior renovation for Phase 1. She indicated that the project will be condensed and some items from Phase 1 will be merged into Phase 2, to maximize the million-dollar grant from the Commonwealth. She added that with the payment request processed for Phase 1, the topic regarding the utilization of funds for Phase 2 will be of importance. She noted that within the 2025 Budget, the loan will be open until 2028 with an interest rate of 5.99%, for obligation note. Ms. Eckhart stated that the Reserve Funds from the General Funds Savings Account are \$4.5 million and the Capital Reserve holds \$2.5 million. She explained that the \$2 million that had originally been moved from the Capital Reserve into the Sinking Fund was to pay for Phase 1.

Ms. Eckhart stated that the million-dollar grant will be a reimbursement for the bank toward Phase 2, meaning that the amount of borrowed money will be reduced. She added that the completion of the reimbursement process would take about a month or two. As soon as the contractors are confirmed and they have provided all the necessary documentation (i.e. non-collusion, discrimination, no sexual harassment, etc.), confirmation of approval by the Board, confirmation of payment available for inclusion in the bid, then the submittal will be sent to the State for reimbursement. She stated that there is typically a rapid return for the funds. Mr. Behler expressed his intention to utilize some of the Township funds, and that he would like to know the comfort level of using Township funds before drawing a line of credit. As per Ms. Eckhart, the Township funds kept should be at least 1-1.5 times the average annual expenses. Ms. Eckhart stated that she and Mr. Treadwell will review the note structure with the hope of a reduction in prime to seek a point of negotiation with the bank for a different term to be taken, if possible. Mr. Hassler expressed his belief that the Township funds should be used before taking a line of credit, to see

what happens to the interest rates in the next year, with lower rates in mind. He indicated that as long as the Board feels that there are enough funds budgeted to cover everything regarding equipment, highly priced orders, trucks, road projects, etc., then the Township should use its own money. Ms. Eckhart stated that the building project is the only major project to be done, all other big expenditures are standard. She indicated that she expects the total closure for Phase 1 to be slightly over \$2 million; the roof is the next big item remaining to be deducted from the General Contractor account, as well as some of the furnishings. She also stated that if \$1-1.5 million dollars were to be taken out of the General Savings and half a million dollars out of the Capital Account, the project would still be in good shape. She added that some allowances have not been utilized and will be a credit, saved for a worst-case scenario. She stated that the \$1 million grant cannot be applied toward the interior portion of Phase 1 as it is for Phase 2, which is exterior work such as the paving, sidewalk, and so forth.

Mr. Behler requested confirmation that the \$2 million will be to finish Phase 1, not Phase 2, and requested an estimated amount for the entirety of the project. Ms. Eckhart indicated that \$2 million is for Phase 1 and a bid for about \$1 million is necessary for Phase 2. Mr. Behler concluded that the total will equal approximately \$3 million. Ms. Eckhart stated that the bids must be opened with the thought of any occurrences happening and confirmed the grant is to be used only for Phase 2. Ms. Eckhart expressed the need for guidance from the Board to move forward with the required bidding for Phase 2. She stated that if the bidding ends at an astronomical number, it can be rebid. Mr. Hassler stated that he believes the line of credit should not be taken if it is unnecessary. Mr. Frack then agreed, stating that he would prefer using the Township funds instead of the Bank line of credit.

Mr. Link made a motion to approve paying out of the Township's funds for the next round of progress payments and then look to where the Township stands following the next round of payments; seconded by Mr. Hassler. On the motion, by roll call vote, all present Supervisors voted yes.

Ms. Eckhart added that she is examining the Engineer's schedule in regard to proceeding with the Phase 2 bidding. Mr. Link made a motion to proceed with the bidding for Phase 2; seconded by Mr. Frack. On the motion, by roll call vote, all present Supervisors voted yes.

- F. High Meadow Estates, Phase 1, Release Request #7 \$372,437.50:** Mr. Hassler made a motion to pay High Meadow Estates, Phase 1, Request # 7 for \$372,437.50; seconded by Mr. Frack. Mr. Schwartz stated that his team reviewed it and that the items requested at this time are a portion of the pump station, backstone aggregate number, and some contingencies. On the motion, by roll call vote, all present Supervisors voted yes.

## 8. New Business

- A. Acceptance of Resignation of T. Frack:** Mr. Link made a motion to accept the resignation of T. Frack; seconded by Mr. Frack. On the motion, by roll call vote, all present Supervisors voted yes.
- B. Ratification of Conditional Offer of Employment, Kim Rodriguez-Colón:** Mr. Link made a motion for the ratification of the conditional offer of employment for Kim Rodriguez-Colon; seconded by Mr. Hassler.

**C. Executive Session:** Mr. Behler announced that there will be an executive session for personnel issues.

Ms. Eckhart stated that there is a chance there will not be any items for January 28, 2025, therefore it could potentially be canceled. Mr. Hassler indicated that during his travels, he noticed that on Savage Road, where the Wawa lot is located, a heavy amount of mud washed down the road. He suggested that the work should be done by Livingood, to keep the mud from washing into the road. Mr. Frack commented on J.P. Mascaro doing a good job with the trash and recycling collection amid strong winds that caused items to blow throughout the Township.

**9. Public to be Heard:** There was no public to be heard.

**10. Next Meetings:** Mr. Behler 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, January 27<sup>th</sup>, 2025, 6:00 PM
- Board of Supervisors, Tuesday, January 28<sup>th</sup>, 2025, 6:00 PM

**11. Adjournment:** There being no further business, the meeting adjourned at 6:30 PM.

Respectfully Submitted,

Kimberly Rodriguez-Colón