



Allen Township Supervisors

50 Snow Hill Road Northampton,
Pennsylvania 18067

Jason Frack, Chairman
Paul Link, Vice Chairman
Gary Behler
Sean Sculley
Tim Paul

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

MINUTES SUPERVISORS REORGANIZATION MEETING Monday, January 5th, 2025 6:00 P.M.

The Annual Reorganization Meeting of the Allen Township Board of Supervisors was held on Tuesday, January 5th, 2025, at 6:00 P.M. at the Allen Township Municipal Building, located at 50 Snow Hill Road, Northampton, PA. The Pledge of Allegiance to the Flag was led by Temporary Reorganization Meeting Chairman Gary Behler.

1. Roll Call:

Present: Gary Behler; Jason Frack; Paul Link; Sean Sculley; Ilene Eckhart, Manager; and Tom Gogle, Public Works Crew Leader.

Absent: Tim Paul; B. Lincoln Treadwell, Jr., Esq.

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

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

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

4. **Announcements and/or Actions to Add New Items to Current Agenda:** No were no announcements and/or actions to be added.

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

6. **Appointment of Township Manager (reappointment of Ilene Eckhart):** Mr. Behler made a

motion to reappoint Ms. Ilene Eckhart as Township Manager; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

7. Appointment of Assistant Township Manager (reappointment of Amber Averbeck): Mr. Behler made a motion to appoint Ms. Amber Averbeck as Assistant Township Manager; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

8. Appointment of Treasurer (reappointment of Jacob Schwartz): Mr. Behler made a motion to reappoint Mr. Jacob Schwartz as Treasurer; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

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

10. Appointment of Zoning Officer: Ms. Eckhart stated that the Township has completed its search for third-party options, though other possibilities are still under review. She noted that she has been performing the duties alongside Ms. Amber Averbeck and may continue to do so until a third-party recommendation is presented to the Board. Mr. Behler made a motion to appoint Ms. Ilene Eckhart and Ms. Amber Averbeck as Interim Zoning Officers until a replacement is brought along; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

11. Appointment of Code Enforcement Officer(s): Ms. Eckhart stated that this item also falls into that category, noting that she and Ms. Averbeck have been managing it in the interim until a replacement decision is made. Mr. Link made a motion to appoint Ms. Ilene Eckhart and Ms. Amber Averbeck as Interim Code Enforcement Officers; seconded by Mr. Behler. On the motion, by roll call vote, all present Supervisors voted yes.

12. Ratification of Meeting Dates – Supervisors second & fourth Tuesdays, Planning Commission third Monday, Park and Recreation Board fourth Thursday, and Zoning Hearing Board as required based on appeals received. Dates have been published in accordance to attached lists. The January 2026 Planning Commission meeting is cancelled due to lack of Agenda items. The February 2026 Planning Commission meeting will be re-advertised for the fourth Monday: 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., 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. Dates have been published in accordance to attached lists. The January 2026 Planning Commission meeting is cancelled due to lack of Agenda items. The February 2026 Planning Commission meeting will be re-advertised for the fourth Monday; seconded by Mr. Behler. On the motion, by roll call vote, all present Supervisors voted yes.

13. Ratification of Wages Pursuant to 2026 Adopted Budget: Mr. Link made a motion to adopt the wages as pursuant to the 2026 adopted budget; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

14. Approval of Paid Holidays: Mr. Sculley 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. Link. On the motion, by roll call vote, all present Supervisors voted yes

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

16. Designation of Check Signers: Mr. Behler made a motion to keep the designate check signers the same as last year, which includes all Supervisors (Mr. Behler, Mr. Frack, Mr. Paul, Mr. Link, Mr. Sculley), appointed administrative staff (Ms. Eckhart, Ms. Averbeck) with at least one check signature being a member of the Board of Supervisors; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

17. Approval of Depositories: Mr. Sculley made a motion that the depositories remain the same (First Northern Bank and Trust, PNC Bank, and PLIGIT); seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

18. Appointment of Non-Uniformed Pension Fund Trustee (RJ Hall Company Inc/Principal Financial Group): Mr. Behler made a motion to retain RJ Hall Company Inc./ Principal Financial Group as the defined benefit pension fund depository and trustee; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

19. Appointment of Non-Uniformed Pension Fund Actuary (Foster & Foster): Mr. Link made a motion to reappoint Foster and Foster as the actuary; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

20. Approval of Bonds (Secretary & Treasurer Bonds (\$300,000); Faithful Performance Bonds (\$100,000); Forgery/Alteration (\$40,000); and Tax Collector Bond (\$50,000): Mr. Behler 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, 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. Link. On the motion, by roll call vote, all present Supervisors voted yes.

21. Appointment of Certified Public Accountant to Perform 2025 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 2025 audit; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

22. Setting of Rate for Reimbursement of Vehicle (pursuant to IRS Rate for 2026 72.5 cents per mile): Mr. Sculley 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 present Supervisors voted yes.

23. Designation of Earned Income Tax Collector for Township (Northampton County Tax

Collection Committee and the appointed Tax Collection Officer Keystone Collections): Mr. Link made a motion that the Northampton Tax Collection Committee and its appointed Tax Collection Officer (Keystone Collections) remain the designated collector; seconded by Mr. Behler. On the motion, by roll call vote, all present Supervisors voted yes.

24. Commission of Elected Real Estate Tax Collector (Beginning 01/01/2026) – Compensation Set at \$500.00 per year prior to Municipal Election 2025. Real Estate Tax is collected by Berkheimer pursuant to agreement and appointment resolution: Ms. Eckhart stated that this item is for documentation purposes only, as the resolution and agreement are already in effect. She noted that it is being presented for the record and requires no action.

25. Setting of Real Estate Levy for General Purposes – Resolution #2026-01 – 5 mills: Mr. Behler 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 present Supervisors voted yes.

26. Appointment of Township Engineer – Resolution #2026-02 (Multiple Fee Schedules Provided): Mr. Behler made a motion to appoint Gilmore Associates and appoint a second Township Engineer, Barry Isett with their fee schedules for 2025; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

27. Appointment of Solicitor – Resolution #2026-03: Mr. Link made a motion to reappoint the Law Offices of B. Lincoln Treadwell, Jr. at the published 2026 fee schedule pursuant to Resolution #2026-03; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

28. Appointment of Building Code Official (reappointment of Cindy Witman, Base Engineering) – Resolution #2026-04: Mr. Behler made a motion to reappoint Cindy Witman and Base Engineering as the UCC Building Code Official pursuant to Resolution #2026-04; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

29. Appointment of Sewage Enforcement Officer – Resolution #2026-05: Mr. Link made a motion to adopt Resolution #2026-05 and appoint the specific officer, Phillip Schiebel of Rooted Environmental Consulting, and alternate Gilmore Associates to complete current projects; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

30. Appointment of Sanitary Sewer Inspector – Resolution #2026-06: Ms. Eckhart clarified this item relates to all public sewer lines. Mr. Link made a motion to appoint Gilmore Associates as the primary inspector; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

31. Appointment of Third-Party Building Code Inspectors – Resolution #2026-07: Mr. Behler made a motion to adopt Resolution 2026-07 with the condition that the third-party building inspectors are updated to: Bureau Veritas, Keller Zoning and Inspection Services, and Lehigh Valley Inspection Service, seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes with the exception of Mr. Link who abstained.

32. Acknowledgement of Fire Chief: Mr. Behler made a motion to acknowledge Mr. Dale Hassler as Fire Chief for 2026, seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors

voted yes with the exception of Mr. Hassler who abstained.

33. Acknowledgement of Fire Officers and Fire Police: Mr. Behler made a motion to appoint the Fire Officers and Fire Police that are listed on the submitted list from the Fire Company; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

34. Appointment of Fire Marshal (reappointment of Dale Hassler): Mr. Link made a motion to reappoint Mr. Dale Hassler as Fire Marshall for 2026; seconded by Mr. Paul. On the motion, by roll call vote, all present Supervisors voted yes.

35. Appointment of Emergency Management Coordinator (reappointment of Gary Krill): Mr. Link made a motion to reappoint Mr. Gary Krill as the Emergency Management Coordinator; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

36. Appointment of First Regional Compost Authority Representative (reappointment of Ilene Eckhart): Mr. Behler made a motion to reappoint Ms. Ilene Eckhart as the First Regional Compost Authority Representative; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

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

38. Appointment of Vacancy Board (reappointment of Jay Hower): Mr. Behler made a motion to reappoint Mr. Jay Hower as the Vacancy Board Member; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

39. Approval of General Fee Schedule – Resolution #2026-08: Mr. Behler made a motion to accept Resolution #2026-08 General Fee Schedule as it is listed; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

40. Approval of Park Facility Reservation Fee Schedule – Resolution #2026-09: Mr. Behler made a motion to accept Resolution #2026-09 Park Facility Reservation Fee Schedule as it is listed; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

41. Resolution Adopting Fee Schedule for Special Solicitor concerning Land Use matters, Eckert, Seamans, Cherin & Mellot, LLC – Resolution #2026-10: Mr. Link made a motion to adopt Resolution #2026-10; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

42. Resolution Adopting Fee Schedule for Special Solicitor concerning Environmental Law matters, Saul Ewing, LLP – Resolution #2026-11: Mr. Behler made a motion to adopt Resolution #2026-11 as it pertains to the Special Solicitor for the Environmental Law matters; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

43. Resolution Adopting Fee Schedule for Special Solicitor concerning Labor Law matters,

Cohen, Seglias, Palls, Greenhall & Furman, PC – Resolution #2026-12: Mr. Sculley made a motion to adopt Resolution #2026-12; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

44. Appointment of Roadmasters (reappointment of all elected/appointed Supervisors): Mr. Behler made a motion to appoint all elected/appointed Supervisors as Roadmasters, seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

45. Appointment of Park Superintendents (reappointment of all elected/appointed Supervisors): Mr. Behler made a motion to appoint all elected/appointed Supervisors as Park Superintendents, seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

46. Appointment/Confirmation of Planning Commissioners Terms (Four-Year): Mr. Link made a motion to reappoint Mr. Dave Austin as a member of the Planning Commissioners Board; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

Gary Krill – Seat #1 – exp. 01/01/2027
Gary Behler – Seat #2 – exp. 01/01/2028
Felipe Resendez, Jr. – Seat #3 – exp. 01/01/2029
David Austin – Seat #4 – exp. 01/01/2026
Paul Link – Seat #5 – exp. 01/01/2027

47. Appointment/Confirmation of Zoning Hearing Board Members Terms (Five-Year): Mr. Link made a motion to reappoint Ms. Debra Dreisbach as a member of the Zoning Hearing Board; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

Vacant – Seat #1 – exp. 01/01/2030
John Bernick – Seat #2 – exp. 01/01/2028
Anthony Czonstka – Seat #3 – exp. 01/01/2029
Debra Dreisbach – Seat #4 – exp. 01/01/2026
Vacant – Seat #5 – exp. 01/01/2027

48. Appointment/Confirmation of Park and Recreation Board Members Terms (Five-Year): Mr. Link made a motion to reappoint Ms. Maria Bonnett as a member of the Park and Recreation Board; seconded by Mr. Behler. On the motion, by roll call vote, all present Supervisors voted yes.

Erik Kaintz – Seat #1 – exp. 01/01/2029
Donna Teklits – Seat #2 – exp. 01/01/2029
Mary Austin – Seat #3 – exp. 01/01/2030
Denise O'Brien – Seat #4 – exp. 01/01/2030
Maria Bonnett – Seat #5 – exp. 01/01/2026

49. Other Business:

A. Voting Delegate for PSATS Conference and Authorization to Attend: Mr. Sculley and Mr. Frack expressed interest in attending the PSATS Conference. Mr. Frack indicated that while he is interested, he may be unavailable. Behler made a motion nominating Mr. Sculley as the voting delegate for the PSATS Conference as well as authorizing Mr. Sculley and Mr. Frack's attendance to the Hershey PSATS Convention with expenses covered; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

B. Acknowledgement of Donation from Watson Land Company – Installation of Electrical Service to Administration Garage and Automatic Garage Door Openers: Ms. Eckhart explained that the Watson Land Company offers an annual contribution to the Township and upon request, Ms. Eckhart discussed the garage electrical service and automatic garage door openers. She noted that while it was included in the budget, the Watson Land Company will be taking over the project by hiring their own contractors for the work and purchasing the automatic garage doors. She further explained that the item was brought forth for acknowledgement.

C. Executive Session – Personnel: Mr. Behler confirmed the executive session would be held regarding personnel issues.

D. Public to be Heard: There was no public to be heard.

50. Adjournment: There being no further comments or business the meeting adjourned at 6:28 P.M.

Respectfully submitted,

Kimberly Rodriguez-Colón

