



**Allen Township Board of Supervisors
Meeting Minutes
September 8th, 2026
6:00 P.M.**

A General Meeting of the Allen Township Board of Supervisors was held on Tuesday, September 8th, 2026, 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: Jason Frack; Gary Behler; Paul Link; Tim Paul; Sean Sculley; Ilene Eckhart, Manager; B. Lincoln Treadwell, Jr., Esq.; Sean Policelli (Gilmore & Associates, Inc.)

Absent: Paul Link

- 2. Announcements and/or Actions to Add New Items to the Current Agenda:** Mr. Behler expressed great appreciation to all volunteers that assisted with the Touch-a-Truck Event on August 22nd, 2026. He noted that while he briefly attended the event, he heard many positive comments from numerous attendees. Mr. Behler expressed hope for the event's continued success.
- 3. Public Hearings:** No public hearings.
- 4. Public to be Heard:** There was no public to be heard.
- 5. Approval of Minutes (June 9th, 2026 (Revision) and August 11th, 2026):** Mr. Behler made a motion to approve the minutes; seconded by Mr. Paul. On the motion, by roll call vote, all present Supervisors voted yes.
- 6. Reports**
 - A. Treasurer:** Mr. Behler made a motion to approve the Treasurer's Report and the Paying of the Bills; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.
 - B. All Staff and Departmental Reports (On File)**
- 7. Unfinished Business**
 - A. 770 Savage Road Warehouse – Atlas Offsite Intersection Improvements – Discussion:** Ms. Eckhart mentioned a sketch included in the packets provided to the Board of Supervisors and explained that the discussion was being brought forward due to issues with the median installed on Bullshead Road. She

stated that while the incidents may have been due to driver error, several vehicles had hit the median as the area is quite tight. She explained that the project was an off-site improvement associated with the warehouse development and that the concept was developed by the Board of Supervisors at the time in an effort to maintain truck traffic heading in a certain direction. She noted that this was also the reason for 770 Savage Road's unique driveway, which was intended to make it difficult for trucks to travel in other directions. Ms. Eckhart stated that because the median would alter the geometry of the intersection, she wanted feedback from the Board. Mr. Sculley recalled previous discussions regarding the intersection and noted that plow equipment had been a concern due to the narrow roadway. He suggested ensuring the size of the equipment is considered when reviewing the available road space. Mr. Treadwell explained that once the median is installed, there would be a large concrete "porkchop" at the Savage Road and Atlas Road intersection, making certain turns more difficult. Ideally, trucks are expected to exit from the 770 Savage Road driveway and turn right to ultimately reach Route 329. He further explained that allowing trucks to turn right onto Atlas Road would result in truck traffic at the Atlas Road and Weaversville Road intersection. Mr. Behler mentioned that the roadway had been slightly widened for firetruck access but questioned whether there would be adequate space for vehicles with plow equipment. He stated that the intentional improvements would be effective due to the lack of barriers, noting that signage and GPS systems are not aggressive enough, similar to the "porkchop" at the Wawa, Inc. exit along Savage Road. Mr. Sculley agreed, adding that approximately 60% of vehicles are making the unlawful left turn at the Wawa, Inc exit. Mr. Frack expressed support for the improvements and noted that if issues arise with truck traffic, alternative options could be discussed later. Ms. Eckhart confirmed that the item was being presented for discussion and to have the updated information recorded.

B. Wawa Land Development Plan Performance Bond Release Request: Ms. Eckhart mentioned that a second corrective letter was sent and that she included the bond release request for the Board. She noted that the release recommended by Barry Isset, the project engineer, was \$652,605.89, with a 15% maintenance bond of \$88,724.78 being retained. Mr. Behler made a motion to release the amount stated by Ms. Eckhart for the Wawa Land Development; seconded by Mr. Paul. On the motion, by roll call vote, all present Supervisors voted yes.

C. Authorization to Advertise for Bids Sale of 2016 Ford F450 Utility w/plow (VIN - 1FD9X4HT3GEC53718) Municibid: Mr. Behler made a motion to authorize the advertisement for bids; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

D. Allen Township/Northampton Borough Municipal Authority Intergovernmental Billing & Collection Agreement for Sanitary Sewer – Discussion/Draft: Ms. Eckhart explained that for many years, Northampton Borough Municipal Authority (NBMA) had generated the combined sewer/water bill for all customers they serve within Allen Township without requesting compensation. She noted that this is changing with the addition of Willowbrook Farms, as the homes will subsequently be occupied and require billing. She explained that discussions were held regarding various items, including postage costs, which assisted with the creation of a basic agreement draft. The draft was intended to obtain consensus from the Board before returning with a refined document. Mr. Behler indicated that the request was reasonable and thanked NBMA for providing the service to the Township at no cost for many years, noting that it had been an immense benefit. He also stated that the invoices he receives from NBMA are very accurate and concise and questioned whether there would be additional payment processing options. Ms. Eckhart stated that NBMA held a meeting of its own where fees and other details were discussed and would eventually be presented to the Allen Township Board of Supervisors. She noted that while there had been a fluctuation in the rate, the Township would be covered because the rate from the previous cycle had not been lowered. Mr. Behler clarified that residents on public sewer or water are charged 115% of an invoice, with an additional

15% being a service fee to the Township for sewer equipment maintenance. He noted that because NBMA had not previously charged for billing services, the Township had not needed rate increases and would need to ensure any proposed charges are standard. Ms. Eckhart indicated that she would like to have a second meeting in September regarding the upcoming budget and noted that the rate for the present district would also need to be reviewed, as the values she had reviewed ranged from approximately 115% to 125%. Mr. Treadwell noted that the sewer from the project goes to Catasauqua, which invoices differently than Northampton, and the Township would need to ensure that the total sewer charges are adequately assessed to each unit so the total cost to Catasauqua, along with the maintenance requirement, is covered. Mr. Behler inquired about Certificates of Occupancy for the Willowbrook Farm homes, noting that the apartment buildings were constructed rapidly. Ms. Eckhart replied that the multi-family units would be occupied first, which would be beneficial because the invoices would be directed to the entity itself, similar to Willow Ridge Apartments. Regarding the pump station hookup, Ms. Eckhart explained that Gilmore and Associates would review the designs and DEP-required permitting, as there may be specific guidelines that need to be met. Mr. Treadwell advised the Board that as long as everyone is agreeable with the concept, he and Ms. Eckhart would work out the details and return with the matter for further discussion.

8. New Business:

- A. Donavin A. Bohun Major (Preliminary) Subdivision Plan – Phase I – (90 day MPC deadline – November 17, 2026) (Tax Map Parcel L4-3-13) (Two Lot Subdivision):** Mr. Brad Rock of Lehigh Engineering, representing the Bohun Subdivision, explained that the property is located along Kreidersville Road at the intersection of Lappawinzo Drive and is connected to the Lappawinzo Fish & Game Club. He recalled previous subdivision plans that included five lots with waivers for lot width-to-depth, noting that the waiver remains in place. Mr. Rock explained that they are now requesting a four-lot subdivision, with an existing house on one property. He indicated that they are seeking approval of a preliminary plan for the four lots and final approval for the two-lot Phase I portion of the subdivision, which would allow the existing house to be separated. Mr. Rock explained that Mr. Bohun was interested in recouping investments made on the property, as the home was renovated with an updated septic system and PennDOT permitting was obtained. He noted that they attended a pre-submission meeting with the Conservation District regarding an NDPES (National Pollutant Discharge Elimination System) permit plan package, along with a planning module for the lots that are currently DEP (Department of Environmental Protection) review for a requested exemption. Mr. Rock mentioned two waivers associated with the project: one regarding sidewalks and curbing along the roadways and another regarding roadway widening along Lappawinzo Drive. He indicated that his presentation was being made following the Allen Township Planning Commission's recommendation to grant both waivers.

Mr. Behler made a motion to approve the two waivers which are SALDO 22-409, which relates to required sidewalks as well as the waiver related to SALDO 22-407.2, which requires bordering streets to provide additional width; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

Mr. Behler made a motion to approve the Phase I Major (Preliminary and Final) Subdivision Plans, as long as all comments listed in the Gilmore & Associates letter dated August 13th, 2026, are satisfactorily met; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

- B. Donavin A. Bohun Major (Preliminary) Subdivision Plan – Phase II – (90 day MPC deadline –**

June 16, 2026) – Acknowledgement of MPC Extension Granted to October 16, 2026 (Tax Map Parcel L4-3-13) (Four Lot Subdivision): Mr. Behler made a motion to approve the Phase II Preliminary Plan, again as long as all comments listed in the Gilmore & Associates letter dated August 13th, 2026, are satisfactorily met, including the waivers approved; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

C. Prologis – Liberty Drive/SR 329 Minor Subdivision Plan (90 day MPC deadline – November 17, 2026) (Tax Map Parcel L4-9-7B-2): Mr. Michael (Mike) Gula of Verdantas, representing Prologis regarding the mentioned subdivision, explained that there is an existing tenant on the property and that they are requesting subdivision of two lots. One lot, slightly over six acres, is currently under review for a proposed substation. Mr. Gula explained that following construction of the proposed substation, approximately three acres would remain, which they are interested in retaining as a commercial lot within the existing substation. He noted that the property is located on the northeast corner of Liberty Drive and Nor-Bath Boulevard, with no construction or end user proposed at this time. He explained that they are looking to reserve the commercial lot while finalizing the proposed substation on the northern section of the property. Mr. Gula stated that he and the company he represents reviewed a letter from Gilmore and Associates, from Mr. Sean Policelli's group, and confirmed that they are capable of fully complying with all comments listed. He also noted that they received a no-conflict letter from the Lehigh Valley Planning Commission (LVPC). There were no comments from the Board. Mr. Sculley made a motion to approve the Preliminary and Final Subdivision Plans for Prologis on Liberty Drive; seconded by Mr. Frack. On the motion, by roll call vote, all present Supervisors voted yes.

D. Township-Based Nonprofit Organization Use – Fee Policy for Howertown Park: Ms. Eckhart explained that the Ordinance currently includes a fee and deposit for certain groups using Howertown Park. She requested the Board's input and suggested that only a refundable deposit be required, with the deposit returned as long as the facility has no damages. She explained that following the agreement created in August 2026, this discussion would be the next step. Mr. Behler questioned the definition of Township-based nonprofit organizations, noting the organizations he could recall were Bath-Allen and Tri-Boro. Ms. Eckhart referred to the resolution and explained that Type I would be the Allen Township Youth Association, while Type II would include other nonprofit groups focused on youth activities. Mr. Paul questioned whether there was a fee for outside organizations, and Ms. Eckhart confirmed that all organizations are charged a fee with the exception of the Bath-Allen Youth Association. Mr. Behler suggested that the Township not withhold deposits received from Township-based organizations involving Township resident youth but agreed that a sizeable deposit should be required as an incentive to prevent damage to the fieldhouse. Ms. Eckhart confirmed that the Township charges a fee, with the exception of the Bath-Allen Youth Association. Mr. Treadwell clarified that the Township would charge everyone a deposit instead of a fee, unless the Phillies Baseball team wanted to practice at the park, in which they would be charged a fee. Mr. Behler reiterated that other organizations interested in renting a pavilion or similar facility would be required to pay the applicable fee. Ms. Eckhart explained that although the agreement does not require names to be listed, the Township requests information regarding the percentage of children who reside in the Township within each group for statistical purposes. The Board discussed the deposit amount and ultimately agreed on \$400.00. Mr. Behler made a motion to be revised in the fee policy for Howertown Park, specifically for Township based non-profit organizations to be charged a \$400.00 deposit for the year that would be refunded as long as all expectations and rules within the agreement signed are met; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

E. 2027 Non-Uniformed Pension Minimum Municipal Obligation: Ms. Eckhart indicated that this item is discussed annually around September as it pertains to the annual budget. She stated that based on calculations, the Minimum Municipal Obligation was \$82,637.57 for 2027. Ms. Eckhart noted that additional budget discussions would take place in the following months and that State aid calculations would become available. Mr. Behler commented on the State aid, noting that the Township is usually fully covered or close to being covered. Mr. Behler made a motion to acknowledge the 2027 MMO (Minimum Municipal Obligation) of \$82,637.57; seconded by Mr. Frack. On the motion, by roll call vote, all present Supervisors voted yes.

F. 2026 Township-Wide Trick-or-Treat Date/Time: Ms. Eckhart mentioned that the Township's Trick-or-Treating is usually consistent with the Borough of Northampton. She indicated that it would be held on Saturday, October 31st, 2026, from 6:00 p.m. to 8:00 p.m. Mr. Behler made a motion to set the Allen Township Trick-or-Treat night for Saturday, October 31st from 6:00 pm to 8:00 pm; seconded by Mr. Paul. On the motion, by roll call vote, all present Supervisors voted yes.

G. Executive Session (Tentative Consideration to Purchase Real Estate): Ms. Eckhart indicated that there was no need for an executive session.

9. Public to be Heard: Ms. Deirde Kamber Todd, resident of 5480 Sunset Drive, Schnecksville, PA, introduced herself as a candidate for the State House of Representatives in District 183. She explained that, as a 9/11 survivor, she has annually hosted a large event showcasing hundreds of collected memorabilia. She noted that the event is not intended to be political and is held to raise money for first responders in District 183. Ms. Todd explained that the event is free and open to the public, with a requested \$20.00 donation from attendees. She stated that the funds collected are divided equally among the fire, police, EMT, and other organizations present that evening in recognition of the first responders who were critical during 9/11 and continue to serve the community every day. Ms. Todd provided invitations to the Board and meeting attendees and described the event as child-friendly, educational, and enjoyable, intended to honor those who should be remembered.

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, September 21st, 2026 6:00 PM
- Board of Supervisors – Tuesday, September 22nd, 2026 6:00 PM

11. Adjournment: There being no further business, the meeting adjourned at 6:37 PM.

Respectfully Submitted,

Kimberly Rodriguez-Colón



Allen Township Board of Supervisors Meeting Agenda

Date: Tuesday, September 8, 2026 at 6:00 PM

Location: Allen Township Municipal Building

50 Snow Hill Road, Northampton, PA

The Allen Township Board of Supervisors Meetings will be held at the Allen Township Municipal Building, located at 50 Snow Hill Road, Northampton, PA.

A summary of the public comment policy and procedures is located on the last page of agenda as a reference for individuals wishing to address the Board during the “Public to be Heard” segments.

Note: Per Act 65 of 2021 requirements, this agenda was posted to the Township website and physical location of the proposed meeting, by Township staff no later than: September 4, 2026.

1. Call to Order

2. Pledge of Allegiance to the Flag

3. Roll Call

_____ Tim Paul, Board Member

_____ Michael Schwartz, PE, Engineer

_____ Gary Behler, Board Member

_____ B. Lincoln Treadwell, Jr. Esq., Solicitor

_____ Sean Sculley, Board Member

_____ Ilene M. Eckhart, Manager

_____ Paul Link, Vice Chairman

_____ Jason Frack, Chairman

4. Announcements and/or Actions to Add Items to Agenda

5. Public Hearings

6. Public to be Heard (Residents shall limit their comments to no more than three minutes)

7. Approval of Minutes (June 9, 2026 (Revision) and August 11, 2026)

8. Reports

A. Treasurer/Paying of Bills

B. All Staff and Departmental Reports (On file)

9. Unfinished Business

A. 770 Savage Road Warehouse - Atlas Offsite Intersection Improvements - Discussion

B. Wawa Land Development Plan Performance Bond Release Request

C. Authorization to Advertise for Bids Sale of 2016 Ford F450 Utility w/plow (VIN - 1FD9X4HT3GEC53718) Municibid

D. Allen Township/Northampton Borough Municipal Authority Intergovernmental Billing & Collection Agreement for Sanitary Sewer – Discussion/Draft

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- D. Township-Based Nonprofit Organization Use – Fee Policy for Howertown Park**
- E. 2027 Non-Uniformed Pension Minimum Municipal Obligation**
- F. 2026 Township-Wide Trick-or-Treat Date/Time**
- G. Executive Session (Tentative Consideration to Purchase Real Estate)**

11. Public to be Heard (Residents shall limit their comments to no more than three minutes)

12. Next Meetings (All meetings commence at 6 PM unless otherwise stated below)

- * Planning Commission, Monday, September 21, 2026**
- * Board of Supervisors, Tuesday, September 22, 2026**

13. Adjournment

Public Comment Policy and Procedures-

- 1. A period for public comment will be held at the beginning of the meeting and at the conclusion of all agenda business items. Any public comments or questions shall be reserved until time on the agenda. Public comments and questions will not be permitted during the course of the Board's/Commission's business items.*
- 2. Individuals who speak must give their name, address and municipality prior to speaking.*
- 3. Time limit on length of public comment or presentation will be three (3) minutes per person, per meeting.*
- 4. A speaker will only be granted one three (3) minute extension, if given, for a maximum speaking time of six (6) minutes, at the discretion of the Chairman.*
- 5. Comments/questions shall be directed to the Board/Commission members only.*
- 6. Procedures will be in place to maintain proper decorum for the hearing. Public participation will be allowed but the Board will ensure respect for all citizens and maintain order. Personal attacks and outbursts will be ruled out of order. The Chairman of the Board or Commission may, within this discretion, rule out of order scandalous, impertinent, and redundant comment or any comment the discernible purpose of which is to disrupt or prevent the conduct of the business of the meeting.*
- 7. Individuals with lengthy written statements may submit them for the record and provide a verbal summary of three (3) minutes or less. Interested persons may email public comments via email, sent to manager@allentownship.org until 3:00pm local time the day of each meeting or by contacting the Township office. Public comment received via email will be read at the outset of the meeting. If you require an auxiliary aid, service or other accommodation, please contact the Allen Township offices in advance. In addition, an audio recording of the meeting will be posted to the Township website: www.allentownship.org within 48 hours of the meeting.*