



## Allen Township Board of Supervisors Meeting Minutes January 13<sup>th</sup>, 2026 6:00 P.M.

A General Meeting of the Allen Township Board of Supervisors was held on Tuesday, January 13<sup>th</sup>, 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; Sean Sculley; Ilene Eckhart, Manager; B. Lincoln Treadwell, Jr., Esq.; Michael Schwartz (Gilmore & Associates, Inc.)

Absent: Tim Paul; Paul Link

### 2. Announcements and/or Actions to Add New Items to the Current Agenda:

No announcements and/or actions to be added.

### 3. Public Hearings:

No public hearings.

### 4. Public to be Heard:

Mr. William J. Lewis, resident of 33 Jennings Run, addressed the Board regarding three separate matters. First, he raised concerns about noise pollution caused by tri-axel trucks using Howertown Road and engaging engine brake retarders at all hours. He referenced information previously provided by the office indicating that any prohibition on engine retardants would require written authorization from PennDOT. Mr. Lewis requested that the Township submit a written request for signage to restrict the use of engine brake retarders. Mr. Behler recalled that a similar request for all Township roads had been denied in the past but noted it could be attempted again. Ms. Eckhart stated that the initial request was submitted in 2017 and that the same outcome could be expected, as the Township's road geography does not meet the required criteria, regardless of traffic volume. Mr. Sculley suggested submitting a new request given the amount of time passed, despite the likelihood of denial. Mr. Behler also noted that truck traffic is expected to decrease as drivers become aware of the Cementon Bridge on Route 329's recent opening.

Mr. Lewis also inquired about enforcement actions related to tractor-trailer trucks exiting the industrial park on Howertown Road, particularly those turning onto Howertown Road despite posted signage. He referenced photos of license plates that could be gathered. Ms. Eckhart stated that she could forward the information collected to the industrial park manager, noting that tractor-trailer trucks are not permitted to turn onto Howertown Road. Mr. Frack added that trucks traveling to and from the industrial park may not return, as drivers often originate from various locations.

Lastly, Mr. Lewis suggested hosting an open-house event to allow residents to visit the newly renovated facility. Ms. Eckhart stated that while the idea had been discussed, planning would begin once the renovation process is fully completed, which is anticipated to occur soon.

5. **Approval of Minutes (December 9<sup>th</sup>, 2025, and January 5<sup>th</sup>, 2026, Reorganization Minutes):** Mr. Behler made a motion to approve the minutes; seconded by Mr. Sculley. 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. Frack. On the motion, by roll call vote, all present 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:**

i. **Seasonal Dog Park Closure:** Ms. Eckhart explained that although the dog park is closed annually, the Township strives to provide ample notice due to its heavy use. She stated that the closure allows for the initial grass cutting of the season and provides time for the turf to respond to treatment. Ms. Eckhart noted that the closure is scheduled to begin on February 17<sup>th</sup>, 2026, tentatively lasting through the end of April, allowing time for potential snowfalls to melt, for grass growth, and for an additional cutting to occur. Mr. Behler made a motion to announce the closure of the Dog Park beginning Tuesday February 17<sup>th</sup>, 2026, until the end of April for the purpose of ensuring good turf in the summertime; seconded by Mr. Sculley. 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. **Allen Township Building Renovation Project – Phase I, Mohawk Contracting & Development LLC.**

- **Release Request #12 – \$171,365.90 (Balance to Finish Including Retainage**

**\$144,456.53):** Mr. Behler inquired about the remaining items needed to finalize the projects. Ms. Eckhart responded that one remaining company had fallen behind on its billing sequence and that approximately \$100,000 remains until completion. Mr. Behler made a motion to approve the release of Mohawk Contracting & Development; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

**B. Sidewalk Connection – 3140/3118 Cherryville Road:** Ms. Eckhart clarified that the item pertains to the area previously discussed between the private residence and the Dollar General sidewalk connection. Mr. Treadwell briefly described a document provided to the Board outlining various sidewalk funding options based on the reason for installation. Mr. Behler inquired about the proposed design and suggested curbing the sidewalk up to, or just before, the three-foot offset from the cartway so it could run straight along the property owner's driveway. Mr. Schwartz stated that while Mr. Behler generally described the proposed sketch, the property owner's driveway is assumed not to have a highway occupancy permit (HOP) and therefore must be permitted as part of the project. This would require a concrete apron extending from the adjacent Northampton Borough sidewalk, followed by a short section of curbing and sidewalk to transition into the three-foot run. Mr. Treadwell explained that the HOP is required because the sidewalk would be closer to the PennDOT right-of-way and would not be necessary if the sidewalk were located further onto the private property. Mr. Schwartz added that two HOPs would be required, one for the sidewalk and one for the driveway.

Mr. Behler suggested installing a bituminous walkway instead of a concrete sidewalk to reduce costs, noting that grading may not be required. Mr. Schwartz agreed that while this option could slightly reduce costs, the base depth and soil removal would still be required, and overall expenses could remain high due to PennDOT requirements. He noted that while some savings may be realized, they would likely not be significant, and excavation costs would be minimal given the shallow depth. Mr. Frack stated his understanding that the primary cost difference would be between the concrete sidewalk and the bituminous walkway materials.

Mr. Treadwell summarized the original concept discussed with Dollar General (DG), explaining that DG had offered to install the sidewalk on the neighboring property to avoid PennDOT involvement, which would have been more cost-effective and less restrictive. However, because the property owner did not agree to the proposed location, PennDOT involvement became necessary. He noted that the Township is not requiring the off-site sidewalk installation and that DG had instead provided the Township with the funds they would have spent on the originally proposed sidewalk. Mr. Treadwell further explained that because the sidewalk is near the PennDOT right-of-way, their involvement would be required regardless of the final alignment or materials used.

Mr. Frack acknowledged the significant and unexpected volume of pedestrian traffic in the area, emphasizing that safety concerns necessitate action and that foot traffic is expected to continue increasing. Mr. Behler reiterated the point of attention being the safety of not only Township residents, but also Northampton Borough residents as they reside nearby. Mr. Schwartz suggested the possibility of pursuing a grant to cover project costs, but Ms. Eckhart noted that the immediate need for the sidewalk makes this impractical due to potential delays. She also highlighted a donation received from the Watson Land Company for the garage project included in the 2026 budget, which provides flexibility to cover the sidewalk project. Mr. Behler emphasized that while the Township would fund the installation, the property owner would be responsible for ongoing maintenance, including snow removal. Board members generally agreed that the project should proceed regardless of cost. Prior to authorizing Mr. Schwartz to move forward, Mr. Behler requested confirmation of the property owner's agreement with the revised proposal. Mr. Treadwell confirmed their

compliance and noted that the property owners requested the sidewalk run straight along the edge of their property and then shift toward the Dollar General. Mr. Schwartz noted that the decision ultimately balances aesthetics versus functionality. Mr. Treadwell requested advance notice prior to surveying so the property owners could be informed. Mr. Behler made a motion authorizing Mr. Schwartz's ability to survey the property and file the HOP application; seconded by Mr. Frack. On the motion, by roll call vote, all present Supervisors voted yes.

**C. Job Description Review – Director of Public Works & Public Works Foreman:** Ms. Eckhart requested the Board's input regarding potential updates to job descriptions. She explained that the position previously titled "Public Works Leader" had been phased out in favor of the more commonly used term "foreman". Mr. Behler suggested updating the chain of commands to reflect Township manager, assistant manager, and then public works, rather than manager followed directly by public works. Ms. Eckhart also recommended updating the title of road superintendent to the Board of Supervisors for consistency across all job descriptions. In response to Mr. Behler's inquiry, she confirmed that all required licenses must be obtained prior to employment.

Mr. Behler expressed support in assigning responsibility for all facilities to the Director of Positions, noting that incorporating oversight into park-related responsibilities and serving as a liaison to the Parks and Recreation Board Committee is beneficial and appropriately relieves Ms. Eckhart and Ms. Averbeck of those duties. Mr. Frack added that this role would serve as the "eyes and ears" in the field, providing valuable feedback. Mr. Behler further suggested correcting the chain of command under the foreman position to include the assistant manager between the Township manager and foreman. Ms. Eckhart's final recommendation was to strengthen the foreman's responsibilities by clearly defining accountability for maintaining accurate inventory, schedules, and year-to-year equipment utilization to better assess timelines for capital equipment replacement. She noted that while some responsibilities had been phased out, the discussed items would be documented and brought back for consideration. Ms. Eckhart confirmed that input from Mr. Paul and Mr. Link would additionally be requested.

## **8. New Business:**

### **A. Authorization to Proceed with Capital Equipment Purchase Orders Per 2026 Budget**

- i. 2026 Jeep Grand Cherokee Laredo 4x4 \$42,095.00 (Replacement of 2005 Ford Explorer Admin Vehicle):** Mr. Behler inquired whether the Ford Explorer would be traded in or sold. Ms. Eckhart responded that, given the vehicle's condition and low mileage, a higher value would likely be obtained through a Municibid auction. Mr. Behler made a motion to approve the funds for the purchase of the 2026 Jeep Grand Cherokee for the amount of \$42,095.00 as approved in the budget; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.
- ii. 2026 Ford Ranger XL 4WD @ \$37,795.00 (Additional Admin Vehicle):** Mr. Sculley made a motion to approve the purchase of the 2026 Ford Ranger at \$37,795.00; seconded by Mr. Frack. On the motion, by roll call vote, all present Supervisors voted yes.
- iii. 2026 72" Lazer 38 HP Mowers \$32,166.40 (Replacement of Three 2017 Units with Two new units):** Mr. Behler made a motion to approve the purchase of the 2026 72" Lazer 38 HP Mower for \$32,166.40; seconded by Mr. Sculley. On the motion, by roll call vote, all present Supervisors voted yes.

- iv. **2026 4500 Ram Service Body with Crane and Plow (Replacement of 2016 Ford 450 Utility) - \$138,871:** Mr. Behler made a motion to proceed with the purchase of the 2026 4500 Ram Service Body with Crane and Plow for \$138,871; seconded by Mr. Frack. On the motion, by roll call vote, all present Supervisors voted yes.
- B. 2026 Allen Township Easter Egg Hunt Event:** Ms. Eckhart referenced Mr. Lewis' earlier comment and noted that the event would be a good opportunity to host an open house, serving as a pilot to evaluate how events could be held in the municipal building. She recalled that the Fire Department has previously hosted events and stated that this would be a good opportunity to open the building to residents. Mr. Frack suggested that the event would also provide an opportunity to display fire trucks and other municipal vehicles. Ms. Eckhart generally noted that the event logistics were discussed with the Township's insurance carrier.
- C. Executive Session (tentative):** Mr. Frack confirmed an executive session would be held regarding personnel issues.

**9. Public to be Heard:** No public to be heard.

**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, January 19<sup>th</sup>, 2026 6:00 PM (*Cancelled*)
- Board of Supervisors – Tuesday, January 27<sup>th</sup>, 2026 6:00 PM

**11. Adjournment:** There being no further business, the meeting adjourned at 6:41 PM.

Respectfully Submitted,

Kimberly Rodriguez-Colón