



**Allen Township Board of Supervisors
Meeting Minutes
October 14th, 2025
6:00 P.M.**

A General Meeting of the Allen Township Board of Supervisors was held on Tuesday, October 14th, 2025, at 6:00 P.M. at the Allen Township Municipal Building, located at 50 Snow Hill Road, Northampton, PA. Mr. Behler led the audience in the Pledge of Allegiance to the Flag.

1. Roll Call:

Present: Gary Behler; Dale Hassler; Tim Paul; Paul Link; Jason Frack; 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. Behler requested to add an item to the agenda regarding the progress made with the Dollar General project, noting that it has been tremendous. He explained that discussions were held with the property owner to the south of the Dollar General about adding a sidewalk to their property. He noted that while the owner was initially agreeable to the installation, they later decided not to move forward. Mr. Behler suggested adding this matter for discussion to gather the Board's opinions. Mr. Treadwell noted that he would provide further details in his report since he had spoken directly with the property owner about the issue.

- 3. Public Hearings:** None.

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

- 5. Approval of Minutes (September 9th and September 23rd, 2025):** Mr. Frack made a motion to approve the minutes; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

6. Reports

A. Treasurer: Mr. Hassler made a motion to approve the treasurer's report and pay the bills; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

B. Solicitor: Mr. Treadwell reported that he has had multiple discussions with the residents neighboring the Dollar General regarding obtaining an easement and permission to install a sidewalk on their property. He explained that the proposed sidewalk would align with the existing sidewalk on the Dollar General property, set back a certain distance from the right-of-way, and then angle toward the road at the end of the neighboring property to connect with the Northampton Borough property. Mr. Treadwell explained that the residents opposed the original proposal due to the amount of yard space that would be taken. Instead,

they requested the sidewalk be moved closer to the road to connect directly with Northampton Borough's side and then angle back in to meet the Dollar General sidewalk. Mr. Treadwell noted that this alternative would require PennDOT approval since it would partially be in the state's right-of-way, along with the addition of curbing and approval from Northampton Borough to direct stormwater into their system. The owner stated that they would not grant permission unless the proposal was changed.

Mr. Behler expressed concern about the potential problems if this sidewalk were not installed, noting that pedestrians would likely cross the residents' property since there will be a patch of grass between two pieces of sidewalk, resulting in complaints, or walk on Cherryville Road, creating a serious safety risk due to high vehicle speeds. He mentioned that an ordinance allows the Township to require sidewalk installation and noted that the Township was attempting to assist by covering the installation costs. Mr. Treadwell confirmed that the owner questioned the Township's authority to enforce the requirement which he affirmed. Mr. Behler questioned whether the Board would like to be proactive or reactive to potential pedestrian safety issues, emphasizing the importance of the sidewalk to prevent accidents involving vehicles traveling over 50 miles per hour in that area. Mr. Treadwell stated that he would continue to provide updates until the matter is ready for formal discussion at a future meeting, and Mr. Behler suggested adding the sidewalk installation as an agenda item at the next meeting to allow a possible motion.

C. Engineer: On file.

D. Planning/Zoning/Code Enforcement: Ms. Eckhart stated that she does not perceive anything for the Planning meeting, and that it will likely be cancelled.

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 movie night being held at Howertown Park on October 17th, and Ms. Averbeck responded that Goosebumps 2 will be screened at 6 PM.

J. Planning: On file.

K. First Regional Compost Authority: Ms. Eckhart indicated that FRCA will have their building delivered by the end of the month, to replace the modular trailer they currently have.

L. Stormwater: On file.

7. Unfinished Business

A. Willowbrook Road & E Bullshead Road Intersection – Pay Application #6 (Final) - \$4,199.03: Ms. Eckhart confirmed this being the final payment for the mentioned project. Mr. Hassler made a motion to make the payment; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors voted yes.

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

- i. **Phase 1 - Mohawk Contracting (General Contract Sum \$1,919,000.00) Request #11 for \$153,214.27:** Ms. Eckhart provided an update on the management changes with the General Contractor, noting that progress has been swift. Mr. Behler added that he observed the contractors working and commented that the General Contractor may have understood the message expressed by the previous decision to withhold payment. Ms. Eckhart reported that the roof project is nearly complete and confirmed that no issues have been reported between the rain events. Mr. Frack made a motion to pay Request # 11 for \$153,214.27; seconded by Mr. Hassler. On the motion, by roll call vote, all Supervisors voted yes.
- ii. **Phase 2 – Grace Industries (General Contract Sum \$1,025,482.00) Request #5 for \$223,264.63:** Ms. Eckhart reported that the contractors have remained on schedule, with the garage now completed. She shared that tree planting materials are expected to arrive by the end of the week, and landscaping work is set to begin the following Monday. Following that, they will proceed with the installation of the shelters along the side doors. Ms. Eckhart mentioned a coordination issue involving the employee entrance, as the gazebo needs to be removed. She added that the team is awaiting the arrival of the bullet-resistant door for installation. Once the landscaping is completed, final paving and striping will be completed to conclude Phase 2 of the project. Mr. Hassler made a motion to pay \$223,264.63; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors voted yes.

C. 2026 Preliminary Budget: Ms. Eckhart reported that the Township’s 2025 revenue stream has exceeded projections, highlighting increases in earned income tax, real property taxes, and assessments. She credited this growth partly to the transfer of new homes in the High Meadow Estates and other projects moving into construction. She also noted that the real estate transfer revenues have increased well above the projected amount for the year. Ms. Eckhart confirmed that the budget maintains the existing 5-mill tax rate, unchanged for 22 years, and provided an overview of key budget items.

She explained that this year, the Township transitioned to Keystone Collections Group for local services tax administration and to Berkheimer for the real estate tax. Both transitions have gone smoothly, and residents are adjusting to the new systems. Ms. Eckhart commended Keystone Collections Group’s for their detailed and accurate reporting, noting that they specialize in LST collection and have specified capabilities for tracking.

Ms. Eckhart explained that Phases 1 and 2 of the renovation projects have been fully funded, with Phase 2’s \$1 million dollars cost covered through a grant, leaving no outstanding balances. She noted that the Township’s financial stability and lower-than-expected bids for Phase 2 helped conserve additional resources.

At the last meeting, Ms. Eckhart briefly discussed reviewing the Public Works facility, mentioning plans to meet with Supervisors and road crew members to gather input on necessary improvements. She noted that the property has unique features that will require extensive site upgrades and recommended engaging an architectural and design firm to assist with the process.

Another major focus in the budget is roadway improvements. Ms. Eckhart noted that White Circle, Old Gate Road, and Adams Street need curbing and milling upgrades. She explained that if significant upgrades are made to the mentioned roads, ADA compliance will be a major factor in reviewing bids due to existing sidewalks, curbs, ramps and nearby facilities. Ms. Eckhart also noted that Wynnewood Drive, Joseph Road,

and Atlas Road are beginning to show signs of needed repair.

Ms. Eckhart stated that the Township engineer will continue working on signage upgrades and recommendations for speed limits. She suggested having the Township engineer review and document the Atlas Road bridge prior to the 770 Savage Road development being occupied. She explained that both Atlas Road and Snow Hill bridges are not reviewed by PennDOT, so the Township should obtain independent evaluations to ensure proper oversight.

Ms. Eckhart reported that the Public Works Department has been reviewing equipment replacement needs. She noted a 2016 Ford F450 vehicle, including an upfit, was priced at \$138,871. She discussed replacing the 2005 Ford Explorer with a 2025 or 2026 Grand Cherokee 4x4 through COSTARS and purchasing a Ford Ranger truck for administrative use at a cost of \$38,387. Additional requests included a stump grinder and sweeper bucket for the existing Bobcat, totaling \$15,648, and two 2017, 72-inch Laser mowers in the amount of \$31,000. Ms. Eckhart also mentioned interest in obtaining additional sewer cameras and locating equipment specifically for inspecting lateral runs, to be purchased from the Sewer Fund for \$8,621. She emphasized continued work on the Township's stormwater and sanitary sewer upgrades, as well as looking to fulfill MS4 permitting requirements.

In addition to the budget, the Park and Recreation Board submitted a request to convert Field 4 along Savage Road into a multipurpose field with a perimeter fence. The Board also requested upgrades to the batting cage and additional signage for the dog park.

Regarding staffing, Ms. Eckhart stated that this topic would be discussed further in executive session. She stated that aside from the mentioned items, the budget is in good condition for public circulation pending the Board's approval, and the timeline for passage in November can be met.

Mr. Behler expressed satisfaction with the 2026 Preliminary Budget, commending the continued stability of the tax rate, which has remained the same for 22 years. He was pleased that no funds from the renovation project credit were needed, which had been a concern. Ms. Eckhart clarified that while \$70,000 from the note was used, it was immediately paid and listed under the early design development fees, with no interest accrued since it was satisfied as soon as Phase 2 bids came in lower than projected. Mr. Behler expressed appreciation for Ms. Eckhart's contribution throughout the years to Allen Township's great financial position. He recommended that, given the Township's strong financial position, more funds be used toward road improvements using high-quality materials. He emphasized focusing on roads and areas where residents can see meaningful upgrades rather than small, piecemeal repairs. He also extended gratitude to employees for their cost-saving measures, noting that those efforts contributed to the Township's financial position. He stated that, as a resident, he is very thankful. Mr. Hassler made a motion to start the advertising process for the budget; seconded by Mr. Link. On the motion, by roll call vote, all Supervisors voted yes.

8. New Business:

A. Authorization to Advertise for Certified Public Accountant to perform 2025 audit and prepare financial statements of Allen Township: Mr. Link made a motion for the authorization to advertise; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

B. Executive Session: The purchase or lease of real property: Mr. Behler announced that an executive session would be held for the purchase or lease of real property and personnel for the budget process.

9. Public to be Heard: Ms. Donna Panko, resident of 316 McNair Circle, inquired about the status of the Zoning Hearing held concerning the Willowbrook Road business. She noted that the hearing indicated the business hours of operation were to be adjusted immediately. She asked whom she should contact if that requirement was not followed and requested the business owner's direct phone number, stating that the owner was willing to communicate with residents and resolve matters in alliance. Mr. Treadwell explained that, as far as the Zoning Hearing Board's decision is concerned, all discussions at the hearing are unofficial until a written decision is issued, which has not yet been completed. He further explained that the Board has 45 days to issue the written decision, after which there is a 30-day appeal period. Ms. Panko also mentioned that the business owner had been given 30 days to apply for a fence permit and for the business operation. Mr. Treadwell reiterated that all matters remain unofficial until the written decision is finalized and confirmed that the hearing transcript will be made public once available. Ms. Eckhart stated that she would provide Ms. Panko with the business owner's contact information.

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, October 20th, 2025 6:00 PM (*Cancelled*)
- Board of Supervisors – Tuesday, October 28th, 2025 6:00 PM

11. Adjournment: There being no further business, the meeting adjourned at 6:33 PM.

Respectfully Submitted,

Kimberly Rodriguez-Colon