



**Allen Township Board of Supervisors
Meeting Minutes
September 22nd, 2026
6:00 P.M.**

A General Meeting of the Allen Township Board of Supervisors was held on Tuesday, September 22nd, 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; Tim Paul; Paul Link; Sean Sculley; Ilene Eckhart, Manager; B. Lincoln Treadwell, Jr., Esq.; Sean Policelli (Gilmore & Associates, Inc.)

Absent: Sean Sculley

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: There was no public to be heard.

5. Unfinished Business

A. Stone Ridge Phase 3, Security Reduction#5: Ms. Eckhart mentioned receiving a letter from Barry Isett and Associates regarding their review of the reduction request. She explained that they recommended a reduction in the amount of \$395,423.24. Mr. Behler made a motion to release the amount of \$395,423.24; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.

B. West Bullshead Road/Willow Green Court – Request for Traffic Study: Ms. Eckhart indicated that concerns were raised by citizens from Willow Green during a meeting with Senator Nick Miller at the municipal building on September 18th, 2026, regarding the traffic calming median on West Bullshead Road. The concerns related to speed, site distance and the anticipated installation of a four-way stop sign where Willow Green Court meets West Bullshead Road. Mr. Policelli indicated that the Traffic Department, along with Gilmore and Associates, could review the matter and report back on whether a four-way stop would potentially be warranted. He noted that a specific study must be completed to determine whether a proposal could be made or if it would automatically be declined, explaining that the department could make an initial determination by reviewing the geometry. Mr. Behler and Mr. Frack generally agreed to seek feedback regarding the proposal. Ms. Eckhart noted that the median consists of a concrete full median and that motorists may not yet be accustomed to its presence, potentially causing them to slow down or stop rather

than continue through the roadway. Mr. Frack indicated that no motion was necessary as the matter would be reviewed.

6. New Business:

- A. Ratification of Personnel Action – TG:** Mr. Link made a motion to ratify personnel action for TG; seconded by Mr. Behler. On the motion, by roll call vote, all present Supervisors voted yes.
- B. Ratification of Personnel Action – JB:** Mr. Link made a motion to ratify the personnel action for JB; seconded by Mr. Frack. On the motion, by roll call vote, all present Supervisors voted yes.
- C. Maintenance Worker Offer of Employment – CS:** Mr. Behler made a motion to offer the maintenance worker position to candidate CS; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.
- D. Maintenance Worker Offer of Employment – JP:** Mr. Behler made a motion to offer the maintenance worker position to candidate JP; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.
- E. Maintenance Worker Offer of Employment – AL:** Mr. Behler made a motion to offer the maintenance worker position to candidate AL; seconded by Mr. Link. On the motion, by roll call vote, all present Supervisors voted yes.
- F. 2027 Budget:** Ms. Eckhart mentioned that the draft budget document was circulated to the Board and explained that she typically provides a memorandum regarding the Township's fiscal standpoint, which continues to reflect a very positive and stable financial position. She noted the Township's significant growth, reassessments, and high resale values throughout the community. Ms. Eckhart outlined several priorities for discussion, beginning with the reorganization of the Public Works crew and ensuring adequate staffing. While working with Mr. Jason Hertz and following the addition of the approved Maintenance Workers, she explained that crew development has remained the main focus. She noted that equipment requests were included within the departmental request and that Mr. Hertz was given time to assess the capital equipment fleet and make recommendations based on efficiency and future needs. The replacement of a loader was identified as a capital expenditure, while newer mowing equipment could improve the Township's efficiency. Ms. Eckhart also discussed larger upcoming needs involving sewer maintenance and the sewer and stormwater systems, including potential grant opportunities for a vac-truck. At the request of the administrative office, she mentioned promoting at least one position in-house for the Zoning Officer role. She also suggested implementing a better public-facing recording system and redesigning the Township website to make it easier for residents to navigate and reduce staff time by making the site more intuitive. Regarding additional equipment, Ms. Eckhart noted that document archiving has been progressively completed and that acquiring a large-scale scanner would make it easier to process smaller batches in-house.

Ms. Eckhart noted that the Fire Department submitted its own budget separately and requested that the Township continue setting aside funds for capital replacement schedules and supporting recruitment and retention programs. She indicated that although the Township does not provide cash contributions, it has typically provided a fuel stipend for the Northampton Regional EMS. Regarding Parks and Recreation, Ms. Eckhart referenced previous discussions concerning Howertown Park and the automated gates at the Savage Road entrance. She confirmed that the lighting project was completed,

while discussions regarding a batting cage, participant recreation and the possibility of a part-time seasonal park coordinator remain ongoing.

For Planning, Zoning, and Code Enforcement, Ms. Eckhart identified property resale programs for reinspection, the landlord/tenant program, and the development of a program utilizing a third-party for periodic commercial life-safety inspections as items for further discussion. She also expressed interest in reviewing SALDO, sanitary sewer ordinance, and zoning ordinance performing standards to improve the existing language. Regarding sewer, water, and utilities, Ms. Eckhart identified redesigning the Willow Green Pump Station to create a gravity system as a main priority. She explained that the system was implemented with the stub constructed across West Bullshead Road and that the next step would involve obtaining the Township engineer's recommendation on the proper proceedings. Further information will also be sought regarding the Township's R537 Plan, including whether it needs to be amended and any requirements from a DEP permit standpoint, as well as intermunicipal agreements with the Borough of Northampton and Catasauqua due to flow considerations. Ms. Eckhart noted that the previously mentioned vac-truck would also fall under this category. As Mr. Hertz continues becoming familiar with the Township's overall system, developing a routine maintenance program remains a priority, with the goal of making the Township self-sufficient in line flushing for the sanitary sewer and stormwater systems.

Ms. Eckhart noted that while the municipal office is well up to date with information technology, she suggested replacing Public Works' workbooks with laptops. She also suggested considering a backup internet connection through Starlink at several locations to provide flexibility if the Township's primary system, such as Astound, experiences issues. She emphasized that internet connectivity should be as reliable as electricity due to the Township's dependence on it. Ms. Eckhart further noted that although the Township maintains a cyber insurance policy, carriers recommend developing and implementing cybersecurity training for all staff members to help prevent a breach. She stated that additional properties will continue to be identified for potential long-term facility upgrade planning, particularly for Public Works and Parks.

Under additional catch-all items, Ms. Eckhart identified litigation and contingency expenses. She noted the ongoing litigation involving 1438 Willowbrook Road and the Township's continued efforts to obtain cooperation from DEP, explaining that the litigation remains an ongoing expense due to the experts hired. She also highlighted the annual contingency discussion, noting that the Township is located in a sinkhole-prone area and that the area south of Route 329 contains a significant amount of infrastructure. While there is nothing that can be done to prevent the situation, she emphasized that the Township must remain aware of the risk because repairs may need to be completed immediately and can result in significant costs.

Ms. Eckhart sought recommendations from the Board regarding the overall budget and requested that any potentially missed items be discussed. Mr. Behler stated that he reviewed approximately \$60,000 in projected expenditure on revenue and considered the amount to be relatively low. He highlighted the Township's positive fiscal position and noted that the Township does not project tax increases. Mr. Behler indicated that available funds should continually be used toward infrastructure, equipment, and personnel upgrades. Ms. Eckhart explained that no action was required at the present meeting and that additional comments, along with a motion to publish the budgetary draft, could be discussed at the following meeting. Mr. Behler inquired about holding an executive session regarding personnel due to the mention of a promotion. Ms. Eckhart noted that a spreadsheet had been circulated showing projections and fluctuations involving certain positions and that additional discussions could be held at

the following meeting.

G. Executive Session: Mr. Behler indicated that an executive session was not necessary.

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

8. 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:

- Board of Supervisors – Tuesday, October 13th, 2026 6:00 PM
- Planning Commission – Monday, October 19th, 2026 6:00 PM
- Board of Supervisors – Tuesday, October 27th, 2026 6:00 PM

9. Adjournment: There being no further business, the meeting adjourned at 6:20 PM.

Respectfully Submitted,

Kimberly Rodriguez-Colón



Allen Township Board of Supervisors Meeting

Agenda

Date: Tuesday, September 22, 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 18, 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 – None

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

7. Unfinished Business

A. Stone Ridge Phase 3, Security Reduction #5

B. West Bullshead Road/Willow Green Court– Request for Traffic Study

8. New Business

A. Ratification of Personnel Action - TG

B. Ratification of Personnel Action - JB

C. Maintenance Worker Offer of Employment - CS

D. Maintenance Worker Offer of Employment - JP

E. Maintenance Worker Offer of Employment - AL

F. 2027 Budget

G. Executive Session

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

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

- * Board of Supervisors, Tuesday, October 13, 2026**
- * Planning Commission, Monday, October 19, 2026**
- * Board of Supervisors, Tuesday, October 27, 2026**

11. 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.*