



**Allen Township Board of Supervisors
Meeting Minutes
January 27th, 2026
6:00 P.M.**

A General Meeting of the Allen Township Board of Supervisors was held on Tuesday, January 27th, 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

Absent: B. Lincoln Treadwell, Jr., Esq.; Michael Schwartz (Gilmore & Associates, Inc.)

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: No public to be heard.

5. Unfinished Business

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

- **Bobcat Accessories – SGX 60 Stump Grinder and 72” Sweeper Bucket (for 2012 T630 Unit) - \$16,400.28:** Mr. Sculley made a motion to authorize the Capital Equipment expenditure; seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors voted yes.

B. Allen Township Building Renovation Project – Phase I, ASL Refrigeration Inc.

- **Release Request #11 - \$107,472.50 (Balance to Finish Including Retainage \$0.00):** Mr. Link questioned whether there were any additional balances due, and Ms. Eckhart confirmed that this was the final payment. Mr. Link made a motion to release payment request #11 for \$107,472.50 to ASL Refrigeration; seconded by Mr. Behler. On the motion, by roll call vote, all Supervisors voted yes.

C. Job Description Review – Director of Public Works & Public Works Foreman: Ms. Eckhart briefly discussed additional specific attributes for the Public Works Director job description, noting that the primary role change emphasized a management function. She explained that the director would be responsible for maintaining inventory of all equipment, remaining attentive to all parks, buildings, and

maintenance needs, overseeing inventory, working with Township consultants, and retaining awareness and capability in available electronic technologies, as referenced through mapping systems. Mr. Frack shared comments regarding the Class A CDL requirement, suggesting it be changed from a requirement to an unrequired but beneficial skill. Following Mr. Frack's comment, Ms. Eckhart noted that she made the correction to reflect that the candidate must be proficient in all equipment maintenance. Mr. Sculley and Mr. Link generally agreed with the changes made and offered no additional adjustments at this time. Ms. Eckhart indicated that a vote would be necessary to move forward with soliciting applicants based on the job description discussed, additionally noting that other attributes or day-to-day tasks may fluctuate across all positions. Ms. Eckhart confirmed, in response to Mr. Link's questions, that a motion authorizing the advertisement to solicit candidates for the position would be required following Board approval. Mr. Sculley made a motion to advertise the positions conditional to the small revisions mentioned; seconded by Mr. Frack. On the motion, by roll call vote, all Supervisors voted yes.

Ms. Eckhart also briefly noted that she and Ms. Averbek have formatted a solicitation and announcement.

6. New Business:

A. ~~Wawa Liquor License Presentation & Request for Public Hearing~~

B. Agenda Formatting Change – Reports Section: Ms. Eckhart explained that the change entails consolidating the reports section of the agenda to allow for a cleaner appearance. She noted that the change is consistent with the 1993 resolution addressing agenda formatting, as the section was previously listed simply as "Staff Reports". Ms. Eckhart confirmed that this change does not amend the resolution, and, therefore, does not require a vote for approval. She further indicated that topics related to reports would be added under the New Business section of the agenda, additionally noting that reports would not be mentioned unless necessary.

C. Executive Session (tentative): Mr. Frack confirmed an executive session would be held regarding personnel issues.

7. Public to be Heard: 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, February 10, 2026 6:00 PM
- Planning Commission – Monday, February 23rd, 2026 6:00 PM
- Board of Supervisors – Tuesday, February 24th, 2026 6:00 PM

9. Adjournment: There being no further business, the meeting adjourned at 6:10 PM.

Respectfully Submitted,

Kimberly Rodriguez-Colón