

**LOWHILL TOWNSHIP  
BOARD OF SUPERVISORS  
FEBRUARY 7, 2013  
MEETING MINUTES**

The regular monthly meeting of the Lowhill Township Board of Supervisors was held on February 7, 2013 at the Municipal Building at 7:30 pm. In attendance were; Chairman Richard Hughes, Vice Chairman George Wessner, Jr., Member Frank Dengler, Administrator Brian Carl, Charles Waters, Esq., Engineer Roy Stewart and Secretary Jill Seymour.

Chairman Richard Hughes called the meeting to order at 7:30 pm.

After the Pledge of Allegiance, Richard Hughes made some additions to the agenda, as follows: Executive Session after public comment; add township administrator comments after engineer comments; add roadmaster comments after township administrator comments; add Frank P Caruso to old business and quickbooks contract and fire calls under new business.

Richard Hughes moved to approve the January 3, 2013 meeting minutes, as written. Frank Dengler seconded, it was unanimous.

Richard Hughes moved to approve the 2013 Reorganization meeting minutes a minor change after the Pledge of Allegiance. The change will be to change Frank Dengler to Richard Hughes on the first and Richard Hughes to Frank Dengler on the second. George Wessner, Jr. seconded, it was unanimous.

Frank Dengler moved to approve the monthly bills, as submitted. George Wessner, Jr. seconded, it was unanimous.

Richard Hughes opened the floor for public comment. Engineer Roy Stewart took this time to introduce his wife, Clydia, who is visiting from North Carolina. Hearing no other public comment, he moved on with the agenda.

Richard Hughes adjourned the meeting at 7:35 pm to go into executive session. Solicitor Charles Waters, Esq.; and all Supervisors left the meeting room to discuss personnel matters. The meeting was called back to order by Richard Hughes at 7:42 pm.

Charles Waters stated that we are still waiting on paperwork for the Smuldis property.

Roy Stewart has a letter recommending NuPump as the contractor to do the repairs on the Narris Road Scour Bridge repairs. Ryan Christman will apply for an emergency permit from the DEP. The contract price will be \$13,150. Repairs must be done within six months. George Wessner, Jr. made a motion to award NuPump at \$13,150. Frank Dengler seconded, it was unanimous.

Roy Stewart will fill out the forms for the Chapter 94 sewer lines and send them in for the Township.

Brian Carl brought paperwork to sign for the 2013 SEO. Chris Noll of Keystone Engineers is the SEO and Carl Wolf is the alternate. Richard Hughes signed the letter. Two building permits were applied for the cell towers to replace the equipment cabinet and the existing antenna. Richard Hughes signed the permits. Richard Hughes asked that the cell tower be added to next month's agenda under old business. Brian provided an update on the regional grant. He will be submitting the application tomorrow. This is for the joint purchase of a roller; Lowhill Township's share of this grant will be \$7097.19. Lehigh County Authority is doing a 537 plan for municipal water and sewer. Brian is looking into this. 2012 end of year census and homes built is complete. 4 new homes were built and there are 2230 residents as of year ending 2012.

There was a complaint about debris on a property on Ridge Road. The resident was given until February 23, 2012 to clean it up or the Township will have to take it one step further and go to the magistrate. There is a dead tree laying in the front yard and appliances and an old car in the back yard. Roy Stewart and Brian Carl will speak with the resident and see if they can help him out with any kind of instructions he may need to dispose of this material.

Roy Stewart and Charles Waters will work on the Burn Ordinance.

George Wessner, Jr. stated that the Historical Society wants to use the Municipal Building meeting room on February 19, 2013. Richard Hughes and Frank Dengler agreed that George Wessner, Jr. has the authority to approve having meetings at the Lowhill Township building without having to go the Board for approval.

The auditors are almost complete with the audit of 2011, once that is filed they will complete 2012. They are hopeful that they will be completed and be available to come to the March meeting to give their report.

Jill Seymour has filled out the necessary paperwork to get reimbursed from PEMA/FEMA for the work done on Narris Road. Total amount that the paperwork has been filled out for at this time is \$68,778.45. I will notify the Board once the money is received.

Carol Betz would like to use the maintenance building three days this year. Two days during the regular business day and one evening to collect real estate taxes. Dates will be May 28, 29, 30, 2013. She will get in touch with Jill to see which days she will come in during the day and which one in the evening. The Board approved this request.

Greg Huber is doing a historical barn study in Lowhill Township. He has already done a few of the neighboring Townships'. He will be doing a presentation on May 28<sup>th</sup> on historical barns in Weisenberg and Lowhill Townships', as well as all of Lehigh County. He has been in contact with Donald Breininger of the Historical Society. He will notify me of the time and location, so that I can post it on the website for any resident that is interested may attend.

Richard Hughes would like to start doing road checks again. The Supervisors will go check the roads in the spring. He would like to do a 5 year program to start paving some roads and updating. He would like to do this in April. A date will be agreed upon at the March meeting to do a road check.

Richard Hughes spoke with Carole Dorsch, Township Auditor. She mentioned how we track repairs done for each Township vehicle. She suggested that we give each truck a truck number and putting paperwork and bills with each truck or piece of equipment. Richard Hughes thinks this is a great idea. George Wessner, Jr. will get information to Jill on how he keeps track at Stone Haven.

George Wessner, Jr. made a motion to approve Resolution 2013-1, User & Inspection Fees. Frank Dengler seconded, it was unanimous.

Frank Dengler made a motion to approve Resolution 2013-2, Pension percentage from 6% to 8%. George Wessner, Jr. seconded, it was unanimous.

Richard Hughes signed the final plans for the traffic light at Route 100 & Claussville Road. Once PennDot signs the final plans and sends them back to Lowhill Township, the light becomes the Township's responsibility. We will need to have a maintenance plan. Carl Kressley has spoken to a few places and is waiting on quotes. We need to decide quickly who we will use. Jill will call John Yurconic Agency and inquire about insuring the light as well.

The road crew is looking for part time help for the winter season. Looking to have at least two part time, on call people at this time. Possible keep four or five part time helpers, in case one or more is not available. Part time rate is set at \$15 per hour. Richard Hughes would like whoever gets hired to come up and ride the routes with Carl Kressley, to familiarize them with the routes they will be responsible for plowing/salting.

Lowhill and Weisenberg Township have purchased a printer together. Lowhill Township owns the printer and Weisenberg Township pays the yearly maintenance fee. The printer/copier is at the Weisenberg Township building.

Richard Hughes made a motion for the Rural Preservation Association of Northwestern Lehigh to hold their annual spring cleanup day at the Lowhill Township Municipal Building on Saturday April 6, 2013. Frank Dengler seconded, it was unanimous.

Frank Dengler made a motion to donate \$500 per fire call to New Tripoli Fire Company for four fire calls they were first responder to in Lowhill Township for a total of \$2000. George Wessner, Jr. seconded, it was unanimous.

Richard Hughes made a motion to contract Frank P. Caruso as Lowhill Township's IT specialist for the year 2013. Frank Dengler seconded, it was unanimous.

Richard Hughes made a motion to contract Mary Coble as Lowhill Township's Quickbooks specialist. Frank Dengler seconded, it was unanimous.

Richard Hughes asked if there was any public comment. Hearing none, he moved to adjourn the meeting. Frank Dengler seconded, it was unanimous.

The Lowhill Township Board of Supervisors meeting was adjourned at 8:50 pm.

Respectfully Submitted,