

**LOWHILL TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING &
REGULAR MONTHLY MEETING
JANUARY 6, 2014
MEETING MINUTES**

The Lowhill Township Board of Supervisors meeting & Reorganization meeting was called to order at 7 pm at the Municipal Building by Chairman Richard Hughes. Also present were George Wessner, Jr, Vice Chairman; Charles Waters, Esq., Solicitor; Judy Hoffman, Alternate Township Administrator; Ryan Christman, Engineer; and Jill Seymour, Secretary.

After the Pledge of Allegiance, George Wessner, Jr. made a motion to appoint Richard Hughes temporary chairman. Richard Hughes seconded the motion. Richard Hughes made a motion to appoint Jill Seymour temporary secretary. George Wessner, Jr. seconded the motion. Richard Hughes made a motion to appoint George Wessner, Jr. temporary vice chairman. George Wessner, Jr. seconded the motion. George Wessner, Jr. made a motion to appoint Richard Hughes chairman of the board. Richard Hughes seconded the motion. Richard Hughes made a motion to appoint George Wessner, Jr. vice chairman of the Board. George Wessner, Jr. seconded the motion. Richard Hughes made a motion to appoint Jill Seymour secretary. George Wessner, Jr. seconded the motion. George Wessner, Jr. made a motion to appoint Richard Hughes treasurer. Richard Hughes seconded the motion. George Wessner, Jr. made a motion to appoint Carl Kressley road foreman. Richard Hughes seconded the motion. Richard Hughes made a motion to appoint Joseph Kalusky assistant road foreman. George Wessner, Jr. seconded the motion. Richard Hughes made a motion to appoint Dean Newhard and Joseph Plaksa road crew members. George Wessner, Jr. seconded the motion.

Richard Hughes made a motion to reappoint the following positions. George Wessner, Jr. seconded the motion.

SERETARY & PERMIT APPLICATOR: JUDY HOFFMAN & JANET HENRITZY

RECORDING SECRETARY FOR PLANNING COMMISSION: JUDY HOFFMAN

ALTERNATE RECORDING SECRETARY FOR PLANNING COMMISSION: JANET HENRITZY

CHIEF ADMINISTRATOR FOR PENSION PLAN: RICHARD HUGHES

SOLICITOR: STECKEL & STOPP, CHARLES WATERS, ESQ.

ZONING BOARD & UCC BOARD SOLICITOR: FITZPATRICK, LENTZ & BUBBA, EMIL KANTRA, ESQ.

ENGINEER: KEYSTONE CONSULTING ENGINEERS, ROY STEWART
ZONING OFFICER: BRIAN CARL
ALTERNATE ZONING OFFICER: ROY STEWART
HEALTH BOARD OFFICIAL: ROY STEWART
SEO: KEYSTONE CONSULTING ENGINEERS, CHRIS NOLL
ALTERNATE SEO: CARL WOLFE
ALTERNATE SEO: BRIAN CARL
TOWNSHIP ADMINISTRATOR: BRIAN CARL
ALTERNATE ADMINISTRATOR: JUDY HOFFMAN
ALTERNATE ADMINISTRATOR: JANET HENRITZY
HEALTH OFFICER: KEYSTONE CONSULTING ENGINEERS, ROY STEWART
NORTHERN LEHIGH PLANNING COMMISSION MEMBER: BRIAN CARL
ADVISORY BOARD MEMBER FOR LEHIGH COUNTY AUTHORITY: BRIAN CARL
ACT 43 AGRICULTURAL SECURITY BOARD MEMBER: RICK HUGHES
HISTORICAL SOCIETY MEMBER: GEORGE WESSNER, JR.
TOWNSHIP AUDITORS: CAROL DORSCH, BOB MARTIN
INSPECTION FIRM: BARRY ISETT & ASSOCIATES
CODE ENFORCEMENT: BARRY ISETT & ASSOCIATES
NORTHWESTERN RECREATION BOARD MEMBER: RICHARD HUGHES
NORTHWESTERN RECREATION BOARD ALTERNATE: GEORGE WESSNER, JR
EMERGENCY MANAGEMENT COORDINATOR: FRANK BARTHOLOMEW
OPEN RECORDS OFFICER: JILL SEYMOUR
EARNED INCOME TAX COLLECTOR: HA BERKHEIMER AND ASSOCIATES
PROPERTY TAX COLLECTOR: CAROL BETZ
MUNICIPAL BUILDING CODE BOARD OF APPEALS: VACANT
VACANCY BOARD CHAIRPERSON: CAROL BETZ
VOTING DELEGATE FOR PSATS: RICK HUGHES

Richard Hughes made a motion to reappoint the following. George Wessner, Jr. seconded the motion.

TOWNSHIP AUDITOR: STACEY SCHAPPELL
PLANNING COMMISSION: BARRY BETZ

Richard Hughes made a motion for the following pay rates. George Wessner, Jr. seconded the motion.

PART TIME ROAD CREW: \$15/HR, NO BENEFITS
BRIAN CARL: \$41/HR (BILLED THROUGH WEISENBERG)
PERMIT SECRETARY: JUDY HOFFMAN & JANET HENRITZY: \$31/HR (BILLED THROUGH WEISENBERG)
TOWNSHIP AUDITORS: \$10/HR PLUS MILEAGE
REAL ESTATE TAX COLLECTOR: 5% COMMISSION
PLANNING COMMISSION RECORDING SECRETARY: JUDY HOFFMAN: \$19.06/HR
BOARD OF SUPERVISORS: \$50 PER MEETING, NOT TO EXCEED \$1200/YEAR
PLANNING COMMISSION, ZONING HEARING BOARD & UCC BOARD OF APPEALS: \$25/MEETING
MILEAGE RATE: .50 CENTS PER MILE

George Wessner, Jr. made a motion to have the Board of Supervisors meeting held the first Thursday of the month at 7:30 pm at the Municipal Building, with the exception of the February meeting, which will be held on Wednesday February 5, 2014. Richard Hughes seconded the motion.

Richard Hughes made a motion to have the Planning Commission meeting held on the second Monday prior to the Board of Supervisors meeting at 7:30 pm at the Municipal Building. George Wessner, Jr. seconded the motion.

Richard Hughes made a motion to continue donating \$500 per fire call to the first responding volunteer fire company. George Wessner, Jr. seconded the motion.

Richard Hughes called an executive session at 7:10 pm. Richard Hughes called the meeting back to order at 7:17 pm. Richard Hughes said the executive session was called for employment matters.

Richard Hughes made a motion to keep the following wages, paid holidays, vacation, etc. for full time employees. George Wessner, Jr. seconded the motion.

**PENSION RATE IS AT 8%
JILL SEYMOUR: \$19.06/HOUR
CARL KRESSLEY: \$23.18/HR
JOE KALUSKY: \$19.42/HR
DEAN NEWHARD: \$19.42/HR
JOE PLAKSA: \$19.42/HR**

**MEDICAL AND DENTAL INSURANCE, DISABILITY & LIFE INSURANCE, 1 FUNERAL DAY, 3 SICK DAYS, 5 PERSONAL DAYS AND VACATION AS FOLLOWS:
AFTER 1 YEAR ANNIVERSARY DATE: 5 DAYS
AFTER 2 YEARS ANNIVERSARY DATE: 10 DAYS
AFTER 5 YEARS ANNIVERSARY DATE: 15 DAYS
AFTER 7 YEARS ANNIVERSARY DATE: 16 DAYS
AFTER 9 YEARS ANNIVERSARY DATE: 17 DAYS
AFTER 11 YEARS ANNIVERSARY DATE: 18 DAYS
AFTER 13 YEARS ANNIVERSARY DATE: 19 DAYS
AFTER 15 YEARS ANNIVERSARY DATE: 20 DAYS
CAPPED AT 20 DAYS**

PAID HOLIDAYS:

½ DAY NEW YEARS EVE

NEW YEARS DAY

PRESIDENTS DAY

GOOD FRIDAY

MEMORIAL DAY

INDEPENDENCE DAY

LABOR DAY

VETERANS DAY

THANKSGIVING DAY

BLACK FRIDAY

½ DAY XMAS EVE

CHRISTMAS DAY

COMP TIME FOR HOURS WORKED OVER 40 HRS PER WEEK OR OVERTIME FOR HOURS WORKED OVER 40 HOURS PER WEEK. ANY UNUSED VACATION TIME, PERSONAL DAYS OR COMP TIME MUST BE USED OR PAID BY THE END OF THE CURRENT YEAR. SICK DAYS AND FUNERAL DAY DOES NOT GET PAID.

All the above shall be in effect for the calendar year of 2014. The reorganization meeting is complete. Since the January Board of Supervisors meeting was cancelled due to in climate weather, we will move on with the agenda for the January meeting.

Richard Hughes made a motion to approve the December 5, 2013 meeting minutes, as written. George Wessner, Jr. seconded the motion. George Wessner, Jr. made a motion to pay the monthly bills, as submitted. Richard Hughes seconded the motion.

Richard Hughes opened the floor for public comment, hearing none, he moved on with the agenda.

Richard Hughes made a motion to accept the sketch plan dated 12/16/2013 for Bachman Farm-minor 2 annexations at 7052 & 7090 Bausch Rd as presented and may move to final. George Wessner, Jr. seconded the motion.

Solicitors comments: none.

Engineer comments: none.

Judy Hoffman said there is a judgment on the Route 100 property that needs to be paid to the Township by the property owner.

The property on Ridge Road has some junk that needs to be removed and there is nothing new on the Bitner's Corner Bridge.

Carl Kressley said they are doing snow and ice removal, winterizing the trucks and trying to keep stocked up on salt.

Richard Hughes said he would like Carl to get the plow time and amount to Jill every week for Aspen Court, so they can be billed out in a timely manner. Richard Hughes made a motion to charge Lowhill Associates \$100 per hour for time and \$100 per ton for salt. George Wessner, Jr. seconded the motion.

The LCATO dinner meeting is on Friday February 7, 2014 at the Schnecksville Fire Company. Jill will need a head count on who will be attending.

Due to weather conditions, the December 6 Township meeting that was to be held at Heidelberg Township was cancelled. Janice Bortz of Heidelberg Township would like to know if, since the weather conditions have not improved much since then, if any of the townships' have an issue with just foregoing the December meeting for the normal March meeting. The 2014 6 Township meetings are as follows; Monday March 10 @ Lowhill Township; Monday June 9 @ Lynn Township, Monday September 8 @ North Whitehall Township and Monday December 8 @ Washington Township. The time is 8 am for all meetings. Carl Kressley, Richard Hughes and George Wessner, Jr. are all fine with waiting until the March meeting.

Richard Hughes opened the floor for public comment. Carol Betz has paperwork for Rick to sign. Only one delinquent account on the property tax.

Richard Hughes moved to adjourn. George Wessner, Jr. seconded the motion. The Lowhill Township Board of Supervisors meeting and Reorganization meeting was adjourned at 7:48 pm.

Respectfully Submitted,

