

**LOWHILL TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING MINUTES
JANUARY 2, 2018**

The Lowhill Township Reorganization Meeting was called to order at 7:00 pm by Chairman Richard Hughes. Also present were George Wessner, Jr., Vice Chairman; Robb Werley, Member and Secretary Jill Seymour.

After the Pledge of Allegiance, Robb Werley made a motion to appoint Richard Hughes as Chairman of the Board. George Wessner, Jr. seconded the motion. Motion carried. Richard Hughes made a motion to appoint George Wessner, Jr. as Vice Chairman of the Board. Robb Werley seconded the motion. Motion carried. Richard Hughes made a motion to appoint Robb Werley as Member of the Board and Treasurer. George Wessner, Jr. seconded the motion. Motion carried. Richard Hughes made a motion to appoint Jill Seymour as Secretary. Robb Werley seconded the motion. Motion carried. Richard Hughes made a motion to appoint Joseph Kalusky as Road Foreman. George Wessner, Jr. seconded the motion. Motion carried. Richard Hughes made a motion to appoint Jeffrey Hontz as Assistant Road Foreman. Robb Werley seconded the motion. Motion carried.

Richard Hughes made a motion to appoint the following:
Jeffrey Hontz and Tim Wessner as road crew members, Michael Hontz and Glen Grim as part time road crew members, Janet Henritzky as Recording Secretary for the Planning Commission and permit applicator, Jill Seymour as alternate recording secretary for the Planning Commission, Robb Werley as chief administrator for the pension plan, Steckel & Stopp, Charles Waters, Esq. as Solicitor, Fitzpatrick, Lentz & Bubba, Emil Kantra, Esq. as Zoning Board and UCC Board of Appeals Solicitor, Keystone Consulting Engineers as Engineer. Brian Carl as Zoning Officer, Keystone Consulting Engineers as alternate Zoning Officer, Health Board Official and Sewage Enforcement Officer, Brian Carl as Alternate Sewage Enforcement Officer and Township Administrator, Janet Henritzky as Alternate Township Administrator, Brian Carl as Norther Lehigh Planning Commission Member and Advisory Board Member for the Lehigh County Authority, Richard Hughes as Act 43 Agricultural Security Board Member, Robb Werley as Historical Society member, Barry Isett & Associates as Inspection Firm and Code Enforcement, Richard Hughes as Northwestern Recreation Board Member, George Wessner, Jr. as Alternate Northwestern Recreation Board Member, Frank Bartholomew as Emergency Management Coordinator, Jill Seymour as Open Records Officer, HA Berkheimer and Associates as Earned Income Tax Collector, Carol Betz as Property Tax Collector and Vacancy Board Chairperson, Phyllis Breininger as Deputy Tax Collector, Richard Hughes as Voting Delegate for PSATS. This motion was seconded by Robb Werley. Roll Call: Richard Hughes, yes, Robb Werley, yes, George Wessner, Jr. yes. Motion carried.

Richard Hughes made a motion to reappoint Barry Betz to the Planning Commission, Jim Kuhns and Tim Snyder, Alternate to the Zoning Hearing Board, Leroy Sorenson to the UCC Board of Appeals. George Wessner, Jr. seconded the motion. Motion carried.

Richard Hughes made a motion to pay part time road crew member Glen Grim \$18.04 per hour and Michael Hontz \$21.00 per hour, no benefits; Weisenberg Township Administration \$15,000 per year, Township Auditors \$10 per hour plus mileage, Real Estate Tax Collector 5% commission, Board of Supervisors \$50 per meeting, not to exceed \$1200 per year, Planning Commission, Zoning Hearing Board and UCC Board of Appeals members \$25 per meeting, Mileage rate .50 cents per mile. Robb Werley seconded the motion. Motion carried.

Richard Hughes made a motion for the Board of Supervisors meetings to be held the first Thursday of the month at 7:30 pm at the Municipal Building, with the exception of April and July, which will both be held on the second Thursday of the month. George Wessner, Jr. seconded the motion. Motion carried.

Richard Hughes made a motion for the Planning Commission meetings to be held the second Monday prior to the Board of Supervisors meeting at 7:00 pm at the Municipal Building. Robb Werley seconded the motion. Motion carried.

Richard Hughes made a motion for the Zoning Hearing Board meetings to be held the third Thursday prior to the Board of Supervisors meeting at 7:00 pm at the Municipal Building. George Wessner, Jr. seconded the motion. Motion carried.

Richard Hughes made a motion for the UCC Board of Appeals to hold their meetings as needed at the Municipal Building. Robb Werley seconded the motion. Motion carried.

Richard Hughes made a motion to donate \$1500 to the Recreation Commission for 2018, to be paid at the Thursday Board meeting. Robb Werley seconded the motion. Motion carried.

Richard Hughes made a motion to keep the pension rate at 8%. George Wessner, Jr. seconded the motion. Motion carried.

Richard Hughes made a motion to keep all benefits, holidays and paid time to remain the same. Robb Werley seconded the motion. Motion carried.

Benefits, holidays and paid time are as follows:

Medical and dental insurance, disability & life insurance, 1 funeral day, 3 sick days, 5 personal days and vacation days 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
Vacation days are capped at 20 days

Paid Holidays are as follows:

½ day New Year's Eve
New Year's Day
Presidents Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Black Friday
½ day Christmas Eve
Christmas Day

Any unused Comp time, Vacation days or personal time remaining must be paid by the end of the year. Sick days and funeral days do not get paid if not used.

Richard Hughes made a motion to give the employees a 3% raise this year. Robb Werley seconded the motion. Motion carried.

Employee pay rates as follows:

Joseph Kalusky, Road Foreman: \$26.09 per hour
Jeffrey Hontz, Assistant Road Foreman: \$21.63 per hour
Tim Wessner, Road Crew Member: \$21.63 per hour
Jill Seymour, Secretary: \$21.24 per hour

Richard Hughes opened the floor for public comment. Hearing none, Robb Werley made a motion to adjourn. Richard Hughes seconded the motion.

The Lowhill Township Board of Supervisors Reorganization meeting was adjourned at 7:10 pm.

Respectfully Submitted,