

**LOWHILL TOWNSHIP  
BOARD OF SUPERVISORS  
REORGANIZATION MEETING MINUTES  
JANUARY 6, 2020**

The Lowhill Township Board of Supervisors Reorganization Meeting was called to order at 7:00 pm by Chairman Richard Hughes. Also present were George Wessner, Jr., Vice Chairman; Robb Werley, Supervisor; Charles Waters, Esq., Solicitor; Ryan Christman, Engineer and Secretary Jill Seymour.

After the Pledge of Allegiance, George Wessner, Jr. made a motion to reappoint Richard Hughes as Chairman of the Board. Robb Werley seconded the motion. Motion carried. Richard Hughes made a motion to reappoint George Wessner, Jr. as Vice Chairman of the Board. Robb Werley seconded the motion. Motion carried. Richard Hughes made a motion to reappoint Robb Werley as Supervisor of the Board. George Wessner, Jr. seconded the motion. Motion carried. Richard Hughes made a motion to reappoint Joseph Kalusky as road master. Robb Werley seconded the motion. Motion carried. Richard Hughes made a motion to reappoint Jill Seymour as Secretary. Robb Werley seconded the motion. Motion carried. Richard Hughes made a motion to reappoint Robb Werley as Treasurer. George Wessner, Jr. seconded the motion. Motion carried.

Richard Hughes made a motion to reappoint the following:

**ASSISTANT ROAD FOREMAN: JEFF HONTZ**

**ROAD CREW MEMBERS: JEFF HONTZ & TIM WESSNER & MIKE HONTZ**

**PART TIME ROAD CREW MEMBERS: GLEN GRIM**

**SERETARY & PERMIT APPLICATOR: JANET HENRITZY**

**RECORDING SECRETARY FOR PLANNING COMMISSION: JANET HENRITZY**

**ALTERNATE RECORDING SECRETARY FOR PLANNING COMMISSION: JILL SEYMOUR**

**CHIEF ADMINISTRATOR FOR PENSION PLAN: ROBB WERLEY**

George Wessner, Jr. seconded the motion. Motion carried.

Robb Werley made a motion tom reappoint the following:

**SOLICITOR: STECKEL & STOPP, CHARLES WATERS, ESQ.**

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

**ENGINEER: KEYSTONE CONSULTING ENGINEERS, RYAN CHRISTMAN**

**ZONING OFFICER: BRIAN CARL**

**ALTERNATE ZONING OFFICER: KEYSTONE CONSULTING ENGINEERS**

**HEALTH BOARD OFFICIAL: KEYSTONE CONSULTING ENGINEERS**

**SEO: KEYSTONE CONSULTING ENGINEERS**

**ALTERNATE SEO: BRIAN CARL**

**TOWNSHIP ADMINISTRATOR: BRIAN CARL**

**ALTERNATE ADMINISTRATOR: JANET HENRITZY**

**HEALTH OFFICER: KEYSTONE CONSULTING ENGINEERS**

**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: ROBB WERLEY  
INSPECTION FIRM: BARRY ISETT & ASSOCIATES**

**Richard Hughes seconded the motion. Motion carried.**

**Richard Hughes made a motion to reappoint the following:**

**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**

**DEPUTY TAX COLLECTOR: PHYLLIS BREININGER**

**VACANCY BOARD CHAIRPERSON: CAROL BETZ**

**VOTING DELEGATE FOR PSATS: RICK HUGHES**

**George Wessner, Jr. seconded the motion. Motion carried.**

**Richard Hughes made a motion to reappoint Phyllis LaFollette and Luke Miller to the Planning Commission. Robb Werley seconded the motion. Motion carried. Richard Hughes made a motion to reappoint Terry Naugle to the Zoning Hearing Board. George Wessner, Jr. seconded the motion. Motion carried. Richard Hughes made a motion to reappoint Charles Bashore to the UCC Board of Appeals. Robb Werley seconded the motion. Motion carried.**

**Richard Hughes made a motion to pay part time road crew member, Glen Grim \$18.04 an hour, no benefits. George Wessner, Jr. seconded the motion. Motion carried. Richard Hughes made a motion to pay Weisenberg Township administration \$35,000 for the year 2020. Robb Werley seconded the motion. Motion carried.**

**Richard Hughes made a motion to pay the Township Auditors \$10 an hour plus mileage. George Wessner, Jr. seconded the motion. Motion carried. Richard Hughes made a motion to pay the real estate tax collector 5% commission. Robb Werley seconded the motion. Motion carried. Richard Hughes made a motion to pay the Supervisors \$50 per advertised meeting, not to exceed \$1200 a year. George Wessner, Jr. seconded the motion. Motion carried. Richard Hughes made a motion to pay the Planning Commission, Zoning Hearing Board and the UCC Board of Appeals members \$25 per meeting. Robb Werley seconded the motion. Motion carried. Richard Hughes made a motion to have the mileage rate at .50 cents per mile. Robb Werley seconded the motion. Motion carried.**

**Richard Hughes made a motion to hold the Board of Supervisors meetings on the first Thursday of the month at 7:30 pm at the Municipal building. Robb Werley seconded the motion. Motion carried. Richard Hughes made a motion to hold the Planning Commission meetings on the last Monday of the month at 7:00 pm at the Municipal building, with the exception of the May meeting. The May meeting will be held on Tuesday May 18, 2020. Robb Werley seconded the motion. Motion carried. Richard Hughes made a motion to hold the Zoning Hearing Board meetings on the Third Tuesday of the month at 7:00 pm at the Municipal Building. George Wessner, Jr. seconded the motion. Motion carried. Richard Hughes made a motion to hold the UCC Board of Appeals meetings as needed at the Municipal Building. Robb Werley seconded the motion. Motion carried. Richard Hughes moved to donate \$1500 to the Recreation Commission for 2020. George Wessner, Jr. seconded the motion. Motion carried.**

**Richard Hughes made a motion to keep the pension rate at 8%. Robb Werley seconded the motion. Motion carried.**

**Richard Hughes made a motion to keep all benefits, holidays and paid time the same, as follows:  
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**

**Robb Werley seconded the motion. Motion carried.**

**Richard Hughes made a motion to keep the paid holiday's as follows:**

**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**

**George Wessner, Jr. seconded the motion. Motion carried.**

**Richard Hughes made a motion to give the full time employees a 3% pay raise for 2020. Robb Werley seconded the motion. Motion carried.**

**Richard Hughes opened the floor for public comment, hearing none he moved to adjourn. Seconded by Robb Werley.**

**The Lowhill Township Board of Supervisors Reorganization meeting was adjourned at 7:13 pm.**

**Respectfully Submitted,**