

**LOWHILL TOWNSHIP  
BOARD OF SUPERVISORS  
REORGANIZATION  
MEETING MINUTES  
JANUARY 4, 2021**

**HELD VIA ZOOM AP, DUE TO GOVERNOR TOM WOLF'S COVID 19 RESTRICTIONS**

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

George Wessner, Jr. made a motion to nominate Richard Hughes as Chairman of the Board. Robb Werley seconded the motion. Motion carried. Richard Hughes made a motion to nominate George Wessner, Jr. vice chairman of the board. Robb Werley seconded the motion. Motion carried. Richard Hughes made a motion to nominate Robb Werley supervisor of the board. George Wessner, Jr. seconded the motion. Motion carried. Richard Hughes made a motion to nominate Jill Seymour secretary to the board. Robb Werley seconded the motion. Motion carried. Richard Hughes made a motion to nominate Robb Werley as treasurer. George Wessner, Jr. seconded the motion. Motion carried. Richard Hughes made a motion to nominate Joseph Kalusky as the Road Foreman. Robb Werley seconded the motion. Motion carried. Richard Hughes made a motion to nominate Jeffrey Hontz as assistant road foreman. George Wessner, Jr. seconded the motion. Motion carried. Richard Hughes made a motion to nominate Jeffrey Hontz, Tim Wessner and Michael Hontz as road crew members. Robb Werley seconded the motion. Motion carried. Richard Hughes made a motion to nominate Josh Gorr, Blaine Flexer, Matt Krapf, John Wheldon and Scott Freeman as part time road crew members, as needed. Robb Werley seconded the motion. Motion carried.

Richard Hughes made a motion to appoint all the below. George Wessner, Jr. seconded the motion. Motion carried.

Alternate Board Secretary & Permit applicator: Janet Henritz

Recording secretary for the Planning Commission: Janet Henritz

Alternate recording secretary for the Planning Commission: Jill Seymour

**Chief Administrator for the pension plan: Robb Werley**  
**Solicitor: Steckel & Stopp, Charles Waters, Esq.**  
**Zoning Board & UCC Board of Appeals Solicitor: Fitzpatrick, Lentz & Bubba, Emil Kantra, Esq.**  
**Engineer: Keystone Consulting Engineers, Ryan Christman**  
**Zoning officer: Brian Carl**

**Richard Hughes made a motion to appoint all the below. Robb Werley seconded the motion. Motion carried.**

**Alternate Zoning officer: Keystone Consulting Engineers**  
**Health board official: Keystone Consulting Engineers**  
**Sewage Enforcement officer: Keystone Consulting Engineers**  
**Alternate Sewage Enforcement officer: Brian Carl**  
**Township Administrator: Brian Carl**  
**Alternate Township Administrator: Janet Henritz**  
**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: Richard Hughes**  
**Historical society member: Robb Werley**

**Richard Hughes made a motion to appoint all the below. George Wessner, Jr. seconded the motion. Motion carried.**

**Inspection & Code enforcement: Barry Isett and 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: Richard Hughes**

**Richard Hughes made a motion to reappoint Larry Geiger to the planning commission. Robb Werley seconded the motion. Motion carried. Richard**

Hughes made a motion to reappoint Timothy Snyder as an alternate to the Zoning Hearing Board. George Wessner, Jr. seconded the motion. Motion carried. Richard Hughes made a motion to reappoint Dennis Trexler, Peter Everett (alternate) and Mark Schlofer (alternate) to the UCC Board of Appeals. Robb Werley seconded the motion. Motion carried.

Richard Hughes made a motion to pay Weisenberg Township administration \$40,000 for 2021. Robb Werley seconded the motion. Motion carried. Richard Hughes made a motion to pay the 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 \$25 per meeting and set the mileage rate at .50 cents per mile. George Wessner, Jr. seconded the motion. Motion carried. Richard Hughes made a motion to hold the 2021 Board of Supervisors meetings on the first Thursday of the month at 7:30 pm, at the Municipal Building or via zoom ap. Robb Werley seconded the motion. Motion carried. Richard Hughes made a motion to hold the 2021 Planning Commission meetings on the last Monday of the month at 7:00 pm, with the exception of May will be held on the 24<sup>th</sup>, November will be held on the 24<sup>th</sup> and December will be held on the 20<sup>th</sup>. Robb Werley seconded the motion. Motion carried. Richard Hughes made a motion to hold the Zoning Hearing Board meetings for 2021 on the third Tuesday of the month at 7:00 pm, as needed. 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 \$2500 to the Recreation commission for 2021. George Wessner, Jr. seconded the motion. Motion carried. Richard Hughes made a motion to keep all benefits, holiday and paid time the same for employees for 2021. Robb Werley seconded the motion. Motion carried. Richard Hughes made a motion to keep the pension rate at 8% for 2021. Robb Werley seconded the motion. Motion carried. George Wessner, Jr. made a motion to give all employees a 3% raise for 2021. Richard Hughes seconded the motion. Motion carried.

**Richard Hughes opened the floor for public comment. Hearing none, Robb Werley moved to adjourn the meeting. Richard Hughes seconded the motion. Motion carried.**

**The Lowhill Township Reorganization meeting was adjourned at 7:14 pm.**

**Respectfully Submitted,**