

Board of Supervisors Re-Organization Meeting
Tuesday, January 2, 2007 - 7:30 PM
Lynnport, PA 18066

Call to Order

The Re-Organizational Meeting of the Lynn Township Board of Supervisors was called to order at 7:30 p.m. in the Municipal Building by Chairman Thomas C. Creighton III. Present were Chairman Thomas C. Creighton III, Vice Chairman David C. Najarian, Esq., Member Charles E. Lenhart III, Zoning Officer Kevin Deppe, Interim Treasurer Rob Sadler, Secretary/Assistant Treasurer Tracy Miklus, Debbie Palmieri of the Northwestern Press and approximately 11 citizens.

Pledge of Allegiance

Public Comment

Marvin Charles said he thinks the Township owed Interim Treasurer Sadler a debt of gratitude for all he has done in the past year for the Township. David Najarian said he would like to personally thank Mr. Sadler for a job well done, that he took over a hard job and it really helped the Township. Thomas Creighton and Member Lenhart agreed on a job well done.

Appointments

- Temporary Chairman - Thomas Creighton motioned, seconded by David Najarian, to appoint Charles Lenhart as temporary Chairman to preside over the meeting until formal appointments are made. Motion carried unanimously.
- Temporary Secretary - David Najarian motioned, seconded by Thomas Creighton, to appoint Tracy Miklus as temporary Secretary. Motion carried unanimously.
- Chairman - David Najarian motioned, seconded by Charles Lenhart, to appoint Thomas Creighton as Chairman of the Board. Motion carried unanimously.
- Chairman Creighton directed temporary Secretary Miklus to take the minutes of the meeting.
- Vice Chairman - Charles Lenhart motioned, seconded by Chairman Creighton, to appoint David Najarian as Vice Chairman of the Board. Motion carried unanimously.
- Treasurer - Vice Chairman Najarian motioned, seconded by Member Lenhart, to appoint Tracy Miklus Treasurer to the Board of Supervisors which then presumptively means Interim Treasurer Robert Sadler's term will officially end. Motion carried unanimously.
- Assistant Treasurer - Vice Chairman Najarian motioned, seconded by Member Lenhart, to appoint Janet Henritz as Assistant Treasurer to fill in when Treasurer Miklus cannot perform her duties.
- Treasurer's Bond - Vice Chairman Najarian motioned, seconded by Member Lenhart, to set the bond to \$1,000,000 for both the Treasurer and Assistant Treasurer and for them to advise the Board if the accounts at some point exceed that amount. Motion carried unanimously.
- Secretary - Member Lenhart motioned, seconded by Vice Chairman Najarian, to appoint Tracy Miklus as Secretary. Motion carried unanimously.
- Assistant Secretary - Vice Chairman Najarian motioned, seconded by Member Lenhart, to appoint Tina Everett as Assistant Secretary. Motion carried unanimously.
- LVIC Board of Directors Member - Vice Chairman Najarian motioned, seconded by Member Lenhart, to appoint Secretary/Treasurer Miklus as the LVIC Board Member. Motion carried unanimously.
- Township Solicitor - Chairman Creighton asked how long we have used Steckel & Stopp; Vice Chairman Najarian said he thought it they were appointed in 1993. He said Mike Thompson was the first attorney, then Martin Danks, but no one was sure when Ed Healy started. Vice Chairman Najarian said recently there were some conflicts of interest that came up concerning Ed Healy and he wanted to see if the Township ever formally appointed conflicts council. Vice Chairman Najarian motioned, seconded by Member Lenhart, to appoint Steckel & Stopp as our Township Solicitor. Motion carried unanimously. Vice Chairman Najarian motioned, seconded by Member Lenhart, to appoint Marc Fisher of Worth McGhee and Fisher as Conflicts Council. Motion carried unanimously.

- Township Engineer - Chairman Creighton asked how long we used Keystone Consulting Engineers, he was told approximately nine years. Vice Chairman Najarian motioned, seconded by Member Lenhart to appoint Keystone Consulting Engineers, Roy Stewart, as Township Engineer. Motion carried unanimously.
- 2007 Meetings - 01/29, 02/08, 02/26, 03/08, 04/02, 04/12, 04/30, 5/10, 06/04, 06/14, 07/02, 07/12, 07/30, 08/09, 09/04, 09/13, 10/01, 10/11, 10/29, 11/08, 12/03, 12/13, 12/27 (Close-Out Meeting), all will be held at 5:30 p.m. Secretary Miklus was directed to advertise the meetings. Vice Chairman Najarian, seconded by Member Lenhart, motioned to set the meetings times for 2007 according to the preceding schedule. Motion carried unanimously.

Resolutions

- Resolution 2007-1 - To open and maintain bank accounts; Vice Chairman Najarian motioned, seconded by Member Lenhart, to adopt the resolution to open and maintain bank accounts at New Tripoli Bank. Motion carried unanimously.
- Resolution 2007-2 - To open and maintain safe-deposit box and escrow accounts at New Tripoli Bank; Vice Chairman Najarian motioned, seconded by Member Lenhart, to adopt the resolution to open and maintain safe-deposit box and escrow accounts at New Tripoli Bank. Motion carried unanimously.
- Resolution 2007-3 - To establish a User Fee Schedule for 2007; Member Lenhart motioned, seconded by Vice Chairman Najarian, to adopt the resolution to establish a User Fee Schedule for 2007. Motion carried unanimously.

Appointments/Resolutions

- Resolution 2007-____ - Building Code of Appeals Board Member - Term Ends 01/01/2012 **(1 VACANCY)** Vice Chairman Najarian motioned, seconded by Member Lenhart, to table this resolution until the name of the alternate to the board is found. Motioned carried unanimously.
- Resolution 2007-4 - Planning Commission - Term Ends 01/01/2011 **(1 FINISH BILLIG TERM & 2 VACANCIES)** - Don Billig will stay on the Board until he moves out of the Township. Vice Chairman Najarian motioned, seconded by Member Lenhart, to reappoint Scott Nagle and Larry Bachman to serve as members of the Planning Commission. Motioned carried unanimously.
- Resolution 2007-____ - Sewer Authority - Term Ends 01/01/2012 **(1 VACANCY)** - Due to time constraints of the applicants, all of whom cannot attend at 4:30 p.m., but can attend 5:30 p.m. or after, Vice Chairman Najarian asked Secretary Miklus to write a letter to the Sewer Authority to have them consider a time change. Vice Chairman Najarian motioned, seconded by Member Lenhart, to table this resolution until the 01/29/2007 meeting. Motion carried unanimously.
- Resolution 2007-5 - Zoning Hearing Board and Alternate - Term Ends 01/01/2010 (member); 01/01/2009 (alternate)**(1 MEMBER/1 ALTERNATE)** - Vice Chairman Najarian motioned, seconded by Member Lenhart, to reappoint Ronald Fillis as a member of the Zoning Hearing Board. Motion carried unanimously. Vice Chairman Najarian motioned, seconded by Member Lenhart, to appoint Robert Sadler as alternate Zoning Hearing Board member. Motion carried unanimously.
- Environmental Advisory Committee - Member Lenhart made a motion, seconded by Chairman Creighton, to set the number of members for the Environmental Advisory Committee at five (5) members. Vice Chairman Najarian was opposed to appointing five members. Motion carried. Chairman Creighton made a motion, seconded by Member Lenhart, to appoint Donald Christ, term ending 2008; Mel Charles, term ending 2009, Liz Brensinger, term ending 2009, Peter B. Crabb, term ending 2010 and Glen Maurer, term ending 2010. Vice Chairman Najarian was opposed to appointing Donald Christ because of his position on the Sewer Authority. Motion carried.
- Sewage Enforcement Officer (SEO) - Vice Chairman Najarian motioned, seconded by Member Lenhart, to reappoint Carl Wolfe as SEO for 2007 at a rate of \$40/hr. Motion carried unanimously.

- Alternate Sewage Enforcement Officer (SEO) - Vice Chairman Najarian motioned, seconded by Member Lenhart, to reappoint Scott Beiber as alternate SEO for 2007. Motion carried unanimously.
- Zoning Officer and Office Manager/Township Administrator - Vice Chairman Najarian motioned, seconded by Member Lenhart, to appoint Kevin Deppe as Zoning Officer, Office Manager/Township Administrator. Motion carried unanimously.
- Building/Plumbing/Electrical Inspector - Vice Chairman Najarian motioned, seconded by Member Lenhart to appoint CodeMaster as the Township Building, Plumbing and Electrical Inspector. Motion carried unanimously.
- Emergency Management Coordinator and Assistant Emergency Management Coordinator - Vice Chairman Najarian motioned, seconded by Member Lenhart, to reappoint Matt Nemeth as EMC and Donald Christ as Assistant EMC. Motion carried unanimously.
- Road Master/Superintendent Employee - Vice Chairman Najarian motioned, seconded by Member Lenhart, to reappoint Bruce Raber as Road Master. Motion carried unanimously.
- Voting delegate for PSATS Convention - Chairman Creighton motioned to appoint Vice Chairman Najarian as voting delegate for the 2007 PSATS Convention. Motion carried unanimously.
- Township Employees to 2007 PSATS Convention - Vice Chairman Najarian motioned, seconded by Member Lenhart, to have Secretary Miklus, Zoning Officer Deppe and Road Master Raber attend the 2007 PSATS Convention including any training they deem relevant to their jobs. Motion carried unanimously.
- Tax Collector for Income & Occupational Privilege Tax (Wage taxes) - Vice Chairman Najarian motioned, seconded by Member Lenhart, to reappoint Heidelberg/Lynn EIT Bureau as the Township's wage tax collector. Motion carried unanimously.
- Appoint Supervisor Representative for Northwestern Recreation Commission - Member Lenhart motioned, seconded by Vice Chairman Najarian, to reappoint Chairman Creighton as Supervisor Representative for the Northwestern Recreation Commission. Motion carried unanimously.
- Appoint Supervisor Representative for Agricultural Land Preservation Commission - Member Lenhart motioned, seconded by Chairman Creighton, to reappoint Vice Chairman Najarian as Supervisor Representative for the Agricultural Land Preservation Commission. Motion carried unanimously.
- Appoint Supervisor Representative for Crime Watch - Chairman Creighton motioned, seconded by Member Lenhart to appoint Vice Chairman Najarian as Supervisor Representative for Crime Watch. Motion carried unanimously.
- Appoint Supervisor Representative for Jordan Valley Water Shed Committee Act 167 - Vice Chairman Najarian motioned, seconded by Member Lenhart, to table this appointment until the 01/29/2007 Board Meeting. Motion carried unanimously.
- Appoint Park Manager to oversee park projects - Vice Chairman Najarian felt that Road Master Raber should oversee the park projects using Township employees, not Sewer Authority employees since the Township has a full crew now. Chairman Creighton felt it went well the past year as it is set up now. Member Lenhart motioned, seconded by Chairman Creighton, to reappoint Donald Christ Park Manager for a fee of not more than \$5,200 and at the end of 2007 transfer over to the Township. Vice Chairman Najarian was opposed because Mr. Christ only wanted to be Park Manager for one year. Motion carried.

Motions

- To allow Township Supervisors to perform any type of work allowable under the 2nd Class Township Code. Vice Chairman Najarian noted that over the past year, the Township had handled several issues concerning working supervisors in executive sessions. He also noted there had been problems with working supervisors in Lynn Township in prior years. He also cited current problems in Lower Macungie and Upper Macungie Townships, and as a result, he now thinks it is not a good idea to have working supervisors. He said Lower Macungie Township is now attempting to reclassify itself as a Township of the First Class specifically to prevent having working Supervisors because of the lack of accountability. Vice Chairman Najarian said that he would not make this motion, but would make a countervailing motion to preclude working supervisors from doing non-elected work for compensation. Chairman Creighton asked for any discussion from Member Lenhart. Member Lenhart stated he had one more year yet. Vice Chairman Najarian stated it had nothing to do with him, but Member Lenhart said yes it does. Chairman Creighton again asked Member Lenhart if he had anything to say, Member Lenhart said it all had to do with him and that Vice Chairman Najarian has had a hard-on for him for the last ten years and that was what it was all about and that was all he was going to say. Chairman Creighton seconded the motion. Motion carried. Member Lenhart then stated that the meeting could be finished without him and left at 9:05 p.m.

Miscellaneous

- Set wages for employees based on performance and review; Chairman Creighton said the Board received recommendations from Road Master Raber and Office Administrator Deppe. Chairman Creighton had a spreadsheet with the costs of employee benefits. He thought that there should be incentive for employees who do not elect to receive benefits. Vice Chairman Najarian said he thought we were talking about wages, not benefits. Chairman Creighton then talked about employee contributions for benefits. It was decided that the issue of benefits would be covered at a later meeting. Robert Sadler recommended contacting Benefits Administrator Benecon to see their suggestions. Vice Chairman Najarian said he thought there should be a blanket cost of living increase as done in previous years. Vice Chairman Najarian motioned, seconded by Chairman Creighton, to set 2007 wages as follows:

Kevin Deppe	2.5% raise from \$46,500.00/year salary to \$47,662.50/year salary
Kevin Deppe	Mileage - flat rate raised to \$300.00/month
Tracy Miklus	\$15.50/hour
Tina Everett	\$16.00/hour
Bruce Raber	\$18.75/hour
Janet Henritz	\$13.25/hour
Joseph Howard	\$15.25/hour
Joseph Wisser	\$16.75/hour
Andrew Whaling	\$14.50/hour, change to full-time with benefits

All employees not previously named in the foregoing and all part-time employees will receive a raise of \$.50 raise/hour

Motion carried.

Appointments

- Vacancy Board - Vice Chairman Najarian motioned, seconded by Chairman Creighton, to reappoint Steve Feinour to the Vacancy Board. Motion carried.
- Vice Chairman Najarian motioned, seconded by Chairman Creighton to set 2007 Holidays as follows:
 - New Years Day (and a ½ day preceding New Year's Day)
 - Good Friday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day

Black Friday
Christmas Day (and a ½ day preceding Christmas)

Motion carried.

- Status of 537 Plan - Vice Chairman Najarian motioned, seconded by Chairman Creighton, to authorize Bassett Engineering complete the 537 Plan as per their recommendations, provided they give us the results in three months instead of four months and also direct Township Engineer, Roy Stewart, to submit all the material electronically to Bassett Engineering to keep this moving. Motion carried.

Public Comment

- Vice Chairman Najarian motioned, seconded by Chairman Creighton, Treasurer Miklus to pay the bills. Motion carried.

Announcements

- Chairman Creighton announced that Lehigh County Commissioners were happy to recognize Lynn Township for reaching the 5,000 acre point in the amount of acres preserved in Lynn Township. They gave our Township an award and he would like to thank all the landowners who have preserved the land in the Township. Vice Chairman Najarian said this was really an honor on the Township citizens and not the Supervisors because they are the ones that in many cases forewent the potential windfall and elected instead to preserve their farms and also the citizens that were funding the program by virtue of their increased taxes.

Miscellaneous

- Vice Chairman Najarian motioned, seconded by Chairman Creighton, to have Secretary Miklus file the performance appraisals in each employees file. Motion carried.

Adjournment

- Vice Chairman Najarian motioned, seconded by Chairman Creighton, to adjourn the meeting at 10:00 p.m. Motion carried.

Respectfully submitted,

Tracy Miklus
Secretary/Assistant Treasurer

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