

Board of Supervisors Re-Organization Meeting
Monday, January 5th, 2009 @ 6:30 P M
Lynn Twp.- 7911 Kings Hgwy., New Tripoli

Call to Order: The Re-Organization meeting of the Lynn Township Board of Supervisors was called to order by Chairman Kermit E. DeLong Jr., at 6:30 pm in the Municipal Building. Present were Chairman Kermit E. DeLong Jr., Vice Chairman Thomas C. Creighton III, Member David C. Najarian, Zoning Officer Kevin N. Deppe, Secretary/Treasurer Tammy M. White, East Penn Press Reporter Ken Petrini and approximately 12 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Public Comment: Glenn Smith asked the BOS if the regular BOS meeting on 1/15/09 was solely for the purpose of interviewing engineering firms. The BOS stated that the meeting was scheduled to interview engineering firms but may conduct any other township business.

Appointments:

- **Temporary Chairman** – Thomas C. Creighton motioned, seconded by Kermit E. DeLong, to appoint David C. Najarian as Temporary Chairman to preside over the meeting until formal appointments are made. Motion carried unanimously.
- **Temporary Secretary** – Thomas C. Creighton motioned, seconded by Kermit E. DeLong, to appoint Tammy M. White as temporary secretary to take the minutes of the Re-org meeting. Motion carried unanimously.
- **Chairman** – Thomas C. Creighton motioned, seconded by David C. Najarian, to appoint Kermit E. DeLong as Chairman of the Board. Motion carried unanimously.
- Chairman DeLong took over the meeting at this time.
- **Vice Chairman** – Kermit E. DeLong motioned, seconded by Thomas C. Creighton, to appoint David C. Najarian as Vice Chairman of the Board. Motion carried unanimously.
- **Secretary/Treasurer** – David C. Najarian motioned, seconded by Thomas C. Creighton, to reappoint Tammy White as Secretary/Treasurer to the Board of Supervisors. Motion carried unanimously.
- **Assistant Secretary** – David C. Najarian motioned, seconded by Thomas C. Creighton, to reappoint Tina M. Everett as Assistant Secretary to the Board of Supervisors. Motion carried unanimously.
- **Assistant Treasurer** – David C. Najarian motioned, seconded by Kermit E. DeLong, to reappoint Janet Henritz as Assistant Treasurer. Motion carried unanimously.
- **Kevin Deppe Bond** – The BOS directed Tammy M. White at the 11/13/08 BOS meeting to proceed with the paper work to acquire a 4 year bond for Kevin N. Deppe, which is a requirement if he given the position as Township Manager. Kevin N. Deppe's bond is in progress and will be complete by the 1/15/09 BOS meeting where the decision will be made to approve the Township Manager Ordinance.
- **Township Solicitor** – Kermit E. DeLong motioned, seconded by Thomas C. Creighton, to appoint Marc Fisher, from Worth Magee & Fisher Law Offices as Township Solicitor. David C. Najarian opposed. The issue arose that the township may need to research a firm to be appointed as alternate solicitor. David C. Najarian stated that there should not be any conflicts, but the BOS stated that they had a few firms in mind.
- **Zoning Hearing Board Solicitor** – David C. Najarian motioned, seconded by Thomas C. Creighton, to strike this matter due to the fact that the ZHB appoints the ZHB Solicitor at their first meeting of every year. Motion carried unanimously.
- **Township Engineer** – David C. Najarian motioned, seconded by Thomas C. Creighton, to reappoint Keystone Consulting Engineers as Township Engineer until the BOS makes a decision as to the possible appointment of another firm. Motion carried unanimously.
- At this time the Board directed Kevin N. Deppe to obtain and provide a copy of the requisite bond to the Board and Auditors as soon as possible. There was also discussion to remind all who need to, to complete their notarized Oath of Office forms and return them to Tammy M. White as soon as possible. These are to be completed by all newly appointed/elected positions.
- **2009 Meetings** – The BOS authorized the 2009 meeting dates at the 12/11/08 BOS meeting and are as follows: 01/15, 02/12, 03/12, 04/09, 05/14, 06/11, 07/09, 08/13, 09/10, 10/08, 11/12, 12/10, 12/28/2009 (Close-Out Meeting), All will be held at 6:30 p.m. The advertisement was sent to the NW Press for advertisement the week of 12/22/08.
- **2009 Six Township Meetings** – David C. Najarian motioned, seconded by Thomas C. Creighton, to approve the six township/COG meetings as follows: 3/09/09 @ Weisenberg Twp.; 6/8/09 @ Heidelberg Twp.; 9/14/09 @ Lowhill Twp.; 12/14/09 @ Lynn Twp., all meetings to be held at 8:00 am at the designated township. Motion carried unanimously. Washington Township advertised for 2009 because they were the last township to hold the meeting in 2008. Lynn Township will be responsible for advertising the meeting schedule for 2010.

Resolutions:

- Resolution **2009-01** - **To open and maintain bank accounts**; David C. Najarian motioned, seconded by Thomas C. Creighton to adopt resolution 2009-01. Motion carried unanimously.
- Resolution **2009-02** - **To open and maintain safe-deposit box and escrow accounts at the New Tripoli Bank**; David C. Najarian motioned, seconded by Thomas C. Creighton to adopt resolution 2009-02, Motion carried unanimously .
- Resolution **2009-03** - **To establish a User Fee Schedule for 2009**; David C. Najarian motioned, seconded by Thomas C. Creighton to adopt resolution 2009-03. Motion carried unanimously.
- Resolution **2009-04- Establishing a Fee Schedule for Engineering or Municipal Consultant fees for subdivision and land development review**; David C. Najarian motioned, seconded by Thomas C. Creighton to adopt resolution 2009-04. Motion carried unanimously.

Appointments/Resolutions:

At this time the Board reviewed all candidates that had applied for positions on the various committees: Two letters of interest were received for positions on the EAC; *David Imschweiler* and *Mara Beck* and one letter of interest was received for a position on the PC; *Willard Dellicker*

- Resolution **2009-** Sewer Authority - Term Ends 01/01/2014 **(1 Vacancy) (5 Year Term)** – Tabled by the BOS.
- Resolution **2009-05** -Planning Commission - Term Ends 01/01/2013 **(2 Vacancy) (4 Year Term)** – Kermit E. DeLong motioned, seconded by Thomas C. Creighton to adopt resolution number 2009-05, which reappoints Kathy Hermany to the Planning Commission as a member for another 4 year term ending 01/01/2013 and to appoint Willard Dellicker to the Planning Commission as a member for a 4 year term ending 01/01/2013. David C. Najarian opposed the motion.
- Resolution **2009-06** -Zoning Hearing Board - Term Ends 01/01/2012 **(3 Vacancy) (3 Year Term)** –David C. Najarian motioned, seconded by Thomas Creighton to adopt resolution number 2009-06, which reappoints Ray Moyer to the Zoning Hearing Board as a member for another 3 year term ending 01/01/2012 and also to reappoint Richard Bittner and Robert Sadler to serve as alternate members on the Zoning Hearing Board until 01/01/2012. Motion carried unanimously.
- Resolution **2009-07**-Building Code of Appeals Board Member - Term Ends 01/01/2014 **(1 Vacancy) (5 Year Term) (1 Vacancy) (vacated term remaining; 3 Year Term)** Thomas C. Creighton motioned, seconded by David C. Najarian to adopt resolution number 2009-07, which appoints Michael Fornauf to serve on the Building Code Appeals Board as a member for a 5 year term ending 01/01/2014 and to appoint Barry Mantz to fill a vacated position of 3 years on the Lynn Township Building Code of Appeals Board as a member until 01/01/2012 Motion carried unanimously.
- Resolution **2009-08**- Environmental Advisory Committee - Term Ends 01/01/2012 **(2 Vacancy) (3 Year Term) (1 Vacancy) (vacated term remaining; 1 Year Term)** - Kermit E. DeLong motioned, seconded by David C. Najarian to adopt resolution number 2009-08, which reappoints Liz Brensinger to the Environmental Advisory Committee as a member for another 3 year term ending 01/01/2012 and also to appoint Mara Beck to serve on the Lynn Township Environmental Advisory Committee as a member until 01/01/2012 with the BOS decision for Mara Beck to formally submit a letter of resignation from the REC Advisory Committee and to appoint David Imschweiler to fill a vacated position of 1 year on the Lynn Township Environmental Advisory Committee as a member for one year until 01/01/2010. Thomas C. Creighton opposed.
- **Sewage Enforcement Officer (SEO)** – David C. Najarian motioned, seconded by Thomas C. Creighton to reappoint Carl Wolfe as Sewage Enforcement Officer. Motion carried unanimously.
- **Alternate Sewage Enforcement Officer (SEO)**-. David C. Najarian motioned, seconded by Thomas C. Creighton to reappoint Chris Wolfe as Alternate Sewage Enforcement Officer. Motion carried unanimously.
- **Zoning Officer** –David C. Najarian motioned, seconded by Thomas C. Creighton to reappoint Kevin N. Deppe as Zoning Officer. Motion carried unanimously.
- **Alternate Zoning Officer** – David C. Najarian motioned, seconded by Thomas C. Creighton to appoint who ever the elected Engineer Firm is. Motion carried unanimously.
- **Building Codes Official**– David C. Najarian motioned, seconded by Thomas C. Creighton to reappoint Kevin N. Deppe as Building Codes Official. Motion carried unanimously.
- **Office Manager/Administrator** –David C. Najarian motioned, seconded by Thomas C. Creighton to reappoint Kevin N. Deppe as Office Manager/Administrator. Motion carried unanimously.
- **Township Manager**- Motion will be made at the 01/15/09 BOS meeting.
- **Building/Plumbing/Electrical Inspector** – David C. Najarian motioned, seconded by Thomas C. Creighton to reappoint Code Master Inspection Services as Building/Plumbing/Electrical Inspector. Motion carried unanimously.

- **Emergency Management Coordinator** –Thomas C. Creighton motioned, seconded by David C. Najarian to reappoint Matthew Nemeth as Emergency Management Coordinator. Motion carried unanimously.
- **Assistant Emergency Management Coordinator** –David C. Najarian motioned, seconded by Thomas C. Creighton to table the appointment of an Assistant Emergency Management Coordinator. Motion carried unanimously. At this time Matthew Nemeth is still looking for someone.
- **Road Master/Superintendent Employee** –Kermit E. DeLong motioned, seconded by Thomas C. Creighton to reappoint Bruce Raber as Road Master/Superintendent. Motion carried unanimously.
- **Voting delegate for PSATS 2009 Convention-** Thomas C. Creighton motioned, seconded by Kermit E. DeLong to appoint Kevin N. Deppe as voting delegate for PSATS 2009 Convention. Motion carried unanimously.
- **Township Employees to the 2009 PSATS Convention** – Tabled till the 01/15/09 BOS meeting.
- **Tax Collector for Income & Occupational Privilege Tax (Wage taxes)** –David C. Najarian motioned, seconded by Thomas C. Creighton to reappoint Heidelberg/Lynn EIT Bureau as the Township’s wage tax collector. Motion carried unanimously.
- **Appoint Supervisor Representative for Northwestern Recreation Commission** – Kermit E. DeLong motioned, seconded by David C. Najarian to reappoint Thomas C. Creighton as Supervisor Representative for the Northwestern Recreation Commission. Motion carried unanimously.
- **Appoint Supervisor Representative for Agricultural Land Preservation Commission** – Kermit E. DeLong motioned, seconded by Thomas C. Creighton to reappoint David C. Najarian as Supervisor Representative for the Agricultural Land Preservation Commission. Motion carried unanimously.
- **Appoint Supervisor Representative for Crime Watch** – David C. Najarian motioned, seconded by Thomas C. Creighton to appoint Kermit E. DeLong as Supervisor Representative for Crime Watch. Motion carried unanimously.
- **Appoint Supervisor Representative for Jordan Valley Water Shed Committee Act 167** – Kermit E. DeLong motioned, seconded by Thomas C. Creighton to reappoint David C. Najarian as Supervisor Representative for Jordan Valley Water Shed. Motion carried unanimously.
- **Appoint Supervisor for County COG-** David C. Najarian motioned, seconded by Thomas C. Creighton to appoint Kermit E. DeLong as the representative for the County COG and David C. Najarian as the alternate representative for the County COG. Motion carried unanimously.
- **Appoint Park Manager** – David C. Najarian motioned, seconded by Kermit E. DeLong to reappoint Richard Matthias as Park Manager. Motion carried unanimously.
- **Vacancy position for the Board of Supervisors** – David C. Najarian motioned, seconded by Thomas C. Creighton to reappoint Scott Feinour to the vacancy position to the Board. Kermit E. DeLong opposed the motion.
- **Appoint Chairman of the EAC**– David C. Najarian motioned, seconded by Thomas C. Creighton to appoint Glenn Ed Maurer as Chairman of the Environmental Advisory Committee. Motion carried unanimously.

Miscellaneous:

- **Establish mileage reimbursement for employees on Township business** – The BOS does not feel anything has to be done. Resolution 2006-19 was adopted authorizing Lynn Twp. to pay mileage reimbursement at the same rate that is set by the internal revenue service. *Note:* The IRS decreased the mileage rate for 2009, effective January 1, 2009 from 58.5 cents to 55 cents per mile.
- **Establish 2009 Holidays-** David C. Najarian motioned, seconded by Thomas C. Creighton to adopt the following 2009 Holiday schedule as stated in the personnel manual. Motion carried unanimously.
 - New Years Day (and a ½ day preceding New Year’s Day)
 - Good Friday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veteran’s Day
 - Thanksgiving Day
 - Black Friday
 - Christmas Day (and a ½ day preceding Christmas)
 - Day after Christmas (Floating Holiday)(If Christmas falls on a Friday then the employee can use this floating holiday on any other day of the year with the approval of their immediate supervisor.)

- **Set wages for employees based on performance and review-** David C. Najarian motioned, seconded by Thomas C. Creighton authorizing a 4% salary increase, as budgeted for 2009, rounded down to the nearest 5th, to all Full Time employees with the exception of Kevin N. Deppe, and that all Part Time and Seasonal employee's remain the same as 2008. Motion carried unanimously. The BOS will discuss Kevin N. Deppe's salary at the 01/15/09 BOS meeting. The following are the new salaries for the Full Time employee's for 2009:

Secretary/Treasurer	Tammy M. White	\$16.35/hr
Administrative Secretary/Asst. Secretary	Tina M. Everett	\$15.85/hr
Administrative Secretary/Asst. Treasurer	Janet L. Henritzky	\$14.30/hr
Roadmaster	Bruce Raber	\$20.25/hr
Road Crew	Joe Howard	\$16.35/hr
Road Crew	Joe Wisser	\$18.45/hr
Park Manager	Richard Matthias	\$16.10/hr

Public Comment: Glenn Smith stated that he felt Donald Christ was the most qualified for a position as a member on the Sewer Authority. David C. Najarian stated his concerns of mixing board members with actual employees.

Announcements: The Lehigh County Winter Convention is being held at Fogelsville Fire Co., Friday, January 09, 2009. PSATS will be holding their annual conference in Hershey PA on April 19th thru 22nd

Adjournment: A motion was made by David C. Najarian, seconded by Thomas C. Creighton to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:42pm.

Respectfully Submitted,

Tammy M. White
Secretary/Treasurer