

Board of Supervisors Re-Organization Meeting
Monday, January 3rd, 2011 @ 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 David C. Najarian at 6:30 pm in the Municipal Building. Present were Chairman David C. Najarian, Vice Chairman Brian C. Dietrich, and Member, Kermit E. DeLong Jr., Solicitor Marc Fisher, Zoning Officer Kevin N. Deppe, Secretary/Treasurer Tammy M. White, and approximately 7 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Public Comment: None

Appointments:

- **Temporary Chairman** – Brian C. Dietrich 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** –David C. Najarian motioned, seconded by Brian C. Dietrich, to appoint Tammy M. White as temporary secretary to take the minutes of the Re-org meeting. Motion carried unanimously.
- **Chairman** – David C. Najarian motioned, seconded by Kermit E. DeLong, to appoint Brian C. Dietrich as Chairman of the Board. Motion carried unanimously.
- Chairman Dietrich took over the meeting at this time.
- **Vice Chairman** –David C. Najarian motioned, seconded by Brian C. Dietrich, to appoint Kermit E. DeLong as Vice Chairman of the Board. Motion carried unanimously.
- **Secretary/Treasurer** –Kermit E. DeLong motioned, seconded by David C. Najarian, to reappoint Tammy White as Secretary/Treasurer to the Board of Supervisors. Motion carried unanimously.
- **Assistant Secretary** - David C. Najarian motioned, seconded by Kermit E. DeLong, to reappoint Janet L. Henritz as Assistant Secretary to the Board of Supervisors. Motion carried unanimously.
- **Assistant Treasurer** - Kermit E. DeLong motioned, seconded by David C. Najarian, to reappoint Kevin N. Deppe as Assistant Treasurer to the Board of Supervisors. Motion carried unanimously.
- **Township Solicitor** –David C. Najarian motioned, seconded by Kermit E. DeLong, to reappoint Marc Fisher, from Worth Magee & Fisher Law Offices as Township Solicitor. Motion carried unanimously.
- **Conflict Council**- David C. Najarian motioned, seconded by Kermit E. DeLong, to reappoint John O. Stover Jr. as Conflict Council. Motion carried unanimously.
- **Township Engineer** –Kermit E. DeLong motioned, seconded by Brian C. Dietrich, to appoint Keystone Consulting Engineering. David C. Najarian opposed the motion. Motion carried.
- At this time the Board directed Tammy M. White to remind all who need to, to complete their notarized Oath of Office forms and Statement of Financial Interest forms and return them to Tammy M. White as soon as possible. These are to be completed by all newly appointed/elected positions.
- **2011 Meetings** – The BOS authorized the 2011 meeting dates at the 12/27/10 Close out meeting and are as follows: 01/13, 02/10, 03/10, 04/14, 05/12, 06/09, 07/14, 08/11, 09/08, 10/13, 11/03, 12/08, 12/27/2011 (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 01/06/11.
- **2011 Six Township Meetings**–The BOS authorized the six township/COG meetings as follows: 3/14/11 @ Lowhill Twp.; 6/13/11 @ Lynn Twp.; 9/12/11 @ North Whitehall Twp.; 12/12/11 @ Washington Twp., all meetings to be held at 8:00 am at the designated township. Motion carried unanimously. Heidelberg Township will be responsible for advertising the meeting schedule for 2011 since they held the last meeting in 2010; Washington Township will be responsible for advertising the meeting schedule for 2010.

Resolutions:

- Resolution 2011-01 - *To open and maintain bank accounts;*
- Resolution 2011-02 - *To open and maintain safe-deposit box and escrow accounts at the New Tripoli Bank;* Kermit E. DeLong motioned, seconded by David C. Najarian to adopt resolution 2011-01 and 2011-02. Motion carried unanimously.
- Resolution 2011-03 - *To establish a User Fee Schedule for 2011;* David C. Najarian motioned, seconded by Kermit E. DeLong to adopt resolution 2011-03. Motion carried unanimously.
- Resolution 2011-04- *Establishing a Fee Schedule for Engineering or Municipal Consultant fees for subdivision and land development review;* David C. Najarian motioned, seconded by Kermit E. DeLong to adopt resolution 2011-04 with amendments to reflect Keystone Consulting Engineering. Motion carried unanimously.

• **Appointments/Resolutions:**

At this time the Board reviewed all candidates that had applied, or offered to serve another term, for positions on the various committees: **PC-** Scott Nagle & Larry Bachman - serve another term. **SA-** Don Billig & Greg Snyder sent letters of intent. **ZHB-** Richard Snyder - serve another term. **EAC-** Barbara Blythe - serve another term. **BCofA-** Greg Snyder - serve another term.

- Resolution **2010-05-** Sewer Authority - Term Ends 01/01/2016 **(1 Vacancy) (5 Year Term)** –David C. Najarian motioned, seconded by Brian C. Dietrich to adopt resolution number 2010-05, which newly appoints Greg Snyder to the Sewer Authority as a member for another 5 year term ending 01/01/2016. Motion carried unanimously.
- Resolution **2010-06 -**Planning Commission - Terms End 01/01/2015 **(2 Vacancy) (4 Year Term)** –David C. Najarian motioned, seconded by Kermit E. DeLong to adopt resolution number 2010-06, which reappoints Scott Nagle and Larry Bachman to the Planning Commission as a members for another 4 year term; each ending 01/01/2015 Motion carried unanimously.
- Resolution **2010-07 -**Zoning Hearing Board - Term Ends 01/01/2014 **(1 Vacancy) (3 Year Term)** –Brian C. Dietrich motioned, seconded by David C. Najarian to adopt resolution number 2010-07, which reappoints Richard Snyder to the Zoning Hearing Board as a member for a 3 year term ending 01/01/2014. Motion carried unanimously.
- Resolution **2010-08-** Environmental Advisory Committee - Terms End 01/01/2014 **(1 Vacancy) (3 Year Term)** - David C. Najarian motioned, seconded by Kermit E. DeLong to adopt resolution number 2010-08, which reappoints Barbara Blythe to the Environmental Advisory Committee as a member for another 3 year term ending 01/01/2014. Motion carried unanimously. A second motion was made by Brian C. Dietrich and seconded by Kermit E. DeLong appointing Glenn Maurer as Chairman of the EAC. Motion carried unanimously.
- Resolution **2010-09-**Building Code of Appeals Board Member - Term Ends 01/01/2016 **(1 Vacancy) (5 Year Term)** Brian C. Dietrich motioned, seconded by Kermit E. DeLong to adopt resolution number 2010-09, which reappoints Greg Snyder to the Building Code of Appeals Board as a member for another 5 year term ending 01/01/2016. Motion carried unanimously.
- **Sewage Enforcement Officer (SEO)** –David C. Najarian motioned, seconded by Kermit E. DeLong to reappoint Carl Wolfe as Sewage Enforcement Officer. Motion carried unanimously. 2011 Rate \$60/hr.
- **Alternate Sewage Enforcement Officer (SEO)-**. David C. Najarian motioned, seconded by Kermit E. DeLong to reappoint Scott Bieber as Alternate Sewage Enforcement Officer. Motion carried unanimously. 2011 Rate \$60/hr.
- Resolution **2010-10-** Compensation for Township Manager - Kermit E. DeLong motioned, seconded by David C. Najarian to adopt resolution number 2010-10, which establishes the compensation for the office of Township Manager. Motion carried unanimously.
- **Zoning Officer, Building Codes Official, Office Manager/Administrator, Township Manager** –David C. Najarian motioned, seconded by Kermit E. DeLong to reappoint Kevin N. Deppe as Zoning Officer, Building Codes Official, Office Manager/Administrator, and Township Manager. Motion carried unanimously.
- **Alternate Zoning Officer** – Tabled.
- **Building/Plumbing/Electrical Inspector** –David C. Najarian motioned, seconded by Kermit E. DeLong to appoint Code Master Inspection Services and Barry Isett as Building/Plumbing/Electrical Inspector(s) and that at the time of application the applicant is bound to make a selection of one inspection agency. Motion was withdrawn by David C. Najarian. David C. Najarian motioned, seconded by Brian C. Dietrich to appoint the following four inspection agencies: Code Master; Barry Isett; Blue Mountain; and Keller Zoning, and that at the time of application the applicant is bound to make a selection of one inspection agency. Kermit E. DeLong opposed the motion. Motion carried. Kevin Deppe will draft the proper paperwork in order to put into place the process of using more than one inspection agency.
- **Alternate Building Codes Official** -
- **Emergency Management Coordinator** –David C. Najarian motioned, seconded by Kermit E. DeLong to reappoint Matthew Nemeth as Emergency Management Coordinator. Motion carried unanimously.
- **Assistant Emergency Management Coordinator** – NA
- **Road Master/Superintendent Employee** –David C. Najarian motioned, seconded by Brian C. Dietrich to reappoint Bruce Raber as Road Master/Superintendent. Motion carried unanimously.
- **Voting delegate for PSATS 2011 Convention-** Kermit E. DeLong motioned, seconded by Brian C. Dietrich to reappoint Kevin N. Deppe as voting delegate for PSATS 2011 Convention. Motion carried unanimously.
- **Township Employees to the 2011 PSATS Convention** –David C. Najarian motioned, seconded by Kermit E. DeLong to approve the attendance of any full time township employee who wishes to attend the 2011 PSATS Convention. Motion carried unanimously.

- **Tax Collector for Income & Occupational Privilege Tax (Wage taxes)** –Kermit E. DeLong motioned, seconded by David C. Najarian to reappoint Heidelberg/Lynn EIT Bureau as the Township's wage tax collector for 2011. Motion carried unanimously.
- **Appoint Supervisor Representative for Northwestern Recreation Commission-** David C. Najarian motioned, seconded by Kermit E. DeLong appointing Brian C. Dietrich as the representative for the Northwestern Recreation Commission. Motion carried unanimously.
- **Appoint Supervisor Representative for Agricultural Land Preservation Commission-** Kermit E. DeLong motioned, seconded by David C. Najarian appointing Brian C. Dietrich as the representative for the Agricultural Land Preservation Commission. Motion carried unanimously.
- **Appoint Supervisor Representative for Crime Watch-** Brian C. Dietrich motioned, seconded by Kermit E. DeLong appointing David C. Najarian a representative for the Crime Watch. Motion carried unanimously.
- **Appoint Supervisor Representative for Jordan Creek Water Shed Committee Act 167** – Tabled
- **Appoint Supervisor for County COG-** Brian C. Dietrich motioned, seconded by David C. Najarian appointing David C. Najarian a supervisor for the county COG. Motion carried unanimously. Kevin Deppe will be the alternate.
- **Vacancy position for the Board of Supervisors** –David C. Najarian motioned, seconded by Brian C. Dietrich to reappoint Scott Feinour to the vacancy position to the Board. Kermit E. DeLong opposed the motion. Motion Carried..

Miscellaneous:

- **Establish mileage reimbursement for employees on Township business** – The BOS stated that 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 increased the mileage rate for 2011, effective January 1, 2011 from .50 cents to .51 cents per mile.
- **Set wages for employees based on performance and review-** David C. Najarian motioned, seconded by Brian C. Dietrich adopting the 2011 wages for employees based on performance and reviews. Motion carried unanimously.

The following are the salaries for Lynn Township employee's for 2011:

	2011 Wages	Increase/hourly	Increase yearly
Kevin Deppe	\$56,560.14/year		\$1,560.14/year
	Mileage is logged & pd. @.51		
Tammy White	\$17.10/hour	.75/hr	\$1,560.00/year
Janet Henritz	\$15.25/hour	.50/hr	\$1,040.00/year
Bruce Raber	\$22.25/hour	2.00/hr	\$4,160.00/year
Joseph Howard	\$16.85/hour	.50/hr	\$1,040.00/year
Joseph Wisser	\$19.20/hour	.75/hr	\$1,560.00/year
Randy Schmoyer	\$15.50/hour	1.00/hr	\$2,080.00/year
Seasonal Park P/T	\$9.00/hour	.50/hr	\$353.00/year
Sandy Acker	\$13.50/hour	.25/hr	\$65.00/year
			TOTAL \$13,418.14

BUDGETED 2011 \$13,600.00

David C. Najarian motioned, seconded by Kermit E. DeLong to appoint Andrew Foulk as an additional part time employee subject to all the terms at a rate of \$13.50/hr. Motion carried unanimously. Bruce Raber stated that Andrew Foulk does obtain a class B CDL and will be used for snow removal. The BOS also stated that Mr. Foulk may be used by Bruce Raber as he feels needed. The BOS approved Bruce Raber bringing in Mr. Foulk to familiarize him with the equipment and the roads. Bruce Raber also suggested that a list could possibly be formed to include more part time workers with CDL's that could be used in case of a snow emergency. The BOS stated that it may be considered at some time.

2010 Holidays- Holiday schedule as stated in the personnel manual.

New Years Day (and a ½ day proceeding 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, Saturday or Sunday then the employee can use this floating holiday on any other day of the year with the approval of their immediate supervisor.)

David C. Najarian motioned, seconded by Kermit E. DeLong approving the 2011 Holiday schedule. Motion carried unanimously.

Misc.: (1) The Sewer Authority, at their February meeting, will be meeting with LCA to discuss finances. The SA has extended the invite to the BOS to be present at the meeting. Kevin Deppe stated that he will obtain an official invite from the SA to the BOS for the joint meeting and Kevin Deppe along with Donald Christ will draft the advertisement for the meeting and Lynn Township will pay for the advertisement. (2) A letter was received by the Dept. of Agriculture stating that The Sanctuary at Haafsville has not been approved as required under the Dog Law as a licensed kennel. Lynn Township, along with numerous other municipalities, is currently under contract with The Sanctuary at Haafsville, a no kill shelter, for the pick up of stray dogs and cats. Dave Najarian stated that prior to contracting with The Sanctuary at Haafsville, Lynn Township, as well as other municipalities, were contracted with The Humane Society. The Humane Society is a kill shelter, and in the past the township was unable to obtain the proper documentation to match the payment they were requesting. Dave Najarian suggested that Lynn Township draft a response letter to the Dept. of Agriculture acknowledgment receipt of the letter and also including in the letter that their letter has been forwarded to our solicitor for review. David Najarian stated that he will work with Kevin Deppe on drafting the letter.

Public Comment: None.

Announcements: The annual re-org dinner will be held at The New Tripoli Fire Company on Saturday, January 15, 2011 @ 6:00 pm.

Adjournment: A motion was made by David C. Najarian, seconded by Kermit E. DeLong to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:45pm.

Respectfully Submitted,



Tammy M. White
Secretary/Treasurer