

**Board of Supervisors Re-Organization Meeting**  
**Monday, January 4th, 2010 @ 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 David C. Najarian, and newly elected Member, Brian Dietrich, Solicitor Marc Fisher, Zoning Officer Kevin N. Deppe, Secretary/Treasurer Tammy M. White, and approximately 9 citizens.

**Pledge of Allegiance:** The Pledge of Allegiance was conducted.

**Public Comment:** None

**Appointments:**

- **Temporary Chairman** – David C. Najarian motioned, seconded by Brian Dietrich, to appoint Kermit E. DeLong Jr. 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 Dietrich, to appoint Tammy M. White as temporary secretary to take the minutes of the Re-org meeting. Motion carried unanimously.
- **Chairman** –Brian Dietrich motioned, seconded by David C. Najarian, to appoint David C. Najarian as Chairman of the Board. Motion carried unanimously.
- Chairman Najarian took over the meeting at this time.
- **Vice Chairman** –David C. Najarian motioned, seconded by Brian Dietrich, to appoint Brian Dietrich as Vice Chairman of the Board. Motion carried unanimously.
- **Secretary/Treasurer** –Kermit E. DeLong motioned, seconded by Brian Dietrich, to reappoint Tammy White as Secretary/Treasurer to the Board of Supervisors. Motion carried unanimously.
- **Assistant Secretary** - Kermit E. DeLong motioned, seconded by Brian Dietrich, to appoint Janet L. Henritz as Assistant Secretary to the Board of Supervisors. Motion carried unanimously.
- **Assistant Treasurer** - Brian Dietrich motioned, seconded by Kermit E. DeLong, to newly appoint Kevin N. Deppe as Assistant Treasurer to the Board of Supervisors. Motion carried unanimously.
- **Township Solicitor** – Kermit E. DeLong motioned, seconded by Brian Dietrich, to reappoint Marc Fisher, from Worth Magee & Fisher Law Offices as Township Solicitor. Motion carried unanimously.
- **Conflict Council**- Tabled
- **Township Engineer** –Kermit E. DeLong motioned, seconded by David C. Najarian, to newly appoint Remington Vernick & Beach Engineers as Township Engineer. Motion carried unanimously.
- 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.
- **2010 Meetings** – The BOS authorized the 2010 meeting dates at the 12/10/09 BOS meeting and are as follows: 01/14, 02/11, 03/11, 04/08, 05/13, 06/10, 07/08, 08/12, 09/09, 10/14, 11/04, 12/09, 12/27/2010 (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 12/21/09.
- **2010 Six Township Meetings**–The BOS authorized the six township/COG meetings as follows: 3/08/10 @ North Whitehall Twp.; 6/14/10 @ Washington Twp.; 9/13/09 @ Weisenberg Twp.; 12/13/10 @ Heidelberg Twp., all meetings to be held at 8:00 am at the designated township. Motion carried unanimously. Lynn Township advertised for 2010 because they were the last township to hold the meeting in 2009. Heidelberg Township will be responsible for advertising the meeting schedule for 2011.

**Resolutions:**

- **Resolution 2010-01 - To open and maintain bank accounts;** Kermit E. DeLong motioned, seconded by Brian Dietrich to adopt resolution 2010-01 amending the addition of Kevin N. Deppe as Assistant Treasurer. Motion carried unanimously.
- **Resolution 2010-02 - To open and maintain safe-deposit box and escrow accounts at the New Tripoli Bank;** Brian Dietrich motioned, seconded by Kermit E. DeLong to adopt resolution 2010-02 amending the addition of Kevin N. Deppe. Motion carried unanimously.
- **Resolution 2010-03 - To establish a User Fee Schedule for 2010;** Kermit E. DeLong motioned, seconded by Brian Dietrich to adopt resolution 2010-03. Motion carried unanimously.
- **Resolution 2010-04- Establishing a Fee Schedule for Engineering or Municipal Consultant fees for subdivision and land development review;** Brian Dietrich motioned, seconded by Kermit E. DeLong to adopt resolution 2010-04. Motion carried unanimously. Note: Resolution will need to be amended to reflect Remington Vernick & Beach Engineer rates.

## Appointments/Resolutions:

At this time the Board reviewed all candidates that had applied for positions on the various committees: **PC**-Two letters of interest were received; Raymond T. Ferraro and Justin N. Smith and a phone confirmation; Harold Handwerk. **SA**-An email confirmation was received; MaryAnn Wright. **ZHB**-An email confirmation was received; Rob Sadler and one letter of interest received; Glenn Smith and one letter of interest for the position of alternate; Mel Charles. **EAC**-Two email confirmations were received; Glenn Ed. Maurer and David Imschweiler.

- Resolution **2010-05**- Sewer Authority - Term Ends 01/01/2015 (**1 Vacancy**) (**5 Year Term**) – Kermit E. DeLong motioned, seconded by Brian Dietrich to adopt resolution number 2010-05, which reappoints MaryAnn Wright to the Sewer Authority as a member for another 5 year term ending 01/01/2015. Motion carried unanimously.
- Resolution **2010-06** -Planning Commission - Terms End 01/01/2014 (**2 Vacancy**) (**4 Year Term**) – Brian Dietrich motioned, seconded by David C. Najarian to adopt resolution number 2010-06, which reappoints Harold Handwerk to the Planning Commission as a member for another 4 year term ending 01/01/2014 and to newly appoint Raymond Ferraro to the Planning Commission as a member for a 4 year term ending 01/01/2014. Kermit E. DeLong opposed the motion. Motion carried.
- Resolution **2010-07** -Zoning Hearing Board - Term Ends 01/01/2013 (**1 Vacancy**) (**3 Year Term**) (**1 Alternate Vacancy**) (**2 Year Term Remaining**) –David C. Najarian motioned, seconded by Kermit E. DeLong to adopt resolution number 2010-07, which appoints Rob Sadler to the Zoning Hearing Board as a member for a 3 year term ending 01/01/2013 and to table the vacant alternate position. Brian Dietrich opposed the motion. Motion carried.
- Resolution **2010-08**- Environmental Advisory Committee - Terms End 01/01/2013 (**2 Vacancy**) (**3 Year Term**) - Brian Dietrich motioned, seconded by Kermit E. DeLong to adopt resolution number 2010-08, which reappoints Glenn Ed Maurer and David Imschweiler to the Environmental Advisory Committee as a members for another 3 year term ending 01/01/2013. Motion carried unanimously.
- Resolution **2010-??**-Building Code of Appeals Board Member - Term Ends 01/01/2015 (**1 Vacancy**) (**5 Year Term**) Vacancy remains open.
- **Sewage Enforcement Officer (SEO)** –Kermit E. DeLong motioned, seconded by Brian Dietrich to reappoint Carl Wolfe as Sewage Enforcement Officer. Motion carried unanimously. 2010 Rate \$40/hr.
- **Alternate Sewage Enforcement Officer (SEO)**- Kermit E. DeLong motioned, seconded by Brian Dietrich to reappoint Chris Wolfe as Alternate Sewage Enforcement Officer. Motion carried unanimously. 2010 Rate \$40/hr.
- **Zoning Officer, Building Codes Official, Office Manager/Administrator, Township Manager** –Kermit E. DeLong motioned, seconded by Brian Dietrich to reappoint Kevin N. Deppe as Zoning Officer, Building Codes Official, Office Manager/Administrator, and Township Manager. Motion carried unanimously.
- **Alternate Zoning Officer** – Brian Dietrich motioned, seconded by David C. Najarian to appoint Remington Vernick & Beach Engineer Firm. Motion carried unanimously.
- **Building/Plumbing/Electrical Inspector** –Kermit E. DeLong motioned, seconded by Brian Dietrich to reappoint Code Master Inspection Services as Building/Plumbing/Electrical Inspector. Motion carried unanimously.
- **Alternate Building Codes Official** - Kermit E. DeLong motioned, seconded by Brian Dietrich to reappoint Code Master Inspection Services as Alternate Building Codes Official.
- **Emergency Management Coordinator** – Brian Dietrich motioned, seconded by Kermit E. DeLong to reappoint Matthew Nemeth as Emergency Management Coordinator. Motion carried unanimously.
- **Assistant Emergency Management Coordinator** –David C. Najarian motioned, seconded by Brian Dietrich to table the appointment of an Assistant Emergency Management Coordinator. Motion carried unanimously.
- **Road Master/Superintendent Employee** –Brian Dietrich motioned, seconded by Kermit E. DeLong to reappoint Bruce Raber as Road Master/Superintendent. Motion carried unanimously.
- **Voting delegate for PSATS 2010 Convention**- David C. Najarian motioned, seconded by Kermit E. DeLong to appoint Kevin N. Deppe as voting delegate for PSATS 2010 Convention. Motion carried unanimously.
- **Township Employees to the 2010 PSATS Convention** –David C. Najarian motioned, seconded by Brian Dietrich to approve the attendance of any township employee who wishes to attend the 2010 PSATS Convention. Motion carried unanimously.
- **Tax Collector for Income & Occupational Privilege Tax (Wage taxes)** –Kermit E. DeLong motioned, seconded by Brian Dietrich to reappoint Heidelberg/Lynn EIT Bureau as the Township's wage tax collector. Motion carried unanimously.
- **Appoint Supervisor Representative for Northwestern Recreation Commission**
- **Appoint Supervisor Representative for Agricultural Land Preservation Commission**
- **Appoint Supervisor Representative for Crime Watch**
- –David C. Najarian motioned, seconded by Brian Dietrich to appoint David C. Najarian as Supervisor Representative for the Northwestern Recreation Commission; Brian Dietrich as Supervisor Representative for the

- Agricultural Land Preservation Commission; Kermit E. DeLong as Supervisor Representative for the Crime Watch. Motion carried unanimously.
- **Appoint Supervisor Representative for Jordan Creek Water Shed Committee Act 167** –Brian Dietrich motioned, seconded by Kermit E. DeLong to appoint Kermit E. DeLong as Supervisor Representative for Jordan Creek Water Shed. Motion carried unanimously.
- **Appoint Supervisor for County COG-** No official motion made. Kevin Deppe will continue to attend.
- **Appoint Park Manager** –Brian Dietrich motioned, seconded by Kermit E. DeLong to table the appointment of Park Manager. Motion carried unanimously.
- **Vacancy position for the Board of Supervisors** –Brian Dietrich motioned, seconded by David C. Najarian to reappoint Scott Feinour to the vacancy position to the Board. Kermit E. DeLong opposed the motion. Motion Carried.
- **Appoint Chairman of the EAC**–Brian Dietrich motioned, seconded by Kermit E. DeLong to reappoint Glenn Ed Maurer as Chairman of the Environmental Advisory Committee. Motion carried unanimously.

**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 decreased the mileage rate for 2010, effective January 1, 2010 from 55 cents to .50 cents per mile.
- **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 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-** The BOS stated that the 2010 budget does not reflect wage increases for any employee. Kermit E. DeLong motioned, seconded by Brian Dietrich to give Road Crew employee Randy Schmoyer a wage increase of \$1.00/hr. because the employee has acquired his CDL. Motion carried unanimously. David C. Najarian motioned, seconded by Brian Dietrich authorizing the return of Stanley Billig to the Transfer Station as a part time employee and setting the Transfer Station rate at \$10/hr. The motion also directed Kevin Deppe to over see the scheduling of the transfer station alternating part time employees, and also direct Kevin Deppe to draft rules and operating procedures for the Transfer Station. Motion carried unanimously. Kermit E. DeLong motioned, seconded by Brian Dietrich to keep all remaining salaries the same. Motion carried unanimously.

- The following are the salaries for Lynn Township employee’s for 2010:

Township Manager, Administrator /		
Zoning Officer/BCO/Asst. Treasurer	Kevin N. Deppe	\$55,000.00/year
Secretary/Treasurer	Tammy M. White	\$16.35/hr
Administrative Secretary/Asst. Secretary	Janet L. Henritz	\$14.30/hr
Roadmaster	Bruce Raber	\$20.25/hr
Road Crew	Joe Howard	\$16.35/hr
Road Crew	Joe Wisser	\$18.45/hr
Road Crew	Randy Schmoyer	\$14.50/hr
Park Manager	Richard Matthias	\$16.10/hr
Building Maintenance	Sandy Acker	\$13.25/hr
Transfer Station	Stanley Billig	\$10.00/hr
	Joe Nemeth	\$10.00/hr
	Shane White	\$10.00/hr
Seasonal Park P/T	Joe Nemeth	\$8.50/hr
	Shane White	\$8.50/hr

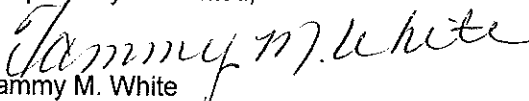
**Misc.:** David C. Najarian motioned, seconded by Kermit E. DeLong appointing Brian Dietrich as representative to the Multi-municipal Comprehensive Plan for the Northern Region of Lehigh County

**Public Comment:** Resident, Richard Snyder was concerned with the operation of the Transfer Station. He felt if the Transfer Station was operated differently the township could be making money instead of losing money. It was suggested that an area inside the Transfer Station could be fenced off for metal, copper, steel; items that currently do not have a designated area. In return, these items can be taken to the recycling center by a township employee as additional revenue to the township. The BOS also requested that Kevin Deppe prepare a policy of rules and operating instructions for the Transfer Station to be reviewed at the next BOS meeting, Thursday, January 14, 2010 @ 6:30pm.

**Announcements:** The Lehigh County Winter Convention is being held at Fogelsville Fire Co., Friday, January 08, 2010. PSATS will be holding their annual conference in Hershey PA on April 18th thru 21<sup>st</sup>.

**Adjournment:** A motion was made by Kermit E. DeLong, seconded by Brian Dietrich to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:39pm.

Respectfully Submitted,

  
Tammy M. White  
Secretary/Treasurer