

Board of Supervisors Re-Organization Meeting
Monday, January 7th, 2013 @ 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 2012 Chairman Kermit E. DeLong at 6:30 pm in the Municipal Building. Present were 2013 Chairman, Justin N. Smith, 2013 Vice Chairman, Kermit E. DeLong Jr., and 2013 Member, Brian C. Dietrich, Solicitor Marc Fisher, Assistant Secretary Janet L. Henritz, NW Press reporter Elsa Kerschner, and approximately 3 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Public Comment: None

Appointments:

- Brian Dietrich makes a motion to appoint Mark Fisher as Temporary Chairman. Discussion on procedure on how to open appointments. Solicitor Mark Fisher opens with a request of a motion to appoint Temporary Chairman.
- **Temporary Chairman** – Brian Dietrich motioned, seconded by Justin Smith, to appoint **Kermit DeLong** as Temporary Chairman to preside over the meeting until formal appointments are made. Motion carried unanimously.
- **Temporary Secretary** – Justin Smith motioned, seconded by Brian Dietrich, to appoint **Janet L. Henritz** as temporary secretary to take the minutes of the Re-org meeting. Motion carried unanimously.
- **Chairman** – Brian Dietrich motioned, seconded by Kermit DeLong, to appoint Justin Smith as Chairman of the Board. Justin Smith motioned to appoint Kermit DeLong as Chairman this was seconded by Kermit DeLong. Motion carried to appoint **Justin Smith** as Chairman. Motion passed unanimously. Second motion is mute.
- **Chairman** Justin Smith took over the meeting at this time.
- **Vice Chairman** Kermit DeLong motioned, seconded by Brian Dietrich, to appoint **Brian Dietrich** as Vice Chairman of the Board. Motion carried unanimously.
- **Secretary** – Kermit DeLong motioned, seconded by Brian Dietrich, to reappoint **Tammy White** as Secretary to the Board of Supervisors. Motion carried unanimously.
- **Treasurer** – Brian Dietrich motioned, seconded by Kermit DeLong, to reappoint **Tammy White** as Treasurer to the Board of Supervisors. Motion carried unanimously.
- **Assistant Secretary** – Kermit DeLong, seconded by Brian Dietrich, to reappoint **Janet L. Henritz** as Assistant Secretary to the Board of Supervisors. Motion carried unanimously.
- **Township Solicitor** – Kermit DeLong motioned, seconded by Brian Dietrich, to reappoint **Marc Fisher**, from Worth Magee & Fisher Law Offices as Township Solicitor. Motion carried unanimously.
- **Conflict Council** - Kermit DeLong motioned, seconded by Brian Dietrich to reappoint **John O. Stover Jr.** as Conflict Council. Motion carried unanimously.
- **Township Engineer** – Brian Dietrich motioned, seconded by Kermit DeLong, to reappoint **Keystone Consulting Engineering**. Motion carried unanimously.
- At this time the Board made a statement 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 by May 1st 2013.

Accept the Minutes and Direct the Treasurer to pay the bills: Motion was made by Kermit DeLong and seconded by Brian Dietrich to accept the minutes from December 27th 2012 (Close-out Meeting) and to direct the treasurer to pay all the bills. Motion carried unanimously. Statement made by Brian Dietrich that resident Robert Sadler offered his services to the township with regards to helping out with any financial assistance.

- **2013 Meetings** – The BOS authorized the 2013 meeting dates at the 12/13/12 BOS meeting and are as follows: 02/14, 03/14, 04/11, 05/09, 06/13, 07/11, 08/08, 09/12, 10/10, 11/14, 12/12, 12/30/2013 (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 12/17/12.
- **2013 Six Township Meetings**–The six township/COG meetings are as follows: 3/11/13 @ North Whitehall Twp.; 6/10/13 @ Washington Twp.; 9/09/13 @ Weisenberg Twp.; 12/09/13 @ Heidelberg Twp., all meetings to be held at 8:00 am at the designated township.
- **Resolutions:**
- **Resolution 2013-01** - *To open and maintain bank accounts at the New Tripoli Bank;* Kermit DeLong motioned, seconded by Brian Dietrich to adopt resolution 2013-01. Motion carried unanimously.
- **Resolution 2013-02** - *To open and maintain safe-deposit box and escrow accounts at the New Tripoli Bank;* Brian Dietrich motioned, seconded by Kermit DeLong to adopt resolution 2013-02. Motion carried unanimously.
- **Resolution 2013-03** - *To establish a User Fee Schedule for 2013;* Brian Dietrich motioned, seconded by Kermit DeLong to adopt resolution 2013-03. Motion carried unanimously.

- Resolution 2013-04 - Establishing a Fee Schedule for Engineering or Municipal Consultant fees for subdivision and land development review; Brian Dietrich motioned, seconded by Kermit DeLong to adopt resolution 2013-04. 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-** Willard Dellicker and Kathy Hermany - serve another term. Letter of interest to serve on Planning Commission received from Perry Long. **ZHB-** Rob Sadler - serve another term. Letter of interest to serve on Zoning Hearing Board received from Robert Bartholomew and Willard Wanamaker Jr. **EAC-** 2 vacancies, **Building Code of Appeals-** Jay Scheffler - server another term.

- Resolution 2013-05 -Planning Commission - Terms End 01/01/2017 (2 Vacancy) (4 Year Term) – Brian Dietrich made a motion to reappoint Willard Dellicker and Kathy Hermany to the Planning Commission for another 4 year term. No second, the motion died. Kermit DeLong motioned, seconded by Justin Smith to reappoint **Willard Dellicker** and appoint **Perry Long** to the Planning Commission as members for another 4 year term; ending 01/01/2017. Motion carried. Brian Dietrich abstained due to conflict.
- Resolution 2013-06 -Zoning Hearing Board - Term Ends 01/01/2016 (1 Vacancy) (3 Year Term) Brian Dietrich made a motion to reappoint Robert Sadler to the Zoning Hearing Board for another 3 year term. No second, the motion died. Justin Smith motioned, and seconded by Kermit DeLong to appoint **Robert Bartholomew** to the Zoning Hearing Board and have **Willard Wanamaker Jr.** fill the alternate spot as a member for 3 year term ending 01/01/2016. (Removing Robert Bartholomew as alternate and making him a member of the Zoning Hearing Board.) Motion carried. Brian Dietrich voted No.
- Resolution 2013-07-Building Code of Appeals Board Member - Term Ends 01/01/2018 (1 Vacancy) (5 Year Term) Kermit DeLong motioned, seconded by Brian Dietrich to adopt resolution number 2013-07, which (re)appoint **Jay Scheffler** to the Building Code of Appeals Board as a member for another 5 year term ending 01/01/2018. Motion carried.
- Resolution 2013-08 & Resolution 2013-09 – Appointing members to the Environmental Advisory Committee. Tabled till next meeting. Justin will speak with Mrs. Beck and Glenn Maurer as possibly co-chairing this committee.
- Resolution 2013-10-Resolution of the Board of Supervisors of Lynn Township, Lehigh County, PA adopting an Official Sewage Facilities Planning Module for Gregory W. Snyder's Land Development located on Allemaengel Road, New Tripoli for the Department of Environmental Protection. Motion to adopt Resolution 2013-10 was made by Kermit DeLong and seconded by Brian Dietrich. Motion carried. Summit to D.E.P. – David Walbert.

Public Comment – Scott Feinour stated that he did not agree with the appointment just made to the Zoning Hearing Board and wondered if any of the new appointments read the Municipal Planning Code. He stated that Robert Sadler in his view was the most knowledgeable member and you just took him off.

- **Sewage Enforcement Officer (SEO)** – Kermit DeLong motioned, seconded by Brian Dietrich to (re)appoint **Carl Wolfe** as Sewage Enforcement Officer. Motion carried unanimously. 2013 Rate \$60/hr.
- **Alternate Sewage Enforcement Officer (SEO)-.** Kermit DeLong motioned, seconded by Brian Dietrich to (re)appoint **Scott Bieber** as Alternate Sewage Enforcement Officer. Motion carried unanimously. 2013 Rate \$70/hr.
- **Zoning Officer** – Kermit DeLong motioned, seconded by Brian Dietrich to appoint **Janet Henritz** as Zoning Officer. Motion carried. Wages to be discussed in executive session.
- **Alternate Zoning Officer** – Brian Dietrich motioned, seconded by Kermit DeLong to appoint **Keystone Consulting Engineering** as the Alternate Zoning Officer. Motion carried.
- **Building/Plumbing/Electrical Inspector** – Brian Dietrich motioned, seconded by Kermit DeLong to reappoint 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. Motion carried unanimously.
- **Building Code Official (B.C.O.)** – Brian Dietrich motioned, seconded by Kermit DeLong to (re)appoint **Ann Lett of Barry Isett Associates** as the Lynn Township B.C.O. Motion carried.
- **Alternate Building Code Official (B.C.O.)** – No action taken. Ann Lett would appoint in her absence if needed someone from her office.
- **Emergency Management Coordinator** – Kermit DeLong motioned, seconded by Brian Dietrich to (re)appoint **Matthew Nemeth** as Emergency Management Coordinator. Motion carried. Further discussion at a later date is needed regarding reimbursement of his time.
- **Assistant Emergency Management Coordinator** – No action taken. Tabled.
- **Road Master**– Brian Dietrich motioned, seconded by Kermit DeLong to (re)appoint **Bruce Raber** as Road Master/Superintendent. Motion carried unanimously.

- **Voting delegate for PSATS 2013 Convention** – No action taken. Check the dates of the convention and make it an agenda item for next meeting.
- **Township Employees to the 2013 PSATS Convention** – Kermit DeLong motioned, seconded by Brian Dietrich to approve the attendance of any full time township employee who wishes to attend the 2013 PSATS Convention with reimbursement for hotel accommodations for a 2 night stay. Motion carried.
- **Tax Collector for Income & Occupational Privilege Tax (Wage taxes)** – Brian Dietrich motioned, seconded by Kermit DeLong to re-appoint **Berkheimer & Associates** as the EIT tax collector for 2013. Motion carried.
- **Appoint Supervisor Representative for Northwestern Recreation Commission-** Kermit DeLong motioned, seconded by Brian Dietrich appointing **Justin Smith** as the representative for 2013 to the Northwestern Recreation Commission. Motion carried.
- **Appoint Supervisor Representative for Agricultural Land Preservation Commission-** Kermit DeLong motioned, seconded by Justin Smith appointing **Brian Dietrich** as the representative for 2013 to the Agricultural Land Preservation Commission. Motion carried.
- **Appoint Supervisor Representative for Crime Watch-** Justin Smith motioned, seconded by Brian Dietrich appointing **Kermit DeLong** a representative for the Crime Watch. Motion carried unanimously.
- **Appoint Supervisor Representative for Jordan Creek Water Shed Committee Act 167** – Justin Smith motioned, seconded by Brian Dietrich appointing **Kermit DeLong** as representative for the Jordon Creek Water Shed Committee Act 167. Motion carried unanimously
- **Appoint Supervisor for County COG** - Kermit DeLong motioned, seconded by Brian Dietrich appointing **Justin Smith** a supervisor for the county COG. Motion carried unanimously. (Any board member can go as an alternate.)
- **Steering representative to Emergency Services Steering Committee-** Brian Dietrich motioned, seconded by Justin Smith appointing **Kermit DeLong** as representative to the Emergency Services Steering Committee for 2013. Motion carried unanimously.
- **Vacancy position for the Board of Supervisors** –Kermit DeLong motioned, to reappoint **Jason Breidinger** to the vacancy position to the Board. Seconded by Justin Smith to the vacancy position to the Board. Motion carried.

Executive Session – For personnel reasons. Start 6:56 pm – Ending 7:28 pm.

- **Zoning Officer** – Kermit DeLong motioned, seconded by Brian Dietrich to rescind the previous motion to appoint **Janet Henritz** as Zoning Officer. Motion carried.
- **Zoning Officer** – Kermit DeLong motioned, seconded by Brian Dietrich to appoint **Keystone Consulting Engineering** as Zoning Officer. Motion carried. (Appointment of a firm, not a person, so alternate would be anyone in the firm.)
- **Alternate Zoning Officer** – Kermit DeLong motioned, seconded by Brian Dietrich to rescind the previous motion **Keystone Consulting Engineering** as the Alternate Zoning Officer. 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 mileage rate for 2013 is 56.5 cents per mile.*
- **Employee wages** – Brian Dietrich motioned, seconded by Kermit DeLong that all appointed employee's wages reflect the 2013 budget raises for 2013. Motion carried unanimously.

2013 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)

Brian Dietrich motioned, seconded by Kermit DeLong to approve the 2013 Holiday schedule. Motion carried unanimously.

Road Report: Bruce Raber, Roadmaster discussed with the Board of Supervisors the possible grant that the (4) townships will be applying for to purchase a new roller and trailer. This roller would be purchased with a matching grant and the township(s) share of the funds would be coming out of the C.O.G. account. It is a matching grant for a total of \$60,000. With the township(s) coming up with half of that amount (\$30,000.), or under, depending on the purchase price of the equipment. **Brian Dietrich motioned, seconded by Kermit DeLong to approve an application of a matching grant to acquire a roller and trailer with the understanding that if the matching grant is approved the funds would come from the C.O.G. account. And that the actual selection of purchase would be subject to board approval at a future date.** Motioned passed. (1) Ronnie Utt was contacted to clean up stumps in Ontelaunee Park and level it off with shale from Ebenezer cemetery. (8hrs. excavator/4hrs. dumpster) **Brian Dietrich motioned, seconded by Kermit DeLong to approve the estimate of \$1,450.00 from Ronnie Utt for the work to be completed at the park.** Motion carried. (2) Bruce stated additional work of cleaning out the tree line at the entrance will be done at the park on the other side when time allows. (3) Ag. Security signs will be pulled that was previously posted by Bruce Raber and Brian Dietrich.

Announcements: 1.) Brian Dietrich thanked Kathy Hermany for her long time service and dedication to the Planning Commission and Robert Sadler for his service to the Zoning Hearing Board.

Adjournment: A motion was made by Kermit DeLong, seconded by Brian Dietrich to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:42 pm.

Respectfully Submitted,



Janet L. Henritz
Assistant Secretary